



Village of Arcadia

Council Meeting Minutes

Location: Jemseg Fire Hall

Date: Monday, March 18, 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 Councillor Mennier and seconded by Councillor Gordon 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) Approval of the Minutes – Regular Meeting held February 20, 2024

- o *It was moved by Councillor Black 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.

5) Approval of the Minutes – Special Meeting held March 7, 2024

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

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

6) Presentation by Brenda Dunsmore on behalf of the Akerley Quilting Guild

Brenda Dunsmore shared that the Akerley Quilting Guild has become a Branch of Victoria's Quilts, a national charitable organization that makes and donates quilts to cancer patients. IN 2023, the organization donated 100,000 quilts.

Since becoming a chapter in October 2023, the guild has delivered 55 quilts. In addition to making and delivering quilts, the Guild receives donations of fabric. Becoming a branch of Victoria's Quilts has created the need for extra storage and Ms. Dunsmore requested the use of an empty locker at the Municipal Building to store fabric, kits, and finished items. Staff was directed to investigate the availability of the locker and advise the Akerley Quilting Guild.

- 7) Presentation to Council by Ashley Brown, Capital Region Service Commission (via Teams)
Ms. Ashley Brown, Development officer for the Capital Region Service Commission (CRSC), advised Council she was seeing input prior to a meeting of the Planning and Review Adjustment Committee (PRAC) regarding a rooster as an emotional support animal (ESA).

A complaint was received in December 2022 regarding 15 roosters being kept on a property. As a result of the complaint and discussions with the CRSC, in January 2023, the owner removed all but 2 roosters from the property. The owner was granted a variance in February 2023 to maintain 22 hens but no roosters. The property owner requested an extension to April to remove the last roosters. In May an order to comply was issued and it was respected.

In January 2023, another complaint was received regarding a rooster on the property. The owner informed the Compliance Officer that they did not have any roosters, but they had an emotional support animal that was a rooster. The Compliance Officer was provided with a physician's note confirming the rooster as an ESA along with a NB Human Rights Commission pamphlet on support animals.

Staff will collate any feedback received from Council and forward the information to the CRSC prior to March 29th.

- 8) Business Arising from The Minutes
- Complaint regarding trail initiative
 - Work is ongoing with a potential solution to the concerns being explored.
 - 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
 - In response to the summary provided by Acting Clerk LeBlanc of the survey and information received, staff were directed to apply to participate to the Take Action on Radon 100 Radon Test Kit Challenge.
 - Governance Transition Funding
 - An application for funding will be completed by the deadline of March 31, 2024.
 - Engage an HR Consultant
 - Mayor Pleadwell updated Council on the engagement with Pivot Consulting to undertake an organization review and prepare a staffing plan. Work is underway and Council can expect a presentation on their findings and recommendations in April.
 - QuickBooks
 - The office will transition to QuickBooks online from the QuickBooks Desktop Pro once the fiscal year 2023 is closed out. A meeting with the auditor is being secured.

9) Council Committee Reports

Economic Expansion Committee

- Councillor Mennier proposed that Andrew Lockhart from Ignite be invited to present at a meeting of Council in July or August.
- The Agriculture and Forestry Survey is now live online and available in print at the post offices in Cambridge-Narrows, Gagetown and at Youngs' Cove. A conference will be held on April 27th to share preliminary results from the survey and engage participants in advancing the sector.
- Councillor Mennier spoke to a request to identify properties in municipalities that could be donated to support the construction of affordable housing. Council discussed some of the challenges and the opportunities regarding housing in Arcadia. It was noted that a Strategic Plan and Capital Plan are needed.
- Councillor Mennier noted he is still looking for someone who could lead the Environment and Natural Resources focus group and someone who could lead the Housing group as he is not able to give all the focus groups the attention they deserve.

Communications Committee

- Councillor Gahan-MaGee informed Council the committee has not met since the last Council meeting and there is nothing new to report.

Public Safety:

- Councillor Gordon spoke of the 3rd quarter report from the RCMP and advised Council the RCMP is prepared to present on any requested topic at a future meeting of Council should there be an interest.
- Councillor Gordon noted she inquired whether marine units would be in operation during this year's boating season. The district commander indicated the Commanding Officer is aware of this need, but no plan is in place for 2024.
- Work on an emergency response plan for Arcadia in collaboration with the Emergency Measures Organization is ongoing.
- Regional collaboration around the possible implementation of the Voyent system is ongoing.
- Councillor Gordon reviewed 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.

