



Village of Arcadia

Council Meeting Minutes

Location: Cambridge-Narrows Municipal Building, Cambridge-Narrows

Date: Monday, May 15, 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 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 additional item of correspondence added to the agenda. It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier to approve 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) Presentations
 - Pam Christensen – A presentation was made by Ms. Christensen regarding the process that took place during a variance application. Mayor Pleadwell thanked Ms. Christensen for her presentation.
 - Rita Winslade – Robert Grant gave an introduction to Active Transportation Plan that was done for the former Village of Cambridge-Narrows. A representative from The Glenn Group then gave an overview of the final report. Mayor Pleadwell thanked everyone involved in the development of the plan and for the presentation.
- 5) Approval of Previous Meeting Minutes
 - It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe to approve the minutes of Council's April 17th, 2023 Regular Meeting of Council.

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

6) Business Arriving from the Minutes

- Rezoning Application:
 - Clerk White met with applicant last month. Capital Region Service Commission (CRSC) has hired a new planner who is taking over the file. The item is ongoing and was tabled.

- New Fire Truck – Cambridge-Narrows
 - Councillor Black made a presentation on the Cambridge-Narrows Fire Department and its current vehicles, some of which are in poor repair. Councillor Black's proposal is a fleet adjustment including purchasing a new truck that would replace tanker 21 and engine 29 with two different delivery/supplier options at costs ranging from \$552,500 to \$603,857. The new truck would be custom made to the specifications and needs of the department and its rural coverage area. Councillor Black outlined several advantages to the purchase of the truck as well as some proposed improvements to the secondary station. The funds for this project could come from Capital Reserve funds from the ward of Cambridge-Narrows. It was discussed the best choice of the given options would be the custom-made truck from Metalfab delivered in 12-18 months at a cost of \$552,000. Mayor Pleadwell requested the Council hear a presentation from the Fire Marshall on recent updates to recommendations and standards before making the decision to purchase the fire truck. Mayor Pleadwell suggested it is incumbent upon council to hear this presentation in the interest of being well informed before making a decision. Councillor Black, Councillor Gordon, and Deputy Mayor Sharpe agreed council shall listen to the presentation, but it would not change the decision as the new unit is a safety issue and not an issue of standards/requirements.
 - It was moved by Deputy Mayor Sharpe and seconded by Councillor Gahan-MaGee to purchase the Fire Truck from Metalfab using Capital Reserve Funds from Ward 5 – Cambridge-Narrows. A vote on the motion was called and the results are as follows:
 - Mayor Pleadwell – Nay
 - Deputy Mayor Sharpe – Yea
 - Councillor Black – Yea
 - Councillor Gahan-MaGee – Yea
 - Councillor Gordon – Yea
 - Councillor Mennier – Yea
 - Councillor Watson – Yea

The vote was 6 Yea and 1 Nay – MOTION CARRIED.

- Queenstown Picnic Site
 - Mayor Pleadwell has been in touch with MLA Ross Wetmore regarding Arcadia possibly acquiring of the Queenstown Picnic Site. It has been confirmed that the property is owned by the Department of Natural Resources. Mayor Pleadwell is waiting to hear back on whether this site can become asset of Arcadia, and working on what stipulations may be asked if this is an option. The item was tabled and will remain on the business arising from the minutes.

- Waterborough Women's Institute
 - There is currently no update. The Women's Institute is raising funds. Councillor Gahan-MaGee will set up a meeting to get more information. The item remains tabled.

- Cambridge-Narrows School Donation
 - There will be a donation given to the Cambridge-Narrows School to award each graduating student. There are 11 potential graduates. This item is already in the budget so will be carried out without a motion.

7) Council Committee Reports

- Councillor Watson, **Community Development Committee**
 - Councillor Watson met with Dr. Stackhouse and was given a tour through the doctor's office which is owned by Arcadia in Ward 5. Councillor Watson gave some recommendations to council on what could be done including a new chair and chair mats for the secretary, a new floor, some work on the roof, and some electrical work/lights. There are some dollars in the budget for the doctor's office maintenance and these items will be investigated further. Staff will coordinate with contractors to schedule the work.

