



**Village of Belledune
Regular Council Meeting
March 31, 2022**

Time: 7:07 PM
Place: Belledune Council Chambers
Mayor, Paul Arseneault
Councillor, Lilliane Carmichael
Present: Councillor, Cynthia Robinson
Councillor, Kristie Carrier
Councillor, Marilyn Guitard-McDonnell
Councillor, Ron Bourque
Staff Present: Clerk - Treasurer, Brenda Cormier
Interim, CAO, Scott Ferguson

Call to Order & Welcome

Acknowledgement of "Treaties of Peace and Friendship"

Mayor, Arseneault called the meeting to Order and commenced the meeting with the Acknowledgement of "Treaties of Peace and Friendship"

Reaffirm Oath of Office

Council reaffirmed Oath of Office.

Moment of Reflection

Mayor, Arseneault called for a moment of silence in memory of; Krystal MacLellan, Diane Legacy, Gloria Lapointe, Francis (Donny) Russell and Ray Patterson of Belledune and Jean Shea of Black Point and Lloyd Godin of Nash Creek.

Adopt Agenda

M 2022/03/31-38

Lilliane Carmichael moved that the Agenda be Adopted as Presented, seconded by Marilyn Guitard-McDonnell. MOTION CARRIED.

Video live streaming stopped at 7:10 P.M., meeting ceased.
Meeting reconvened at 7:17 P.M., video live streaming working.

Statements of Conflict-of-Interest Nil

Adoption of Minutes

M 2022/03/31-39

Lilliane Carmichael moved that the Minutes of the Committee of Whole Council Meeting of February 15, 2022 and the Regular Meeting of February 21, 2022 be adopted as presented, seconded by Marilyn Guitard-McDonnell. MOTION CARRIED.

Business Arising from Minutes - Nil

Presentations / Petitions / Delegations

Maureen Pascal - Senior's Painting Classes

- Verbal Presentation

Maureen Pascal gave a history of how her painting program started. She attended the a few classes that were given and notice the class size was very large. She has 30 years painting experience and was assisting others while there. She went to see Darrell (Rec. & Wellness coordinator) in July and he explained the program and costs. She found this to be very expensive and she noted she could do with no charge for her time, only cost for supplies. She made a deal with Darrell and appreciated his support. She is not sure if he has the authority to do, but that is between him and his boss. She spends much time seeking out supplies at a good price. Her goal is smaller classes with the intention that she can teach them how to paint and at some point, they can go home and paint, not have to rely on classes. The classes now consist of senior's classes, some day classes (1 day per week) and evening classes every 4-6 weeks. She also plans on starting a teen and pre-teen class. All of these classes have been approved by Darrell. There is one person on Council who takes the class (Councillor, Robinson). There are six newcomers who take the classes and it is a good way for them to meet people. A lot of classes had to be cancelled due to Covid. For some people this is there only outing per week. She is really happy to provide as she enjoys it as well. For every class it takes her 2-3 hours to prepare. She is teaching all kind of mediums. When she started teaching in September they were in the Ballroom and had to setup and take down each time and remove supplies. Because of a rental they had to go to Jack's room downstairs and that turned out to be better place because of better lighting and the chairs / tables could remain as well as supplies. The option to stay in that room was approved by Darrell, with the understanding that if there was a rental, the room would have to be available. There is the issue of no water, but her husband brings that for her. In January, when the janitor service changed, the new janitor said they were not cleaning because it was a rental. They were advised it was a program through Rec & Wellness. She has seen the comment that she was requesting janitorial services, but she has not. Darrell said it was not part of the services and they would need to open the contract. She said not to do that. She also heard she was given the whole use of the Rec. Centre basement for free. She spoke to Darrell about the furniture classes, which she was asked about and he was fine with them using the two empty rooms. This is not a paid class, two people drop in and there are a couple waiting. This is on Wednesday and Saturday morning for a couple of hours and it is done with sanders with bags and no chemicals. Budget wise every once in a while, she gives receipts to Darrell and Brenda submits the payment. The overall budget is \$3,000 for the purchase of supplies. She is asking for Council's support to continue the paint classes – she need a room where she can leave supplies and can seat around 14 people at a time. Without the support she cannot do. Her goal is to teach people and she is proud of the work and there is a need in Belledune.

