

# Harvey Rural Community

## Council Meeting Minutes

Location: Harvey Rural Community Boardroom

Date: February 8, 2023

Present: Mayor Corey, Councillors' Pepin, Chessie, McLean, Chase and Little and CAO/Clerk, Katherine Henry.

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1. Call to Order- The meeting was called to order at 7:00pm by Mayor Corey.
2. Adoption of the Agenda – Mayor Corey asked to move Item 13, Committee Reports to before Item 12, New Business. **The motion was made by Councillor McLean to adopt the amended agenda. It was seconded by Councillor Chase. Motion carried.**
3. Approval of the Previous Meeting Minutes – **Motion made by Councillor Chessie and seconded by Councillor Little. Motion carried.**
4. Disclosure of Conflict of Interest – No conflict of interest was disclosed.
5. Presentations – There were none for this meeting.
6. Proclamations – There were no proclamation requests for this meeting.
7. Correspondence – The Economic and Social Inclusion Corporation is hosting a symposium on public and community transportation in NB on March 22 and 23, 2023 at the Delta Hotel in Fredericton.
8. Mayor's Comments –  
The Mayor reported that there has been considerable activity since our last meeting. Several Committees met for the first time and their reports will be presented later in the meeting. The Mayor reported on the actions taken during the recent power outage. He contacted Councillor McLean and the Chief of the HVFD was able to open the Harvey Fire Dept as a warming shelter in case people needed somewhere to go. As there was also a significant outage along the river, the Kingsclear Fire Dept was also opened for those in need. This action seemed to be appreciated by the public but both Fire Depts reported that nobody had been there.

The Mayor asked Council if members had been participating in the online Orientation sessions provided by the province. Not all Councillors have been attending and they are being recorded to watch at a later date. The Mayor also asked who was attending the UMN Orientation in Fredericton. There will be the Mayor, Councillor Chessie, Councillor McLean and the CAO. The Mayor reported that he, the Deputy Mayor and the CAO had attended an RSC Orientation at the Hanwell Centre. It was very informative and a good opportunity to meet the RSC members and other officials in our area. The Province kept responsibility for Unsightly Premises. It is hoped that it will eventually be an RSC accountability.

The Mayor and the CAO met with Sarah Corey Hollohan from Ignite to discuss what services we need and what they can provide for Economic Development in our Community and our region. There will be a meeting Fredericton Tourism on Feb. 13<sup>th</sup> to discuss the regional tourism plan.

Mayor Corey reported that he had attended the Regional Service Commission Council Meeting on Feb. 8<sup>th</sup>. He reported that will be economic development funding from PETL being directed to the Ignite. There were some standing committee changes recommended. There have been changes to the committee designate procedure. All meetings of the board will be virtual except for May through August.

The Mayor expressed concern that the office is not formally open every day and a plan needs to be made for the hours of the office and the CAO. There will be further discussion of the need for an Assistant Clerk.

The final orientation session in the series from the province will be held on March 24<sup>th</sup> in person in Fredericton. No other information is available at this time.

The data on the final tax rates for each budget subunit was circulated to Council Members by the CAO for information. The CAO noted that the published numbers are incorrect and the tax bills will be issued late for our Community.

The Mayor suggested that Council will discuss the status of the HMCC at the March meeting. The Mayor suggested that the basic meeting Agenda should be part of the Procedural By-law.

The Mayor suggested that we begin a Planning and development process to be prepared for budget development in September. He suggested strategic planning start with project ideas and potential requirements for the next five years. He also suggested that Council should also investigate the use of an operating reserve account in the next budget cycle. He also suggested there is a need for a five-year capital plan. He identified the need to look at all possible alternate sources for revenue besides taxes. He also spoke of the need a Rural Plan for the whole Community. The Village and the LSD of Prince William are still relying on Rural Plans developed prior to reform. The LSD of Manners Sutton does not have a Rural Plan. The process will require a significant amount of public consultation.

The Mayor suggested that presentations from the RSC including planning, economic development, tourism, and social inclusion need to be requested.

#### 9. Comments by Members of Council

- Ward 1 – Councillor Chase reported that he has received constituent complaints about plowing deficiencies and the Canada Post mailboxes not being cleaned out to allow access. The CAO advised Council that there is a Transportation Information Centre 1-833-384-4111 for taking complaints and providing information or emails can be sent to [transportnb@gnb.ca](mailto:transportnb@gnb.ca)

- Ward 2 – Nothing to report

- Ward 3 – Councillor Pepin reported that the Hospital Foundation has created mental health banners and would like help putting them up in the community. The Village has been putting up Christmas banners with the help of the HVFD but they did not have many brackets.

