



Village of Arcadia

Council Meeting Minutes

Location: Cambridge-Narrows Municipal Building
Date: Monday, April 15, 2024 – Regular Meeting of Council
Time: 7:00 pm

1) Call to Order

Mayor Pleadwell called the meeting to order at 7:00 pm. It was held in person and online via Microsoft Teams. Present were Mayor Pleadwell, Deputy Mayor Sharpe, Councillor Black, Councillor Gahan-MaGee, Councillor Gordon, Councillor Mennier, and Acting Clerk LeBlanc.

2) Approval of Agenda

The agenda was reviewed and presented without additions.

- o *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) Presentation Medavie Health Services – Ambulance NB

Acting Clerk LeBlanc welcomed and introduced Trent Piercy, District Manager and Robyn O’Hara, Regional Manager, to present on the structure and services provided by Ambulance New Brunswick.

Mr. Piercy spoke to the organizational structure of Ambulance NB and how services are provided in collaboration with Horizon Health and Extra Mural Hospital. Medavie is under a 10-year contract and is held to service standards required for renewal of the contract. A quality assurance unit monitors services and any complaints, along with independent auditing on services and response times. There is a Patient Advisory Council to inform policy development and quality assurance.

Service is provided out of the Jemseg unit 24hr/365 days a year. Paramedics are offered 20 hours of in person training annually, along with e-learning. Advanced-care paramedics offer a greater range of interventions in primary care. Challenges faced by ANB are those faced by the health system as a whole – ER waits, staff shortages, and ongoing recruitment issues. ANB is looking for both long and short-term solutions, such as multi-patient transfer, and new services are being provided such supporting Extra-Mural Hospital with in-home patient monitoring.

Information is provided to the public on response times and standards through the ANB website for 2022, to be updated to 2023. [Ambulance New Brunswick \(ambulancenb.ca\)](http://ambulancenb.ca)

5) Presentation by Jim Currie – Life at the Lakes Triathlon

Jim Currie introduced himself as the Race Director for the Life at the Lakes Triathlon and introduced Patty Currie as the real director. He thanked Sheila Black, Tom Nesbitt, and Alexis Trebble, who have aided in promoting the triathlon.

He shared the history of the development of Iron Man triathlons and provided an overview of the history of the local race which started 4 years ago. The Life at the Lakes triathlon has grown to become, this year, a qualifying race for the World Championships in 2025 in Australia. This year it will also serve as the Maritime Championships and the Regional Championships.

Given its growth, costs have grown. They have a strong volunteer component but there are costs. Attendance last year was between 50-60 participants, along with their families. With the race now a major qualifying event, the number are expected to grow further. Mr. Currie requested a grant of \$1,000 from Arcadia to assist in hosting the event.

Councillor Black indicated funds are available under the contingency line of the 2024 budget. Mayor Pleadwell noted that Arcadia can provide support for promotion and will share the information with Rose Arsenault with Capital Region Tourism. The office will also share any information on potential other funding sources. Cambridge-Narrows pins and Arcadia pens will be provided for the swag bags for competitors and a banner will be provided.

- *It was moved by Councillor Black and seconded by Councillor Mennier to approve a grant of \$1,000 to support the Life at the Lakes Triathlon.*

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

6) Staff Reports

Acting Clerk LeBlanc explained this item was placed on the agenda for the first time after it was noted on the standing agenda in the village procedural by-laws.

For the Clerk report, the only item to report was that, while \$300 had been approved by Council at the last meeting to support Arcadia resident attendance at the Fredericton Super Clinic, there was no interest expressed in the bus transportation made available therefore those funds were not expended.

No reports were available for Recreation or Public Works positions but will be obtained for future meetings.

7) Approval of the Minutes – Regular Meeting held March 18, 2024

- *It was moved by Deputy Mayor Sharpe and seconded by Councillor Gordon to approve the minutes as presented.*

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

8) Approval of the Minutes – Special Meeting held March 27, 2024

- *It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe to approve the minutes as presented.*

