

**Harvey Rural Community
Council Meeting Minutes
Location: Harvey HMCC
Date: May 8, 2024**

Present: Mayor Corey, Deputy Mayor McLean, Councillors Little, and Chessie.

ZOOM: Councillor Chase

CAO/Clerk Shawn Hawley and Assistant Clerk Morgan Kotsovos

Absent: Councillor Pepin arrived at 8:20 pm

1. Call to Order - The meeting was called to order at 7:00 pm by Mayor Corey.
2. Adoption of the Agenda – Mayor Corey announced four amendments to the agenda.
 - 1) Letter request from York County West ATV Club Inc.
 - 2) Closed session under (68) 1 (j) of the Local Governance Act
 - 3) ParticipACTION Councillor Pepin will report to this at 8:20 pm
 - 4) Two Capital Reserve Expenditure Request

Motion to approve the amendments on the agenda 05/08/2024 made by Councillor Chessie

Seconded by Councillor Little

Motion carried.

3. Approval of the Previous Meeting Minutes

Motion made by Councillor McLean to approve the Council Meeting Minutes April 10th, 2024.

Seconded by Councillor Little.

Motion carried.

4. Disclosure of Conflict of Interest - None to report.
5. Public Input – None to report.
6. Presentation – None to report.
7. Correspondence – Two to report.
 - 1) Heart and Stroke – Would like to remind Council that they're doing the door-to-door campaigns through New Brunswick. Along with some other upcoming fundraising activities.
 - 2) Appreciation Night for Harvey Community Network invited Council and Staff to attend The Barn at Harvey View Farm – Friday May 31st
8. Mayor's Comments – Mayor Corey shared with Council various local events he attended this month.
 - April 11, Vision 2030 - at this summit, a select group of invited guests came together to lend their expertise, insights, and vision towards advancing the regional economy. Through

dynamic roundtable discussions, we explored key areas of focus to set a course for sustainable growth and prosperity

- April 14, Council met with the CAO in a management session facilitated by an external Consultant. The session's purpose was to identify key actions that the Council can move forward in the next few months. These issues will be those that can support the strategic planning and branding process and are suppurative initiatives.
- April 15, The CAO and I met for our weekly session and a debriefing on the management session.
- April 22, Weekly 121 session with CAO.
- April 23, UMN Zone meeting to elect a Zone 5 representative. Derek Pleadwell Mayor of Arcadia was elected.
- April 24, Music Festival.
- April 24, CRSC CAO Oversight committee.
- April 26, Kickoff of HMCC evaluation project.
- April 29, CRSC Finance Committee.
- April 29, Weekly 121 session with CAO.
- May 2, Fredericton Capital Region Tourism Spring update.
- May 6, Special HR committee meeting with JMC re CAO contract.
- May 7, Meeting with Dillion Engineering, Chief Swan and others regarding the disposition of the old firehall building.
- May 7, CRSC Regular Board meeting.
- Presentations Immigration Strategy Overview – O Strategies Myriane Ouellette
- Regional Infrastructure Committee
- Community Development Committee
- Economic Expansion Committee

9. Comments by Members of Council

Ward 1 – Councillor Chase nothing to report.

Ward 2 – Councillor McLean nothing to report.

Ward 3 – Councillor Pepin – Arrived at 8:20 pm. Reminded residents and council about ParticipACTION within the community starting on June 1st, 2024. Councillor Pepin asked for administration staff to help promote ParticipAction via the municipal website and Facebook page.

Ward 4 – Councillor Chessie – Reported he attended a board meeting with the library. Councillor Chessie noted he has received numerous compliments on the garbage collection throughout the community.

Councillor at Large – Councillor Little – Reported he has received various compliments on the garbage collection throughout the community. Councillor Little shared with Council how nice it was to have the Harvey Music Festival back this year. Councillor Little stated there was an announcement that Harvey Elementary School was one of the model schools for the Positive Behavioural Intervention Support. Well done staff and students at Harvey Elementary School.