- Councillor Black, **Disc Golf NB**
 - The former Cambridge-Narrows Council had received a letter from Disc Golf NB proposing a disc golf course be built on the ball field/recreation property in Cambridge-Narrows. Councillor Black outlined several benefits of disc golf including how it is an inexpensive game for residents and can be played year-round. The cost of the land preparation, planning, equipment, and installation of the disc golf course including an opening day event held by Disc Golf NB would be \$25,000. The course would require some minor maintenance year-round such as keeping brush clear. Councillor Black will inquire about maintenance costs.
 - It was moved by Councillor Black and seconded by Councillor Mennier to move forward with the project with the funds coming from either the Capital Reserve funds or the Gas Tax funds.

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

- **Mayor Pleadwell – Public Works Committee**
 - Discussed at the last Public Works Committee meeting was Gagetown sewerage lagoon maintenance, winter private road maintenance, public works duties in Cambridge-Narrows, and summer road maintenance.
 - Gagetown Sewerage Lagoon: A public update is pending following the ongoing request for funding regarding sewerage lagoon maintenance. The request has been in progress for the last 8 years, and the system is now 30 years old.
 - Department of Transportation and Infrastructure (DTI) Winter Maintenance in Ward 5, Cambridge-Narrows: There are four private roads in Ward 5 that have been receiving winter maintenance under the municipal contract with DTI for maintenance on municipal roads. Mayor Pleadwell and the Public Works Committee have had several meetings and requested information to determine the scope and costs of this practice. The origin of how this came about is not the focus; but how to move forward. The goal was to determine if there is a means by which these private roads can continue to receive the maintenance through NBDTI, so as not to remove this long-standing practice, and have those who receive the benefit of the service bear the cost. It was determined that a separate taxing authority can be created for the residents receiving the benefit. It is worth noting that NBDTI has agreed to continue to provide maintenance on these roads as it has been grandfathered in. However, NBDTI will not be accepting any new private roads in the future unless the private road is first brought up to the Municipal Maintenance Standards set out by NBDTI.
 - The Committee recommended that Arcadia Council direct staff to contact residents of these private roads by May 31st 2023 with notification that private road winter maintenance will continue to be provided by NBDTI but will no longer be paid for by Arcadia. Acknowledging this has become an expectation, the committee recommended Arcadia work with government departments to allow this to continue with the property owners receiving an additional charge on their property tax bill. Expected amounts can be based on 2022. If the majority of the residents wish not to continue with DTI providing winter maintenance on the private roads, the committee recommends Arcadia facilitate the service being halted on behalf of the residents.
 - It was moved by Councillor Mennier and seconded by Councillor Gahan-MaGee that Arcadia direct staff to proceed with the recommendation from the committee. A vote was held with the following results:
 - Mayor Pleadwell – Yea
 - Deputy Mayor Sharpe – Nay
 - Councillor Black – Nay
 - Councillor Gahan-Magee – Yea
 - Councillor Gordon – Nay
 - Councillor Mennier – Yea
 - Councillor Watson - Yea

The vote was 4 Yea and 3 Nay – MOTION CARRIED.

- Public Works in Ward 5, Cambridge-Narrows: The need and cost for a potential public works employee was discussed. This employee could be responsible for all predictable and routine tasks as well as those that appear frequently that are not predictable and incidental. The costs of using contractors for these tasks was shared based on 2022.
 - It was uncovered that currently repairs for contractor equipment being used by the contractor are being paid for by Cambridge-Narrows. Regardless of the decision of council moving forward, the committee recommended this practice stop as this would not be standard practice.
 - The committee thereby recommended that council agree to explore hiring a Public Works individual for the current season immediately.
 - It was moved by Councillor Black and seconded by Deputy Mayor Sharpe that council look into hiring a Public Works staff member in the future but to use a contractor to fill the immediate needs of the summer maintenance and student needs.
 - Questions – Councillor Mennier asked if the Public Works employee in Gagetown could look after students in Ward 5? Councillor Black responded that, in the past, Cambridge-Narrows has used a contractor to supervise the summer students.

