

MINUTES – VILLAGE OF HARVEY

Regular Meeting

January 20, 2021

7:00 P.M. HMCC entrance due to COVID-19

1. Call to order, adopt agenda, approval of Minutes of previous meetings.

In attendance, Mayor Gamblin, Deputy Mayor Corey, Councillors MacMullin and Howse, Village Manager-Tom MacDonald, and Village Clerk-Katherine Henry.

The Meeting was called to order by Mayor Gamblin at 7:00 pm.

Councillor Howse motioned to approve the adoption of the agenda with the added item of the Municipal Responsibility for COVID Notifications. Seconded by Councillor MacMullin. Motion carried.

Councillor MacMullin motioned to approve the adoption of the previous Meeting Minutes from December 8th and December 30th, 2020. Seconded by Councillor Howse. Motion carried.

2. Manager's Report

- Phone for Village Manager

The Village Manager has been using his personal phone for Village business for 50% reimbursement. With the new water notification system from DTI and with reliable back-up for the water contract, Tom is asking for a Village provided phone to pass along to the back-up when he is not on standby. The Clerk checked with Rogers, our current office phone and internet provider, and received a cost of \$75/month plus \$10/month for a phone for 24 months. Three months would be provided free plus a direct credit of \$120. Council asked the Clerk to check with other providers to find the cheapest option. It was noted that the DTI water contract includes cell phone payment of half the cost to the Village at this time.

Deputy Mayor Corey made the motion to provide a Village phone and case to the Village Manager at a reasonable cost. It was seconded by Councillor MacMullin. Motion carried.

- Odour on Birch Street properties

The Village Manager reported that he had received a call from a resident on Birch Street that there was sewer odour from her kitchen sink. Another resident also reported some odour outside his house during the past month. Tom checked the manholes and did not detect any odour. Deputy Mayor Corey suggested that odour in the house should not be as a result of any new flow on the line and the timing may be coincidental with the start of the Phase II flow. Councillor Howse suggested that the homeowners should have a plumber check on their property first for anything that may be causing this odour. Once that is done and if there is nothing on the property that could be causing the issue, the Village can investigate further. Geoff Flanagan from Crandall Engineering suggested that there is a submerged outlet pipe in the discharge manhole at the top of Spruce Street that is trapping any gas from going through the gravity sewer, that gas is going through the odour scrubber. If it is coming from

manholes than that may be able to be solved by making them more air-tight but hard to say why they are getting odour. He asked if the residents have been asked to ensure all the toilets, showers and sinks that are not frequently used have some water run so that their p-traps are full and suggested that this should also be done in floor drains if they are attached to the sanitary sewer. The Village Manager was asked to contact the two affected owners and advise them to have a plumber investigate. If the plumber is unable to identify any reason for the odour from the owner's property, they are asked to advise the Village for further investigation.

3. Business Arising from the Previous Minutes

- By-Law 2020-2 Rural Plan 2nd and 3rd Reading – Mayor Gamblin
The first reading of By-Law took place on December 8, 2020. The purpose of the by-law amendment was to repeal all previous related by-laws up to By-law 2019-5, add the provision for small-scale agricultural uses in a residential zone, remove the Agricultural Policy in Section 2.4.5, and add definitions for “animal unit”, “chicken”, domestic animal”, “livestock”, “livestock facility” and “use, secondary”. The Agricultural, A zone was removed and the requirement to rent a garden suite to a family member was also removed. Sections 3.13.15 and 3.13.16 on Agricultural Uses and the Keeping of Urban Chickens were added.
By-law No. 2020-2 was read for the second time by Mayor Gamblin, this reading by title only.
By-law No. 2020-2 for the third time by Mayor Gamblin, this reading by title only, thereby enacting the by-law.
- Hanwell Road diversion – Deputy Mayor Corey presented the draft of the letter requesting action on the intersection at Route 3 and the Hanwell Road to be submitted to the Minister of Transportation and Infrastructure. A copy will also be sent to District Engineer, Kevin Richard, and our MLA, Richard Ames. The letter will be sent from Mayor Gamblin, the chair of the LSD Committee, Kathy Curtis, chair of the Harvey Improvement Association, Michael Fletcher, Fire Chief, Jerrad Swan, and Dr. Dan Fletcher.

4. New Business

- Purchase of safety clothing
A winter weight safety jacket was purchased for the Village Manager. This is not included in the safety clothing in the Personnel Policy. Deputy Mayor Corey asked that this be added.
- Sewer fee exemption for empty lot on Charlie Little Road
A property owner has requested an exemption from sewer user fees as the building on the property has been torn down. Council reiterated that fees are for being connected to the system and not for sewer usage. Some cottage owners do not have buildings on their lots and are also charged and some cottage owners may not use their cottages and are still charged. Fees will be charged for everyone unless the system is removed.
- Fire hydrant in Village
Deputy Mayor Corey asked Council to consider the installation of a fire hydrant in the Village to bring water from the lake on an as needed basis. He reported that the Fire Department have installed a 3-phase pump with power from a box on a pole at the new

