

# Hanwell

Rural Community

*Regular Meeting of Council*

*August 21, 2014*

*Minutes*

Record of Attendance: Mayor Susan Cassidy, 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, Sgt. Doug Comfort of the RCMP, and four members of the public. Councillor Holly Hyslop was away on approved vacation.

1. Call to Order

The rural community of Hanwell Council held a Regular Meeting Thursday, August 21, 2014 with Mayor Cassidy presiding. Mayor Cassidy called the meeting to order at 6:31 p.m.

Councillor Darren MacKenzie arrived at 6:31 p.m.

2. Adoption of the Agenda

MOVED by councillor Ward

SECONDED by councillor Melvin

That the agenda be adopted as circulated without changes.

CARRIED

Resolution #01-08-2014

3. Approval of Minutes

MOVED by councillor Melvin

SECONDED by councillor Jonah

That the minutes of Regular Meeting July 17, 2014 be approved.

CARRIED

Resolution #02-08-2014

4. Disclosures – None

5. Presentations – None

6. Proclamations – None

7. Petitions and Delegations – None

a) Chris Weadick, Chair of Hanwell Community Development Association (HCDA):

Mr. Weadick gave a presentation which recapped the start of the Association and outlined the work on the Hanwell Recreation Park, its first year progress, and plans for 2014. It was noted that post-tropical storm Arthur caused considerable damage, and volunteer effort so far was in remediation of the damage. Mr. Weadick mentioned plans for a kiosk, a family event for October, and designation of the park

as a Dark Sky Park under the guidelines of the International Dark Sky Association (IDA) and the Royal Astronomical Society of Canada (RASC), for which Council's support is required. Mr. Weadick requested support for the eventual transfer of the park to the rural community as required by the Association's constitution, letters of support for funding requests, and promotion of the use of the park by councillors in their respective wards. He also noted that development projects being done are as requested by the community.

Councillor Ward asked about funding per metre of trail, and Mr. Weadick replied that it is \$100.

Mayor Cassidy stated that she was a founding member of HCDA, and that all councillors have been aware of developments of the park including the Dark Sky Park designation.

Clerk/Treasurer Rudolph asked if HCDA is planning to apply for capital funding under the gas tax fund for a project. Mr. Weadick was unsure of eligibility, and was assured by Mayor Cassidy that recreation projects are eligible.

Mr. Weadick asked if any funding is available to help with cleanup after storm Arthur, and Mayor Cassidy asked the Clerk to investigate this.

Councillor Melvin asked what HCDA plans to do after the park is transferred to the rural community as required. Mr. Weadick indicated that the next step would be to bring the various neighbourhood parks under the auspices of HCDA and improve them. Councillor Ward suggested that the neighbourhood residents ask the developers to donate the land.

b) Adeline Misener, past president of Fredericton Rotary Club:

Ms. Misener made a proposal to start a Rotary Club in Hanwell. She stated that there are five clubs in the Fredericton area, and proposed that the Hanwell club could begin as a satellite club starting with 5 or 6 members, patterned after the Gagetown club which could be asked to sponsor the Hanwell club. Programs include literacy in the schools, food programs etc. Funds are available from the rotary Foundation.

Councillor MacKenzie asked what is requested of Council, and Ms. Misener said it would be excitement about the proposal and a diverse membership.

Councillor Ward asked if Hanwell residents who are members of the Fredericton club would join, and Ms. Misener said that is possible but that a fresh start is desirable.

Councillor Jonah asked about the usual size of a club, and Ms. Misener indicated that 40 to 80 members is common; Gagetown has 18, and there is no minimum for a satellite club before incorporating.

Ms. Misener asked how to start and obtain publicity for a proposed meeting? Mayor Cassidy indicated that social media would be a good method, and also the rural community newsletter, which is planned for September-October. The meeting could be planned for November.

- c) Sergeant Doug Comfort, Commander of the Keswick RCMP detachment: Sgt. Comfort outlined the police statistics for Hanwell for June and July, which included impaired driving, theft, assault, and traffic complaints. He encouraged people to call in with complaints because the calls are needed in order to allocate resources. The vandalism at Kingswood was dealt with swiftly.

