



**Village of Belledune
Regular Council Meeting
March 16, 2026**

Time: 7:00 PM
Place: Belledune Council Chambers
Councillor, Lilliane Carmichael
Councillor, Cynthia Robinson
Present: Councillor, Marilyn Guitard-McDonnell
Councillor, Ron Bourque
Councillor, Dawn Hickey
Absent: Mayor, Paul Arseneault
Late:
Staff Present: Administrative Assistant, Nicole Carrier
Chief Administrative Officer, Landon Lee
Staff Absent: Clerk Treasurer, Angela Buckle
Staff Late:

Call to Order & Welcome

- Acknowledgement of "Treaties of Peace and Friendship"
- Reaffirm Oath of Office
- Moment of Reflection

Adopt Agenda

M 2026/03/16-24

Ron Bourque moved that the Agenda be Adopted as Presented OR as Amended with changes, seconded by Lilliane Carmichael. MOTION CARRIED.

Statements of Conflict of Interest

Adoption of Minutes

M 2026/03/16-25

Lilliane Carmichael moved that the Minutes of the Committee of Whole Council Meeting of February 2, 2026 be adopted as presented, seconded by Ron Bourque. MOTION CARRIED.

Business Arising from Minutes

Presentations / Petitions / Delegations

Statements by Member of Council

Mayor, Arseneault

Councillor, Bourque

Councillor, Carmichael

Councillor, Guitard-McDonnell

Councillor, Hickey

Councillor, Robinson

- Building Renovations Discussion

Councillor Cynthia Robinson provided information around the municipal building construction. The agency awarded with overseeing the development (Catalyst Consulting) provided a presentation to council in June 2017. Council approved for the tender to go out in June 2017. Tenders were received in Sept 2017. Engineer estimate for Phase 1 of construction was \$3.9mil. Tender awarded for \$2.6mil for Phase 1 of construction, including asbestos abatement. April 2018, Paul Arseneault moved that Belledune provide a second room be allocated to the Belledune Power Club and any work on any costs or concerns that may arise from it. In May 2018, discussion from council around components of the building that they thought were included in the original price, which were not. June 2018, Catalyst provided budget update to CAO Lee, project was under budget, and Catalyst informed council the decisions being made by Catalyst were finance driven, not time driven. July 2018, discussions from council indicate there are unacceptable delays on the project. Paul Arseneault suggests the municipality is confined by Procurement Policy and Municipalities Act. Councillor Killoran voices displeasure at Catalyst not sourcing out funding. January 2019, Catalyst removed as contractor, CAO Lee appointed as project manager for Phase 2 renovations. May 2019, Arseneault moved that the cafe space, rental space will be tendered separately. CLAD Inc hired as architect for Phase 2. Statement made by councillors in Nov 2019 that questions of accountability will not be on the head of the contractor, but will be with staff.

[Building Reno Timeline- Cynthia Robinson](#)

- Code of Conduct Allegations and Findings

2026/03/16-26

WHEREAS the Council of the Village of Belledune retained the services of Montana Group in 2023 to conduct an independent review and investigation regarding matters arising under the Municipality’s Code of Conduct By-law;

AND WHEREAS Montana Group has completed its investigation and submitted a written report to Council outlining its findings and conclusions;

AND WHEREAS the consulting firm has recommended that the report in its entirety remain confidential;

AND WHEREAS the lawyers representing Belledune in a current litigation have been consulted regarding the release of the findings of the report without disclosing the full report;

AND WHEREAS Council reviewed the report and acknowledged the determination that a member of Council was found to be in breach of the Municipality’s Code of Conduct By-law;

AND WHEREAS Council decided not to proceed with sanctions;

THEREFORE BE IT RESOLVED THAT:

1. *Council authorizes the public release of the findings of the report*
2. *AND the report in its entirety shall remain confidential in accordance with the recommendation of the consulting firm*

- Prior to the agenda item being read and voted on, Councillor Ron Bourque moved to table the agenda item. Councillor Dawn Hickey wanted to ask some questions about the tabling. Councillor Bourque indicated that a motion to table an item does not go up for discussion. Deputy Mayor Marilyn Guitard-McDonnell took the item to a vote.

