



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, September 11, 2017
7:00 p.m.



PRESENT: MAYOR NANCY GRANT
DEPUTY MAYOR MATT ALEXANDER
COUNCILLOR GRANT BRENNAN
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 7:05 p.m.

1. APPROVAL OF AGENDA

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis the agenda be approved as circulated, with the following additions:

Item 9.1	<i>brought forward to follow item 4.1</i>	
Item 7.7.1	15 August 2017	Enterprise Saint John Report Card
Item 7.10	Undated	2018 Regional Facilities Commission Budget

ON THE QUESTION:

Mayor Grant noted the Enterprise Saint John Report Card was received late Friday after the agenda package had been circulated to Council.

CARRIED.

2. ADOPTION OF MINUTES

Regular Meeting

14 August 2017

MOVED by Counc. Mackay French and seconded by Counc. McGuire the Open Session Council minutes of 14 August 2017 be adopted as circulated.

CARRIED.

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

3. OPENING REMARKS OF COUNCIL

Mayor Grant noted she attended the following events: the Dragon Boat Festival August 26, 2017, the Branch 58 Legion End-of-Summer Party August 26, 2017, the Rothesay Park School Open House August 29, 2017, the retirement party for the CEO of the NB Museum August 31, 2017, the Under 12 Girls Softball Atlantic Championships September 8, 2017, the opening of East Coast Boxing and Performance September 9, 2017, and the Memory Café with Counc. Shea on September 10, 2017.

Mayor Grant thanked Counc. McGuire and Counc. Wells for attending Kidsfest, and thanked Counc. Wells for attending the NB Medical Education Trust scholarship award ceremony.

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Mayor Grant noted a letter was received from Minister Harris recognizing Rothesay for efforts in becoming an Age-Friendly community. The correspondence included a Wellness Champion certificate awarded to the Town.

Mayor Grant noted September 16, 2017 is #BeccaToldMeTo Day. She added the day is intended to inspire random acts of kindness. In response to an inquiry, Town Clerk Banks advised the Town has shared the event on social media.

PRESENTATION: Through the Lens Photo Contest Winner

Mayor Grant announced Sherry Arsenault as the winner of the 2017 Through the Lens Photo Contest. She thanked Ms. Arsenault for a beautiful photograph. In response to an inquiry, Ms. Arsenault noted the photo was captured from her residence on Rothesay Road.

3.1 Declaration of Conflict of Interest

Counc. Lewis declared a conflict of interest under Item 7.4 Draft Planning Advisory Committee Meeting Minutes and 13 Terri Street – Cash in Lieu.

4. DELEGATIONS

4.1 Fundy Regional Service Commission 2018 Budget Marc MacLeod

Mayor Grant welcomed Mr. MacLeod. Mr. MacLeod gave a presentation and highlighted the following sections of the budget: Contributions from Municipalities; Second Previous Surplus; Asbestos; Recycling; Total Revenue including subtotals of Corporate and Local Planning Services and the Landfill; Administration expenditures; Regional Sport, Recreation Culture; the subtotal for Cooperative and Regional Planning Services; the subtotal for Corporate Services expenditures; Personnel, Insurance, and Property Tax within Solid Waste Administration; Administration expenditures for Environment and Health Safety; Building Maintenance for Household Hazardous Waste; Landfill Site Non-labour operation (cell); Landfill Site Maintenance – roads, grounds, misc.; Gas Management/Electrical Generation – Labour, Electricity, and Equipment Repairs/Fuels; Fiscal Services/Other – Debt Cost for Landfill & Composting, Capital Expenditures Financed from Operating, Contributions to Corporate, Perpetual Care Fund, Host Community Enhancement, and Support to CMEI; Leachate Management; Sedimentation Ponds; Recycling Depot Program – Operations drop off depot; Waste Diversion – MRF Labour; Waste Diversion – Composting Program Plants/Carts Processing; and Total Expenditures.

