



# Village of Arcadia

## Council Meeting Minutes

Location: Online

Date: Thursday, March 7, 2024 – Special Meeting of Council

Time: 6:30 pm

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1) Call to Order

The meeting was called to order by Mayor Pleadwell at 6:32 pm. It was held online via Microsoft Teams. Present were Mayor Pleadwell, Deputy Mayor Sharpe, Councillor Black, Councillor Gahan-MaGee, Councillor Gordon, Councillor Mennier, and Acting Clerk Monique LeBlanc.

2) Approval of Agenda

Mayor Pleadwell proposed the option of adding an agenda item to discuss the tender submission for the Lagoon Desludging project or to defer the discussion to a special meeting. Preference was expressed to hold the discussion to a later date.

- *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

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

4) Review of consultant report – HR Staffing Plan

Mayor Pleadwell presented the approach used to obtain the proposal from Pivot Consulting currently before Council. Acting Clerk LeBlanc described her outreach to Working NB to obtain more detail around the offer of five free consulting hours. The Working New Brunswick program would support consultations between Arcadia and an HR company for up to five hours to help the municipality assess its staffing needs, review its processes, etc., but would not extend to the development of a staffing plan and recruitment. Working NB has other programs that could be beneficial to the village in the future, however, where there is no funding available until next fiscal year and the application process could take some time with no guarantee of funding, Council agreed to proceed with the review of the proposal from Pivot Consulting.

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Arcadia

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

The work to be performed, phases and deliverables were discussed. It was agreed the process for engagement with Council should be clarified, underscoring its importance, and that confirmation be obtained that the deliverables include an organizational structure review.

- *It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier to engage Pivot Consulting Inc., to undertake the work as per their proposal dated February 21, 2024, for \$10,650 plus HST. The project will include an organizational structure review, a staffing plan for the effective administration of the municipality, and the recruitment process(es) for the administrative position(s) resulting from the plan.*

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

5) Resolution to fill a vacancy on Council

A letter of resignation from Councillor Elizabeth Watson effective March 1, 2024, was received at the Arcadia office on Monday, March 4, 2024. Councillor Watson stated the decision to resign had not been easy, but due to illness she was unable to continue to carry out her duties. She stated it had been an honour to serve the residents of Ward 3 and to contribute to the establishment of the village of Arcadia.

- *It was moved Deputy Mayor Sharpe and seconded by Councillor Black that the resignation of Councillor Elizabeth Watson, due to illness, effective March 1, 2024, be acknowledged by Council as per the Local Governance Act 50 (1) b., and that a vacancy on council for Ward 3 be declared, as per the Local Governance Act 51 (1).*

Mayor and Council recognized the important role played by Councillor Watson with the governance transition team, expressed regret that she is unable to fulfill her term, and wished her the best in her recovery.

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

6) Motion to Adjourn

- *It was moved by Councillor Gordon and seconded by Councillor Black to adjourn at 7:06 pm. With all in favour and none opposed, the motion was carried.*



Mayor Derek Pleadwell



Acting Clerk Monique LeBlanc