Mayor, Arseneault thanked her for volunteering and the classes are well attended and supported.

Deputy Mayor, Bourque noted the report was well done, classes nicely attended and he asked for clarification on snacks.

Mrs. Pascal said this is for the senior's classes – cake or cookies and coffee.

Councillor, Carrier inquired that when the classes were from Celine, did you have to bring your own supplies.

Mrs. Pascal said in the day classes students have mostly everything, the water colours are shared by all classes. She does not want them to have to buy a lot of supplies and then not like the class. For seniors, all supplies are there. The evening class there is no cost for supplies, for the teen and pre-teen classed supplies will be provided. So far there is a good stock of supplies in the office in Jack's room. She shops to get supplies at good prices.

Councillor, Carrier said she asked Darrell (Rec. & Wellness coordinator) what the agreement was. He should not have gone to Mrs. Pascal. She asked him and he did not know. He then went to Mrs. Pascal to get the information and Mrs. Pascal then assumed the classes would be closed. She only wanted to know the information and what the agreement and program was.

Councillor, Carmichael said there was no plan of cancelling. Then there was the posting on Facebook and she started getting comments. This is a good program and we only want to be fair. People misunderstood. There was never any intention to close classes. Council should have information, why have Rec. & Wellness – they are there to give the information.

Councillor, Guitard-McDonnell asked when the program first came out, what were the conditions. She also inquired when classes are offered.

Mrs. Pascal said there was nothing – it's just growing. She said to Darrell, I can teach classes. He approved that she gets supplies and provide the receipts for reimbursement. There was no agreement of any sort. Down in Jack's room a nicer room, but if rented the o.k. have to make it available. She was asked for day class and then evening class. Senior's class is every 4-6 weeks, day class – 2 times per week and evening class. The teen and pre-teen will have the 1st one when ever she can see there is interest. As well considering a summer teen and pre-teen class around Belledune Days.

Councillor, Robinson said the program is wonderful. It is an important program for the village. It is advertised in the Messenger and a good social activity. She thanked Mrs. Pascal for her efforts and contribution. She volunteered to help with kid's classes.

Mrs. Pascal apologized for the Facebook posting, but noted sometime shaking the tree is not a bad thing.

CAO, Ferguson said that contractually, the cleaning people do office in the building, regular office not workshops. He has not problem to address this, but they would have to revisit the contract.

Statements by Member of Council

Deputy Mayor, Bourque

Comment on last of Legion members who have passed away recently

Deputy Mayor, Bourque noted that there have been some highly dedicated soldiers in the military who are and have been members of the legion. He named several members who have passed and the most recent one being Henry Doucet – a WWII veteran and a member of the legion for 57 years. He named a list of 14 military persons who are members of this legion and the legion is proud of their dedication to this county and the legion.

Update on N.B. Power outlook

The committee met on March 23rd. There was an update on the Belledune Generation Station. There will be outage in May for about 6 weeks and there will be about 200 contractors on site. NB Power is committee to alternate fuel for the Belledune site. There was an update on the Nepisiguit Fall Station, Dalhousie decommissioning, Smart Meter program, and ideas on how to maintain the Belledune Generating Station past 2030.

The support letter sent on behalf of Belledune Council for the Point Lepreau was read by Deputy Mayor, Bourque. A copy is on file.

Councillor, Carmichael

ATV trail: Access to Main Street

Councillor, Carmichael said that ATVs are going to have access to Main Street in Tracadie. She thinks this is a good and will discuss with the CAO when he or she gets here.

Quotes for Roherty's point paving

Councillor, Carmichael said we need to get this started and she would like to look at speed-bumps, as will. She spoke with the CAO.

CAO, Ferguson said he asked for quotes from 3 companies; LCL, Time to Pave and St. Isidore. One was closed, one would not travel here and only St. Isidore provided a quote for paving. He can ask another in Miramichi and get back to Council with the answer.

