

Hanwell

Rural Community

Regular Meeting of Council

December 10, 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 and Robin Canavan, and RCMP Sergeant Doug Comfort plus one member of the public.

1. Call to Order

The rural community of Hanwell Council held a Regular Meeting Wednesday, December 10, 2014 with Mayor Cassidy presiding. Mayor Cassidy called the meeting to order at 6:31 p.m.

2. Adoption of the Agenda

Mayor Cassidy added item 12(d) PRAC to the agenda.

MOVED by councillor Melvin

SECONDED by councillor Ward

That the agenda be approved as amended.

CARRIED

Resolution #01-12-2014

3. Approval of Minutes

The minutes of Regular Meeting November 12, 2014 were presented.

MOVED by Deputy Mayor Hyslop

SECONDED by councillor Mackenzie

That the minutes of Regular Meeting November 12, 2014 be approved.

CARRIED

Resolution #02-12-2014

4. Disclosures – None

5. Presentations – None

6. Proclamations – None

7. Petitions and Delegations

a) Robin Canavan and Stephen McAlinden, RSC 11 presented three development applications for consideration by Council

i. Northside Ventures – to create a new private right-of-way on a property in the Industrial Park.

Councillor Melvin inquired about wetlands in the vicinity, and councillor MacKenzie asked how the private ROW would be turned into a public ROW eventually; Mr. McAlinden provided information that DTI would be consulted.

MOVED by councillor MacKenzie

SECONDED by councillor Jonah

That the Council of the Hanwell rural community recommend that the Planning Review and Adjustment Committee of the Regional Service Commission 11 approve a 20-metre wide private right-of-way for the development of land as shown on plan "Stacy John Gay, Northside Ventures Ltd., Donald George Gibson and Hedley Michael Greer Subdivision 2014" subject to the final plan of subdivision being stamped with the "Private Right-of-Way" note.

CARRIED
Resolution #03-12-2014

- ii. Star-Lite Construction Ltd. – subdivision off Route 640 south of Eddington Rd. to create one public street to service nine lots, and to consider a variance in the width of a lot.

Councillor Melvin expressed concern about possible clearcutting of the property. Mr. McAlinden stated that a property owner cannot be stopped from grubbing. Councillor Ward indicated, knowing the developer, that clearcutting is highly unlikely.

Councillor Jonah inquired about street lights, and councillor MacKenzie inquired about street names. Mr. McAlinden said that lights are outside RSC 11 jurisdiction, and that three street names have been suggested, one of which can be selected by Council.

MOVED by councillor MacKenzie

SECONDED by councillor Jonah

That the Council of the Hanwell rural community recommend that the Planning Review and Adjustment Committee of the Regional Service Commission 11:

1. recommend the creation of one new public street to the Minister of Transportation and Infrastructure for his assent; and
2. approve a 9.11-metre variance in the width of a lot to create lot 14-4 with a width of 44.89 metres at a minimum setback from the public street.

CARRIED
Resolution #04-12-2014

- iii. Star-Lite Construction Ltd. – for a contractor's yard to be located on PID #75016378, off Route 640.

Mr. McAlinden provided background. Deputy Mayor Hyslop asked for and received assurance that adjacent property owners were notified.

A resident asked for voice, which was granted. The resident's parents own an adjacent lot and voiced concern over late evening activity.

Mayor Cassidy asked Mr. McAlinden if hours of use are specified. Mr. McAlinden indicated that PRAC would require hours to be attached in the terms.

MOVED by Deputy Mayor Hyslop

SECONDED by councillor MacKenzie

That the Hanwell Rural Community Council recommend that the Planning Review and Adjustment Committee of the Regional Service Commission 11 recommend that a contractor's yard be approved on PID #75016378 in the "Rural" zone of the *Rural Plan of Hanwell*, subject to the following terms and conditions:

- (a) that all signs be in accordance with applicable provisions of paragraph 3.5(1) of the *Rural Plan of Hanwell*, and in accordance with any applicable Department of Transportation and Infrastructure policies;
- (b) that outdoor lighting be located, arranged or shielded as not to interfere with traffic proceeding along new public street or with nearby landowners in the reasonable enjoyment of their properties;
- (c) that the operation of the contractor's yard adhere to all applicable government regulations; and
- (d) that where possible, existing trees and shrubs are maintained around the perimeter of the property.

CARRIED
Resolution #05-12-2014

b) Sergeant Doug Comfort, RCMP

Sergeant Comfort presented the statistics for August, September, October, and November 2014. The number of calls showed a decline each month (30, 23, 22, 14). Sgt. Comfort provided information about the nature of the different call categories.

