

HANWELL
Rural Community
Regular Meeting of Council
Dec 14th, 2016
Minutes

Attendance

Mayor Chris Melvin, Councillor Holly Hyslop, Deputy Mayor Darren MacKenzie, Councillor Dave Morrison, Councillor Nicolle Carlin, Councillor Melissa Smith, Councillor Susan Jonah, Clerk/Treasurer Melanie Frost, Asst. Clerk Terri Parker, Stephen McAlinden & Don Fitzgerald (RSC11) and 3 members of the public

1. Calling to Order

Mayor Chris Melvin called the meeting to order at 6:30 p.m.

2. Approval of the Agenda

Moved by Councillor Holly Hyslop
Seconded by Councillor Susan Jonah
To approve the Agenda

Unanimously Carried
#04-12-2016

3. Adoption of Minutes

Moved by Deputy Mayor Darren MacKenzie
Seconded by Councillor Melissa Smith
That the Minutes of the Nov 9th, 2016 Regular Meeting of Council be adopted.

Unanimously Carried
#05-12-2016

4. Public Input/Inquires- None

5. Disclosures – Councillor Melissa Smith declared a conflict of interest and will leave council chambers during the discussion of 7(a) Rezoning of the Jardine Property.

6. Reports

- a) Fire Department- Chief Crouse was not able to attend
- b) RCMP- Sgt. Gallant was not able to attend; the submitted report of November 2016 was reviewed.

Deputy Mayor stated, on the news this week, the RCMP have been encouraging residents to lock outside buildings/houses/vehicles and garages due to an increase in break and enters this time of the year.

The Mayor suggested that we should remind residents through social media.

Moved by Councillor Holly Hyslop
Seconded by Councillor Dave Morrison
To receive the reports as presented

Unanimously Carried
#06-12-2016

Councillor Smith left Council Chambers at 6:34 p.m due to Conflict of Interest

7. Presentations

(a) RSC11: By-Law #12-2016 To Amend the Rural Plan By-Law #11-2016

Since the public hearing on November 9th, 2016 the Jardines have agreed to add three (3) additional terms and conditions to the agreement:

- That any and all activities and construction related to the Towing and Recovery Service and/or Auction Centre occur within the existing garage, and to the east of the existing access road, and no activities related to the Towing and Recovery Service and/or Auction Centre occur outside these areas
- The use of the property for any other purpose requires a new amendment to the Rural Plan or a revised section 39 agreement
- That the existing vegetation along the western property, where residential properties are directly abutting the property line, is maintained, or a fence is constructed to provide visual and audio screening.

Moved by Councillor Susan Jonah

Seconded by Councillor Nicole Carlin

That the proposed By-Law #12-2016 A By-Law to Amend the Rural Plan By-Law #11-2016 be given first reading by title.

Unanimously Carried

#07-12-2016

RSC11: By-Law #12-2016 To Amend the Rural Plan By-Law #11-2016 be read for the second time in its entirety.

Moved by Deputy Mayor Darren MacKenzie (*read by Councillor Jonah*)

Seconded by Councillor Dave Morrison

That the proposed By-Law #12-2016 A By-Law to Amend the Rural Plan By-Law #11-2016 be given second reading in its entirety.

Unanimously Carried

#08-12-2016

Councillor Smith returned to Council Chambers at 6:47 p.m due to Conflict of Interest

(b) RSC11: Variance Application (Cobblestone Development Inc.)

Moved by Deputy Mayor Darren MacKenzie

Seconded by Councillor Dave Morrison

To accept the recommendations of RSC11 regarding the application from Cobblestone Developments Ltd to place a freestanding pylon sign on PID #75199380 with one minor addition to #3 (*increasing the variances from 3 signs to 5 and the area of the sign to increase from 1.5 metres to 2.5 metres as follows*)

1. Approve a 3.5-metre variance in the height of a sign to allow a freestanding pylon sign to have a height of 8.5 metres;

2. Approve a 2.7- square metre variance in the area of a sign to allow the surface area of the sign on top of the freestanding pylon sign to have an area of 3.7 square metres;
3. Approve a variance for **up to five (5)** signs of 0.5-metres in the area of a sign to allow the surface area of the **five (5)** signs within the freestanding pylon sign to have an area of **2.5** metres; and
4. Approve a variance to allow a freestanding pylon sign to be located on a different property from the use to which it relates.

