

Village of Arcadia

Council Meeting Minutes

Location: Upper Gagetown Fire Hall, 114 Dexter Road, Upper Gagetown

Date: February 21, 2023 - Regular Meeting of Council

- 1) This meeting was called to order by Mayor Pleadwell at 6:30pm. This meeting was held in person and via teleconference. Present were Mayor Pleadwell, Councillor Black, Councillor Gahan-MaGee, Councillor Gordon, Councillor Mennier, Councillor Watson and Clerk White. Deputy Mayor Sharpe participated via teleconference.
- 2) Approval of Agenda
 - The agenda was reviewed. It was moved by Deputy Mayor Sharpe and seconded by Tammy Gordon 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) Approval of the Previous Meeting Minutes
 - It was moved by Councillor Mennier and seconded by Councillor Black to approve the minutes of Council's January 26th 2023 Regular Meeting and the February 9th 2023 Special Meeting . With no questions to the motion and all in favour, the motion was carried.
- 5) Business Arising from the Minutes
 - Rezoning Application
 - Staff is gathering more information on the file regarding a rezoning application for property at 1710 Waterside Drive, Cambridge-Narrows. Clerk White will provide to council more information as it becomes available. The item was tabled.
 - CRSC Agreement
 - Mayor Pleadwell stated that after receiving further information from CRSC he is more comfortable with the clause that was questioned initially. Councillor Gahan-MaGee agreed that the item is not cause for serious concern due to our own insurance.
 - Councillor Mennier asked if council can have a copy of CRSC's insurance policy that shows Arcadia would be covered in the event there is a lawsuit. Clerk White will circulate this policy to council.
 - Deputy Mayor Sharpe maintained the opinion that the clause is not acceptable, and council should continue to push back until the clause is deleted.

- Mayor Pleadwell suggested getting a legal opinion before moving forward with request to amend or remove the clause in question. Legal counsel will be consulted, and the item will be carried forward to the next meeting.
- Committee Terms of Reference
 - Deputy Mayor Sharpe encouraged councillors to make suggestions of members of the public from their wards to sit on the various committees to provide representation for all of Arcadia.
 - Councillor Gordon noted that potential committee members will need to know what being on the committees will entail. Mayor Pleadwell has created Group Folders for each committee that members can use to access information pertaining to their committees. A Microsoft Teams session can be held to show committee members how to access and use these Group Folders. Mayor Pleadwell wishes to make it easy for members to participate in an organized way.
 - Correspondence received that pertains to the committees will be shared by Clerk White to collect an opinion before regular council meetings.
 - Councillor Black relayed a suggestion from the public to have a general committee for each ward. Councillor Mennier suggested alternatively having a public session held by each councillor for their wards to relay information.
 - Mayor Pleadwell recommended this item be tabled until next council meeting when the committee members are solidified.

6) Correspondence

- There was only one building permit issued in January. The permit was for approximately \$2,000.
- Mayor Pleadwell was awarded the Queens Platinum Jubilee Medal on February 15th for demonstrating exceptional qualities and service to our province.
- Occasionally the Canadian Armed Forces (CAF) requests letters from the community to CAF members to congratulate them when they retire. Currently, a request was made for Warrant Officer Martin Dupont. Staff will draft a letter for Mayor Pleadwell to sign.
- There will be a Symposium held by Public and Community Transportation New Brunswick on March 22nd and 23rd in Fredericton, council and staff are welcome to attend.
- Letter from The Heart and Stroke Foundation informing council that they will be canvassing in all communities in New Brunswick from February to June collecting donations to contribute to their cause.
- The New Brunswick Development Officers Association (NBDOA) are having their annual general meeting. All are welcome to attend, and they are accepting donations.
- Letter from Social Development updating council on their Age-Friendly Community Development cause.
- Letter from EMO containing information on snow volume trends over time in the area between the Mactaquac and Beachwood. This year and last years averages are higher than have been in past years, but it is not yet cause for concern.

