

2Hanwell

Rural Community

Regular Meeting of Council

November 12, 2014

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 Clerk/Treasurer Detlef Rudolph and from RSC 11 Stephen McAlinden, Lonnie Forbes, Dallas Gillis and Robin Canavan plus three members of the public.

1. Call to Order

The rural community of Hanwell Council held a Regular Meeting Wednesday, November 12, 2014 with Mayor Cassidy presiding. Mayor Cassidy called the meeting to order at 6:30 p.m.

Mayor Cassidy drew the public's attention to the council chamber clock, and Clerk/Treasurer Rudolph explained that this was his gift to Council with the slogan "We may have a Mickey Mouse clock but we don't have a mickey mouse organization."

2. Adoption of the Agenda

MOVED by Deputy Mayor Hyslop

SECONDED by councillor Ward

That the agenda be approved as circulated without changes.

CARRIED

Resolution #01-11-2014

3. Approval of Minutes

The minutes of Regular Meeting October 8, 2014 and the Special Meeting October 15, 2014 were presented. Council Melvin pointed out that in the minutes of October 8 item 12a has Councillor Melvin twice and should be corrected to read "Councillor Melvin and Councillor MacKenzie..."

MOVED by councillor Ward

SECONDED by councillor Mackenzie

That the minutes of Regular Meeting October 8, 2014 as corrected and the Special Meeting October 15, 2014 be approved.

CARRIED

Resolution #02-11-2014

4. Disclosures – None

5. Presentations – None

6. Proclamations – None

7. Petitions and Delegations

a) Stephen McAlinden, RSC 11

Mr. McAlinden introduced his staff for the benefit of councillors. He handed out a map of the Hanwell rural plan, one of which is suitable for posting on the wall, and a building permit summary showing permits issued in 2012, 2013 and 2014 to date. The building permit value is down this year. Six subdivisions have been approved for this year, and only 5 PRAC applications were made for re-zoning.

The rural plan will be re-done in 2015 with Conor Tripp as our planner. The schedule will be worked out with Council and the Planning Advisory Committee.

Mr. McAlinden also pointed out that we have three nationally certified planners and four development officers who will be appointed later on the agenda.

A building By-Law and Subdivision By-Law will need to be passed by Council, and Mr. McAlinden will be working with Clerk/Treasurer Rudolph on these. Permit application reports are now coming to the Clerk monthly.

Councillor Jonah asked if lighting by-laws are done by RSC 11 and Mr. McAlinden said that this is not within RSC's area of expertise. Dallas Gillis added that lighting is a taxation issue and is normally requested, or not, by residents with concerns about safety and being able to view the night sky.

Mr. McAlinden finished by saying that RSC 11 may be hiring a dogcatcher, because dog control is the responsibility of the municipality.

Mayor Cassidy thanked Mr. McAlinden and staff for taking the time to attend the Council meeting.

8. Correspondence

a) E-mail from Joan McQuarrie requesting a street light at the intersection of Eddington Road and Route 640.

Clerk/Treasurer Rudolph, who lives in the area, confirmed the poor visibility of the intersection in the dark, as well as the potential impact of a light on the pending dark sky designation of Hanwell Recreation Park.

Mayor Cassidy indicated that NB Power will be asked to give a presentation on the conversion of existing street lights to LED, and recommended that this issue be postponed until after that presentation.

Councillor Ward asked when this would happen and Clerk/Treasurer Rudolph informed Council that it would probably be before the December Council meeting. Council was in agreement with the postponement.

- b) E-mail from Franco Ruggeri thanking Council for the opportunity to display his paintings in the municipal office and stating a value for insurance purposes.

Mayor Cassidy said that she is pleased to have art on display and that other artists will continue to be invited.

MOVED by councillor MacKenzie

SECONDED by councillor Ward

That the correspondence be received.