Councillor Melvin asked where the police non-emergency number could be found; Mayor Cassidy indicated that it is in the pamphlet "Prevention of Property Crime" (357-4300).

Deputy Mayor Hyslop inquired about false calls, and Sgt. Comfort said there were at most 7 or 8.

Mayor Cassidy thanked Sgt. Comfort for attending and providing the information.

8. Correspondence – None

9. Meetings and Special Events – Mayor Cassidy reported on the successful Open House held December 7, 2014, attended by many people after the Rotary Club Christmas tree lighting ceremony. The Mayor acknowledged with gratitude the music provided by Roseanna Rudolph, and the painting by Franco Ruggeri of Thomas Baillie, founder of Hanwell Settlement, generously donated by the artist. Councillor Ward suggested that next time the food should go into the conference room.

10. Committee Reports

- a) Finance – nothing to report
- b) Emergency Planning – Councillor Ward reported on the progress by the committee and a new committee member.

MOVED by councillor Ward

SECONDED by councillor Jonah

That Sherrie-Lynn Dogurga be accepted as a member of the Emergency Planning Committee.

CARRIED
Resolution #06-12-2014

Third Reading of By-Law 05-2014: Community Emergency Planning By-Law:

MOVED by councillor Ward

SECONDED by Deputy Mayor Hyslop

That By-Law 05-2014 the “Community Emergency Planning By-Law” be given third reading by Title.

CARRIED
Resolution #07-12-2014

By-Law 05-2014 was hereby enacted.

- c) Planning Advisory – Councillor Jonah reported on the committee meeting held December 2, 2014.

The committee reviewed a proposal by Greenview Developments to eventually install new on/off ramps from Route 2 into the industrial park. The developer is looking for an endorsement by Council, and the committee is in favour.

MOVED by councillor Jonah

SECONDED by councillor MacKenzie

That Council recommend to DTI to accept the proposal for new highway ramps.

Mayor Cassidy asked about the volume of traffic, and councillors Jonah and MacKenzie stated that there is not enough development yet, and it would be two to five years before this is implemented.

Councillor Melvin expressed concern about the recommendation not being presented in the agenda package in advance. The procedure for agenda packages was discussed, and the need for lead time for the Clerk.

Deputy Mayor Hyslop supported the motion, saying that DTI would ensure that all standards would be met.

Mayor Cassidy recommended, since DTI has asked for an opinion and more time is needed to study the matter, that this be postponed to January.

MOVED by councillor MacKenzie

SECONDED by councillor Melvin

That Council postpone decision to the January meeting.

Clerk/Treasurer Rudolph was asked to assemble all documentation.

CARRIED

Resolution #08-12-2014

d) Recreation –

Deputy Mayor Hyslop reported on the meetings held October 14, November 4, and December 9, 2014. At the November 4, 2014 meeting the Recreation Committee discussed the transfer of the park lease to the rural community.

MOVED by Deputy Mayor Hyslop

SECONDED by councillor MacKenzie

Whereas the Recreation Committee has recommended the transfer of the HCDA Recreation Park lease to the rural community or the outright purchase of such property;

BE IT RESOLVED that the Clerk be and is hereby authorized and directed to investigate the transfer of the crown lease or outright purchase of the land.

CARRIED

Resolution #09-12-2014

MOVED by Deputy Mayor Hyslop

SECONDED by councillor Melvin

Whereas the Recreation Committee has been tasked with developing a recreation master plan and the committee has recommended a student be hired to aid in the gathering of information for such plan;

BE IT RESOLVED that the clerk be and is hereby authorized and directed to investigate grant funding to hire a student to gather information for the plan.

CARRIED

Resolution #10-12-2014

At the December 9, 2014 meeting, the Recreation Committee examined the submissions from the Logo/Slogan branding contest. The committee recommended acceptance of the logo submitted by Tim Fox.

MOVED by Deputy Mayor Hyslop

SECONDED by councillor Melvin

Whereas the Recreation Committee has reviewed the logo submissions and recommended that the logo submitted by Tim Fox be accepted as a starting point, and also recommended that the slogan “Inspired by Nature” be utilized as long as it does not violate trademark rights;

BE IT RESOLVED that both the logo and slogan be accepted by Mayor and Council as a conceptual starting point.

Councillor Ward inquired if the slogan could be incorporated under the swoosh in the logo, and was informed that the committee considered that.

CARRIED
Resolution #11-12-2014

MOVED by councillor Melvin
SECONDED by councillor MacKenzie

That the logo design be sent to local graphic designers to develop and incorporate the slogan, and that the Clerk request an estimate of the cost from the designer.

