

**Village of Belledune
Committee of Whole Council Meeting
July 5, 2021**

Time: 7:00 P.M.
Place: Belledune Council Chambers
Present: Mayor, Paul Arseneault
Deputy Mayor, Ron Bourque
Councillor, Cynthia Robinson
Councillor, Kristie Carrier
Councillor, Lillian Carmichael
Councillor, Marilyn Guitard-McDonnell

Staff Present: CAO, Landon Lee

Staff Absent: Clerk/Treasurer, Brenda Cormier

Call to Order & Welcome

Mayor, Arseneault called the meeting to order.

Council reaffirmed their Oath of Office.

Adopt Agenda

M 2021/07/05-81

Lilliane Carmichael moved that the Agenda be Adopted with the following changes: delete items from Mayor, Arseneault and Councillor, Guitard-McDonnell will speak on those, add under Councillor, Carrier -Rental Space and under Deputy Bourque, Bourque – Grass Cutting in upper Belledune, seconded by Kristie Carrier. MOTION CARRIED.

Statement of Conflict of Interest: Nil

Presentations / Petitions / Delegations

Mayor, Arseneault informed the public that Mr. Dube of AJN Investments was supposed to be on the agenda tonight, however he was unable to attend.

Presentation by Councillor Carrier – Monday.com Platform

Councillor, Carrier presented the Monday.com Platform that McDougall Auctioneers Ltd. uses. It is a software that she uses to keep track of everything within her company. She demonstrated what can be done with the program. The various things that can be included for Council and Staff. She gave examples of what can be included, how things are added, etc. She would like to propose that this is brought to Council to implement this program for Municipal staff to use. That way when Council wants something done or wants to check on the status of a particular job, they would just have to go into the system and check on whatever board the job is placed.

Mayor, Arseneault said it was a great presentation. He mentioned that this was something he was looking to implement in 2016, however it was not done. He said that almost every business and municipality have something like this, very good system, easy to communicate with staff, it would be very useful.

Deputy Mayor, Bourque said it was a very good presentation, he said that Councillor, Carrier was at ease using this system and has been using this system for 2 years. Staff and Council would have to be trained on using such a system.

Mayor, Arseneault said that each Councillor would have a chance to ask questions later on in the meeting.

Mayor, Arseneault said he was given a statement to read that affects all Canadians from coast to coast. He would like to read this now and have a brief moment of silence.

Mayor, Arseneault, read the Acknowledgement of “Treaties of Peace and Friendship”.

The next thing Mayor, Arseneault would like to address is the resignation of CAO Lee. CAO Lee did hand in a letter of resignation, he would like to respect CAO’s wishes, thanking him for his years of service, wishes him well. Council will make a statement on the website at a later date. Moving forward Council will keep the public informed regarding this matter.

Mayor, Arseneault asked that Council give a brief report on the Portfolios.

Councillor, Carmichael left the room, due to a conflict of interest, at 7:29 P.M. as Councillor, Robinson will be discussing the salmon barrier.

Councillor, Robinson spoke with Chief Richardson of Papineau Falls, he has already began looking at various types of funding with different partners for the salmon barrier. He mentioned such things as underwater cameras, where people could watch the salmon swimming, and other projects that would bring tourist to the area. She is looking forward to working with him.

Councillor, Robinson also had discussions with Mr. Claude Doucet in regarding to the project that they worked on with the baby salmon. They are waiting on a report from Department of Fisheries and Ocean and the Charlo Fish Hatchery. As soon as they get the report she will be meeting with Mr. Doucet and Mr. Aikens.

Councillor, Carmichael returned to the meeting at 7:31pm

Councillor, Robinson talked to Mr. Glazier from the Jacquet River School, as the school is part of her portfolio. She received a contact name of the Community School Coordination and will meeting with her in September and she will do some research for funding for the school to bring programs there for the kids.

Councillor, Robinson has also been working on a ceremony to mourn the lives of children in the Residential School System. She has been meeting with a couple of people in the community to work out the details of the ceremony to have something in August. Chief Richarson will be attending. She will also reach out to Chief Labillois of Eel River Bar First Nations. She will probably be ready to have a motion at the next meeting with more details on the event.

Councillor, Carmichael said she was talking with Clerk/Treasurer Cormier in regards to the Policies – they will try to meet on July 12 to start going over the Policies and decide which ones are required and which ones need to be changed or deleted completely.

In regards to the Finance Committee, she has set a date for Sept. 13, 2021 to begin the Budget Process. Amendments will have to be made to the Finance Committee By-law.

