

MUNICIPALITY OF
**EASTERN
CHARLOTTE**

**REGULAR MEETING OF COUNCIL
MINUTES**

Wednesday, February 15, 2023
7:00 p.m.
Magaguadavic Place Community Center

MEMBERS PRESENT: Mayor John Craig
Councillor Alexa Detorakis
Councillor David R. Hatt
Councillor Terry Lee
Councillor Wayne MacQuarrie
Councillor Lisa McKay
Councillor Darrell Tidd
Councillor Michael Thompson

MEMBERS ABSENT: Councillor Adam Hatt

STAFF PRESENT: Jason Gaudet, CAO / Clerk
Christ MacKinnon, Assistant Clerk

GUESTS PRESENT: Vicki Hogarth, Florence Mitchell, Dale Wells (CHCO-TV)
Alex Henderson, Planning Director (SNBSC)
Gallery: 12

1. CALL TO ORDER

The regular monthly meeting of the Council for Eastern Charlotte held on Wednesday, February 15, 2023, at Magaguadavic Place, was called to order by Mayor Craig at 7:00 pm.

2. ADOPTION OF AGENDA

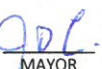
Motion: That the meeting agenda be adopted as presented to Council.

Moved by: Deputy Mayor Hatt

Seconded by: Councillor Lee

Motion carried unanimously.


CLERK


MAYOR

3. CONFLICT OF INTEREST DISCLOSURE

None

4. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING(S)**a. General Government Report**

Motion: To accept the Minutes of January 18, 2023, Regular Meeting of Council

Moved by: Councillor MacQuarrie

Seconded by: Councillor Tidd

Motion carried unanimously.

5. BUSINESS ARISING OUT OF MINUTES

None

6. DELEGATIONS

None

7. DEPARTMENT REPORTS**a. General Government Report**

CAO presented the following for the month of January, 2023 (attached).

b. Building and Planning Report

CAO read the Building and Planning Report as prepared by Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, for the month of January, 2023 (attached).

- Discussion regarding the location of the open application. It is not known yet by the municipality.

c. Fire Department Report

Councillor Thompson read the Fire Report as prepared by Cara Hatt, Fire Services Administrator, for the month of January, 2023 (attached).

- CAO provided clarification on the pie chart as the paper copy of Council's packet was in black and white. This page will be provided in color in the future.

d. Public Works Report

Councillor MacQuarrie read the Public Works report for Blacks Harbour as prepared by Richard Leavitt, foreman in Blacks Harbour, and for St. George as prepared by Ron Groom, foreman in St. George, for the month of January, 2023 (attached).

- Discussion regarding the use of salt versus sand in the different areas.
- Discussion regarding the acidic level of the soil. This oil has naturally acidic soil due to the mixture of granite.

8. ACCOUNTS PAID AND PAYABLE

Motion: That Council accept the Accounts Paid and Payable report for the month of January, 2023.

Moved by: Councillor Lee

Seconded by: Councillor Tidd

Motion: That Council postpone the approval of the Accounts Paid and Payable until the March 15 Regular Meeting of Council, or until the breakdown of the expenses is available.

Moved by: Councillor Detorakis

Seconded by: Councillor McKay

- Discussion regarding concerns about not having records of where the money was spent and the issue of a complete accounting system.

Motion carried unanimously.

9. OLD BUSINESS**a. Municipality Designation**

Mayor Craig advised that since last month's meeting he and CAO have called the Province and sent a letter to the Minister and the MLA. Mayor Craig approached UMNB to follow up as well.

10. NEW BUSINESS**a. Adoption of Policies****(1) Policy 01-2023 – Human Resource Policy**

Motion:

WHEREAS Eastern Charlotte is committed to maintaining a healthy, safe and supportive workplace for all employees that is free from discrimination, harassment and workplace conflict; and,

WHEREAS the enactment of this policy repeals the following policies:

- Policy 50A-2018 – Human Resource Policy, for the Town of St. George
- Policy 16 – Budget Travel of Mayor and Councillors, for the Village of Blacks Harbour
- Policy 32 – Proper Dress Code, for the Village of Blacks Harbour
- Policy 42 – Leave Request (Non-union Employees), for the Village of Blacks Harbour
- Policy 47 – General Health and Safety, for the Village of Blacks Harbour

BE IT RESOLVED That the Council of Eastern Charlotte approves and implements Policy 01-2023, Human Resource Policy.

