



Village of Arcadia

Council Meeting Minutes

Location: Gagetown Recreation Centre
Date: Tuesday, May 21, 2024 – Regular Meeting of Council
Time: 7:00 pm

1) Call to Order

Mayor Pleadwell called the meeting to order at 7:04 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, Councillor Thompson and Acting Clerk LeBlanc. Mayor Pleadwell invited Council to declare any conflicts of interest with respect to the agenda. No conflicts were declared.

2) Presentation by the Gagetown and Area Chamber of Commerce

Pat Whipple presented to Council on behalf of the Gagetown and Area Chamber of Commerce on the beautification initiatives the Chamber would like to undertake along Front Street for this summer's tourist season.

Ms. Whipple recognized the efforts undertaken by Janet and Tony Ratliffe, who have been selecting and planting the flowers every year, and for the mowing undertaken by Tim Sartin. In the past, Council has provided \$700 for the purchase of flowers. This year, the Chamber is seeking financial support from Council for a three-part initiative:

1 - \$1,500 for potted flower baskets and multi-purpose fixtures or planters to ensure that they are more easily watered. The Chamber is requesting assistance from the summer students with watering this year as this was done in the past by the Ratliffes.

2 - \$1,500 on a first-come, first served basis for the reimbursement of businesses and homeowners who purchase and apply paint to freshen up their exteriors. Restricted to a maximum of \$150 per household with a deadline of June 30th, 2024.

3 - \$1,000 in additional funding to be approved at Council's discretion for other beautifying efforts, such as providing an honorarium to Tim Sartin for mowing, or it could be for businesses to purchase umbrellas or other types of décor.

Councillor Mennier was not aware that the mowing was being done partly on a voluntary basis. Ms. Whipple noted other volunteers are doing things to support the maintenance and beautification as well.

Councillor Gordon asked whether the mowing was taking place on municipal or private property. Mr. Sartin responded that he was mowing between the sidewalk and the road, which would be Arcadia property, as well as private properties.

Clarification was sought on the second item. It was explained that funds could be requested by residents who might like to improve their front yard or property and don't have the capacity or means to do so. With the funding, they might offset costs to hire someone or purchase supplies.

Chamber members noted the current plan for the increase in funding for additional flowers is a first step towards a longer-term plan that could include brackets for banners or plant holders, etc., that could be better maintained and that could be used for other events and holidays. Councillor Black noted that the Ward of Cambridge-Narrows has a summer maintenance plan, and a strategy for Gagetown could be rolled into a maintenance plan for Arcadia.

Mayor Pleadwell inquired whether the budget exists to meet the request. Councillor Black explained there were available funds under the budget entry for summer maintenance and that to her knowledge, this line item is not overextended. Acting Clerk LeBlanc noted that the addition of docks at the Rotary Park had been discussed at the Public Works Committee. Councillor Black clarified there is no itemized line in the budget for docks and that item will need to be brought to Council. Acting Clerk LeBlanc explained she had raised the \$36,000 in that budget line with the Public Works Committee because it was a significant amount of funding with no clear direction on related expenditures.

Mayor Pleadwell stated the budget exercise will need to be improved this year. Acting Clerk LeBlanc noted the need to be specific where necessary but to build some flexibility for efficient administration of operations.

Acting Clerk LeBlanc asked for clarification from the Chamber on how the funds and initiatives might be administered – specifically how the funds would be disbursed for the second item and what criteria would be used to ensure transparency and equity in access. It was noted that the funds were to be available on a first come first served basis. The third piece, being \$1,000 discretionary – not clear how that would work.

Mayor Pleadwell suggested that where Council was not officially in session, the topic would be moved forward and discussed later in this evening's meeting. He thanked all the volunteers working on Gagetown beautification projects.

3) Approval of Agenda

The agenda was reviewed. Acting Clerk LeBlanc informed Council Lorraine Holder was unable to attend and requested to be put on the next Council agenda. The agenda items would be re-ordered to reflect that change.

- *It was moved by Councillor Mennier and seconded by Councillor Gordon to approve the agenda with the postponement of the presentation by Lorraine Holder to the June meeting of Council.*

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

4) Staff Reports

This new item has been added to the agenda to conform to the procedural by-laws. Acting Clerk LeBlanc summarized the reports from the Gagetown and District Recreation Council (GDRC) and Public Works staff that were included in the Council Packages and provided updates on work in the office.