Councillor Pepin also advised that the Hospital Foundation is looking at creating welcome postcards for newcomers to be distributed to real estate agents and left in area stores and post offices.

Councillor Pepin also reminded Council that Winter Wellness Day was being held at the HMCC on Feb. 19<sup>th</sup> with lots of family outdoor activities and snacks.

- Ward 4 – Councillor Chessie identified an urgent need for a Communications policy or Social media policy to determine who and how information is distributed to the community.

Councillor Chessie also advised council of updates being made to the Community Planning Act through Paul Jordan of ELG.

- Councillor at Large - Councillor Little expressed concern about the financial state of the Churches in the area. He also asked about recycling options for businesses in the area and asked about garbage collection in the Community. At present there are several different haulers and different recycling program depending on where you live. How to handle garbage collection will be part of the budget planning.

## 10. CAO Updates

- a) Project Reports – The Rural Transportation project is nearing completion with a draft report expect by February 15th. This draft will be discussed with Dillon on Feb. 15 with a final report with recommendations for Council in March.
- b) Public Works Report – Snow clearing and lagoon monitoring continue.
- c) Staff Benefits – The CAO is investigating options and costs of providing medical/dental and other insurance. Policies are available for full-time staff working more than 20 hours per week.

## 11. Business Arising

- a) Committee Structures – Standing, Ad hoc etc.- There needs to be a by-law or policy created regarding committees of Council. It needs to describe how to form a committee, what the membership of a committee should be, whether public members are needed and what the qualifications should be.

**A motion was made by Deputy Mayor McLean and seconded by Councillor Chase to form a committee to look at the process of forming committees, their status and membership. Councillor Pepin, Councillor Chessie and Councillor Little to be members. Motion carried.**

- b) First Reading: By-Law BY-LAW NO. 2023-06 A BY-LAW RESPECTING THE REMUNERATION OF COUNCIL FOR HARVEY RURAL COMMUNITY

Mayor Corey read By-law No. 2023-06 for the first reading in full.

Discussion: Councillor McLean suggested that expenses should be submitted monthly and not quarterly. Council agreed.

- c) First Reading: BY-LAW NO. 2023-05 A PROCEDURAL BY-LAW FOR THE COUNCIL OF HARVEY RURAL COMMUNITY

Mayor Corey read By-law No. 2023-05 for the first reading in full. Changes were highlighted.

Discussion:

- Mayor Corey: Item 6.i) Current wording says the public needs to notify the clerk five business days in advance. Since the Agenda is only posted five days in advance, this should be changed to five days instead of business days.
- Councillor McLean: Item 4.c) Asked what would be considered a “public” place for the posting of the notice. This would be a physical post in the municipal office and on the website.
- Mayor Corey: Item 4.i) The wording of this clause should be changed to match the *Local Governance Act* Item 64(3).
- Mayor Corey: The *Local Governance Act* has changed to remove the 25% restriction on the number of electronic meetings a Councillor can attend.
- Mayor Corey: Noted that the statement regarding Robert’s Rules of orders appears in two places. Only need one.

- d) Cheque signing, RBC Express and mechanical signature of Mayor

It was suggested that the use of the Mayor’s mechanical signature on cheques would reduce the risk of having signed cheques on hand or trying to find a signatory for urgent cheques. However, there should be a limit on the amount for a mechanically signed cheque and the CAO suggested up to \$3,000 per cheque would be sufficient.

The motion was made by Councillor Pepin to allow the use of the Mayor’s mechanical

signature on cheques for amounts up to \$3,000. It was seconded by Councillor Little. Motion carried.

The CAO also advised Council that RBC had a change in policy to allow municipalities to have a credit card without the GIC as collateral and that they had also offered an increase of up to \$8,000. The CAO suggested that a credit limit of \$3,000 would be sufficient.

The motion was made by Councillor McLean to increase the Rural Community credit card limit from \$1,000 to \$3,000. It was seconded by Councillor Chase. Motion carried.

- e) Community Promotion – Webpage, Social media policy, Branding, Signage  
These items need to be considered soon and Councillor Chessie suggested that it is very important to get it right. It was suggested to have a Special Meeting in late March to consider these items and gather more information before then.

## 12. Committee Reports

- a) Meeting and Communication Software – Councillor Little reported that the committee was recommending Office 365 for sharing documents and ideas and holding meetings. Team meetings can be recorded and posted on YouTube after or can be broadcast live on YouTube or through an invitation on the web. Meeting documents have been moved from Google Drive to One Drive. Recording live in our space would require a camera and microphone. Councillor Chase recommended a device called The Owl. The cost for the Basic version is \$7.70/user/month.

