

MUNICIPALITY OF
**EASTERN
CHARLOTTE**

**SPECIAL MEETING OF COUNCIL
MINUTES**

Wednesday, December 28, 2023
8:00 p.m.
Magaguadavic Place Community Center

MEMBERS PRESENT: Mayor John Craig
Councillor Alexa Detorakis
Councillor Adam Hatt
Councillor Terry Lee
Councillor Wayne MacQuarrie
Councillor Lisa McKay
Councillor Darrell Tidd

STAFF PRESENT: Jason Gaudet, Chief Administrative Officer
Chris MacKinnon, Assistant Clerk

GUESTS PRESENT: Florence Mitchell (CHCO-TV)
Gallery: 3

1. CALL TO ORDER

The Special Meeting of the Council for Eastern Charlotte held on Wednesday, December 28, 2023, at Magaguadavic Place, was called to order by Mayor Craig at 8:00 pm.

2. ADOPTION OF AGENDA

Motion: THAT Council adopt the agenda for the meeting of December 28, 2023, Special Meeting of Council.

Moved by: Councillor Tidd

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. November 15, 2023 – Regular Meeting of Council

Motion: To approve the Minutes for the meeting of November 15, 2023, Regular Meeting of Council, as circulated to members of Council.

Moved by: Councillor McKay

Seconded by: Councillor Lee

Motion carried unanimously.

b. November 21, 2023 – Closed Meeting of Council

Motion: To approve the Minutes for the meeting of November 21, 2023, Closed Meeting of Council, as circulated to members of Council.

Moved by: Councillor Tidd

Seconded by: Councillor Thompson

Motion carried unanimously.

c. November 28, 2023 – Special Meeting of Council

Motion: To approve the Minutes for the meeting of November 28, 2023, Special Meeting of Council, as circulated to members of Council.

Moved by: Councillor MacQuarrie

Seconded by: Councillor Thompson

Motion carried unanimously.

d. December 5, 2023 – Close Meeting of Council

Motion: To approve the Minutes for the meeting of December 5, 2023, Closed Meeting of Council, as circulated to members of Council.

Moved by: Councillor MacQuarrie

Seconded by: Councillor Thompson

Motion carried unanimously.

e. December 12, 2023 – Closed Meeting of Council

Motion: To approve the Minutes for the meeting of December 12, 2023, Closed Meeting of Council, as circulated to members of Council.

Moved by: Councillor Lee

Seconded by: Councillor Thompson

Motion carried unanimously.

f. December 13, 2023 – Special Meeting of Council

Motion: To approve the Minutes for the meeting of December 13, 2023, Special Meeting of Council, as circulated to members of Council.

Moved by: Councillor MacQuarrie

Seconded by: Councillor Thompson

- Discussion regarding the one comment made at the special hearing.

Motion carried unanimously.

g. December 20, 2023 – Regular Meeting of Council

Motion: To approve the Minutes for the meeting of December 20, 2023, Regular Meeting of Council, as circulated to members of Council.

Moved by: Deputy Mayor Hatt

Seconded by: Councillor McKay

Motion carried unanimously.

h. December 27, 2023 – Closed Meeting of Council

Motion: To approve the Minutes for the meeting of December 27, 2023, Closed Meeting of Council, as circulated to members of Council.

Moved by: Councillor Tidd

Seconded by: Councillor Lee

Motion carried unanimously.

5. BUSINESS ARISING OUT OF MINUTES

None

6. DELEGATIONS

None

7. DEPARTMENT REPORTS

a. General Government Report

CAO presented the General Government Report for the month of November 2023 (attached).

b. Building and Planning Report

Representatives from the Southwest New Brunswick Service Commission were unable to attend the meeting. Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, submitted the Building and Planning Report for the month of November 2023 in advance (attached).

c. Fire Department Report

The Fire Report was prepared by Cara Hatt, Fire Services Administrator, for the month of November 2023 (attached).

