



Village of Arcadia

Council Meeting Minutes

Location: Upper Gagetown Fire Hall, 14 Dexter Road
Date: Monday, August 21st, 2023 – Regular Meeting of Council
Time: 7:00 pm

1) This meeting was called to order by Mayor Pleadwell at 7:05pm. 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 Deputy Clerk Alexis Trebble. 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 as presented.

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

3) Disclosure of Conflict of Interest

No disclosure of interest was called for by the chair of the meeting.

4) Approval of the Previous Meeting Minutes

- Council reviewed the minutes from the July 24th, 2023, Regular Meeting of Council.
 - 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.

5) Business Arising from the Minutes

- **Queenstown Picnic Site**
 - No further information was available, Mayor Pleadwell has suggested that this something that should be investigated further in the Fall and that we work with ELG to make it an asset of Arcadia.

- **Hendry Lighthouse Repairs**
 - Additional information has been brought to the attention of Council clarifying rights of way and order of operation for any action on that property in respect to either not having it as Arcadia property, how it came into the hands of Arcadia and legal requirements surrounding the property.
 - First right of refusal - These are legally registered documents with the registry land titles of New Brunswick so any action to be taken must follow these documents when deciding what to do with this property.
 - Council has documentation on the cost of refurbishing to previous state and elevation prior to the flood of 2018 and no costs associated with refurbishing it to a state so it is not affected by the levels of the 2018 flood state. The threshold of those repairs \$50,000.00
 - Councillor Gahan-McGee stated that it is a large expense for what it will give us back and she is aware that it is a big piece of historical, but at the same time funds are limited. She feels that putting \$50,000 into something to have the flood levels come up and do damage again doesn't make sense and we would be looking at possibly an additional \$20,000 to bring it up and elevate so that it would not be damaged again.
 - Councillor Black stated that it is only one quote that has been provided, so normally we would be looking for additional quotes. She would also like clarification of grants or possible funding to go towards the repairs.
 - Mayor Pleadwell stated that his understanding of the funding is that it brings it up to the condition it was prior to the flood, not to where it would be above the flood levels. Takes you to the state of the asset at flood time and improvements would be.
 - Councillor Black stated that the one quote that we received this year, is significantly higher. She suggested that the family members be contacted because they get first right of refuse and may not want it. It's important to get their thoughts on it before we move forward.
 - Mayor Pleadwell reminded Council that there are legal documents defining what actions we need to take with the family. Whether it be by way of sale or not.
 - Councillor Gahan-Magee asked the question, if selling it would the transfer of the right of way go with the sale of the property?
 - Mayor Pleadwell said that it was his understanding that the right of way does pass to the successors of the property.
 - Discussions continued on the right of way, ownership of the property size of property, the possible benefit to the community, and if the property would have to be fixed before possible sale, its use, what it can be used for.
 - Deputy Mayor Sharp requested an investigation into what monies are available, quotes on repairing the structure above flood levels of 2018, look into size of property, and does not think that the repairs are a good use of taxpayer's money.

- Staff direction: investigate the parameters around grant funding and quotes to repair to a state above possible flood level damage.
- **Solid Waste Pickup Tender**
 - Mayor Pleadwell stated that we have four former LSD and two former Village contracts all in a varied state of contract renewal. It has been clarified with Environment and Local Governance that although we are required to handle the contracts for all Wards of Arcadia, one contract is not necessary at this time. Arcadia is able to contact the Legacy hauler for Hampstead and Upper Gagetown and negotiate a one-year renewal under the Bridging Contract. He stated that this was good news, it gives staff more time to work on an Arcadia wide contract. Staff had approached Engineering firms to work on the proposal and none were interested.
 - Staff will continue to work on getting pricing in place for budget purposes.
 - Capital Region Service Commission may be able to aid in the process.
 - Mayor Pleadwell also gave Council an update on the new recycling contract for PPP being imposed by the province.
 - Circular Materials has been awarded the contract and they have approached Municipalities with an opt-in or opt-out contract.
 - With option A, areas would be responsible for the pickup and be reimbursed by Circulatory Materials.
 - With Option B, it is believed that there will be no further costs to areas associated with recycling.
 - Mayor Pleadwell stated that there will be further updates to come so Council will have the opportunity to make an informed decision on the best approach to move forward with recycling contracts.
- **Humphrey's Wharf Property**
 - Mayor Pleadwell stated that there was no further information.
 - Councillor Black asked the question on the letter received by Arcadia from a Lawyer. He stated that the letter had been forwarded to Bettle Law firm for their response. He is meeting with them later this week and will check the status of the response to Murray Digdon Law. Deputy Mayor Sharpe asked the question on how long the fishing had been going on and Councillor Black stated that they have been in the area fishing for as long as she could remember.
- **Housing Acceleration Fund Update**
 - The application has been filed on behalf of Arcadia after consultations with the Capital Region Service Commission planners, policy makers, and building permit staff.
 - Councillor Mennier and Mayor Pleadwell reviewed thru process and received clarification on the Federal component of the funding.

