



Village of Arcadia

Minutes of Special Meeting of Council

Location: Cambridge-Narrows Municipal Building, Cambridge-Narrows

Date: September 6th, 2023

1) Opening of the Meeting

- The meeting was called to order by Mayor Pleadwell at 6:15 pm. This meeting was held in person at the Cambridge-Narrows Municipal Building and online via MS Teams. Due to internet issues, the meeting was unavailable on line. Present were Mayor Pleadwell, Deputy Mayor Sharpe, Councillor Black, Councillor Gahan-Magee, Councillor Gordon, Councillor Mennier, Deputy Clerk Trebble. Councillor Watson sent her regrets.

2) Call for Motion to Approve Agenda

- The agenda was reviewed with the addition of a closed session.
 - It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe to approve the agenda.

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

3) Disclosure of Conflict of Interest

- Mayor Pleadwell asked if anyone present had any conflicts to declare. No conflicts were declared.

4) Resolution for Restricting Use of former Village of Cambridge-Narrows and former Village of Gagetown's Funds.

- It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe that Arcadia Council will adopt a policy to restrict reserve funds and operating fund surpluses transferred from the former Village of Gagetown according to the December 31, 2022 Consolidated Financial Statements. The amounts in question are General Capital Reserve, General Operating Reserve and Sewer Capital Reserve of \$155, \$9 and \$27,611 respectively as well as general and sewer operating surplus amounts of \$341,054 and \$28,834 respectively. These funds along with any interest or other investment income earned (minus any accounts payable and accrued liabilities) are to be considered restricted are to be used only for expenditures or transfers to reserves of Arcadia's Gagetown Ward (Ward 2).
 - Questions: Clarification on fund amounts, approval of the Village of Gagetown's audited statements being approved, funds specific use in Ward 2, whether it is a policy or the development of a policy and in no way restricts the operational side of tracking the funds and
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Arcadia

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

that there are no regulations from Local Government reform that protect any reserves or funds from the former Villages.

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

- Moved by Deputy Mayor Sharpe and seconded by Councilor Mennier that Arcadia Council will adopt a policy to restrict reserve funds transferred from the former Village of Cambridge-Narrows according to the December 31, 2022 Consolidated Financial Statements. The amounts in question are General Capital Reserve and General Operating Reserve amounts of \$1,564,952 and \$49,365 respectively as well as general operating surplus amounts of \$1,642. These funds along with any interest or other investment income earned (minus any accounts payable and accrued liabilities) are to be considered restricted funds are to be used only for expenditures or reserves of Arcadia's Cambridge Narrows Ward (Ward 5)

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

- Auditor Mr. Claude Leger: Questions: Raise that the budgeting process one unusual thing that happened with Gagetown was a large project in 2022, a decision was made late in 2022 to draw basically all the funds from the Capital reserve funds, operating reserves and general funds, based on projects that they would be needed to pay vendors for these projects, turns out that was not the case. You will see the first resolutions for the general operating surplus came into operations and were not needed. For the 2024 budget process, those surplus amounts are going to be put into the budget as revenue amounts. If you don't do anything with these monies, you are going to end up with another surplus in 2024 and this will continue forward in 2025. Until Council gets closer to the year end of 2024, it will be unclear where you will fall with surpluses but will most likely have a surplus. Once those numbers are estimated, what has been suggested is that there be a resolution to transfer those funds back into reserves for the general fund and sewer fund.
- Mr. Leger suggested that Council wait until the later part of 2024, the second or third week of December to make those motions. You will have to make the motion before the end of 2024 but have the following year to actually transfer the funds. He clarified that this is to be done in 2024. He also stated that there has been no guidance provided on closing out the former Villages but is expecting to consolidate the financial statements.
- There are existing funds formerly the Gas Tax Funds that have not been dealt with. Me. Leger stated that there are different levels of Government involved with the Capital Plan for Arcadia will show where the funds will be spent. Mayor Pleadwell stated that he has a session on September 21st, with Local Government on these specific items.

5) Process for Advertising, interviewing and Hiring of Arcadia's Clerk

- Discussion with Working NB and engaging them in recruiter services and support for posting, writing requirements of the position and posting the job.
- Interviewing: Committee Deputy Mayor Sharpe, Councillor Gordon, Councillor Black form a committee and possibly engage someone with HR experience. Working NB or Capital Region Service Commission be consulted.

