



**Village of Belledune
Regular Council Meeting
October 15, 2018**

Time: 7:00 PM
Place: Council Chambers
Mayor, Joe Noel
Councillor, Paul Arseneault
Present: Councillor, Lilliane Carmichael
Councillor, Tracy Culligan
Councillor, Nick Duivenvoorden
Deputy Mayor, Sandenn Killoran
Absent:
Late:
Staff Present: CAO, Landon Lee
Clerk - Treasurer, Brenda Cormier
Staff Absent:
Staff Late:

Call to Order & Welcome

Mayor Noel called meeting to order and welcomed public.

- Moment of Reflection

Mayor, Noel called for a moment of silence in memory of Louis Carrier and Genevieve Landry of Belledune, Randolph Shannon and Cletus Firlotte (formerly of Jacquet River) and Pamphile Chamberlain of Lorne

- Oath of Office

Council reaffirmed their oath of office.

Adopt Agenda

M 2018/10/15-142

Nick Duivenvoorden moved that the Agenda be Adopted as Amended with changes: addition under Statements by Members of Council - Councillor, Culligan - 50th Anniversary Party for staff, seconded by Sandenn Killoran. MOTION CARRIED.

Statements of Conflict of Interest

Nil

Adoption of Minutes

M 2018/10/15-143

Tracy Culligan moved that the Minutes of Committee of Whole Meeting September 10, 2018 and Regular Meeting of September 17, 2018 be adopted as presented, seconded by Lilliane Carmichael. MOTION CARRIED.

Business Arising from Minutes

Nil

Presentations / Petitions / Delegations

- Jenna MacDonald- Lifestyle Blog
Presentation - Proposal for Digital Marketing Partnership

Mrs. MacDonald wishes to acknowledge that she is here on a private / personal interest not representing the Port of Belledune. Mrs. MacDonald gave an overview for Council about her Blog "There's a Shoe for That" and the various posting categories, posting based upon her experiences and opinions, to potentially help others (In My Shoes, Travel, Our Home & Wine O'clock).

She would like to Partner with the Village of Belledune to talk about and share about the Village on the internet - i.e. "Hometown Host or Hostess". The intention to share the secrets of the community, otherwise not found on the internet, target audience vacationers as well as locals. The intended way to reach out would be through Blog posts, video content, online engagement and social posts, photos, etc. What do we post? "Belledune's hospitality and everything the Village has to offer. Our history is sometimes lost and she feels going back to our roots and talking about things that really matter. If Council is interested, she would like to give a formal presentation for Partnership for Digital Marketing for consideration for 2019.

A copy of Mrs. MacDonald's presentation is on file.

Council posed various question and comments.

Mayor, Noel advised Mrs. MacDonald to get her presentation to CAO, Lee as soon as possible and he will get it to Council.

Statements by Member of Council

Mayor, Noel

- Port of Belledune - Municipal Rep
Information and Discussion - future decision

Mayor, Noel noted that Council has been provided with information regarding the appointment of Municipal Representative to the Port of Belledune, Board of Directors. Council should review the information and prepare for discussion in November or December for decision. The appointment is due by April 1, 2019, but this should be decided sooner than later.

- Cessation of Committee of Whole Meetings

Mayor, Noel advised the public that the Council is changing the way they do meetings. There will no longer be a Committee of Whole Council Meeting the week prior to the Regular Meeting. Council will be holding working sessions to deal with things that have been neglected or there was no time to do. There will be no decisions made at these meetings; decisions will be made at the Regular meeting in the public, which is required by law.

Deputy Mayor, Killoran

- Adoption of new Strategic Vision
Commitment of Council to Review Quarterly and share with Community

M 2018/10/15-144

Sandenn Killoran moved that the Council of the Village of Belledune adopt the following Strategic Vision Statement, “The vision of the Village of Belledune is to be a welcoming community that balances the ambitions of businesses and citizens.” seconded by Lilliane Carmichael. MOTION CARRIED.

- Phase 2 of Building Completion Activities

Directive was given to CAO, Lee to work with General Contractor to breakdown some of the Phase 2 work out into smaller parcels so local businesses could bid on work and for the other work by outside contractors, add a 15% spending inside the community clause - it can either be through hiring or purchasing.