- Councillor Thompson summarized the Fire Department report.
- Councillor Thompson, regarding the latest power outage, offered thanks to everyone for working together with welfare checks, heating people's houses, to manning the power stations through the outage.

d. Public Works Report

Councillor MacQuarrie submitted the Public Works Reports as written for the month of November 2023 as written, for Blacks Harbour as prepared by Richard Leavitt, Foreman for Blacks Harbour, and for St. George as prepared by Ron Groom, Foreman for St. George (attached).

- Councillor MacQuarrie added a thank you to all of the workers during the nasty weather and conditions.
- Discussion regarding the ongoing issue with Well 6. Magnesium levels are natural to the water table. We can monitor and clean the diodes as necessary.

e. Committee Reports

Councillor Hatt offered a report regarding Parks & Recreation (attached).

- Councillor Hatt commented, thank you to all of the linesmen, NB Power crews, contractors, Eastern Charlotte Fire Rescue, and Eastern Charlotte staff. This

JCA
CLERK

JCA
MAYOR

last week has been busy and challenging. It has been a difficult subject at times. By the end of the week and into Christmas, most people had their power back. Remember all of the volunteers; most of them had families they were away from.

8. FINANCIAL STATEMENT

Motion: THAT Council accept the Financial Statements for November 2023, as presented.

Moved by: Councillor Lee

Seconded by: Councillor Thompson

Motion carried unanimously.

9. OLD BUSINESS

a. Bylaw # EC-10, Planning Fees Bylaw

Motion: THAT Council accept the Third and Final Reading, by title only, of Bylaw # EC-10, Planning Fees Bylaw.

Moved by: Councillor McKay

Seconded by: Councillor MacQuarrie

- Discussion regarding the need for fees versus providing services at no cost.

Motion carried unanimously.

b. Blacks Harbour Bylaw # Z.2.3, Amendment to the Rural Plan (Rezoning PID 15166721)

Motion: THAT Council schedule a Public Hearing of objections to Blacks Harbour Bylaw # Z.2.3, Amendment to the Rural Plan (Rezoning PID 15166721), on Wednesday, January 24, 2024, at 6:30 pm, to be held at the Stella Maris Hall in Blacks Harbour.

Moved by: Councillor Hatt

Seconded By: Councillor Tidd

Motion carried unanimously.

c. Surplus Assets

CAO explained there was no interest at the previous minimum bids, but it was suggested a low minimum could result in better interest.

Motion: THAT Council adjust the minimum bid for the surplus items listed below to \$100.00.

DESCRIPTION
1992 Ford Econoline 350 FM Van Unit, VIN#1FDKE30M4NHA04636 – FBFD Unit 334
1997 Ford F-700 Truck, VIN# 1FDYF70J6VVA34937 – ECRFS Unit 620
Generator & Control Panel (Back Bay Fire Hall)

Moved by: Councillor Thompson
Seconded by: Deputy Mayor Hatt
Motion carried unanimously.

10. NEW BUSINESS

CAO Presented the budget for 2024.

a. Resolution of Council to transfer from the General Operating Fund to the General Operating Reserve Fund

Motion: THAT Council transfer \$250,000.00 from the General Operating Fund to the General Operating Reserve Fund.

Moved by: Councillor Lee
Seconded by: Councillor McKay
Motion carried unanimously.

b. Resolution of Council to transfer from the Utility Operating Fund to the Utility Operating Reserve Fund

Motion: THAT Council transfer \$5,500.00 from the Utility Operating Fund to the Utility Operating Reserve Fund.

Moved by: Councillor Tidd
Seconded by: Councillor Lee
Motion carried unanimously.


 CLERK


 MAYOR

c. Resolution of Council to transfer from the Utility Operating Fund to the Utility Operating Reserve Fund

i. Budget 2024 Presentation

ii. General Operating Budget & Warrant

Motion: BE IT RESOLVED, as per subsection 99(2) of the Local Governance Act, that the sum of \$6,537,928.53 be the total Revenue and Expenses of the General Operating Budget of the Municipality; that the sum of \$5,356,644.53 be the Warrant of the Municipality for the 2024 year; and that the tax rate for the Municipality be as follows:

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the Assessment Act within the Municipality of Eastern Charlotte.