Buildings and Properties Committee

- Deputy Mayor Sharpe reported the repairs to the Cambridge-Narrows medical clinic have been completed. He noted updated quotes for repairs to Hendry Lighthouse have been requested; quotes have been requested for municipal wharf inspections; and quotes for the Cambridge-Narrows Fire Hall energy efficiency upgrades are still being gathered.
- With the upgrades completed to the Jemseg Fire Department, there is still \$62,705.97 remaining under the special CCBF allocation for unincorporated areas. There are some energy efficiency repairs required at the Queenstown Fire Hall, but none have been identified to date for Cumberland Bay and Upper Gagetown as they are both new

buildings. Assigning costs to the CCBF energy efficiency upgrade funds for projects at the Gagetown Fire Hall and Cambridge-Narrows Fire Hall will need to be discussed.

By-Laws Committee

- Deputy Mayor Sharpe reported that the draft Noise Bylaw has been circulated to Council for consideration.
- The CRSC has suggested a proposed Dog Control Regulation follow the SPCA provincial regulations – this has been sent to Council.
- A draft Unsightly Premises Bylaw has been circulated to Council for input.

Finance Committee

- Councillor Black advised Council that the Treasurer continues to prepare for year end and is ready for the Auditor. Delays due to staffing and illness has resulted in this work being completed later in the year than usual.

Public Works

- Mayor Pleadwell reported that the Public Works Committee met and discussed the Effluent Monitoring Plan required by the Province; federal reports required for the lagoon; the tender for the lagoon desludging project; two engineering reports ready for funding opportunities; the need for a Public Works budget breakdown by Ward; the need to investigate options for the replacement of the Gagetown tractor; the need for a public works position for outside of the Gagetown Ward; and long-term planning for Arcadia.
- Earlier in the meeting, the need for repairs to the Hart's Lake Road was discussed and the engineering report conducted last summer that set repairs without asphalt at \$2.8M. Mayor Pleadwell stated this as a fiscal challenge for the village without federal and provincial funding partners. Councillor Black noted the additional challenge of coming up with matching funds. Funding to address this and other infrastructure needs is being sought.

10) Correspondence

- Correspondence received since the last meeting of Council was shared in the Council Package. Several items were discussed:
 - Mayor Pleadwell noted funding opportunities in the UMNb March 11th Bulletin including funds to install fast charging stations and pre-construction funds for housing. The possibilities that fast-charging centers could offer to the community including greater tourism and business support were discussed. The need for signage for the village in support of these was also discussed.
 - Training opportunities noted in the AMANb newsletter were mentioned.
 - Funding programs through the provincial department Tourism, Culture and Heritage for archeology and heritage projects were discussed and that these should be examined to see if they might benefit the Women's Institute Hall.
 - Mayor Pleadwell spoke to the UMNb update on Advocacy Days and his intention to participate. Items he will raise is the lack of municipal input in how funds are spent on roads and the limited municipal capacity to raise funds other than through property taxes.

- Complaints were acknowledged regarding unsightly premises as well as community concerns related to the condition of Hart's Lake Road, Route 102, and Elm Hill Road.
- Mayor Pleadwell drew attention to the request for feedback on the new regulations related to the Local Governance Commission Act. He also made note of the UMNb pre-budget submission, highlighting two items in particular: housing for homelessness and insuring the stability of municipal financing.

Two motions were proposed under Committee Reports. The first was under Public Works and Transportation:

- *It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe that a letter be sent to the Minister of Transportation and Infrastructure urging the government to begin operation of the Gagetown Ferry the May long weekend and not June and to explore the feasibility of year-round service.*

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

The second motion was related to the Community Development Committee:

- *It was moved by Councillor Mennier and seconded by Deputy Mayor Sharpe to approve an expenditure of up to \$300 for the reimbursement of fuel costs to the Mill Cove Nursing Home in recognition of their contribution of a paid driver and the use of their 16-seat bus to facilitate transportation of citizens to attend the Super Clinic in Fredericton; and for the purchase of light refreshments to provide to riders on the return trip home, including water, apples and granola bars.*

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

11) Financial Report

- Councillor Black noted the Council Packets included the Expenditure reports from February 20th to March 18th.
- *It was moved by Councillor Black and seconded by Councillor Gordon to approve expenditures for Arcadia General from February 20th to March 18th, in the amount of \$361,847.71.*

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

- *It was moved by Councillor Black and seconded by Councillor Mennier to approve expenditures for Arcadia Sewer from February 20th to March 18th, in the amount of \$1,750.58.*

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

12) New Business

- Lagoon Tender

The Public Works Committee met March 6, 2024, to review the sole submission received for the Wastewater Lagoon Desludging project; the tender closed February 29, 2024.