Councillor, Carmichael would like to invite Jacques Oullette of the ATV trails to a meeting, maybe at the July 16, 2021 meeting. He could come and give Council a presentation of what is going on with the trails and what are the plans for the future.

Councillor, Carmichael would like to see Council set a meeting to sit and appoint Council on the various committees and also to put out an announcement for the committees that need members of the public.

Everything is in the works, when Clerk/Treasurer Cormier is back they will sit together and work on these items.

Mayor, Arseneault would like to set the date for a meeting to appoint the members of Council to the committee.

Councillor, Carrier would like an update on the rental space. Someone had inquired about it and I want to know where that is and what the next steps are moving forward.

Mayor, Arseneault wanted more details as to what the proposal was, for the public.

Councillor, Carrier said that someone wanted to rent the space that is left on the west side to open up a spa, doing nails, pedicures, etc. She said that there is a previous motion on the books in regard to what the rent would be for this space. What is the next step for the person that wants to come in and open up a business be?

CAO, Lee said that he knew that the last time when Councillor, Carrier came here it was a long and tedious process. There seems to be different opinions in regards to the rental space. Deputy Mayor, Bourque said he would like to see rental based on square footage and meters put in. CAO, Lee said that there is a framework in place, however he thinks that Council should come up with a policy for future use. There may be more spaces available in the future also. Council has to set a policy first and then administration can execute the process.

Mayor, Arseneault said that is a good point. Councillor, Guitard-McDonnell and Councillor, Carmichael are working on the policies, as of yet there is no policy for the rental space; need basic steps to apply for space.

Councillor, Guitard-McDonnell – Recreation and Wellness.

It was mentioned that the Recreation and Wellness Coordinator, Culligan said that there are 20 spaces available for the Day Program, it will run June 28 – August 28. So far there is 13 full time youth, there are spots available for certain days. There are 2 students that will run the program at the Recreation Centre. Councillor, Guitard-McDonnell said that the Recreation and Wellness Coordinator has also put in place different programs throughout the summer, such as beach yoga, Zumba and outdoor fitness. There is also a Skate Board Camp and a Ball Hockey Camp. She will provide an update on these programs at the end of the summer.

Events Committee – The Grad banners look amazing; the chairperson was kept busy coordinating this; there was a few hiccups and they went up late. However; it looks amazing, well done to the Events

Committee. The Committee needs a co-chair, will put an announcement out for that position. Council makes the final decision on this as per the Events Committee By-law. The Events Committee has also spearheaded the Eat Fresh program, which delivers fresh goods once a month for those that have signed up. So that is another thing they brought to the Village.

Code of Conduct – Councillor, Guitard-McDonnell thanked Deputy Mayor, Bourque for the information he sent her. She has read both Fredericton and Moncton’s code of conduct policy; it was an intense read. The code of conduct basically sets out how Council is supposed to conduct themselves, discusses the values, behaviors, use of government property, etc. She is looking for input from all of Council. This By-law has to be put in place sooner rather than later.

Deputy Mayor, Bourque said he had 4 portfolios to report on. He will talk about NB Power and the Port of Belledune at the same time. A MOU has been signed between the Port of Belledune, Papineau Falls First Nations and Multex Energy in regards to domestic use and export of small modular reactors. This is something the Port is working on; it’s a sign of the future. Chief Richardson and Papineau Falls First Nation is a key player with NB Power and the Port of Belledune. Deputy Mayor, Bourque has a meeting with NB Power tomorrow and with the Port of Belledune on Friday. We will see what the future holds, how we will move forward. The loss of the Smelter has major financial implications for the Port; however, I have no doubt they will diversify and he looks forward to working with them.

In regards to building, Deputy Mayor, Bourque talked about having 1 meter for the whole building in regards to electrical. He will be looking at how much it will cost to have meters installed where each tenant will pay their own electrical bill. Rental contracts should be determined by square footage, instead of free range for electrical use. Does not make any sense, we could end up losing money for the rental spaces.

Other portfolio – RCMP – Deputy Mayor, Bourque is a 20 vet of the Crime Stoppers unit in Belledune. The RCMP is one of the most expensive items on our budget, pushing about \$800,000 for 2021. It will be interesting to see what the formula will be for 2022 with the reduction of the taxes from the smelter closing. Taxes is what the province uses to determine what we pay for policing.