Tax Authority	Tax Rate
Beaver Harbour	0.4158
Blacks Harbour (former Village)	1.4414
Fundy Bay	0.3973
Pennfield	0.3789
St. George (rural)	0.3996
St. George (former Town)	1.2748
Second Falls / Bonny River	0.4035
St. Patrick	0.3595

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the Assessment Act within the Municipality of Eastern Charlotte.

Moved by: Councillor Lee

Seconded by: Deputy Mayor Hatt

Motion carried unanimously.

iii. Non-Residential / Heavy Industrial Tax Ratio

Motion: BE IT RESOLVED, as per subsection 99(2) of the Local Governance Act, that the Non-Residential / Heavy Industrial Tax Ratio be 1.70 for the 2024 year.

JG
CLERK

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MAYOR

Moved by: Councillor Lee
Seconded by: Councillor Thompson
Motion carried unanimously.

iv. Utility Budget, Blacks Harbour

Motion: BE IT RESOLVED, pursuant to subsection 117(4) of the Local Governance Act, the sum of \$519,587.00 is the total Revenue and Expenses of the Utility Budget for the Water & Sewerage operation for Blacks Harbour, for the 2024 year.

Moved by: Councillor Hatt
Seconded by: Councillor Tidd
Motion carried unanimously.

v. Utility Budget, St. George

Motion: BE IT RESOLVED, pursuant to subsection 117(4) of the Local Governance Act, the sum of \$849,391.00 is the total Revenue and Expenses of the Utility Budget for the Water & Sewerage operation for St. George, for the 2024 year.

Moved by: Councillor Detorakis
Seconded by: Councillor Thompson
Motion carried unanimously.

vi. Water & Sewage Systems Fee and Charges, Blacks Harbour

Motion: BE IT RESOLVED, per Village of Blacks Harbour By-Law No. 92-59, Schedule A, Water & Sewerage Rates, the yearly Per-Unit charge for 2024 (Schedule A-2024) for Water and Sewerage be as follows:

Unit Type	Services	Rate
1 Unit	Water & Sewerage	\$ 496.00
1/2 Unit	Water & Sewerage	\$ 248.00
1 Unit	Sewerage (only)	\$ 292.50
1 Unit	Water (only)	\$ 292.50
1/2 Unit	Water or Sewerage (only)	\$ 146.25

JG
 CLERK

Joc.
 MAYOR

Moved by: Councillor Hatt

Seconded by: Councillor Thompson

- Discussion regarding the continuation and expansion of the discount. The current bylaws remain in effect but will be under review for replacement in 2024.

Motion carried unanimously.

vii. Water & Sewage Systems Fee and Charges, St. George

Motion: BE IT RESOLVED, per Town of St. George By-Law No. 27-C, Schedule A, Water & Sewage Treatment Systems Fee and Charges, the yearly rate for 2024 (Schedule A-2024) for Water and Sewer be as follows:

Service	Per-Unit
Water	\$ 377.00
Sewerage	\$ 169.00
Industrial Water (per 1,000/imperial gallons)	\$ 3.38
Industrial Sewerage (per 1,000/imperial gallons)	\$ 3.38

Moved by: Councillor Detorakis

Seconded by: Councillor Hatt

Motion carried unanimously.

d. Policy 05-2023, Municipal Buildings & Spaces

Motion: THAT Council approve and implement Policy 05-2023, Municipal Buildings and Spaces.

Moved by: Councillor Hatt

Seconded by: Councillor Tidd

- Discussion regarding the need for a hearing.
- Discussion regarding the notice to current users of the building. All current contracts continue.

Motion carried unanimously.

JG
CLERK

J.C.
MAYOR

11. CORRESPONDENCE**a. Fundy Middle & High School**

Mayor Craig entered a Thank You card into the record.

b. Eastern Charlotte Lions Club

Mayor Craig entered a Thank You card into the record.

