

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

Attendance

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

Absent- Councillor Melissa Smith

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 Nicolle Carlin
Seconded by Deputy Mayor Holly Hyslop
To approve the Agenda

Unanimously Carried
#01-09-2016

3. Adoption of Minutes

Moved by Councillor Susan Jonah
Seconded by Councillor Darren MacKenzie
That the Minutes of the Aug 10, 2016 Regular Meeting of Council be adopted

Unanimously Carried
#02-09-2016

4. Disclosures – None.

5. Reports

- a) RCMP- No report given, Sgt. Andrea Gallant is now the contact for this area.
- b) Fire Department- No report given
- c) HCDA- Chris Weadick gave a brief overview of the report that was submitted to members of Council. Fred Herkert Jr. plans on installing the bridge abutments this Fall. The Recreation Committee and the Parks & Trails Committee have taken over the “TD Friends of the Environment” Park Project as the team leader from HCDA resigned.

Moved by Deputy Mayor Holly Hyslop
Seconded by Councillor Darren MacKenzie
To accept the HCDA report as presented

Unanimously Carried
#03-09-2016

6. Presentations

a) RSC11- Subdivisions:

Combined Holdings & Investments Ltd. & Lud-San Enterprises Ltd. Subdivision 2016-1

Moved by Councillor Dave Morrison

Seconded by Councillor Susan Jonah

To accept the recommendation from RSC11 regarding the application by Central N.B Surveys Ltd. on behalf of the owners to create two lots and the remnant on a private access known as Casewood Drive as presented.

Unanimously Carried

#04-09-2016

Greenview Developments Ltd. Subdivision Phase 2 (1 lot or ROW)

Moved by Councillor Susan Jonah

Seconded by Councillor Darren MacKenzie

To accept the recommendation from RSC11 regarding the application by SurTek Group Ltd. on behalf of the owner to create one lot on a private right-of-way known as Timothy Drive extension as presented.

Unanimously Carried

#05-09-2016

7. Permit Applications- 3 building permits and 1 development permits (Aug 2016)

8. Proclamations- Terry Fox Month

WHEREAS, Terry Fox quietly began his Marathon of Hope on April 12, 1980 in St. John's, NL to increase the people's awareness of cancer and to raise funds for research to find a cure; and
WHEREAS, Terry Fox, at the age of 21 had a leg amputated due to bone cancer, decided to run across Canada, covering 5,373 km over 143 days until he was forced to stop due to a recurrence of cancer; and
WHEREAS, worldwide events in Terry's name have raised millions of dollars for cancer research, making it one of the largest cancer research funding events in the world; and
WHEREAS, the residents of the rural community of Hanwell have shown support for this research by coordinating, volunteering for, and participating in, our local Terry Fox Run,
NOW THEREFORE, I Chris Melvin as Mayor of the rural community of Hanwell, do hereby proclaim the month of September as "Terry Fox Month".

9. Petitions and Delegations – none

10. Business Arising

(a) Radar Speed Sign- Absolute Traffic provided a quote in the amount of \$3526.86 plus tax for a Safe Pace 100 Solar unit. This unit can either be portable or permanent and can be moved without the solar panel and it will operate between 10-15 days without a recharge.

(b) Procedural By-Law No. 01-2014 Amendments- *A By-Law Respecting the Proceedings of Council and Administration*- First reading by Title, Second reading in full.

Moved by Councillor Darren MacKenzie

Seconded by Councillor Nicolle Carlin

To give first reading by Title to amend the Procedural By-Law 01-2014 *A By-Law Respecting the Proceedings of Council and Administration*

Unanimously Carried

#06-09-2016

Moved by Councillor Nicolle Carlin

Seconded by Councillor Dave Morrison

Be it resolved that the Hanwell Procedural By-Law 01-2014, Amendment of the sections be amended as follows:

Section 3(b) shall be replaced with:

(b) Deputy Mayor

- i. The council of the municipality shall elect a Deputy Mayor
- ii. Such election may take place at the first official meeting of a new Council for a two-year term and every two years thereafter or as unanimously decided by Council, with all councillors eligible for election including the current Deputy Mayor.