location. Although the trucks can be filled at the lake with this pump, it would require that it be plowed in the winter. Firefighters could also drag a 5" hose from the lake to the Village but this would take time. Deputy Mayor Corey also reported that he located a bill of sale for the Harvey Improvement Association to buy the pumphouse, contents and pipe from the CPR in 1962. He would like to get a copy of this bill made and request our lawyer to look at it to see if this ownership is still valid. There is a drawing of the pipe location and the Village could consider replacing this pipe and putting in two hydrants in the Village-one near the Trail entrance and one on the Lake Road. Rough estimate of cost to replace the existing pipe is \$40-50K. Directional drilling would be very expensive so a small excavator could be used. Fire chief, Jerrad Swan, thought that NB Southern would allow this work in their right of way. Councillor Howse asked if this was a high priority and could Gas Tax money be used to pay for it? Deputy Mayor Corey replied that it would be a capital project paid for by the Village, not gas tax. He is asking Council to approve the first step of having the Village lawyer look at the document to see if it is valid. The Village would then need to approach NB Southern to discuss the project. If approved by them, the next step would be to have an engineering firm do a design and cost estimate. Councillor MacMullin asked if the hydrants would be used for filling the fire trucks. Deputy Mayor Corey replied that it is for responding to fires in the Village and the pipe would be empty at all other times.

The motion was presented by Deputy Mayor Corey to ask the Village lawyer to evaluate the Bill of Sale for validity. This was seconded by Councillor MacMullin. Motion carried.

- Policy for E-One pump failures
The Village Manager has requested a policy for what to do in the event of a pump failure on the Phase I system. Two spare pumps were left with the Village during the install and the Manager is being called by residents when their pump fails. It has been made clear to residents and Deputy Mayor Corey stated that the pumps and tanks are the property and responsibility of the homeowner and not the Village. The Village should not get involved in pump failures.

Deputy Mayor Corey made a motion that the policy should be that the Village can store the spare pumps, but the homeowner must call Samsom Equipment as the authorized dealer and/or a licensed plumber for the temporary use of a spare pump but that the Village should not be involved in the installation or repair. This was seconded by Councillor Howse. Motion carried.

The Village Clerk will draft a formal policy for communication to residents.

- Census support resolution
Moved by Councillor MacMullin and seconded by Councillor Howse the following Resolution of Council: Be it resolved that the Council of the Village of Harvey supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.
- Liability insurance coverage on the HMCC
It was brought to the attention of Deputy Mayor Corey that the HMCC insurance costs are unaffordable with the current state of revenue and may lapse. The Village is

currently renting space in the building with no formal lease agreement. The Clerk was asked to follow up with distributing the previous draft of a lease agreement and our insurance company to see what the liability for the Village might be. Councillor Howse asked how the facility can operate without this insurance. Deputy Mayor Corey stated that the Village would not be able to buy the facility with their current debt level from the rink upgrade. Deputy Mayor Corey suggested that the HMCC executive should be invited to the February Council Meeting to discuss the situation.

- **SW NB Recreation Update**
Mayor Gamblin advised that there has been a project going on with the South West Regional Service Commission to see if there can be a greater role for them to play in providing recreational services. This currently applies to the municipalities and local service districts in Charlotte County as there is a current agreement with the Village and the Manners Sutton LSD for the HMCC.
- **Municipal Responsibility for COVID Notifications**
In early January the Village received notification by telephone that a family had recently returned from Ontario and were not isolating as required. The Clerk notified Council of this concern and the RCMP. The decision was made that Deputy Mayor Corey would make an un-shareable post on the Village Facebook page that did not identify the family or location in order to ensure that Villagers were kept safe. The post was taken down after a few hours. Councillor Howse expressed concern that this post was made without discussion by Council. Deputy Mayor Corey also stated that the Facebook page identified as the Village of Harvey is not a formal page owned by the Village. Council decided that a communication plan and policy are needed to ensure that posts made on behalf of the Village of Harvey Council meet the guidelines in the policy. The Clerk was asked to research what other municipalities have and prepare a communication plan and policy.

5. Correspondence

- **Local governance reform**
The Department of Environment and Local Government have launched the first of several phases in the reform of local government. A website has been set up to provide information and allow engagement of residents.
- **Courage for Freedom - Eradicate Human Trafficking**
The Village was made aware of an organization dedicated to preventing child sexual exploitation and human trafficking and asked to be involved.
- **Great Minds Think Outside (GMTO) teacher training program)**
Information on a teacher training program was received along with a request for funding. This is not on the approved funding for 2021.
- **Census May 2021 request for increasing awareness**
Statistics Canada is asking for help with increasing awareness about the Census and help in recruiting workers to do the census in our area. A post was made on our Facebook page about the job opportunities.
- **RDC grant opportunity**
The Regional Development Corporation have opened a call for proposals under the

Integrated Bilateral Agreement with one of the funding streams being Community, Culture and Recreation Infrastructure. The property for the funding must be owned by the Village in order to qualify so the HMCC and Lakeshore areas would not meet the requirements. However, clean-up work on the Catharine Pendrel Trail may qualify. This option will be investigated. Forms and information are available on the RDC website.

6. Clerk's Report

The Clerk presented the Bank Balance Report ending January 20, 2021, the Transactions by Account Report, and the Payroll Summary Report for review.

A motion was made by Councillor Howse, seconded by Councillor MacMullin to approve the reports as presented. Motion carried.

7. Adjournment

A motion to adjourn the meeting was made by Deputy Mayor Corey and seconded by Councillor MacMullin at 9:25 pm.

Certified Correct,

Katherine Henry
Clerk

Winston Gamblin
Mayor