Mayor, Arseneault wanted to discuss the train derailment. Mayor, Arseneault received an email on June 24 from a representative of CN letting him know that there was a small train derailment in Belledune, however there were no injuries and no leaks, and nothing that would affect our citizens. Mayor, Arseneault contacted CN immediately, said he needed verification of the incident. They said there was no reason to worry. Then CN called a few days later saying that the derailment was a little larger than first anticipated but still nothing that needed any action from the Village. On that note Ken McGee is no longer with the EMO organization in the region, Scott Poupart has taken his place. Mayor, Arseneault will get in touch with Mr. Poupart to come and speak with Council at a future date.

Mayor, Arseneault mentioned that he had a few meetings with the Chaleur Regional Commission. The major topic of concern is the quality of service that each municipality should be getting. There were questions about the Planning Division. The planner has retired, and they are having difficulty finding a replacement. Mayor, Arseneault will put a list of concern together to give to the chairperson, Mayor, Kim Chamberlain of Bathurst. She has agreed to meet with him to discuss his concerns. If any of Council has concerns that they would like for him to bring forward please let him know. There are a few committees that need representation so when Council meets to review the committees; we can add them to the list.

Mayor, Arseneault mentioned that Council should meet with the Fire Department in the near future to deal with some of the concerns they have. The department has come a long way in the last few years.

Mayor, Arseneault mentioned that he had some meetings with ONB and Chief Richardson of Papineau Falls. The Chief is very aggressive and wants to work in partnership with the Village in regards to economic development. We will also reach out to Eel River Bar First Nations to form a 3-way partnership, and of course the Port and NB Power. As Deputy Mayor, Bourque mentions there are meetings lined up with NB Power and the Port and he is sure great things will come out of them. The dominos are started to fall in place to get some economic development. We will follow the process throughout the summer.

Mayor, Arseneault thanked everyone for their great presentations. The public can sense that we are getting things done.

Now for the 2nd round its time for questions for each other. Also, if there are motions that will be put forward for the next meeting it is the time to fill in Council so they have all the information to make their decisions.

Councillor, Guitard-McDonnell had questions for Councillor, Carrier in regards to her presentation of Monday.com Platform. She mentioned that it was very detailed for her, in regards to all the information that Council received we know we cannot run a municipality like a business. There is a lot of items on there that is the staff and administrations jobs. If we have issues, we can ask our administration and the CAO. There is so much detail that pertains to the day-to-day operation. As a Council, we do not run the day-to-day business.

Councillor, Carrier said if staff has a use for it, its not a way to micro manage them, it is a way for them to keep track of everything. A way for Council to keep track of what is being done, to ask questions. Access is only given to whoever needs to have access to certain boards. They can also limit columns so that the Clerk/Treasurer can share with the CAO. They can share files, etc.

Councillor, Guitard-McDonnell asked who will be putting all the information into the system.

Councillor, Carrier said that each Councillor can enter information in regards to their portfolios. If you send an email or something you can put it on the board and someone else can check it out or see where the status is or an email, etc. If Council is working on a specific project and want to include that information for everyone else to see they can tag the people they want to see it. There are endless uses on this system.

Mayor, Arseneault asked about the cost.

Councillor, Carrier said the cost is determined by the number of people using the system. It also depends on what package we go with; it can range from \$20/person to \$50/person monthly, it is billed annually.

Councillor, Guitard-McDonnell has concerns of who has access to the data base, etc.

Councillor, Carrier said access is only given to whoever we want to give it to.

Councillor, Guitard-McDonnell would like to see Council hold off on putting this data base in place. In regards to motions she will be putting forward a motion pertaining to the co-chair of the Events Committee.

Councillor, Carmichael said that it was a good presentation, she also feels like Councillor, Guitard-McDonnell in regards to administrative role and Council role. Also, the cost is a factor to take into consideration. In regards to the Events Committee the secretary, Kayla Hickey, is interested in becoming the co-chair, leaving the position of secretary vacant for the Events Committee.

Councillor, Carmichael said it would be a good idea for each of Council to put their names next to what committee they may be interested in being on. For example, she knows that Deputy Mayor, Bourque would like to be on the Crime Stoppers. If others have interest in certain committees, they can put their name next to the committee.

Mayor, Arseneault was trying to determine whether this would be a closed session meeting, which he feels it should be. He would like to pick a date tonight. The meeting shouldn't be any longer than 3 hours. What do others feel about this?

Councillor, Guitard-McDonnell said it will probably be no less than 3 hours.