CARRIED
Resolution #12-12-2014

MOVED by Deputy Mayor Hyslop
SECONDED by councillor Jonah

That prizes be presented to both Harry Bohnsack and Tim Fox for their submissions.

CARRIED
Resolution #13-12-2014

MOVED by Deputy Mayor Hyslop
SECONDED by councillor MacKenzie

Whereas the Recreation Committee has recommended a Community Day be planned for mid-March;

BE IT RESOLVED that Mayor and Council accept this recommendation so planning can begin.

Mayor Cassidy asked if recreation activities would be planned, and Deputy Mayor Hyslop said that the committee envisioned recreation and leisure activities, including card game tournaments, suppers by churches, etc.

Mayor Cassidy reminded councillors that an annual event would be planned for May to commemorate the incorporation of the rural community.

Deputy Mayor Hyslop inquired if there is a budget for the events, and Mayor Cassidy reminded councillors that there is one more budget meeting coming up.

CARRIED
Resolution #14-12-2014

Before continuing to Item 10.e) councillor Ward requested to return to Emergency Planning, which Mayor Cassidy granted.

MOVED by councillor Ward
SECONDED by councillor Jonah

That Council proceed with Mutual Aid Agreements as part of the emergency plan.

CARRIED
Resolution #15-12-2014

e) Communication –

Councillor Melvin reported on the meeting held December 2, 2014.

MOVED by councillor Melvin

SECONDED by councillor Ward

WHEREAS Section 1.2 of Policy 2014.1 dictates that the members of any standing committee shall be appointed by the Mayor or otherwise prescribed by Council by resolution, therefore

BE IT RESOLVED that council appoint the following individuals as member of the Communications Committee for one year:

Chris Melvin – Chair, Carla Ward – Vice Chair, Darren MacKenzie, Juanita MacLean, Raelene Arsenault, Kevin Lunn, Michael Drury.

CARRIED
Resolution #16-12-2014

MOVED by councillor Melvin

SECONDED by councillor MacKenzie

WHEREAS it is in the best interest of the rural community to secure an online internet presence; and

WHEREAS such a web presence should be an easily recognized “website address”; and

WHEREAS such a website should be the “hub” of all communications; therefore
BE IT RESOLVED that the Clerk be and is hereby authorized and directed to take such actions required to secure the website address www.hanwell.ca as the official website for the rural community of Hanwell.

Councillor MacKenzie asked if the hanwell.com domain name should also be considered. Clerk/Treasurer Rudolph explained to Council that this is not common for municipalities, and also that since incorporation the municipality is the only legal entity entitled to use hanwell.ca.

CARRIED
Resolution #17-12-2014

MOVED by councillor Melvin

SECONDED by councillor MacKenzie

WHEREAS the municipal office is currently located on Route 640 in Hanwell; and

WHEREAS the vast majority of Hanwell residents commute to the City of Fredericton daily via Route 640 and past the municipal office; and

WHEREAS council appears to have the financial means and there is a physical location, therefore

BE IT RESOLVED that the Clerk be and is hereby authorized and directed to issue a request for quotations to have an “electronic” sign manufactured and erected in front of the municipal before the end of the current fiscal year.

CARRIED
Resolution #18-12-2014

Moved by councillor Ward
SECONDED by councillor Jonah
That all committee reports be accepted.

CARRIED
Resolution #19-12-2014

At 8:50
MOVED by councillor Melvin
SECONDED by councillor Ward
That the meeting be extended past the curfew.

CARRIED UNANIMOUSLY
Resolution #20-12-2014

Mayor Cassidy called a short recess.

The meeting reconvened at 9:01 p.m.

f) Confidentiality agreement

Clerk/Treasurer Rudolph presented the confidentiality agreement proposed for committee members.

MOVED by councillor Melvin
SECONDED by councillor Ward
That the Confidentiality Agreement be adopted and that committee chairs shall ensure it be executed by all committee members.

CARRIED
Resolution #21-12-2014

11. Treasurer's Report

a) Permit applications

Clerk/Treasurer Rudolph presented the details provided by RSC 11 for September, October, and November.

Councillor Melvin noted that Rogers applied for a tower on PID 75050195.

b) Clerk/Treasurer Rudolph presented the results of the RFQ for external audit services with no recommendation. Responses were received from EPR Daye Kelly & Associates, KPMG, Teed Saunders Doyle & Co., and Nicholson & Beaumont.

MOVED by Deputy Mayor Hyslop
SECONDED by councillor Melvin
BE IT RESOLVED that EPR Daye Kelly & Associates be appointed as Hanwell's auditors for 2014.

