

MINUTES – VILLAGE OF HARVEY

**Regular Meeting
March 9, 2022
7:00 P.M. Village Office**

1. Call to order, adopt agenda, approval of Minutes of the previous meeting held on February 9, 2022.

In attendance: Mayor Gamblin, Deputy Mayor Corey, Councillor MacMullin, Councillor Davis, and Village Clerk-Katherine Henry.

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

Councillor MacMullin motioned to approve the adoption of the agenda. Seconded by Councillor Davis. Motion carried.

Deputy Mayor Corey motioned to approve the adoption of the previous Meeting Minutes from Feb 9, 2022. Seconded by Councillor MacMullin. Motion carried.

2. Manager's Report

- a) Rotary Cutters – The Clerk presented two quotes for rotary cutters that were obtained by the Village Manager from Riverside Equipment. Some specifications on each cutter were also provided to Council.

MK Martin Rotary Cutter 60	\$2,375
Kioti Implement Rotary Cutter 60" Single Spindle Cutter	\$3,495

The specifications for both machines are very similar. These are not offset like the flail mowers that were considered last fall but would be able to cut rougher areas of grass such as the trail area where the zero turn would be damaged. It would have to be wider than the tractor to the side such as along ditches.

Deputy Mayor Corey moved to purchase the MK Martin Rotary Cutter 60. It was seconded by Councillor Davis. Motion carried.

3. Business Arising from the Previous Minutes

- a) Donation of land from private owners – The landowners have agreed to the land description and boundaries as described in the report from Southwest Surveys. The next step is to send this to our lawyer to have the deeds drawn up and registered.

Deputy Mayor Corey moved that the Village of Harvey accept the donation of land with the deed to reflect that its use is a walking trail and access to the public and will be forever protected from commercial use, development, or sold. It was seconded by Councillor MacMullin. Motion carried.

- b) Sign Design and Production for Parks and Utility Areas – The Clerk presented very rough drafts of a Welcome sign for Davis Park and Taylor Field. It contains the opening hours and some basic rules for use as described in BY-LAW NO. 2017-02 A BY-LAW TO REGULATE THE USE OF PUBLIC PARKS. It should also identify the owner/operator of the Park with The Village of Harvey but with the ability to change this name easily in the future with the entity name. There needs to be a sign at the Maintenance Shed/Lagoon and a new sign for the fiddle.

- c) Lights on Welcome Signs – The Clerk purchased four solar dusk to dawn lights to try on the signs to see if they will work. The Village Manager was asked to install them.
- d) Sidewalk on Route 636 – The Clerk reported that she had begun the application for the sidewalk construction to the Active Transportation Fund. She asked if Council would consider having the walkway on the lake side of the road with it moving from the side of the road to the field alongside the road. This may result in less expense as there would be no need for catch basins and brush clearing on properties on the east side of the road. There are still a couple of power poles in the way but the walkway could go around them. The application to the ATF will be completed using the estimates provided by Dillon for a concrete sidewalk on the east side of Route 636 but alternates could be considered when the snow is gone.
- e) Sale of Abandoned Dumpsite – This property has no value to the Village and should be sold, if a buyer can be found. The original assessment was \$9,100 for 2022. It was felt that a minimum or reserve price should be set at \$7,500 and that the highest bid should not necessarily be the one accepted.

Deputy Mayor Corey motioned to Offer the property described as an Abandoned Dumpsite- PID # 75055343 for sale with a minimum price of \$7,500 with the highest bid not necessarily be the one accepted. It was seconded by Councillor Davis. Motion carried.

- f) Local Governance Reform Update - Deputy Mayor Corey reported that work is continuing on establishing the boundaries of Entity 59. As none of the LSD representatives in the Kingsclear Advisory Committee lived in the section joining Entity 59, Joe Chessie and Bruce Pendrel have joined the Transition Committee to represent that area. The Transition Committee wants to send out a letter to every homeowner in the region to let them know what is happening with their local government. The next step will be to decide on a process for naming the new municipality followed by choosing the name.

4. New Business

- a) PRAC Member – The Clerk reported that David Chessie has agreed to represent the Village on the Planning Review and Adjustment Committee (PRAC) Committee for the Southwest Regional Service Commission. It oversees the recommendations made by the planning division for the RSC. The PRAC is the authority that approves recommended variances for partner municipalities and rural areas subject to planning guidelines.

Councillor MacMullin made the motion to appoint David Chessie as the Village representative on the PRAC Committee. It was seconded by Councillor Davis. Motion carried.

- b) Covid Policy for Staff and Council – Due to the changes in the provincial health measures and removal of vaccine mandates by the province for many activities, the Clerk requested a review of the current Covid Policy for Staff and Council. Council decided to keep the vaccination requirement for new hires at this time and to continue to follow provincial guidelines.
- c) Audit and Financial Statements – Lenehan McCain & Associates have completed their audit and prepared the Financial Statements for the Village for 2021. A copy of the Statements was included in the meeting folder for review. Following the completion of adding in amortization expenses and year end adjustments, there is a deficit in the General Operating Fund of \$12,900 and a surplus in the Utility Operating Fund of \$5,088. One item was noted regarding the

balance in the Gas Tax Fund. The auditor assumed the entire balance available for the paving project in 2019 would be used for this project and reported a balance of \$0.00 in the fund at the end of 2019. This was not reported to the Province at this amount. To prevent adjusting the Financial Statements for 2019, 2020 and 2021, we will need to adjust the Gas Tax Account and reports. This will result in less money available than expected in the gas tax fund. The reports will be updated, and the correct transfer amount will be determined. This will increase the funds available in the General Account. The auditor, Maaiké Brewster, was available by phone for questions.

Deputy Mayor Corey motioned to approve the Financial Statements. It was seconded by Councillor MacMullin. Motion carried.

Deputy Mayor Corey motioned to engage Lenehan McCain & Associates as the auditor for the Village in 2022 and to write a letter to them of this decision. It was seconded by Councillor MacMullin. Motion carried.

5. Correspondence – none to report

6. Clerk's Report

a) Bank Balance Report

The Clerk presented the Bank Balance Report ending March 9, 2022. The balances are adjusted to reflect any outstanding cheques or deposits.

b) Transactions By Accounts Report

The Clerk presented the Transactions By Accounts Report. This report shows all the transactions on the general bank account for the Village from the previous meeting to today.

c) Payroll Summary Report

The Clerk presented the Payroll Summary Report to March 9, 2022. This report shows the hours worked for all regular employees on a bi-weekly basis for the year to date.

d) The Clerk presented the Income Statement for the year to date with a comparison to the budget.

A motion was made by Deputy Mayor Corey and seconded by Councillor Davis to approve the reports as presented. Motion carried.

7. Adjournment

A motion to adjourn the meeting was made by Councillor MacMullin and seconded by Councillor Davis at 8:50 pm.

Certified Correct,

Katherine Henry
Clerk

Winston Gamblin
Mayor