



Arcadia

Council Meeting Minutes

Location: Virtual via Teams

Date: Tuesday, March 18, 2025 – Special Meeting of Council

Time: 7:00 pm

1) Call to Order

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

2) Approval of Agenda

It was moved by Councillor Mennier and seconded by Councillor Black to approve the agenda as presented.

With all in favour, the motion was carried.

3) Review & Approval – Confidentiality Agreement

It was moved by Councillor Black and seconded by Councillor Gordon to accept the confidentiality agreement as presented.

With all in favour, the motion was carried.

4) Review & Approval – Employee Code of Conduct

It was moved by Councillor Mennier and seconded by Councillor Gahan-MaGee to accept the employee code of conduct as presented.

Questions:

- *Councillor Black: grammatical changes to Conflict of Interest 1a), 1c), and 2b). Outside Employment 1d), should this be as detailed as the same section in HR Policy Manual? CAO Gilman confirmed that staff are required to sign and be held accountable for all three documents.*

It was moved by Councillor Mennier and seconded by Councillor Gahan-MaGee to accept the employee code of conduct with changes and alterations discussed.

With all in favour, the motion was carried.



5) Review & Approval – HR Policy Manual

It was moved by Councillor Gordon and seconded by Councillor Black to accept the Human Resource Policy Manual as presented.

Questions:

- *Councillor Black: replace the word “citizens” with “residents” in entire document.*
- *Councillor Gordon: Should list of relatives in Section 2.3 Policy on Hiring Relatives be consistent with list of relatives for Section 4.4.5 Bereavement Leave? Add grandchild to Bereavement Leave? For paid overtime, the New Brunswick standard is after 44 hours, not 40. Do we want to change to 44 hours?*
- *Councillor Mennier: How much of this document follows provincial standards? CAO Gilman explained that this manual was created from municipal templates. Councillor Gordon stated that the New Brunswick standards are the minimum standards that must be followed.*
- *Councillor Black: Section 5.2 Respectful Workplace Policies: Workplace Respect does not include anything regarding council respecting staff. It should include that staff have the right to a harassment-free workplace from council as well. In Section 9 The Only Employee of Council, should the wording be changed to allow conversation between council and staff?*

It was moved by Councillor Gordon and seconded by Councillor Black to accept the Human Resource Policy Manual with changes and alterations discussed.

With all in favour, the motion was carried.

6) Closed Session

It was moved by Councillor Mennier and seconded by Councillor Gordon to move to closed session at 7:20 pm.

With all in favour, the motion was carried.

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

It was moved by Councillor Gordon and seconded by Councillor Black to move out of closed session at 8:21 pm.

With all in favour, the motion was carried.

7) Motion to Adjourn

It was moved by Councillor Gordon and seconded by Councillor Black to adjourn at 8:22 pm.

With all in favour, the motion was carried.


Acting Mayor Steven Sharpe


Clerk Jessica McGarity