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

9) Business Arising from The Minutes

- Complaint regarding trail initiative
 - Work is ongoing. Voices for Sustainable Environments and Communities held a presentation in April on the ATV Federation's multipurpose trail project at the Gagetown Anglican Hall. There was a good turnout and good discussion with a positive reception to the idea. A possible solution for community concerns over farming properties has been identified and once confirmed by the Department of Transportation and Infrastructure and Public Safety as feasible, will be communicated.
- Complaint regarding illegal dumping on Lawfield Road
 - Staff is waiting for a report from the Environment and Local Government (ELG) inspector. Based on the initial estimate of time to complete the investigation, a report should be due by the end of April.
- Radon Survey
 - Acting Clerk LeBlanc has applied for the Take Action on Radon 100 Radon Test Kit Challenge, and will await word in the fall.
- Governance Transition Funding
 - An application for funding was submitted. It is hoped that a response will be received before the next meeting.
- Engage an HR Consultant
 - Mayor Pleadwell will speak to this under the Governance committee report.
- QuickBooks
 - Formal training was not determined to be necessary. The office will transition to QuickBooks online from the QuickBooks Desktop Pro as soon as the 2023 audit is completed. In the investigation of the software, it was identified that the best time to transition is at the end of a fiscal year and setting up a new budget year.
- Locker for Victoria's Quilts (Municipal Building)
 - One locker out of three had been kept in case it would be needed for dry storage in the event of a move or transition in offices; however, it is not certain that storage will be needed so rather than sit empty, the Victoria's Quilts chapter has been provided with the space.
- Letter to Minister regarding Gagetown Ferry
 - A request was sent to Minister Ames requesting the Gagetown ferry be put into service for the May long weekend; that it be returned to year-round service and that

it be renamed the Arcadia Ferry. A response was received explaining that all ferries were fully committed to ensure service and maintenance, but that it would begin operations earlier this year – from June 4th to November 25th to support Christmas in the Village. Year-round operation was not approved but the door has not been closed, and a name change for the ferry was not approved.

- Super Clinic
 - Noted under staff reports.
- Lagoon Tender
 - A company has been selected to undertake the work, and with assistance from Englobe, the contract will be negotiated and awarded. Acting Clerk LeBlanc noted that there has been some damage to a culvert on the road leading to the lagoon and the culvert will need to be replaced. An application has been submitted for a Wetlands and Waterways Alteration permit to carry out the work and it should be completed prior to needing to undertake the lagoon desludging.
- Roxie's – Concert at The Pines
 - Acting Clerk LeBlanc shared with Council that while approval had been given to Roxie's to host a concert at The Pines on June 30th, that won't be going ahead due to the untimely death of Roxie's owner and operator.
- StarLink
 - Courtesy of the new StarLink Mobile purchased, the meeting was being broadcast without interruption and it will allow for hosting meetings at Queenstown Orange Lodge without the need to borrow equipment. It will also present opportunities for special events hosted by Arcadia, should they require Wi-fi.

10) Council Committee Reports

Finance Committee

- Councillor Black noted that due to a miscommunication, the Finance Reports were not included in the Council packets; however, she provided a verbal report on expenditures.
 - *It was moved by Councillor Black and seconded by Councillor Gordon to approve the operating expenses from March 19th to April 15th in the amount of \$500,341.13.*
- Mayor Pleadwell called for questions. He stated Council should be cautious of approving the costs without having had a chance to review the document. It was agreed the expenditure reports would be approved at the next meeting.

Communications Committee

- Councillor Gahan-MaGee informed Council the committee met on April 9th and it was well attended, with Acting Clerk LeBlanc
- The committee discussed the website for Arcadia and agreed its functionality could be improved. Ideas for topics of information sharing were also discussed.
- The entries in the contest to Name the New Fire Truck were reviewed, and the committee recommended the Black Sheep. A photo will be taken with the prize winner, Kyle Wood, and a Facebook post will be prepared.
- The committee has also proposed a Like and Share contest to increase the number of Arcadia Facebook followers.

- The grand opening of the disc golf course at Cambridge-Narrows will be held on Sunday, May 26th.
 - The event will take place from 10am to 2pm, with workshops held at 10am, 11am and 12pm, and the official “disc toss” will take place at 1pm.
 - There will be discs for sale and some for Arcadia to keep and manage.
 - We have reached out to the Fredericton country music station to see if they might broadcast on site.
 - The Cambridge-Narrows Volunteer Fire Department will host a BBQ, with food and drinks to be provided by Arcadia at a cost of approximately \$300.
 - Portable toilets will be needed on site for the day at a cost of \$400 and tents will be installed in the event of inclement weather or heat.
 - Where there is no seating in the area, it is being proposed that Arcadia purchase six foldable picnic tables that can be used for future events within the village. The wooden picnic tables provided for use in municipal parks and buildings are heavy and cannot be easily moved from site to site when needed. Foldable tables can be easily stored when not in use and could be made available for events hosted by Arcadia. They cost approximately \$279.99 each plus tax. It is recommended that Arcadia purchase six tables for use at various events and locations.
- *It was moved by Councillor Gahan-MaGee and seconded by Deputy Mayor Sharpe that Move that up to \$700 be approved for the in support of the official opening of the Disc Golf course, Sunday, May 26th, to cover the cost of food and drinks and portable toilets.*
- Councillor Pleadwell asked for clarification under which budget line these costs would be covered. Councillor Black noted they would come under the contingency line item.

