



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, December 12, 2016**  
7:00 p.m.



**PRESENT:** MAYOR NANCY GRANT  
DEPUTY MAYOR MATT ALEXANDER  
COUNCILLOR GRANT BRENAN  
COUNCILLOR PETER J. LEWIS  
COUNCILLOR TIFFANY MACKAY FRENCH  
COUNCILLOR BILL McGUIRE  
COUNCILLOR DON SHEA  
COUNCILLOR MIRIAM WELLS

TOWN MANAGER JOHN JARVIE  
TOWN CLERK MARY JANE BANKS  
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN  
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN  
TREASURER DOUG MacDONALD  
ADMINISTRATIVE ASSISTANT LIZ POMEROY

Mayor Grant called the meeting to order at 7:06 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES**

Regular Meeting                      14 November 2016

**MOVED** by Counc. Mackay French and seconded by Counc. Wells the minutes of 14 November 2016 be adopted as circulated.

**CARRIED.**

Special Budget Meeting              5 December 2016

**MOVED** by Counc. Shea and seconded by Deputy Mayor Alexander the minutes of 5 December 2016 be adopted as circulated.

**CARRIED.**

- **Business Arising from Minutes**  
N/A

**3. OPENING REMARKS OF COUNCIL**

Mayor Grant noted she attended the kick-off event for Operation Red Nose, the Harbour Lights Breakfast at Shadow Lawn Inn, and participated in the Santa Claus Parade on November 26, 2016. She added the ice rink on the Rothesay Common will be open tomorrow Tuesday, December 13, 2016, and the Mayor's Tree Lighting Ceremony will be held Thursday, December 15, 2016 from 6:30 p.m. to 8:30 p.m. on the Rothesay Common.

Counc. Lewis noted he attended the Hampton Tree Lighting Ceremony and saw the new Hampton Town Hall in the renovated courthouse. He suggested Rothesay send a letter congratulating Hampton Town Council on a successful renovation and their new Town Hall.

**3.1 Declaration of Conflict of Interest**  
N/A

**4. DELEGATIONS (See Item 9.1)**

**4.1 Regional Recreation Plan** Brenda MacCallum

Mayor Grant welcomed Ms. MacCallum. Ms. MacCallum noted Mr. McLeod sends his regrets and highlighted the following: the Fundy Regional Service Commission (FRSC) is scheduled to vote on the Regional Recreation Plan on Wednesday, December 14, 2016; the intent of the presentation is to obtain Rothesay's support and answer any questions regarding the Plan; the Plan is the result of a motion passed by the FRSC; the Committee is comprised of Recreational Directors, an NB Recreation Consultant, and a Local Service Manager; the Consultant is Sierra Planning and Management; the goal of the Plan is to "work in collaboration and cooperation with communities to find collective benefits for residents' needs in recreation"; background information includes asset mapping, demographic review, and a review of Municipal Recreation Master Plans; communities are drivers of recreation; facility planning, funding and operation should be driven from the ground up, assisted and facilitated by the Province and the FRSC; the Framework for Discussion involves potential communities included at the beginning of the planning process before the development of a cost sharing model; capacity building in Local Service Districts (LSDs) through education, information exchange, and public outreach; funding available to hire a Recreation Facilitator for a period of three years; background of the Hampton Regional Multi-purpose Facility; community impact breakdown of Rothesay's \$4,291 budgeted for the Fundy Regional Service Commission in 2017, of that \$721 would be allocated to Recreation; the majority of the approximate \$45,000 total budgeted for Recreation would be paid through LSDs; the Plan is an agreement to work together to find mutually beneficial options for recreation services and facilities; it is also an opportunity to assist LSDs to grow and expand recreation; and overall the Plan will strengthen regional recreation.

Counc. Wells noted Hampton is surrounded by smaller towns and LSDs that are directly impacted by the Hampton Multipurpose Facility and likely to support the project, while Rothesay's much larger neighbours may be less inclined to provide support while undertaking recreational projects of their own.

Counc. Wells inquired as to how the Regional Recreation Plan would benefit Rothesay's arena project. Ms. MacCallum explained since the arena project was started before the Regional Recreation Plan it is categorized as a local project as the overall regional impact was not a primary concern during the initial planning stages. Ms. MacCallum advised the Plan is not limited to large recreation facilities, but takes into consideration other opportunities such as how to improve use of school assets to better the region. In response to an inquiry, Ms. MacCallum noted if the Plan is approved, municipalities are welcome to undertake local projects without the input of the Committee. There was a brief discussion with respect to Provincial funding, the Regional Recreation Facilitator position, and the Committee. It was noted after three years the Regional Recreation Facilitator position will be re-evaluated and reinstated at the will of the communities involved.

Mayor Grant thanked Ms. MacCallum and noted the item would be dealt with later on the agenda.

**5. CORRESPONDENCE FOR ACTION**

5.1 16 November 2016 Letter from Heather McClintock, Veteran's Banner Committee RE:  
Veteran Banners

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis the letter from Heather McClintock, Veteran's Banner Committee RE: Veteran Banners dated 16 November 2016 be referred to the Parks and Recreation Committee.

**CARRIED.**

## ROTHESAY

Regular Council Meeting  
Minutes

-3-

12 December 2016

5.2 21 November 2016 Email and Letter from the Hammond River Angling Association RE: Water Quality of the Palmer and Bradley Brooks  
**MOVED** by Counc. Shea and seconded by Deputy Mayor Alexander the email and letter from the Hammond River Angling Association RE: Water Quality of the Palmer and Bradley Brooks dated 21 November 2016 be referred to staff.

**CARRIED.**

### 6. CORRESPONDENCE - FOR INFORMATION

6.1 7 November 2016 Letter from Minister Horsman RE: Rothesay Recreation Project  
**MOVED** by Counc. McGuire and seconded by Counc. Brennan the letter from Minister Horsman RE: Rothesay Recreation Project dated 7 November 2016 be received/filed.

**CARRIED.**

6.2 9 November 2016 Letter from the town of Grand Bay-Westfield RE: Great Public Spaces Congratulations  
22 November 2016 Letter from Minister Rousselle RE: Great Public Spaces Congratulations  
**MOVED** by Counc. Lewis and seconded by Counc. McGuire the letter from the town of Grand Bay-Westfield RE: Great Public Spaces Congratulations dated 9 November 2016, and the letter from Minister Rousselle RE: Great Public Spaces Congratulations dated 22 November 2016 be received/filed.

**CARRIED.**

6.3 15 November 2016 Letter from Mayor Losier to Mayor Betty Ann Chatterton RE: Regional Facilities Commission Partnership  
**MOVED** by Counc. McGuire and seconded by Counc. Wells the letter from Mayor Losier to Mayor Betty Ann Chatterton RE: Regional Facilities Commission Partnership dated 15 November 2016 be received/filed.

