

Harvey Rural Community

Council in Committee Meeting Minutes

Location: Harvey Rural Community Boardroom

Date: March 25, 2024

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

CAO Shawn Hawley and Assistant Clerk Morgan Kotsovos.

Absent: Councillor Chessie and Councillor Little.

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 Chase to adopt the Agenda. Seconded by Councillor Pepin. MOTION CARRIED.**
3. Disclosure of Conflict of Interest – No conflict of interest was disclosed.
4. Presentations – Grant Application – Youth Soccer. Council welcomed President Leanne McKinnis and Fundraising Director Miranda Price from of the Atlantic Argonaut Soccer Club. Mrs. McKinnis stated there are six parents total in the surrounding Communities that have helped organize a new incorporated nonprofit Soccer Association that is registered with soccer New Brunswick. President Leanne McKinnis reported their request to Council of a one-time monetary donation of ten thousand dollars which will ensure proper equipment and resources available. President McKinnis stated her goal is to provide quality structure and game environment to the youth in the rural communities. McKinnis stated they will be reaching out to local community sponsors to help keep registration cost as low as possible. The Atlantic Argonaut Soccer Club will be available for youth ages 3-18 in the surrounding Harvey, McAdam and Nackawic catchment areas with the prediction of over 300 registrations. The application will be reviewed in the next Council meeting on 4/10 for a decision.
5. CAO Report – The CAO discussed with Council the progress that has been made within the month of March. The CAO has been to various meetings within the surrounding communities, many introductions with current CAO within CSRC. The CAO has moved forward with JMC to draft initial draft HR Package, Dry Hydrant project is moving forward pending weather, follow up meeting with engineers and architecture firms regarding HMCC, references and discovery of PR firms on Branding, including a meeting with CEO of Ginger. CAO received Purchasing and Tending Procurement policy feedback from resident Pat Porter regarding, formatting suggestions, three policy ideas, and two points of clarification. The CAO stated that this will be brought to the April Council meeting for review and approval.
6. Business Arising - None to report.
7. Discussion and Recommendation -
 - a) RFQ HMCC – CAO discussed with Council that we are seeking expertise to conduct a comprehensive assessment of our aging community centre facility to modernize its mechanical, electrical, structural and energy efficient

systems. Conversations are underway with three firms, and we anticipate quotes in April.

- b) Management Workshop – CAO discussed with Council the significant endeavours aimed at shaping the future for the municipality, the administration staff of Harvey Rural Community would like to propose a management brainstorming workshop in lieu of the April 29th CIC meeting.
- c) Kings Landing 50th – CAO discussed the 50^h Anniversary of Kings Landing with Council and inquired if any Council members would like to partner with the CAO and King’s Landing CEO to offer support through promotion, sponsorship, or some other engagement, on behalf of the municipality.
- d) Work Plan Review -CAO reviewed with Council and Administration on projects that need to be accomplished. It outlines the goals of the project, the timeline to follow, the task everyone needs to complete, the owner, and the process required to thread those tasks together. The previous work plan from 2023 needs to be reviewed and updated. Input prioritization and elimination is required.
- e) Strategic Plan RFP- CAO stated Harvey Rural Community will be seeking competitive proposals from qualified and professional consultants with strategic planning expertise, ideally in the municipal context, to assist with the development of a Strategic Plan. Services will include assistance in the development of a Strategic Plan that will focus on the community’s values and vision for the future, as well as provide concrete goals and objectives via an action plan. Engage business and community stakeholder, residents, Council, municipal personnel and other key agencies and/or individuals in the processing developing the Plan. Engage business and community stakeholders, residents, Council, municipal personnel and other key agencies and or/individuals in the process of developing the Plan.
- f) PR Firm on Branding – CAO reviewed with Council he had been evaluating different NB/PR Marketing firm capabilities and expertise and obtaining references. The CAO had a follow up meeting with Ginger’s CEO to discuss branding project scope and request a quote. This project will include engaging business and community stakeholders, residents, Council, municipal personnel and other key agencies and or/individuals in the process to ensure the municipal brand is distinguishable and reflects Harvey Rural Community.
- g) Meeting Cadence for CIC & Council – CAO discussed with Council that the Harvey Rural Community administrative staff are responsible for preparing packages and information in advance for all Council meetings. Cadence

meetings are used to keep trams aligned towards a common goal, to keep everyone informed, and to ensure work momentum. The recommendation to move the Council meetings to the second Monday of each month instead of Wednesday so that both CIC and Council meetings align to the same day of the week for improved planning and predictability.

- h) Grant Process Review- CAO discussed with Council had requested for an interim tool to better evaluate grants within the Community. It's recognised that this will be a short-term measure and adjusted later to align with our Strategic Plan. The recommendation for Council to review some proposed concepts, best practices, and provide feedback for the Cao to take away and brig back to Council for a formal rubric recommendation.
- i) Old By-Laws from Village of Harvey – CAO reviewed with Council that currently there are several By-Laws from the Village of Harvey that need to be migrated and updated to Harvey Rural Community. The administrative staff will take an inventory, rewrite, and update the By-Laws, the come back with the proposed updates between April-June, as time permits, and need requires.

8. Motion for adjournment made by Councillor Pepin. Seconded by Councillor Chase. Motion carried.

Respectfully submitted,
Morgan Kotsovos, Assistant Clerk

Richard Corey
Mayor

Shawn Hawley
CAO