Mr. MacLeod noted the following: the tipping fee remains at \$108 for solid waste; there was a \$1 million dollar reduction in revenue from 2008; the balanced budget is a result of controlling costs; the FRSC plans to borrow \$3 million dollars; there is an increase in municipal contributions of roughly \$15,000; the second previous surplus is lower than in previous years; the positions of Executive Director and Landfill General Manager were merged into one position; Administration costs under Corporate Services were reduced due to a retirement; a position was created for a Junior Financial Officer for the Landfill; \$10,000 is budgeted for an economic development executive subject to a review and further discussions with respect to a conditional MOU; the organization may not possess the appropriate resources to host the ESJ executive at the landfill; a software error occurred resulting in the incorrect transfer of data for the previous year during budget preparations; insurance and property tax information is not available at this time; the organization is investing in staff certification for Solid Waste Organization; significant investments in infrastructure are underway; a mechanic and a fabricator were hired to maintain vehicles and equipment; it is expected the gas well capacity will double by the end of 2018; \$30,000 for the inner cooler rebuild is an isolated expense and will not be required the following year; there was a significant reduction in the composting expense; it is expected the

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organization will be debt free by the end of 2019 however external economic factors may impact this prediction; funds are being reserved for the eventual closure of the landfill; leachate management is weather dependent; and a watchdog group exists to monitor use of host community funding and environmental issues.

Mr. MacLeod advised Rothesay's contribution has increased from \$4,291 to \$6,138 due to the surplus reduction. Municipal contributions are based on a 50% population and 50% tax base formula.

Mr. MacLeod gave a brief summary of the capital plan.

Counc. Brenan questioned why the budget did not include a column for actuals. Mr. MacLeod advised this practice has not typically been done in the past. Counc. Brenan suggested actuals be included in the budget to provide an opportunity for further comparison. Mr. MacLeod advised he would investigate the matter.

There was a brief discussion with respect to the collection of waste in Hampton.

Deputy Mayor Alexander questioned if the Fundy Regional Service Commission anticipates an increase in Leachate Management expenditures due to the expected 2020 Federal guidelines. Mr. MacLeod advised an increase is expected more specifically related to ammonia standards. Mr. MacLeod gave a brief overview of existing Leachate Management operations.

Mayor Grant questioned if the implementation of the recycling program has led to a cost reduction for the organization. Mr. MacLeod advised it is difficult to quantify however the recycling program has had a positive impact on the organization from an operational standpoint.

Mayor Grant thanked Mr. MacLeod for his presentation.

Item brought forward.

9.1 BUSINESS ARISING FROM DELEGATIONS

28 August 2017 DRAFT 2018 Fundy Regional Service Commission Budget

MOVED by Counc. McGuire and seconded by Counc. Wells the Draft 2018 Fundy Regional Service Commission Budget be received/filed.

CARRIED.

5. CORRESPONDENCE FOR ACTION

- 5.1 7 September 2017 Letter from resident RE: Groundwater drainage on Brock Court
23 August 2017 Email from/to resident RE: Drainage on Brock Court, Goldie Court, and Grove Avenue
17 August 2017 Email from resident RE: Request for assistance with groundwater drainage on Brock Court

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis the letter from resident RE: Groundwater drainage on Brock Court dated 7 September 2017, the email from/to resident RE: Drainage on Brock Court, Goldie Court, and Grove Avenue dated 23 August 2017, and the email from resident RE: Request for assistance with groundwater drainage on Brock Court dated 17 August 2017 be referred to the Public Works and Infrastructure Committee.

ON THE QUESTION:

Counc. Lewis commented on the submerged utility box as a safety hazard. He questioned if the drainage issues on Maiden Lane and Goldie Court impacted Brock Court. Mayor Grant indicated an application

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to subdivide a property on Rothesay Road has raised public concerns with respect to drainage in the area of Brock Court, Maiden Lane, and Goldie Court. The application was tabled by the Planning Advisory Committee pending further investigation. Counc. Brennan expressed concern noting it is dangerous for children in the area to play near a submerged utility box. DO McLean advised the submerged utility box issue occurred in 2015 and was raised at that time, resolving the issue. Mrs. MacSween was in attendance. Mayor Grant invited Mrs. MacSween to attend the next Public Works and Infrastructure meeting. Mrs. MacSween will be notified of the upcoming date.

CARRIED.

6. CORRESPONDENCE - FOR INFORMATION

6.1 2 August 2017 Letter from Minister Fraser RE: 2017 Municipal Designated Highway Program

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis the letter from Minister Fraser RE: 2017 Municipal Designated Highway Program dated 2 August 2017 be received/filed.

CARRIED.

6.2 9 August 2017 Email from resident RE: Deer in Rothesay with attachments

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the email from resident RE: Deer in Rothesay with attachments dated 9 August 2017 be received/filed.

CARRIED.