#### ON THE QUESTION:

Clarification was requested. Mayor Grant noted the letter was from the Mayor's Caucus. Deputy Mayor Alexander expressed concern noting St. Martins' limited resources may deter the Village from joining the partnership.

**CARRIED.**

6.4 15 November 2016 Letter from KV Old Boys RE: Sponsorship Thank You  
**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander the letter from KV Old Boys RE: Sponsorship Thank You dated 15 November 2016 be received/filed.

**CARRIED.**

6.5 25 November 2016 Letter from the Kennebecasis Valley Fire Department RE: Revised 2017 Budget  
RECEIVED FOR INFORMATION. (See Item 9.2)

6.6 28 November 2016 Letter from the Kaitlyn Street Homeowners Association RE: Thank You  
**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander the letter from the Kaitlyn Street Homeowners Association RE: Thank You dated 28 November 2016 be received/filed.

**CARRIED.**

## ROTHESAY

Regular Council Meeting  
Minutes

-4-

12 December 2016

### 7. REPORTS

#### 7.0 December 2016 Report from Closed Session

N/A

#### 7.1 Verbal Report Fundy Regional Service Commission (FRSC) Update

Mayor Grant advised the last meeting was held in October during which time the workshop with Minister Rouselle occurred. She added the next meeting will be held Wednesday, December 14, 2016 to discuss the Regional Recreation Plan.

#### 7.2 19 October 2016 Kennebecasis Public Library (KPL) Board Meeting Minutes October 2016 KPL Librarian's Report 31 October 2016 KPL Comparative Income Statement

**MOVED** by Counc. Shea and seconded by Counc. McGuire the Kennebecasis Public Library (KPL) Board Meeting Minutes dated 19 October 2016, the KPL Librarian's Report dated October 2016, and the KPL Comparative Income Statement dated 31 October 2016 be received/filed.

#### ON THE QUESTION:

Deputy Mayor Alexander inquired if a policy exists regarding group member attendance at meetings. Counc. Shea noted he was unaware of such a policy. It was noted the Municipalities have the authority to remove Town representatives.

**CARRIED.**

#### 7.3 26 October 2016 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes 31 October 2016 KRJBPC Statement of Financial Position 18 November 2016 KRJBPC Chief's Report 17 November 2016 KRJBPC Call Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes dated 26 October 2016, the KRJBPC Statement of Financial Position dated 31 October 2016, the KRJBPC Chief's Report dated 18 November 2016, and the KRJBPC Call Summary dated 17 November 2016 be received/filed.

#### ON THE QUESTION:

Deputy Mayor Alexander gave a brief summary and highlighted the following: the Police Department's transition from Chief McIntyre to Chief Palmer; an acting Inspector position was filled late November; the purchase of an ATV to assist with trail enforcement and location of lost persons; and the Board is encouraging retirees to transfer to the Provincial Prescription Drug Plan. In response to an inquiry, Deputy Mayor Alexander noted the telecom fund is funding for operations related to 911 phone calls, and \$10,000 is the maximum coverage for Health Care; anything beyond the \$10,000 must be covered by the Board.

**CARRIED.**

#### 7.4 12 October 2016 Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes 2017 KVFD Draft Operating Budget 2017 KVFD Draft Capital Budget 31 August 2016 KVFD Statement of Operations 12 October 2016 KVFD Chief's Report 30 September 2016 KVFD Response Report

**MOVED** by Counc. Brennan and seconded by Counc. Shea the Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes dated 12 October 2016, the 2017 KVFD Draft Operating and Capital Budgets, the KVFD Statement of Operations dated 31 August 2016, the KVFD Chief's Report dated 12

## ROTHESAY

Regular Council Meeting  
Minutes

-5-

12 December 2016

October 2016, and the KVFD Response Report dated 30 September 2016 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander inquired about the purpose of the discussion with respect to Town appointees on the Board, and if any animosity between members existed. Counc. Brennan noted he was unaware of any animosity between members on the Board. Counc. Shea inquired if Counc. Brennan was present or absent at the meeting as the Minutes report him as both. Counc. Brennan advised he left the meeting early to attend the Town's public hearing on the same date. Deputy Mayor Alexander inquired about the line "Upgrade U52 and acquire Trax for Rhino" and the significant drop in the fuel budget for 2017. It was noted the "Upgrade U52 and acquire Trax for Rhino" item had since been removed, and through previous experience and lower fuel costs in the past, the Kennebecasis Valley Fire Department felt the budgeted amount for fuel is adequate. Clarification was requested with respect to the variance in Holiday Relief Wages and Overtime. It was noted the item is under budget.

**CARRIED.**

7.5 17 November 2016 Draft Finance Committee Meeting Minutes  
18 November 2016 Draft Finance Committee Meeting Minutes  
29 November 2016 Draft Finance Committee Meeting Minutes

**MOVED** by Counc. Brennan and seconded by Counc. Mackay French the Draft Finance Committee Meeting Minutes dated 17 November 2016, 18 November 2016, and 29 November 2016 be received/filed.

### ON THE QUESTION:

Two typos were noted, "Chairman Brennan" should replace "Chairman Grant" and the total amount for the KV Committee for Disabled Persons should read \$3,000.00 not \$3,00.00. In response to an inquiry, it was noted Rothesay is waiting for further information from the town of Quispamsis with respect to the KV Food Bank and KV Outreach cost sharing requests. Clarification was requested regarding the City of Saint John's interest in Rothesay's Code of Ethics. Mayor Grant noted Saint John does not have a Code of Ethics and requested a copy of Rothesay's to review, along with the Town's values statement.

**CARRIED.**

6 December 2016 Donations Report

**MOVED** by Counc. Shea and seconded by Counc. Wells the Donations Report dated 6 December 2016 be received/filed.

**CARRIED.**

7.6 15 November 2016 Draft Rothesay Living Museum Committee Meeting Minutes

**MOVED** by Counc. Lewis and seconded by Counc. Wells the Draft Rothesay Living Museum Committee Meeting Minutes dated 15 November 2016 be received/filed.

### ON THE QUESTION:

In response to an inquiry, it was noted the Rothesay Living Museum does have a logo which is in the process of being updated. Treasurer MacDonald clarified since the Committee's meeting the Committee agreed to reduce their budget to \$2,500 from their original request of \$4,000.

**CARRIED.**

➤ OnThisSpot.ca

**MOVED** by Counc. Lewis and seconded by Counc. Wells Council not partner with OnThisSpot.ca for a personalized Rothesay section of the app as the high cost outweighs the benefits.

**CARRIED.**

## ROTHESAY

Regular Council Meeting  
Minutes

-6-

12 December 2016

7.7 22 November 2016 Draft Emergency Measures Committee Minutes

**MOVED** by Counc. Lewis and seconded by Counc. McGuire the Draft Emergency Measures Committee Meeting Minutes dated 22 November 2016 be received/filed.

