



# Village of Arcadia

## Council Meeting Minutes

Location: Cumberland Bay Fire Department, 20 Cumberland Bay North Rd.

Date: Monday, July 24, 2023 – Regular Meeting of Council

Time: 6:30 pm

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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, Councillor Black, Councillor Gahan-MaGee, Councillor Gordon, Councillor Mennier, and Clerk White. In attendance via Microsoft teams was Deputy Mayor Sharpe.

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, the motion carried.**

3) Disclosure of Conflict of Interest

- Mayor Pleadwell asked if anyone present had conflicts to declare. Councillor Black declared a conflict of interest on item 12, the Cambridge-Narrows Fireworks Committee request. No other conflicts were declared.

4) Presentations

- Jemseg Grand Lake Watershed Association – A presentation was given regarding the mandate, goals, and activities of the Jemseg Grand Lake Watershed association with the goal of increasing awareness of the association. Mayor Pleadwell thanked the presenters.
- Ashley Brown, Capital Region Service Commission: A presentation was made by Ashley Brown regarding two applications for variances in Arcadia. One was to increase permitted maximum height of an external garage, the second was to increase the permitted amount of animal units in a non-central residential zone. Councillor Black asked if the height of the external garage would obstruct any neighbours view, it was determined it would not. It was moved by Councillor Mennier and seconded by Councillor Gahan-MaGee to recommend that the CRSC and PRAC approve both variances.

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Arcadia

6 Municipal Lane, Cambridge-Narrows NB, E4C 4P4

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

5) Approval of the Previous Meeting Minutes

- Council reviewed the minutes from the June 19th, 2023, Regular Meeting of Council. Councillor Gordon shared she had misunderstood the wording of one motion from the previous meetings minutes.
  - It was moved by Councillor Mennier and seconded by Councillor Gordon to approve the minutes as presented.

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

6) Business Arising from the Minutes

- Rezoning Application
  - This is a rezoning application in Cambridge-Narrows and continues to be ongoing. CRSC has hired two new planners who will be looking after this file.
- Queenstown Picnic Site
  - Discussion with our MLA on Arcadia acquiring the Queenstown Picnic Site is ongoing.
- Pickup Truck For C-NVFD
  - The Cambridge-Narrows Fire Department provided a plan including uses, maintenance costs, and storage location of the pickup truck offered from the Coles Island Fire Department. Council reviewed the plan and there was consensus the reasoning is justified.
  - It was moved by moved by Deputy Mayor Steven Sharpe and seconded by Councillor Black to accept the offer to purchase a 2004 GMC ¾ tonne pickup truck for one dollar from the Coles Island Fire Department on behalf of the Cambridge-Narrows Fire Department.

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

- Heating System At C-N Municipal Building
  - There were two quotes circulated to council on complete installation of air-to-air heat pumps in the amounts of 50,631.46\$(including HST) from Titan Heating and Cooling and 45,796.25\$(plus HST) from Laagland's Heat Pumps. There was discussion amongst council on whether there should be more money put into the current system or to change over to a new heating method. Deputy Mayor Sharpe shared the opinion that due to the unreliability and complicated nature of the current system, and the ease-of use and opportunity for a 10-year warranty with installing a new system, it makes more sense to choose installing heat pumps. Councillor Black mentioned that repairs that have been ongoing on have been repetitive and the same things keep breaking, so it may be worth looking into further than just continuing to replace the parts. Councillor Black suggested two companies to get quotes from on what it will cost to identify the deeper issues within the system and repair them. Councillor Gordon shared that

if quotes for repairs on the current system are less than the cost of installing heat pumps and can be relied on long term, it makes more sense to repair the current system. The action decided upon was to initiate an energy audit of the building to potentially get rebates if council should choose to install heat pumps, direct Treasurer Trebble to contact the recommended companies and meet with them to explain the issues and request quotes and timelines and investigate how Arcadia can finance both options. This item remains ongoing.

- Cambridge-Narrows Medical Clinic Repairs Estimate
  - A quote of 5728.22\$ from TNT Construction was circulated. This is for several repairs to the Cambridge-Narrows Doctor's Office including flooring, painting, minor electrical, plumbing, and carpentry. Medical clinic repairs are a shared expense across Arcadia. It was established there are dollars available in the budget for repairs and maintenance the two medical buildings in Arcadia. It was moved by Councillor Black and seconded by Councillor Mennier to approve the expenditure and move forward with repairs.

