

# Hanwell

Rural Community

*Regular Meeting of Council*

*May 13, 2015*

*Minutes*

Record of Attendance: Mayor Susan Cassidy, Deputy Mayor Holly Hyslop, Councillor Chris Melvin, Councillor Susan Jonah, Councillor Darren MacKenzie, and Councillor Carla Ward were in attendance. A quorum was constituted. Also attending were the Assistant Clerk/Treasurer Detlef Rudolph, Fire Chief Murray Crouse, RCMP Sgt. Doug Comfort, RCMP Cpl. Peter Stubbs, and seven members of the public including Melanie Frost.

1. Call to Order

The rural community of Hanwell Council held a Regular Meeting Wednesday, May 13, 2015 with Mayor Cassidy presiding. Mayor Cassidy called the meeting to order at 6:30 p.m. Mayor Cassidy welcomed everyone and introduced Melanie Frost as the successful candidate for the position of Clerk/Treasurer.

2. Adoption of the Agenda

Deputy Mayor Hyslop asked that Somerset Park be added to the agenda.

MOVED by councillor Melvin

SECONDED by councillor MacKenzie

That item 14(e) Somerset Park be added to the agenda and that the agenda be approved as amended.

CARRIED  
UNANIMOUSLY  
Resolution #04-05-2015

3. Approval of Minutes

MOVED by councillor Jonah

SECONDED by councillor Melvin

That the minutes of Regular Meeting April 8, 2015, Emergency Meeting April 30, 2015, and Special Meeting May 4, 2015 be approved.

CARRIED  
Resolution #05-05-2015

4. Disclosures – None

5. Presentations – None

6. Reports

a) Fire – Chief Crouse, Upper Kingsclear Fire Department

Chief Crouse gave an oral report, mentioning that of 20 calls received in the month, seven were in Hanwell. The fire truck has moved into the quonset hut. He had pamphlets regarding burning permits available, and also reported on firefighter training.

Councillor Melvin inquired about “no burn” orders, which are issued at 2 p.m. Chief Crouse stated that all fires must be extinguished if the 2 p.m. update is Red.

Mayor Cassidy thanked Chief Crouse for the report.

b) RCMP – Sgt. Comfort introduced Cpl. Peter Stubbs and went through the written report with statistics for April.

Councillor MacKenzie noted that traffic complaints were down from March. Councillor Melvin noted that 23 tickets were issued for 240 vehicles checked and inquired if this was a normal ratio. Sgt. Comfort indicated that traffic safety division normally ticketed more, and his detachment would give more warnings.

Mayor Cassidy thanked Sgt. Comfort for the report.

7. Permit Applications – None

8. Proclamations – Mayor Cassidy proclaimed May 22 - 24, 2015 as Hanwell Days in the rural community of Hanwell.

9. Petitions and Delegations – none

10. Correspondence –

E-mail was received from Andrew Morrison asking about restrictions or By-Laws concerning light pollution.

Assistant Clerk/Treasurer Rudolph stated that Mr. Morrison would like to appear before Council but is unable to attend at this meeting.

11. Meetings and Special Events:

Mayor Cassidy reported on the UMNb meeting that she attended with councillor Ward. The designated highway funding program was discussed at this meeting and has implications for every small community.

Mayor Cassidy and councillor Ward also attended the rollout event for the new brand of the Intercultural Centre.

12. Committee Reports

a) Finance – Mayor Cassidy provided an oral report.

The staffing subcommittee interviewed candidates for Clerk/Treasurer and selected a successful candidate who accepted the position with the pay and benefits approved by Council at the April 30, 2015 meeting.

- b) Planning Advisory – Councillor MacKenzie, Vice-Chair, provided an oral report that the committee will meet tomorrow (May 14, 2015) with the Rural Plan Working Group. Four members of the public are on the working group.
- c) Emergency Planning – Councillor Ward provided a written report of the last meeting.  
The committee also had an informal meeting and a tour of the EMO Facilities in the former Victoria Health Centre building on April 15, 2015.
  - i. Adoption of Municipal Emergency Plan  
Councillor Ward presented the final draft dated May 10, 2015 which had been approved by Emergency Measures NB on May 11, 2015.

MOVED by councillor Ward

SECONDED by councillor Jonah

That the draft emergency plan dated May 10, 2015 be adopted as the official emergency plan for Hanwell.

CARRIED  
Resolution #06-05-2015

- d) Recreation – Deputy Mayor Hyslop distributed a written report.  
The committee received a \$45,462 grant request from Hanwell Community Development Association, and recommended that this be presented to Council.

Brookdale Recreation Association presented a grant request for 2014 funds that had been sent to Department of Environment and Local Government as well as a separate grant request for 2015.

MOVED by Deputy Mayor Hyslop

SECONDED by councillor Melvin

That both grant requests, from Hanwell Community Development Association and Brookdale Recreation Association, be referred to Finance Committee.

CARRIED  
Resolution #07-05-2015

- e) Communication – councillor Melvin provided an oral report.  
The committee met on April 22, 2015 to review 14 proposals for web site design, which were narrowed to two. The short list was submitted to Clerk/Treasurer Rudolph for review, who is still reviewing others. Councillor Melvin recommended that a decision be made before the next council meeting.

MOVED by councillor Melvin

SECONDED by councillor Ward

That a subcommittee of the Communication committee and Assistant Clerk/Treasurer Rudolph meet to determine the successful proponent to a maximum project cost of \$10,000.

Deputy Mayor Hyslop asked about the proposal by local firm Outreach Productions, and councillor Melvin stated that the committee found the proposal to be bland.