**CARRIED.**

7.8 22 November 2016 Draft Parks and Recreation Committee Meeting Minutes

**MOVED** by Counc. Wells and seconded by Counc. McGuire the Draft Parks and Recreation Committee Meeting Minutes dated 22 November 2016 be received/filed.

### ON THE QUESTION:

Counc. Wells gave a brief summary of the Committee's discussions and noted the opening of the Wells Recreation Trail was a success, and encouraged all to enter the Rothesay Outdoor Christmas Lights and Display contest.

**CARRIED.**

7.9 23 November 2016 Draft Public Works and Infrastructure Committee Minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells the Draft Public Works and Infrastructure Committee Meeting Minutes dated 23 November 2016 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander summarized the items discussed by the Committee. Counc. Shea noted his disappointment regarding the Committee's recommendation not to install a sidewalk on Donlyn Drive. He noted the discussion indicated the Town approached Quispamsis to collaborate and install connecting sidewalks in the area, thereby deeming a sidewalk necessary in the past. However, after Quispamsis declined no further action was taken. Counc. Shea inquired why the Town does not feel a sidewalk is necessary now. He added there is concern for public safety as Donlyn Drive is a connector street and large trucks drive through the area regularly. Counc. Lewis expressed concern noting Item 5.3 Church Avenue Parking has been discussed for quite some time and no action has been taken.

**CARRIED.**

#### ➤ Our Lady of Perpetual Help Parking

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells Council authorize the Director of Operations to contact the Our Lady of Perpetual Help Church to inquire about possible Town use of the Church's parking lot for Rothesay Common overflow parking; and further signage be installed on the Common notifying residents of the available overflow parking area contingent upon the Church's approval.

### ON THE QUESTION:

In response to an inquiry, it was noted this motion did not mean all other options are closed for discussion. Counc. Lewis noted he does not agree with the motion as Town owned land should be used for Town facility parking.

**NAY votes recorded from Councils. Lewis and Brenan.**

**CARRIED.**

#### ➤ Fleet Expenditure

RECEIVED FOR INFORMATION (See Item 9.2)

7.10 23 November 2016 Draft Utilities Committee Meeting Minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells the Draft Utilities Committee Meeting Minutes dated 23 November 2016 be received/filed.

**CARRIED.**

# ROTHESAY

Regular Council Meeting  
Minutes

-7-

12 December 2016

➤ 2017 Utility Fund Operating and Capital Budgets  
RECEIVED FOR INFORMATION (See Item 9.2)

7.11 5 December 2016 Draft Planning Advisory Committee Meeting Minutes  
**MOVED** by Counc. Shea and seconded by Counc. Lewis the Draft Planning Advisory Committee Meeting Minutes dated 5 December 2016 be received/filed.

#### ON THE QUESTION:

Deputy Mayor Alexander commented on the short duration of the meeting. Counc. Shea noted he felt all items were covered adequately during the meeting.

**CARRIED.**

7.12 November 2016 Monthly Building Permit Report  
**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander the Monthly Building Permit Report dated November 2016 be received/filed.

**CARRIED.**

7.13 8 December 2016 Capital Projects Summary  
**MOVED** by Counc. Wells and seconded by Counc. Mackay French the Capital Projects Summary dated 8 December 2016 be received/filed.

#### ON THE QUESTION:

Counc. Lewis inquired if the new vehicles have been put into service. DO McLean advised the vehicles are in the process of being painted and are expected to be in service by Monday.

**CARRIED.**

## 8. UNFINISHED BUSINESS

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### TABLED ITEMS

**8.1 Traffic By-law 1-14** (Tabled June 2014)

*No action at this time*

**8.2 Water By-law** (Tabled June 2015)

*No action at this time*

**8.3 16 Lot Subdivision off Appleby Drive** (Tabled December 2015)

*No action at this time*

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**8.4 Sewage By-law 1-15-1**

6 December 2016 Memorandum from Town Clerk Banks

DRAFT By-law 1-15-1

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells Reading in its Entirety be given to By-law 1-15-1, "A By-law of the Municipality of Rothesay to Amend the Sewage By-law".

**CARRIED.**

The Town Clerk read By-law 1-15-1 in its entirety.

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French 3<sup>rd</sup> Reading, by Title,

## ROTHESAY

Regular Council Meeting  
Minutes

-8-

12 December 2016

and Enactment be given to By-law 1-15-1, "A By-law of the Municipality of Rothesay to Amend the Sewage By-law".

**CARRIED.**

The Town Clerk read By-law 1-15-1 by title.

### **8.5 7 Hillcrest Drive – Rezoning**

7 December 2016 Report prepared by DPDS White  
DRAFT By-law 2-10-27 (Amended)

**MOVED** by Counc. McGuire and seconded by Deputy Mayor Alexander Item 8.5 7 Hillcrest Drive – Rezoning be removed from the table.

**CARRIED.**

Mayor Grant gave a brief summary of Council's previous motion to table the application pending a scaled back alternative proposal with a gradual transition within in the area. She noted the recommendation from staff is to revise the "September" revision by reducing the triplex units to duplex units (58 total). The "December" revision from the developer relocates the larger buildings to the rear of the property and also reduces the number of units by two (58 total). Mayor Grant gave a brief summary on the current status of the project and briefly commented on the procedure.

Deputy Mayor Alexander inquired whether the "December" revision is considered a significant change and if a public hearing is required. DPDS White advised the decision rests with Council whether to hold another public hearing. DPDS White noted staff are not recommending the "December" revision (Option C). He advised if Council wishes to consider the "September" revision (Option with the minor change), a public hearing would not be required.

DPDS White gave a brief summary of the application process over the past seven months, including the three different submissions. He noted the following: the application was received in June 2016, two public hearings were held; the developer made some revisions based on feedback from the hearings; the August submission or the original proposal (Option A) included a total of 65 units with the two larger buildings located at the front of the property close to Hampton Road; the "September" revision (Option B) reduced the total number of units to 60, relocated the larger buildings closer to the middle of the property and increased parking; and the "December" revision (Option C) reduces the number of total units to 58 and relocates the two larger buildings to the rear of the property and moving the garden homes closer to Hampton Road to create a more gradual transition. DPDS White also commented on the aesthetics of the proposal.

DPDS White concluded staff recommend Council approve the "September" revision (Option B), contingent upon the replacement of two proposed triplex units with duplexes thereby reducing the total number of residential units to 58, and give first reading to By-law 2-10-27 as amended. He noted staff's recommendation reduces overall density and prevents a wall effect created by the two larger buildings located at the rear of the property, against the neighbouring properties.

The following comments were made: "December" revision (Option C) appears to be a significant change and requires a recommendation from the Planning Advisory Committee (PAC) and a public hearing; staff's recommendation to approve the "September" revision (Option B) involves a minor change to a proposal already discussed at a public hearing and at the Council and Committee levels; comparison to other developments within the Town and adjacent property views; Council will make the final decision and is not obligated to follow staff's recommendation; procedural clarification was requested; developer has been accommodating in changing the proposal during the process; a fair



## ROTHESAY

Regular Council Meeting  
Minutes

-9-

12 December 2016

process should be maintained throughout the application process; motions under consideration; previous concerns expressed on procedure and various changes have been made since the initial proposal, including changes by the developer to take into consideration comments made at the previous hearings.

