



Village of Arcadia

Council Meeting Minutes

Location: GDRC Recreation Centre, 38 Mill Road Gagetown

Date: Monday, June 19, 2023 – Regular Meeting of Council

Time: 6:30 pm

1) This meeting was called to order by Mayor Pleadwell at 6:37pm. This meeting was held in person and available online via Microsoft Teams. Present were Mayor Pleadwell, Deputy Mayor Sharpe, Councillor Black, Councillor Gahan-MaGee, Councillor Gordon, Councillor Mennier, Councillor Watson and Clerk White.

2) Approval of Agenda

- The agenda was reviewed. There was one item from correspondence added as an item on the agenda.
 - It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier to approve the agenda with the one correspondence item moved to the agenda.

With no questions and all in favour, the motion carried.

3) Disclosure of Conflict of Interest

- Mayor Pleadwell asked if anyone present had conflicts to declare. No conflicts were declared.

4) Approval of the Previous Meeting Minutes

- Council reviewed the minutes from the May 15th, 2023, Regular Meeting of Council and June 5th, 2023 Special Meeting of Council.
 - It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe to approve the minutes as resented.

With no questions to the motion and all in favour, the motion was carried.

5) Business Arising from The Minutes

- Rezoning Application
 - This is an ongoing item. It is an application for rezoning in Cambridge-Narrows. CRSC has hired two new planners who will be looking after this file.

- New Fire Truck – Cambridge-Narrows
 - There is a Regional Economic Development (RED) exemption available through Service New Brunswick that would allow council to move forward with the purchase of the new firetruck for C-NFD from Metalfab without putting it out to tender. The process of receiving this exemption would take 3-4 months. Clerk White noted that if council should choose to proceed by putting the purchase of the firetruck to tender, it would likely take around the same length of time. Councillor Black enquired about the certainty of receiving the exemption if council choose that route. Clerk White responded that the SNB contact gave no impression the exemption would not be approved. There was consensus amongst council and staff was directed to proceed with applying for the RED exemption.
- Queenstown Picnic Site
 - Councillor Mennier had a conversation with our MLA regarding how we get the Queenstown Picnic Site into Arcadia's hands and what dollars will be involved. A response is still pending, and discussion is ongoing. This item was tabled until there is further information.
- Waterborough Women's Institute (WWI)
 - The WWI is asking for \$50,000 over the next three years. The WWI is still waiting for a meeting with John Williamson and Ross Wetmore for their input. Clerk White recommended that this item be tabled until the 2024 budget is being worked on. Mayor Pleadwell recommended staff put together a list of all asks such as this to be submitted to the Finance Committee and discussed around budget time. Councillor Gahan-MaGee shared the opinion that there are not many other items that require funds in Ward 6 and that this is a good cause. Councillor Gahan-MaGee requested staff respond to the WWI and inform them of councils' intention to table the item until a further time.

6) Council Committee Reports

- Councillor Gahan-MaGee, **Communication Committee**
 - All four members of the committee attended the last meeting.
 - A committee member created a poster for Canada and New Brunswick Day.
 - An update was submitted to the Jemseg Lions Club Newsletter.
 - The Cambridge-Narrows Library has created a pamphlet outlining local businesses.
 - The committee is working on finding places to order Arcadia swag from and asked if Council has input on what they want to order.
 - Councillor Gahan-MaGee asked if council would like to advertise yard sales, council agreed not to unless it is a community organized event.
 - The committee is exploring an Arcadia mascot.

- **Councillor Watson, Community Development**
 - The committee met on May 25th with all 5 members present.
 - A lack of speed signs and walking/biking trail signs in Arcadia was discussed.
 - Councillor Watson is waiting to hear back from Doctor Haines for a meeting at the Gagetown Medical Clinic.
 - The disc golf course in Cambridge-Narrows was discussed.
 - A bicycle rodeo for kids with an RCMP officer present was discussed.
 - Mayor Pleadwell mentioned the success of the Cambridge-Narrows Welcome to the Lakes event and the upcoming newcomer-welcoming event being held in Gagetown in August. Details will be shared.
 - Councillor Gahan-MaGee suggested installing signage identifying the lakes in Arcadia for tourists. Mayor Pleadwell recommended adding this to the list of items to be discussed around budget time.