5) Approval of the Minutes – Regular Meeting held April 15, 2024

- *It was moved by Councillor Mennier 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.

6) Approval of the Minutes – Special Meeting held April 25, 2024

Acting Clerk LeBlanc noted there had not been sufficient time to prepare the minutes due to workload. They will be brought forward at the next Council meeting for approval.

7) Business Arising from The Minutes

- Complaint regarding trail initiative
 - Work is ongoing.
- Complaint regarding illegal dumping on Lawfield Road
 - The land owner will be cleaning up the dumping on their property and signs will be posted by the property owner to hopefully prevent future dumping. The Environment and Local Government (ELG) inspector will provide a written report to the office and the complainant.
- Governance Transition Funding
 - Still waiting to hear on a decision from ELG.
- Engage an HR Consultant
 - The organizational review was presented to Council and approved in April. Recruitment of a CAO has been initiated with applications to be received by May 24.
- QuickBooks
 - The office will transition to QuickBooks online from the QuickBooks Desktop Pro once the fiscal year 2023 is closed out. The auditor has not yet set a date to meet with staff to complete the audit; currently, a meeting is expected the week of June 3rd or 10th.
- Victoria's Quilts and Lagoon Tender
 - These items should not have been included as they were addressed at the last meeting.
- Humphrey's Wharf
 - The office consulted with the Department of Fisheries and Oceans (DFO) around the spring fishing off the wharf. DFO confirmed that fishers who have used the wharf in the past have been licensed. No fishing at Humphrey's Wharf has occurred this year.
 - An engineering firm has been asked to undertake an inspection and report of the condition of the wharves owned by the municipality including Motts.

8) Council Committee Reports

Communications Committee

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

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 Arcadia Agriculture and Forestry conference was held on April 27th with great success; approximately 60 landowners were in attendance. There were good presentations by the Department of Agriculture, Aquaculture and Fisheries, the Agricultural Alliance of NB and the Southern New Brunswick Forest Products Marketing Board. Councillor Mennier thanked Danielle Connell for her presentation and work on the survey as well as staff in assisting with the event. The survey work will continue over the summer and some webinars are being planned. Grant Thornton has offered to do a session on succession planning and a second webinar is planned on soil management. This activity will lead to an in-person event in the fall. At a meeting of the CRSC committee on Economic Expansion Committee, agriculture was brought up and there is interest in looking at that sector beyond Arcadia.
- A Tourism Focus group was held today, and the state of Arcadia's information centers was discussed. Four students will be hired to work in the centres, with local tourism information to be updated. Signage was also discussed. Councillor Mennier asked members of Council to keep an eye out on any new tourism attractions in the area; the Fredericton Tourism website and the provincial tourism website can be used to promote them.
- He attended a Fredericton Tourism Conference along with Mayor Pleadwell and was pleased to see that attractions in Arcadia are well represented within the video and promotional materials being used. Tourism numbers appear to be recovering in the region since the pandemic.
- Councillor Mennier noted the Hook and Paddle multi-species kayak fishing tournament organizers will hold an event at Harts Lake on July 13 as part of the 2024 series. Hook and Paddle is a well-attended fishing tournament, and the group produces a lot of social media with over a thousand followers.
- The Fredericton Paddle Network is an exciting initiative by Fredericton Tourism, and they are consulting with surrounding communities. The hard launch will be next year, and Arcadia is poised to benefit. A videographer has been hired to develop information and videos on several routes in Arcadia, making an inventory of locations, accommodations, restaurants, rentals and attractions for paddlers. The initiative could be a great tourism boost for the area; we need to do an inventory of our water access so that we can participate. There will be signage and routes involved.
- Councillor Mennier met with a group of people interested in becoming involved in trails. The meeting was follow-up to the information session held in Gagetown about the Quad NB multi-use trail being developed by the local club headed by Mark Hiscock. The president of the Fredericton Trails Coalition, Steve Marr, made a presentation and proposed the group consider incorporating as a charity to then be able to apply for funding to develop trails in the area.
- Councillor Mennier brought together some of the local businesses to discuss the loss of the NB Liquor Agency at the K&W and how they might be involved in off sales to allow for take away purchases.
- Councillor Mennier, Mayor Pleadwell and Acting Clerk LeBlanc met with Keith Manderville at the CRSC to discuss a possible new application for additional funds announced in the federal budget for the Housing Accelerator Fund. He also drew the attention of those in the room to a proposal developed for the GDRC on possible use of land around the Recreation Centre. One of the proposals was a housing development which elicited further discussion of the GDRC's project, with more information to come.