Deputy Mayor, Bourque said there is a long list of vacancies, should be a closed-door session. While being on the Crime Stoppers Committee he had to send in a monthly report to Council. This should be mandatory for anyone who is representing the Village on a committee that they must send a report into Council on a regular basis. Sometimes people get on committees and it's not what they thought it would be and decide not to attend the meetings.

Councillor, Robinson said she would like to have the meeting sooner rather than later to tie everything up and move on.

Mayor, Arseneault set a tentative date for the meeting on August 15, 2021. He also mentioned to Council that in the beginning there will be lots of meetings however it will not always be like this. Once things are up and running the meetings will be less.

Once it is determined what committees need a representative from the public, direction will be given to administration to put a notice in the Messenger.

Councillor, Robinson asked about registration for day camp, she wants to know how it is advertised to the public.

Councillor, Guitard-McDonnell mentioned that there are a number of registration forms that are waiting for people to fill out, she is not sure what the hold up is. Initially there were only 12 spots available now they are accepting up to 20.

CAO, Lee clarified that there are 20 spaces booked every Friday. Each day there are different number of spaces available. It is advertised on Facebook and initially it was advertised in the Newsletter.

Councillor, Robinson inquired about the Summer Student Subsidy Program. There was 1 employer still waiting on a student, was that spot filled.

CAO, Lee will have to verify with the Clerk/Treasurer. The question was asked if we had 1 student position left over could it be transfer to the Day Camp program. CAO, Lee said he didn't see any issue with that since it all comes out of the same budget.

Councillor, Robinson said the derailment was due to the condition of the tracks, as they have been like that forever, are they repairing the tracks or will they just continue to go slow through the Village forever.

Mayor, Arseneault said he will get in touch with his contact. Previous Council have spent years trying to get in touch with them in regards to the building, as Councillor, Carmichael can attest to; CN is very slow in getting back to the Village.

Councillor, Carrier was told by some residence that the pipeline was not accessible to the 4-wheelers. Does anyone know how long it will take to clear the pipeline?

Mayor, Arseneault will look into this.

In regards to the Events Committee, Councillor, Carrier asked where the money for the 4 by 4's came out of? It came out of the Events Committee budget. Next question, where did the 4 by 4's go that was used last year?

Councillor, Guitard-McDonnell said that to her understanding the wood from last year was destroyed and could not be used.

Councillor, Carrier asked why the wood could not be used for something else.

Councillor, Guitard-McDonnell said all she knew was what she was told.

Mayor, Arseneault asked if they were sent to the landfill.

Mayor, Arseneault said that there will be improvements with communication with the committee by asking for written reports. This is a step forward.

Deputy Mayor, Bourque said he had a couple of things concerning Councillor Carrier's presentation. He found it was very interesting, lots of information, interesting to see the cost. Lots of information available to Council without having to bother staff. It does have some merit. He inquired about training and how it gets set up.

Councillor, Carrier said once the boards are set up there is not much to it after that.

Deputy Mayor, Bourque said that everyone should contribute to the Code of Conduct policy. Andre Daigle made it clear to keep it simple, as we can adapt and amend as we go forward. He had sent what he wanted to include to Councillor, Guitard-McDonnell, we need to move forward with this.

Deputy Mayor, Bourque mentioned that at the last public meeting there was a motion brought forward in regards to a forensic audit of this building, and it was tabled. This will be coming back to Council at the next meeting under Business Arising from Minutes. At that time, we will have an Acting CAO in place and this should be his first mandate to find someone to do this audit.

Mayor, Bourque will also be looking at a snow removal program for side streets in Belledune. As many of you know, during a storm some side streets are not open until a few days after the storm and

people cannot get out to work, etc. He will be looking at a program that will hire local contractors to go and make one pass in and one pass out of these side streets, He said that it will probably be about 2 or 3 times per winter. He will be asking for a motion for approval of such a program in the near future.

Deputy Mayor, Bourque wanted to discuss voting on major issues. He is very impressed about how Council is moving forward and would like to congratulate them on how things are going. He wants to make sure that they bring their ideas and thoughts forward to the table. He wants them to make sure that when voting on major issues that the public knows why they are voting a certain way, it is important for Council to make their views known.

The last thing that Deputy Mayor Bourque wanted to talk about, is the grass cutting in the Jacquet River area. He is fascinated as to why public works always start at the far end of the Belledune where there are no houses or businesses. He recognizes that the workers cannot be everywhere at once however students should be hired to do the grass cutting and guardrails, instead of paying an employee \$22 or \$23 an hour to cut grass. There is a scheduling problem when the sides of the road are cut for the first time in the middle of July. Nobody notices when it is done but everyone notices when it is not done.