- Ongoing Vendor Agreement Review and Evaluation

Directive to have CAO and Admin staff facilitate vendor review and bring back to finance committee for budget discussion. Not all have to be done in the same year, can start with five each year and do every couple of years. CAO and Admin team can draft the metrics for this.

- Statement on our Representative and Appointment Policies

All the appointment for representatives appointed on various committees, etc. Currently there is nothing clearly outlined as to what the expectations are, no job descriptions, their role descriptions, etc. Clerk/Treasurer, Cormier can reach out to her contacts to see what they may have regarding representative appointments. A little more clarity would also provide better information for those applying for positions as well.

Mayor, Noel noted CAO, Lee has started working on his.

CAO, Lee noted it would be good for staff as well to have the outlined rules and what staff's role is. It would help with managing.

- Budget Priorities Questionnaire - Getting Approved and out to the Public for Completion

As part of Budget process Council hosted an open house about two (2) months ago. There was not a huge number showed up. A questionnaire was developed to seek public priorities and choices they would make. Council discussed this at their working session and a copy was sent to Council and staff for their feedback and notes. The questionnaire is now ready to go out this week on line. Deputy

Mayor, Killoran said he would provide his Council provided table at the office for those who would like to fill out and do not have the means to do so. The questionnaire is on Google Form and is private and secure password protected. There is only access by Council and a few staff. This will give a little insight into what people are looking for as priorities and spending for next year. A lot of the questionnaire is based on choices and trade-offs, that is the way the Budget works. The questionnaire is designed so at the priorities rise to the top and will be taken into consideration. Discussion with Finance Committee indicates a draft budget should be ready for late November – early December.

M 2018/10/15-151

Sandenn Killoran moved that the Village Council approves and goes forward with sending out the Budget Priority Questionnaire by Google Form, seconded by Nick Duivenvoorden. MOTION CARRIED.

Council and CAO comments reflected on number of people responding, use of paper forms and timelines.

Councillor, Culligan

- 50th Anniversary Staff Party

M 2018/10/15-152

Tracy Culligan moved that if the Budget allows, Council approves a 50th Anniversary celebration for municipal staff on November 30th, similar to the one held for Council & Administration, seconded by Lilliane Carmichael. MOTION CARRIED.

It was recommended as nothing is planned for Christmas Dinner; perhaps combine the two (2) in this one.

Councillor, Duivenvoorden

- Economic Development & Need for full time commitment to this file

Councillor, Duivenvoorden would like to see this file go beyond what we have now. He is not sure how active the group of volunteers are. There is not anyone actively facilitating or accommodating. He reminded again a few years ago Andy Flanagan filled the position and then a lot of files fell silently afterwards. He would like some thoughts as the next working session. He has no problem extending the economic development portfolio to our current CAO or go back to what we had – position filled by a fulltime tenant.

- Undertaking of Strategic Planning Session & Next Steps

Councillor, Duivenvoorden noted he made a commitment from the Strategic Session to facilitate some sort of Chamber of Commerce in the community and to have an annual get together of entrepreneur in the community. He is thinking he may even coincide this with Pub Night. First thing to get done is to find out how many businesses are in our community – a list of who the entrepreneurs are. He is recommending to Council we do this by sending out a flyer to gather that information. He would also like to hear if Council has other ideas. He will draft the flyer and send to Council for review a.s.a.p. as he wants to get his out quickly so as to get these people together as quickly as possible, as there is only 1.5 years left in this mandate.

Mayor, Noel suggested to include also those who may be considering starting a business or who have some good ideas.

Councillor, Culligan suggested sharing the flyer on website and Facebook.

- Property on Jacquet River Drive

Councillor, Duivenvoorden would like to see this property developed. He does not envision it as a space for Senior / Nursing home, but rather as more along the retail sector, similar to what is on St. Anne Street in Bathurst. It is a valuable piece of property in a very strategic location and needs to be developed.

- Pub Night - September & October

September 28th there was the typical crowd; it is hard to get people to come out. There was \$110 collected at the door, \$55 on 50/50 draw – net \$165. Band cost \$300, plus food and bar tab was absorbed by the vendor and Fire Dept. Loss was \$135 but with the balance paid from roadside cleanup (\$382) there is still \$247 in the clear. October 27th will be the Halloween Costume Party with Jerry O’Neil and band performing.