Councillor, Carrier

Grant Applications

- Physical Activity – Active Communities Grant
- Regional Grant Program - Inclusive Community Recreation Infrastructure Fun
- TRAIL INFRASTRUCTURE FUND - GREENWAY COMPONENT GUIDELINES

Councillor, Carrier noted she found 3 grant programs, and maybe these can be looked into for perhaps the Chair Lift for the building where Circle of Friends are and perhaps a non-motorized walking trail. She would like CAO, Ferguson to start a file

Painting Classes at the Belledune Recreation Centre

Councillor, Carrier said we need to have a structure or contact of some kind in place if Council wish to continue. For the furniture classes we need to maybe look at setting up a spot in this building at the far

end, for if Council wish to use the Rec. Centre basement, we need to make sure our insurance covers, etc.

We need to make sure that it is done fairly across the board. We need to look at how we want to move forward with these programs, to be fair. We need to look at all the programs being offered, budget, space, etc.

Councillor, Carmichael agreed the we need to review programs, make it better, make it work. Maybe there are programs that are not being utilized. We need to have a contract and know what is given and what is offered.

Councillor, Adams Robinson

Cleaning Contract

Councillor, Robinson said for the cleaning contract she is not sure how Jack's room was dropped. That should be cleaned. There was a walk through. The contract does not identify each room individually, we need to look at the square footage of the contract. That is the only way to determine what is to be cleaned. She asked when the building was closed for Covid – (page 7 of the contract), was that paid out.

CAO, Ferguson it was not paid when closed for Covid issue. He noted the contract dealt with cleaning, not exactly what they were cleaning – he suggested looking at the contract.

Councillor, Robinson inquired about offices being clarified. She would like the square footage identified for the contract. Clarify program versus office space.

CAO, Ferguson said he will check.

Councillor, Carrier said the other rental spaces, the cleaning services are not provided. The classes are uses as a business.

Councillor, Robinson said she is not running a business, she is providing a service.

Councillor, Carrier said she is charging, made a profit with the use of the facility.

Councillor, Robinson said all the program charge for their time. The question is the area covered in contact or not.

Flooding at 4027 Main Street – James Dempsey

Councillor, Robinson said that CAO had contacted Boissonnault McGraw and advised that the comment made that they determined the flooding was not part of municipality. She is looking for a report.

CAO, Ferguson said Boissonnault McGraw met with Mr. Dempsey and they determined it was not the fault of the municipality. They said they would return in the spring – in about 2 weeks and have a look again.

Councillor, Robinson wants a written report.

River Road Gazebo

- Request to have a set of stairs build so that the gazebo is accessible

CAO, Ferguson said this is on hold until snow melts. It was not talked about during the budget process; maybe there could be some type of grant for this. The brush was cleared out in October. There is no estimated yet on the cost. This could be an item for the new CAO to look into for grants.

Councillor, Robinson asked if public works could put in stairs.

CAO, Ferguson said depends what is wanted, do they want wheel chair accessible.

Councillor, Robinson said just a stair.

CAO, Ferguson said he went with Cameron (public works manager) and there is quite a slope. This will need more than just an estimate.

Engineer Fee Structures

Councillor, Robinson said she is looking for a report in a single document, specifically for the new CAO.

CAO, Ferguson said he sent out to 10 firms got back 4 responses. Some do not have fee structure, as they put together pricing for the project.

Street lights for Noel Road and Mitchell Road – asking for update from CAO

CAO, Ferguson said both are installed.

Laviolette Road

- CAO was to contact DTI regarding the plowing of the unmaintained portion – was to look into safety of railroad crossing.
- I would like a report from DTI regarding the safety of the crossing and whether the road is plowable by DTI

CAO, Ferguson referenced the e-mail from Mr. Caron of DTI with response to specific question specific to safety of railway. There would need to be work done on that road to bring it to subdivision standards. He did get one quote from one contractor for snow removal, which indicate for a typical winter as this one, it could be from \$20 - \$30 thousand for snow removal. He contacted Mr. Caron again and DTI will not do the snow removal.

Councillor, Robinson said the rail safety talks about site difference at each end.

CAO, Ferguson said this can be followed up at a later time.