CARRIED
Resolution #22-12-2014

- c) Clerk/Treasurer Rudolph informed Council that there is no additional insurance premium for the increase in value of municipal offices contents to \$50,000.
- d) Clerk/Treasurer Rudolph presented a financial report with a cash flow projection for December, showing a bank balance for November 30, 2014 of \$44,667 and available funds of \$41,518. After expected December outflows and reimbursements of \$10,000, and a possible operating reserve of \$10,000, funds remaining available would be \$21,518.

Clerk/Treasurer Rudolph recommended that Council establish an operating reserve of \$10,000. Normally in January and February a municipality would receive funding from Finance Branch equal to the December amount, with adjustment to the 2015 budget done in March. Because Hanwell has no history, the amount to be received is uncertain. Clerk/Treasurer Rudolph requested and received information from Finance Branch that a \$10,000 reserve would be appropriate.

MOVED by councillor Melvin

SECONDED by councillor Ward

BE IT RESOLVED that Council establish an operating reserve of \$10,000, and that the Treasurer be directed to open a new bank account for same.

CARRIED

Resolution #23-12-2014

Councillors were reminded to submit expense reports before month-end.

- e) Electronic sign
Further to Resolution #18-12-2014, Clerk/Treasurer Rudolph provided a price comparison for various models and sizes of LED signs from Dobbelsteyn (Fredericton), Hansen Signs (Moncton), and Atlantic Signs (Saint John). The price differential between monochrome and full colour is not great.

Councillor MacKenzie expressed interest in helping to make a choice.

MOVED by councillor Melvin

SECONDED by councillor Ward

BE IT RESOLVED that the Clerk together with councillor MacKenzie investigate the pricing and purchase of an RGB electronic sign larger than 16x112, and that, since time is of the essence, conditional upon affirmative correspondence being received by members of Council, the purchase is hereby approved.

CARRIED

Resolution #24-12-2014

- f) NBON
Clerk/Treasurer Rudolph informed Council that he is now an authorized user of New Brunswick Opportunities Network (NBON) for issuing tenders.

MOVED by councillor Melvin
SECONDED by councillor Ward
That the Treasurer's Report be accepted.

CARRIED
Resolution #25-12-2014

12. New Business

- a) By-Law No. 06-2014: A By-Law Respecting the Bonding of Officers and Employees ("Bonding By-Law")

First Reading

MOVED by councillor Melvin
SECONDED by Deputy Mayor Hyslop

That By-Law number 06-2014 the "Bonding By-Law" be given first reading by Title.

CARRIED
Resolution #26-12-2014

Second Reading

MOVED by councillor MacKenzie
SECONDED by councillor Ward

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

Clerk/Treasurer Rudolph read By-Law 06-2014 in its entirety.

CARRIED
Resolution #27-12-2014

- b) RFP for Legal Services – Results

Clerk/Treasurer Rudolph provided the results of the RFP and a cost analysis for various scenarios, with no recommendation. The RFP was responded to by Cox & Palmer, Donald Stevenson QC, and Murray Digdon & Donovan.

MOVED by councillor MacKenzie
SECONDED by councillor Jonah

BE IT RESOLVED that Cox & Palmer, with lead lawyer Dan Stevenson, be appointed to provide legal services for the rural community of Hanwell for 2015.

CARRIED
Resolution #28-12-2014

- c) Bonus – Councillor Jonah

MOVED by councillor Jonah
SECONDED by Deputy Mayor Hyslop

Whereas a Christmas bonus is customary in municipalities,
BE IT RESOLVED that Council provide a Christmas Bonus of \$50.

It was noted that there is money left, and we are under budget for 2014.

Councillors Ward and Melvin and Deputy Mayor Hyslop spoke against the motion, and councillor Jonah spoke in favour.

DEFEATED

Councillors Melvin, Mackenzie, Ward, Deputy Mayor Hyslop voted against the motion.

d) RSC 11 PRAC

Mayor Cassidy informed councillors that RSC 11 has a vacancy on the PRAC Committee.

Councillor Jonah expressed interest and will be recommended.
This was met with applause.

13. Upcoming Activities

Illuminate was mentioned, as well as the remaining training sessions in January.

14. Date, Time and Location of Next Meeting

a) 2015 schedule

MOVED by councillor Melvin

SECONDED by councillor MacKenzie

That regular meetings remain at the second Wednesday of each month.

CARRIED

Resolution #29-12-2014

b) The next meeting of Council will be a Special Meeting held Tuesday December 16, 2014 at 6:30 p.m. in the Council chamber.

15. Adjournment

MOVED by Deputy Mayor Hyslop

That the meeting be adjourned.

The meeting was adjourned at 10:19 p.m.

Certified correct

Detlef Rudolph
Clerk/Treasurer

Susan Cassidy
Mayor