

# Hanwell

Rural Community

*Regular Meeting of Council*

*April 8, 2015*

*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 Assistant Clerk/Treasurer Detlef Rudolph and Dan Stevenson from Cox & Palmer.

1. Call to Order

The rural community of Hanwell Council held a Regular Meeting Wednesday, April 8, 2015 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 6(b) RCMP Report.

MOVED by councillor Melvin

SECONDED by councillor MacKenzie

That the agenda be approved as amended.

CARRIED  
Resolution #01-04-2015

3. Approval of Minutes

MOVED by councillor Jonah

SECONDED by councillor Melvin

That the minutes of Regular Meeting March 11, 2015 be approved.

CARRIED  
Resolution #02-04-2015

4. Disclosures – None

5. Presentations – None

6. Reports

a) RSC 11 Permits – RSC sent the February report for building permits and development permits, which were reviewed. The March report was not yet available.

b) RCMP – Sgt. Comfort sent a written report with statistics for March.

Mayor Cassidy reported that Sgt. Comfort will be at the May meeting of Council.

MOVED by councillor Melvin  
SECONDED by Deputy Mayor Hyslop  
That the reports be received.

CARRIED  
Resolution #03-04-2015

7. Permit Applications – None

8. Proclamations – None

9. Petitions and Delegations – Dan Stevenson, Cox & Palmer  
Mr. Stevenson, Hanwell's legal counsel, was introduced to councillors and spoke briefly on his role.

10. Correspondence –

A letter was received from the Hon. Stephen Horsman, Minister of Public Safety and Solicitor General. This indicated a deadline of May 31, 2015 for Hanwell to finish its Emergency Plan.

MOVED by councillor Melvin  
SECONDED by councillor MacKenzie  
That the correspondence be received.

CARRIED  
Resolution #04-04-2015

11. Meetings and Special Events:

Councillor Jonah reported on the launch at the Richard Currie Centre at UNB of the Canada Wide Science Fair to be held in Fredericton in May. Assistant Clerk/Treasurer Rudolph also attended the launch event.

12. Committee Reports

a) Finance – Mayor Cassidy provided an oral report.

An information session with André Chenard and Luc Theriault from Finance Branch was held Monday March 16 to discuss the capital plan. The ad-hoc subcommittee for staffing is drafting questions for candidates to be interviewed April 22-24.

b) Planning Advisory – Councillor Jonah provided an oral report.

The committee met with Stephen McAlinden of RSC 11 on April 1, 2015. A Working Group meeting will take place on May 14, 2015 and no Planning Advisory Committee meeting will be held on May 6, 2015.

c) Emergency Planning – Councillor Ward provided an oral report.

The committee met with EMO Coordinator Jason Cooling who suggested several amendments to the emergency plan. A meeting with Chief Crouse and Deputy Chief M. Crouse Jr. was held March 26, 2015 to finalize an amalgamated full draft plan. A tour of the EMO Facilities in the former Victoria Health Centre building will take place April 15, 2015 and all councillors are invited.

- d) Recreation – Deputy Mayor Hyslop provided an oral report.  
The committee received a proposal for funding from Hanwell Community Development Association, but the proposal is not ready to be presented to Council.
- e) Communication – councillor Ward provided an oral report.  
The committee met on March 25, 2015 with councillor Ward chairing. The next meeting on April 22, 2015 will look at the RFP proposals for the web site, as well as protocols for the newsletter.  
Assistant Clerk/Treasurer Rudolph reported on the content and progress of the April newsletter, which should be in the mail by Tuesday April 21. Councillor Melvin suggested publicizing this on the electronic sign.
- f) Hanwell Days – Deputy Mayor Hyslop provided an oral report.  
The committee met on March 19 and March 31, 2015 to discuss the events, sponsorship, and signage. Volunteers will be needed. A Facebook page has been set up. The event permit will be obtained and T-shirts will be ordered for all volunteers. The next meeting will be held April 9, 2015 at 7 p.m.

Councillor Melvin added that Touch A Truck will be held Sunday May 24.