- A separate email be set up to accept resumes for the position.
- The process of pre vetting candidates and interview stage will have to be discussed at a later date.
- The question was asked if thru Working NB would they come back to Council with a job posting? It is believed that they would, and not only have provincial but federal organizations that will assist at no cost to the Municipality.
 - Moved by Councillor Gordon and seconded by Councillor Mennier that Council seek out guidance from Working NB for posting and developing the job postings, that we contact CRSC for assistance with the process and the interviewing process and that a separate email be set up for applicants resumes. Also within the motion that Deputy Mayor Sharpe, Councillor Gordon, Councillor Black and a representative from CRSC form a committee for the hiring of the Clerk.
- Questions/Concerns: Councillor Mennier voiced his concern on how quickly can this process be done? Committee will be start the process right away, keeping in mind that it could be a long process.
- Deputy Mayor Sharpe will reach out to CRSC and Local Government and get some information together to move process forward.

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

6) Municipal Building Scheduling concerns

- Received several emails on the scheduling. Letter from Ava Lever was read and is available for viewing in the office. The building has not been opened for Yoga, Music Group and calls from groups noticing that the building is not being opened and wanting confirmation that their groups will be able to use the building when they are scheduled.
- Gagetown Recreation Centre have a number of people who have keys, trusted individuals, members of the boards and volunteers who flood the rink and that there are likely individuals within this community who could respond to opening and closing the building.
- Deputy Mayor Sharpe stated that he did not know that there was a student was hired and that this situation should have been taken care a month ago. Working with the Lions Club they have trusted individuals who are intrusted with keys and are responsible for opening and closing and cleaning. These are regular groups, weddings, etc are different. A lock system was to be installed months ago and obviously did not happen. A building use agreement will have to be signed and if a remote system is to be installed the internet will have to be upgraded. The open internet in the building is dangerous and access by individuals. There is security set to restrict access on the open wifi.
- Installation of the lock box and that trusted individuals be given an access the building.
- An updated building use agreement will be provided to individuals taking responsibility for the building.
- A plan needs to be developed for this building.
- Cleaning should be addressed separately, but general clean up will be the responsibility of the individuals using the building.
- Building and Property Committee will come forth with recommendations for policy changes required by the next Council meeting.

- Staff will address the cleaning of the building with the current employee based on use schedule of the building.

7) Future Council Meeting Locations

- Mayor Pleadwell stated that it had become apparent to him that people are not happy with the fact that meetings are not predictably happening in a single location and coming into this we could not pick a single location but coming out 8 months later, hearing that individuals would like a set location for meetings, we are in the process of investing into the Cambridge-Narrows Municipal building from a heating/cooling perspective and looking at gaining better internet access from a location perspective. With 850 plus mobile trailer and other associated expenditures a month, Mayor Pleadwell asked for a motion that Council consider using this building for future municipal office and for council meeting to remove those expenses for the upcoming budgeting process.
 - It was moved by Councillor Mennier and seconded by Councillor Gahan-Magee that Council reside in the Cambridge-Narrows Municipal Building.
- Councillor Gahan-Magee stated that she was in support of the office being located in the Cambridge-Narrows Municipal Building since the beginning.
- Councillor Black stated that there have been discussions surrounding the use of the building but there is not plan and place and she would like to see a plan in place.
- Deputy Mayor Sharpe stated that he had not heard of concerns but rather appreciation for having the meetings in individual wards. Working with the transition committee the intent was to provide each ward, twice a year to hold the Council meetings within their wards. Costs associated with moving the rental office are minor in the grander scheme of things. Moving the office would affect operations of the building. The space that would be needed would put the organization out. Discussions are needed before moving ahead. Moving the office trailer to the Cambridge-Narrows Municipal Building does not address residents' accessibility to the office.
- Upgrades to the internet should be looked into for easier setup/access to the meetings and that a schedule for the year for information purposes could be set.

With no further questions, motion was defeated with no Councillor supporting the motion.

8) Appointment of a Representative for the Right to Information and Privacy Act

- No further information was received on the clarification of the requirements for appointing an individual. Mayor Pleadwell stated that under the act we are required to appoint a representative and that because we have not, we not in compliance. Further information will be brought forth to the next Council meeting.

9) Managing Website/Facebook Accounts

- Moved by Councillor Gordon and seconded by Deputy Mayor Sharpe that the Communication Committee Chair, Paula Gahan Magee manage, in the interim, the Village's website/facebook accounts with the understanding all non Council decision and Council commitments will be vetted by the clerk and that any communication on Council decisions be vetted thru the mayor as per the local governance act.

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


10) Closed Session


- Moved by Deputy Mayor Sharpe and seconded by Councillor Mennier that Council move into closed session.
- Matters discussed in the closed session are as per Section 68 (1) of the Local Governance Act.
 - Moved by Councillor Black and seconded by Councillor Mennier that Council move into open session.
 - It was moved by Councillor Black and Councillor Gahan-Magee that Kelly Services or similar companies be contacted for temporary office support to December 31, 2023.

11) Adjournment

- Moved by Deputy Mayor Sharpe and seconded by Councillor Black that the meeting be adjourned at 8:11 pm.

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


Alexis Trebble, Deputy Clerk/Treasurer


Deputy Mayor - Mayor