

Hanwell

Rural Community

Regular Meeting of Council

July 17, 2014

Minutes

Record of Attendance: Mayor Susan Cassidy, Councillor Darren MacKenzie, Councillor Chris Melvin, Councillor Susan Jonah, and Councillor Carla Ward were in attendance. A quorum was constituted. Also attending were the Clerk/Treasurer Detlef Rudolph and two members of the public. Councillor Holly Hyslop was on a scheduled vacation.

1. Call to Order

The rural community of Hanwell Council held a Regular Meeting Thursday, July 12, 2014 with Mayor Cassidy presiding. Mayor Cassidy called the meeting to order at 6:31 p.m. A quorum was constituted.

2. Adoption of the Agenda

MOVED by councillor Melvin

SECONDED by councillor Ward

That the agenda be amended by adding item 8(c), correspondence from St. James Presbyterian Church.

CARRIED
UNANIMOUSLY
Resolution #01-07-2014

On the recommendation of Clerk/Treasurer Detlef Rudolph, it was

MOVED by councillor Ward

SECONDED by councillor MacKenzie

That item 12(g) be postponed to the next meeting.

CARRIED
Resolution #02-07-2014

MOVED by councillor Jonah

SECONDED by councillor Melvin

That the agenda be adopted as amended.

CARRIED
Resolution #03-07-2014

3. Approval of Minutes

MOVED by councillor Melvin

SECONDED by councillor Jonah

That the minutes of Inaugural Meeting May 27, 2014, Special Meeting June 12, 2014, and Special Meeting June 19, 2014 be approved.

CARRIED
Resolution #04-07-2014

4. Disclosures – None
5. Presentations – None
6. Proclamations – None
7. Petitions and Delegations – None
8. Correspondence
 - a) Letter from John Williamson, M.P. regarding the Federal Gas Tax Fund Transfer and the new Building Canada Fund
 - b) Applications for Volunteering on Committees
 - i. E-mail from Roseanna Rudolph applying for the Emergency Planning Committee, and stating some ideas for emergency response
 - ii. E-mail from Chris Weadick applying for the Planning Advisory Committee and the Recreation Committee
 - c) E-mail from Wendy MacWilliams, pastor of St. James Presbyterian Church, regarding assistance the church provided to the community during the extended power outage after post-tropical storm Arthur. Rev. MacWilliams recommended that a member of St. James be on the Emergency Planning Committee.

Councillor Melvin suggested that the Clerk be asked to draft a response with thanks to Rev. MacWilliams. The suggestion was approved by Council.

MOVED by councillor MacKenzie

SECONDED by councillor Jonah

That the correspondence from John Williamson, Roseanna Rudolph, Chris Weadick, and Wendy MacWilliams be received.

Councillor Melvin asked for clarification on the application for funding from the New Building Canada Fund referred to by Mr. Williamson, and Mayor Cassidy explained that Hanwell needs a Capital Improvement Plan first.

The motion was
CARRIED
Resolution #05-07-2014

9. Meetings and Special Events
 - a) Councillor Ward and Clerk/Treasurer Detlef Rudolph attended an information session on the New Gas Tax Fund on June 4, 2014.
 - b) Councillors Jonah, Ward, and MacKenzie attended the zone meeting of the Union of Municipalities of New Brunswick on June 5, 2014.
 - c) Mayor Cassidy attended a retreat with the Minister of Local Government and others at Larry's Gulch on June 4-6, 2014.
 - d) Councillors MacKenzie, Ward, Jonah, Deputy Mayor Hyslop, Mayor Cassidy, and Clerk/Treasurer Detlef Rudolph attended an information session on development in Hanwell hosted at Kingswood by MLA Brian MacDonald on June 24, 2014.
10. Committee Reports – None

11. Treasurer's Report

Clerk/Treasurer Detlef Rudolph presented a report on the Request for Proposals for Banking Services, the interim bank account, transfer of funds from the Province of New Brunswick, and the 2014 budget, particularly the allocation for rental of premises.

MOVED by councillor Ward

SECONDED by councillor MacKenzie

That the Treasurer's Report be received.

Councillor Melvin asked if any payments besides remuneration were late, including rent for Council meeting space, and Clerk/Treasurer Detlef Rudolph stated that no invoices have been received yet.

The motion was
CARRIED
Resolution #06-07-2014

12. New Business

a) Committee Structure

Recommendation of Staff was made by Clerk/Treasurer Detlef Rudolph
THAT Council establish four Standing Committees, namely a Finance Committee, Planning Advisory Committee, Emergency Planning Committee, and Recreation Committee, which will include members of the public, that each Committee shall meet monthly at a regular date and time to be determined by the Committee, that each committee shall determine a mandate to be approved by Council, and that a Policy for Committee meetings be developed pursuant to paragraph 7(b) of By-Law 01-2014;

AND THAT the applications received so far be given consideration as members of the committees desired by the applicants.