Clarification was provided with respect to the procedure for tabling motions vs motions to postpone to reconsider in a month. Town Manager Jarvie noted the tabling motion in November was to direct staff to meet with the developer and submit a scaled back alternative proposal with a more gradual transition to surrounding single family homes and there was no request for the PAC to review the proposal. He summarized the comments and noted it appears there is a wish to hold another public hearing and refer the "December" revision (Option C) to the PAC for a recommendation. By-law 2-10-27 is to rezone the property from R1A to R4, regardless of the configuration (site plan forms part of the development agreement). If Council does not agree with any of the proposed configurations, the rezoning should not be approved.

There was further discussion with respect to procedure. It was noted staff's recommendation, Option B (with a minor change) has been the subject of a public hearing and, should Council wish to consider Option C, Council should refer the matter back to PAC and schedule another public hearing. Clarification was given on a tabling motion vs. a motion to postpone. Staff advised the advertising requirements can be met if a date is selected at this meeting to hold the hearing on January 9, 2017. In response to an inquiry, Town Manager Jarvie noted a decision on First Reading of the By-law can be made at the regular Council meeting of January 9, 2017 immediately following the public hearing; however Option C is not as detailed as the previous submissions and requires additional information prior to approval of the development agreement.

**MOVED** by Deputy Mayor Alexander and seconded by Council. Lewis Council table 1<sup>st</sup> Reading of By-law 2-10-27 for the rezoning of 7 Hillcrest Drive, subject to a recommendation from the Planning Advisory Committee with respect to the "December" revision (Option C) and further that a public hearing be scheduled for January 9, 2017 at 7:00 p.m. at Town Hall.

**CARRIED.**

## 9. NEW BUSINESS

### BUSINESS ARISING FROM DELEGATIONS

#### 9.1 Regional Recreation Plan

9 December 2016 Memorandum from Town Manager Jarvie

6 December 2016 Regional Recreation Plan Summary Report

Council. Brennan suggested supporting the Regional Recreation Plan in principle is not likely to interfere with Council's plans for the Rothesay arena project. He further suggested Council discuss the Rothesay arena project in January with the intent to make a final decision on the matter. Concern was expressed with the difficulty of supporting the plan in principle.

**MOVED** by Council. Brennan and seconded by Council. Shea Council support the Regional Recreation Plan.

#### ON THE QUESTION:

Council. McGuire requested clarification regarding Rothesay's contribution. It was noted the approximate \$4,200 is Rothesay's contribution, of which \$721 is to be allocated to the Regional Recreation Facilitator position. It was noted municipalities would pay 25% of the Regional Recreation Facilitator's salary. In response to an inquiry, Town Manager Jarvie advised staff's recommendation to table the item stems from an apparent inaccurate representation within the Regional Recreation Plan that indicates the City of Saint John is the major recreation provider for the area thus subsidizing other

## ROTHESAY

Regular Council Meeting  
Minutes

-10-

12 December 2016

municipalities. He further noted staff recommend a user analysis be undertaken before approval of the Plan. Counc. Brenan noted municipalities are able to opt out of any projects at their wish. He further noted regionalization is inevitable and Rothesay should entertain opportunities to work cooperatively with other municipalities. Mayor Grant noted the Regional Recreation Plan is about future collaboration between municipalities and encourages collaboration through planning before cost sharing. Counc. Wells inquired as to DRP Jensen's input on the matter. DRP Jensen advised he agreed with Town Manager Jarvie's memorandum. He expressed concern regarding the potential negative effect on the Town's arena project should external funding only be provided to collaborative projects. Counc. Wells noted she agreed with collaboration however was unsure if the model presented is fair and beneficial to all parties involved. Deputy Mayor Alexander noted he would not give his support to a plan without all the details.

**YEA votes recorded from: Councils. Brenan, Shea, Lewis, and Mackay French.**

**NAY votes recorded from: Deputy Mayor Alexander, Counc. McGuire, and Counc. Wells.**

**CARRIED.**

Mr. Scott Cochrane requested the opportunity to speak to Council. He inquired if Council intends on discussing Fairvale Outing Association's request for snow plowing. It was noted the item would not be discussed during this Council meeting.

## FINANCE

### 9.2 2017 Rothesay Budget

#### 9.2.1 General Fund

7 December 2016 Memorandum from Treasurer MacDonald RE: Motions

General Fund Budget highlights

2017 General Fund Operating Budget

2017 General Fund Capital Budget

**MOVED** by Counc. Brenan and seconded by Counc. Shea the General Fund 2017 Capital Budget of \$5,148,000 be approved, as per attached.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. McGuire the sum of \$16,895,000 be the total operating budget of the Municipality, that the sum of \$15,331,622 be the Warrant of the Municipality for the ensuing year, and that the tax rate for the Municipality be \$1.2200.

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of Rothesay.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Lewis the Rothesay contribution to the 2017 budget of the Regional Facilities Commission be approved at \$397,780.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea the Rothesay contribution to the 2017 budget of Enterprise Saint John be approved at \$86,422.

**CARRIED.**

**ROTHESAY**

Regular Council Meeting  
Minutes

**MOVED** by Counc. Brenan and seconded by Counc. Shea the 2017 budget of the Kennebecasis Public Library be approved at \$215,684 and the Rothesay contribution be approved at \$86,381.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea the 2017 operating budget of the Kennebecasis Valley Fire Department Inc. be approved at \$4,809,700 and the Rothesay contribution be approved as \$1,949,124.

**ON THE QUESTION:**

It was noted Rothesay's contribution was reduced to \$1,949,124 as opposed to \$1,951,164 as a result of a late formula submission from the Kennebecasis Valley Fire Department to the Town.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea the 2017 capital budget of the Kennebecasis Valley Fire Department Inc. be approved at \$189,000 and the Rothesay contribution be approved as \$78,223.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. McGuire the 2017 operating budget of the Kennebecasis Regional Joint Board of Police Commissioners be approved at \$5,589,522 and the Rothesay contribution be approved as \$2,281,831.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Mackay French the 2017 telecom budget of the Kennebecasis Regional Joint Board of Police Commissioners be approved at \$348,978 and the Rothesay contribution be approved as \$139,753.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea the 2017 operating budget of the Rothesay Living Museum be approved at \$2,500.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea the following 2017 funding requests be approved as follows:

Rothsay High School	\$ 1,000	Fairweather Scholarship
KV3C	\$ 2,500	maximum, in-kind
YMCA	<u>\$10,000</u>	3 <sup>rd</sup> year of 5 year commitment
Total	\$13,500	Donations & Cultural Support

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Lewis the 2017 funding request from the Saint John Theatre Company be approved in the amount of \$1,000.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Mackay French the 2017 funding request from the N.B. Medical Education Trust be approved in the amount of \$5,000.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. McGuire the 2017 funding request from the KV

## ROTHESAY

Regular Council Meeting  
Minutes

-12-

12 December 2016

Oasis Youth Centre be approved in the amount of \$5,000.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea the 2017 funding request from the Imperial Theatre be approved in the amount of \$5,000.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Mackay French the 2017 funding request from the Saint John Fieldhouse project be approved in the amount of \$5,000.