6.3 15 August 2017 Letter to Brett Taylor RE: 104 Hampton Road Development Fees

MOVED by Counc. Wells and seconded by Deputy Mayor Alexander the letter to Brett Taylor RE: 104 Hampton Road Development Fees dated 15 August 2017 be received/filed.

CARRIED.

6.4 16 August 2017 Letter to Gregory Zed RE: Congratulations

MOVED by Counc. Mackay French and seconded by Counc. McGuire the letter to Gregory Zed RE: Congratulations dated 16 August 2017 be received/filed.

CARRIED.

6.5 25 August 2017 Letter to Chapel Hill Estates Board of Directors RE: Median

MOVED by Counc. Lewis and seconded by Deputy Mayor Alexander the letter to Chapel Hill Estates Board of Directors RE: Median dated 25 August 2017 be received/filed.

CARRIED.

6.6 25 August 2017 Letter to Minister Doucet RE: 2017 Deer Management Program

MOVED by Counc. Wells and seconded by Counc. Mackay French the letter to Minister Doucet RE: 2017 Deer Management Program dated 25 August 2017, and the letter from Quispamsis RE: 2017 Deer Management Program dated 17 August 2017 be received/filed.

CARRIED.

6.7 29 August 2017 Letter to Minister Fraser RE: 2018 Municipal Designated Highway Program

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the letter to Minister Fraser RE: 2018 Municipal Designated Highway Program dated 29 August 2017 be received/filed.

CARRIED.

6.8 31 August 2017 Email from National Airlines Council of Canada RE: Airport Privatization with attachments

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MOVED by Counc. Mackay French and seconded by Counc. McGuire the email from National Airlines Council of Canada RE: Airport Privatization with attachments dated 31 August 2017 be received/filed.

ON THE QUESTION:

Counc. Wells requested clarification. Mayor Grant indicated the National Airlines Council of Canada is requesting the Town support their initiative to discourage the privatization of Canadian airports.

YAY votes recorded from: Deputy Mayor Alexander and Councs. Brenan, Lewis, Mackay French, McGuire, and Shea.

NAY vote recorded from: Counc. Wells.

CARRIED.

7. REPORTS

7.0 September 2017 Report from Closed Session Jeux de L'Acadie/Acadian Games 2021

7 September 2017 Memorandum from Town Manager Jarvie

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the invitation to co-host the 2021 Jeux de l'Acadie be declined as it is contrary to the Town's grant policy and a letter wishing the proponents well with the event be sent in response.

ON THE QUESTION:

Mayor Grant noted the item has been discussed for quite some time. She added with the upcoming tax assessment freeze Town funds may be limited. She further stressed the importance of prioritizing funds to ensure regular Town operations are completed. Counc. Brenan commented that the event is unilingual and will exclude a significant portion of community members. Counc. McGuire agreed and suggested scheduling use of Town infrastructure years in advance may impede the actions of the next Council.

CARRIED.

7.1 21 June 2017 Kennebecasis Public Library (KPL) Board Meeting Minutes
June 2017 KPL Librarian's Report
31 May 2017 KPL Comparative Income Statement
June 2017 KPL Building Maintenance Report

MOVED by Counc. Shea and seconded by Counc. Wells the Kennebecasis Public Library (KPL) Board Meeting Minutes dated 21 June 2017, the KPL Librarian's Report dated June 2017, the KPL Comparative Income Statement dated 31 May 2017, and the KPL Building Maintenance Report dated June 2017 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander questioned if the librarian position has been filled. Counc. Shea indicated the new librarian will be introduced to the Board and announced publicly at the next meeting. In response to an inquiry, Counc. Shea noted Council will be updated once the announcement is public.

CARRIED.

7.2 31 July 2017 Draft unaudited Rothesay General Fund Financial Statements

MOVED by Counc. Brenan and seconded by Counc. Shea the draft unaudited Rothesay General Fund Financial Statements dated 31 July 2017 be received/filed.

ON THE QUESTION:

Counc. Brenan inquired about the new hires budgeted under Item 9 Transportation Administration (Wages & Benefits). Treasurer MacDonald advised there was a delay in filling a snow plow driver

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position. Town Manager Jarvie advised the position has been filled. Counc. Brennan inquired about the vacant position listed under Item 16 Planning Administration. Town Manager Jarvie advised a resignation occurred after the budget was approved.

CARRIED.

31 July 2017 Draft unaudited Rothesay Utility Fund Financial Statements
MOVED by Counc. Brennan and seconded by Counc. Shea the draft unaudited Rothesay Utility Fund Financial Statements dated 31 July 2017 be received/filed.