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

- *It was moved by Councillor Gahan-MaGee and seconded by Councillor Black that six foldable picnic tables be purchased in support of special events with the purchase not to exceed \$3,000.*
- Councillor Mennier asked for more information about the proposed picnic tables. Councillor Pleadwell asked whether there would be any other sources of funding that might be used to support the purchase of the tables, noting that the Governance Transition funding might be used? Acting Clerk LeBlanc noted the item would likely be considered operational by the Department of Environment and Local Government, but there might be other sources of funding under recreation that could be explored.

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

- Councillor Gahan-MaGee noted the committee discussed the development of a communication plan, and mentioned the office would prepare a News Release for the Disc Golf Event.
- Other items discussed included a recommendation to host a Coffee and Council evening where the community is invited to have informal conversations with Council members.
- Mayor Pleadwell noted that unfortunately, no funding was received for the website under the Tourism, Heritage, and Culture's Web Development/Content Creation funding program – referring to a letter under correspondence.

Public Safety

- Councillor Gordon mentioned that the RCMP is asking Council and municipalities to emphasize the importance of reporting crime, however small, to ensure they can assign resources. The RCMP also indicated that if provided with a list of events with times and locations, they would endeavour to have officers attend in a community-relations capacity.
- Councillor Gordon noted that Public Safety has advised that flood season has reached its peak. Work is ongoing on the development of an Emergency Measures Plan, and a meeting was held with the Gagetown Legion to discuss their interest in becoming a warming/reception centre and Emergency Response centre.
- She provided an overview of statistics on fire calls for the month, meetings attended, training undertaken, testing/maintenance being undertaken by fire departments, and equipment requirements for the fire departments.
- Councillor Mennier noted that the Eclipse events were successful and well attended at each Fire Department.

Buildings and Properties Committee

- Deputy Mayor Sharpe noted that while repairs to the Cambridge-Narrows medical clinic were supposed to have been complete, there were some items that were not to the satisfaction of the staff, and he will be investigating further.
- He reported that the Committee will be meeting on April 17th.

By-Laws Committee

- Nothing new to report.

Economic Expansion Committee

- Councillor Mennier reported that the Agriculture and Forestry Conference will be taking place on April 27th. A small portion of the grant received by Arcadia for the survey and conference project may be used to cover the cost of registration for the Economic Development contractor to attend a conference on food security as the topic will be relevant to agricultural sector – the discussion will focus on reducing food waste and maximizing the use of all produce grown locally.
- Councillor Mennier spoke of the further exploration of funding to support studies and other activities to support the promotion of housing developments. He mentioned the housing needs assessment put together with assistance from the Capital Region Service Commission to apply for funding under the Housing Accelerator Funding program will be

updated. The need for housing is acute and is an obstacle to the recruitment of needed staff at area nursing homes.

Public Works

- Mayor Pleadwell reported that the Public Works Committee has not met but will be meeting to review the need for equipment in Ward 2 and the Committee will bring a recommendation forward for Council at the next meeting.
- Mayor Pleadwell explained he had an opportunity to meet with a regional healthcare committee which is discussing recruitment packages to attract health care professionals to the region. He will bring more information to a future meeting but emphasized the benefits of a regional approach to meeting gaps in services.

Governance Committee

- Mayor Pleadwell reported that HR consultants are working with staff and he expects a Special Meeting of Council in the next couple of weeks to hear the results of the organizational review. Possible dates are April 26th or 27th.
- Deputy Mayor Sharpe inquired when Council members would be consulted, and Mayor Pleadwell explained that would be at the upcoming meeting. Deputy Mayor Sharpe stated it was his understanding that all members of Council would have an opportunity to speak one on one with the consultants to provide input on the work prior to hearing the results of their review.
- Acting Clerk LeBlanc responded that it as her understanding Council would be consulted but she did not recall whether individual meetings had been part of the proposal. However, individual meetings of Council could be arranged for any Council members interested and she requested that they advise her before the end of the day Tuesday April 16th so that she could make the arrangements.