**NAY vote recorded from Counc. McGuire.**

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea the 2017 funding request from the Kennebecasis Crime Stoppers be approved in the amount of \$2,800.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the 2017 funding request from the KV Committee for Disabled Persons be approved in the amount of \$3,000.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Lewis the 2017 funding request from P.R.O. Kids be approved in the amount of \$7,500.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea the 2017 funding request from the Cherry Brook Zoo in the amount of \$5,000 be denied.

**NAY vote recorded from Counc. Wells.**

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea the 2017 funding request from Ellipsis Productions in the amount of \$15,000 be denied.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. McGuire Council decline the opportunity to participate in the 2018 Saint John Sculpture Symposium.

**CARRIED.**

### 9.2.2 Utility Fund

7 December 2016 Memorandum from Treasurer MacDonald RE: Motions

Utility Fund Budget highlights

2017 Utility Fund Operating Budget

2017 Utility Fund Capital Budget

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the Utility Fund 2017 Capital Budget of \$7.2 million be approved, as per attached.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea pursuant to paragraph 189(4) of the Municipalities Act, the total budget for the Water and Sewage Utility for the ensuing year would consist of total revenues of \$3,190,000 and total expenditures of \$3,190,000.

**CARRIED.**

## ROTHESAY

Regular Council Meeting  
Minutes

-13-

12 December 2016

**MOVED** by Council. Brenan and seconded by Deputy Mayor Alexander the sewer service charge in schedule "B" of By-law 1-15 be \$370.00 per equivalent user unit.

**CARRIED.**

### 9.2.3 Reserve Motions

8 December 2016 Memorandum from Treasurer MacDonald RE: General Fund

**MOVED** by Council. Brenan and seconded by Council. Shea the sum of \$400,000 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Deputy Mayor Alexander Gas Tax Funding in the amount of \$840,952 for the year 2016, be transferred to the General Capital Reserve Fund (Gas Tax).

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Council. Shea the sum of \$421,668.96 be transferred from the General Capital Reserve (Gas Tax) to the General Operating Fund to cover the cost of Capital projects.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Council. Shea the sum of \$4,687.60 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.

**CARRIED.**

8 December 2016 Memorandum from Treasurer MacDonald RE: Utility Fund

**MOVED** by Council. Brenan and seconded by Deputy Mayor Alexander \$131,375.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Council. Shea the sum of \$331,375 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Deputy Mayor Alexander \$4,000 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve for Rothesay's contribution to the Sewage Outfall Reserve.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Council. Shea \$10,556.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Council. Shea \$57,310.86 be transferred from the Utility Sewage Outfall Reserve Fund to the Utility Operating Fund to cover repairs to the Sewage Outfall system.

**CARRIED.**

### 9.3 Insurance Coverage

## ROTHESAY

Regular Council Meeting  
Minutes

-14-

12 December 2016

5 December 2016 Memorandum from Treasurer MacDonald

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells the Mayor and Clerk be authorized to enter a contract with Cain Insurance Services Ltd. and Jardine Lloyd Thompson for Insurance Coverage for the period from January 1, 2017 to December 31, 2017 at an aggregate fee of \$160,894.

### ON THE QUESTION:

In response to an inquiry, Treasurer MacDonald advised the fee quote received from Cain Insurance Services for the period beginning January 1, 2017 is \$160,894, an increase of 2.95% over the prior period. In response to Counc. Lewis' inquiry, it was noted the decision did not go to tender as staff recommend the Town continue with the service of the Town's existing insurer as there are no substantive differences in insurance packages offered or premiums quoted, and the adequate quality of service provided by the existing insurer.

**NAY vote recorded from Counc. Lewis.**

**CARRIED.**

### 9.4 110 James Renforth Drive – Notice of Tender for Surplus Property

KV Style Advertisement

**MOVED** by Counc. Wells and seconded by Counc. Mackay French the KV Style Advertisement for 110 James Renforth Drive – Notice of Tender for Surplus Property be received/filed.

**CARRIED.**

## ADMINISTRATION

### 9.5 Council Term Priorities 2016-2020

7 December 2016 Memorandum from Town Manager Jarvie

**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander:

- A. Council adopt the attached document as the record of priorities for the term of the current Council;
- B. Council direct the document be published on the Town website; and
- C. Further Council direct that the Town Manager develop work plans for the implementation of these goals, objectives, and actions.

### ON THE QUESTION:

Counc. McGuire inquired if revisiting the Recreation Master Plan was included in the Municipal Plan review. Town Manager Jarvie noted the intention is to include it in the Municipal Plan review. Counc. Brenan suggested the removal of "if government funding not sufficient" within the Recreation section (page 6) of the Council Priorities document. He noted since Council has not come to a final decision with respect to the Rothesay arena project the action should involve analyzing the options only without mention of government funding. It was noted there was discussion in the past on the item however Council did not vote on the matter. Counc. Lewis noted he had no problem with the modification. He added he had not received a cost summary of renovations for the arena as previously requested. After a brief discussion, there was consensus to remove "if government funding not sufficient" from the action item.

### Amending motion:

**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander "as amended" be added to A. more specifically:

# ROTHESAY

Regular Council Meeting  
Minutes

-15-

12 December 2016

- A. Council adopt the attached document as the record of priorities for the term of the current Council *as amended*;

**Amending motion CARRIED.  
Main motion, as amended CARRIED.**

## 9.6 Committee Appointments

1 December 2016 Memorandum from the Nominating Committee

**MOVED** by Counc. Wells and seconded by Counc. McGuire Council approve the following appointments recommended by the Nominating Committee:

### **Kennebecasis Regional Joint Board of Police Commissioners**

Richard McPhee Term until December 31, 2018

### **Board of Fire Commissioners, Kennebecasis Valley Fire Department**

Counc. Miriam Wells Term until May 31, 2018

### **Planning Advisory Committee**

Hilary Brock Term until December 31, 2018  
Andrew McMackin Term until December 31, 2018  
Bill Kean (re-appointment) Term until December 31, 2017  
Colin Boyne (re-appointment) Term until December 31, 2018  
Craig Pinhey (re-appointment) Term until December 31, 2018

### **Public Works and Infrastructure Committee**

Peter Graham Term until December 31, 2018  
Ivan Hachey Term until December 31, 2018  
Scott Smith (re-appointment) Term until December 31, 2018