ON THE QUESTION:

Counc. Lewis questioned if the \$6,000 donation to the KV Food bank was an unbudgeted item. Mayor Grant stated that it was unbudgeted. Counc. Lewis inquired if the \$7,500 for ProKids was dispersed and it was suggested this be discussed under the Donations summary.

CARRIED.

1 September 2017 Draft Finance Committee Minutes
MOVED by Counc. Brennan and seconded by Counc. Shea the draft Finance Committee Minutes dated 1 September 2017 be received/filed.

ON THE QUESTION:

Mayor Grant clarified that her comment related to the openness of the Fundy Regional Service Commission, not the landfill. She requested the comment be revised.

CARRIED.

- Application for Financing
See Item 9.2
- Interest on Sundry Receivables
See Item 9.3

31 July 2017 Donation Summary
MOVED by Counc. Brennan and seconded by Counc. Shea the Donation Summary dated 31 July 2017 be received/filed.

ON THE QUESTION:

Counc. Lewis inquired if the ProKids donation was dispersed. Treasurer MacDonald advised the donation will likely be provided in the fall to correspond with the organization's financial cycle. Mayor Grant noted the Imperial Theatre donation will be dispersed in the near future as well.

CARRIED.

7.3 23 August 2017 Draft Public Works and Infrastructure Committee Meeting Minutes
MOVED by Counc. Wells and seconded by Deputy Mayor Alexander the draft Public Works and Infrastructure Committee Meeting Minutes dated 23 August 2017 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander noted he was unable to attend the meeting. Counc. Brennan commented that the use of the word "likely" did not specify if the "no parking in front of driveway" signs were in fact a result of a resident request. Counc. Wells gave a brief summary of the Committee's discussion on the item. Town Manager Jarvie advised Town staff review appropriate By-laws to determine if resident requests for signage are suitable for the area and reasonable in order to determine if signage should be

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installed.

CARRIED.

➤ Summerhaven Crescent

MOVED by Deputy Mayor Alexander and seconded by Council. Wells Council authorize directional arrows be painted on the entrance and exit of Summerhaven Crescent contingent upon the approval of all property owners on Summerhaven Crescent, and further the author of the request for additional signage be notified of their responsibility to poll the property owners.

ON THE QUESTION:

Council. Lewis questioned the need for approval from all property owners on the street. Council. Wells indicated obtaining approval from all property owners will ensure all property owners are amenable to the additional signage. Council. Lewis stated he disagreed noting the installation of signage is a Town decision. He added as a co-owner of a property in the area he prefers the painted arrows. Council. Shea noted he agreed with Council. Lewis. In response to an inquiry, DO McLean advised "one-way" signage currently exists in the area. Council. Mackay French suggested the painted arrows may not be visible during the winter. Council. McGuire expressed concern suggesting approval of all resident signage requests may result in significant sign pollution throughout the Town. He added since proper signage currently exists additional signage may not be warranted. Council. Mackay French requested clarification with respect to property owner approval. It was noted all property owners on the street must consent to the request before the arrows are painted.

YAY vote recorded from: Deputy Mayor Alexander and Council. Wells.

NAY votes recorded from: Councils. Brenan, Lewis, McGuire, Mackay French, and Shea.

DEFEATED.

➤ Designate for Parades and Processions

MOVED by Deputy Mayor Alexander and seconded by Council. Wells Council appoint the Mayor as designate in accordance with the Traffic By-law with respect to parade and procession requests.

ON THE QUESTION:

Council. Wells clarified the designate will act on parade and procession requests if time constraints prevent Council discussion on the matter. Town Manager Jarvie added the clause is included in the Traffic By-law. Mayor Grant noted she is amenable to the recommendation. Council. Brenan requested Council be notified by the designate of all parade and procession requests requiring time sensitive approval. Mayor Grant agreed to inform Council of such requests. Council. Mackay French inquired if the Town intends to submit a float for the 2017 Kennebecasis Valley Santa Claus Parade. Town Manager Jarvie advised submission of a Town float is subject to sufficient volunteer support. It was noted the 2017 Kennebecasis Valley Santa Claus Parade will occur on November 25, 2017.

CARRIED.

Council. Lewis declared a conflict of interest and left the meeting.

7.4 5 September 2017 Draft Planning Advisory Committee Meeting Minutes

MOVED by Council. Shea and seconded by Council. Brenan the draft Planning Advisory Committee Meeting Minutes dated 5 September 2017 be received/filed.