With all in favour, the motion was carried.

- Summer Road Maintenance in Ward 2, Gagetown: The committee discussed which road projects in Gagetown will require engineering before repairs are to begin.
- Councillor Mennier, **Economic Expansion and Tourism Committee**
 - The first public meeting for this committee is upcoming on May 17th with presentations from Fredericton Tourism and two speakers from Ignite.
 - Agriculture, forestry, tourism, housing, and committee terms of reference will be topics touched on.
 - There will be an announcement from the provincial government on housing in the coming few weeks.
- Councillor Gordon, **Public Safety Committee**
 - There is an upcoming meeting Thursday May 18th to go over 3 different emergency response plans.
 - The Emergency Measures Organization gave updates daily during the flood. In Arcadia during the flood, there was one road closure in Jemseg and one request for sandbags.
 - The Committee is looking to set up a meeting with Sgt. Martell of the RCMP.
 - On May 3rd Councillor Gordon, Mayor Pleadwell and Clerk White met with Fire Marshal about updates to standards and regulations. Previous presentations by the Fire Marshal's Office contained misleading information on some significant data points. A request has been made to the FMO to deliver the revised

presentation to the Arcadia Council and the Fire Chiefs of Arcadia. A date will be circulated when confirmed.

- Prevail is putting on a presentation for council and the fire chiefs on May 23rd.
- On May 11th there was a monthly meeting of the fire chiefs of Arcadia, Councillor Gordon and Deputy Mayor Sharpe.
 - Copies of the department's budgets were circulated, and the format was well received. Treasurer Trebble agreed to create monthly budget to distribute to the fire chiefs for their information.
 - Changes to the OFM Fire Service 2025 were discussed.
 - The importance of the Fire Incident Reporting System (FIRS) was discussed. The OFM uses this data to track trends and records are used as an official report of the incident. The group also discussed the importance of consistency of recording training while still following WorksafeNB requirements.
 - There was an issue arose of a department filling a residential pool in another department's service area. Filling pools has been a standard practice for some, not all, of Arcadia's departments. The Chiefs were instructed to no longer fill pools with Arcadia fire trucks. This was a cause for concern amongst some to the Chiefs as it was looked at as a source of training. Council discussed costs and liability of pool filling. It was decided to continue with the decision to discontinue the service of pool filling in all departments.
 - The group discussed having non-members/children in fire trucks. The Committee asked the Chiefs not to allow this practice to happen.
 - The group discussed the importance of keeping inventory of items that expire such as air bottles and PPE. This will assist in the process of budgeting.
 - A policy will be created to cover such topics as pool filling and non-members/children attending calls.
 - For April the breakdown of calls was as follows: 7 calls for service, 2 motor vehicle accidents, 1 medical call, 1 mutual aid call, and 5 fire alarm calls.
 - Topics of training in April: tour of lakeshore fuels, ladder training, ladder 1 training, SCBA training with new tanks, pump operations.
- Deputy Mayor Sharpe, **Buildings and Properties Committee**
 - Councillor Black, Deputy Mayor Sharpe, Don Belyea, Jim Knight, and Clerk White met on April 11th for the first meeting of this committee.
 - The intention is to visit each property and bring recommendations to council as necessary.
 - Ed Coy has volunteered to assist with the wharves to provide recommendations on maintenance and upkeep.
 - The process of visiting each property will occur over the next few months.

- Deputy Mayor Sharpe, **By-Law Committee**
 - Rob Stoney, Brenda Knight, Clerk White, and Deputy Mayor Sharpe met on April 24th for the first meeting of this committee.
 - It was discussed that the by-laws of former villages need to be merged into one which will be a timely process. Deputy Mayor Sharpe asked for patience from council and the public during the process as it takes months to change a by-law.

