

# Arcadia

## Council Meeting Minutes

Location: Orange Hall, Queenstown

Date: Monday, December 16, 2024 – Regular Meeting of Council

Time: 7:00 pm

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1) Call to Order

Deputy Mayor Sharpe called the meeting to order at 7:00 pm. In attendance were Deputy Mayor Sharpe, Councillor Black, Councillor Gahan-MaGee, Councillor Gordon, Councillor Thomson, Councillor Mennier, CAO Gilman, and Clerk McGarity. Regrets from Mayor Pleadwell.

2) Disclosure of Conflict of Interest

Deputy Mayor Sharpe invited Council to declare any conflicts of interest with respect to the agenda. No conflicts were declared.

3) Approval of Agenda

Councillor Black added PMHP Municipal Cost Share to New Business.  
Deputy Mayor Sharpe added Closed Session after Upcoming Meetings.

*It was moved by Councillor Mennier and seconded by Councillor Gordon to approve the agenda with two additions.*

**With all in favour, the motion was carried.**

4) Staff Reports

CAO Gilman gave his monthly report, which is included in the council packet.

CAO Gilman brought to Councils attention the following items:

- Signed new contract for Solid Waste with BMI for all of Arcadia to begin January 1, 2025
- HR manual, employee code of conduct, and confidentiality agreements have gone to legal. They are currently being formatted and will go to Committee of the Whole.
- Capital Projects: Doctor's Hill Road project is complete

5) Approval of the Minutes

- Regular Council Meeting – November 18, 2024

*It was moved by Councillor Mennier and seconded by Councillor Black to approve the minutes from the Regular Council Meeting on November 18, 2024.*

**With all in favour, the motion was carried.**

- Special Council Meeting December 5, 2024

*It was moved by Councillor Gordon and seconded by Councillor Black to approve the minutes from the Special Council Meeting on December 5, 2024.*

**With all in favour, the motion was carried.**

6) Business Arising from The Minutes

a) Complaint regarding trail initiative

- Waiting for new use agreement as some details have changed from old use agreement—ongoing

b) Review of municipal waterfront infrastructure

- Being looked at as public water and public access of water; to include not only properties owned by Arcadia, but properties in Arcadia that provide public access. Primary focus right now is the wharves. Detail assessment of Cambridge-Narrows wharf has been completed and preliminary reports on Mott's Wharf and Humphrey's Wharf. CAO Gilman will include any progress to these assessments in his staff report under Capital Assets each month and it will be removed from Business Arising. Councillors will send list of water access points to CAO Gilman to be added to the assessment.

c) Unightly Premises Complaint - Gagetown

- CRSC has issued letter to homeowner to submit remediation plan by November 12, 2024 and there has been no response. CAO Gilman will clarify on zoning issue, but next step would be to decide whether to involve legal. – ongoing.
- Question Councillor Gahan-MaGee: What about other properties that are in bad shape?
  - A complaint needs to be filed to start process of investigation.
- Question Councillor Mennier: If we pursue legal, is the onus on Arcadia, or does CRSC assist?
  - CRSC would assist with expertise, but cost would be solely on the municipality.

d) CAO By-Law

- Draft will be sent to Deputy Mayor Sharpe to be brought to By-laws Committee – ongoing

e) Arcadia Office Location

- Request for Proposal has gone to three companies. One company stated the project is beyond their scope but still waiting to receive quotes from the other two companies. When quotes are received, they will go to Buildings & Properties Committee to be recommended to Council for approval – ongoing.

7) Council Committee Reports

**Communication Committee**

- Will have a meeting in January to discuss new website and Voyent Alert

**Economic Expansion Committee**

- Councillor Mennier noted his report is included in council packet
- Councillor Mennier attended the Ignite Housing Summit with good presentations by NB Housing Corporation and CRSC.
- Resiliency meeting tomorrow at the Upper Gagetown Fire Hall. Working on a proposal to work on the continuation of the agricultural and food security issue with funding possibility up to \$10,000 administered through CRSC.
- There was a surplus in sponsorship for the Harvest Dinner.

*It was moved by Councillor Mennier and seconded by Councillor Gordon that surplus sponsorship funds from Arcadia Harvest Dinner (\$1,686.08) be held by Arcadia and earmarked for use by the Economic Expansion Committee on Agriculture/Woodlot initiatives.*

**With all in favour, the motion was carried.**

#### **Finance Committee**

- Finance Committee is bringing forward the 2025 budget in New Business.

*It was moved by Councillor Black and seconded by Councillor Gordon to accept the expenditures for Arcadia General from November 19, 2024 to December 16, 2024, in the amount of \$366,096.91.*

#### **Question**

- *Councillor Mennier: Line 1348 Snow removal. In contract, quarterly payments are made*
- *Councillor Gahan-Magee: Line 1349 Did we have to replace a porta-potty at the Water Grove Park? Yes, it was damaged from vandalism.*
- *Councillor Gahan-MaGee: Line 1341 Voyent Alert cost. This was for initial training and set-up costs.*

**With all in favour, the motion was carried.**

*It was moved by Councillor Black and seconded by Councillor Mennier to accept the expenditures for Arcadia Sewer from November 19, 2024 to December 16, 2024, in the amount of \$26,593.60.*

#### **Question**

- *Deputy Mayor Sharpe: Do we have receivables? How much is in receivables over 30 days? Approximately between \$20,000 and \$30,000. Letters have been sent. Some residents have made payment plans, but we will be following up with remainder.*

**With all in favour, the motion was carried.**

#### **Medical Services Committee**

- Will be organizing a presentation from the NB Health Research Foundation for the next Council meeting.
- Mayor Pleadwell and CAO Gilman are arranging a meeting with Dr. Haines.
- Committee will be doing a tour of the medical clinic and see what is there for inventory

#### **Public Safety Committee**

- Councillor Gordon noted her report is included in council packet.
- RCMP have submitted their Quarter 1 and Quarter 2 reports for Region 11. Continue to report all crime.
- Emergency Response plan is ongoing.
- Cambridge-Narrows Fire Department received their new fire truck on November 30<sup>th</sup>.