**The motion was made by Councillor Little and seconded by Councillor Chase to purchase Office 365 for use by Council for communication and distribution of information and to provide training for its use. Motion carried.**

- b) Authority of Chief Administrative Officer (CAO) – Councillor Chessie reported that the Committee had met and prepared a draft of a By-law. The purpose of the By-law is to define the responsibilities of the CAO as these are not defined in the *Local Governance Act*. The draft was made available to Council and he asked that Council read through it and provide any feedback. The Committee will meet again and present the By-law at the next meeting for first reading.
- c) Harvey Rural Community Office – Mayor Corey reported that this Committee had not yet met. The School District building option is being pursued with a contact in the Anglophone West School District. While the Rural Community owns some properties, none are in a good location for visibility and access.
- d) Community Recreation Coordinator and Assistant Clerk positions – Councillor Pepin presented some background information on the Recreation Coordinator position. In 2018, the Harvey Recreation and Wellness Council was formed with the purpose of enhancing recreation and wellness services in the community and creating a Recreation and Wellness Director position for the Greater Harvey area. The creation of this committee and pursuing the Recreation Director position was a result of recommendations that came out of the 2018 Community Action Day focus group discussions around recreation needs in the community. In 2019 it appeared that there may be a policy that would prevent the allocation of LSD funds towards a salary position. The committee decided to wait until local governance reform was completed before proceeding. Councillor Pepin also reported that the budget for 2023 has a part-time position for a Recreation Coordinator with a contribution towards the position from the Harvey Hospital Foundation and the Harvey Community Network. Councillor Pepin also reached out to Kent Kuhn, Consultant with the Sport and Recreation Branch, to inquire about government funding programs for hiring Recreation Directors. He indicated that their department is in the process of trying

to receive more funding for this program due to the amalgamation of new municipalities. He expects to have more information by the end of March, including guidelines on how to proceed if the funding is confirmed. The funding would be for new hires only and would not fund existing Recreation Director positions. It was decided by Council to wait until more information is available on possible funding before proceeding further with the position.

#### 13. New business

##### a) EMO Planning

Councillor McLean advised Council that he had met with Daniel Dekleva, the Regional Emergency Management Coordinator for the Capital Regional Service Commission. He provided a draft of an EMO plan which was modeled on the previous EMO plan for the Village and the EMO plan for St. Andrews.

**The motion was made by Councillor Little and seconded by Councillor Pepin to form an EMO Committee consisting of Councillor McLean and Councillor Chase to review the draft and make recommendations to Council. Motion carried.**

##### b) Distribution of Recreation Funding to HMCC

The CAO reported that there was no formal agreement for Harvey to transfer funds to the HMCC from the Recreation budget and no amount set. In 2022, the Village and the LSD of Manners Sutton were making contributions through the RSC at a rate of \$.02 on the tax base or approximately \$3,045 per month, paid quarterly.

**The motion was made by Councillor Chessie to transfer \$10,000 from the Community Centres and Halls budget to assist the HMCC. It was seconded by Councillor Little. Motion carried.**

##### c) Office Staffing

Mayor Corey suggested that a Special Meeting of Council should be held to discuss this issue with recommendations from the CAO. A meeting date will be set.

The Mayor also suggested that a Strategic Planning and Budget Planning introductory meeting also be held prior to the next regular Council meeting.

##### d) Promotion

##### e) Fire By-law

##### f) Policing By-law

#### 14. Action list review

a) Rural Transportation study – The draft report is expected to be presented to the CAO on February 15<sup>th</sup> with a final report for Council on March 8<sup>th</sup>.

b) Tree removal Davis Park – Ryan Little will look at the tree in the spring to see if he is able to create a carving in the trunk.

#### 15. Financial Reports

The following reports have been prepared for meetings of the Village Council in the past. The new Council can decide what reports they would like to see.

a) Bank Balance Report – gives the book value of each bank account.

b) Transactions By Accounts Report – shows the transactions (debits and credits) through the General Operating bank account.

c) Payroll Summary Report – this report shows the hours being worked by the staff along with the distribution to the payroll categories.

d) Income Statement – this report shows the year-to-date expenses compared to the budget.

16. Upcoming Activities - King's Landing Family Day Walk, February 20 9:00 am - 12:00 pm
17. Date, Time, and Location of Next Meeting – The next meeting will be held on March 8, 2023 at 7:00pm in Council Chambers at the HMCC. A special meeting will need to be held prior to the next regular council meeting to discuss the assistant clerk position and planning.
18. Motion for Adjournment - MOVED BY Councillor Pepin and seconded by Councillor Chase to adjourn the meeting. MOTION CARRIED.  
The meeting was adjourned at 11:05pm.

Respectfully submitted,

Katherine Henry  
CAO/Clerk

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Richard Corey  
Mayor

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Katherine Henry  
CAO/Clerk