10. Monthly Department Reports

a) Fire Department – CAO reported to Council the monthly fire report.

Motion to accept the report made by Councillor Little.

Seconded by Councillor Chessie.

Motion Carried.

b) Public Works – Absent – CAO reported to Council the monthly public works report.

Motion to accept the report made by Councillor Chessie.

Seconded by Councillor Little.

Motion Carried.

11. CAO Updates - CAO reported to Council various events and projects he has been working on.

Weeks 4/8 – 4/15

- I've inquired about the dry hydrant with the Nackawic CAO, and she had confirmed that it was damaged from what she suspected was heavy winds causing a crack in the lines. The fire department did confirm that it can still retrieve water; just takes a bit more set up time, and any concerns that it's no longer functional are speculative. Application for permission to work on the hydrant site is being sent by Dunham's. Preliminary investigation has indicated that the pipe is broken, but they don't need to use divers. It is anticipated that the work may commence in June and all the necessary fittings have been ordered to facilitate this repair.

- I was able to confirm the Soccer club grant application was going to be scheduled with the Nackawic Council for review and confirmed HRC
- Related, I've also offered to connect on a regular basis but understand their administration is currently understaffed and will plan to find time as scheduled UNNB events for us.

- Our Assistant Treasurer and I met with the Vendor for Voyent Alert and did a product demo as part of restarting this file.
- Attended Vision 2030, Economic Summit, Fredericton Inn. I was able to connect with neighboring municipalities mayors, administration, and capitol region contacts. Also, the summit was a productive use of time.
- Met with Ginger Marketing Agency President, Sarah Martell to scope branding file.
- Developed agenda with Jenna Evans and Natalia Rodriguez of Stiletto Consultants for the Management Workshop.
- The mayor and I met with Brenda Lee of NB Age Friendly Communities to discuss the possible relevance and with the upcoming HRC Strategic Plan file.
- Met with Jennifer Murry, CEO, JMC to discuss HR Package and her expertise and where she might be able to lean in on the file.
- Attended the Management Workshop with Stiletto, Council and Assistant Clerk at Kings Landing replacing the standard April Council in Committee session. This focused half-day event allowed council members and administrative staff to critically review and refresh the existing work plan, ensuring it aligns with the immediate and long-term priorities of our municipality. Key Outcomes of the Workshop:

1. **Comprehensive Work Plan Review:** The team conducted a thorough assessment of the previous work plan, checking the progress of ongoing projects,

identifying deviations, and revising priorities to streamline efforts and eliminate redundancies.

2. Alignment on 2024 Priorities: Discussions were centered around prioritizing initiatives that require immediate action within 2024, particularly those that address the urgent needs of each Ward, ensuring that resources are effectively allocated to meet the community's evolving demands.

3. Exploration of Funding Opportunities: The workshop also included a strategic discussion on potential funding streams. By exploring avenues such as the Housing Accelerator Fund, Regional Development Commission, Canada Community Building Fund, and the Federation of Canadian Municipalities, the council aims to leverage these resources to enhance community development with minimal financial burden on residents.