2026/03/16-26A

Ron Bourque moved that the item be tabled, seconded by Lilliane Carmichael. MOTION CARRIED

Against: Cynthia Robinson and Dawn Hickey

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

Administration Reports

Chief Administrative Officer, Landon Lee

- Social and Environmental Grant Report

2026/03/16-27

Lilliane Carmichael moved that the Social and Environmental CAO Grant Report of March 2026 be accepted as presented and the following grants approved; \$250 to the Belledune Fire Department c/o Flo Guitard for a fundraiser; \$250 to the Atlantic Hockey Group c/o Kayden Carrier for sponsorship; \$100 to the Yves Meunier-Pelletier Classic, seconded by Ron Bourque. MOTION CARRIED.

Clerk Treasurer, Angela Buckle

- Financial Reports

2026/03/16-28

that the Financial Report be accepted as presented and the Accounts Payable be paid MOTION CARRIED.

2026/03/16-28B

Lilliane Carmichael moved that the motion be tabled until next month, seconded by Ron Bourque. MOTION CARRIED

By-laws and Policies

Motions and Resolutions

- Librarian Contract

M 2026/03/16-29

Lilliane Carmichael moved that the Council of the Village of Belledune award the contract for the Librarian position to Marlie Legacy-Lapointe, and that the Mayor and Clerk sign the agreement. , seconded by Ron Bourque. MOTION CARRIED.

- Resolution for Northern Energy Alliance

M 2026/03/16-30

Lilliane Carmichael moved WHEREAS, from a perspective of sustainable and concerted development, the Chaleur Regional Service Commission, the Acadian Peninsula Regional Service Commission, the Restigouche Regional Service Commission, the Eel River Bar First Nation and the Pabineau First Nation (collectively, the “Local Authorities”)have agreed to coordinate their individual actions and join their efforts to operate, together with other partners, in renewable energy projects located within their territory;

WHEREAS, the Local Authorities wish to formalize the principles, terms and conditions of their partnership and to ensure certain governance rules in connection with the constitution of the Northern Energy Alliance (the “Alliance”) pursuant to an intercommunity agreement to be signed at a later dateamong the Local Authorities (the“Intercommunity Agreement”), in order to carry out, in a spirit of collaboration, any activity for the development or production of electricity from a renewable energy source; and

WHEREAS, the Village of Belledune is part of the Chaleur Regional Service Commission (the “CRSC”).

BE IT RESOLVED THAT,

the Municipality supports and ratifies the entering into, execution and delivery by the CRSC of the Intercommunity Agreement, a draft of which is attached hereto as Schedule A and has been submitted to the members of the Board of the Municipality , and that the Municipality agrees to comply with the obligations provided for therein and which concern it, and

THAT the Municipality acknowledges, accepts, and consents to the Alliance representing the CRSC and the Municipality in connection with the subject matter of the Intercommunity Agreement and the acts contemplated therein, and

THAT this extract from the minutes may be executed in counterparts and delivered by any electronic means, including facsimile, PDF, DocuSign, or any other electronic means, each such counterpart, when so executed and delivered, shall be deemed an original, and all such counterparts together shall constitute one and the same instrument
, seconded by Ron Bourque. MOTION CARRIED.

- Tender Award- Chaleur Drive WTP Raw Water Piping Replacement

M 2026/03/16-31

Lilliane Carmichael moved that as recommended by Roy's Consultants' Engineer, Guy Arseneau, the Chaleur Drive WTP Raw Water Piping Replacement Project No. 381-25-D1 be awarded to the lowest acceptable bidder Design Built Mechanical Inc. for the sum of \$70,380.80 (HST included), seconded by Ron Bourque. MOTION CARRIED.

General Correspondence

- Correspondence List & Documents

Closed Session

Adjournment

M 2026/03/16-32

Lilliane Carmichael moved that the meeting adjourn at 7:31pm, seconded by Ron Bourque. MOTION CARRIED.

