

Village of Arcadia

Council Meeting Minutes

Location: Orange Hall, Hampstead

Date: Monday, March 27th, 2023 – Regular Meeting of Council

Time: 6:30 pm

- 1) This meeting was called to order by Mayor Pleadwell at 6:30pm. This meeting was held in person only. 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. It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier to approve the agenda. With no questions and all in favour, motion carried.
- 3) Disclosure of Conflict of Interest
 - Mayor Pleadwell asked if anyone present had conflicts to declare. No conflicts were declared.
- 4) Mayor Pleadwell presented a Certificate of Appreciation to David Makepeace for his winning submission of the name Arcadia to the “Name Entity 66” contest.
- 5) Approval of the Previous Meeting Minutes
 - Mayor Pleadwell explained that meeting minutes will be posted typically one month after the meeting is held, shortly after the following council meeting. This is because the meeting minutes need to be approved by council before they are posted.
 - It was moved by Deputy Mayor Sharpe and seconded by Councillor Gordon to approve the minutes of the February 21st, 2023 Regular Meeting of Council and the March 13th 2023 Special Meeting of Council. With no questions and all in favour, motion carried.
- 6) Business Arising from The Minutes
 - Rezoning Application
 - There is currently one rezoning application open for PID 45209541. Staff will be meeting with the applicant in the coming weeks.
 - CRSC Agreement
 - The items in the contract supplied by Capital Region Service Commission (CRSC) that council is uncomfortable with have been reworded. Mayor Pleadwell thanked CRSC however the rewording did not alleviate concern. The items were brought to Arcadia’s solicitor who agreed wording implies Arcadia is open to

liability. This item will remain open until such time that the insurers for both Arcadia and CRSC have been consulted and work together to assure that Arcadia is not held liable for services supplied by CRSC.

- Committee Terms of Reference
 - The terms of reference for each Council Committee were reviewed. Mayor Pleadwell noted that the terms of reference are active and subject to change as Committees develop. It was moved by Deputy Mayor Sharpe and seconded by Councillor Gahan-Magee to accept the terms of reference. With all in favour the motion was carried. With the terms of reference approved, Committees may now begin work.
 - Mayor Pleadwell invited council members to put forward names for the Committee's that they chair if they are prepared, although there will be another opportunity to do so at the next meeting.
 - Councillor Gahan-Magee, who chairs the Communication Committee, put forward three names and is still looking for one more member:
 - Mary Farjoly, who has volunteered with the school in Cambridge-Narrows, currently volunteers with the Cambridge-Narrows Regional Library, and is a member of a local quilting group. Members of the organizations she is involved with already come to her with communication ideas, so she is a natural choice.
 - Emma Vail, a local photographer and student of graphic design/website building who brings a youthful perspective.
 - Laura Vollrath, the manager of the Gagetown Grill & Smokehouse who is outgoing and brings a youthful perspective.
 - Councillor Mennier, who chairs the Economic Expansion Committee, put forward two names and may add one more member. He is prepared to begin work and would like to have his first public meeting by the end of May.
 - Deputy Mayor Steven Sharpe, a self-employed business owner doing business nationally and internationally.
 - Danielle Connell, a local business owner operating a lamb farm who has lots of great ideas and energy.
 - Councillor Mennier will also be organizing four Sub-Committees including: Farming/Agriculture, Housing, Natural Resources/Environment, and Tourism. These Sub-Committees allow more time to be dedicated to these large and important topics within the Economic Expansion Committee.
- Prevail Medical Solutions Contract
 - Prevail Medical Solutions provides mental health and counselling services to firefighters. All five departments in Arcadia have a health insurance policy for their members, but right now only the three former local service districts have access to the added mental health services Prevail offers. As has been discussed nothing will change for the fire departments for 2023 financially.

Mayor Pleadwell believes it is critical for all firefighters in Arcadia to have access to adequate mental health support, and the financial implications and cost of a contract for all five departments in Arcadia will be investigated for the future. Councillor Gordon spoke with the fire chiefs from all 5 departments in Arcadia and asked them to submit a request in writing if they would like this service to be available to their departments to gather information on how much interest there is.