Administration Reports

CAO, Ferguson

Social & Environmental Grant Report and Recommendation

M 2022/03/31-40A

Lilliane Carmichael moved that the Council approve a Social and Environmental of \$100 to Restigouche North Minor Hockey tournament fundraiser, seconded by Marilyn Guitard-McDonnell. MOTION CARRIED.

M 2022/03/31-40B

Lilliane Carmichael moved that the Council approve a Social and Environmental of \$100 to Friends of Healthcare Foundation, seconded by Ron Bourque. MOTION CARRIED.

M 2022/03/31-40C

Lilliane Carmichael that the Council approve a Social and Environmental of \$75 to George Guitard of Petit Rocher for assistance to cover cost related to a medical procedure, Marilyn Guitard-McDonnell. MOTION CARRIED.

Belledune Port Authority Board of Directors Appointment

M 2022/03/31-41

Ron Bourque moved that Kevin Surette be appointed as Municipal Board Representative on the Belledune Port Authority for a three (3) year term, effective April 1, 2022, seconded by Cynthia Robinson. MOTION CARRIED.

Against: Lilliane Carmichael and Marilyn Guitard-McDonnell

	For	Against	COI
Lilliane Carmichael		x	
Cynthia Robinson	x		
Kristie Carrier	x		
Marilyn Guitard-McDonnell		x	
Ron Bourque	x		
	3	2	0

Capital Asset Management Plan - Phase 2 Proposals (3)

CAO, Ferguson said he requested proposals from 5 firms, 3 responded. Those estimates have been provided to Council. There were no specs prepared as he is not an expert in this field. He did ask each firm to provide a proposal and cost for the minimum standard to meet the requirement for Phase 2. He advised Councillor, Robinson that if she wants something different, this can be for the new CAO. There is no rush the deadline is spring of 2023 to have completed.

M 2022/03/31-42

that the Council of the Village of Belledune award the Capital Asset Management Plan, Phase 2 to _____ for the amount of \$ _____ as per their proposal dated _____

M 2022/03/31-42B

Lilliane Carmichael moved that motion M 2022/03/31-42 be tabled, seconded by Kristie Carrier. MOTION CARRIED. Against: Cynthia Robinson and Ron Bourque

	For	Against	COI
Lilliane Carmichael	x		
Cynthia Robinson		x	
Kristie Carrier	x		
Marilyn Guitard-McDonnell	x		
Ron Bourque		x	
	3	2	0

Cafe Lease

CAO, Ferguson advised legal counsel is working on the lease, but more information is required from Council regarding the terms.

Deputy Mayor, Bourque inquired about electricity.

CAO, Ferguson advised the meter was installed.

M 2022/03/31-43

Kristie Carrier moved that the Village of Belledune enter into a Lease Agreement for cafe space with Steve Botts as per the following conditions; term of four (4) years, rent at \$750 +HST per month, with first and last month rent paid upfront, start date as per Lessee date, electrical to be paid monthly as per the meter reading at the rate of NB kw/h, termination clause (Lessor and Lessee) six (6) months, the Lessee carry Liability Insurance and the Lessee be responsible to maintain the equipment in working order and be responsible for maintenance and repair of equipment and Lessee be responsible for cleaning of the facility, seconded by Lilliane Carmichael. MOTION CARRIED. Against: Ron Bourque

	For	Against	COI
Lilliane Carmichael	x		
Cynthia Robinson	x		
Kristie Carrier	x		
Marilyn Guitard-McDonnell	x		
Ron Bourque		x	
	4	1	0

Workplace Essential Skill Work Placement

CAO, Ferguson advise that public works had a co-op student, Ethan Murchie for 10 weeks – Monday to Thursday, Friday he is at school. There is no pay for this person.

Councillor, Carrier asked about their field of interest. It is important to keep these students interested and in the right direction.

CAO, Ferguson said his interest is machinery.

Municipal Building West Wing Room - Update

CAO, Ferguson said he has requested estimate from Carpet Ranch for the flooring, the electrician for the electrical cost and from one carpenter for the ceiling, he is waiting for the second carpenter quote. He is trying to get from Belledune or close by. He has these people visit the room for the scope of work to be done. His replacement can bring this back in for Council to give directive to proceed with work or something else.