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

- Hendry Lighthouse Repairs
  - A quote of 50,243.68\$ from TNT Construction was circulated. This is for the reconstruction and repair of the Hendry Lighthouse that was damaged in the 2018 and 2019 flood. Councillor Black asked how much would be covered by the flood damage grant Arcadia received, Clerk White shared the grant was five to six thousand dollars. The lighthouse is deemed a historic site and there is a plaque in the municipal building dedicated to this. The organization that granted this designation is unclear. Councillor Black shared the opinion that the lighthouse has value in tourism and mentioned it is part of a lighthouse loop. Deputy Mayor Sharpe shared the opinion that the lighthouse is in bad shape and appears to serve no purpose. Councillor Gahan-MaGee shared it might increase tourism value if it were moved to a more central location but that would remove some of the historic value. It was determined by contractors moving the lighthouse is not an option due to the condition. The former Council of Cambridge-Narrows intended to repair the lighthouse but acknowledged it would be a large undertaking. There is deeded access to the property over a private road but permissions would need to be acquired from neighbouring properties to allow access for machinery/equipment. It was determined the repairs and maintenance to the lighthouse is a shared expense across Arcadia. Mayor Pleadwell shared that there is significance in Arcadia's ability to afford all it's assets and taking steps to mitigate liability. Mayor Pleadwell mentioned Council needs to be clear with the public on it's plans surrounding items like this and the associated effect of the budget. Mayor Pleadwell recommended collecting all the facts relevant to the lighthouse and revisiting this item to make an informed decision. The item remains ongoing.

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- **Solid Waste Pickup Tender**
  - There is a need to create a tender for a solid waste contract for Arcadia. Clerk White stated there is some funding available to Arcadia to access to pay for an engineering company to develop and oversee a tender for us. ELG (The Department of Environment and Local Government) has stated the project qualifies for funding offered for operational items for 2023. In the past the former Villages tendered their own contracts and ELG tendered for former LSD's. All Arcadia excluding Cambridge-Narrows have solid waste contracts expiring by January 2024, and can be brought in under one contract. This was not an anticipated task; it was unexpectedly delegated to Arcadia from ELG. Clerk White asked for recommendations on engineering firms Council would like to engage to create the tender. With no recommendations, Clerk white offered to engage an engineering firm to create the tender. Councillor Gordon and Councillor Black agreed in asking for quotes on creating the tender before engaging a company. The item remains ongoing.

## 6) Council Committee Reports

- **Mayor Pleadwell, Public Works Committee**
  - This report was included in Council's package.
- **Councillor Gahan-MaGee, Communication Committee**
  - The committee chose a goose for a mascot for Arcadia.
  - Councillor Gahan-MaGee asked council to forward posters for local events.
  - The committee would like to see a happier calendar on the website.
  - The committee asked if council wanted to organize beer gardens. The consensus from Council was that is not in Council's best interest to plan an event like this, and that community events generally aren't planned by Council but by local groups.
  - Councillor Gahan-MaGee asked members of council to send photos of their wards.
  - There was some information shared from John Williamson on funding options for the Waterborough Hall. Councillor Gahan-MaGee will share this with the Women's Institute.
  - There was a request from the Cambridge-Narrows Library for a map of Arcadia.
- **Councillor Black, Finance Committee**
  - The committee had their first meeting on July 13, 2023.
  - Topics discussed included: what reports the committee would like to have, what reports the accounting program used for Arcadia can produce, good financial practise policies that should be explored, and the upcoming budgeting process.
  - There is a new report in council folder on the budget is to date. Councillor Black asked Council to review the report and provide feedback. Councillor Mennier and Councillor Gahan-MaGee expressed positive feedback on the report.

- Mayor Pleadwell mentioned the 2024 budget should begin next month to be done on time.
- The following is a summary of the general account expenses incurred between June 20<sup>th</sup> and July 24<sup>th</sup>, 2023.
  - General: \$ 736,555.92
- It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe to approve the expenditures and accept the financial report as presented.

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

- The following is a summary of the sewerage expenses incurred between June 20<sup>th</sup> and July 24<sup>th</sup>, 2023.
  - Sewer: \$ 15,744.70
- One item on the sewer expenditure list was discussed after a question from Councillor Gordon.
- It was moved by Councillor Black and seconded by Councillor Mennier to approve the expenditures and accept the financial report as presented.

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

- Councillor Mennier, **Economic Expansion Committee**
  - This report was included in Council's package.
- Deputy Mayor Sharpe, **Buildings and Properties Committee**
  - Deputy Mayor Sharpe had in previous meetings reported repairs needed at the Cambridge-Narrows doctor's office, the Gagetown doctor's office, the Jemseg Fire Department, and the Cambridge-Narrows Library. Deputy Mayor Sharpe asked what the status is of those items. The process by which action is taken once problems are identified was discussed. Staff will obtain quotes.
  - There is no further information on the wharves.
- Deputy Mayor Sharpe, **By-Law Committee**
  - There are three By-Laws to be read at this meeting.
  - There will be a proposed Noise By-Law and proposed By-Law Regarding Animal Control will be available for the next meeting. Councillor Gordon asked where these by-laws are proposed for, Deputy Mayor Sharpe responded they are for all Arcadia. Councillor Black discussed the issues in the past with lack of a means of enforcement for by-laws. Mayor Pleadwell noted the importance of having by-laws regardless of means of enforcement.
- Councillor Gordon, **Public Safety Committee**
  - This report was included in Council's package.