Moved by: Councillor McKay

Seconded by: Councillor Detorakis

Motion carried unanimously.

2) Policy 02-2023 – Social Media Policy**Motion:**

WHEREAS Eastern Charlotte recognizes the extensive use of Social Media in our culture; and,

WHEREAS it is important to create a framework to define the acceptable use of Social Media; and,

WHEREAS the enactment of this policy repeals the following policies:

- Policy 54A-2019 – Social Media Policy, for the Town of St. George

BE IT RESOLVED That the Council of Eastern Charlotte approves and implements Policy 02-2023, Social Media Policy.

Moved by: Councillor Lee

Seconded by: Councillor McKay

Motion carried unanimously.

3) Policy 04-2023 – Liability & Damage Claims Policy**Motion:**

WHEREAS Eastern Charlotte is committed to the safety of its residents and guests within the boundaries and services of the municipality; and,
WHEREAS in the event of injury and/or damages, the injured party may request the municipality to review its responsibility in the matter; and,
WHEREAS the enactment of this policy repeals the following policies:

- Policy 55A-2020 – Liability & Damage Claims Policy, for the Town of St. George

BE IT RESOLVED That the Council of Eastern Charlotte approves and implements Policy 04-2023 – Liability & Damage Claims Policy.

Moved by: Councillor McKay

Seconded by: Deputy Mayor Hatt

Motion carried unanimously.

b. Collective Agreement**Motion:**

WHEREAS the creation of Eastern Charlotte involved the combination of the Public Works departments of the former Village of Blacks Harbour and the former Town of St. George; and,

WHEREAS the Public Works employees were members of two separate workforce unions; and,

WHEREAS the Public Works employees as a department of Eastern Charlotte have chosen to be represented by the local CUPE chapter;

BE IT RESOLVED That the Council of Eastern Charlotte accepts the CUPE collective agreement for the Public Works department.

Moved by: Councillor Tidd

Seconded by: Councillor McKay

Motion carried unanimously.

11. CORRESPONDENCE**a. Winnie Paul – Garbage and Recycling**

Mayor Craig read the letter from Ms. Paul.

Motion: That the letter and matter be given to the Health Service Committee for review and recommendation.

Moved by: Councillor Detorakis

Seconded by: Councillor Tidd

Motion carried unanimously.

12. PUBLIC PRESENTATION/APPEARANCES

- a. Rod Krolouski, St. George: The planning report mentions consultations from all Provincial departments. Which departments? Alex Henderson (SNBSC) answered: This is new as of this year with the Community Planning Act. Previously consultation with Provincial departments was a voluntary matter. There is a list of departments depending on which part of the plan/bylaw, and the Provincial Planning Director determines that list. The Provincial Planning Director is Paul Jordan at the Department of Environment and Local Government.
- b. Jeff Wilson, Lower Letang: Councillor MacQuarrie spoke about filling potholes in Blacks Harbour and Beaver Harbour. Who do I contact about potholes on Limekiln Road. Mayor Craig advised they remain the responsibility of DTI in the rural areas.
- c. Joan Craig; Pennfield: In the zoning commission, are we looking at changing the bylaws for that? She has a significant piece of property and someone else tells them what to do with it to rearrange that property. Mayor Craig and CAO provided information regarding planning and roads.

13. STATEMENTS BY MEMBERS OF COUNCIL

- a. **Mayor Craig** read a prepared statement (attached).
- b. **Deputy Mayor Hatt:** We are trying and will do the best we can
- c. **Councillor Thompson:** The Parks and Recreation committee met with a couple of different groups about upcoming events for the summer. We will try to do something with every group, we just have to wait and see how much many we have.
- d. **Councillor Detorakis:** To Jeff Wilson, she has the number for the Province to call. To Joan Craig, she is wondering if those issues can be brought to one of the committees, possibly the administration committee. Thank you to Rev. Maryanne Langmaid and the Hub for graciously opening their doors to those in need and to all who volunteered.

