



**Village of Belledune
Working Session Report
February 11, 2019
DRAFT**

The following items were on the Agenda of the February 11, 2019 Working Session and discussed.

- Port of Belledune - Municipal Board of Directors Appointment

Council Directive: Add to agenda motion for Appointment of Paul Shannon to Port of Belledune Board of Directors for three years.

- Gail Boudreau - Inquiry

Inquiry from Gail Boudreau regarding Christmas in the Village and Belledune Days - Vendor Tables.
Council Directive: Send a letter to Gail Boudreau

- ATV Trails

Council Directive: Invite Jacques Ouellette to April Working Session for an update.

- Café Completion

Quotes on appliances were received some time ago, Council can either review and choose one of those or go back out to get quotes. Renovations will be part of Phase 2.
As for operations, the RFP will need to be reissued as the scope of the work has changed since the original went out. The operators would have been responsible to supplying the appliances / equipment, however Council has opted that the Village would now supply these, that changes the RFP substantially.

- Janitor - Cleaning New Building

CAO, Lee gave update, Council has been provided with the Draft Tender and Schedule for their review and comments. Next steps to proceed with tender process.

- Fire Stn. #1 - Rental Space Renovations

- 2019 Budget Amount \$50,000 (total design, tendering and construction)

CAO, Lee will be worked on after the Fitness Club is completed.

- Salmon Barrier Gift Shop

Clerk/Treasurer, Cormier

- 2019 Budget for Interpretation Center (Gift Shop) - \$2,000

Council Directive: CAO, Lee to check with JoAnne Hache to see what items they want and how they would like to handle sales.

- Housing Subsidy Program

Council Directive: Prepare a By-law and Policy to accommodate a subsidy to purchasers buying a home in Belledune as their main residence. Amounts were discussed and the general consensus was for a subsidy of 2.5% of the property taxation assessed value. By-law can be part of the Economic

Development Grant By-law and the Policy will outline the details on the process, etc. Draft to be ready to March Working Session.

- Belledune - Council Elected at Large

Council Directive: Have the By-law added to the February Regular meeting for 1st and 2nd readings

- Grant Policy - DRAFT Review

Policy will be finalized and ready for adoption at the February Regular meeting.

Requests currently received will only be handled following adoption of the policy.

- Bayside Drive Drainage- residents complaining of water holding in ditch.
 - 2019 Culvert & Drainage Budget \$35,000 with \$25,000 ear marked for Public Works Manager projects

Council Directive: CAO, Lee is to draft a Policy regarding municipal road work (including culverts & drainage as well as snow removal) outlining the road standards and responsibilities of the Village and the responsibility of the public. This is to be prepared by the summer of 2019.

- Main Street Phase 2 Upgrade - Most municipalities do not expect to receive DTI 5-year plan funding this year. However, some municipalities are still having the surveying done this year, in case funding comes next year, or perhaps get doubled up.
 - 2019 Budget for this project \$120,000 for the Village's share if there was approval (15% of the total estimated cost)

Council Directive: Have Roy Consultants do the survey work to be ready for approvals.

- Turgeon Road Development
 - (Closed Meeting Discussion)

Council Directive to CAO, Lee regarding next steps.

The total Economic Development Grant funds allocated in the 2019 Budget is \$25,000

Council Directive to CAO, Lee have a draft of an Economic Development Grant By-law prepared.

- Proposal for the Light Industrial Park Potable Water and Sanitary Sewer Servicing Study
 - This would be considered a Utility Service and would be separate from Operating Budget.

Council Directive: Add a motion to February Regular Meeting to have Roy Consultants do a preliminary study for potable water / sanitary sewer services to the Belledune Light Industrial Park.

- Municipal Building Phase 2

Council Directives: Reference motion made at January 21, 2019 meeting regarding termination of work with Catalyst Engineering Consultants.

- Belledune Power Club RFQ

CAO, Lee said he has retained the services of Chris Kingston to simplify the specs from Catalyst Engineering Consultants' design in order to have the local contractors' interest in bidding. The first design and specs were too complicate. The tender will go out with closing on Friday February 22, 2019.

- Jacquet River Grandstand - Review
 - 2018 Budget (\$35,000 total, including design) - Nothing put in 2019 Budget, so would need to be from Reserve or if from General Operating - have to reallocate from another project.

Council was provided with copy of design and location, no feedback received at meeting. Council would like a front view of the proposed design.

- Ocean Ave. (Former Firlotte Rd.) snow removal privatization

A tender will be prepared inviting local contractors for bids on the municipal portion of Ocean Ave. that DTI can no longer do.

Council Directive: CAO, Lee to submit a letter to the property owners on the private section of road advising of no snow removal services on that portion.

- Amendment to Rural Plan By-law - Patrick Hickey
 - Schedule C - Agreement Conditions

No conditions were added to the By-law by Council.

Hearing will be held on February 25, 2019 and the By-law presented for 1st and 2nd readings.

- Jacquet River School Grant

Mr. Glazier was contacted to discuss the grant that Council is proposing and what the intent is regarding the School handling all the requests through this grant and reporting back to Council annually.

A motion will be on the agenda for the February 25, 2019 meeting.

Admin. Assistant, Carrier

- Reception Office Privacy Issue

Public is making comments on the lack of privacy and setup of the reception office space

Council Directive: Change the Mayor and Recreation & Wellness Co-Ordinator's office space and use the Mayor's new office space for dealing with public privacy issues, if need be.

Public Works Manager, MacLellan

- Arena Issues

The arena issues of last week have all been fixed. The employees need to inspect this daily to assure that the system is not freezing up to avoid further damage to the system.