11) Correspondence

- Mayor Pleadwell drew attention to several reports from the Capital Region Service Commission's Planning unit to ensure members of Council provide feedback as necessary.
- Councillor Gahan-MaGee advised there were complaints about the conditions of the roads. Acting Clerk LeBlanc explained that staff always follow up on complaints but includes the information so that Council is informed of the concerns.
- Councillor Gahan-MaGee requested that the information about softball be brought to the attention of someone in the community who might be able to organize something.
- Councillor Mennier advised of an initiative currently underway by the Gagetown District Recreation Council to reimagine the hockey rink into a multi-purpose surface/facility. Council discussed ideas for recreation and Councillor Black emphasized the need for Council to review recreation and consider expanding availability of recreations services.
- Councillor Gordon mentioned the letter from the Hook and Paddle tournament organizers and the possibility of providing support in response to their request. The opportunities presented by such tournaments were discussed. Acting Clerk noted that there was a request for a contribution but also the use of village property for parking, etc.
- There is a need to develop a policy for levels of sponsorship so that Council can better review such requests.
- Staff will look to follow up with the group as their request for support was vague.

12) New Business

a) *Request TNT concert*

- Request for use of The Pines by Terry Ferris for a TNT concert July 28, 2024. Acting Clerk LeBlanc explained what support was provided last year and the current request for the event to be covered by the Arcadia event insurance.
- Councillor Mennier asked about whether the group should obtain private insurance that was being required for the proposed Roxie's concert. Acting Clerk LeBlanc responded that separate insurance is usually required when an event is larger and or includes the sale of alcohol; however, for smaller scale events such as the TNT concert, where no alcohol is being served, the village policy would be sufficient and appropriate.
 - *It was moved by Councillor Black and seconded by Councillor Mennier that the request to hold the TNT conference on July xx 024 at the Pines be approved as well as their requested to be covered under the Arcadia special events policy.*

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

b) *Contract Advancing Municipal By-Laws*

- Deputy Mayor Sharpe explained it has become apparent the work required to consolidate the by-laws exceeds the capacity of a small committee. Staff has reached out to Brenda Knight, and she has agreed to be of assistance.
- Reporting to the Clerk and working with the By-Laws Committee of Council, work will include but not limited to:
 - completing a review of existing by-laws for Arcadia, Gagetown and Cambridge-Narrows;
 - providing advice related on which by-laws to retain, amend or repeal;
 - reviewing draft by-laws to assist in advancing them to completion;
 - providing advice on the priority in which needed by-laws should be addressed; and,
 - provide expertise in the drafting of new by-laws and amending existing ones.
 - *It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier to engage Brenda Knight, municipal consultant, for a 12-week period at 14-21 hours per week (2-3 days per week) at an hourly rate of \$75 excluding tax to assist Arcadia in the review and advancement of municipal by-laws for Arcadia. The cost for this engagement will be capped at \$20,000.*
- Councillor Mennier inquired whether Arcadia had reached out to other municipalities to determine whether their work could be shared.
- Acting Clerk LeBlanc explained that under the governance transition funding, it was recognized the consolidation of by-laws is a significant initiative and specific for each community; while some shared by-laws can be looked at, generally each community looks at very specific geographic and community interests. Arcadia has applied for funding under Transition funding program to cover the cost, but a motion is required to ensure that, if the funding is not approved, Council is prepared to cover it under the staffing allocation.

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

13) Upcoming Meetings

- May 21 - Queenstown Orange Hall
- June 17 - Gagetown
- July 15, 2024 – Cumberland Bay

Acting Clerk LeBlanc noted that an item may be raised by staff at a coming meeting with respect to the challenges posed by rotating the location of Council meetings both technically and from a time and capacity perspective. It is important to have outreach to the community but the cost in terms of getting equipment set up and the difficulty with sound is a real concern. Messages on Teams call have repeatedly expressed difficulty hearing the proceedings. This is evident in the post-meeting recordings where some Councillors cannot be heard at all or very badly. Mic-ing each room requires separate sound tests and there is not always the capacity to do that.

14) Motion to Adjourn

- *It was moved by Deputy Mayor Sharpe and seconded by Councillor Gordon to adjourn at 9:15 pm.*

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



Mayor Derek Pleadwell



Acting Clerk Monique LeBlanc