#### **Buildings and Properties Committee**

- Waiting on quotes for a new location for office.
- Gagetown Fire Hall roof is something that will be looked at in the new year.

#### **By-laws Committee**

- Committee is waiting for 5 proposed by-laws that need to be re-formatted.

8) Correspondence

The following items were discussed:

- Item #5 – Resident Comment – Thank you for brush clean-up

9) New Business

a) Approval of Arcadia Budget 2025

Able to maintain tax rates from prior year; no increase in the property tax rate from 2024 to 2025. CAO Gilman brought attention to the following items:

- Tax base increased by 16.9%, which is an increase in assessments and new builds
- Expenses increased 12.47%
- Other Revenue received decreased 36%, which is money received from various other agencies and municipalities. Large portion of decrease was fire services between Upper Gagetown and Burton.

*It was moved by Councillor Black and seconded by Councillor Mennier to certify that on the 16<sup>th</sup> day of December 2024, the Council of the local government of Arcadia resolves that the sum of \$5,151,702.00 be the total operating budget of the local government and that the sum of \$4,905,990.00 be the warrant of the local government for the ensuing year and that the tax rates of the local government of all the different entities are the same as last year.*

*Question*

- *Councillor Mennier: How do you approach budget when there is revenue that is variable?*
  - *Budget based on last years' revenue. It is a small portion of revenue as it includes building permits, dog licence, etc.*

**With all in favour, the motion is carried.**

**2025 Water and Wastewater Disposal Budget**

Able to reduce administration costs. In 2023, there was a deficit of \$11,000, which is an expense for 2025. To balance the budget, it would require a 12% increase in sewer rates in Gagetown. We do not have an Operating Reserve; the only revenue is the sewer rates.

*It was moved by Councillor Black and seconded by Councillor Mennier that this is to certify that on the 16th day of December 2024, for the Council of the local government of Arcadia resolves that pursuant to subsection 117 for the Local Governance Act, the total budget for the water and wastewater utility for the ensuing year would consist of a total revenue of \$74,043.*

*Question:*

*Councillor Mennier: A rate increase is not going to move things forward for anyone with a receivable over 120 days. The annual cost is a lot more compared to someone with a septic system.*

*Councillor Gordon: There has not been an increase in many years.*

*Deputy Mayor Sharpe: We are proposing a 12% increase if we want to balance the budget. Cash flow is in negative.*

*Councillor Black: 12% increase is \$40 increase per year.*

*Councillor Gahan-MaGee: Initial cost of installing septic system and pumping every 4 years is more costly then the yearly payment.*

*Deputy Mayor Sharpe: Can we put a lien on the property? CAO Gilman will investigate this.*  
**With all in favour, the motion was carried.**

- b) Medical Services Committee – Terms of Reference  
New Committee formed. Budget of \$5,000 has been allotted, which will also cover any expenses needed for the Gagetown medical building. Members include Mayor Pleadwell, Councillor Mennier, CAO Gilman, Administrative Assistant LeBlanc, Ms. White, and Ms Lawson. Dr. Haines and Dr. Stackhouse will be approached to act as advisors.

*It was moved by Councillor Mennier and seconded by Councillor Black that we accept the Terms of Reference for the newly formed Medical Services Committee.*

**With all in favour, the motion was carried.**

- c) Mill Cove Nursing Home Donation Request

*It was moved by Councillor Mennier and seconded by Councillor Black to grant Mill Cove Nursing Home \$500 donation towards their New Years celebration.*

**With all in favour, the motion was carried.**

- d) Low Risk Event Policy

For insurance purposes, low risk events do not have to be approved by Council. Anything that falls outside of low risk, will have to be recommended to Council for approval.

- e) PMHP Municipal Cost Share

*It was moved by Councillor Black and seconded by Councillor Mennier to pay invoice #40052218 in the amount of \$28,750.00 (HST included) from the Arcadia General Operating Account #33993 08097 13, to be repaid by the Arcadia Capital Reserve Account #33993 07670 18 – Gagetown Ward. This invoice is for the Municipal Cost Share of the PMHP project Upper Hampstead Road drainage/replace culverts, level, and reseal 3.6km.*

**With all in favour, the motion was carried.**

10) Open Floor – Comments from the Public

- Appreciate incentive of moving meetings to all locations, but it's time to have a place where meetings are held, and the room is set up
- Possibility of having expanded agenda with more information.
- When the power is out, the landline phones do not work; need to file a complaint with CRTC

11) Upcoming Meetings

- January 20, 2025 – Gagetown Recreation Centre
- February 18, 2025 – Cumberland Bay Fire Department

12) Closed Session

Items discussed in closed session were as per Section 68(1) of the Local Governance Act.

*It was moved by Councillor Mennier and seconded by Councillor Black to move to closed session at 7:53pm.*

**With all in favour, the motion was carried.**


*It was moved by Councillor Mennier and seconded by Councillor Black to move out of closed session at 8:29pm.*

**With all in favour, the motion was carried.**

13) Motion to Adjourn

*It was moved by Councillor Mennier and seconded by Councillor Black to adjourn at 8:30pm.*

**With all in favour, the motion was carried.**

  
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Mayor Derek Pleadwell

  
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Clerk Jessica McGarity

