



# Village of Arcadia

## Council Meeting Minutes

Location: Cumberland Bay Fire Hall  
Date: Monday, January 15, 2024 – Regular Meeting of Council  
Time: 7:00 pm

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1) Call to Order

The meeting was called to order by Mayor Pleadwell at 7:06 pm. It was held in person and available online via Microsoft Teams. Present were Mayor Pleadwell, Councillor Black, Councillor Gahan-MaGee, Councillor Gordon, Councillor Mennier, and Acting Clerk LeBlanc. Deputy Mayor Sharpe joined the meeting through Teams.

2) Approval of Agenda

Mayor Pleadwell introduced additions to the agenda: two additional motions under new business, one related to financial management and the other to training. The agenda was reviewed and approved as presented.

- *It was moved by Councillor Mennier and seconded by Councillor Gahan-MaGee to approve the agenda with the additions presented.*

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

3) Disclosure of Conflict of Interest

Mayor Pleadwell asked if anyone present had any conflicts to declare based on the agenda. No conflicts were declared.

4) Approval of the Minutes – Special Meeting held November 30, 2023

Council reviewed the minutes from the Special Meeting of Council held on November 30, 2023.

- *It was moved by Councillor Mennier and seconded by Councillor Gahan-MaGee to approve the minutes.*

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

5) Approval of the Minutes – Special Meeting held December 21, 2023

Council reviewed the minutes from the Special Meeting of Council held on December 21, 2023.

- *It was moved by Councillor Gordon and seconded by Councillor Mennier to approve the minutes.*

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

6) Approval of the Minutes – Special Meeting held December 29, 2023

Council reviewed the minutes from the Special Meeting of Council held on December 29, 2023.

- *It was moved by Councillor Mennier and seconded by Councillor Black to approve the minutes.*

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

7) Business Arising from the Minutes

Complaint regarding trail initiative

- Acting Clerk LeBlanc reported that contact has been initiated with the Capital Regional Service Commission to discuss the matter and she is waiting for a response.

Complaint regarding illegal dumping

- Acting Clerk LeBlanc reported that the complaint and background information has been shared with the Department of Environment and Local Government. An inspector will be assigned to the complaint and will file a report. The Acting Clerk will follow up on the matter and will report to Council once a report and advice regarding any further steps are available.

8) Committee Reports

Economic Expansion Committee

- Councillor Mennier reported that the Committee is completing the final touches on the Agricultural and Forestry Survey. They are awaiting final approval of a grant of \$3,000 from the Department of Justice and Public Safety. The funds will be used primarily for promotion, copying, postage, and other administrative costs.
- Regarding Tourism, there will be a meeting to discuss the possibilities offered by the April 2024 total eclipse of the sun. The area is largely in the path of totality and there could be possibilities for businesses to capitalize on astronomy tourism and those wishing to witness this rare event.
- The Committee will hold a meeting by the end of January. There will now be four members: along with Councillor Mennier as chair, members include Deputy Mayor Sharpe, Danielle Connell and Monique LeBlanc.

Finance Committee

- Councillor Black informed Council that due to timing and staff shortages, there is no finance report for this meeting. Staff are currently finalizing the end of year entries and wrapping up the budget reports for 2023. The 2024 budget was approved and is being entered into the village accounting system.

Public Safety:

- Councillor Gordon provided two written reports, for December and January, and they can be found in the Council packets along with two RCMP quarterly report. Councillor Gordon noted she attended a virtual meeting on December 4<sup>th</sup> with the Capital Region

Service Commission (CRSC). She provided a verbal summary of her two reports, mentioning ongoing training at the Fire Departments, calls for service, recent storms, etc. She noted changes to the Jemseg Fire Department – Gilbert Farris decided to step down as chief after over 10 years of service. Bert Farris has stepped up to take on the role of Chief and the new Deputy Chief is Brandon Lambe. On behalf of Arcadia Council, Councillor Gordon expressed appreciation for Gibert Farris’s years of service as chief.