Councillor Ward asked if thefts were from homes or sheds, and Sgt Comfort relied that that were thefts from vehicles and theft of an ATV. July was quieter than June.

Councillor Ward asked if other areas with similar population had similar incidence, and Sgt. Comfort answered that this is the case. He mentioned that the annual RCMP report is available, and that 900 youth were diverted from the courts last year.

In response to a question from councillor MacKenzie about having him come to each Council meeting, Sgt. Comfort said that monthly reports could be provided, with attendance every three months.

Mayor Cassidy asked if citizens were needed for police committees pertaining to youth at risk, and Sgt. Comfort will check. In response to a question, Sgt. Comfort said that there are four teams of five members and that all of them are available to cover Hanwell. Mayor Cassidy suggested that the various members come and introduce themselves at Council meetings, and this was met with support from councillors and Sgt. Comfort.

8. Correspondence

- a) E-mail from Stephan Hamel to MLA Carl Urquhart, copied to Council, asking for support for a speed limit reduction on Route 640 through the residential areas. Sergeant Comfort gave some input saying that many calls to Department of Transportation and Infrastructure (DTI) will result in a study.
- b) E-mail from Jason Lutes inviting council members to the grand opening of The Crossroads Irving station on August 23. Mr. Lutes being present, Mayor Cassidy replied that Council has accepted the invitation.
- c) E-mail from Don Fitzgerald of RSC 11 for the information of Mayor and staff.
- d) Letter from Tanya Aucoin-Johanny inviting council members to a barbecue fund raiser by the Brookdale Recreation Association on this date. Mayor Cassidy stated that she, councillor Melvin, and councillor MacKenzie had attended.

MOVED by councillor Melvin

SECONDED by councillor MacKenzie

That the correspondence from Stephan Hamel, Jason Lutes, Don Fitzgerald, and Tanya Aucoin-Johanny be received.

CARRIED  
Resolution #03-08-2014

9. Meetings and Special Events

- a) Councillors attended an August 5 information session with EMO (Coordinator Jason Cooling), and RSC 11 (Executive Director Don Fitzgerald and Regional Development Director Stephen McAlinden)
- b) Councillors attended an August 7 information session with DELG Community Finances Branch (Director Alexandra Ferris and Senior Community Finance Officer Shawn Robichaud)

9. Committee Reports – None

10. Treasurer's Report

- a) Clerk/Treasurer Detlef Rudolph presented the financial statements to date showing the funds received and \$23,688 in expenses.
- b) Clerk/Treasurer Detlef Rudolph presented the projected occupancy costs of \$28,500 for the leased premises, including leasehold improvements, furnishings, and equipment. He noted that he had managed to obtain several items of furniture as surplus from DELG and DTI. Councillor MacKenzie suggested RR Telecom as a possible supplier of surplus electronics.

MOVED by councillor MacKenzie

SECONDED by councillor Jonah

That the Treasurer's report be received.

CARRIED  
Resolution #04-08-2014

- c) Clerk/Treasurer Detlef Rudolph presented the proposed administrative budget for 2014 totalling \$122,630. This is the total allocated by the Department of Environment and Local Government (DELG), with the breakdown reflecting true expected costs and including the \$28,500 for occupancy costs.

MOVED by councillor MacKenzie

SECONDED by councillor Jonah

That the 2014 administrative budget be adopted.

In response to a question from Councillor Melvin, Clerk/Treasurer Detlef Rudolph indicated that the occupancy and lease costs are for four months. Councillor Jonah asked about grants to organizations, and Mayor Cassidy responded that 2014 requests are being handled by DELG, but that 2015 requests would be under the Hanwell budget.

The motion was  
CARRIED  
Resolution #05-08-2014

The 2014 administrative budget was hereby adopted.

- d) Request to borrow: Clerk/Treasurer Detlef Rudolph indicated that leasehold improvements are eligible for borrowing request to the Municipal Capital Borrowing Board. Because there is no budget deficit, he suggested that borrowing is not required.

e) Results of the RFP for Banking services

- i. Clerk/Treasurer Detlef Rudolph presented the comparison of banking proposals from BMO and CIBC. He conducted interviews with each of the banks after receiving the proposals, obtained a demonstration of the online banking (OB) platforms and procedures, and provided an analysis with scoring. The BMO proposal scored slightly higher than CIBC.