- **Councillor Gordon, Public Safety Committee**
 - Had a meeting on May 18th 2023. The next meeting will be on Thursday June 29th 2023, when a new member will be joining.
 - The Emergency Measures Organization (EMO) coordinator for Moncton has partnered the City of Moncton to deliver a series of incident command courses. The courses are free of charge. If any members of council are interested, they may contact Councillor Gordon who will facilitate this.
 - A request from Office of the Fire Marshall and EMO was sent out on behalf of Stein Lake Fire Department (St. Andrews/Bocabec Area) for volunteers from around the province to deploy to the wildfire in their area. Several members from Fire Departments within Arcadia volunteered and were put on a list to be called upon if necessary.
 - On May 31 Councillor Gordon attended a meeting put on by the RCMP at Hanwell Place with other community representatives. The RCMP District Commander and 2 Corporals attended. They have received an extra 20 million in funding this year and are looking at increasing staff. They have made available to the public an online crime reporting system for minor non-emergencies such as theft or vandalism under \$5000. Three priorities were discussed at the meeting:
 - 1) Increased community engagement
 - 2) Road safety including increased presence
 - 3) Enhanced crime reduction strategies
 - Fire Departments: Since the last meeting there has been: 2 alarms/no fire, 3 medical, 2 motor vehicle accidents, 2 brush fires, and 1 pole fire (electrical wires down). Training has included: Level 1 training, EFF (wildland), portable pumps and tools, water shuttles, hose streams, pumper training, ropes and knots, SOGs. Equipment maintenance, checks and testing is ongoing.
 - Council recognized the death of a firefighter/community member in Jemseg.
 - Mayor Pleadwell requested that by the next meeting, training records, equipment testing records, and Level 1 or 2 certificates be housed at the municipal office. In the absence of training records being available in an online database or program, written training records are acceptable for the meantime.

Regardless of system of record, this is an important request for safety and liability. The municipal office has a legal obligation to produce these records when asked.

- **Councillor Black, Finance Committee**

- Councillor Black is hoping to have the first committee meeting before the next Regular Meeting of Council.
- A draft regulation was received from the provincial government that proposing to enforce a cap on the former LSD's tax rate for the next 9 years. They asked council to provide feedback on this proposed regulation. Councillor Black shared the opinion that this cap put this council and local government at a disadvantage by preventing them from having ability to set tax rates, adjust budgets, and add services. Additionally, this cap removes opportunity from residents of the former LSD's from new or improved infrastructure such as sports centres, building improvements, etc. Councillor Black noted that 9 years is a long-time span to enforce this cap and that it would only apply to residents of part of the community, continuing to divide former LSD's and former Villages. Councillor Gahan-MaGee expressed agreement with Councillor Black and opposition to this proposal. Deputy Mayor Sharpe noted that the cap is 5 cents per \$100 of assessed property value. Deputy Mayor Sharpe shared the opinion that this cap on former LSD tax rates could be due to the disparity in services between the former villages and former LSD's. Councillor Black shared the opinion that nobody wants to increase tax rates for any areas of Arcadia, but that this legislation would single out certain areas and restrict the whole municipality. Mayor Pleadwell shared that this discussion may not have very good context for those who have not experienced a budget season. Clerk White noted that tax rates strongly depend on expenditures and used an example that a \$50,000 expenditure would have a significantly greater impact on a ward with a smaller tax base/population than one with a large tax base/population. Mayor Pleadwell shared the opinion that the Arcadia municipal government should have full control over its affairs, especially tax rates, and that halfway is never a good place to be. Mayor Pleadwell shared as a final note that tax revenue is the only way this council can manage Arcadia. Councillor Black recommended council direct staff to respond by stating Arcadia does not support the proposal. Deputy Mayor Sharpe supported this recommendation and suggested staff respond moderately. There was consensus amongst council to agree with the recommendation on how staff should be directed to respond, and that they would like to be in control of the tax rates for all wards within Arcadia.