- e. **Councillor MacQuarrie:** Most of Council attended a conference in Fredericton on the weekend. We learned a lot and found out some things we didn't know before. Hopefully we will put it to good use.
- f. **Councillor Lee:** Anyone travelling up Riverview Avenue are well aware of the broken water line. This is not the first time, it is probably the second or third time. There are plans in the Spring to do some substantial work to change out some of those lines so we can get by that. Were invited to visit the community hall in Second Falls at the fire hall. Went with CAO to discuss some issues there. There is no wheelchair access to their washroom. This is not acceptable in public buildings any more. Thank you for coming out tonight. We all appreciate your interest and comments.
- g. **Councillor McKay:** Thank you all for coming out and thank you to all who came up to the mic and voiced their opinions and concerns. Your concerns are my concerns. I am here to serve you. Thanks to everybody who made the warming station happen. It was amazing to see the community come together. For those who don't know we have a homeless community and. We need to look after them. Thank you all for coming.
- h. **Councillor Tidd:** Thank you to everyone for coming out tonight. Echo comments on the warming center. It was great to see the community come together; lots of volunteers and lots of food. Personnel Committee met January 18 and February 6. Items discussed were the policies accepted here tonight and the collective agreement which was accepted. Hiring and moving ahead on a posting shared this afternoon on social media for a full-time position for public works. And will be looking at posting in early Spring for an administrative assistant position

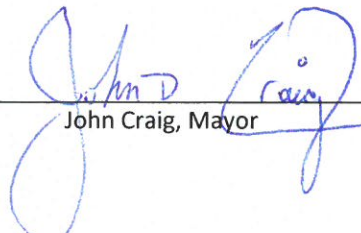
14. DATE & LOCATION OF NEXT MEETING

Wednesday, March 15, 2023 at 7:00 pm, at Magaguadavic Place Community Center

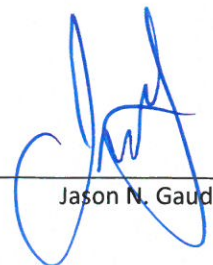
15. ADJOURNMENT

Motion: That the meeting be adjourned at 7:51 p.m.

Moved by: Councillor Tidd



John Craig, Mayor



Jason N. Gaudet, Clerk/CAO



CLERK


MAYOR

- Work continues on amalgamating the two former municipalities into one (along with the rural areas).
 - Renovations on the municipal office at School Street in St. George
 - Closing out the municipal office in Blacks Harbour, relocating staff & equipment
 - Merging the two account systems
 - Discussions with the Unions representing the 2 public works groups
 - Assuming ownership of Provincial building and vehicles
 - Account mergers – financial accounts, utilities, municipal memberships
 - Aligning/merging by-laws and policies
 - Managing Through Change – working with staff on navigating changing roles and environment
- On-going project work includes:
 - Patrick Connors Recreation Complex - \$475,000 (RDC)
 - Canal Beach Upgrades - \$415,000 (RDC)
 - Water & Wastewater Development for Industrial Park Expansion - \$600,000 (IBA)
 - Planning of New Water Infrastructure for Blacks Harbour & Beaver Harbour - \$678,000 (IBA)
 - Housing Development: Hillside in St. George
 - Land Transfer in Blacks Harbour
- 2022 Closing Out – 2022 project claims, year end finances.
- Several discussions as well as planned meetings with Department of Transportation on role of municipality in the rural areas.
- As time permits, re-engaging a number of cases in Dangerous & Unsightly Properties in the former town/village.
- Housing Development – working with two potential residential developers (South Street & Brunswick Street).
- Meeting with Regional Service Commission – attending monthly meetings with Mayor Craig
- Request for Proposal – putting together an RFP for use of the Canal Beach Canteen
- Hiring – posting for one (1) FTE (budgeted) position at the Public Works in St. George

Eastern Charlotte

Development Office Report

Report Period: February 9th, 2023

Prepared By: Alex Henderson, MCIP

SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION (SNBSC) PLANNING & DEVELOPMENT REPORT

Planning update

- SNBSC staff were a part of an information session hosted by the Department of Environment and Local Government on the changes to community planning in NB:
 - Eastern Charlotte's planning by-laws or amendments (rezonings) will now have to through a process of receiving consultation from all provincial Departments;
 - The Province will adhere to local planning by-laws when it is siting provincial facilities, such as schools or government offices;
 - Local planning by-laws will have to adhere to statements of public interest that the province is developing and be prepared by a registered professional planner (RPP).
- One (1) application for rezoning has been received by SNBSC for Eastern Charlotte and staff are working with the applicant to help them put together the pieces that they will need to present to Council.

Development update

- Three (3) building permits issued to date in 2023 – value \$37,419.00;
- One (1) sign permit issued to date in 2023;
- Two (2) zoning confirmations issued to date in 2023.