Section 3(d)(iii) amend to include “and leave the council chamber during any discussion or vote by council on the matter” at the end of the sentence

Section 4(c)(ix) to include 4. Public Input/Inquires

Section 7 to include Confidentiality:

- (a) Until a matter is formally presented at a Regular or Special Meeting of Council, items of a sensitive, personal or business nature will not be publicly disclosed by Council, committee members or staff.
- (b) Information which is presented in open or public sessions of Council may be discussed, while maintaining discretion regarding preliminary discussions.
- (c) While not intended in any way to impede the ability of municipal representatives to express their opinion and position in public, the policy is adopted to foster the thorough investigation and consideration of important issues, including candid discussion and debate, without jeopardizing public reputation or proprietary information.
- (d) Failure to respect confidentiality will result in disciplinary action which may include, but not be limited to, verbal cautions, verbal or written warning, dismissal from committee membership or termination (in the case of employees)
- (e) This policy applies to all rural community of Hanwell employees, all elected officials and members of the public who serve as members of standing or ad hoc committees of Council.
- (f) All municipal employees, Council members and committee members shall sign a Confidentiality Agreement.

Section 8 to include Consequences of Disrespectful Actions:

When any member deliberately acts against Council’s wishes, breaches confidentiality, and/or puts the Council and municipality at risk of legal and/or reputational harm, his/her actions will result in disciplinary action by Council which may include, but not be limited to, verbal cautions, verbal or written warnings, or dismissal from committee memberships.

Section 14 to include Emergency/Urgent Requirements:

- (a) The Clerk/Treasurer along with the Mayor/Deputy Mayor are authorized to order emergency/urgent repairs or activities on an emergency/urgent basis to protect the public safety or to protect the assets of citizens of Hanwell.
- (b) Emergency projects must receive Council’s approval at the earliest opportunity.

Moved by Councillor Nicolle Carlin
Seconded by Deputy Holly Hyslop
To amend section 7(a) Confidentiality to include “Until a matter is formally presented at a Regular or Special Meeting of Council *and Committee meetings*, items of a sensitive, personal or business nature will not be publicly disclosed by Council, committee members or staff.

Unanimously Carried
#07-09-2016

Primary Unanimously Carried
#08-09-2016

c) Letter of support to DTI for an independent traffic study- Mayor wrote letter of support to Hon. Bill Fraser Aug. 23, 2016.

11. Correspondence

a) Email from resident regarding speeding on Eddington Road
The resident provided various locations that could be considered for the radar speed sign.

Moved by Councillor Nicolle Carlin
Seconded by Councillor Darren MacKenzie
To receive the above correspondence.

Unanimously Carried
#09-09-2016

b) Letter from resident regarding destruction of walking trails.
Resident suggested that additional funding is needed for the walking trails

Moved by Deputy Mayor Holly Hyslop
Seconded by Councillor Susan Jonah
To receive the above correspondence.

Unanimously Carried
#10-09-2016

c) Letter from resident regarding water pumping from Riparian wetland

Moved by Councillor Dave Morrison
Seconded by Deputy Mayor Holly Hyslop
To receive the above correspondence.

Unanimously Carried
#11-09-2016

d) Letter of Support- Oshawa Ontario Mayor
To support the continuation of General Motors plant in Oshawa, Ontario

Moved by Councillor Susan Jonah
Seconded by Councillor Nicolle Carlin
To receive the above correspondence

Unanimously Carried
#12-09-2016

- e) Letter from Hanwell Community Church regarding Domain Name, "Hanwell.ca"
The church is reluctant to change their domain due to financial cost.

Moved by Councillor Dave Morrison
Seconded by Councillor Nicolle Carlin
To receive the above correspondence.

Unanimously Carried
#13-09-2016

12. Meetings and Special Events

- a) Municipal Advisory Corporation (Sept 23rd) Group Insurance Benefits
- b) UMNB Conference (Sept 30-Oct 2nd)
- c) Other Meetings were mentioned:
 - Meeting with the Premier via RSC11 (Aug 22nd)
 - Meeting with MLA Brian MacDonald (Aug 26th)
 - Yoho Lake Assoc. AGM (Aug 28th)
 - Meeting with Estey's Bridge LSD (Aug 30th) Advantages of Incorporating
 - Convenience Store Days (Aug 31st) Children's Wish Program
 - RSC11 Budget 2017 (Sept 6th)
 - Hanwell's Terry Fox Run (Sept 11th)

13. Committee Reports

- a) Finance Committee- First meeting was held on Aug 22nd. The budget was reviewed in detail.
- b) Facilities Committee- The recreation/municipal building is on hold until site plan approval from Crown Land
- c) Planning Committee- Report was reviewed.

Moved by Councillor Darren MacKenzie
Seconded by Councillor Nicolle Carlin
To accept the report as presented

Unanimously Carried
#14-09-2016

- d) Recreation Committee- Report was reviewed with the following members; Deputy Mayor Holly Hyslop (chair), Councillor Darren MacKenzie (vice-chair), Tanya Aucoin Johanny, Andrew Scott and Jaime Watson.

Councillor MacKenzie left Council at 7:50 pm; returned at 7:54

Moved by Deputy Mayor Holly Hyslop
Seconded by Councillor Nicolle Carlin
To accept the report as presented, and committee members as stated above.

