



Village of Arcadia

Minutes of Special Meeting of Council

Location: Gagetown Recreation Centre, 38 Mill Road

Date: September 13th, 2023 at 6:00 pm

1) Opening of the Meeting

- The meeting was called to order by Mayor Pleadwell at 6:05 pm. This meeting was held in person at the Gagetown Recreation Centre and was available on MS Teams. 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 by Council.
 - It was moved by Councillor Mennier and seconded by Councillor Black to approve the agenda as presented.

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) Closed Session

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

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

- It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe to move into open session.

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

5) Process for Filling Vacancies at Arcadia Office

- It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe that the following actions be taken:

- Two job descriptions be created and circulated via email to Council by Wednesday, September 20th;
- The job description for the Administrative Assistant be sent to the Temporary employment agencies once reviewed by Council for the immediate filling of the administrative position in the office.
- Engage Working NB to assist Arcadia with the HR component in posting Administrative Assistant Vacancy and the Clerk Vacancy for 3 weeks;
- Vetting potential candidates within 3 days;
- Set interviews for end of October;
- Benefit package and letter of offer will be made available for review by October regular meeting
- Hire staff by the end of November.

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

6) Update on CIF Funding Approval

Councillor Mennier stated that Arcadia had been approved for \$5,000.00 thru the Communities Investment Fund. All monies will have to be spent before March 2024. Councillor Mennier will send the Deputy Clerk the original application and the funding approval documentation to be completed by the office. All funds will have to be spent and reimbursement filed with CIF.

7) Municipal Week

Councillor Gahan-Magee stated that Municipal Week is the week of September 18th to 24th. Mayor Pleadwell stated that he would contact Dan Murphy to look into getting the available kit. It was suggested that Councillor Gahan-Magee reach out the Marcie Malloy at the Cambridge-Narrows Community School and contact the Gagetown School to organize a drawing contest for K to 5 students. The back packs, water bottles and stickers can go toward the prizes.

- It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier that a budget of \$200.00 be allotted for prizes for Municipal Week.

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

8) Adjournment

- Moved by Deputy Mayor Sharpe and seconded by Councillor Gordon that the meeting be adjourned at 7:06 pm.

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



Alexis Trebble, Deputy Clerk/Treasurer




Derek Pleadwell - Mayor