- Truck Lease Agreements
 - The lease between Environment and Local Government (ELG) and Arcadia in which Arcadia will sub-lease the fire trucks currently leased by ELG was updated and circulated to council. Council would like confirmation that at the end of the lease and sub-lease agreement, the fire trucks will be turned over and to their respective departments in Arcadia. Clerk White has asked ELG to clarify this and is waiting for a response. Once clarification is received, Mayor Pleadwell suggested staff request a legal document signed by all parties stating the intended actions. This item will be carried forward until such time clarification is received and there is a signed document outlining the terms.
- New Fire Truck – Cambridge-Narrows
 - Councillor Gordon and Councillor Black met with the chief of the Cambridge-Narrows Department to discuss the new fire truck and are working on options to present to council. This item will be revisited next meeting.

7) Correspondence

- There were no building permits issued for February 2023.
- There was a letter introducing Keith Melvin acting District Office Manager for ACOA's New Brunswick office. Clerk White and Mayor Pleadwell met with Mr. Melvin to introduce Arcadia and make a personal connection. There are projects from before Arcadia's introduction that are in a queue. Funding for these projects is still sought out and welcome. One of these projects was a proposal for improvements to the Village Green in Gagetown.
- Elections NB sent out a notice about vacancies that exist and where upcoming elections will be held. These items don't apply to this council.
- There were two letters regarding environmental factors affecting Arcadia. The first was regarding the watershed and spring freshet planning. The second was regarding snow levels in the northern part of the province, Maine, and Quebec. Mayor Pleadwell, Treasurer Trebble, and Councillor Gordon have a meeting scheduled with Daniel Deklava of the Emergency Measures Organization (EMO) to discuss preparedness and expectations of Arcadia in the event of significant flooding, such as availability of sandbags.

- There was a letter outlining average snow depth in different regions of the province year after year. There snow depth in our region this year and last year was above average. The water equivalent to snow depth was higher this year than it was last year.
- There was a letter from Maritimes Monthly Weather outlining monthly temperatures for February 2023 including anomalies and regularities. This information is used by EMO to prepare for where they might need mobilize.
- There was a letter outlining decisions made by Planning Review and Adjustments Committee (PRAC). The first was a variance regarding chickens for a property (PID 4505079). The second was a right of way allotted to a particular subdivision for a property (PID 45201738).
- There was a letter from the Epilepsy Association sent to all municipalities, towns, and cities looking for support to recognize epilepsy awareness, and to call out for ribbons, resources, and participation in purple day. Council agreed this is an important cause and will be prepared to participate in the future.
- Council received the first monthly publication of CRSC News and Notes. This publication will be posted on Arcadia's website for the public to view.
- There was a letter regarding CRSC's role in assigning civic numbers so they can be found through the 911 system.
- There was a letter from the Queenstown Women's Institute with request for Arcadia to pursue taking over ownership and maintenance of the Queenstown Picnic Area. It is currently owned by the province and maintained by the Queenstown Women's Institute. Mayor Pleadwell commented and Councillor Gahan-MaGee agreed that it is a lovely public site that is valuable to our community, and it is an asset that should be retained if possible. Mayor Pleadwell suggested staff initiate a conversation with GNB about Arcadia potentially acquiring this property.
- There was an inquiry from a resident about the municipality becoming involved in residential snow plowing. Mayor Pleadwell commented an endeavor like this would have significant requirements such as capital, logistics, insurance, etc. Council discussed having a list prepared outlining companies or individuals who offer this service to provide to residents upon request. Council discussed having a business directory in the future, possibly available in website form.

8) Canada Community Building Fund

- The Canada Community Building Fund will be providing funds to Arcadia for projects that have a government-approved plan. These funds are formerly known as the gas tax funds. There were different amounts allocated for the former Village of Cambridge-Narrows, former Village of Gagetown, and one sum for the former Local Service Districts. These different amounts will all come to Arcadia but as suggested by Mayor Pleadwell the funds will be used as intended for each area.

9) Active Communities Grant Application

- Robert Grant, a member of the community from the Cambridge-Narrows area, would like Arcadia to apply for the Active Communities Grant. If received, he suggested the grant could be used to train exercise instructors throughout Arcadia to contribute to

recreation in the area as it has been in the past. Council agreed this is a positive and worthwhile cause and directed staff to make the application.