Respectfully submitted by,



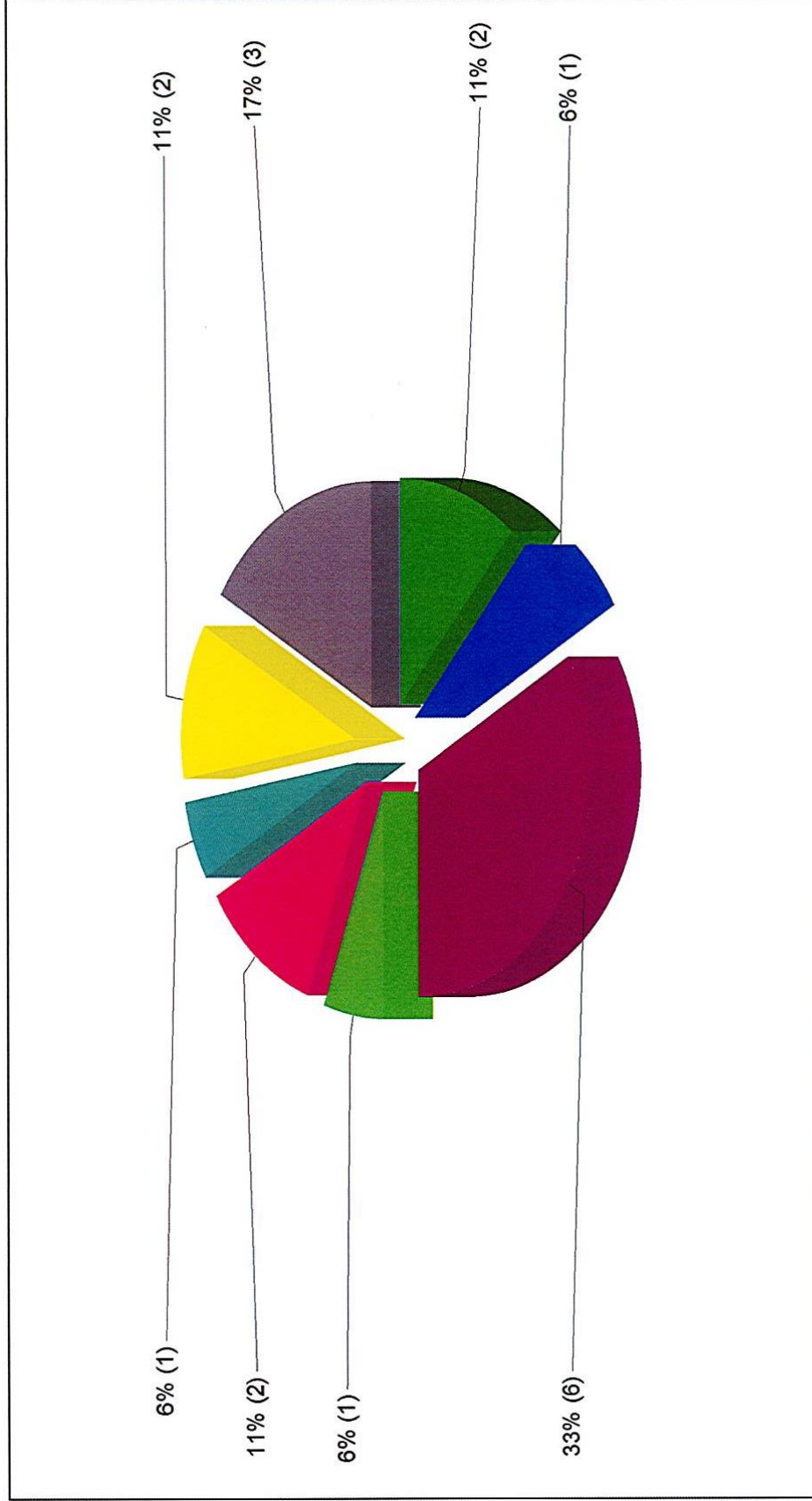
Alex Henderson, Planning Director, M.C.P., MCIP, RPP (NB)