- Deputy Mayor Sharpe, **Buildings and Properties Committee**
 - Deputy Mayor Sharpe and a committee member visited several municipal buildings and properties and made the following notes:
 - Ward 1, Upper Gagetown: No deficiencies noted.
 - Ward 2, Gagetown: The Fire Department building needs maintenance: the roof structure requires examination, the washroom has water damage on the ceiling, a heat pump is recommended, and an energy audit is recommended to open avenues for potential funding for a heat pump. The doctor's office exterior ramp and railings needs repair. The Recreation Centre could use as energy audit and the walkway behind the building needs to be fixed.
 - Ward 3, Hampstead: Work has already been completed on the Fire Department building but additional maintenance will be required.
 - Ward 4, Jemseg: The Fire Department Building needs the windows replaced, garage doors replaced, and covers need to be installed over the heat pumps.
 - Ward 5, Cambridge-Narrows: The dugouts at the ballpark need maintenance and cleaning, the wiring and electrical panel cover at the Pines Park need repair, the destroyed picnic tables need to be, and it is recommended that video surveillance be installed. The medical centre needs maintenance, and the stand-alone garage needs to be upgraded. The Old Fire Hall needs to have an energy audit completed before we decide what work is to be done there. The heating system at the municipal building will be discussed under item 13. The running water at the municipal building has failed a potability test and an ultraviolet system is being installed. The Hendry Lighthouse incurred damage and shifted during the 2018 and 2019 floods which needs to be addressed.
 - Ward 6, Waterborough: No deficiencies noted.
 - Several wharves in Arcadia require a significant amount of work. Councillor Watson shared that the Hampstead and Queenstown wharves are being repaired by the St John River Society this summer.
 - Mayor Pleadwell cautioned that once an energy audit is conducted it triggers a deadline under which the work must be done.

- Deputy Mayor Sharpe, **By-Law Committee**
 - There are three new by-laws to be read. This will be visited under item 8.

- Councillor Mennier, **Economic Expansion Committee**
 - Had a meeting attended by Kevin McCully, the Deputy Minister for Agriculture and Forestry. Topics of discussion included: agri-tourism, succession planning, and the Farmland Identification Program.
 - Developed a survey to be sent to each owner of agricultural land in Arcadia to collect some information to increase productivity. Councillor Mennier shared that an economist working with the province of NB did a study and found that

only 7% of the vegetables required by the province are produced within the province, so there is lots of room for development and improvement.

- The housing sub-committee is waiting for the housing plan from the province, but this has been put on hold since the sudden resignation of Minister Sheppard. Councillor Mennier will inquire about the next steps.
- Natural resources/environment sub-committee is moving along as well with interest from local environmental groups.

- **Mayor Pleadwell, Public Works Committee**

- Since the last meeting the committee has moved forward with several items.
- In Ward 2, Reid's Hill and Harts Lake Road are in tragic condition and require attention. The committee has prepared recommendations that council engage Englobe Corporation to create a detailed plan as to what need to be done to fix these roads. Councillor Black asked if this item is in the budget. There are some dollars in the budget, and some can be taken from the CCBF funds from Ward 2. Deputy Mayor Sharpe asked if business has been done with this company in the past, and if they are local. The former Village of Gagetown has done business with the predecessor of Englobe Corporation, and the company is not based locally but a local engineer works for this company. Deputy Mayor Sharpe asked how long this work will take. Clerk White indicated that this work will be completed within 60 days. The finished report will give an outline of what needs to be done and an approximate cost of the work. The work can then be budgeted for 2024 or future years. Councillor Black asked if this work will take precedence over any other work that has previously been engaged. Clerk White replied that, other than some consultation, this work will not take any of Arcadia's resources to complete.
 - It was moved by Councillor Mennier and seconded by Councillor Gordon to proceed with hiring Englobe Corp to engineer a pre-design plan to repair Reid's Hill at the quoted cost of \$15,535 + HST as per this committee's recommendation. The cost would be paid for form the Gas Tax Funds for the Gagetown Ward.