Unanimously Carried
#09-12-2016

(c) RSC11: Variance Application (Peterbilt Atlantic)

Moved by Councillor Holly Hyslop
Seconded by Councillor Melissa Smith

To accept the recommendations from RSC11 regarding the variance application from Peterbilt Atlantic to place a freestanding fixed sign for a commercial operation on PID #75493619 on Greenview Drive. (*Formerly Timothy Drive*)

Unanimously Carried
#10-12-2016

(d) RSC11: Regional Recreation Leadership (Don Fitzgerald)

Mr. Fitzgerald educated Council on the program that was launched in May 2014 between the Healthy & Inclusive Committees branch of the Department of Tourism and the Regional Service Commissions.

The program is to encourage neighbouring communities to do/have recreation programs together, and a map was provided of those communities (Hanwell, Fredericton, New Maryland, Tracy & Fredericton Junction)

There are numerous projects that could be approved such as Strategic Positioning, Needs Assessments, Recreational Master Plans or Facility Feasibility Studies.

8. Permit Applications- 2 building permits and 1 development permits (Nov 2016)

9. Proclamations- None

10. Petitions and Delegations- None

11. Business Arising

a) Public Access to Yoho Lake

In July staff was directed to investigate the possibility of obtaining property in the Yoho Lake area for public access. With the guidance of RSC11 it was found that all property surrounding the lake is privately or corporation owned.

After careful consideration of the Yoho Lake Association's concerns, and the concerns and interest of the area residents, the recommendation from staff is to rescind the July 2016 motion and if land/access is available in the future a motion can be brought forward at that time.

Moved by Councillor Susan Jonah
Seconded by Councillor Nicolle Carlin
I move to rescind motion #09-07-2016 to direct staff to explore options to purchase property or enter into an agreement, via an easement with a private owner for public access. If land/access is available in the future the motion can be made at that time.

Unanimously Carried
#11-12-2016

b) Committee Policy #2014-1

Moved by Councillor Holly Hyslop
Seconded by Deputy Mayor Darren MacKenzie
To adopt the revised Committee Policy 2014-1

Unanimously Carried
#12-12-2016

12. Correspondence - none

13. Meetings and Special Events

The mayor attended the following meetings/events:

Nov 9th- Meeting with representatives from DELG, DTI and RSC11 to begin preliminary discussions on Hanwell potentially taking over the service of roads (Motion #36-09-2016)

Nov 10th- Monthly Policing Committee meeting of RSC11

Nov 15th- Meeting with Hon. Rick Doucet- Minister of Energy and Resource Development regarding the possibility of Hanwell acquiring the Park Land

Nov 23rd- Meeting with Jason Gaudet and 2 members from Crown Land in conjunction with the Nov 15th meeting.

Nov 24th- Table Top Mock Emergency Exercise held by the Emergency Measures Committee.

Nov 25 & 26th- Attended DELG's Fall Fire Convention at Fredericton Inn

Nov 27th- Annual Christmas Tree Lighting and Open House

Dec 5th- Meeting with members from DTI regarding snow removal in Hanwell

Looking Ahead:

Dec 6th- Regular Board Meeting of RSC11

Dec 7th- Meeting with the President of Yoho Lake Association

Dec 11th- Annual awards dinner of UFKD (*was not able to attend*)

Dec 13th- Governance Committee RSC11 (*was not able to attend due to Council meeting*)

14. Committee Reports

- a) Finance Committee- A meeting was held on November 16th; a Budget meeting is scheduled for December 21st @ 6:30pm. A special meeting of Council will be needed before the end of December to transfer funds from General Operating to the Reserve Fund.
- b) Facilities Committee- No meeting was held in November
- c) Planning Committee- No meeting was held in December however RSC11 is revising the Unsightly Premises By-Law which will be presented to Council in the New Year.