CARRIED
Resolution #03-11-2014

9. Meetings and Special Events – None

10. Committee Reports

a) Finance – Mayor Cassidy

Finance Committee met November 3, 2014 and a public budget consultation meeting was held November 5, 2014. The 2015 budget was discussed in detail. Further information will be coming from the province and the budget will be finalized for adoption at the December meeting of Council.

b) Planning Advisory – Councillor Jonah

No meeting was held in November. Councillor Jonah met informally with Mr. McAlinden about lighting and the subdivision planned next to Eaglewood.

c) Emergency Planning – Councillor Ward

The committee met October 22, 2014 and the emergency planning was broken down into three categories. Recommendations will be forthcoming regarding emergency contact information for the industrial park, mutual aid agreements, and an alternate emergency response location.

d) Recreation – Deputy Mayor Hyslop

The committee met October 14 and November 4, 2014. Members discussed the Hanwell Community Development Association (HCDA) and its lease of crown land. The committee will be recommending that transfer of the crown lease or purchase of the land be initiated as soon as possible.

The recreation plan was discussed. The committee will be recommending that the Clerk look into hiring a student to gather information to assist the committee with developing a recreation plan. HCDA had 48 surveys returned from the Family Day, which was attended by 268 people.

The committee is also looking at the recreation budget, which is insufficient to enable organizations to run events.

Jaime Watson has stepped down; Linda Ryan and councillor Melvin will join the committee.

MOVED by Deputy Mayor Hyslop

SECONDED by councillor MacKenzie

That Linda Ryan be accepted as a member of the Recreation Committee.

CARRIED

Resolution #04-11-2014

Councillor MacKenzie asked about responses to the logo and branding contest; Deputy Mayor Hyslop indicated that nothing has been received yet. The contest is open to all ages.

e) Communication – Councillor Melvin

An orientation session was held, and the first meeting will be November 26, 2014. Member names will be brought to the next Council meeting once people commit.

f) Special Committee to review the insurance policy – Councillor Melvin provided a written report.

The committee met with Luke Cain, and the major concern was liability coverage Service providers with whom Hanwell enters into contracts need to have Hanwell shown as additional named insured in their insurance policy. The 5 million dollar coverage is sufficient.

The value of contents in municipal premises will be raised to \$50,000 with no co-insurance. Any art works on display will be covered by Hanwell's insurance under a Council resolution to accept responsibility for the works.

Councillor Melvin asked if the clerk has received a quote from Cain Insurance, and Clerk/Treasurer Rudolph replied in the negative. Councillor Melvin said that Mr. Cain's verbal assurance was for a minimal increase in the premium.

MOVED by councillor Jonah

SECONDED by councillor Ward

That all committee reports be accepted.

CARRIED

Resolution #05-11-2014

MOVED by councillor Melvin

SECONDED by councillor Jonah

WHEREAS the display of art in the municipal office is of mutual benefit to the artist and the Hanwell rural community;

BE IT RESOLVED that the Council of Hanwell rural community enter into an agreement with any artist and undertake responsibility for the artworks while on display at municipal office, and that the artworks be covered under Hanwell's insurance policy.

CARRIED

Resolution #06-11-2014

MOVED by councillor Melvin

SECONDED by councillor Mackenzie

That the Hanwell rural community enter into an agreement with Franco Ruggeri to display his artworks in the municipal office for a minimum period of two months.

CARRIED

Resolution #07-11-2014

11. Treasurer's Report

a) Financial Report

Clerk/Treasurer Rudolph presented a financial report for October 31, 2014 showing revenues of \$134,174, including \$11,478 received from RSC 11 for permits. Total expenses so far were \$54,530 with additional outflows of \$16,337 for capital purchases and \$2,803 for HST paid. The bank balance at the end of the period was \$60,504.

b) Document management

Clerk/Treasurer Rudolph had a presentation from Ricoh on the Laserfiche RCloud system of document storage, retrieval, and archiving with expiration. The cost is reasonable. Clerk/Treasurer Rudolph is also investigating iCompass Technologies in Kamloops.

c) Accounting and bookkeeping

Clerk/Treasurer Rudolph met with T.J. Smith at Teed, Saunders & Doyle regarding compliance of the books with PSAB standards prior to audit, and was assured that nothing need be changed, although Mr. Smith will provide a snapshot of what the PSAB balance sheet would look like. Clerk/Treasurer Rudolph also reported that he has chosen NCH Express Accounts for bookkeeping.

MOVED by Deputy Mayor Hyslop

SECONDED by councillor Ward

That the Treasurer's report be received.

Councillor MacKenzie expressed concern about cloud-based services like RCloud, which were echoed by Clerk/Treasurer Rudolph; he will check whether this is entirely cloud-based, or mirrored locally. Councillor MacKenzie also personally approved of the choice of NCH.