CARRIED  
Resolution #08-05-2015

Councillor Melvin also reported that the committee postponed discussing policies on the newsletter and the use of the LED sign. The next committee meeting will be on May 27 at 7 p.m.

- f) Hanwell Days – Deputy Mayor Hyslop distributed a written report. The event schedule has been finalized.

MOVED by Deputy Mayor Hyslop

SECONDED by councillor Melvin

That the following Hanwell Days events be included under Hanwell's insurance policy: Fireworks by Sky Design, Ruffed Grouse Society Remington Arms Shoot, scavenger hunt, Fundraiser barbecue for the fire department, Fire hall open house, Emergency measures open house, CBDC open house, Family Fun including henna and tattoos by Dragon Fly Designs, Bouncy castle at Advanced Fabrics, Soccer/T-ball registration & cleat swap, Bonfire weenie roast & stargazing at Yoho Scout Reserve, Dance under the tent at Advanced Fabrics.

CARRIED  
Resolution #09-05-2015

MOVED by councillor Melvin

SECONDED by councillor MacKenzie

That all reports be accepted.

CARRIED  
Resolution #10-05-2015

### 13. Treasurer's Report

Assistant Clerk/Treasurer Rudolph presented a written report.

- A. The financial report showed a first quarter budget surplus of \$133,357.
- B. Capital expenditures totalling \$2,150 are required for purchase of a kitchen stove and a computer for the Clerk/Treasurer. The capital fund has \$280 remaining. Clerk/Treasurer Rudolph recommended an additional \$2,000 transfer to the capital fund.
- C. The corporate Mastercard has been received with two cards.
- D. The auditor's recommendations are being fulfilled with the purchase of Quickbooks Pro (rather than Quickbooks Online), and the backup network drive is working for the staff computer.
- E. Requests for grant funding were received from Brookdale Recreation Association and Hanwell Community Development Association (HCDA), and Clerk/Treasurer Rudolph recommended that both requests be referred to Finance Committee, which has already been resolved. Also, two Memoranda of Understanding (MOU) were signed with HCDA regarding the transfer of the lease and operation of the Hanwell Recreation Park for 2015, and both MOUs need to be ratified by Council.

MOVED by councillor Melvin  
SECONDED by councillor MacKenzie

That the Treasurer's report and all recommendations be accepted.

CARRIED  
Resolution #11-05-2015

MOVED by councillor Melvin  
SECONDED by councillor Jonah

That \$2,000 be moved to the capital fund for purchase of a stove and computer.

CARRIED  
Resolution #12-05-2015

MOVED by councillor MacKenzie  
SECONDED by Deputy Mayor Hyslop

That the MOUs with HCDA be and hereby are ratified.

CARRIED  
Resolution #13-05-2015

#### 14. New Business

##### a) Appointment of Clerk/Treasurer

MOVED by councillor Ward  
SECONDED by councillor Melvin

That Melanie Frost be appointed as Clerk/Treasurer of the rural community of Hanwell effective June 1, 2015.

CARRIED  
Resolution #14-05-2015

Ms. Frost was present and Council welcomed her with applause.

##### b) Regional Planning

Mayor Cassidy provided information about the regional planning process that has begun between Department of Environment & Local Government and RSC 11. Councillor MacKenzie expressed concern about the impact on Hanwell. A study session will be organized.

##### c) Designated Highway Program

Mayor Cassidy provided information on the new funding model for highway maintenance of provincial highways. Councillor MacKenzie and Mayor Cassidy both expressed their concern about the additional cost burden for small communities. Councillor Ward mentioned that UMNB is involved in the discussions, and Hanwell's UMNB membership will be beneficial.

##### d) Election of Deputy Mayor

As per Procedural By-Law 01-2014, Section 3(b), Mayor Cassidy appointed councillor Mackenzie as Deputy Mayor for the next 12 months.

e) Somerset Park

Deputy Mayor Hyslop provided background on the parcel PID 75198333 situated behind her property, formerly designated as Somerset Park and sold as residential property in 2007. At that time the Hanwell Local Service District was unable to stop the sale. The land is now for sale again and residents are petitioning Council to purchase it. Deputy Mayor Hyslop produced the petition.

MOVED by Deputy Mayor Hyslop

SECONDED by councillor Melvin

That the petition be received.

CARRIED  
Resolution #15-05-2015

Several petitioners were present and Mayor Cassidy gave voice to one delegate. Pat Septon spoke on behalf of the residents.

MOVED by councillor Jonah

SECONDED by councillor Melvin

WHEREAS the sale of parkland (PID 75198333) in Somerset Park has just been brought to our attention; and

WHEREAS the purchase of parkland is beneficial to the community; and

WHEREAS time is of the essence;

BE IT RESOLVED that Council take steps to purchase said land (PID 75198333) for park land.

Councillors considered the financial implications of the purchase.

CARRIED  
with Deputy Mayor Hyslop abstaining  
Resolution #16-05-2015

15. Upcoming Activities –

- a) Moving Beyond Waste: Waste Packaging and Printed Paper Forum, May 28 at the Crowne Plaza Hotel
- b) Reception hosted by city of Fredericton June 25, 5:00 to 7:30 p.m. at the Fredericton Convention Centre – all members of Council and staff are invited to attend.

16. Date, Time and Location of Next Meeting

The next meeting of Council will be a Regular Meeting held Wednesday, June 10, 2015 at 6:30 p.m. in the Council chamber.

17. Adjournment

MOVED by councillor MacKenzie

That the meeting be adjourned.

The meeting was adjourned at 8:45 p.m.

Certified correct

Detlef Rudolph  
Assistant Clerk/Treasurer

Susan Cassidy  
Mayor