Councillor Smith left Council Chambers at 7:45 p.m
Councillor Smith returned to Council Chambers at 7:47 p.m

- d) Recreation Committee- Report was reviewed; Community Skate is scheduled at Grant Harvey Center Dec 30th 1:15-2:15 p.m

Moved by Councillor Nicolle Carlin
Seconded by Councillor Melissa Smith
To receive the report as presented

Unanimously Carried
#13-12-2016

- e) Communication Committee- Report was reviewed

Moved by Councillor Nicolle Carlin
Seconded by Councillor Dave Morrison
I move that Council direct the Communications Committee to move forward with a Sentinel sign up campaign which would include a mail out brochure campaign and a draw for an emergency preparedness kit.
The Emergency Preparedness Kit would cost approx. \$150 and approx. \$800 for brochure (printing and postage)

Unanimously Carried
#14-12-2016

Moved by Councillor Nicolle Carlin
Seconded by Councillor Melissa Smith
I move that Council approve a budget of \$365 to be used by the Communication's Committee to boost some of Hanwell Rural Community's Facebook post and events.

Unanimously Carried
#15-12-2016

Moved by Deputy Mayor Darren MacKenzie
Seconded by Councillor Melissa Smith
To accept the report as presented

Unanimously Carried
#16-12-2016

Communication's Committee was also asked to look into and price a generic Hanwell Logo banner and sandwich boards that the municipality could use during events.

- f) Parks & Trails Committee- Report was reviewed and two residents need to be added to the Committee.

Moved by Councillor Dave Morrison
Seconded by Councillor Nicolle Carlin
To award Jerry Messman \$1000.00 to groom trails at the Hanwell Recreation Park for the period 2016-2017

Unanimously Carried
#17-12-2016

Moved by Councillor Dave Morrison
Seconded by Deputy Mayor MacKenzie
To add Mark Gallagher and Jerry Messman as members of the Parks & Trails
Committee.

Unanimously Carried
#18-12-2016

Moved by Deputy Mayor Darren MacKenzie
Seconded by Councillor Melissa Smith
To receive the Parks & Trails Committee report as presented

Unanimously Carried
#19-12-2016

- g) Emergency Measures Committee- No meeting was held but a tabletop exercise was held on Nov 24th. The exercise was very informative and Council was encouraged to familiarize themselves of their roles as Council during an emergency by reading the Emergency Response Plan. Another meeting with Sentinel will be held Jan 18th, 2017.

Moved by Councillor Dave Morrison
Seconded by Councillor Melissa Smith
To receive the verbal report as presented

Unanimously Carried
#20-12-2016

15. Treasurer's Report- Treasurer's report was reviewed

Moved by Councillor Dave Morrison
Seconded by Deputy Mayor Darren MacKenzie
BE IT RESOLVED that the sum of \$150,142.50 be transferred from the General
Operating Fund #0123 1124-259 to the Gas Tax Fund #0123 1996-524 for the second
2016 payment.

Unanimously Carried
#21-12-2016

The following payments for December 2016 were approved:

Fero- Solid Waste	\$11,882.77
Fero- Recycling	\$ 6,132.95
Lud-San Enterprises- Rent	\$ 2,334.50
NB Power- Streetlights	\$ 3,747.98
RSC11- Tipping	\$10,871.89
Payroll Remittance	\$ 3,138.69
Star-Lite Construction	\$ 5,175.00

Moved by Councillor Dave Morrison
Seconded by Councillor Melissa Smith
To approve the payments for December 2016 as listed on the Treasurer's report with
the addition of Star- Lite Construction in the amount of \$5,175.00

Unanimously Carried
#22-12-2016

Moved by Councillor Nicolle Carlin
Seconded by Councillor Melissa Smith
To receive the Treasurer's Report as presented

Unanimously Carried
#23-12-2016

16. New Business

a) Rotary Sign

Moved by Councillor Nicolle Carlin
Seconded by Councillor Melissa Smith
WHERE AS Hanwell Rotary is a volunteer group made up of business leaders trying
to better our community, and
WHERE AS we want to encourage the efforts of Hanwell Rotary and help make the
community aware of their presence,
I move that we allow Hanwell Rotary to attach its sign to our "Welcome to Hanwell"
signs, with the understanding that Hanwell Rotary is responsible for ensuring the
sign meets criteria laid out by New Brunswick's Department of Transportation and
Infrastructure.

Moved by Deputy Mayor Darren MacKenzie
Seconded by Councillor Nicolle Carlin
To amend the motion for Council to have final approval of the sign.

Unanimously Carried
#24-12-2016

Primary Motion Carried
#25-12-2016

b) Snowplowing Contract

Moved by Councillor Melissa Smith
Seconded by Councillor Dave Morrison
To award the contract to Envirotherm Insulators for snowplowing services for the
Hanwell Community Recreation Park and its access road at 2369 Hanwell Road and
to send the Letter of Acceptance.