- Councillor Gahan-MaGee, **Communication Committee**
 - Councillor Gahan-MaGee, Mary Fanjoy, Emma Vail met on May 4th.
 - Working on creating new pages and updating existing pages for the website.
 - Putting a full-page advertisement in the Jemseg Lions Club for June.
 - The Committee is looking in many different ways to enhance our branding.
 - A business directory is being worked on, but Councillor Gahan-MaGee wishes to not take business from the Jemseg Lions Club Newsletter.
 - Looking for information on a dog catcher.
 - Wondering if council wishes to advertise yard sales in our media.
 - A name the firetruck contest is being discussed.
 - A fall gathering to introduce council was suggested. An event with balloons, cotton candy, prizes, crafts, speeches, etc.
 - Deputy Mayor Sharpe moved and was seconded by Councillor Mennier to allocate \$3000 for promotional materials for Arcadia.

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

- Councillor Mennier recommended deferring a business directory to a chamber or committee dedicated solely to that cause and not having it fall under the responsibility of this council.
- There was discussion amongst council of connecting the public with the Jemseg Lions Club Newsletter via a link on Arcadia's website.

8) Audited Statements – Cambridge-Narrows

- Every year an audit report is generated for year end financials.
 - It was moved by Councillor Black and seconded by Deputy Mayor Sharpe to approve the financial report dated Dec 31st 2022 as presented.

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

9) Correspondence

- Correspondence received since the last meeting of council was as follows: Building permits for April 2023, a request to use a locker, CRSC committee assignments, 2023 Q1 Ignite report, RCMP 2021 Annual Report, Introduction of the Local Governance Commission Act, a memo on the river watch ending, Canada Summer Jobs approval for Arcadia, Active Communities Grant approval, a thank you letter from community school, and notification of a Gagetown Chamber of Commerce event.

10) Chamber of Commerce Request

- The chamber of commerce has requested that Arcadia support an event they are holding by paying for two porta potties to be on site for the day. The cost would be approximately \$500 for the weekend. There are dollars in the budget allocated for these types of events.
 - It was moved by Councillor Black and seconded by Councillor Gordon to grant the request. Councillor Mennier abstained from voting due to conflict of interest.

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

- Council approved a request of \$200 from the organizers of the Foam Run in Cambridge-Narrows for t-shirts and refreshments. This will be paid for under the previously budgeted community engagement item.

11) Financial Reports

- The following is a summary of the expenses incurred between April 18th and May 15th, 2023.
 - General: \$1,394,649.76
- It was moved by Councillor Black and seconded by Councillor Mennier to approve the expenditures and accept the financial report as presented.
 - Question: What was the \$990,050 expenditure? It was discussed that the outgoing expenditure of \$990,050.00 was funding that came to Arcadia's account from the federal government for the former Village of Gagetown's project on Mill Road. The dollars came to Arcadia's account and went out to pay off the line of credit Gagetown incurred for the reconstruction of Mill Road. There was no net cost to Arcadia.

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

- Sewer: \$1,634.91
- It was moved by Councillor Black and seconded by Councillor Gordon to approve the report as presented.

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

12) Upcoming Meetings

- June 19th, 2023 – Regular Meeting of Council – Gagetown Recreation Centre
- July 17th, 2023 – Regular Meeting of Council – Cumberland Bay Fire Hall
- August 21st, 2023 – Regular Meeting of Council – Upper Gagetown Fire Hall

13) Closed Session

- It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe to move into closed session at 8:50 pm.

With all in favour and none opposed, the motion was carried.

- Matters discussed in closed session we are per Section 68 of the Local Governance Act.
- It moved Councillor Mennier and seconded by Deputy Mayor Sharpe to move to open session at 9:33 pm.

With all in favour and none opposed, the motion was carried.

14) Motion to Adjourn

- It was moved by Councillor Black and seconded Councillor Gahan-MaGee to adjourn at 9:33 pm.

With all in favour and none opposed, the motion was carried.

Robert White – Clerk/CAO

Derek Pleadwell - Mayor

