



Village of Arcadia

Council Meeting Minutes

Location: Queenstown Orange Hall

Date: Monday, October 16th, 2023 Regular Meeting of Council

Time: 7:00 pm

1) Call to Order

- This meeting, held in person and available online via Microsoft Teams, was called to order by Mayor Pleadwell at 7:00pm. Present were Mayor Pleadwell, Deputy Mayor Sharpe, Councillor Black, Councillor Gahan-Magee, Councillor Gordon, Councillor Mennier, and Deputy Clerk Alexis Trebble. Councillor Watson was not in attendance.

2) Approval of Agenda

- The agenda was reviewed, and an addition was made under New Business for a motion to establish an Arcadia Sewer line of credit for the Desludging Project.
 - It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe to approve the agenda with the addition.

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

3) Disclosure of Conflict of Interest

- Mayor Pleadwell asked if anyone present had conflicts of interest to declare. No disclosure of conflict was made.

4) Approval of the Previous Meeting Minutes

- Council reviewed the minutes from the September 25th, Regular Meeting of Council.
 - It was moved by Deputy Mayor Sharpe and seconded by Councillor Black to approve the minutes with the correction of solved/resolved as stated by Councillor Mennier.

With no further correction noted to the minutes or questions to the motion and with all in favour, the motion was carried.

5) Business Arising from the Minutes

- Queenstown Picnic Site
 - No new information to report.

- **Hendry Lighthouse Repairs**
 - This item will be discussed under the Buildings and Properties Committee Report.
- **Solid Waste Pickup Tender**
 - Staff will continue to work on getting pricing in place for budget purposes. The quotes from the legacy haulers have been received.
 - Pricing is coming in higher than expected.
 - Will discuss the pricing with Brittany Cain.
- **Humphrey's Wharf Property**
 - Mayor Pleadwell stated that there was no new information and that he has not had the opportunity to reach out to the Village Lawyer on the letter of response to Murray Digdon Law.
- **Cambridge-Narrows Municipal Building**
 - This item will be discussed under the Buildings and Properties Committee Report.
 - The option of putting a couple units into the building for safety back up will be investigated by staff. Quotes from contractors for the new heat pumps were submitted to Council. Staff has been instructed to move forward with the quote from Laagland's Heat Pumps Sales & Service Ltd. for the amount of \$12,392.50.
- **Saint John River Trails Project – Letter of Support**
 - Councillor Gordon has drafted a letter in support of the Steamboat Wharves Project. Mayor Pleadwell will sign the letter and staff has been directed to send the letter to the Dino Kubik, President of the St. John River Trails System.
- **Re Zoning Application PA-2022-004**
 - Public notice of the meeting has been placed on the Arcadia website and on Facebook; it is scheduled for October 30th at 7:00 pm at the Cambridge-Narrows Municipal Building.

6) Council Committee Reports

Councillor Gahan-Magee, Communication Committee

- The committee is moving forward with the contest for the new Cumberland Bay fire truck.
- The Municipal Week drawing contest winners from the Gagetown and Cambridge-Narrows schools are now on the website and they have been presented their prizes.
- The committee would like to move forward with awarding the prizes to the photo contest winners at the November regular meeting of Council.

- Arcadia postings on the website may see a charge coming through from Noumzie. Some items are not easily posted and need technical support.
- The committee is scheduling their next meeting soon.
- Concerns were received over the SPCA's removal of a cat from a homeowner's property. Animal control is the responsibility of ELG in that area and staff are to investigate the NBSPCA agreement with ELG.

Deputy Mayor Sharpe, By-Law Committee

- The Animal Control By-Law and the Noise By-Law are currently awaiting further input pending the hiring of staff.
- Two members of the By-Law Committee have resigned, and two or three new members will be sought once new staff is in place. Deputy Mayor Sharpe stated that the work of the departing members of the committee was very much appreciated.