- Councillor Gordon offered to give a presentation on the Voyent system. Mayor Pleadwell suggested that a presentation and discussion take place at the CRSC committee to gain insight on the interest at the regional level - there could be benefits of having a regional initiative.

#### Communications Committee

- Councillor Gahan-MaGee reported the Communications Committee met on January 9<sup>th</sup> with members Emma Vail and Mary Fanjoy. The Arcadia Facebook page currently has 688 followers, and the current goal is to reach 1,000; the committee will be looking to develop material to attract interest in the website and Facebook page. In addition to promoting the grand opening of the Disc Golf course, Emma Vail has offered to develop short posts with pictures highlighting places, people and stories in Arcadia such as predictions by Dan Slocum, areas of interest such as the Orange Hall, Spoon Island, ghost stories, and on themes such as Black History Month, etc. Mary Fanjoy will be following up with advertisers and community events. Councillor Black will confirm possible dates for the grand opening in consultation with the Disc Golf contractor and plans can be made with the committee to promote the grand opening.

#### Buildings and Properties Committee

- Deputy Mayor Sharpe reported on the Buildings and Properties Committee. The following items remain from 2023 and were moved forward to 2024: the Cambridge-Narrows Library and the Cambridge-Narrows Medical building which are both subject to contractor availability; the Cambridge-Narrows original fire department energy upgrades that were completed last year and the recommended upgrades that are in the 2024 budget. The Hendry Lighthouse is still an outstanding item, subject to confirmation of the availability of funds. Finally, the wharves inspection did not take place last year due to high water and we are hoping to take those on this year.
- Mayor Pleadwell noted that a letter was written in support of the St. John River Society. Councillor Black clarified that the inspections in question were to be undertaken by a former employee of the Department of Transportation and Infrastructure.

#### Public Works Committee

- Mayor Pleadwell reported there has been no meeting of the Public Works Committee since the last Council meeting in December. The Tender package has been put together for the Lagoon project and he will be in contact with the office. The Notice of Tender will be posted shortly.
- Acting Clerk LeBlanc noted that she will be meeting with a member of the Public Works Committee, Richard Plaster, on Wednesday, January 17<sup>th</sup> to discuss the lagoon monitoring report required by Environment and Local Government.

#### By-Laws Committee

- Deputy Mayor Sharpe reported that an ad placed in the Jemseg Lions Club newsletter yielded one volunteer to join the committee. In addition, he contacted the CRSC and they are prepared to assist the committee in moving forward. There are two by-laws that were sent to staff back in late spring (May/June) for formatting: one was respecting animal control and the other was respecting noise. Acting Clerk LeBlanc will look into the status of the by-laws and have them put into the proper form and format.

#### 9) Correspondence

- Correspondence received since the last meeting of council was shared in the Council package. The following summarized discussion:
  - Communities in Bloom – information was sent to the office regarding this program. Councillor Mennier inquired whether the information could be shared with local groups. Several gardens in the village were noted including those in Cambridge-Narrow and in Gagetown, and the garden located next to the Jemseg Lions Club. Acting Clerk LeBlanc noted that fees are associated with the program with different levels of participation from receiving information only, to competing and receiving visits from judges. The item was retained for information only.
  - Aviva Charge for Change Program – Mayor Pleadwell recommended that we participate in the information session on January 23<sup>rd</sup> with a report back to Council. Councillor Gahan-MaGee expressed reservation about the installation of a charging station in the village and associated costs. Councillor Mennier noted the amenity can be a way to attract tourists to the Village if they know there is a station available to use. It was agreed Acting Clerk LeBlanc will sit in on the session and provide information to Council by email for discussion.
  - Mayor Pleadwell also made note of the invitation to submit a brief to the Economic and Social Inclusion Committee. Councillor Mennier will look at the invitation. The Capital Region Service Commission has this on their agenda as well.
  - A concern related to solid waste pick up was noted and will be shared with the contractor.
  - Radon Survey – Acting Clerk LeBlanc requested direction as to whether Council wishes that she respond, as appropriate, on behalf of Council to the Municipal Radon Survey. Council indicated to proceed.
  - NB Environmental Network – The NBEN has launched a tool for municipalities to build capacity and expertise for the implementation of nature-based and natural infrastructure solutions for climate-change adaptation. There will be training sessions held through January and February. Information is available on-line.
  - Council was advised of the merger of Union of the Municipalities of New Brunswick (UMNB) and the Cities of New Brunswick Association (CNBA), with the establishment of an Urban Municipal Caucus.
  - Two UMNB Newsletters were included in correspondence. It was noted that there is still time to apply for the Governance Transition Funding from the province and a request that municipalities share their approved 2024 budgets. Direction was given