Arcadia received funding under the Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program for a project maximum of \$393,300, shared as follows:

Infrastructure Canada 60% (\$235,980)
Regional Development Corporation 33.33% (\$131,087)
Arcadia 6.67% (\$26,233)

GFL Environmental Services submitted two options:

Bid #1 – Dredging and dewatering of sludge via centrifuges of sludge with transport and disposal of solids; \$230,177.60 pre-tax (includes a \$20,000 contingency), for a total of \$264,04.24 incl HST

Bid #2 – Dredging and desludging using 2 geo bags left on a 50' X 210' concrete pad with liner and fencing (cost for construction included). Transport and disposal of solids once dry; \$290,723.60 pre-tax (includes a \$20,000 contingency), for a total of \$334,331.45 incl HST

The Public Works Committee is recommending option 2 for the following reasons:

- The desludging process for both projects will take approximately the same length of time to complete (approximately one month).
- It is anticipated there would be consistent noise from the centrifuge under option 1.
- Under option 2, disposal of the dried sludge will be completed approximately a year after the desludging to allow it to dry fully for transport.
- While the cost is higher by \$60,546 for option 2, it is well within the funding available for the project.
- The cost sharing structure will mean an additional expense for Arcadia of approximately \$4,000 over option 1; however, the pad and fencing will be new and will remain, increasing the long-term value of the asset and allow for set up for future similar desludging projects.
- There is no expected difference between the projects in terms of odor, which should be minimal or not noticeable.
 - *It was moved by Councillor Mennier and seconded by Councillor Gahan-MaGee that Bid # 2 be approved: Dredging and desludging using 2 geo bags left on a 50' X 210' concrete pad with liner and fencing (cost for construction included). Transport and disposal of solids once dry; \$290,723.60 pre-tax (includes a \$20,000 contingency), for a total of \$334,331.45 incl HST.*
- Councillor Mennier asked whether the lagoon will need to cease operations during the desludging process. Mayor Pleadwell clarified that operations will continue as normal.
- Councillor Black asked Mayor Pleadwell to provide clarification related to Arcadia's contribution. Mayor Pleadwell noted the funds are in the budget under operating and that there could be some increased costs related to the project given the age of the infrastructure. The desludging project may provide information on any blockages; infiltration; aerator operation, etc. It is anticipated the desludging will help address current deficiencies, but further costs could result. It was noted the lagoon should have its own capital plan.

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

- Life at the Lakes request for use of the Pines and Municipal Building

A request was received from Life at the Lakes for use of the Pines and the Municipal Building as well as some equipment including picnic tables. The dates of the event are from Friday August 9th to Sunday August 11th.

- *It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier to approve the use of the facilities and equipment by Life at the Lakes from August 9th to the 11th.*

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

- Roxie's request for use of the Pines

A request was received from Roxie's for use of the Pines and some equipment including picnic tables and fencing to host a concert. The event will include a fundraising opportunity for the Cambridge-Narrows Fire Department which will operate the bar. The organization will require a liquor license and a special event license to ensure all proper public safety measures are taken. The date of the event is June 30th and use would include June 29th for set up.

- *It was moved by Deputy Mayor Sharpe and seconded by Councillor Mennier to approve the use of the facilities and equipment requested by Roxie's from June 29th to the 30th under the condition that the special event licence is approved by Public Safety and Arcadia is named in the insurance obtained for the event.*

- Councillor Black noted she had received some community concerns over the initial plan to have the concert at the location Roxie's uses to provide its food service. The Pines is a much better location and should allay concerns regarding safety.
- Deputy Mayor Sharpe noted that if all licenses and permits are obtained, such an event could benefit the community.

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

- Motion to appoint Bylaw Officers

The Capital Region Service Commission has requested that Arcadia appoint bylaw officers employed by the Commission. An Entry Warrant was refused by the Court of Kings Bench because the bylaw officer wasn't appointed by Council under section 72 of the Local Governance Act. Text was submitted for the motion to ensure it meets the legal requirements:

- *I, Deputy Mayor Sharpe so move that the Council of the Municipality of Arcadia appoint the following employees of the Capital Region Service Commission as by-law enforcement officers within the municipal boundaries of Arcadia, until such time as they are no longer employees of the Capital Region Service Commission: Keith Manderville, Jeff Long, Thomas Harding, Brian Sharpe, Lonnie Forbes, Robin Canavan, Charman Armstrong and Ashley Brown. Seconded by Councillor Paul Mennier.*

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

13) Upcoming Meetings

Acting Clerk LeBlanc noted while the next meeting would normally be held at the Queenstown Orange Hall, due to a lack of Internet service there, it was recommended that the next meeting take place at the Cambridge-Narrows Municipal Building and that a mobile StarLink be purchased to improve services and enable future meetings at the Queenstown Orange Hall. Council agreed to reverse the order of the locations to ensure that virtual access is possible.


- April 15, 2024 – Cambridge-Narrows Municipal Building
- May 21 - Queenstown Orange Hall

14) Motion to Adjourn

- *It was moved by Councillor Gordon and seconded by Councillor Black to adjourn at 9:45 pm.*

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



Mayor Derek Pleadwell



Acting Clerk Monique LeBlanc