Unanimously Carried
#26-12-2016

c) Laserfiche Conference- Long Beach, CA

Moved by Councillor Susan Jonah
Seconded by Councillor Melissa Smith

To allow the Clerk/Treasurer and the Assistant Clerk to attend the Annual Laserfiche Training Conference February 6-10, 2017 in order to be knowledgeable and compliant with paperless filing; Ricoh Canada is covering all cost of the Assistant Clerk.

Motion Carried

Yes Votes: Councillor Morrison,
Councillor Carlin, Councillor Smith,
Councillor Jonah, Deputy Mayor
MacKenzie

No Vote: Councillor Hyslop
#27-12-2016

d) February Regular Meeting of Council be moved to February 15, 2017

Moved by Councillor Nicole Carlin
Seconded by Councillor Melissa Smith

To move February 2017 Regular Meeting of Council from February 8th to February 15th during the staff's absence due to attending the Laserfiche Conference

Unanimously Carried
#28-12-2016

e) Tablets for Council members

Moved by Deputy Mayor Darren MacKenzie
Seconded by Councillor Melissa Smith

To direct staff to purchase seven (7) notebooks/tablets for Council to a maximum cap of \$750.00 per unit excluding HST and including the case and potentially a larger battery

Unanimously Carried
#29-12-2016

Moved by Councillor Nicole Carlin
Seconded by Councillor Melissa Smith

To declare the iPads currently being used as surplus property and once restored to factory default the disposed property can be sold back to staff or members of Council for \$25.00 including HST.

Unanimously Carried
#30-12-2016

f) Rural Community of York- Department of Local Government approached Council regarding the possibility of Hanwell Rural Community partnering with surrounding communities and forming Rural Community of York or another option would be to expand the municipality through annexation with part of the neighboring

communities. After much deliberation regarding the possibilities the motions were made.

Moved by Councillor Nicolle Carlin
Seconded by Councillor Susan Jonah
If approached by one of the communities, Hanwell Rural Community would be open to discuss the matter.

Motion withdrawn

Moved by Councillor Nicolle Carlin
Seconded by Deputy Mayor Darren MacKenzie
To direct Mayor/staff to respond to Local Government stating that Hanwell Rural Community is not interested in the "York Rural Community Project"

Motion Carried
Yes Votes: Councillor Morrison,
Councillor Carlin, Councillor Smith,
Councillor Hyslop, Deputy Mayor
MacKenzie
No Vote: Councillor Jonah
#32-12-2016

Moved by Deputy Mayor Darren MacKenzie
Seconded by Councillor Melissa Smith
To extend past the 9 p.m curfew if necessary.

Unanimously Carried
#33-12-2016

17. Upcoming Activities

- a) Community Skate is scheduled at Grant Harvey Center Dec 30th 1:15-2:15 p.m

Moved by Councillor Holly Hyslop
Seconded by Councillor Dave Morrison
Motion to have a recess.

Unanimously Carried
#34-12-2016

Meeting recessed at 9:03 pm and reconvened at 9:08 pm

Moved by Deputy Mayor Darren MacKenzie
Seconded by Councillor Holly Hyslop
That, pursuant to Section 10.2 (4) (J) of the Municipalities Act, the meeting be moved to closed session.

Unanimously Carried
#35-12-2016

Meeting moved into Closed Session at 9:09 pm

Mayor Melvin reconvened the meeting to order at 9:47 pm

18. Closed Session- Salary -Municipalities Act 10.2 (4) (j)

Moved by Councillor Holly Hyslop
Seconded by Deputy Mayor Darren MacKenzie
To award the full-time staff with a performance pay award of \$500 each; and a salary increase of 3% effective January 1, 2017 for their 2017 remuneration

Unanimously Carried
#36-12-2016

19. Date, Time and Location of next meeting-

Regular Council Meeting
Council Chambers
January 11th, 2017 @ 6:30 p.m

20. Adjournment

Moved by Councillor Dave Morrison
Seconded by Deputy Mayor Darren MacKenzie
To adjourn the meeting at 9:49 p.m

Unanimously Carried
#37-12-2016

Certified Correct,



Terri L Parker
Asst. Clerk

Chris Melvin
Mayor