Mayor, Arseneault said it is important to have the procurement laws and regulation followed. If not followed there can be issues afterwards. The provincial procurement laws are pretty clear and ours is very clear. We need to make sure we are absolutely compliant and fair.

Deputy Mayor, Bourque said we cannot leave open for ever. What will happen in the spring when contractors get very busy. Was there a closing date on this?

CAO, Ferguson said he was asking contractors trying to get done as cheap as we can. He asked Deputy Mayor, Bourque if he went out for RFP for the snow removal. He did not put out an RFP for this job. He noted there was no RFP for other jobs, such as flag poles, etc. What is good for the goose is good for the gander. It is up to Council.

Deputy Mayor, Bourque said he is interested in looking at this building to have ready to be utilized when businesses are ready to come in. He is also interested in the rooms down stairs in the other building.

CAO Departing Statement

CAO, Ferguson said he was hired in July for 3-6 months and received calls from the Mayor a few times. He had no experience for this. He is now going to take a new position. It has been great meeting all Council members, Mayor and staff. It was an eye-opening experience. There is a lot more that goes on than meets the eye. He wishes new CAO luck with that. He hopes Council has a good 4 years and wished them the best. He will be watching the video meetings.

Councillor's Guitard-McDonnell, Carmichael, Bourque and Carrier thanked him.

Clerk/Treasurer, Cormier

Financial Reports

M 2022/03/31-44

Lilliane Carmichael moved that the Financial Report be accepted as presented and the Accounts Payable be paid, seconded by Marilyn Guitard-McDonnell. MOTION CARRIED.

Amendment to Librarian Agreement - Hourly Pay Rate

M 2022/03/31-45

Lilliane Carmichael moved that the Librarian Agreement be amended as follows, seconded by Kristie Carrier. MOTION CARRIED.

Delete

C) The Village agrees to pay to the Librarian the sum of \$468 per month. (Based on 9 hours per week) in the following terms:

- 1) The sum of \$468 per month in equal installments at the rate of \$12.00 per hour.**
- 2) Plus, an additional \$12 per hour for maximum of up to three (3) hours per month for additional work performed during closed hours, as deemed necessary and advised by Librarian.**

and

Replace Section with:

(C) The Village agrees to pay to the Librarian in accordance with the NB Employment Standards for Minimum Wage (Base on 9 hours per week) in the following terms:

- 1) Weekly at 9 hour per week at the rate of NB minimum wage per hour.**
- 2) Plus, a maximum of up to three (3) hours per month for additional work performed during closed hours, as deemed necessary and advised by Librarian, at the rate of NB minimum wage per hour.**

Transfer from Utility Operating Reserve Fund to the General Operating Reserve Fund

M 2022/03/31-46

Lilliane Carmichael moved that to comply with the Reserve Fund Regulation for the Utility Operating Reserve Fund, the amount of \$3,500 will be transferred from the Utility Operating Reserve Fund to the Utility Operating Fund, seconded by Kristie Carrier. MOTION CARRIED.

By-laws and Policies

By-law No 17-03-2022 concerning the amendment to the zoning provisions of the rural plan of Belledune - PID 50086677 located at 26 Quinn Road - FULL READING

M 2022/03/31-47

Lilliane Carmichael moved that by-law No 17-03-2022 concerning amendment of the zoning provisions of the rural plan of Belledune, the entirety of which has been read, be adopted, seconded by Kristie Carrier. MOTION CARRIED.

By-law No 17-03-2022 concerning the amendment to the zoning provisions of the rural plan of Belledune - PID 50086677 located at 26 Quinn Road -3rd reading - TITLE, Adoption

M 2022/03/31-48

Lilliane Carmichael moved that by-law No 17-03-2022 concerning amendment of the zoning provisions of the rural plan of Belledune, the a of which only has been read, be adopted at third reading, seconded by Kristie Carrier. MOTION CARRIED.