Mayor, Arseneault said that is why he is for a data base; to make sure things like this gets done. The Mayor instructed CAO, Lee to let the Public Works know that the grass also has to be cut in the ballfields.

Mayor, Arseneault said now he will put Council on the spot and ask questions.
Deputy Mayor, Bourque – where do you see us going forward with NB Power and the Port of Belledune.

Deputy Mayor, Bourque said that the Village of Belledune will play a critical role in developing policies and procedures for dealing with people; their decisions will need to be made to benefit the community as a whole. There is a tremendous amount of land and tax base in Belledune which is very attractive to businesses coming here. The Port of Belledune is the hub for developing businesses in northern New Brunswick.

Mayor, Arseneault made a comment in regards to professional development for Council. Previous Councils lacked training, so he wanted Councillor, Guitard-McDonnell to take that into consideration as professional development is part of her portfolio.

Mayor, Arseneault talked about the Code of Conduct, he mentioned that this was brought up with the previous Council and he had an issue with the Code of Conduct because sometimes it infringes on other areas such as the freedom of speech.

Councillor, Guitard-McDonnell said touching on the city of Fredericton and Moncton's By-law is that the most important reason for the code of conduct is to up hold the laws set forth for Council and how we conduct ourselves to the public and each other.

Mayor, Arseneault suggested to Councillor, Carrier that in regards to the local businesses and contractors that she create a better relationship with them. Maybe send out a letter to them and let them know that there is a Councillor that will address any issues they have.

Councillor, Carrier said maybe put something in the Messenger. We need an updated list of businesses and vendors in our area. Need some sort of data base.

Councillor, Guitard-McDonnell thought that there was something that went out a few times for local businesses to call in with their information.

Mayor, Arseneault said that it would be a good jester to send something out to the local businesses and contractors.

Deputy Mayor, Bourque said that \$410,000 of the village budget was spent in the Village of Belledune. He will ask staff as to put a report together as to what amount was spent outside the area.

Something should be put in the Messenger in regards to Portfolios and which Councillor has as Portfolios.

Deputy Mayor, Bourque mentioned that all Council should be at the September 13, 2021 meeting for the Budget, as we work as a team. He also mentioned that there will have to be some cuts in the budget due to the reduction in taxes regarding the Smelter.

Mayor, Arseneault commented on the budget process. There are certain standard items that we cannot change, there are other areas that have to be addressed. All departments will have to keep on track.

Mayor, Arseneault had also received some complaints in regards to the showers and washrooms at the Campground. As the Campground is under Councillor, Robinson he told them to contact her. CAO, Lee said it was just a matter of changing the operational plan and getting the showers and bathrooms open up.

Councillor, Guitard-McDonnell asked as to why the showers have to be open, all trailers have showers in them. The campground attendant can't be cleaning all hours of the night.

Show of hands – majority – open the showers and bathrooms.

Deputy Mayor, Bourque explained about the letter he received in regards to Ron & Betty Legacy, they are requesting a variance, wanted to know if Council can proceed with this.

Councillor, Carmichael asked what exactly do they want.

CAO, Lee explained that they wanted to erect a storage facility, as it is now, there has to be a permanent structure on the property. They have a travel trailer, so that is why they are asking for the Village for a variance. The Regional Service Commission – Planning Division will let Council know what has to be done. This will be brought forward for a motion at the Regular Meeting.

Councillor, Guitard-McDonnell asked if there was a well on the property. Deputy Mayor, Bourque said he didn't think so.

Mayor, Arseneault asked if everything on the Agenda was dealt with, he couldn't bring his Agenda up on his computer.

CAO, Lee mentioned that he has submitting his resignation, he thanked the Municipality for the last 4 years – he is leaning back to the private industry. He will be moving to Belledune, lots of people have reached out to him, he is looking forward to being a part of Belledune as a resident.

Closed Session: Nil

Meeting adjourned at 8:59 P.M. on a motion by Lillaine Carmichael, seconded by Marilyn Guitard-McDonnell. MOTION CARRIED

Mayor

Acting Clerk, Landon Lee
Minutes transcribed from YouTube video by
Administrative Assistant, Nicole Carrier

Clerk/Treasurer

Meeting streaming on Village of Belledune You Tube Channel at <https://www.youtube.com/channel/UCUtyqqkD3kz2txKF0HYKAFw>