

MINUTES – VILLAGE OF HARVEY

**Regular Meeting
Feb 20th, 2019
7:00 P.M. Village Office**

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

Note: This meeting was originally scheduled for Feb. 13th but delayed by one week due to poor weather.

In attendance: Mayor Gamblin, Deputy Mayor Corey, Councillor MacMullin, Councillor Howse, Village Manager-Tom MacDonald and Village Clerk-Katherine Henry. RCMP Constable Bray and Daniel Dekleva, Regional Emergency Management Coordinator, were also in attendance.

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

Councillor Howse motioned to approve the adoption of the agenda, seconded by Councillor MacMullin. Motion carried.

Deputy Mayor Corey motioned to approve the previous Minutes from January 9th, 2019 as circulated. Seconded by Councillor MacMullin. Motion carried.

2. Police Report

Constable Bray delivered the Police Report for the month of January 2019. Cst. Bray reported that the detachment responded to only 18 calls for service in the Village of Harvey and surrounding areas. Four check stops were completed with six traffic tickets and six warnings issued in the month. There were three criminal code violations – one fraud, one shoplifting and one motor vehicle theft. Overall a very quiet month.

Council advised the RCMP that snowmobiles have been observed travelling on the sidewalk between the Village and the Irving station. Cst. Bray also reported that the staff in McAdam are not being sent to St. Stephen as often and the focus for them is the Harvey/McAdam area.

3. Daniel Dekleva - Regional Emergency Management Coordinator

Daniel introduced himself as the new NBEMC for our region. He is a graduate of Carleton University with a degree in Environmental Geography. He is the liaison to the province for RSC 10 on emergency measures items. His responsibilities include: 1. coordinating emergency planning 2. directing operations from EOC 3. acting on behalf of Mayor and Council, as instructed. He is currently working from his vehicle and an office space in Island View but will be moving to St. George.

Mayor Gamblin asked what authority he and Council have to call a State of Emergency. Daniel replied that there needs to be a specific reason and discussion would be required with the Provincial EMO Director.

Daniel advised that our Emergency Response Plan needs to be updated as there is a new format and ours was last updated in 2013. Daniel can provide samples from a couple of areas and references can be made to the provincial plan, which has been supplied. Deputy Mayor Corey's biggest concern that previously communication was through the Fire Chief

and Council seemed to have no authority or ability to communicate with government officials. Daniel advised that an Emergency Operations structure needs to be created with all the contacts information and a coordinator needs to be identified for the Village for communication with the REMC.

Deputy Mayor Corey asked if the LSD of Manners Sutton has a plan and who their contacts are. It would make sense to coordinate the two areas.

Daniel advised that the second Emergency Preparedness Exercise, BRUNSWICK BRAVO 2019, will be taking place on May 22nd. It will be a one-day effort to give municipalities, First Nations and local service districts an opportunity to practise their respective roles during an emergency event. All New Brunswick communities were invited to participate and take advantage of this learning opportunity in emergency response planning and testing. The Village could still participate or observe.

Mayor Gamblin thanked Daniel for his time.

4. Manager's Report

- Maintenance shed equipment
Tom stated that some maintenance equipment had been previously approved but never purchased. He would like to purchase a small (30 gallon) air compressor and a small electric hoist for the maintenance shed. These purchases were approved by Council.
- Replacement – Tom suggested that the Village should have a trained replacement person to cover for him in the event of illness or vacation, particularly in winter. He has identified a candidate, but training would be required and employment contract would need to be done. Katherine was asked to prepare this for Council review.
- Recycle bins for trail and lakeshore
At the moment there are only blue plastic barrels as garbage cans in the Village parks with no option for recyclable cans and bottles. Katherine was asked to provide costing for similar garbage structures to the one at the Upper Village Mall which is more esthetically pleasing and has two sides for garbage and recyclables. There could be up to five required – two at the Lakeshore, one at Davis Park and one at the Trail.
- Training – Tom presented the information on the MPWWA Annual Conference being held in Moncton from April 14th to 17th. He did not attend last year but felt there may be some relevant presentations this year and would like permission to go this year.
Deputy Mayor Corey made the motion for approval of the Village Manager to attend the MPWWA Annual Conference this year. It was seconded by Councillor MacMullin. Motion approved.

5. Business Arising from Previous Minutes

- Lagoon monitoring
Deputy Mayor Corey reported that he had not discussed this any further with Mr. Normandeau. Katherine was asked to contact him for further information. It was also suggested that the Village should contact the Village of McAdam to see if any personnel sharing would be feasible.
- Charlie Little Road Sewer Project update
The Committee for the Project have advised that they believe the project will be

approved for construction this summer. They are looking for confirmation of the annual user fee amount and would like it set at the same rate as the Route 636 side. Council will need annual maintenance cost estimates to make a final determination. A separate meeting will need to be set up once the formal approval has been made.

- Appointment of a resident of Harvey to the PRAC
The RSC have asked for a second name for the PRAC Committee as they have generally excluded potential nominees who are in the insurance business. Councillor Howse was asked to see if Trevor Tingley might be interested since he was on the Harvey PAC.

6. New Business

- By-Law 2019-1 to Repeal By-Law No 19, Planning Advisory Committee

Read Second Time By Title: February 20, 2019

Read Third Time By Title and Enacted: February 20, 2019

It was moved by Deputy Mayor Corey and seconded by Councillor MacMullin that By-Law 2019-1 to Repeal By-Law No 19, Planning Advisory Committee be adopted as read. Motion carried.

- Tractor purchase-Loan Amount

The actual cost of the tractor after trade-in and including the non-refundable portion of HST is \$30,226.51. The Village has received approval to borrow up to \$44,000.