Unanimously Carried
#15-09-2016
Councillor MacKenzie not present for vote

- e) Communication Committee- Quotes were obtained from three (3) companies to have the community newsletter professional done and printed.

Moved by Councillor Nicolle Carlin
Seconded by Councillor Darren MacKenzie

The Communications Committee recommends that Council accept the quote from Kiers Communications and allow us to move forward with our November print date for the newsletter (\$2145.28 + HST per edition, including printing, with an upfront cost of \$510 for the first addition for design and layout= \$9091.12 yearly including \$510 for first edition)

Unanimously Carried
#16-09-2016
Councillor Smith not present for vote

Councillor Melissa Smith arrived for the meeting at 7:58 pm

Moved by Councillor Dave Morrison
Seconded by Deputy Mayor Holly Hyslop
To accept the report as presented

Unanimously Carried
#17-09-2016

f) Parks & Trails Committee- A verbal report was given

Moved by Councillor Susan Jonah
Seconded by Deputy Holly Hyslop

Due to the remaining work needed in the park for the 2016 season, I move that the remaining unused balance of \$14,950.00 from the approved grant funding for the HCDA, Motion #07-03-2016, be transferred to the Parks and Playgrounds budget line item for park projects.

Councillor Mackenzie left Council at 8:06pm returned at 8:09 pm

Unanimously Carried
#18-09-2016

Moved by Councillor Susan Jonah
Seconded by Councillor Nicolle Carlin

Upon approval from Crown Land, I move that Parks and Trails move forward with obtaining quotes for the clearing "grubbing" of the dead trees around the parking lot "pie shape" of the Hanwell Recreation Park

Unanimously Carried
#19-09-2016

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

Unanimously Carried
#20-09-2016

g) Emergency Measures Committee- Verbal Report was given, Committee has not yet met

Moved by Deputy Mayor Holly Hyslop
Seconded by Councillor Nicolle Carlin
Motion to accept the verbal report as presented

Unanimously Carried
#21-09-2016

- 14. Treasurer's Report-** Clerk/Treasurer Melanie Frost submitted a Treasurer's Report
Gas Tax monies are not permitted to sit in the Operating Fund, therefore a transfer to the Gas Tax Fund account is needed.

Moved by Councillor Dave Morrison
Seconded by Deputy Mayor Holly Hyslop

Be it Resolved that the sum of \$150,142.50 be transferred from the Operating Account #0123 1124-259 to the Gas Tax Account #0123 1996-524

Unanimously Carried
#22-09-2016

Moved by Councillor Darren MacKenzie
Seconded by Councillor Susan Jonah
To accept the report as presented

Unanimously Carried
#23-09-2016

15. New Business

Mayor requested that item 15(f) be moved to 15(a)

- f) RSC11 2017 Budget- The Mayor gave a brief overview of the budget;
Tipping fees will increase from \$82.50 to \$85.00 per tonne and C&D increase from \$41.25 to \$42.50 per tonne.
Planning and Development will increase 9% due to staff returning from maternity leave.
Regional Planning Services will have a slight increase

Moved by Councillor Nicolle Carlin
Seconded by Councillor Susan Jonah

Motion that the Mayor vote in favor of RSC11 proposed budget on behalf of the rural community of Hanwell.

Unanimously Carried
#24-09-2016

- a) Speeding Campaign- Currently working on brochure, approval must be obtained by RCMP and then Council.

Moved by Councillor Nicolle Carlin
Seconded by Councillor Darren MacKenzie

Motion to purchase four (4) Radar Speed Signs, (\$3526 plus tax per sign) as quoted earlier.

Motion Carried
#25-09-2016

Yes Votes- Councillor Morrison,
Councillor Carlin, Councillor
MacKenzie, Councillor Smith
No Votes- Councillor Jonah

Moved by Councillor Nicolle Carlin
Seconded by Councillor Darren MacKenzie

Motion to place the Radar Speed Signs in the following locations: Milky Way, Cobblestone Drive, Eaglewood Drive, and Camber Drive, subject to DTI approval or any other approval needed

Unanimously Carried
#26-09-2016

Motion to extend the Council Meeting past 9 pm.

Moved by Councillor Darren MacKenzie

Seconded by Councillor Melissa Smith

Unanimously Carried

#27-09-2016

- b) Purchasing Policy #2016-02- Policy was reviewed; Budgeted Items section to be deleted from policy.

