Harvey Rural Community

Council in Committee Minutes

Location: Harvey Rural Community Boardroom
Date: January 22, 2024 at 7:00 pm

Present: Mayor Corey, Councillor Pepin, Councillor Little, Councillor Chase, Deputy Mayor McLean and CAO/Clerk, Katherine Henry.
Absent: Councillor Chessie

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. It was seconded by Councillor Pepin. MOTION carried.**
3. Disclosure of Conflict of Interest - No conflict declared.
4. Presentations – No presentations
5. CAO Report – No report
6. Business Arising – See below.
7. Discussion and Recommendations
   a) Zoning Change for Seventh Day Adventist Church – The CAO reported that the Seventh Day Adventist Church on Maple Street is now for sale and they are planning to request a re-zoning of the property from Institutional to Residential. She outlined the process and advised that a motion would be before Council on February 7th, if they go ahead with the application.
   b) Assumption of ownership of former Fire Hall – The CAO reported that the former Fire Hall property is not currently insured because the official owners are the Trustees of the Harvey Fire Department and they do not have insurance. This building is used by the HVFD for storage and training. It was also noted that the property is part of the DELG New Brunswick's Remediation Sites Management program. Vehicles and equipment stored in the building would be covered by insurance in the case of building loss but the building itself would not. It was recommended that the lawyer be asked to investigate the option of Harvey Rural Community taking over the ownership of the building. There also needs to be some investigation into who can represent the Trustees.
   c) Communications Policy – A Social Media Policy was approved by Council last year but Harvey should have a Communications Policy under which the social media aspects would be included. Two sample policies were reviewed from other municipalities. The suggestion was to start with the policy from Cardston and incorporate items from the other one that fit our situation. The policy will need to include the procedure for issuing alerts on an alert system.

d) Procurement Policy – The Mayor advised Council that it is very important that Harvey have its own Procurement Policy to guide how goods and services are sourced when they are under the threshold contract value set by the Province. This Policy would be used by Council and staff and also to provide information to the Community about the process. Two sample documents from other municipalities were reviewed as well as a draft policy adapted from another municipality. Each of the versions had some useful items. The CAO was asked to put together a new draft that would combine the policies. A definition of a community supplier will be needed as well as a procedure for disposal of goods no longer needed. This policy will also define the conditions for a sole source contract and set up a preferred contractors list for smaller jobs. A new draft will be uploaded and shared where Council can review and comment. The draft will be shared with the public for comment as prior to being approved.

e) Vehicle Usage Policy – The CAO presented a sample Vehicle Usage Policy that would be needed if Harvey purchases a truck. The recommendation is that the new truck would be kept at the Maintenance Shed and users would access it from there when needed.

f) Housing Accelerator Fund (HAF) Award – The CAO reported that Harvey has been awarded funding from the HAF program. A draft agreement was provided for review. The start and completion dates seemed to be quite short given that we have only just been informed of the award. The CAO will follow up with the CMHC representative that is overseeing our agreement. The grant submission was prepared by the CRSC on behalf of a number of municipalities in our region but so far, Harvey is the only one to be notified of an award.

g) Replies to Public Inquiries – Mayor Corey shared with Council two letters that had been prepared in response to the questions asked at the December Council meeting by two members of the public.

4. Motion for Adjournment - **The MOTION to adjourn was made by Councillor Chase and seconded by Councillor Little.**

The Meeting was adjourned at 8:45pm.

Respectfully submitted,

Katherine Henry
CAO

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Richard Corey	Katherine Henry
Mayor	CAO/Clerk/Treasurer