### **Utilities Committee**

Stephen Waycott (re-appointment) Term until December 31, 2018  
Blaine Justason (re-appointment) Term until December 31, 2018  
Paul Boudreau (re-appointment) Term until December 31, 2018

### **Parks and Recreation Committee**

Kate Goodine (student) Term until December 31, 2018  
Chuck McKibbon Term until December 31, 2018  
Gary Myles Term until December 31, 2018  
Nathan Davis Term until December 31, 2018

### **Kennebecasis Public Library**

Daryl Steeves (re-appointment) Term until December 31, 2017  
Janet Miller (re-appointment) Term until December 31, 2018

### **Trade and Convention Centre**

Linda Nice (re-appointment) Term until December 31, 2018

### **Heritage Preservation Review Board**

Greg Murdock (re-appointment) Term until December 31, 2018  
James Gallagher Term until December 31, 2018

## ROTHESAY

Regular Council Meeting  
Minutes

-16-

12 December 2016

### Canada150 Community Leaders (FCM)

Mayor Nancy Grant

Deputy Mayor Alexander

#### ON THE QUESTION:

Counc. Brennan inquired if a list of all applicants, including those not chosen, could be provided to Council for review. Town Clerk Banks advised because of the Right to Information and Protection of Privacy Act personal information of applicants is limited to the Nominating Committee as it is a closed committee.

**CARRIED.**

### 9.7 Appointment of Special Committee on Seniors Issues

7 December 2016

Memorandum from Town Manager Jarvie

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire:

**WHEREAS:** Seniors are an increasingly significant demographic in Rothesay, as they are elsewhere in the Province, with 2011 Rothesay statistics showing:

% of residents 55 years and older – 31%

% of residents 65 years and older – 14.2%

# of residents 75 years and older – 695

# of residents 85 years and older – 155

**WHEREAS:** Many Seniors express the desire to remain in Rothesay as they age, and Rothesay has no retirement homes or nursing homes,

**WHEREAS:** Many Seniors are increasingly expressing the desire to remain in their own homes for as long as possible, to “age in place”,

**WHEREAS:** The Province has established an “age-friendly” strategy, and has published a Guide to Becoming an Age – Friendly Community,

**BE IT RESOLVED** that Rothesay Council establish a Special Committee on Seniors Issues in January 2017, and further the mandate be as follows:

To develop an ‘age – friendly’ community strategy.

#### ON THE QUESTION:

In response to an inquiry, it was noted a 55+ age limit is not required for Committee members.

**CARRIED.**

### 9.8 Dalhousie University Study “Age Friendly Rothesay”

7 December 2016

Report prepared by DPDS White

**MOVED** by Counc. McGuire and seconded by Counc. Wells the report prepared by DPDS White RE: Dalhousie University Study “Age Friendly Rothesay” dated 7 December 2016 be received/filed.

#### ON THE QUESTION:

Counc. McGuire noted he applauds Town staff for thinking outside the box and is interested to see the outcomes of the initiative. Mayor Grant and Counc. Wells agreed the project is a great initiative and will bring a fresh outlook on the Town. It was noted results from the study will be considered in conjunction with the Province’s initiative regarding seniors.

**CARRIED.**



**ROTHESAY**

Regular Council Meeting  
Minutes

-17-

12 December 2016

**OPERATIONS**

**9.9 Municipal Services Easement – Domville Lane**

8 December 2016      Memorandum from Town Manager Jarvie

**MOVED** by Counc. Wells and seconded by Counc. Shea Council authorize the execution of the agreement, as presented, with the owner of the property identified as PID 30054381.

**CARRIED.**

**10. NEXT MEETING**

Public Hearing – 7 Hillcrest Drive  
Regular Council Meeting

**Monday, January 9, 2017 7:00 p.m. at Town Hall**  
**Monday, January 9, 2017** (following the public hearing)

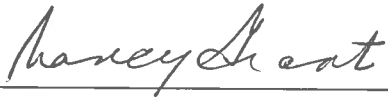
The next regular meeting will be held on **Monday, January 9, 2017** immediately following a public hearing at 7:00 p.m. at Town Hall.

**11. ADJOURNMENT**

**MOVED** by Counc. Wells and seconded by Counc. Mackay French the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 9:09 p.m.



MAYOR



CLERK

# Town of Rothesay

Capital Plan Summary  
General Fund

## Services

	Total	Operating	Reserves	Gas Tax	Grants	Borrow
<b>GENERAL GOVERNMENT</b>						
Building (Town Hall)	40,000	-	40,000	-	-	-
IT (website, copier, MS Office)	55,000	55,000	-	-	-	-
	<u>95,000</u>	<u>55,000</u>	<u>40,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>PROTECTIVE (Fire Dept)</b>	78,500	78,500	-	-	-	-
	<u>78,500</u>	<u>78,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TRANSPORTATION</b>						
Buildings (diesel storage tank)	90,000	90,000	-	-	-	-
Designated Highways	1,140,000	285,000	-	-	855,000	-
Drainage	-	-	-	-	-	-
Street surfacing (per approved list)	1,385,000	445,000	-	940,000	-	-
Curb & Sidewalks (connector and designated road)	1,262,000	346,000	-	225,000	691,000	-
Fleet (4 pieces per replacement plan)	940,000	940,000	-	-	-	-
Equipment (asphalt recycler)	110,000	-	110,000	-	-	-
	<u>4,927,000</u>	<u>2,106,000</u>	<u>110,000</u>	<u>1,165,000</u>	<u>1,546,000</u>	<u>-</u>
<b>RECREATION</b>						
Buildings	-	-	-	-	-	-
Fields (Scribner and trails)	40,000	-	40,000	-	-	-
Equipment (mower)	7,500	7,500	-	-	-	-
	<u>47,500</u>	<u>7,500</u>	<u>40,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Capital Expenditures</b>	<u>\$ 5,148,000</u>	<u>\$ 2,247,000</u>	<u>\$ 190,000</u>	<u>\$ 1,165,000</u>	<u>\$ 1,546,000</u>	<u>\$ -</u>
		<u>\$ 5,148,000</u>				

*MB*  
12 DECEMBER 2016

# Town of Rothesay

## UTILITY CAPITAL PLAN - 2017

	2017	Capital Reserves	Grants	Gas Tax/ Infrastructure	Operating	Borrow
Supply development	\$ 150,000			\$ 150,000		-
Hampton Road Watermain (contingent upon Central Park Development)	200,000	200,000				
Station Road Watermain	100,000			100,000		
Box and Lifting Davit for RO102	25,000			25,000		
Water tank mixing system	25,000			25,000		

## SEWER CAPITAL PLAN - 2017

WWTF Phase 1	\$ 5,000,000	\$ -	\$ 3,333,333	\$ -	\$ -	\$ 1,666,667
Phase 2 design	\$ 1,400,000		\$ 933,333			\$ 466,667
Sewer system improvements	300,000				300,000	
<b>TOTAL CAPITAL 2017</b>	<b>\$ 6,700,000</b>	<b>\$ -</b>	<b>\$ 4,266,667</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 2,133,333</b>
<b>TOTAL CAPITAL 2017</b>	<b>\$ 7,200,000</b>	<b>\$ 200,000</b>	<b>\$ 4,266,667</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 2,133,333</b>

Carry over of WWTF Phase 1 funded from Build Canada and Debt

  
12 December 2016



# ROTHESAY PRIORITIES

## PRIORITIES OF ROTHESAY TOWN COUNCIL

**2016 - 2020**

Rothestay Council believes that its decisions and initiatives will be most effective and the resources of the municipality most productive if carried out within a framework of goals that clearly articulate the direction of the organization during its term in office.