Councillor Melvin inquired about the \$11,478 from permit fees compared with the budgeted \$15,620, and Mayor Cassidy clarified that additional fees would be forthcoming for the 4th quarter of 2014.

The motion was

CARRIED

Resolution #8-11-2014

12. New Business

- a) Appointment of Building Inspectors and Development Officers

MOVED by councillor Melvin

SECONDED by councillor MacKenzie

That Pursuant to the provisions of the *Community Planning Act*,

BE IT RESOLVED that Lonnie Forbes, Keith Manderville, and Jeff Long be appointed Building Inspectors for Hanwell;

BE IT FURTHER RESOLVED that Robin Canavan, Marcell Thibodeau-Hennigar, Lonnie Forbes, and Stephen McAlinden be appointed Development Officers for Hanwell.

CARRIED

Resolution #09-11-2014

- b) By-Law No. 05-2014: A By-Law to Establish a Community Emergency Plan
("Community Emergency Planning By-Law")

First Reading

MOVED by councillor Ward

SECONDED by councillor MacKenzie

That By-Law number 05-2014 the "Community Emergency Planning By-Law" be given first reading by Title.

CARRIED

Resolution #10-11-2014

Second Reading

MOVED by councillor Ward

SECONDED by councillor Jonah

That By-Law number 05-2014 the "Community Emergency Planning By-Law" be given second reading in its entirety.

Councillor Ward read By-Law 05-2014 in its entirety.

MOVED by councillor Jonah

SECONDED by councillor Hyslop

That the wording of the second definition of By-Law 05-2014 be amended from "emergency or emergency" to "emergency or emergencies" and that paragraph 11 be amended from "firemen" to "firefighters."

CARRIED

Resolution #11-10-2014

MOVED by Deputy Mayor Hyslop

SECONDED by councillor Jonah

That the wording of paragraph 10 of By-Law 05-2014 be amended from "Chief of Police" to "RCMP Officer in Charge".

CARRIED

Resolution #11a-11-2014
with councillor MacKenzie opposed.

Second Reading
was CARRIED
Resolution #12-11-2014

c) Street lighting at Casewood Drive/Route 640

MOVED by councillor MacKenzie

SECONDED by Deputy Mayor Hyslop

That a street light be requested for the intersection of Casewood Drive and Route 640.

The Clerk was asked to consult with NB Power.

Mayor Cassidy asked why the request is being made, and councillor MacKenzie stated that the intersection is very difficult to see in inclement weather.

Councillor Melvin said that he could not support the motion because the decision about Joan McQuarrie's request had already been postponed.

MOVED by councillor MacKenzie

SECONDED by Deputy Mayor Hyslop

That this discussion be postponed until after a meeting with NB Power.

CARRIED
Resolution #13-11-2014

A point of information was raised by councillor Ward about the planning for the open House, which needs to be discussed.

MOVED by councillor Ward

SECONDED by councillor Jonah

That this item be added to this meeting's agenda.

CARRIED
UNANIMOUSLY
Resolution #14-11-2014

13. Upcoming Activities

a) ARMA Lean Six Sigma information session

Clerk/Treasurer Rudolph asked for approval to attend, on the morning of November 25, 2014. The cost is \$100.

Mayor Cassidy provided information that Lean Six Sigma is expensive and geared more to large cities.

MOVED by councillor Jonah

SECONDED by councillor Melvin

That Council deny the Clerk's request to attend the ARMA session.

Clerk/Treasurer Rudolph indicated that he could obtain some information about the program online.

CARRIED
Resolution #15-11-2014

b) Open House December 3, 2014

Councillors discussed the planning of the Open House, including provision of refreshments (punch, cider, coffee). Everyone agreed to co-operate to make the event a success.

14. Date, Time and Location of Next Meeting

The next meeting of Council will be a Regular Meeting held Wednesday December 10, 2014 at 6:30 p.m. in the Council chamber.

15. Adjournment

MOVED by councillor Melvin

SECONDED by councillor Jonah

That the meeting be adjourned.

The meeting was adjourned at 8:30 p.m.

Certified correct

Detlef Rudolph
Clerk/Treasurer

Susan Cassidy
Mayor