to share the Arcadia budget. The bulletin also notes several funding opportunities which will be reviewed by the Acting Clerk.

- The information item about the UNB Legal Clinic was discussed and it was agreed the information should be shared on the website and Facebook page.

#### 10) Finance Committee Report

- No finance committee report was provided as the office is in the process of finalizing and closing 2023 year and setting up the books for 2024.

#### 11) New Business

Mayor Pleadwell asked Deputy Mayor Sharpe to take the chair for him to present several motions. Deputy Mayor Sharpe accepted and invited Mayor Pleadwell to present the motions.

##### Motion 1:

Mayor Pleadwell proposed that the Governance Committee be made a committee of the whole in order that all members of Council be engaged in addressing current challenges including the ongoing staff shortage and need for recruitment and the development and implementation of Human Resource policies and procedures, as well as establishing requirements for financial reporting to council as we enter 2024.

- *It was moved by Mayor Pleadwell and seconded by Councillor Mennier to make the Governance Committee a committee of the whole.*

Deputy Mayor Sharpe called for questions. A/Clerk LeBlanc requested clarification whether the Terms of Reference should be adjusted to reflect the new membership. It was agreed the membership should be adjusted.

Councillor Mennier asked if the meetings of this committee of the whole would take place at the same time as the regular council meetings. Mayor Pleadwell stated the meetings would be separate from regular council meetings. Nothing would prevent them being held on the same day, but the expectation would be to have a focused discussion on governance related questions.

Councillor Mennier asked whether the mayor should chair or would there be another chair appointed? Deputy Mayor Sharpe noted that Mayor Pleadwell is the chair of the Governance Committee and asked whether it would make sense to maintain that position. It was agreed that Mayor Pleadwell would chair the committee of the whole.

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

##### Motion 2:

- *It was moved by Mayor Pleadwell and seconded by Councillor Mennier, that human resources consulting services be secured, working with committee of the whole to*

*prepare for council a current state staffing plan for recruitment of Clerk/CAO or the position resulted from that plan.*

Deputy Mayor Sharpe called for questions. Councillor Mennier mentioned that AMANB has referred to a third party for such services, and Councillor Black identified Working NB as another resource. Mayor Pleadwell suggested that a decision on selecting a consulting service would be referred to the committee of the whole. A/Clerk LeBlanc requested clarification regarding staff actions in follow up and Mayor Pleadwell indicated that direction would be provided by the committee of the whole.

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

Motion 3:

- *It was moved by Mayor Pleadwell and seconded by Councillor Mennier to engage Shannon Buffett, working with committee of the whole to provide advice to council on financial planning, management, and reporting which may be over & above current audit engagement.*

Deputy Mayor Sharpe called for questions. Councillor Black asked if anyone has consulted with Shannon Buffett yet. Mayor Pleadwell responded that both he and A/Clerk LeBlanc have spoken with our auditor at Shannon Buffett, Claude Leger. A question remaining is whether this request would exceed our current audit engagement. If so, a separate arrangement could be undertaken. The purpose of this engagement would be to review and consider current financial controls and reporting and make recommendations to improve these if required. Mr. Leger has noted that this is often included in the auditor's management letter and in his opinion does not pose a conflict. Mr. Leger is open to looking at all the material provided to Council over the previous year as part of his audit and consider information that could improve the reporting and control for council members. Mayor Pleadwell indicated that the auditor would engage with all of Council to ensure they are comfortable with what they receive. Councillor Black noted that the engagement being requested is a duplication of the role of the Finance Committee. Councillor Mennier suggested it could be additional information that should help the Finance Committee.