Authorization for legal procedure -PID 50086677 - 26 Quinn Road (Tabled at the February 22, 2022 Meeting)

M 2022/02/22-35B

Lilliane Carmichael moved that Resolution M 2022/02/22-35 be tabled until information is provided by Benjamin Kocyla, CRSC Acting Planning Director, at the next Council meeting, seconded by Kristie Carrier. MOTION CARRIED. Against: Cynthia Robinson

M 2022/02/22-35

Lilliane Carmichael moved that the following Resolution be adopted, seconded by Cynthia Robinson

RESOLUTION

CONSIDERING that the following offence: An inspection has revealed that a development has been undertaken without the issuance of a building and/or a development permit. The development is aimed at the alteration of the existing building to operate a restaurant or take-out. This work constitutes a development as per the Community Planning Act thus requiring the development officer having jurisdiction to approve the development as conforming with the rural plan (subsec. 108(1)).

In addition, the rural plan of the Village of Belledune, By-law No. 17-01-2008 stipulates that no person shall undertake or continue a development without having obtained a development permit and no development permit shall be issued unless the proposed development conforms to all provisions of this By-law.

Also, the Building By-law of the Village of Belledune, By-law No.15-90-1998 stipulates that a person shall not undertake or continue the building, locating or relocating, demolishing, altering or replacing of a building or structure unless a building permit therefor has been issued pursuant to this section, was found on the property belonging to Mr. Kevin Joseph Surette, which is located at 26 Quinn Street, in Belledune and identified by the PID 50086677, and that the said offence contravenes:

- (a) the municipality's zoning by-law of Belledune, and
- (b) subsection 108(1) of the *Planning Act*,
- (c) the municipality's building by-law of Belledune, and

BE IT RESOLVED:

- (a) That the Development Officer of the Chaleur Regional Service Commission be authorized to take the necessary measures under subsection 135 of the New Brunswick *Planning Act* to ensure that the by-laws of the municipality of Belledune and the applicable legislative provisions are complied with;
- (b) That, if necessary, the Development Officer authorized to retain the services of a lawyer to commence proceedings before the courts for the purposes set out in subsection (a) above;
- (c) That, if proceedings before the courts are necessary, such proceedings are brought on behalf of the municipality of Belledune.

M 2022/02/22-35C

Ron Bourque moved that Resolution M 2022/02/22-35 remain tabled until legal counsel can review and advise Council, seconded by Lilliane Carmichael. MOTION CARRIED.

Against: Cynthia Robinson

	For	Against	COI
Lilliane Carmichael	x		
Cynthia Robinson		x	
Kristie Carrier	x		

Marilyn Guitard-McDonnell	x		
Ron Bourque	x		
	4	1	0

Motions and Resolutions

Agreement - Canada (Employment & Social Development Canada) & Village of Belledune

- Active Senior's Program

M 2022/03/31-49

Lilliane Carmichael moved that the Council accept the Agreement between Canada (Employment & Social Development Canada) and the Village of Belledune for Senior's Program, as presented, and the Mayor and Clerk sign the Agreement, seconded by Marilyn Guitard-McDonnell. MOTION CARRIED.

HVAC Preventative Maintenance - #2471 Main Street

M 2022/03/31-50

Lilliane Carmichael moved that the Controls and Equipment Proposals for #2471 Main St. Municipal Building for the HVAC Preventative Maintenance dated March 23, 2022 Version 1.0 for the annual amount of \$3,124 (Plus HST) and the Mayor and Clerk endorse agreement, seconded by Marilyn Guitard-McDonnell. MOTION CARRIED.

General Correspondence

Correspondence In:

- Restigouche SPCA - February 2022
- Atlantic Railway - Track Inspection Report - February 2022
- Belledune Library Report - February 2022
- CRSC - Building Permit Report - February 2022
- Dept of Agriculture, Aquaculture & Fisheries FLIP Program

Correspondence Out:

- Maureen Pascal - Request to make a Presentation
- Ronald Bourque - Secretariat Canadian Nuclear Safety Comm.

Closed Session

- 6:15 P.M. - 7:00 P.M. - Planning and Legal

Adjournment

M 2022/03/31-51

Lilliane Carmichael moved that the meeting adjourn at 9:17 P.M., seconded by Marilyn Guitard-McDonnell. MOTION CARRIED.

Mayor

Clerk/Treasurer

Meeting streaming on Village of Belledune You Tube Channel at <https://youtu.be/Q-8Z450HXcw>