- The application is now in the waiting stage of the process.
- Councillor Mennier stated, along with Mayor Pleadwell's clarification that the application was based on the need to eliminate the red tape surrounding rural zoning regulations, permitting, modernization of existing building and making it easier to expand on existing buildings.
- The discussion continued on the challenges faced within Arcadia regarding housing. People want to work in the area but there is little to no housing available.

6) Cambridge-Narrows Municipal Building

- An update on the status of the heating system was given by Mayor Pleadwell, drawing Council's attention to the quotes received for the replacement of the system with air to air, the forecasted use of the building and the quotes received to make repairs to the system.
- Deputy Mayor Steven Sharpe stated that he is not willing to throw good money after bad. There is money sitting in a surplus account to pay for the new air to air system. This new system would be more efficient and would address the building being too hot or too cold and correct the problem of the system being overloaded if there was a temperature drop or increase.
- Councillor Gordon noted that the contractors that were brought in to look at why the system keeps failing, noted that they believe it is a loop issue and that with a system that is ten years into its thirty-year life expectancy, options should be exhausted before moving away from the current system.
- Councillor Gahan-McGee asked if there was any warranty on the unit, this is not a new problem and should be covered.
 - Deputy Clerk stated that she had been looking into a warranty of the parts that had failed and working on a credit for work previously performed with the contractor who had installed the system at the time the system failed.
- Concern was expressed over the fact that there was not a back up heat source if the unit went down.
 - Deputy Clerk stated that both units had never gone down and there was a back up hot water source installed to compensate for any large drops in temperature that may cause a large draw on the units during the heating season.
- Councillor Mennier stated that although we could be dealing with a lemon, it is only one third of its life expectancy and currently \$5,000 may address the underlying cause. If it is an ongoing issue, then we should have a back up plan.
- Mayor Pleadwell suggested it might be in our best interest to install a unit in the area that is used the most, with its own thermostat to control the issue of the area either being too hot or too cold. He also clarified that this building is a shared service and that the cost of repairs would be a shared cost for all Wards and although there has been no clarification on accessing existing reserve funds, it is still considered a shared cost.

- It was moved by Councillor Black and seconded by Councillor Gordon to move forward with the repairs as quoted by Integrated HVAC and investigate a supplemental heating system source.
- Clarification was given on the questions of a need for a motion if the funds were budgeted and a time frame for work to be completed being.

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

7) Council Committee Reports

Councillor Gordon, Public Safety Committee

- Although the committee report was included in Council's package an email had been received from the Saint John River Society.
 - This email was an information email and a request for Council's support. The email was read by Councillor Gordon and will be on file at the Village office for review.
 - The context of the email stated that the current Wharf projects may not be completed by the completion date before the funding expires in March of 2024.
 - They are requesting a letter from the Village with indicators that show their projects have Merrett and consideration should be given by the Province to extend the eligible construction costs past the March 2024 deadline.
- It was moved by Councillor Gordon and seconded by Councillor Black that a letter of support to carry funding past the date of expected completion be sent.

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

Councillor Watson, Recreation and Community Development

- Meeting for the month of August was cancelled due to everyone's busy schedule and has been reschedule for Thursday, September 7th at 7:00 pm.