12. PUBLIC PRESENTATION/APPEARANCES

- a. Raymond Hall (Mount Pleasant Road, St. George): Has seen a lot of comments on Facebook lately. If you have a problem with Council come to meetings. Take your five minutes. Make yourself informed, not ignorant.

13. STATEMENTS BY MEMBERS OF COUNCIL

- a. Deputy Mayor Hatt: Everyone has been waiting for an ATV bylaw. We have been waiting for the Minister's approval. Contact your MLA.
- b. Councillor Thompson declined to comment.
- c. Councillor Hatt declined to comment.
- d. Councillor Detorakis: We are in a period where the Government has cut our unconditional grants, and will continue cutting until they get us where they want us. This gap leaves us with hard choices about how to address it, either by cutting services or increasing taxes, and there isn't much left to cut. The Province has offloaded services we were previously not paying. We are paying significant amounts to the Service Commission for Economic Development, Tourism, Public Safety, and more, and it is not clear yet what the return will be. One of the priorities to consider in the upcoming year should be to take a pragmatic look at the value of our investment with the Service Commission and to see whether or not it is a viable expense on our taxpayers. Also, Happy New year.
- e. Councillor MacQuarrie declined to comment.
- f. Councillor Lee declined to comment.
- g. Councillor Tidd: declined to comment.
- h. Councillor McKay declined to comment.

J.C.
CLERK

J.C.
MAYOR

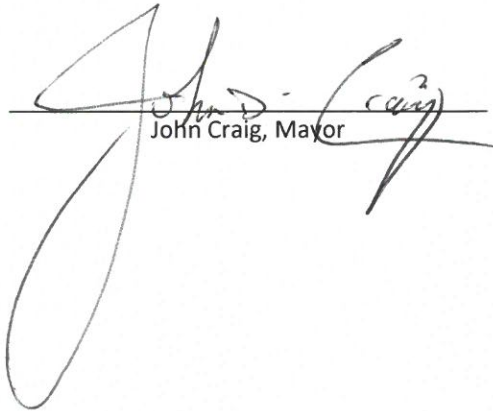
14. DATE & LOCATION OF NEXT MEETING

Wednesday, January 17, 2024, at 7:00 pm, at Magaguadavic Place Community Center.

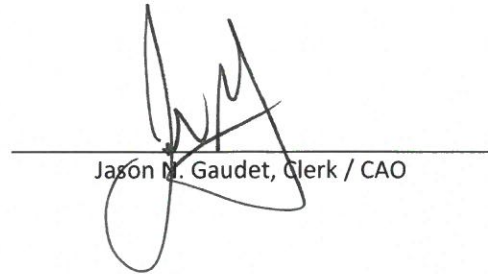
15. ADJOURNMENT

Motion: THAT the meeting be adjourned at 8:55 p.m.

Moved by: Councillor McKay



John Craig, Mayor



Jason M. Gaudet, Clerk / CAO

- Finance – The Finance team completed work pertaining to the 2024 budget.
- Properties – 2 properties under Dangerous and Unsightly bylaw were enforced over the last month with demolishing taking place of burned-out homes in Pennfield and Caithness.
- Arena – Work continues on upgrades to the arena. Slowing working through upgrades to lighting and electrical. Additional work slated over the next month includes lower-level renovations in the downstairs recreation lobby, installation of heat up in the arena entrance, rain gutters on the side entrance to the area, exterior lighting upgrades at the back of the building.
- Three of the five Day Adventure Center buildings were successfully sold off. The remaining two buildings, the larger two buildings in the back, will be open to offers.