ON THE QUESTION:

Council. McGuire questioned if requests for significant variances in frontage are common. DPDS White advised such requests are not common. Council. McGuire inquired if approval may set a precedent. DPDS White advised applications to the Planning Advisory Committee are reviewed on a case-by-case basis. Town Manager Jarvie advised the existing driveway will be used to access the property and it is

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expected no further development will occur due to the close proximity to wetlands. Deputy Mayor Alexander expressed concern noting access to the new lot appears to be located in the area of the wetland. DPDS White advised the property will be accessed through the existing driveway on Terri Street. He further noted the long section in question demonstrates the property boundaries, and is not a driveway.

CARRIED.

➤ 13 Terri Street – Cash in Lieu of LPP

MOVED by Deputy Mayor Alexander and seconded by Council. McGuire Council accept the amount of \$1840.00 as cash in lieu of land for public purposes for the subdivision of 13 Terri Street to create Lot 17-1.

CARRIED.

Council. Lewis returned to the meeting.

7.5 August 2017 Monthly Building Permit Report

MOVED by Council. Brenan and seconded by Deputy Mayor Alexander the Monthly Building Report dated August 2017 be received/filed.

CARRIED.

7.6 10 September 2017 Capital Projects Summary

MOVED by Council. Wells and seconded by Council. Shea the Capital Projects Summary dated 10 September 2017 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander requested a status update on the Taylor Brook Bridge and Hampton Road Watermain projects. Town Manager Jarvie advised: paving Hampton Road will commence next week; it is expected the Taylor Brook Bridge project will be completed over a three day period; it is expected traffic delays will occur during the process of hanging the pipe; it is anticipated the pipe will be hung during evening hours when traffic volumes are low and daylight is still available; this is to prevent safety hazards such as reduced visibility; emergency responders have been notified of the upcoming work; and the Town will advertise the expected traffic delays on appropriate media channels. In response to an inquiry, Town Manager Jarvie advised Rothesay Netherwood School was notified earlier in the day and will be reminded closer to the scheduled date.

Mayor Grant inquired about the delay during the Hampton Road Watermain project. Town Manager Jarvie advised the project was delayed to reduce traffic delays during the first week of school. He further noted it is expected the project will be completed next week.

Council. Mackay French questioned how the expected traffic delays will be communicated to the public with respect to the Taylor Brook Bridge project. She commented that daylight may be significantly reduced as dusk occurs earlier in the evening during this time of year. Town Manager Jarvie advised tentative dates are being discussed; and the public will be notified through social media and radio channels. In response to an inquiry, Town Manager Jarvie advised signage will also be used.

Council. McGuire questioned if use of the asphalt recycler has proven the equipment as a worthwhile purchase. DO McLean advised the machine has not received much use during this time of year. He added it is likely there will be more opportunities for use of the machine during winter.

Council. Lewis questioned if paving will occur over the watermain only along Hampton Road. He suggested it may be aesthetically pleasing to pave the entire road within the project boundaries. Town

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Manager Jarvie advised paving the entire section would increase costs significantly; and an application was submitted to resurface the portion of Hampton Road between Henderson Park and Rothesay Road. Counc. Lewis inquired about the 41% completion of the Secondary Plan. Town Manager Jarvie elaborated noting discussions continue between the Town and the Department of Environment with respect to alternative access to the area. DPDS White advised the matter was investigated and it is likely a presentation will occur in the near future.

Concern was expressed with respect to expected traffic delays during the Taylor Brook Bridge project. There was a brief discussion with respect to suggested timeframes to complete the work. It was suggested traffic delays could be reduced if the work is completed during school hours or from the hours of 4 a.m. to 7 a.m. Town Manager Jarvie advised traffic delays are likely to occur during school hours and artificial light may not provide sufficient visibility if the work is completed overnight. He added staff could review traffic counts to determine when traffic would be impacted the least.

CARRIED.

7.7 Verbal report Enterprise Saint John (Mayor Grant)

7.7.1 15 August 2017 Enterprise Saint John Report Card (ESJ)

Mayor Grant gave a brief overview of the Enterprise Saint John Report Card. She noted the Regional Oversight Committee is pleased with the progress of Enterprise Saint John (ESJ). She added it is expected the organization will continue to submit reports on a regular basis to monitor progress. Mayor Grant noted Ron Gaudet has been hired as the new CEO for Enterprise Saint John.