Councillor Gahan-McGee, Communication Committee

- This month's meeting was cancelled.
- The committee will continue to add to the website.
- They were going to add a thank you to all involved with the tragic accident on the highway but thought better of it, not wanting to miss anyone.
- Councillor Gordon stated that in her report she wanted to thank all the fire departments in Arcadia that responded to the call.
- Communication Committee were going to add a thank you to all involved with the tragic accident on the highway but thought better of it, not wanting to miss anyone.

- Deputy Mayor Sharp stated that in this month's Jemseg Newsletter there will be a thank you to the community, fire responders and all volunteers involved.

Councillor Mennier, Economic Expansion and Tourism Committee

- Their next meeting is scheduled for early September.
- The CRSC Economic Committee met, and they are reviewing the Term of Reference for Fredericton Tourism and Ignite and thru the economic expansion they are discussing expanding labour retention in the area. They will be adding comments at their next meeting being held in early September.

Councillor Black, Finance Committee

- Terms of Reference were revised to include Arcadia's Treasurer as a Committee Member
- Tax rate breakdown formulas have been reviewed.
- The 2022 Consolidated statements for the Village of Gagetown have been reviewed.
- Discussed the upcoming budget process.
- Breakdown of budget vs actual by ward has been reviewed and needs to be investigated further.
- Procedures for funding requests are being developed so, before they come to council for approval, we know that the funds are available.
- Excel spreadsheets have been created for the fire department to clarify and better track the items for purchasing.
- Are looking for Councillors ward specific wish list item for capital purchases and long-term capital planning.
 - A budget folder has been created for requests for spending to be considered so they do not get missed during the budgeting process.
 - Councillor Gordon stated that they will be considering other smaller requests such as annual donations to things like the fire works.
- The budgets for the Regional Library and recreation will also be considered during the budgeting process.
- It was suggested that the Shared service formula be shared with the public as a "Do You Know?"

Deputy Mayor Sharpe, By-Law Committee

- The committee has not met this summer but will resume meetings in September.
- There are proposed By-Laws that staff are sitting on.

Deputy Mayor Sharpe, Buildings and Properties Committee

- Quotes for the Jemseg Fire Department had not been received.
- Status on the progress on the Cambridge-Narrows Library was requested.
 - He stated that quotes had been received and wanted to know if the work had been scheduled yet.
 - Clarification on official quotes was given and that the administrative assistant had made a follow phone call on pricing, with no response received.

- No scraping was to take place, just a few tough up spots needed to be done.
- During a review of Arcadia property, it was noted that the Gagetown Recreation rink boards were in need of either removal or replacement.
- Mayor Pleadwell stated that he had been in contact with recreation director Jenn Ball and she was happy to organize a work party to remove the boards. The removal of the boards will not hamper the use of the rink in the coming season.
- Councillor Mennier and Councillor Black discussed possible options similar to the multi purpose surface in Cambridge-Narrows.
- Councillor Gahan-McGee wanted to know what the hold up on the library's set of taps were, they had been waiting for almost three months.
 - Mayor Pleadwell stated that it is a budget item and pricing needed to be in place.
- Deputy Mayor Sharpe stated that as far as the email goes, he considers it a quote and would like to see the work done.

Mayor Pleadwell, Public Works Committee

- Report is in the Council package.

8) Correspondence

- Mayor Pleadwell asked if Council had a chance to review the correspondence provided and if there were any questions. There were no questions.

9) Financial Reports

- The following is a summary of the general account expenses incurred between July 25th and August 21st, 2023.
 - General: \$125,047.06
 - It was moved by Councillor Black and seconded by Councillor Mennier 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 July 25th and August 21, 2023.
 - Sewer: \$ 2,956.78
- A question of a payment made in error to the Arcadia account was asked and clarified.
 - 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 Black stated that the budget vs actual report was available in the council packages for their review.
- Mayor Pleadwell stated that on the budget vs actual, the breakdown by Ward is not clear but is being tracked.

Mayor Pleadwell turned the chair over to Deputy Mayor Sharpe.