Recommendation of Staff was made by Clerk/Treasurer Detlef Rudolph  
THAT the rural community of Hanwell accept the proposal by BMO.

- ii. Banking resolution:

MOVED by councillor Jonah

SECONDED by councillor Melvin

Be it resolved that the results of the RFP be received, and that the BMO proposal be accepted with the Clerk/Treasurer authorized to sign the banking agreements with the Mayor.

CARRIED

Resolution #06-08-2014

11. New Business

- a) Appointment of committee chairs and vice-chairs: Mayor Cassidy asked councillors for expressions of interest for the various committees.
  - i. Finance: all councillors will participate; Mayor Cassidy, chair and Deputy Mayor Hyslop, vice-chair.
  - ii. Recreation: councillor Hyslop, chair, and councillor Melvin, vice-chair.
  - iii. Planning Advisory: councillor Jonah, chair, and councillor MacKenzie, vice-chair.
  - iv. Emergency Management: councillor Ward, chair, and councillor Jonah, vice-chair.
  - v. Mayor Cassidy stated that committee appointments should run to May 2015. Other committees to come will include Policy, Governance, and Communication. All councillors are free to serve on any committees.

MOVED by councillor Melvin

SECONDED by councillor MacKenzie

That the committee chairs and vice-chairs be appointed as designated with terms to end May 2015.

CARRIED

Resolution #07-08-2014

Clerk/Treasurer Detlef Rudolph requested that committee chairs provide a meeting schedule to be publicised since all committee meeting are open to the public. Mayor Cassidy will re-issue an invitation for public participation after input from committee chairs.

b) By-Law 04-2014 second reading

MOVED by councillor MacKenzie

SECONDED by councillor Melvin

That By-Law number 04-2014 "A By-Law to Amend the Designated Rural Plan of Hanwell" be given second reading in its entirety.

CARRIED  
Resolution #08-08-2014

Clerk/Treasurer Detlef Rudolph read out By-Law number 04-2014 in its entirety.

MOVED by councillor MacKenzie

SECONDED by councillor Jonah

Be it resolved that By-Law number 04-2014 be sent to the Planning Advisory Committee for review and possible amendment.

CARRIED  
Resolution #09-08-2014

MOVED by councillor MacKenzie

SECONDED by councillor Jonah

That the Clerk make a formal request to RSC 11 pursuant to section 66(1) of the Community Planning Act for the results of the RSC 11 PRAC meeting and any public input received after the public hearing.

CARRIED  
Resolution #10-08-2014

c) Membership in Association of Municipal Administrators of New Brunswick (postponed from July 17, 2014)

Recommendation of Staff was made by Clerk/Treasurer Detlef Rudolph

THAT the rural community of Hanwell become a member of AMANB and approve the fees proposed by AMANB Executive Director Danielle Charron by e-mail.

MOVED by councillor Melvin

SECONDED by councillor Ward

That the recommendation of staff for AMANB membership be adopted.

Councillor Jonah asked if AMANB membership is dependent on UMNB membership, and Clerk/Treasurer Detlef Rudolph indicated that the two are unrelated.

The motion was  
CARRIED  
Resolution #11-08-2014

12. Upcoming Activities – Council has received an invitation to visit the rural community of Upper Miramichi on September 8, 2014 at 7 p.m. Deputy Mayor Hyslop will be asked if she can provide transportation.

13. Date, Time, and Location of Next Meeting

The next meeting of Council will be a Regular Meeting held Thursday September 18, 2014 at 6:30 p.m. in the Council chamber at the new municipal offices.

14. Adjournment

MOVED by councillor Jonah

SECONDED by councillor MacKenzie

That the meeting be adjourned.

The meeting was adjourned at 8:47 p.m.

Certified correct

Detlef Rudolph  
Clerk/Treasurer

Susan Cassidy  
Mayor