Deputy Mayor Sharpe, Buildings and Properties Committee

Hendry Lighthouse Property

- The Village received an additional quote from TNT Construction to elevate the lighthouse two feet.
- In conversation with EMO, the Deputy Clerk asked in the event the lighthouse must be moved, whether those costs would qualify under the funding. A response to the question was received just before the meeting but it is still unclear what will qualify.
- The engineering report must be updated before the project can move forward. When asked about the deadline, EMO clarified that an extension had already been requested up to the end of 2025. Arcadia has until then to get pricing in place, obtain needed clarifications, and receive an updated engineering report.
- Deputy Mayor Sharpe noted that if funds are spent, there is no guarantee that those costs will be recovered under the funding. If another engineering report is obtained, additional costs will be incurred.
- While several options were discussed in the proposal submitted for funding, only one option was approved – raising the lighthouse and setting it on a new foundation. Why the selected option was approved is unclear. An updated engineering report may unlock additional funding but there is no guarantee.
 - The request to raise it had been for three feet, but the quote came in for two feet. A question should be asked regarding whether two feet will clear the projected climate change flooding levels.
 - Councillor Black noted the historical significance of the site.
 - Councillor Gahan-Magee asked if the structure could be moved and used for other purposes rather than face flooding risks in its current location.
 - The Deputy Clerk stated that clarification on funding for repairs would still be required if the structure was moved.
- Deputy Mayor Sharpe stated that the structure may not support a move either in cost or integrity of the structure.

- Staff has been directed to move forward with requesting an updated engineering report from Hill & Associates Consulting Engineers including up to date costing. Funding for the update is available in the budget.

Heating System at the Cambridge-Narrows Municipal Building

- Repairs to the heating system were performed successfully on unit 2 - a new board was installed under warranty. It was recommended by Integrated Heating Systems that a new board be ordered to have on hand in case the old board on unit 1 fails as the delivery time was significant. Staff is to look into pricing and have the spare part ordered.
- Heat pump quotes were reviewed and it was recommended that the pricing from Laagland's Heat Pumps Sales & Service Ltd. be accepted for the installation of the back up heat pump system in the main conference area of the Cambridge-Narrows Municipal Building.
 - It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier that the quote in the amount of \$12,392.00 be accepted as submitted by Laagland's Heat Pump Sales & Service Ltd.
- Mayor Pleadwell asked the question on whether the funds were available. The Deputy Clerk stated that they were available.

With no further questions to the motion, the motion was carried.

Councillor Mennier, Economic Expansion and Tourism Committee

- Thursday, October 17th, the Capital Region Service Commission (CRSC) Economic Expansion Committee will meet and finalize the Terms of Reference. A report of the meeting will be available for the next Council meeting.
- Focus groups are moving forward.
- Rose Arsenaault shared good news about a program called Atlantic Canada 365, "Love For Local". This program promotes local businesses through social media. Several Arcadia businesses have been accepted into this program which will raise the overall awareness of businesses in our area.
- Mayor Pleadwell stated that he had attended an Ignite sponsored Innovate NB Session. It was very well attended, and a good presentation overall.

Councillor Gordon, Public Safety Committee

- A report was submitted for Council's review.
- Councillor Gordon will be attending a session on October 24th – Region 11 EMO Planning & Preparedness Engagement Session. Any council members who would like to attend can and must RSVP.
- Work on the Emergency Response Plan is ongoing.
- Nothing new to report regarding the RCMP.
- Fire Department reports are available in the Public Safety Committee report.

Bunker Gear

- The Gagetown Fire Department would like to obtain a purchase order for three sets of bunker gear to be allocated to the 2024 budget.