10) Approval of the Consolidated Capital Investment Plan

- Deputy Clerk explained the content of the Consolidated Plan.
- Two former Village's existing funds including previously approved 2023 allocations.
- Projects within the body of the plan can be revised at any time.
- The top up was allotted to Arcadia for amalgamating formerly unincorporated areas and is intended to be used in the formerly unincorporated areas.

Mayor Pleadwell returned as Chair of the meeting and asked for a resolution as stated in the documentation.

- It was moved by Councillor Mennier and seconded by Deputy Mayor Sharp that the document entitled Arcadia Revised Capital Investment Plan for the Canada Community-Building Fund 2023 be adopted.

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

11) Approval of the Village of Gagetown 2022 Consolidated Financial Statements

- 2022 Consolidate Audited financials for Cambridge-Narrows have been forwarded to ELG.
 - Special meeting will be set with the Auditor to answer any further questions, on the statements between now and our next regular meeting.
 - Note 16 – surpluses/deficits effect Arcadia.
 - Thru PSAP, surpluses carry pitfalls that can cause an accounting nightmare, effecting the second year prior.
 - End of last year, moving towards local reform and closing out Village accounts, and transferring of reserves to operative to cover outstanding costs on both General and Sewer and Utility, they just sat there.
 - Councillor Black made note of motion that is in violation of PSAP requirements and a repayment that was to be repaid in 2021 was not repaid until 2022.
 - Mayor Pleadwell stated that the financial statements are a statement of fact for actions taken in the past but actions moving forward are not something we can do today but will have to take some action on the reserves funds or they will have an implication to Arcadia, second previous year.
 - Councillor Gordon asked the question on what are the tangible assets, building disposal, it was stated by Mayor Pleadwell that he believed it is the former Village office. The question if there were any loans and it was stated that there were not. The questions was then asked why the loan only went down a few thousand dollars, It was stated by Mayor Pleadwell that it is the debenture applied for at the first of the year.
 - Mayor Pleadwell stated that it is really important that Council meet with the auditor to get clarifications on how the statements will affect Arcadia.
- Moved by Councillor Mennier and seconded by Deputy Mayor Sharpe that the draft Village of Gagetown 2022 Consolidated Financial Statement be approved as submitted by Shannon & Buffett LLP Chartered Accounts.

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

12) Appointment of the Auditor for Arcadia

- Mayor Pleadwell stated that the years of experience Shannon & Buffett, LLP has with the former Villages is indispensable. Their support of office staff is stellar.
 - It was moved by Councillor Black and Seconded by Councillor Gordon that Shannon & Buffett LLP, Chartered Accountants be appointed Arcadia's audit firm for the coming physical year.

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

13) Closed Session

- It was moved by Councillor Mennier and seconded by Councillor Black to move into closed session.
- Matters discussed in closed session we as per Section 68 (1) of the Local Governance Act.

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

- It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe to move out of closed session.

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

- As a result of a human resources item there is a decision point in front of Council to move forward with a candidate brought forth as a recommendation by the committee as a candidate to be hired into the role of Clerk.
 - It was moved by Councillor Black and Seconded by Councillor Mennier to accept the recommendation of the committee for the proposed candidate for the position of Clerk.

Paul Mennier in favour - Yea

Deputy Mayor Sharpe - Nay

Councillor Gordon - Nay

Councillor Black - Nay

Councillor Watson – Nay

Councillor Gahan-Magee -Nay

Motion was defeated 5 – Nay to 1 Yea

One further comment from Mayor Pleadwell that he will have to approach Environment and Local Government because as Mayor he feels we are in a potentially difficult legal situation and will ask for counsel from Department and Local Government on how we proceed. He stated that we are in a difficult and jeopardising situation for Arcadia and Council, and he will be asking how we proceed as a community. There was no room for comment.

14) Upcoming Meetings

- This item was not discussed.

15) Motion to Adjourn.

- It was moved by Councillor Mennier and seconded by Councillor Black that the meeting be adjourned.

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



Mayor Derek Pleadwell


Alexis Trubble, Deputy Clerk/Treasurer