With no further questions and all in favour, the motion was carried.

- It was moved by Deputy Mayor Sharpe and seconded Councillor Black by to proceed with hiring Englobe Corporation to engineer a pre-design plan to repair Harts Lake Road at a cost of \$25,200.

With no further questions and all in favour, the motion was carried.

- The Capital Region Service Commission (CRSC) will have an unveiling event for their strategic vision plan on June 28th, 2023. Moving forward, Mayor Pleadwell will add an item to the agenda to update council on going-on with the CRSC.

7) Correspondence

- Correspondence since the last meeting of council was as follows: Building permits for May 2023, Canada Community Building Fund 2023 allocation layout for Arcadia, reimbursement of expenses for property taxes, explanation of the vegetation control program from NB Power, rollout of the strategic plan from CRSC, response from Chris Austin on Arcadia's interest in a correctional facility, explanation of new hires and schedule for new rural plans from Lonnie Forbes of CRSC, tax rate differential letter, AAMANB funding stream explanations, letter from youth camps, and a letter on the September finance summit.

8) There is an application from a resident for a temporary use permit to operate a mobile canteen in Cambridge-Narrows. Ashley Brown from CRSC gave a presentation to council outlining the details of the application and the applicant's intentions for the future. Councillor Black noted that in the proposed location there would be added congestion to an already congested corner, however the canteen would fill the need for an eating establishment in the area. Councillor Gordon asked if there are any homes close by that might find the smell/noise to be a disturbance. There are no occupied homes in the vicinity. Ashley asked council for a recommendation on whether they are in favour of moving the application forward to PRAC and granting the temporary use permit.

- It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier to approve the recommendation contained in the June 27th 2023 Report from CRSC Staff. The recommendation is to approve the temporary use application with conditions outlined in the report.

With no further questions and all in favour, the motion carried.

9) By-Law Readings

- Mayor Pleadwell read aloud proposed *By-Law 1A – Proceeding of Council* first reading – in its entirety.
- Mayor Pleadwell read aloud proposed *By-Law 1A – Proceeding of Council* second reading – by title only.
- Mayor Pleadwell read aloud proposed *By-Law 2A – Code of Conduct* first reading – in its entirety.
- Mayor Pleadwell read aloud proposed *By-Law 2A – Code of Conduct* second reading – by title only.
- Mayor Pleadwell read aloud proposed *By-Law 6 – Off Road Vehicle* first reading – in its entirety.
- Mayor Pleadwell read aloud proposed *By-Law 6 – Off Road Vehicle* second reading – by title only.

10) Separating Clerk and CAO Role

- During the transition in local government reform, the decision was made to put the roles of CAO and Clerk into one position. During the first 5 months of Arcadia's existence, it has become evident that this organizational structure is not sustainable for Arcadia long term. Clerk White indicated his intentions to retire in February of 2025. To ensure successful continuity of operations, it would be best to separate the role of Clerk and CAO to two different persons. Staff recommended that council direct staff to begin process of hiring a Clerk position immediately. Staff will be tasked with creating job descriptions for clerk and CAO before the interview process.
 - It was moved by Councillor Gordon and seconded by Councillor Mennier to direct staff to begin the process of separating the roles of CAO and Clerk and begin the process of hiring a Clerk position immediately.

With no questions and all in favour, the motion was carried.

11) CNVFD Community Fun Day Request

- The Cambridge-Narrows Fire Department is asking for a donation of \$2000 to put on their annual Community Fun Day as has been done past years. Mayor Pleadwell asked if this item is in the budget, it was determined that it is.
 - It was moved by Deputy Mayor Sharpe and seconded by Councillor Gordon that council approve the request.

With no further questions and all in favour, the motion was carried.

12) Queens County Fair Request

- The Queens County Fair is asking for a donation of \$750 towards fireworks for the 2023 Queens County Fair as has been done past years. The funds would come from the Ward 2 Civic Relations budget line item.
 - It was moved by Deputy Mayor Sharpe and seconded by Councillor Gahan MaGee that council approve the request.