Planning update:

- Rezoning update:
 - PRAC provided views to Council in favour of By-law Z.3.2., a By-law to Amend the Village of Blacks Harbour Rural Plan By-law (see letter attached to report);
 - Council may set a date for the public hearing of objections to By-law Z.3.2 – a rezoning to convert the former village office into up to eight dwelling units;
- On December 14, PRAC is considering an application in the Mixed-Use (MU) Zone of Fundy Bay Rural Plan for a permitted use subject to terms & conditions (light industrial);
- Below is a proposed fee schedule to harmonize the planning service fees for Eastern Charlotte with the former local service districts and the provincial standard:

Planning Service	LSDs/Provincial Standard (current)	St. George (current)	Blacks Harbour (current)	Eastern Charlotte (PROPOSED)
Zoning Confirmation	\$100	\$0	\$100	\$100
Zoning Compliance	\$200	\$0	\$200	\$200
Approvals/Exemption Under Section 77(1)(i)	\$100	\$0	\$0	\$100
Variances (dimensional, similar uses, non-conforming uses, temp. use, conditional uses)	\$250	\$0	\$200	\$250

Development update

- Ninety-three (93) building/demolition or development permits issued to date in 2023 – construction value: \$9,697,130.00 – Application fees remitted to Eastern Charlotte: \$62,470.75
- Twenty-seven (27) zoning confirmation letters issued to date – no change in report period;
- Five (5) approval of legal documents for registration with exemptions to date;
- Eleven (11) variances or terms/conditions approvals issued to date – one (1) new approval;
- Twenty-six (26) subdivisions for thirty-one (31) lots approved to date – six (6) new lots.

Enforcement update

- Fifty-seven (57) enforcement files have been opened in Eastern Charlotte for Community Planning Act, Building Code Administration Act, or Dangerous or Unsightly Premises Act violations – to date nineteen (19) of those files have been closed for compliance.

Respectfully submitted by: Alex Henderson, Planning Director, MCIP, RPP (NB)

Southwest New Brunswick Service Commission Dangerous and Unsightly Premises Enforcement

October, 2023

NATURE OF VIOLATION

BCAA Accessory structure	8
BCAA building (new/addition)	10
BCAA renovation/Change of Occupancy	3
<i>Community Planning Act</i> - Structure	7
<i>Community Planning Act</i> - Other	1
<i>Eastern Charlotte</i> Dangerous & Unsightly Bylaw	27
TOTAL	56