MOVED by Deputy Mayor Hyslop  
SECONDED by councillor Melvin  
That all reports be accepted.

CARRIED  
Resolution #05-03-2015

### 13. Treasurer's Report

Assistant Clerk/Treasurer Rudolph presented a written report.

A. Finances show a monthly cash flow surplus of between \$45,000 to \$56,000. The inflow from government was lower on April 2<sup>nd</sup> because of a clawback of the cost of assessment. A full accounting will be done with new software (Quickbooks) which will include a budget comparison.

B. Purchase of iPads – Eight iPad minis were obtained from the Jump+ Apple store for each member of Council including Ward 4 plus the new Clerk/Treasurer at a total cost of \$2,408 plus HST. This includes a Tucano Angolo case for each. A Council resolution is needed to purchase these from the capital fund.

MOVED by councillor Melvin  
SECONDED by councillor MacKenzie

That \$2,400 be moved to the capital fund for purchase of the eight iPads.

CARRIED  
Resolution #06-04-2015

On reflection, councillors decided to decline the Tucano Angolo cases and asked Assistant Clerk/Treasurer Rudolph to return these and obtain alternative cases.

C. Assistant Clerk's iPad – Assistant Clerk/Treasurer Rudolph reported that the iPad mini which he purchased in July 2014 for \$240 was to experiment with managing Council meetings with visual presentations and to explore paperless Council meetings. He requested that this be reimbursed as a non-taxable benefit because it has been for the benefit of Council.

MOVED by councillor Jonah

SECONDED by councillor Ward

That \$240 be paid to Assistant Clerk/Treasurer Rudolph as a non-taxable benefit.

CARRIED

Resolution #07-04-2015

D. RFP for web site design - Clerk/Treasurer Rudolph reported that the RFP was re-issued March 29, 2015 on NBON after the local issue by invitation resulted in only one proposal. The new closing is April 17, 2015 at 4:00 p.m. The RFP has gone national on MERX.

E. Staffing Update - The Clerk/Treasurer position was advertised and seventeen applications were received. Candidates will be interviewed April 21-23.

F. Staff Vacation – April 20 to 25th.

MOVED by councillor Melvin

SECONDED by councillor MacKenzie

That the Treasurer's report be accepted.

CARRIED

Resolution #08-04-2015

#### 14. New Business

a) Third Reading of By-Law 07-2015, "Solid Waste Collection and Disposal By-Law"

Councillor Jonah expressed concern about residents being asked in unusual circumstances to hold their garbage for an entire week.

MOVED by councillor Jonah

SECONDED by councillor MacKenzie

That Section 5(d) of By-Law No. 07-2015 be amended to read

"In unusual circumstances or emergencies residents may be required to hold their Solid Waste material until another collection day that can be arranged between the rural community and its agents or contractors."

CARRIED

Resolution #09-04-2015

MOVED by councillor Melvin

SECONDED by Deputy Mayor Hyslop

That By-Law number 07-2015 the "Solid Waste Collection and Disposal By-Law" be given third reading by Title.

CARRIED

Resolution #10-04-2015

By-Law 07-2015 was hereby enacted.

15. Upcoming Activities – Deputy Mayor Hyslop reported that an indoor target range is proposed by Iron Sights at a location beside Case, and an Open House will be held at Kingswood on May 14, 2015 from noon to 5 p.m. with a formal presentation from 6 to 9 p.m. For information the web site is at [www.istc.ca](http://www.istc.ca)

Assistant Clerk/Treasurer Rudolph reminded council members of the information session on the Right to Information and Protection of Privacy Act and on Civic Addressing and 911, Monday April 13, 2015 at 7 p.m.

16. Date, Time and Location of Next Meeting

The next meeting of Council will be a Regular Meeting held Wednesday, May 13, 2015 at 6:30 p.m. in the Council chamber.

17. Adjournment

MOVED by councillor Jonah

That the meeting be adjourned.

The meeting was adjourned at 7:59 p.m.

Certified correct

Detlef Rudolph  
Assistant Clerk/Treasurer

Susan Cassidy  
Mayor