- Mayor Pleadwell stated that in the past, due to the lead time required, the Village of Gagetown approved such purchases. It was agreed the lead time on purchasing gear is between 2 to 6 months.
- Councillor Gordon confirmed the Gagetown Fire Department's 2024 budget has not yet been received.
- Councillor Mennier asked if the purchase was pressing.
- Councillor Gordon stated that she had 3 new members starting their level 1 in early 2024. The early part of the course training is mainly theory, with the live fire training completed at the end, in May or June.
- Mayor Pleadwell noted the Village is obligated by law to provide personal protection equipment.
- Deputy Mayor Sharpe indicated that the Jemseg fire department does not necessarily purchase gear until the volunteer has completed level 1. If the volunteer does not complete the course, the department can be left with possibly thousands of dollars in gear that does not fit someone else.
- Councillor Gordon stated that the Upper Gagetown Fire Department does the fitting for gear near the completion of Level 1 and existing or borrowed gear is used if needed.
- The Deputy Clerk stated that in Cambridge-Narrows, the department does not purchase gear prior to the volunteer completing level 1 and existing gear is used.
- Councillor Black suggested that lead time for equipment purchases be verified and that the purchase costs be included in the 2024 budget.
- Mayor Pleadwell asked if, in the event the Gagetown Fire Department does not have gear available, could the gear be borrowed from other departments?
Councillor Gordon and Deputy Mayor Sharpe both stated yes.
- After the discussion, it was agreed that a Policy be created for all fire departments and that the purchase be held until 2024, with funds allocated to the new budget.

Replacement of fire truck tires

- Councillor Gordon stated that the Gagetown Fire Department asked about the policy on replacement of tires for other departments within Arcadia. She stated the US NFPA standard 19-11 requires that tires be replaced every 7 years or when tread wear exceeds state or federal or state standards, and it further refers to specific tread depth as measured by a tread depth gauge.
- Most of the fire departments have been replacing tires every 10 years.
- Motor Vehicle inspections should determine tire tread depth safety. There is nothing in the Motor Vehicle Act regarding the age of tires. ELG required tires be replaced every 10 years.
- It was agreed that the Public Safety Committee should develop a policy for tire replacement for all fire departments in Arcadia.

Councillor Black, Finance Committee

- The committee did a first run through on the budget.
- All the fire department budgets are in but one.

- Councillor Black and Councillor Gordon met with the Library and have their proposed budget.
- We are still waiting for solid waste figures.
- NBSPCA and DTI quotes are in, except for whether the roads sub-category will be required.
- Confirmation was received that the Arcadia CCBF Consolidated Plan has been accepted along with the top up for the former LSD.
- Mayor Pleadwell encouraged all members of Council to reach out to the Finance Committee on anything that should be included in the budget.
- Councillor Mennier asked if there will be a special meeting has been set to approve the budget before its due. Mayor Pleadwell confirmed it would be necessary.

Mayor Pleadwell, Public Works Committee

- The package for the Provincial Municipal Highway Program has been submitted. We received feedback from the district engineer with regards to our concerns with the new requirements that all projects be engineered. The response was not satisfactory and a letter was sent to the Minister of Transportation and Minister of Local Government to express our issue with this requirement. A copy of the letters are in the council package. No response has been received regarding our concerns but did get confirmation that they received our PMHP package.
- There will be a Public Works Committee scheduled within the next week.

Mayor Pleadwell, Governance Committee

- Nothing to report on the Governance Committee.
- CRSC have had lots of meetings. The Finance Committee has a new member to replace John Biggar who resigned because he had moved out of his community. Regional Infrastructure has a visioning workshop coming up on November 8th or 9th to discuss in practical terms what it means for large infrastructure projects to be considered regional and how it will impact communities in terms of contributions.

7) Correspondence

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

8) Financial Reports

- The following is a summary of the general account expenses incurred between September 26th through to October 16th, 2023.
 - General: \$71,803.48
 - It was moved by Councillor Black 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 September 26th and October 16th, 2023

- Sewer: \$ 1,043.63

- 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.

- Councillor Black stated that the budget vs actual report was available in the council packages for their review.

9) New Business

- 1) Request for financial support – Village of Gagetown and Area Chamber of Commerce are requesting a donation for the 2023 Christmas in the Village Event
 - Councillor Mennier stated that this is an annual donation.
 - Deputy Clerk stated that there are funds available but were not specifically budgeted for this event.
 - It was moved by Councillor Mennier and seconded by Councillor Black that a donation in the amount of \$1,500.00 be made in support of Christmas in the Village.