ENFORCEMENT

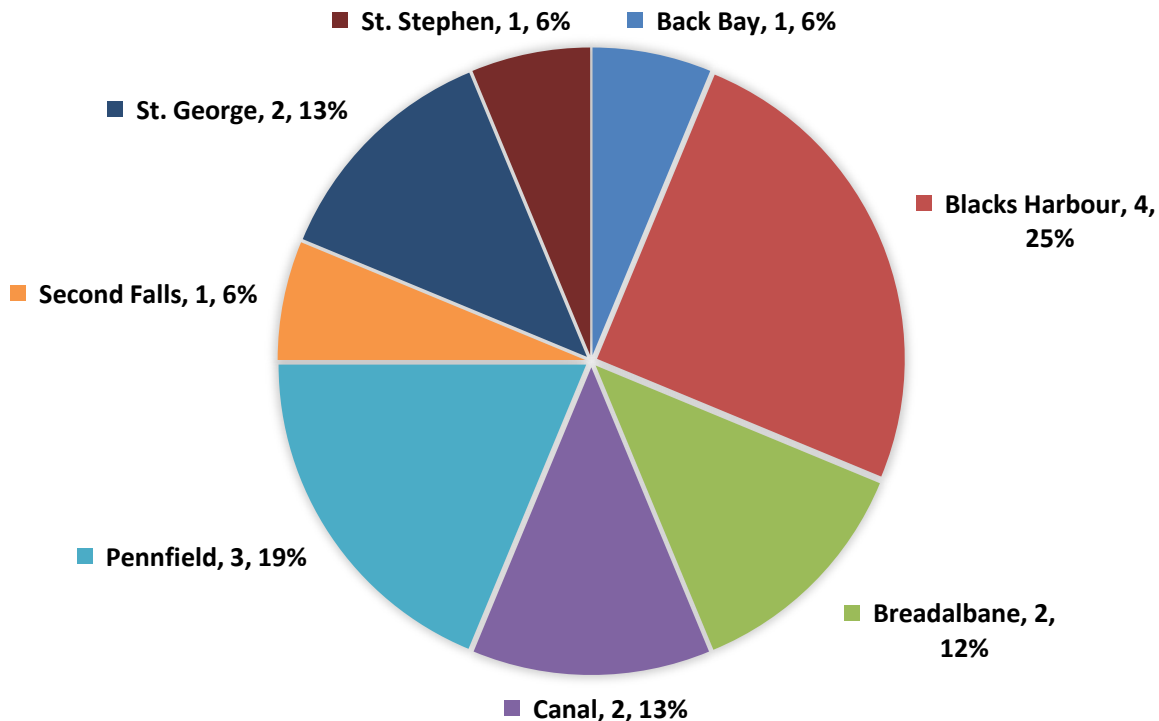
Open	37
Resolved, file closed	19

Incidents per Month

	Nov 2023	Total 2023*
Fire/explosion – dollar loss [10]	1	1
Rubbish/grass fire – no dollar loss [12]	3	3
Chimney Fire [13]	1	1
Total Fire [10-19]	5	5
Vehicle Accident [31]	3	3
Home Accident [34]	1	1
Resuscitation Call - heart attack [36]	1	1
Total Rescue or Resuscitation call [30-39]	5	5
Public Service - mutual aid [65]	2	2
Total Public services [60-69]	2	2
Alarm No Fire - accidental miscellaneous [70]	1	1
Alarm No Fire - detector activated [73]	3	3
Total Alarm no fire - No malicious intent [70-79]	4	4
Eastern Charlotte Fire Rescue TOTAL	16	16

* All station reporting was consolidated as of November 1, 2023.

Incidents by Community



Public Works will continue to do regular checks on our Water and Waste Water treatment system. This is done on a daily, weekly and monthly schedule. All documents are recorded and filed. These documents are later used for reports submitted to the Dept of Environment and Dept of Health. Turbidity checks and Chlorine residual are kept in accordance with the approval to operate on a daily schedule. General Maintenance and checks to all Equipment is ongoing. We have had a few complaints regarding turbidity we will continue to monitor and do checks on a daily schedule all results are recorded and The Municipality of Eastern Charlotte and the St John Lab will continue to monitor the water quality. We will go beyond our normal test sites if required.

Lift Station @ Mill Stream repairs needed and up grade to systems PLC.

Work place First Aid has been completed for some staff and a next course we be scheduled in the spring for the next group that missed the course. We had one staff member attend a NARCAN Training course.

Remembrance Day Banners have been taken down and the CHRISTMAS light have been put up and repairs done, we had to purchase a few New replacement lights this year.

We will continue to replace new curb boxes with new rods and pins as needed. Please do not damage our shut off valves Plowing. Repairs to

the 3-TON Plow truck. Replaced a hydraulic line on the steering box . The On Spot chains and arms needed repairs and we replaced a couple hydraulic hoses leaking. The Garbage Truck had a broken wire that control back lights replaced and fixed. 1- ton truck repairs to door locks and power windows passenger side back Door the Plow and Sander has been installed also on the 1 -Ton.

The 2013 ,250 ECONO Van had Rock Guard sprayed along the bottom panels and the winter tires installed.

Backhoe had a new sending unit and fuel pump installed.

We have completed pumping out fire hydrants barrels so they don't freeze and installed markers on Fire Hydrants.

Regular pick up and delivery of propane for the Zamboni.

Backflow Prevention Devices Inspections have been completed.

Repairs to the ramp for loading sand and salt.

300 TON Sand &120 TON Salt mixed for winter.

Garbage bins and benches removed from Main St. and the Parks.

Repairs to power outlet @ main Street Park.

Restoration made to a previous Waste Water Line that was installed on Main Street.

Installed New Regulatory Signs, New Street & Road Signs.

Thanks Richard Leavitt.



TRANSPORTATION

Winter preparations were the main focus for November. All of the asphalt equipment was winterized and stored away and the plowing and salting attachments overhauled, attached and painted.

The Trackless was finally put back in service after having the hydraulic pump overhauled. The mower was taken to the laydown area for winter and the snow attachments were then brought up and gone over.

After Halloween we set some of the garbage cans back out on Main St, with the rest of the extra summer ones stored for the winter.