10) Waterborough Women's Institute Hall

- The hall was built in 1867 as a school. It is currently owned and operated in trust by the Waterborough Women's Institute. Councillor Gahan-MaGee shared that the group would like the hall to be designated as an emergency relief shelter for emergencies like severe flooding. The hall is in not in good repair and needs new windows and sills, work on the foundation, and other repairs. The women's institute has quotes for various projects. They have asked council for a grant of \$10,000 or whatever they feel is reasonable. Councillor Black suggested the item be tabled while finances are investigated. This building is not owned by Arcadia which presents a difficulty, so it will be investigated whether this may qualify under the community building fund. Another option may be grants available for buildings with historical significance. Deputy Mayor Sharpe mentioned that if work is required on the foundation, no other work or projects should be completed until after that has been addressed. Mayor Pleadwell suggested that if there are any dollars allocated, it be agreed that the receipt of these dollars is contingent on the foundation repairs being completed first. Council asked staff to see if there are funding programs available for the WWI to apply.

11) Council Committee Reports

- **Councillor Gahan-MaGee, Communications Committee**
 - There are currently 3 members on the committee with potential for a fourth.
 - Photo contest is ongoing. There was discussion of winners from the photo contest receiving prizes of some Arcadia swag once the logo is selected.
 - Arcadia Logo selection is narrowed down to 2 options and will be decided next meeting. The black and white sample logos will be colorized, and council will vote for the final logo at the next meeting.
 - Councillor Gahan-MaGee would like to reach out to the public for volunteers for events.
- **Deputy Mayor Sharpe, Buildings and Properties Committee**
 - Deputy Mayor Sharpe (Chair), Councillor Black, Don Belyea, and Jim Knight (the two latter being local professional engineers) make up this committee.
 - Deputy Mayor Sharpe has been travelling around Arcadia visiting buildings and properties and has an inventory of each property owned.
 - In the near future a decision needs to be made regarding a permanent location in which our staff will operate.

- The Gagetown Fire Department has a truck stationed in Queenstown and would like to put in a second vehicle to make more space in the Gagetown Fire Hall. The Queenstown station needs work done such as a new building support and moving lights, thermostats, and heaters to make this possible. Deputy Mayor Sharpe feels this is a necessity from both a buildings and properties perspective and fire department member perspective. The cost of these improvements is quoted at \$4,025.25. It was confirmed the ownership of the building will be transferred to Arcadia.
- The Gagetown Public Works storage building/workshop roof was damaged in a rainstorm, is leaking water, and requires repair. The cost of repairing this roof by installing steel roofing is quoted at \$5,175.75.
- It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier to approve these expenditures. With all in favour and no questions, the motion carried.
- **Deputy Mayor Sharpe, Bylaws Committee**
 - Deputy Mayor Sharpe (Chair), Robert Stoney, a local lawyer and Brenda Knight, a local resident with ample municipal experience, will make up this committee.
- **Councillor Watson, Community Development Committee**
 - Councillor Watson met with the Gagetown and District Recreation Council (GDRC) and Jen Ball (The Recreation Director). Operations of the GDRC will continue without any changes.
 - Councillor Black and Councillor Watson will be meeting with involved residents in Cambridge-Narrows to see what their thoughts are around recreation in the future. The hope is to have recreation on both sides of the river operate in the same way and be connected with one another.
 - Councillor Watson will be meeting with GAHSA to see what their thoughts are around healthcare in the future.
- **Councillor Mennier, Economic Expansion Committee**
 - Councillor Mennier (Chair), Deputy Mayor Sharpe, and Danielle Connell make up this committee and there is potential for a fourth member.
 - Much of the leg work will be done in the Sub-Committees; Agriculture/Forestry, Housing, Tourism, and Natural Resources/Environment. Many of the concepts in these Sub-Committees will overlap, such as the need for temporary workers for the forestry industry and where they can live seasonally.
 - This committee is in a stage where they are discussing all possibilities, wishes, and wants in the community openly. Once there is a collection of ideas, they will be narrowed down and recommendations will be brought to council.

- **Councillor Black, Finance Committee**
 - Councillor Black (Chair), Deputy Mayor Sharpe, and Councillor Gordon make up this committee. The Finance Committee will be working closely with the other committees, so it is useful to have other committee chairs on the Finance Committee.
 - Councillor Black has been working with staff to determine the kind of items we would like to track in the financial system and what type of reporting we are looking to present.
 - At the next meeting Mayor Pleadwell will present an analysis of the budget for the benefit of the taxpayers. The presentation will include demographic information such as size/population of Arcadia. Mayor Pleadwell encouraged Councillors and staff to promote this to the public. Mayor Pleadwell encouraged everyone to keep the implications of our decisions on the taxpayers.