*MB*  
12 December 2016

# ROTHESAY PRIORITIES

## PRIORITIES OF ROTHESAY TOWN COUNCIL 2016 - 2020

### INTRODUCTION

This document is a record of the aspirations of the Rothesay Town Council for its four year term beginning with the municipal election in spring of 2016. The contents of this document are intended to be used as a measure against which decisions of Council and allocations of resources are to be compared.

The recommendations staff make to Council will be guided by these goals and action plans are being developed to achieve these goals. This document and the goals, objectives and plans it contains are public and are intended to inform Rothesay citizenry and allow residents to follow the progress toward these goals. The listed actions toward achieving the goals will be amended and expanded as progress is monitored and new opportunities identified. There will be regular progress reports and actions toward achieving the goals will be apparent as the Council goes about its regular business.

This document will be published on the Town website and available in other formats on request.

### BIASED TOWARD ACTION

The person  
who says it  
cannot be  
done should  
not interrupt  
the person  
doing it.

- *Chinese  
Proverb*

*MSB*  
12 December 2016



## To adopt a long term, sustainable fiscal strategy based on sound principles

growth?

- How can Council be sure new development contributes to fiscal capacity?
- What steps can be taken to ensure fair treatment with regard to Provincial fiscal transfers?

Objectives arising from this goal are:

### To establish financial management principles specific to Rothesay's circumstances.

ACTIONS

Review current funding principles  
 Establish debt tolerance levels  
 Review best practices  
 Define "sustainable" with respect to tax and utility rates  
 Review in context of new *Municipalities Act*

The first iteration of this objective will be met by the end of the first quarter 2017.

### To develop a five year financial plan

ACTIONS

Determine appropriate assumptions and applicable estimating techniques for tax base growth, utility customer growth, cost containment, inflation and funding sources  
 Collate capital plans  
 Update current four year projections

This objective will be met by the end of the first quarter 2017 and progress reported in each annual financial statement.

### To consider the economic implications of all new development proposals

ACTION

Develop a model for analyzing the costs and benefits associated with development and infrastructure proposals including operating costs, infrastructure requirements and revenue generation

Draft completed by year end 2017 and incorporated into standard procedure in revised municipal plan.

### To actively seek an improved position on Provincial transfers

ACTION

Prepare a report on current methods for provincial grant distribution and possible improvements  
 Meet with key government officials regarding the findings of the report

Meetings underway by year end 2017.

## FINANCE

Some of the issues to be addressed include:

- What are the financial principles that should be followed in governing the Town?
- How are services and capital expenditures maintained in periods of low

MB  
 2016/01/20/2016

# To plan & execute capital projects on time and budget

## INFRASTRUCTURE

Some of the issues to be addressed include:

- How is capital funding of the WWTP confirmed and operational efficiencies achieved?
- What is the design for Wells link;

how will it be funded?

- How are capital expenditure decisions to be reached for optimal outcomes?
- How should the increased risk of overland flooding be addressed?

Objectives arising from this goal are:

### To establish a five year plan for road resurfacing/improvements & renewing other capital assets

ACTION

identify criteria for prioritizing road resurfacing  
confirm procedure for obtaining consultant reports in advance of capital budgeting  
develop principles for drafting fleet management plan for approval by Council  
develop list of potential improvement projects or new Town infrastructure

These steps are to be completed by third-quarter 2017.

### Completion of WWTP project on budget; with operational costs identified and costed

ACTIONS

complete and submit grant to FCM Green Fund for sludge treatment/disposal  
maintain regular contact with Department of Environment and Local Government and MP regarding awarding of grants for treatment plant design and subsequent construction  
clarify interest of Quispamsis in treatment option and negotiate agreement if required  
ensure design work includes full testing of site conditions and costing of mitigating measures prior to final commitments, ensure operating costs are estimated in detail  
provide annual modelling of future rate structure in response to evolving project costs

If funding available, project to be completed by 2020.

### To complete 'Wells link' on budget

ACTIONS

endorse Small Communities Fund grant application\*  
review draft budget to ensure inclusion of all aspects  
finalize negotiations with NB Transportation and Infrastructure Department  
finalize land acquisition as required  
complete tendering and construction  
\*(alternative funding to be identified if 2017 grant application unsuccessful)

Project complete by fourth quarter 2017 subject to funding.

### To develop a comprehensive policy on storm drainage

ACTIONS

identify common types of storm drainage issues and typical mitigation measures  
establish role of municipality in responding to drainage issues on private property  
prepare a written material for posting on Town website and distribution to property owners

Draft report complete by July 2017.

MPB  
12 December 2016

# To adopt a comprehensive Municipal Plan

## PLANNING

Some of the issues to be addressed include:

- Can a Municipal Plan be designed to act as the overall corporate direction for the Town?
- How can the municipal planning process improve communication with residents?
- What should be the Town policy regarding green space and the development of lands bordering the golf club?
- What should be the Town policy regarding affordable housing?
- What should be the Town policy regarding dangerous and unsightly premises?
- What should be the Town policy regarding accessibility for those with mobility challenges?
- How can a revised municipal plan contribute to achievement of other objectives?

Objectives arising from this goal are:

**To ensure policies and actions on all long-term Town initiatives are considered for inclusion in the municipal plan**

- ACTION incorporate 5 year capital budget into municipal plan and update each year by schedule
- include recreation, servicing and drainage issues and policy in municipal planning process
- ensure municipal planning process is comprehensive and includes all key Rothesay policy

These initiatives are included in the municipal plan preparation process beginning in 2017.

**To maintain clear channels of communication with the public regarding the design of the municipal plan and development proposals within Rothesay**

- ACTIONS design a comprehensive and collaborative process for the municipal plan review
- ensure process for municipal plan review is communicated thoroughly throughout the community
- review policy on communication to the public on development projects
- post full PAC agendas online in advance of meetings
- post approved building permits on Town website on timely basis in advance of appeal period
- include regular postings on progress during municipal plan review process

Practice in place by first quarter 2017.

**To ensure Rothesay's property condition bylaws are as effective as possible**

- ACTIONS review provincial legislation for authority to police property conditions in Town
- review new legislation for expanded powers
- prepare review of best practice of comparable municipalities in New Brunswick
- prepare public report with recommendations on actions to be taken
- seek public input regarding recommendations

Report complete by third quarter 2018.