Incidents by Type & Department

	SGFD	ECRFS	FBFD
Fire/explosion – dollar loss [10]		1	
Rubbish/grass fire – no dollar loss [12]		2	
Chimney Fire [13]	1		
Total Fire [10-19]	1	3	0
Vehicle Accident [31]	3		
Resuscitation Call – respiratory emergency [35]			1
Total Rescue or Resuscitation call [30-39]	3	0	1
Public Service – assist police or other agency [63]	1		
Public Service – flooding [67]	1		
Public Service – miscellaneous [69]		1	
Total Public services [60-69]	2	1	0
Alarm No Fire – detector activated [73]		2	
Total Alarm no fire – No malicious intent [70-79]	0	2	0
Fire Department – Training [91]		4	
Fire Department – Meeting [92]			1
Total Incident situation unclassified [90-99]	0	4	1
TOTAL INCIDENTS	6	10	2

Incidents by Community (2023-01-01 - 2023-01-31)

Include Response Codes 91-96 (Training, Meeting, Voluntary, Maintenance, Administrative, On Call): Yes / Oui



Municipality of Eastern Charlotte.

Blacks Harbour

We do our daily chlorine checks, also record waste water at two different locations with flow meters .We do our daily sewer lagoon checks checking for the ph & D.O & Temp . These samples are taking at the influent and effluent of Pond #1Pond # 2 . Daily checks in our blower buildings the hrs of run time is recorded .Lift Station are checked Mon ,Wed , Fri Run times of pumps are recorded and overflows .Water samples for St John Lab every other TUE are taken, Sewer Samples sent to Lab once a month. Garbage pickup is every Thursday and Recycling is once a month.The Arena has had up grades New garbage bins have been installed New Stick racks and white boards are in place . New stairs treads installed & 4 new doors have been ordered .Renovations up stair at the arena have started with new dry wall being installed and painting .Also there has been electrical work and upgrades plus trouble shooting being done. Regular Ice maintenance and cleaning the facilities after daily Rentals. January 2023 we have started the moving process of the office supplies and hardware to St George The Municipality of Eastern Charlotte .We have been out plowing and sanding the roads and sidewalks Total of 9 times with regular cleaning of Storm catch Basins as we have had lots of Heavy rain events .We have applied a cold mix asphalt to potholes on a few streets .All Christmas decorations have been removed on Main St and the Municipality Park. We had one water line break on Meadow Lane repairs have been done we had one power outage at the Arena N.B. Power was notified to resolve this outage.

Equipment Repairs

3 TON Installed a new hydraulic hose on plow we replaced a coolant line that was leaking installed new cutting edge for plow .

Garbage Truck installed windshield wiper arm and fuse for dash lights and wiper controls.

Backhoe replaced leaking hydraulic fittings.

1 Ton ordered a new winch controls switch Inspection and oil/lube was done.

Trackless replaced leaking hydraulic fitting and changed a couple U joints starting to get bad.

Thanks Richard Leavitt



TRANSPORTATION

The month of January was relatively quiet as far as transportation related work. We concentrated on the usual schedule of jobs for the most part. The snow storms started early and with that the plowing and salting. A few issues with the equipment had to be fixed but nothing major and parts were readily sourced or in stock. The only major item to address was a leak in the oil pan of the 3-tonne wing truck. Calls to suppliers have shown no replacement is available at the moment in North America so a temporary fix had to be made allowing us to keep using the vehicle. A new pan is on order but no ETA was given when it will arrive.

WATER

The major issues we had to deal with in January were two breaks in the main on Riverview Ave. The first break was repaired on January 9th only to have a second one appear the next morning, requiring a shutdown of the road for half a day. The old water main has deteriorated dramatically versus other lines using the same material and it has been attributed to acidic or hot soil. Plans have been made to replace some of the main in the spring until the rest of it can be done. With the repairs to the main a boil water order was issued for residents on that section of Riverview Ave.

We had some background bacteria show up in water samples, after which we took steps to chlorinate the wells and then flush to remove the affected water. After discussions with the Saint John Lab it was determined the bacteria showed no potential harm and could be taken care of with the normal chlorination procedures at our production wells.

SEWER

Lift station pumps continue to cause issues with our stations. We had to remove another pump from station number 11 this month and have it sent away for inspection and a quote on repairs.

We are waiting for the new pump to come for station number 6. Wait times are still an issue for many items.

TOWN OF ST GEORGE
BILLS PAID and PAYABLE
Jan 2023~

Cheques	\$	277,274.23
VISA	\$	27,783.44
Online	\$	7,651.54
<i>TOTAL January 2023</i>	\$	<i>312,709.21</i>