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

- 2) Request for Financial Support – CNCS Tip Off Tournament
 - Council Black stated that this was an annual event for the last ten years.
 - Previous Council contributed to provide t-shirts to all students and staff at the CNCS.
 - Previous years' costs were approximately \$2,300.00
 - Deputy Clerk stated that there are funds available
 - It was moved by Councillor Black and seconded by Councillor Mennier that Arcadia provide support in the amount of \$2,500.00 for the CNCS Annual Tip Off Tournament.

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

- 3) Request for Financial Support – Gagetown Fire Department is requesting support in the amount of \$100.00, or chips and chocolate bars, for the 6th Annual Trick or Treat event.
 - It was moved by Councillor Black and seconded by Councillor Gordon that a donation of \$100.00 be made to support the event.

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

- 4) Scotiabank Line of Credit for the Sewage Lagoon Project.
 - It was moved by Councillor Black and seconded by Councillor Mennier that Council authorize the Village of Arcadia to borrow the amount of \$393,300 to be set up as a line of credit for the Arcadia Sewage Lagoon Revitalization Project, Project # 15437.

- Clarification was given on the municipal contribution portion to be paid out of the Arcadia Sewer and Utility Reserve Account, the time frame for the project and the time frame for repayment of the credit line.

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

10) CRSC 2024 Proposed Amended Draft Budget

Following the process of the Capital Region Service Commission, an amendment was brought forth by the City of Fredericton to constrain next year's budget of the Capital Region Service Commission to less than what was originally proposed by the commission.

- Voting to pass the amended budget will take place on October 26th.
- This reduces costs to Arcadia.
- Mayor Pleadwell feels that this amendment does not allow the commission to approach the new mandated areas with the levels of expertise required to handle these tasks. It is not just staffing but hiring expertise that will need appropriate levels of funding.
- Deputy Mayor Sharpe asked if there has been any indication of additional provincial government funding to support these programs?
- There has been a great deal of funding to support these mandates, but it is not specifically earmarked for each mandated area.

11) Military Training – November 8th to 11th, 2023

- Councillors Gordon and Watson received an email in early summer regarding the upcoming exercise and had a discussion about the proposed areas where it would take place.
- Several concerns have been identified and include that the fire department may require access to the Upper Gagetown ferry landing in the event of a fire and it cannot be blocked, adjacent landowners may be inconvenience because of the use of blank ammunition and pyrotechnics, and that emergency vehicles must have priority if there is any traffic disruption.
- Outside of lands within the former villages of Gagetown and Cambridge-Narrows, the village does not own any of the proposed land.
- Councillor Black stated that these concerns should be brought to the attention of those responsible for the exercise.
- Deputy Mayor Sharpe stated that it is difficult to give permission for things that we don't own. Mayor Pleadwell stated that they are asking for permission to operate within Arcadia and will seek the permission of other levels of government and landowners.
Mayor Pleadwell will reinforce the above points in a letter to representatives from Department of National Defence.

12) Closed Session

- Moved by Councillor Mennier and seconded by Deputy Sharpe to move into closed session.

Matters discussed in the closed session are as per Section 68 (1) of the Local Governance Act.

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

- Moved by Deputy Mayor Sharpe and seconded by Councillor Black to move out of closed session.

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

13) Upcoming Meetings

- November 20th, 2023 – Cambridge-Narrows Municipal Building
- December 18th, 2023 – Gagetown Recreation Centre
- January 15th, 2024 – Cumberland Bay Fire Hall

14) Motion to Adjournment

- It was moved by Deputy Mayor Sharpe and seconded by Councillor Gordon that the meeting be adjourned at 8:41 pm.

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



Mayor Derek Pleadwell



Alexis Vebble, Deputy Clerk/Treasurer