- The outcomes and insights gathered from this workshop will be developed into formal recommendations by the administrative staff, which will be reviewed and approved in future council meetings. This approach not only fosters a unified vision for the community's progress but also ensures that every decision is backed by thorough deliberation and strategic planning.
- The Council's commitment through such initiatives underscores their dedication to transparent governance and community-centric decision-making, paving the way for a thriving and well-aligned municipal future.
- The administrative team transferred Fire Department fleet ownership over from GNB to HRC, via SNB.
- Met with Rose Arsenault and Stacy Russel from our Capital Region Tourism team at Blacks, to discuss Tourism efforts and coloration on several potential HRC files. Some that stood out were Rose's continued support with our business owners (attached) marketing our industry efforts, and the upcoming Paddle Network that will be the bike trails of kayaking in the future. It was apparent in this conversation that HRC is uniquely positioned to be a frontrunner with our four lakes and river inside the community. Mayor and Council, I'd recommend we invite David Seabrook who is leading this effort to a future CIC session to discuss how we have HRC on the inaugural maps for this network. Additionally, we reviewed the 5-year plan for the Capital Region Tourism agency, for context as we construct our HRC strategic plan. You will see the reference only files in the Council package relating to these discussions.
- Monthly EMO meeting.
- Met with HRC attorney Paul Elliott in Fredericton office to discuss open files.
- We are thrilled to announce our new Recreation Assistant (and green thumb guru) who has joined the Harvey Rural Community administrative team for the summer! Welcome aboard, Joseph Swan! Joseph has been a resident of Harvey for most of his life. He recently completed his third year of studies at UNB, pursuing a Bachelor of Science in Kinesiology. Joseph is looking forward to working with the HRC and wishes everyone a safe and enjoyable summer!
- 2 more approved, actively interviewing for 1 open/final determination underway.
- The administration also included a synthetic summary of Council and CIC happenings in the Lionews. The goal of this concise overview encapsulates the Council's active role in Harvey Rural Community's development, policymaking, and engagement, providing residents with a high-level picture of local governance in action. As per our Communication Policy, we want to remind residents to please refer to the municipal website for the full meeting minutes via the QR code and be sure to watch

the linked YouTube channel for a full video and audio recording of each session. This was an outcome from a community town hall with the mayor and deputy mayor with residents of Brockway.

Weeks 3 & 4

- RBC onsite meetings, 3 representatives, discussing planning and finances with me and Assistant Treasurer.
- Kicked off a Housing Needs Assessment (HNA) with the Housing Assessment Resource Tools (HART) group of The University of British Columbia, funded by the Housing Accelerator Fund (HAF), since we were awarded the grant, with Andrew Rigsby.
- Attended CMHC training to better understand HAF reporting requirements as grant recipients.
- Visited Sunbury-York South Rural Community's office and had a collaboration session, was able to compare files and share HRC's communication policy, as a best practice. Their CAO was able to share countless items and the trip proved invaluable.
- Met with Perry Kendall, in Fredericton, CEO of NB Habitat for Humanity to discuss the housing needs of HRC, Habitat's focus, and where there might be opportunities to align objectives, as we develop our Strategic Plan. In the Council package reference only documents you'll see an informational Habitat brochure and house plans for their universal accessible three-bedroom bungalow that we build on an 8ft basement that can accommodate up to 3 additional bedrooms and a second bathroom. It was clear after meeting with Perry, how well positioned HRC is for housing opportunities. Mayor, I'd like you and I to meet with Perry and afterwards, if agreeable, have Perry join Council in CIC to discuss our mutual interests.
- Met with JMC in Moncton to workshop two files with Drew Estabrook and Maggie Rogers.
- Spent ¾ of a day in the field with Tom discussing all Public Works files, future needs, infrastructure plans, and general summer readiness. You'll see some of the results this time in tonight's recommendations to Council. Spending time with Tom reinforced his tireless efforts for this community and general professionalism.
- Hosted Karrie Bedford and Rosemary White from ASD-W to discuss a reciprocal agreement with HRC, and how we might gain access to our local schools for the community. We will continue discussions into the summer and work to advance this file together.
- The Assistant Treasurer and I met with Alexis Hutchison Tripp of RDC to discuss all upcoming Community Development files. We spent the majority of time discussing the HMCC assessment and RDC funding, and the Assistant Treasurer will be allocating considerable time with me on grant-related activities.
- We have secured Goguen to GM the Assessment of HMCC and the work has started. In addition to their expertise, they'll subtrade GemTec (Structural), RSEI (Electrical), Argyll (Mechanical), and CBCL (Civil). The firms have a strong history of successful collaboration with a strong connection to New Brunswick. I anticipate their efforts to conclude the end of the summer with a report and several presentations (Council, HMCC board, and the Public).
- As we continue to get the office administration organized, we now meet weekly on Mondays as staff, discussing upcoming objectives, aligning priorities for the community, and have started to train on new policy and procedures.