Mayor

Clerk Treasurer

Committee of Whole
June 19, 2017, 4:30

Presentation by Catalyst Consulting Engineer = Design Review

Regular Council Meeting
June 26, 2017

Belledune Town Hall New Location Project 17-06 = Tender Advertisement

September 5, 2017 – Catalyst Presentation – Renovations (tender results)

Special Council Meeting
September 11, 2017, 6:30

M201/09/11-158

Tender Award – Renovations to Belledune School for Municipal Offices

Awards the contract to Genibuild for \$2,177,400 + HST

With the authority to amend to include environmental remediation for the entire facility
for a total of \$257,310 + HST

And a further contingency equal to approximately 10% of the total construction value
(i.e \$250,000)

For a TOTAL value of construction not to exceed \$2,684,710 + HST

Presentation of tender results included in Council packages with breakdown of engineer's
cost estimates for each component included in the tender (engineer's estimate = \$3,388,000)
+ "soft costs and HST = \$3,973,000

3 compliant bids for construction

2 compliant bids for environmental remediation

Special Council Meeting
April 30, 2018

M2018/04/30-63

Paul Arsenault moved that Belledune provide the additional space in the New Municipal
Facility as requested by Power and Fitness Club and work on any concerns that may arise
from it

Discussions/concerns raised at that time included "no cost information for the
additional renovation to provide second room

No plan for layout or justification as to why the second room was needed

Needed yes/no answer that evening

Committee of Whole Meeting
May 14, 2018

CAO Report – New Municipal Facility
Gym/Café/Police Service Room
Rental Space Rates

Council comments made reference to thinking all of these items were included in the initial tender

Email to Landon Lee from Catalyst Consulting Engineers – June 7, 2018
Budget approved for project by council was \$3,924,000
Adjusted budget down to \$2, 685,000 = 1/3 reduction on approved budget
Regardless of challenges common in renovation projects they still stayed within the reduced budget (due to contingency fund)
It was clear that COST was more important than SCHEDULE

Notes that the fitup for the rental spaces was outside the scope of these contracts both with design and contractors. He is preparing to go to tender and will commence immediately after Genibuild completes their work.
Again notes that he will be focusing more on COST than Schedule as principal driver

Regular Council Meeting
July 16, 2018

Statements from Members of Council

Arsenault – discusses unacceptable delay at Belledune School - questions future employment of Catalyst – says Mr. Amos did not do his job and was not held accountable

“We seem confined by previous policies Procurement Act and Municipalities Act. He cannot see anywhere that these are etched in stone. We need to go through each line by line and... find things to manipulate to meet our needs.”

Killoran – States that Catalyst was supposed to get government funding and did not. Felt Catalyst was not held to task – missed deadlines twice.
Council needs to be more structured and proactive in contracts, building in clauses/penalties for failure on time/cost and a percentage allotted for local hires.

Arsenault again states that it is the purchasing and procurement policy that is the issue. Doesn't see anywhere that these are etched in stone and this Act does not work for us. He feels that if we fix the policy our local issues will be fixed.

Report from Working Session January 14, 2019

Phase 2 – New Facility Construction Update

CAO Lee given directive to communicate with Catalyst Consulting to get the information requested by Council for Phase 1 and proposed Phase 2 as well as the RFP that was submitted for the Fitness Rooms so Council can review to determine why the two bids were so much higher than estimate

Regular Council Meeting

January 21, 2019

New Facility Renovation

Council discussed their expectations vs what was done, timelines beyond target dates, their understanding of Phase 1 that seem to now be part of Phase 2, discussions on what documentation belonged to VOB vs Catalyst, legalities of terminating the contract with Catalyst and using what documentation they have to go to tender on their own with CAO Lee acting as General Manager and overseeing Phase 2.

Council discussed their options for locals to be able to bid on the work. They can include in the tender ways for local contractors to have advantage.

M2019/01/21-5

Sandenn Killoran moved that pursuant to our duty to be stewards of the community purse and ensure that work on the our facility is being complete in a timely manner, for the benefit of the community, its local businesses and citizens, the Council of Belledune hereby issue a directive to CAO Landon Lee to terminate any ongoing work with Catalyst Consulting, request all project documentation for review and immediately reissue an RFP for the completion of the Belledune Power Club Facility as well as the outfitting and construction of the café to be awarded and managed through the Village and CAO Lee (seconded by Arsenault)

Statements by member of Council

Arsenault – Council need to find a way to get around Procurement law. If the process has to be weighed in favour of local contractors then so be it. Want to see tendering requirements to the maximum allowed for weighing local.