By-Laws Committee

- Deputy Mayor Sharpe reported that the committee met three weeks ago. The contractor hired to assist with by-law consolidation provided drafts for animal control and unsightly premises by-laws. These have been circulated to Council and once their feedback is received, the drafts will be presented formally to Council with an invitation for input from the public.

Buildings and Properties Committee

- Deputy Mayor Sharpe reminded Council that the committee undertook a tour of all properties and identified repairs required as well as a list of regular maintenance tasks. The report has been provided to staff and is in the Council Packet. He encouraged Council members to bring to his attention any needs to be addressed in their ward.

Finance Committee

- Councillor Black noted staff had informed her that the auditor had provided potential dates to complete the audit.
- Returning to the earlier discussion with the Gagetown and Area Chamber of Commerce, Councillor Black proposed the following motion.
 - *It was moved by Councillor Black and seconded by Councillor Mennier that the amount of \$1,500 be approved for expenditure by the Chamber of Commerce for beautification efforts along Front Street through plantings.*

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

- Councillor Black noted that for the second tranche proposed by the Chamber for \$1,500 for beautification efforts such as paint or décor be better budgeted and defined so proposed that options 2 and 3 be tabled.
 - *It was moved by Councillor Black and seconded by Councillor Mennier to approve expenditures for Arcadia General from April 16 to May 21, 2024, in the amount of \$535,851.98.*

Councillor Mennier noted that there had been some large expenditures during the month.

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

- *It was moved by Councillor Black and seconded by Deputy Mayor Sharpe to approve expenditures for Arcadia Sewer from April 16th to May 21, 2024, in the amount of \$5,209.72.*

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

Councillor Black also brought forward expenditures that were not presented at the last meeting of Council; they had not been available at the time because of staff vacations

- *It was moved by Councillor Black and seconded by Councillor Gordon to approve expenditures for Arcadia General from March 19 to April 15, 2024, in the amount of \$500,341.13.*

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

- *It was moved by Councillor Black and seconded by Deputy Mayor Sharpe to approve expenditures for Arcadia Sewer from March 19th to April 15, 2024, in the amount of \$2,547.41.*

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

Governance Committee

- Where the Governance Committee is a committee of the whole, the focus has been on staffing and there has been no recent meeting.

Public Works Committee

- Mayor Pleadwell provided a summary of discussion at the Committee's recent meeting which focused on the replacement of the tractor – which is under a new business on the agenda - and the ideas presented by the Glenn Group to the GDRC. At Mayor Pleadwell's invitation, Acting Clerk LeBlanc added there was also a discussion of the Public Works budget for the season.
- Mayor Pleadwell drew Council's attention to the new issue of the Department of Transportation and Infrastructure (DTI) 3-year capital investment plan for transportation 2024 to 2026 – [The Road Ahead](#). There are three highway projects listed for this fiscal year for Arcadia. While Arcadia undertook a priority setting exercise last fall and submitted a list of projects to DTI as requested, only one of the projects was included in the plan. There is no transparency to the process. Mayor Pleadwell suggested the available information on the DTI website be promoted including the [link](#) to the projects overlaid on GeoNB mapping. The information is helpful to Councillors in responding to inquiries from residents on what work is being done on highway infrastructure in the community.
- Mayor Pleadwell spoke in detail about the upcoming CRSC meeting to discuss regional infrastructure and the proposed regional Aquatic Centre. The project has been in planning since 2008 and the board has had extensive discussions. The meeting will be focused on whether member communities feel it should be a shared regional infrastructure. He discussed regional funding models which sees regional contributions based on 50% of tax base and 50% of the population. For Arcadia, the amount would be approximately \$60,000 for operations and maintenance annually. Another model has been proposed to consider time and distance from the facility, which would reduce the cost to \$17,545. Council members asked questions with respect to the funding models proposed, whether it was a given that it would be a regional facility. They expressed concerns about whether enough Arcadia residents would use the services to the extent of the funding provided and considered what other services could be covered by that \$60,000 that would benefit a great number of residents. Mayor Pleadwell also noted that questions of governance and ownership were being discussed with his only concern being the governance model – ownership in his opinion would have no real impact.