- The Assistant Clerk and I met with our Area Manager for Central New Brunswick of Regional Emergency Management Coordinator, Reg. 11, Daniel Dekleva, last week. He's offered support on several EMO related files, shared several valuable best practices, and we offered to host neighboring community administrations for some training he's contemplating.
- Met with the Local Community Library team and School District to discuss updating our Memorandum of Understanding (MOU) that hasn't been updated in 40-years. We discussed working on making this current and will return to Council with a recommendation later this summer.
- Our Assistant Clerk and Assistant Treasurer attended AMANB Clerk training on May 1st and 2nd at the Fredericton Inn where they were able to join 70+ other municipal employees from across NB to refresh their skills to create more value for the community.
- Our Strategic Plan RFP closed on 5/3 with several meaningful submissions from leading firms. The administration will be reviewing the submissions and grading per RFP rubric over the coming days.

Upcoming weeks...

- Infrastructure engineers will be at HMCC continuing the assessment as part of the file.
- Ginger will be meeting with several groups across the community and ads will be in the Lionews.
- **Purpose of the project.** To find communal pride in our community and to create a research-fueled and purposeful brand that represents our current community's diversity and its potential.
 - **What we will accomplish together.** A brand identity that our community can take pride in and see a reflection of themselves within.
 - **Upcoming stakeholder sessions.** These sessions will be critical for informing the development of an identity that reflects the community and its diverse perspectives. There are 3 in total, and they will begin the week of May 21st and run until June 7th.
 - Recruiting members to the beautification committee.
 - Recruiting sponsors for baskets.
 - Public works will be focused on repairing gazebos, leveling the parking at the lakeshore, opening trails, painting tables and facilities, sweeping and summer readiness.
 - Spending additional field time with Public Works.
 - Joining the Fire Department by attending weekly FD meeting.
 - Voyent Alert project plan development.
 - Selecting partner for strategic plan.
 - Continue working with JMC on final drafting and reviews of HR Package and COA PM tool.
 - Continue to partner with HART on HNA.
 - Kick off land Task group.
 - Identify final student hires.

Amendments to agenda:

Letter request from York Country West ATV

Motion to approve the letter request from York Country West ATV made by Councillor McLean.

Seconded by Councillor Little.

Motion carried.

Utility Capital Reserve Fund Expenditure Transfer – **Charlie Little Road Generator**

Be it resolved that Harvey Rural Community transfer \$20,460.42 (twenty thousand four hundred sixty and forty-two cents) as per quote Q-225 from M.E. Master Electric Ltd. from the Utility Capital Reserve Fund to the General Operating Fund.

Motion made by Councillor Chessie.

Seconded by Councillor Little.

Motion carried.

General Capital Reserve Fund Expenditure Transfer – **Street Sweeper**

Be it resolved that Harvey Rural Community transfer \$5,864.93 (five thousand eight hundred sixty-four and ninety-three cents) as per quote 1325 from Les Entreprises Paul Germain Inc. from the General Capital Reserve Fund to the General Operating Fund.

Motion made by Councillor McLean.

Seconded by Councillor Little.

Motion carried.

12. Committee Reports

EMO Committee – Councillor McLean read the report to Council.

Motion to approve the EMO Committee Minutes for April 17th made by Councillor Little.

Seconded by Councillor Chessie.

Motion made.

The next EMO meeting will be held on June 3rd.

EMO recommendation for Harvey Rural Community to adopt Voyent alert system.

Motion to approve the Voyent Alert System presented by the EMO committee made by Councillor Chessie.

Seconded by Councillor Little.

Motion carried.

13. Business Arising

Final Reading EMO By-Law 2024-01

Motion to read the Third and Final Reading of the EMO By-Law 2024-01 made by Councillor McLean.

Seconded By Councillor Little.

Motion carried.

Motion to accept the EMO Bylaw 2024-01 as read made by Councillor Little.

Seconded by Councillor McLean.

Motion carried.