Moved by Councillor Darren MacKenzie

Seconded by Councillor Melissa Smith

To accept the Purchasing Policy with the above amendments

Motion Carried

#28-09-2016

Yes Votes- Councillor Morrison,
Councillor Carlin, Councillor

MacKenzie, Councillor Smith

No Votes- Councillor Jonah

- c) Correspondence Policy #2016-03- Policy was reviewed

Moved by Councillor Nicolle Carlin

Seconded by Councillor Melissa Smith

To accept the Correspondence Policy

Moved by Councillor Darren MacKenzie

Seconded by Councillor Nicolle Carlin

Motion to Amend the policy to read "All correspondence received by the municipality or by the mayor that reads "mayor and council **or "council"** is directed to all members of council and shall be circulated to all council with the next regular agenda package, unless it is of an urgent nature as determined by the mayor or the Clerk/Treasurer.

Unanimously Carried

#29-09-2016

Primary Unanimously Carried

#30-09-2016

- d) Fire Station

Moved by Councillor Dave Morrison

Seconded by Deputy Mayor Holly Hyslop

To direct staff to move forward with the investigation, along with the Facilities Committee and RSC11, for the construction of the Fire Station.

Unanimously Carried

#31-09-2016

Moved by Councillor Nicolle Carlin

Seconded by Councillor Darren MacKenzie

To direct staff to purchase and have installed a sign with "Future Home of Hanwell Fire Station" at the suggested site (Starlite Subdivision)

Unanimously Carried

#32-09-2016

Mayor suggested that Council take a break 9:29- 9:35 pm

- e) Paperless Filing- Quotes were provided to Council, both staff members have had previous experience using each company's software.

Moved by Councillor Nicolle Carlin

Seconded by Deputy Mayor Holly Hyslop

To accept the quote from Ricoh of \$2000 installation/training and \$210/month user fee for 3 users as our paperless filing program

Unanimously Carried

#33-09-2016

- g) Transfer of Transportation Services from DELG to RC of Hanwell

Moved by Councillor Darren MacKenzie

Seconded by Councillor Nicolle Carlin

Whereas the rural community of Hanwell is experiencing many issues with speeding and traffic, and whereas having control of the Traffic Service area of Transportation would be of benefit to the community, I hereby motion for the rural community of Hanwell to serve notice to the Minister that the municipality wishes to take on the service of the "Transportation- Traffic Control" as of Jan 1st, 2017 as per Regulation 2005-97

Moved by Councillor Susan Jonah

Seconded by Deputy Mayor Holly Hyslop

To amend previous motion to direct office staff to explore the ramifications of taking over the services of Traffic Control

Unanimously Carried

#34-09-2016

Primary Unanimously Carried

#35-09-2016

Moved by Councillor Darren MacKenzie

Seconded by Councillor Nicolle Carlin

Whereas the rural community of Hanwell spends more than its entire municipal budget on the provincially provided service of "Transportation- Roads and Streets", and whereas service of roads and streets has been shown during the elections to be one of the highest priorities to the community, and whereas the rural community of Hanwell currently has no control over the service of roads and streets, contracts over service of culverts, contracts over snow removal, contracts over general maintenance and upkeep, and minor or major repair;

I hereby motion to direct and authorize staff to provide a cost-benefit analysis of taking on the service of "Transportation- Roads and Streets". This analysis should show, at a minimum:

- what revenues would be gained by having the provincial service transferred to the municipality
- the total expenditures for the previous 3 years from DTI, for Hanwell (this would include anything that would be covered under transportation services)
- a list of contracts for the past 3 years, who they were with, and for how much (road maintenance, culvert maintenance, snow removal, patching, and any other related work)
- any additional costs incurred by doing most work as outsourced, to avoid taking on capital expenditures.
- what additional costs would be incurred by taking on the additional cost of staff (such as Public Works co-ordinator)
- options for minimal capital cost including only required vehicles and technical requirements for new/additional staff

And the scope of this service shall be limited to non-provincially marked/designated roads and streets (that is, streets and roads within Hanwell other than Route 640)

And the timeline for this full report should be given within 12 months of this motion, with no less than quarterly updates on progress for this information, or whatever analysis that staff sees fit, also direct staff to reach out to DELG for help with a feasibility study.

Unanimously Carried
#36-09-2016

16. Upcoming Activities

- a) Meals on Wheels (will be available to Hanwell residents in Sept)
- b) Terry Fox Run

17. Closed Session- none

18. Date, Time and Location of next meeting-

Regular Council Meeting
Council Chambers
Oct 12th, 2016 @ 6:30 p.m

19. Adjournment

Moved by Deputy Mayor Holly Hyslop to adjourn at 10:12 p.m

Unanimously Carried
#37-09-2016

Certified Correct

Terri L. Parker

Terri L Parker
Asst. Clerk

Chris Melvin

Chris Melvin
Mayor