- Letter from Deputy Minister Donaghy inviting council to register for the final in-person session of Local Governance Orientation, held on March 31st at the Delta in Fredericton. Council members may notify Clerk White if they wish like to attend.
- Letter from CRSC notifying council of changes regarding building permits across the province, including zoning changes and the size of buildings that require permits. Building permits are now required for all buildings throughout the province (excluding exceptions as stated). Mayor Pleadwell shared with council that a portion of revenue from building permits come to Arcadia and that permits contribute to property assessment values.
- Councillor Gahan-MaGee suggested adding some correspondence items to the website to be made available to the public.
- Councillor Watson suggested sending letters to the community members for milestone birthdays such as turning 100.

7) Contract Requests

- Council received a contract to be signed from Prevail Solutions; a mental health monitoring service currently covering the fire departments from the former LSD's. Mayor Pleadwell suggested asking for the existing signed contract from former Local Services Manger to see when the departments currently using the service are covered until. Council spoke of the importance of providing support to the of members of the fire departments who take care of our community. Clerk White will gather information on what each Fire Department was doing in 2022 and report back to Council. The item was tabled until next meeting.
- Council received a contract from ELG regarding the transfer of fire truck leases to Arcadia. Arcadia will sub-lease the equipment from ELG. Clause 11 on the contract will be investigated before signing- this clause states that Arcadia will return the equipment at their own expense when the lease is finished. Council wanted to confirm that the fire vehicles will be the property of the respective fire departments once the lease commitments are met. The item was tabled until clarification is received.
- The Department of Transportation has different contracts and rates for summer and winter services. The summer maintenance contract was received by council stating what percentage of roads will be maintained by DTI and what is expected to be maintained by the municipality. This contract covers the previous municipalities only (Cambridge-Narrows and Gagetown). The portions that DTI take responsibility for only cover pavement edge to pavement edge (ditches, driveway culverts, and brush clearing are not included). DTI provides a five-year plan of what work they plan to do in the areas they cover, this information is available online. Mayor Pleadwell suggesting making the link to this website available to the public. Mayor Pleadwell informed council that they may lobby for certain work to be done, council agreed this was necessary to do as there are many roads in Arcadia that are in poor repair.

8) Council Committee Reports

- Councillor Gordon, **Public Safety Committee:**
 - Has asked 3 people to sit on the committee.
 - Had the first meeting with fire chiefs. The chiefs gave a break-down of what they have been doing since January 1st. Councillor Gordon will put together a couple different ways of summarizing information and ask council what works the best as there is a lot of information to share.
 - Another meeting will be held with fire chiefs on March 16th.
 - **Gagetown Fire Department:** There is a building in Queenstown that currently houses one firetruck. If some repairs are done to the building the wildfire bush truck that is stored in Gagetown could be moved to the Queenstown location. This would be helpful as space in an issue at the Gagetown Fire Hall.
 - **Cambridge-Narrows Fire Department:** The lead pumper is reaching its 20th year and there are plans to purchase a new truck to replace it. These plans were put on hold until the formation of Arcadia and its new council. If the fire truck is kept in service longer than 20 years the insurance rating will go down and the fire departments insurance rates will rise. In order to accommodate a new truck there is some repairs that may need to be made to the secondary Fire Hall to move the current trucks to that location. There is funding available in the capital reserve funds account carried over from Cambridge-Narrows that could fund this. This project is considered a priority due to its time-sensitive nature.
Information to be collected before any progress can be made:
 - The end service date of the fire truck.
 - The details from ELG on how to access and use the fund from the Capital Reserve Fund.
 - Specifications required of the new truck(size).
 - A plan including details on the necessity of repairs to the secondary fire hall to accommodate the new truck.
 - In January (among 4 of 5 fire departments in Arcadia) there was: 8 medical calls, 10 motor vehicle accident calls, no fire calls, and 6 alarm calls.
 - **Fire Departments:** Training is ongoing, inventory ongoing, some members starting the level 1 course, equipment maintenance ongoing.
 - Our area will soon be entering river watch period.
- Deputy Mayor Sharpe, **By-Law Committee:**
 - Recruited a retired local lawyer and still looking for more members. Open to suggestions.
- Deputy Mayor Sharpe, **Buildings and Properties Committee**
 - Recruited a retired local engineer and still looking for more members. Open to suggestions.