Administration Reports

Clerk/Treasurer, Cormier

- Financial Reports

September - October Finances will be presented at November meeting

Other Reports, Succulent Festival, Belledune Days and DTI Main Street projects, will be reported in November as well.

- Belledune Power & Fitness Club -2018 Commitment of \$30,000 for Equipment

M 2018/10/15-145

Tracy Culligan moved that as allocated in the 2018 Budget, Council authorize the release of the \$30,000 (before year-end) to the Belledune Power and Fitness Club for the purchase of new equipment for their new space at #2471 Main Street, conditional on a letter of agreement be signed, committing to providing proof of purchase to the Village of Belledune when the equipment is purchased, seconded by Lilliane Carmichael. MOTION CARRIED.

By-laws and Policies

Nil

Motions and Resolutions

- Municipal Advisory Corp. (MAC) - Education Day Oct. 19, 2018, Shediac

M 2018/10/15-146

Nick Duivenvoorden moved that Mayor, Noel and Councillor, Culligan attend, as Council representatives, the Municipal Advisory Corp. (MAC) - Education Day in Shediac on October 19,

2018, and as per Council Remuneration By-law their Per Diem be approved, seconded by Lilliane Carmichael. MOTION CARRIED

Against: Sandenn Killoran

	For	Against	COI
Paul Arseneault	x		
Lilliane Carmichael	x		
Tracy Culligan	x		
Nick Duivenvoorden	x		
Sandenn Killoran		x	
	4	1	0

Deputy Mayor, Killoran questioned why they are going to this. He feels it would make more sense for CAO, Lee to attend.

Mayor, Noel that the main discussion is on Drug and Alcohol in the work place and the impact of new cannabis legislation, and the municipality needs to know about these things. CAO, Lee will also be attending.

- Environment & Local Government - Fall Fire Conference November 23 & 24, 2018, Fredericton
M 2018/10/15-147

Tracy Culligan moved that Mayor, Noel attend the Dept. of Environment and Local Government, Fall Fire Conference in Fredericton on November 23, 24, 2018 and as per Council Remuneration By-law the Per Diem be approved, seconded by Lilliane Carmichael. MOTION CARRIED.

- Meaningful Public Engagement Training
M 2018/10/15-148

Nick Duivenvoorden moved that Mayor, Noel and Councillor, Culligan attend, the IAP2 Public Participation Training on November 13 & 14, 2018 in Richibucto, and as per Council Remuneration By-law their Per Diem be approved, seconded by Sandenn Killoran. MOTION CARRIED.

Deputy Mayor, Killoran said he would be interested but may be out of province at that time. He would like to have what was learned taken back and shared.

General Correspondence

- Correspondence In:
SNB Municipal Review Statistics Oct. 2018

- Donations & Advertisements

Deputy Mayor, Killoran made reference again to the need for updated Donation Policy.

He made it known that, he will be putting his foot down as of January 2019, and he will not be making any motions for any Donations on anything until the Policy is updated.

Directive was given to CAO, Lee to get letters out to those who usual request donations to get their requests for next year in by end of November, for the 2019 Budget process.

CAO, Lee said he would bring Donation Policy to the next working session.

M 2018/10/15-149

Sandenn Killoran moved that Belledune Council approve the following donations: \$1,000 to Arnold Guitard for maintenance of the trail on Chaleur Dr. and \$1,000 free ice time to Sancon Northern Blackhawks hockey team, seconded by Nick Duivenvoorden. MOTION CARRIED.

- Correspondence In: Continued

Inspection Track Report - September 2018

Restigouche SPCA Monthly Reports - August & September 2018

Belledune Library Monthly Report - September 2018

Restigouche Crime Stopper's Reports – September

- Correspondence Out:

Jenna MacDonald - Address Council, Lifestyle Blog, Digital Marketing Partnership

Closed Session

Nil

Adjournment

M 2018/10/15-150

Sandenn Killoran moved that the meeting adjourn at 8:16 P.M., seconded by Nick Duivenvoorden. MOTION CARRIED.

Mayor

Clerk/Treasurer