Councillor Gordon declared a Conflict of Interest and abstained from voting.

With Councillor Mennier, Councillor Watson, Deputy Mayor Sharpe and Councillor Black in favour, the motion was carried.

13) Pickup Truck for Cambridge-Narrows Fire Department

- There has been discussion between the Cambridge-Narrows Fire Department (C-NFD) and the Coles Island Fire Department (CIFD) from the neighbouring community of Butternut Valley regarding a 2004 GMC ¾ tonne pickup truck with a cap and a winch. There is an offer from CIFD to sell the truck to C-NFD for \$1 in exchange for an older unused compressor used to fill air bottles from the Jemseg Fire Department. Clerk White has spoken with CIFD Chief, the C-NFD, the local service manager who is responsible for CIFD, and the Jemseg Fire Department who are all in favour. Possible uses for the truck

were discussed including it being another vehicle to house a portable pump in and reducing mileage paid to firefighters by providing them with a vehicle to travel to and from training sessions/events. Council discussed the high maintenance costs associated with acquiring an older vehicle and the lack of a location to store the truck indoors. Council asked the C-NFD to prepare a plan for the truck including uses, maintenance costs, and location where it will be stored. The acquirement of the pick-up truck is tabled until council received the report from C-NFD.

- It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier to declare the old air compressor in the Jemseg Fire Hall surplus and donate it to the Coles Island Fire Department.

With not further questions, and all in favour, the motion was carried.

14) Engineering Proposal – 6 Municipal Lane

- There have been issues with the ground source heat pump located in the Cambridge-Narrows municipal building. Over the years there have been several changes made to the system, and its maintenance and use is costly and complicated. The contractors that have been working on the system for years are unable to troubleshoot the causes of the problems occurring with the system. The cost of getting a full evaluation of the system by a professional engineer well versed in the operations of ground source heat pumps is quoted at \$19,960 + HST. Clerk White shared that repairs alone on the current system have been approximately \$4,000 a year in recent years. Clerk White recommended that before proceeding with an engineering evaluation, it would be worth it to get quotes on what it may cost to install air to air heat pumps in the building that would be easier to use and require less maintenance. Council agreed this was a good option to explore. Deputy Mayor Sharpe and Councillor Watson shared recommendations for heat pump companies.

15) Solid Waste Pickup Contracts

- Arcadia will be taking over the solid waste pick-up contracts for the 6 wards in Arcadia and that of the small portion of Wickham that became part of Arcadia. Several of these contracts have different expiry dates ranging from Dec 31, 2023, to Jan 31, 2025. How Arcadia tenders its waste pick up needs to be decided. To prepare for the 2024 budget, the value of the solid waste contract needs to be known by October of 2023. To facilitate this, the tender needs to be prepared by mid July 2023. The tender will either be prepared by Clerk White, an external company, or the Capital Region Service Commission.

16) Financial Reports

- The following is a summary of the expenses incurred between May 16th and June 19th, 2023.
 - General: \$269,708.29
 - It was moved by Councillor Black and seconded by Deputy Mayor Sharpe to approve the expenditures and accept the financial report as presented.

With no questions and all in favour, the motion was carried.

- Sewer: \$1,150.55
 - It was moved by Councillor Black and seconded by Councillor Gordon to approve the expenditures and accept the report as presented.


With no questions and all in favour, the motion was carried.

17) Upcoming Meetings

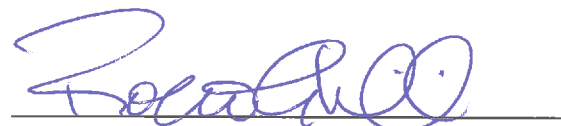
- July 17th, 2023 – Cumberland Bay Fire Hall
- August 21st, 2023 – Upper Gagetown Fire Hall
- September 18th, 2023 – Orange Hall, Hampstead

18) Motion to Adjourn

- It was moved by Councillor Black and seconded Councillor Gahan-MaGee to adjourn at pm. With all in favour and none opposed, the motion was carried.



Mayor Derek Pleadwell



Clerk Robert White