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

Motion 4:

- *It was moved by Mayor Pleadwell and seconded by Councillor Mennier to investigate/engage outside expertise for QuickBooks training for office staff that have current financial responsibilities. Recommendation will be brought to council by our next regular council meeting with a plan and dates.*

Deputy Mayor Sharpe called for questions. With no questions arising, Deputy Mayor Sharpe indicated that training is a staff responsibility and expressed concern that Council would be

micromanaging staff. Mayor Pleadwell responded that Council has a governance responsibility and referred to section 48 1j) of the Local Governance Act: "The Mayor of a local government shall communicate information and recommend actions to council for the improvement of the local government's finances, administration and government". He noted there has been a lot of turn over in staff with individuals currently in an acting capacity so elected leadership has a responsibility to ensure that supports are there, and they have the skills and training required to perform the work. A/Clerk LeBlanc expressed concerns about waiting to the next meeting to present a plan. With respect to training in QuickBooks in particular, the Acting Clerk would like to take the opportunity to secure training much sooner so that the office can complete last fiscal year and enter in a new one without delay. She agrees that it is incumbent on Council to ensure capacity and to provide oversight but believes it is staff's role to implement the recommendation.

Mayor Pleadwell indicated an openness to amend the motion so that actions could be undertaken before the next meeting but would like that a recommendation be brought to Council for approval before action is taken. Deputy Mayor Sharpe requested a seconder for the motion. Hearing none, he called for a vote on the original motion. Two members voted in favour of the motion.

Acting Clerk LeBlanc suggested that she prioritize investigating sources for QuickBooks training with an outline of expected outcomes and share the information by email with Council once an appropriate package is identified.

Deputy Mayor Sharpe confirmed the amendment died for lack of a seconder and asked Mayor Pleadwell if he was withdrawing the motion. Mayor Pleadwell confirmed the motion was withdrawn. With no further motions, Deputy Mayor Sharpe passed the chair to Mayor Pleadwell.

Item 2: Letter of support for K&W Meats to retain an ANBL franchise

Councillor Mennier explained to Council that a recent assessment by ANBL of the franchise held by K&W Meats (permit is up for renewal) showed there was limited traffic and for this reason, the franchise might not be renewed. A franchise application was also submitted by Law's Convenience (Shell station in Upper Gagetown). MLA Ross Wetmore met with representatives from ANBL to explain that the assessors had overlooked the fact that much of the traffic to the K&W Meats franchise is in the spring/summer/fall is foot traffic from the marina. Withdrawal of the franchise license may result in fewer marina stops and could have a serious impact on area businesses. MLA Wetmore has intervened in support of two franchisees in the area as the clientele is very different; no letter is required from Council.

## 12) Closed Session

- *It was moved by Councillor Gordon and seconded by Councillor Black to move into closed session.*

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

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

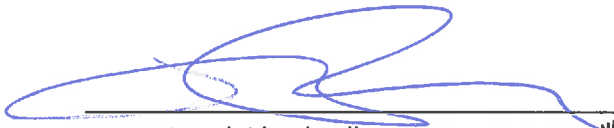
- *It was moved by Councillor Mennier and seconded by Councillor Black to move out of closed session.*

13) Upcoming Meetings

- February 20, 2024 – Upper Gagetown Fire Hall
- March 18, 2024 – Jemseg Fire Hall

14) Motion to Adjourn

- *It was moved by Deputy Mayor Sharpe and seconded by Councillor Black to adjourn. With all in favour and none opposed, the motion was carried.*



Mayor Derek Pleadwell



Acting Clerk Monique LeBlanc