- Mayor Pleadwell provided an update on a regional health care meeting he attended in Oromocto. Members communities in the Capital Region are being asked to contribute to a recruitment bonus to entice health care personnel to practice in the area. The matter is not being brought to Council for a vote tonight but there is information in the Council Packet that describes the initiative and potential benefits. The proposed bonus would be \$33,000, with Arcadia's contribution suggested at \$2,706. Mayor Pleadwell is advocating for the bonus to be provided no matter the location of practice within the region – for example, if a nurse practitioner was to move to one of the medical clinics in Arcadia, that \$33,000 should apply.

Public Safety:

- Councillor Gordon spoke of attending the Capital Region Service Commission Public Safety Forum on May 1st and shared information provided at that event.
- She also attended the CRSC Resiliency Committee meeting which was attended by Councillor Mennier as well. There is a move to expand the Urban Rural Rides network with additional funding to support for the network. There was also a discussion of the school food program and playground upgrades.
- Councillor Gordon continues to move discussion of the Voyent public alert system forward in the region. Resiliency funding has been received that will help CRSC communities to undertake engagement sessions on its use and the types of information that could be disseminated through Voyent to residents.
- Councillor Gordon spoke to the meeting with RCMP Sgt Stephane Esculier along with Mayor Pleadwell and Acting Clerk LeBlanc. One of the main takeaways was how important it is for residents to report crime or incidents of concern. The example used was that a resident had their lights and cameras on their property that were activated late one evening. They did not report it to the RCMP but the next day learned that their neighbours who had no warning systems had experienced property theft.
- Work on an emergency response plan for Arcadia in collaboration with the Emergency Measures Organization is ongoing.
- Councillor Gordon 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.

Mayor Pleadwell took the opportunity of the close of Committee Reports to introduce newly elected Councillor Harry Thomson to his first meeting of Council. Councillor Thomson represents the ward of Hampstead. Mayor Pleadwell noted with the addition of a new councillor, he will be considering making Council Committee appointments.

9) Correspondence

Mayor Pleadwell noted that were 32 items in correspondence, ranging from longer reports to residents' concerns, CRSC Planning Division reports, UMNb and AMANb Bulletins, etc. Specific items discussed:

- Acting Clerk mentioned an item in correspondence from the Gagetown school that was a funding request without a lot of details so follow up will be undertaken.
- Mayor Pleadwell noted the importance of adding correspondence in the Council Packet as it received in the office, given the volume. Acting Clerk LeBlanc clarified that items are added usually the day it is received; however, there can be items that are added later if there is no

time on that given day. She emphasized that invitations to provide input from the Capital Region Service Commission, for example, are added to correspondence but also sent directly to Council by email to ensure they have sufficient time to consider that request; this is done for all time sensitive items.

10) New Business

a) Additional summer student

- Acting Clerk LeBlanc reviewed the results of applications for summer student wage subsidies. Applications were sent to both the NBSEED and Canada Jobs, requesting support for 4 labourer positions from each. Normally Arcadia only receives approval for two positions per program, but this year received support for 3 from SEED and 2 from Canada Jobs. Where the budget was drawn for only four positions, she requested approval to fund the municipal contribution for the 5th position, to hire a student to work in the Arcadia office.
- *It was moved by Councillor Mennier and seconded by Councillor Black, to approve the expenditure of funds to subsidize wages for a fifth student for the summer.*