February 2019 Chris Kingston is hired to prepare tender documents for construction of rooms 135-136
2 compliant bids over estimates (= EXTRA COST) but recommended award of tender + recommended that the “wall protection” covering the weight room be considered an “extra” at this time = EXTRA COST

Working Session Report

February 11, 2019

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

May 5, 2019 – Clad Inc Architectural services proposal for repackaging, tendering and construction administration services for Café Space project

May 19, 2019 – Clad Inc Architectural services proposal for design of 2 new office space at Belledune Municipal Hall

Regular Council Meeting

May 21, 2019

Statements by Members of Council

Arsenault – M2019/05/21-76

Paul Arsenault moved that the tenders for the space within which the following entities, the Café, McDougall Auctioneers, LTD, and a third occupant, determined, or to be determined, will be separate, and stand alone. In addition, if the entities previously identified and replaced by another, its tender shall and will also be separate, or stand alone (Carried)

Duivenvoorden understand value of using local but don't want to take away competitive component. Don't want to send out a signal that any tender is yours for the taking.

CAO Lee advised he was in touch with province on procurement and was advised that we cannot be breaking up a project for the purpose of keeping it under the thresholds to go to invitational. However the café and rental spaces can be separated due to some necessity for the rental space to be completed.

Killoran asked that CAO and Clerk/Treasurer work on clear descriptions and guidelines as to when we can break up projects and to create a policy.

Administration Reports – CAO Lee

Clad Inc proposals – Café Space and Office space for McDougall Auctioneers
M2019/05/21-78

Council approves the recommendation of CAO Lee to proceed with hiring services of Clad Inc for renovations projects of the municipal building west wing for design,

tendering and management for the café and rental space for McDougall Auctioneers for the cost of \$23,000 (+ HST) and \$35,000 (+ HST) respectively as per their proposals (Carried, Against Killoran)

Killoran felt the price was too high and would like to see another price
CAO advised there was not time to get a second quote
Killoran wanted to know if it was possible to extend the time...Councillor
Arsenault and Carmichael noted a delay would mean a delay in renovations and the renter has waited long enough

Regular Council Meeting
October 21, 2019

M2019/10/21-165

As recommended by Clad Inc in letter dated September 26, 2019 Belledune Council award the tender for Belledune Municipal Hall Renovations – Phase 2 to the lowest bidder Genibuild Construction Ltd for the amount of \$494,200 (+ HST) Carried – Killoran against)

Council posed questions regarding past scope of work and issue with Genibuild's delays. Tending requires the lowest bidder or risk legal action

CAO Lee indicated he would be more hands on with this phase of the renovation and will be requiring more frequent construction meetings

Regular Council Meeting
November 18, 2019

Financial Report – 2741 MIN Street Building Renovation to Oct 31, 2019

Questions of accountability will not be on the head of the contractor, but will be with staff

Regular Council Meeting
February 18, 2020

Arsenault - Independent Audit Phase 1

Arseneault advised Council that the next time they hear from him it will be a motion, maybe not March. He talked to a lot of people – not from outside and this is something the Village needs before the next large project, so we get it right. This is the last conversation he is going to have on this.

Deputy Mayor, Killoran there are agents that do post mortem. Not necessarily a financial audit

CAO

Café RFP - said the original RFP will have to be redrafted.

He needs to identify, line by line, what is included; all appliances or few appliances.
Question of Audio / Video equipment, pots and pans – what is to be included.

Deputy Mayor, Killoran said he is overthinking this...leave it open and request what they expect to bring. It would be part of the evaluation.

Councillor, Arseneault never understood the idea of this being a café with a tenant. It cost a lot of money. The room has been designed to do one thing. This is a reason for an audit, we should know we used spaces in the best way – not put the cart before the horse.

Deputy Mayor, Killoran noted he remembers discussion on the café because people in the community, retired women especially, having a place to go have coffee. Maybe there should have been more scrutiny.

Mayor, Noel and Councillor, Carmichael both noted there is interest.

Regular Council Meeting
July 20, 2020

Change Order Payment - Building Renovations Phase 1

M 2020/07/20-102

that Belledune Council approve the release of payment to Genibuild for Phase 1 Building Renovation outlined in Change Order #CCO68 for the amount of \$35,142.85 (plus HST)

Most of the work in this is related to mechanical and electrical changes made in reception corridor. Additionally, there was work done on exterior speaker systems in the café, plumbing work on a humidifier, some exterior hose piping and a swipe access to the Power Club.