Final Reading Council Meeting Cadence Change on Procedural By-Law Section 4 (c, d, e)
By-law 2023-05

**Motion to read the Third and Final Reading of the Meeting Cadence Change on
Procedural By-Law 2023-05 section 4 (c, d, e) made by Councillor Chessie.**

Seconded By Councillor McLean.

Motion carried.

**Motion to accept the Meeting Cadence Change on Procedural By-Law 2023-05
section 4 (c, d, e) as read made by Councillor Chessie.**

Seconded by Councillor Little.

Motion carried.

Lake George Cemetery Grant request

**Motion to accept the requested grant amount of \$5000 to the Lake George Cemetery
Restoration Committee made by Councillor Chessie.**

Seconded by Councillor Little.

Motion carried.

Lacrosse Earmarked Funds Approval Request **Councillor Pepin arrived 8:20 pm**

**Motion to release the remaining grant amount to the Harvey Highlanders Lacrosse of
\$5000 made by Councillor McLean.**

Seconded by Councillor Chessie.

Motion carried.

CAO Recommendation for Grant Program during Strategic Plan Development

**Motion to accept the CAO recommendation to temporarily hold all grants made by
Councillor Chessie.**

Seconded by Councillor McLean.

Motion Carried.

CAO Task force recommendation – Land/Water access

**Motion to accept the recommendation for task force recommendation made by
Councillor McLean.**

Seconded by Councillor Chessie.

Motion carried.

8:25 Closed session under section (68) 1 (j) of the Local Governance Act

**Motion to move into closed session under section (68) 1 (j) of the Local Governance Act
made by Councillor McLean.**

Seconded by Councillor Little.

Motion carried.

9:20 Motion to move out of closed session Local Governance Act under (68)1 (j) and into open session made by Councillor Chessie.

Seconded Chase.

Motion carried.

Resolutions: Motion to accept the HR firm JMC's CAO evaluation model made by Councillor McLean.

Seconded by Councillor Little.

Motion Carried.

Resolutions: Motion to accept the HR firm JMC's recommended Municipal Advisory Corporation (MAC) Benefit Plan Coverage at 100% and enrollment into the Municipal Advisory Corporation (MAC) Group Retirement Plan (GRSP) matched at 6% immediately, 7% year two and 8% year three, for the CAO only, made by Councillor Pepin.

Seconded Councilor Chase.

Motion carried.

14. New Business

None to report.

15. Financial Reports

Motion to accept the financial statements and bank balances provided made by Councillor Chessie.

Seconded by Councillor McLean.

Motion carried.

16. Upcoming Activities – Chamber of Commerce at Big Fiddle May 25th.

17. Date, Time, and Location of Next Meeting – Council in Committee Meeting May 27th, 2024.

18. Motion for Adjournment

Moved by Councillor Chessie to adjourn the meeting.

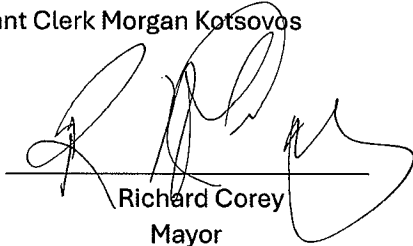
Seconded by McLean

Motion Carried.

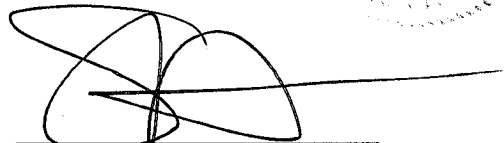
The meeting was adjourned at 9:55 pm.

Respectfully submitted,

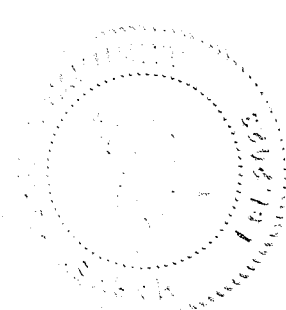
Assistant Clerk Morgan Kotsovos



Richard Corey
Mayor



Shawn Hawley
CAO/ Clerk



May 8, 2024