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

b) Tractor Replacement

- Acting Clerk LeBlanc presented the request for replacement of the tractor discussed at the Public Works Committee meeting. The tractor has been assessed as having reached its end of life. The Public Works officer obtained quotes for the purchase or lease of tractors from Bayview in Fredericton and John Deere in Sussex. Acting Clerk LeBlanc provided an overview of the costs outlined in the Council package and presented the Public Works Committee's recommendation of securing a 48-month lease of for a Kubota 74.3 horsepower tractor at a pre-tax cost of \$1,146.50.
- Council members considered the proposal. Councillor Black noted that the cost was not considered in the 2024 budget and there was discussion of the line item where funds might be found for the Gagetown ward budget. Councillor Black advised the costs would need to come out of summer maintenance, private contract or a combination of those and the storm sewer/drainage line item, should funds not be required this year to the level budgeted.
- Councillor Gahan-MaGee asked whether a recommendation had been sought regarding the possibility of refurbishing the tractor or keeping it in use. Mayor Pleadwell noted the need for a new tractor was discussed last year for inclusion in the budget, but it didn't make it in.
- Mayor Pleadwell asked whether there was a report of expenditures against budget for the year to date and Acting Clerk LeBlanc explained this report has been delayed due to the delay of the audit. Mayor Pleadwell asked for a motion to move the discussion.
 - *Councillor Mennier moved that Arcadia pursue a lease of the tractor, seconded by Deputy Mayor Sharpe.*
- Councillor Thompson raised the question of the value and buy-out of the tractor at the end of a lease.

- Mayor Pleadwell noted that the Public Works Committee strongly recommended a lease be maintained and the tractor not purchased at the end of the lease to ensure predictability of costs from year to year.
- There was a detailed discussion on the condition of the existing vehicle, hours of operation, its trade-in value, whether it should be leased for 5 years with a small final purchase payment at the end of the lease, the value of a new tractor at the end of the lease, along with other considerations such as an outright purchase depending on the trade-in value.
- Mayor Pleadwell noted that to further investigate, the motion would need to be defeated. This was discussed, along with continued discussion of the merits of the motion.
- Acting Clerk LeBlanc proposed that the motion be withdrawn, and further information obtained and presented to Council at a special meeting, potentially the first week of June when a decision will be sought for approval of a candidate for CAO.

Councillor Mennier withdrew the motion with the approval of Deputy Mayor Sharpe.

- Councillor Gahan-MaGee suggested that the purchase or lease should be investigated for both the John Deere and Kubota.
- Councillor Thompson noted that the attachments currently owned by the village would not fit on a John Deere and would therefore necessitate additional expenditures to equip the tractor with the attachments required.
- Mayor Pleadwell requested a financial report against budget to consider the decision because of his concerns over the lack of Arcadia's financial position.
- Council Black noted that the budget had not been entered because a move to QuickBooks online was approved by Council and that the new budget would be entered at the close of the fiscal year.
- There was further discussion of the status of budget reports, expenditure reports and estimates, and the 2024 budget process, as well as the public procurement process.
- Acting Clerk LeBlanc will seek further information on a 48-month and a 60-month lease, including the trade-in value for a Kubota in consideration of all the comments and suggestions raised.

c) Request to plant trees and shrubs on Gagetown Green

- In the Council Packet, there is a map and package of information from a group of citizens involved with the Farmer's Market supported by the Rotary Club, asking for permission to plant trees and shrubs on the green. They are not requesting funds but would appreciate assistance in planting and watering them once they are planted. Mayor Pleadwell suggested further consultation be undertaken, considering citizen interests and the fact that the soil in that area is infill and may not support their growth. There was discussion on the proposal. Acting Clerk asked for clarification around the proposed consultation and Mayor Pleadwell stated consultation would be with the ward Councillor to ensure the group involved understands the raised by Council, the soil conditions, drainage lines, etc. Acting Clerk asked whether this request would need to come back to Council for approval. Caution was encouraged in that the group consider the site specifications.

11) Upcoming Meetings

- June 17 - Queenstown Orange Hall
- July 15 – Cumberland Bay

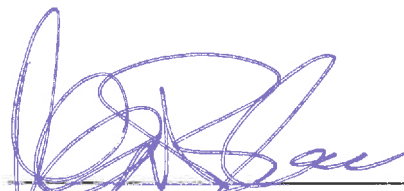
12) Motion to Adjourn

- *It was moved by Deputy Mayor Sharpe and seconded by Councillor Black to adjourn at 9:40 pm.*

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



Mayor Derek Pleadwell



Acting Clerk Monique LeBlanc