The yard at the workshop was reorganized with the hauling of the stockpile of topsoil to the laydown area for winter. The added room is necessary for snow plowing.

New 35 km/h signs were installed on Carleton St to try and curb the speeding that has been ongoing on that street.

Two members of the Works crew attended First Aid training and obtained their certification.

Some gravel was hauled to the Pennfield Fire Hall to level up the ground around the asphalt. We used the backhoe to back drag the material out and make an even surface.

The bucket truck was rented from Saint John and used to remove the Veteran banners and put Christmas lights up on the light poles along Main St.

WATER

November was an average water usage month, with an approximate total of 8,301,400 million gallons pumped, with an average of 276,713 gallons used per day. Water use has dropped, expectedly, over the past couple of months and the well levels have remained high.

Another water quality issue was brought to our attention from a resident on Barry Ln. The water comes off of the Clinch St dead end line, which has been the source of numerous complaints this past year. We are looking into installing a flush valve for that and possibly other dead end lines to help with such issues in the future.

There is still an ongoing issue with well 6. It appears that there is an unusual amount of manganese in the water causing the chlorine injection lance to clog up periodically, which drops the chlorine residual down in the outgoing water.

SEWER

We had a service tech from The Panel Shop down to look at an issue with SLS #11. We have been having a problem keeping both pumps running properly and the trouble was trace down to a malfunctioning component on the control panel. A new one is being sourced and will be installed asap.

RECREATION

A Christmas tree was located and installed at the Day Adventure Centre. The area was decorated for the Christmas tree lighting as well.

WATER SAMPLE LAB RESULTS

November 2, 2023

Report #: G322675-23, Analysis of water samples

Eight water samples were received on October 31, 2023 for microbiological testing. The identity of the samples and the results are tabulated below.

RESULTS

Lab ID	Sample Identification	SID	Total Coliforms (cfu/100mL)	E. coli (cfu/100mL)	HPC (cfu/100mL)
G322675-1	Well #2B – Pre Cl	26437	0	0	1286
G322675-2	Well #2B – Post Cl	26437	0	0	94
G322675-3	Well #3 – Pre Cl	16513	0	0	18
G322675-4	Well #3 – Post Cl	16513	0	0	132
G322675-5	Well #6 – Pre Cl	26448	0	0	519
G322675-6	Well #6 – Post Cl	26448	0	0	61
G322675-7	108 Mount Pleasant	18779	0	0	944
G322675-8	Birch Grove	16320	0	0	609

November 15, 2023

Report #: G322773-23, Analysis of water samples

Seven water samples were received on November 14, 2023 for microbiological testing. The identity of the samples and the results are tabulated below.

RESULTS

Lab ID	Sample Identification	SID	Total Coliforms (cfu/100mL)	E. coli (cfu/100mL)	HPC (cfu/100mL)
G322773-1	Well #4 – Pre Cl	16557	0	0	G322773-1
G322773-2	Well #4 – Post Cl	16557	0	0	G322773-2
G322773-3	Well #5 – Pre Cl	21067	0	0	G322773-3
G322773-4	Well #5 – Post Cl	21067	0	0	G322773-4
G322773-5	Rainbow Net	18893	0	0	G322773-5
G322773-6	Municipal Building	16397	0	0	G322773-6
G322773-7	4 Henry Lane	23621	0	0	G322773-7

LAGOON SAMPLE RESULTS

Report #: G322774-23, Wastewater analysis.

Four samples of wastewater were received on November 14, 2023 for analysis. The identity of the samples and the results are given below:

RESULTS

(All results are in mg/L unless otherwise noted; test methods available upon request)

	Lagoon #1 Influent	Lagoon #1 Effluent	Lagoon #2 Influent	Lagoon #2 Effluent
Sample ID:				
Lab ID:	G322774-1	G322774-2	G322774-3	G322774-4
Parameters				
CBOD ₅	68	8	69	5
BOD ₅	93	9	84	6
TSS	96	6	31	6
FOG	38	25	52	20