Moved as below by Deputy Mayor Corey, seconded by Councillor MacMullin. Carried.

Resolved that the Clerk and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of Harvey debenture in the principal amount of \$30,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of Harvey agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

- Capital Investment Plan for Gas Tax Fund

A new Five-Year plan must be submitted in order to receive funding from the Gas Tax Fund. This will be for 2019 to 2023. The template is provided. Deputy Mayor Corey offered to complete a draft. Katherine will send all the necessary documents.

- Building By-Law updates

Alex Henderson with the SNBSC has reviewed our Building By-Laws and has submitted a proposed new Building By-Law. This was circulated to Council for review. This By-Law has not been updated for some time and should be updated with the new Community Planning Act and updates to the National Building Code. Mr. Henderson also suggested some fee changes to make them the same as the rest of the area. These documents will be reviewed and put on the Agenda for the March meeting.

- Dog-By-Law update

The new *Local Governance Act* requires that the Dog By-Law impose a requirement that dogs be vaccinated against rabies and that owners provide proof of vaccination. It was also noted that although our By-Law states that dog licenses be purchased in

January for the year, the Village has set a date in June for the purchase of licenses. Council asked Katherine to update the By-Law to include the required changes and to change the licensing year to July to June.

- **Horizon NB Newsletter**
Shannon McLeod from Horizon Health advised us that Harvey was going to be featured in the April edition of In Your Community. She was asking for photos to use. Katherine will look through our files for some to send. It was also suggested that we should have some new photos for use in Tourism and our websites and requests like this. Katherine and Council to see if local photographers have some useful photos.
- **Yearbook Ad**
Harvey High School has asked if we wish to advertise in the 2019 Yearbook. They are on the approved list for donations. The ad used last year needs to be edited and could use some new pictures as well.
- **Legion Recognition Book advertising request**
The Village has received a request to advertise in The Royal Canadian Legion's Military Service Recognition Book. Katherine provided a copy of the book from 2017 and showed our previous ad. The Village did not advertise in 2018. Council reviewed the book and pricing and decided not to advertise this year.
- **Annual Report Requirement**
Katherine advised Council that the new *Local Governance Act* requires local governments to prepare an annual report on or before June 30 of each year. A couple of samples were provided and Katherine will put something together. The Financial Statements are to be included with the Report.
- **Harvey Lake sign repairs**
Councillor Howse advised that the sign at the Lakeshore has fallen down and needs to be repaired or replaced for this summer. It may be possible for the metal to be re-used. Tom will pick up from Councillor Howse and repair or replacement options will be investigated.
- **Spring / Summer projects for Lakeshore (WAWA Permits, Engineering Analysis, etc.)**
Councillor Howse requested that the plans be made and estimates prepared for the summer project options at the Lakeshore. The ramp needs to be widened for the fire trucks to fill as previously agreed to and repairs to the washout area behind the retaining wall will need to be done as soon as the snow melts. The dock will have to be reinforced prior to being put out so the panel breakage incidents are eliminated. It was suggested that Dillon could provide costing for construction of washrooms to determine the funding requirements for that component to see what else can be done within the budget. It was noted that the sand continues to erode into the lake when it rains so drainage in that area is still a problem. Deputy Mayor Corey suggested that maybe the beach area could be made a little smaller so that sand would not be required where it is washing out.
Another issue identified with the upgrading the Lakeshore area is that the property is owned by the Harvey Improvement Association. Deputy Mayor Corey suggested that

the lease be reviewed and specific usage parameters be set out. The Village needs to ensure they have permission to do these upgrades. An option would be for the Village to take ownership of the property.

7. Correspondence

- Epilepsy Day Proclamation March 26, 2019
Mayor Gamblin signed the Proclamation declaring March 26, 2019 as Epilepsy Day. Purple ribbons will be distributed for Council at the next meeting.
- NB Age Friendly Community
Information was received from the provincial Minister of Social Development about the Age-Friendly Recognition Program. This is an international movement to encourage the establishment of policies, services and structures that promote healthy aging and wellness. Nine NB municipalities have received age-friendly recognition. Fifty other communities have either expressed interest or have formally begun the work toward becoming an age-friendly community. The Recognition Guide will be reviewed and will be considered.

8. Clerk's Report

- Bank Balance Report & Transactions By Accounts Report
The Transactions By Accounts Report is a new report from the accounting system that lists all the transactions made on the General Operating Account including all debits and credits. Council thought this would be a useful report to have each month.
The motion was made by Deputy Mayor Corey to approve the Bank Balance report as presented. Seconded by Councillor MacMullin. Motion carried.
The motion was made by Deputy Mayor Corey to approve the Transactions By Accounts Report as presented. Seconded by Councillor Howse. Motion carried.
- Dillon Payment
Dillon was contracted to prepare the policy and spreadsheets to meet the requirements for a capital asset management plan and submitted their invoice last November. Funding was to be provided by FCM for 80% with the remaining 20% to be paid from Gas Tax Funds. FCM have advised the Village that the program was extremely popular and they are back-logged with applications and the Village has not yet received that portion of the costs. Council directed Katherine to pay the invoice as work was completed and to follow up with FCM as to a payment date.

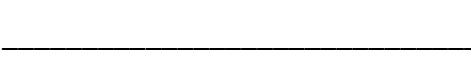
9. Adjournment

A motion to adjourn the meeting was made by Councillor Howse and seconded by Councillor MacMullin at 9:50 pm. Motion carried.

Certified Correct,



Katherine Henry
Clerk



Winston Gamblin
Mayor