**To identify at least 3 key policies that could contribute to greater affordability in the Rothesay housing market**

- ACTIONS determine working definition of 'affordability' in Rothesay market
- identify federal and provincial government programs directed toward improving affordability

*MCP*  
*12 Dec 2016*  
**4**



summarize and review with developers who are active in Rothesay market  
establish potential policy opportunities for consideration in the municipal plan

Process completed by second quarter 2019.

**To encourage greater understanding regarding reasons and methods for barrier-free access**

ACTIONS

- arrange meeting with KV committee for the disabled to discuss access issues
- prepare an information bulletin describing requirements in the National Building Code and Rothesay bylaws concerning barrier-free access and include with application forms
- post information regarding accessibility on Rothesay website

Actions completed by second quarter 2017.

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MB 5  
12 December 2016

# To revisit the Recreation Master Plan

## RECREATION

Some of the issues to be addressed include:

- How to provide recreational facilities sufficient to meet community needs?
- Specifically, what kind of arena do residents want/need?
- What funding is available other than local property tax for a new arena/what is the cost of alternative(s)?
- What should happen to existing building if new building is constructed?
- Are users satisfied with current policy on use of facilities?
- Can more partnerships be developed around recreational uses of Town facilities?
- What are the opportunities for expanding municipal trails?
- What are the issues with parking around Rothesay Common?

Objectives arising from this goal are:

### To review the Rothesay Recreation Master Plan

- ACTION**
- develop a process for reviewing the Recreation Master Plan with input from the Parks and Recreation Committee
  - coordinate the master plan review with the municipal planning process, in particular public communication and participation

Master plan review complete by phase II of municipal plan process.

### To ensure Rothesay recreation and park facilities and programs meet the needs of a wide range of residents.

- ACTIONS**
- include questions on satisfaction with recreation facilities and programs in regular communication with public and polling for public opinion.
  - formally survey user groups biannually regarding satisfaction
  - prepare a report on Rothesay recreational facilities relative to standards and in comparative communities on a regular basis (e.g. every 5 years)

Implement in coordination with communications plan and master plan review.

### Develop and implement a plan for Rothesay's primary recreation facility

- ACTIONS**
- identify timeframe for decision
  - identify funding parameters for preferred option
  - analyze options for Rothesay arena
  - establish whether renovating the existing building is worth further consideration
  - identify potential private sector participation
  - determine direction on project

Final decision to be taken no later than 2019 budget.

### To ensure Rothesay trails are well-maintained and expanded as resources and opportunities permit

- ACTIONS**
- develop standards for various types of trails
  - prepare draft plan for future trail expansion
  - identify seasonal maintenance costs for operation of Rothesay trails

*THB*  
9  
12 December 2016

incorporate trail expansion and management policies into revised Recreation Master Plan

Complete for inclusion in Recreation Master Plan revisions.

**To explore opportunities for partnerships associated with Town-owned facilities**

ACTION

- review literature for typical partnership opportunities
- identify Rothesay opportunities for partnerships
- develop a process for solicitation of partnerships
- publicize partnership opportunities and contact high probability organizations

Complete by first quarter 2018.

**To determine any parking improvements required at the Rothesay Common**

ACTION

- Incorporate parking limitations into Rothesay traffic by law
- analyze costs of parking on neighbouring properties with permission of owners and developing additional parking capacity where owners agree
- monitor parking conditions on streets surrounding the Common

Any required construction complete by fourth quarter 2017.

---

*MSB*  
12 December 2016

## To develop an age-friendly community strategy

- What needs to be done for Rothesay to be seen as an 'age-friendly' community?

Objectives arising from this goal are:

### To establish the Town position on its role in addressing seniors' issues

ACTIONS

- invite Rothesay seniors to submit age-related issues (first quarter 2017)
- organize and host a seniors forum (second quarter 2017)
- consider establishment of advisory committee on seniors' issues (following seniors forum)
- prepare and publish report on issues/recommendations from seniors forum (Sept. 2017)
- organize and host follow-up seniors forum to review progress (Spring 2019)

### To review Town policy and procedures for "age friendliness"

ACTIONS

- summarize current Town policy with seniors' implications (first quarter 2017)
- review policy of other key comparators and produce summary report (second quarter 2017)
- identify specific actions for Council and for policy to be included in the municipal plan (fourth quarter 2017)
- consider branding Rothesay as "age friendly community" (second quarter 2018)

### To advocate for Rothesay seniors with the provincial and federal government

ACTION

- invite provincial government officials to participate in seniors forum (first quarter 2017)
- monitor provincial and federal policy regarding seniors housing (beginning first quarter 2017)
- consult with provincial government regarding results from seniors forum (first quarter 2018)

## SENIORS

Some of the issues to be addressed include:

- What should be the role of the Council and staff in identifying and addressing seniors' issues?
- How can the Town contribute to seniors suitably 'aging in place'?

MSB  
12 December 2016



**To develop more effective communication channels with its citizens, neighbours and governments**

**COMMUNICATION**

Some of the issues to be addressed include:

- How can the Town be more effective in getting its message heard by its citizens?
- How can Council be confident it is

- providing effective communication channels for residents?
- What can Council do to be seen as open in its decision making and engaging its citizenry?
- How can the Town foster regional and inter-municipal cooperation?
- With new municipalities legislation expected during the term, how should Rothesay respond?

Objectives arising from this goal are:

**To develop an effective communications plan based on recommendations from the Transparency Committee**

- establish parameters for items of Town business to be reported to the public
- identify social media and traditional media channels to be employed

Subject to the report of the Transparency Committee, to be completed by third quarter 2017.

**To develop quantitative and qualitative feedback metrics on effectiveness of Town communication channels**

- ACTION**
- identify criteria and select advisor on metrics to be used for determining effectiveness of Rothesay communication processes
  - develop key metrics to identify success and identify means to capture data
  - establish regular data capturing processes and reporting formats

In place and operational by year end 2017

**To optimize benefits from participation in all inter-municipal and regional arrangements**

- ACTION**
- prepare inventory of all inter-municipal and regional arrangements
  - establish evaluation criteria regarding benefit to Rothesay
  - categorize arrangements and prepare a summary report on each category including opportunities to optimize Rothesay participation

Report to be completed by mid-2018.

**To maximize the benefits from revised municipal legislation**

- ACTIONS**
- prepare a procedure for analyzing the pending changes to the Municipalities and Community Planning acts including prioritizing changes to be undertaken by Rothesay
  - review and produce memoranda discussing the implications of new and unchanged legislation to the town including recommended changes to municipal bylaws and procedures
  - prepare bylaw amendments based on foregoing review
  - publish the results of the review for the benefit of Rothesay taxpayers

Review and amendments to be completed by year end 2018.

*MJB*  
 6  
 12 December 2016