MOVED by councillor Jonah

SECONDED by councillor MacKenzie

That the recommendation of staff for Standing Committees be adopted.

Councillor Melvin asked if staff would be attending committee meetings. Mayor Cassidy responded that Council needs a policy for the framework of committees, and that normally staff is there for record keeping. The Mayor also noted that all committees except the Finance Committee would include members of the public.

The motion was
CARRIED
Resolution #07-07-2014

b) By-Law No. 04-2014: A By-Law to Amend the Designated Rural Plan of Hanwell (Zoning of PID 01501931)

Recommendation of Staff was made by Clerk/Treasurer Detlef Rudolph THAT, because Deputy Mayor Hyslop is on vacation, By-Law 04-2014 be given first reading by Title at this meeting, and second reading at a subsequent meeting after the transcript of the Public Hearing is received;
AND THAT after second reading the rezoning proposal be sent to the Planning Advisory Committee for recommendation.

MOVED by councillor Jonah

SECONDED by councillor MacKenzie

That the recommendation of staff for By-Law No. 04-2014 be adopted.

CARRIED

Resolution #08-07-2014

First Reading

MOVED by councillor Jonah

SECONDED by councillor Ward

That By-Law number 04-2014 "A By-Law to Amend the Designated Rural Plan of Hanwell" be given first reading by Title.

CARRIED

Resolution #09-06-2014

c) Request for Proposals for Municipal Offices and Council Chambers

Recommendation of Staff was made by Clerk/Treasurer Detlef Rudolph THAT negotiations be carried out with both RFP respondents, Lud San Enterprises Ltd. and Natech Holdings Inc., and that the lease include amortization of leasehold improvements;
AND THAT after negotiations the lease contract be awarded by the Clerk after consultation with the Mayor.

MOVED by councillor Jonah

SECONDED by councillor MacKenzie

That the recommendation of staff for RFP for Municipal Offices and Council Chambers be adopted.

CARRIED

Resolution #10-07-2014

d) Proposal for Insurance – Frank Cowan

Recommendation of Staff was made by Clerk/Treasurer Detlef Rudolph THAT Council accept the Frank Cowan proposal for insurance with an annual premium of \$8,734.

MOVED by councillor Jonah

SECONDED by councillor MacKenzie

That the recommendation of staff for the Frank Cowan insurance proposal be adopted.

Councillor Melvin stated that he would like a special committee to review the premium of \$8,734, because the allocation of \$10,000 coverage for office contents will be insufficient once rented premises are occupied.

Clerk/Treasurer Detlef Rudolph clarified that the annual premium will be due annually in July.

The motion was
CARRIED
Resolution #11-07-2014

MOVED by councillor Melvin

SECONDED by councillor Jonah

That the agenda of the first meeting after occupancy of rented premises include a special committee to review the insurance policy.

CARRIED
Resolution #12-07-2014

e) Records Management

Recommendation of Staff was made by Clerk/Treasurer Detlef Rudolph THAT Council adopt a policy of managing its meeting agenda packages and records electronically, and that the Clerk investigate an electronic records management system that could be implemented without undue delay.

MOVED by councillor Melvin

SECONDED by councillor Ward

Be it resolved that the Clerk be directed to start researching electronic records management systems, so that when a Policy on municipal records is eventually developed, the Clerk will be ready with a recommendation that would enable Council to make a decision.

Councillor MacKenzie inquired if there is a budget for this, and Councillor Melvin said that the Finance Committee would be asked to recommend a means to amortize the cost.

The motion was
CARRIED
Resolution #13-07-2014

f) Membership in UMNB

Recommendation of Staff was made by Clerk/Treasurer Detlef Rudolph THAT once a budget is adopted, and if the budget is sufficient, Hanwell become a member of the Union of Municipalities of New Brunswick with a membership fee of \$4,150 from now until March 2015.

No motion was made on the matter.

g) Membership in AMANB - Postponed

13. Upcoming Activities - None

14. Date, Time, and Location of Next Meeting

The next meeting of Council will be a Regular Meeting held Thursday August 21 at 6:30 p.m. at a location to be determined.

15. Adjournment

MOVED by councillor Melvin

SECONDED by councillor MacKenzie

That the meeting be adjourned.

The meeting was adjourned at 7:24 p.m.

Respectfully Submitted

Detlef Rudolph
Clerk/Treasurer

Susan Cassidy
Mayor