- **Councillor Mennier, Economic Expansion and Tourism Committee**
 - Reached out to a few potential members- waiting on answers.
 - Invited Deputy Mayor Sharpe to be a member.
 - Plans to have sub-committees for areas that require more attention such as Tourism.
 - There is already existing library committee in Cambridge-Narrows, this could be another sub-committee.

- **Councillor Gahan-MaGee, Communication Committee**
 - Has not reached out to any potential members yet- work in progress.
 - Had a meeting in with office staff. The website it almost ready to go live, a few changes were discussed and will be completed before going live.
 - Keeping an eye on Facebook followers, hoping to see an increase.
 - There will be a photo contest to collect photos from across Arcadia for the website and Facebook page.
 - Developing a logo is a high priority. Council recommended a couple names and Councillor Gahan-MaGee will reach out to these people to enquire.

- **Councillor Watson, Community Development Committee:**
 - Has not reached out to any potential members yet- work in progress.
 - Meetings are set up with potential members to discuss.

- **Councillor Black, Finance Committee:**
 - Has not reached out to any potential members yet- work in progress.

- **Mayor Pleadwell, Public Works Committee and Governance Committee:**
 - Has not reached out to any potential members yet- work in progress.
 - Has been monitoring various forms if media and collecting information and articles to be shared with committee heads.

9) Financial Report

- Scotiabank was asked for visa cards as certain vendors such as Microsoft and Starlink ask for a credit card for payment. Scotiabank asked council to approve a \$10,000 limit on all visa cards. There will be one visa account with two names, one held by Clerk White and one held by Treasurer Trebble. It was moved by Councillor Mennier seconded by Deputy Mayor Sharpe to approve Scotiabank's request for a visa account with a limit of 10,000\$. With no questions and all in favour, the motion was carried.
- Clerk White asked if it was the will of council to allow pre-authorized debit payments to be taken from our account for certain regular recurring bills such as NB power and Assumption Life Insurance. Councillor Black suggested exercising caution in allowing some companies access to pre-authorized payments as monthly amounts can fluctuate and may require discussions before payments are made. Deputy Clerk Sharpe suggested that it is good practise to make the accounting as simple as possible within reason. Therefore, it was moved by Deputy Mayor Sharpe moved and seconded by Councillor Mennier that council approve the request to establish pre-authorized debit payments

for monthly recurring bills providing these payments are included on the monthly financial report to council. With no questions to the motion a vote was called. Mayor Pleadwell, Councillor Mennier, Councillor Watson, Deputy Mayor Sharpe, Councillor Gahan-MaGee, and Councillor Gordon voted in favour of the motion. Councillor Black voted against the motion. The motion was carried with a 6-1 vote.

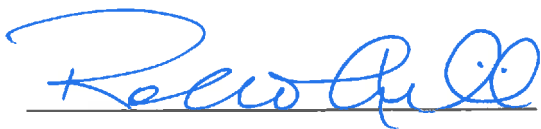
- The Federation of Canadian Municipalities (FCM) is a group that lobbies the federal government on behalf of municipalities. This is an optional membership. There does not appear to be many apparent tangible benefits to being a member. Clerk White asked if it is the will of council to be a member of the group and pay the membership fee. Council decided against joining.
- Financial Report:
 - The following is a summary of the expenses incurred between January 24th and February 21st 2023.
 - General: \$172,668.51
 - Sewerage: \$8,012.72
 - It was moved by Deputy Mayor Sharpe and seconded by Councillor Black to approve the expenditures and accept the financial report as presented. With no questions and all in favour, the motion was carried.

10) Upcoming Meetings

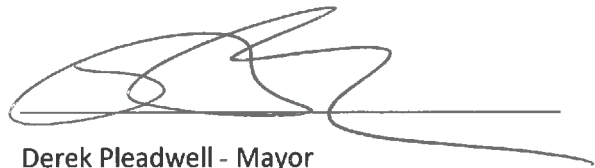
- The next regular meeting of council will be held on March 20th, 2023. Location is intended to be Orange Hall in Queenstown but is to be confirmed.

11) Motion to Adjourn

- It was moved by Councillor Watson to adjourn the meeting at 8:30pm.



Robert White – Clerk/CAO



Derek Pleadwell - Mayor