- **Councillor Gordon, Public Safety Committee**
 - There is a Sub-Committee for the fire chiefs. Each chief gives a report of their department's activities to Councillor Gordon, who condenses the information into one report for council.
 - For February the breakdown of calls was as follows: 17 service, 7 motor vehicle accidents, 3 medical, 2 mutual aid, 4 fire alarm, and 1 other.
 - Training is ongoing for each department. Some topics covered in February training across Arcadia were: personal protective equipment, extinguishers, rescue drags, self contained breathing apparatus equipment, incident command system, motor vehicle accident scenarios, tour of a nursing home, water points in winter, ropes and knots, and mental health awareness.
 - Arcadia has 7 members currently taking level 1.
 - Regular equipment testing, maintenance and inventory is ongoing.
 - Chiefs attended meetings with Arcadia Council, Queens County Mutual Responders, Capital District Firefighters Association, and this committee.
 - Councillor Gordon and Councillor Black met with the chief from the Cambridge-Narrows department to discuss the new firetruck and factors around it.
 - Councillor Gordon met with potential committee members to discuss what it entails and share the terms of reference. Wendy Allen (who works for the province and is a firefighter) volunteered to take notes, and Wayne Ivey (who was instrumental in creating the emergency response plan for Gagetown) volunteered to be a member.
 - Councillor Gordon would like to appoint a coordinator for an emergency response plan for Arcadia. Emergency plans for Gagetown and Cambridge-Narrows (and any from the former LDS's) are being collected to be used as a reference.
 - There was a question from the public about what the protocol is to report safety or relevant concerns. Mayor Pleadwell answered that residents should call the Arcadia office (506-488-2581) with any concerns and the staff will bring them to council.

- Mayor Pleadwell and Councillor Black have been in communications with Corporal Martell of the RCMP about an outreach program for the Gagetown and Cambridge-Narrows Schools. This would involve an RCMP officer doing presentations to all the students in the schools on policing in the community. This project has been in the works for a couple years but due to covid and other factors timing has not worked out yet. The hope is that this could improve youth behavior and respect in the community.
- **Mayor Pleadwell, Public Works Committee**
 - Mayor Pleadwell, Al Giberson (who is a local working engineer with significant experience relevant to this committee), and Richard Plaster (who is a biologist and former councillor of Gagetown and has significant experience in maintaining infrastructure- including the operation of the sewerage lagoon) make up this Committee.
- **Mayor Pleadwell, Governance Committee**
 - Mayor Pleadwell has been focusing on getting the Public Works Committee started and now will shift focus to this committee. By the next meeting there will be more updates.

12) Financial Reports

- The following is a summary of the expenses incurred between February 22nd and March 20th, 2023.
 - General: \$194,811.01
 - Sewerage: \$1,185.04
- It was moved by Councillor Black and seconded by Councillor Watson to approve the expenditures and accept the financial report as presented. With no questions and all in favour, the motion was carried.
- Staff have prepared a recommendation to have a kilometrage reimbursement for councillors/staff who are travelling for official Arcadia business outside agreed upon business and meetings. This is suggested to be a per km rate based on the provincial amounts, and per trip amount, or a monthly vehicle allowance depending on frequency. It was discussed by council that going to and from work or regular council meetings is part of the positions that staff and council agreed to, but outside travel such as a mandatory meeting in Fredericton should be reimbursed. Councillor Black suggested that there be guidelines discussed and put in place before moving forward with this as it is not currently budgeted for. Therefore, it was moved by Councillor Black and seconded by Councillor Gahan-Magee to table this item. With all in favour, motion carried.

13) Closed Session

- It was moved by Councillor Gordon and seconded by Councillor Black to move into closed session.
- I moved to open session at 9:10 pm.

14) Upcoming Meetings

- April 17th, 2023 - Regular Meeting of Council - Jemseg Fire Hall
- May 15th, 2023 – Regular Meeting of Council – Gagetown Recreations Centre
- June 19th, 2023 – Regular Meeting of Council – Cambridge-Narrows Municipal Building

15) Motion to Adjourn

- It was moved by Councillor Mennier to adjourn at 9:10 pm.



Robert White – Clerk/CAO



Derek Pleadwell - Mayor