## 8) Correspondence

- Correspondence received since the last meeting of council was as follows: Building permits issued, a memo on the Acting Deputy Minister for ELG, a memo on the Local Governance Commission Act, differential tax regulation letter, Cambridge-Narrows temporary use permit approval letter, a memo on the development of the Statement of Public Interest Regulation, NB Housing Strategy Plan, Gagetown sewer lagoon revitalization announcement, a resident concern, Cambridge-Narrows old fire hall energy assessment, tax assessment change summary, graduating students of Cambridge-Narrows School thank you cards, transportation concerns, letter from lawyer regarding Humphries Wharf, and a memo on local governance reform implementation funds.
- Mayor Pleadwell asked if there are any questions or comments on correspondence.
- Councillor Mennier asked about the letter on Humphries Wharf. Clerk White responded that since the letter was sent from a lawyer's office, it has been sent to Arcadia's lawyer to respond. The letter is a concern from a resident about the fishing practices at Humphries Wharf in Cambridge-Narrows and its effect on their property. It was identified that there has likely never been any written agreements or contracts to allow fishermen to use the wharf, but it has been ongoing for many years. The action to be taken on this is going through any files on the wharf to collect data and to rely on legal counsel.
- Councillor Mennier asked about the transportation concern. Mayor Pleadwell explained the responsibilities of the Department of Transportation and Infrastructure (DTI) in concerns about roads and, the responsibilities that lay with the Municipality. Through the office, Arcadia can answer questions, acknowledge that residents tax dollars contribute to road maintenance, and echo the concerns of residents to DTI to help along the process of repairs being completed.

## 9) By-Law Readings

- Mayor Pleadwell read aloud proposed *By-Law 1A – Proceeding of Council* third reading – by title only.
- It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier to pass *By-Law 1A – Proceeding of Council*.

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

- Mayor Pleadwell read aloud proposed *By-Law 2A – Code of Conduct* third reading – by title only.
- It was moved by Councillor Gordon and seconded Deputy Mayor Sharpe by to pass *By-Law 2A – Code of Conduct*.

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

- Mayor Pleadwell read aloud proposed *By-Law 6 – Off Road Vehicles* third reading – by title only.

- It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier to pass *By-Law 6 – Off Road Vehicles*

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

#### 10) Housing Accelerator Fund

- It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe to authorize the CAO to create an account with the Canada Mortgage and Housing Corporation (CMHC) and authorize the Capital Region Service Commission to act on Arcadia's behalf. This is in order to apply for the Housing Accelerator Fund. The first deadline is August 18<sup>th</sup>, 2023, where an application outlining five objectives of Arcadia relative to the funding are outlined. Discussions on the details of the deadline and what happens should Arcadia not apply were explored.

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

#### 11) Events On Municipal Property

- Arcadia's insurance company recommended a Special Events Policy that would cover events that take place on Village Property. This Special Events Policy would eliminate the need to have individual special event insurance policies for some events. The insurance company requires a motion in Council to designate each event that is to take place on Village property (excluding recurring events like exercise class at C-N Municipal Building).
- It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe that Council sanction the following events to take place on Village owned property:
  - Life at the Lakes – August 11th – 13th 2023 – 6 Municipal Lane & Pines Conservation Park
  - TNT Classic Country Show – July 30th, 2023 – Pines Conservation Park
  - Voices Summer Concert – September 2nd, 2023 – Pines Conservation Park
- Councillor Gordon asked if events such and the Gagetown Farmers' Market need to carry their own insurance. It was clarified that the events covered by this special events policy are one-time events and not recurring ones, and the Gagetown Farmers' Market carries their own insurance policy.

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

#### 12) Request For Funding – Life at the Lakes Fireworks

- The Cambridge-Narrows Firework's Committee is working with the Cambridge-Narrows Fire Department and Flames to gather sponsors for a fireworks show during the time frame of the

Life at the Lakes Festival. Councillor Black clarified that the fireworks are organized and held by the Fireworks Committee and not the Life at the Lakes Committee. They are asking Arcadia for a monetary donation of \$750.00 to purchase the fireworks for the event.

- It was moved by Councillor Mennier and seconded by Councillor Gordon to grant the request and donate 750\$ to the Fireworks Committee.
- Mayor Pleadwell asked if this item is budgeted. There are funds available in the community events section of the budget.

**With no further questions and Deputy Mayor Sharpe, Councillor Gahan-MaGee, Councillor Mennier, and Councillor Gordon in favour, the motion was carried. Councillor Black abstained.**

### 13) Closed Session

- It was moved by Councillor Mennier and seconded by Councillor Sharpe to move into closed session.

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

- Matters discussed in closed session we as per Section 68 of the Local Governance Act.
- It was moved by Councillor Black and seconded by Councillor Mennier to move out of closed session.

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

### 14) Upcoming Meetings

- September 18th, 2023 – Regular Meeting of Council - Hampstead Orange Hall
- October 16th, 2023 – Regular Meeting of Council - Jemseg Fire Hall
- November 20<sup>th</sup>, 2023 – Regular Meeting of Council – Cambridge-Narrows Municipal Building

### 15) Motion to Adjourn.

- It was moved by Councillor Black and seconded by Deputy Mayor Steven Sharpe that the meeting be adjourned.

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

  
Mayor Derek Pleadwell



  
Alexis Trebble, Deputy Clerk/Treasurer