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander the Enterprise Saint John Report Card dated 15 August 2017 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander requested clarification with respect to the amount of young individuals reached. Mayor Grant noted ESJ has visited schools to promote entrepreneurship amongst younger generations, including Rothesay High School. Deputy Mayor Alexander suggested more detail in the report may be beneficial. Counc. Shea commented that the report may not be inclusive of the region as a whole.

CARRIED.

7.8 2016-2017 The Great Trail Annual Report

MOVED by Counc. Mackay French and seconded by Counc. Lewis the Great Trail Annual Report dated 2016-2017 be received/filed.

ON THE QUESTION:

Mayor Grant questioned if signage was installed on Rothesay's portion of the trail. DRP Jensen advised signage was installed. Deputy Mayor Alexander noted a map of the trail is available on "the Great Trail" app. In response to an inquiry, DRP Jensen advised a grand opening for Rothesay's portion of the trail has not been held by the Town.

CARRIED.

7.9 2 August 2017 Age Friendly Committee Meeting Notes

MOVED by Counc. Wells and seconded by Counc. Lewis the draft Age Friendly Committee Meeting Notes dated 2 August 2017 be received/filed.

ON THE QUESTION:

Counc. Wells noted the Committee notes were included to apprise Council of the Committee's progress. She added the next meeting is tentatively scheduled for Wednesday, September 13, 2017 at 10

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a.m. She noted the Committee is searching for more members and suggested Council members extend invitations to community members to join. Mayor Grant requested the notes be revised to state “an application was submitted for \$75,000”. She added the funding has not been received.

CARRIED.

7.10 Undated 2018 Regional Facilities Commission Budget

MOVED by Counc. Brenan and seconded by Deputy Mayor Alexander the 2018 Regional Facilities Commission Budget be referred to the Finance Committee.

ON THE QUESTION:

Town Manager Jarvie advised the budget must be reviewed before mid-October. There was general discussion with respect to the budget and Rothesay’s contribution to regional facilities. Concern was expressed the public may have been misinformed with respect to Rothesay’s contribution to regional facilities. It was suggested Rothesay’s contribution be advertised to ensure the public receives correct data. It was further suggested the Communications Committee be tasked with ensuring correct information is distributed to the public. Counc. Mackay French noted while the task may be beneficial it does not coincide with the current mandate of the Communications Committee. There was general discussion with respect to suggestions to educate the public with respect to Rothesay’s financial statements.

CARRIED.

8. UNFINISHED BUSINESS

TABLED ITEMS

8.1 Water By-law (Tabled June 2015)

No action at this time

8.2 16 Lot Subdivision off Appleby Drive (Tabled December 2015)

No action at this time

8.3 Traffic By-law 1-14

23 August 2017

Memorandum prepared by Town Clerk Banks

DRAFT

By-law 1-14 (*Revised*)

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells By-law 1-14, “A By-law of the Municipality of Rothesay to Regulate Traffic” be removed from the table.

CARRIED.

Mayor Grant gave a brief summary of the progress to date. She noted existing By-law 3-03 was amended in July to allow two hour parking in the Rothesay Road lay-bys. She added By-law 1-14 must be reviewed by the Registrar of Motor Vehicles.

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells By-law 1-14 “A By-law of the Municipality of Rothesay to Regulate Traffic” be read by section number.

CARRIED.

Town Clerk Banks read By-law 1-14 by section number.

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells By-law 1-14 “A By-law of the Municipality of Rothesay to Regulate Traffic” be read a third time by Title and enacted.

CARRIED.

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Town Clerk Banks read By-law 1-14 by title.

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

28 August 2017 DRAFT 2018 Fundy Regional Service Commission Budget

Dealt with above.

FINANCE

9.2 Application for Financing

5 September 2017 Memorandum from Treasurer MacDonald

17 August 2017 Letter from the New Brunswick Municipal Finance Corporation RE:
Debentures

MOVED by Counc. Wells and seconded by Counc. Brennan the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of Rothesay debenture in the principal amount of \$1,298,000 on such terms and conditions as are recommended by the New Brunswick Finance Corporation, and be it resolved that the Municipality of Rothesay agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

ON THE QUESTION:

Treasurer MacDonald gave a brief summary of the debenture process.

CARRIED.

9.3 Interest on Sundry Receivables

5 September 2017 Memorandum from Treasurer MacDonald

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council adopt a policy to charge interest on balances owed to the General Fund at a rate of 1.25% per month, compounded monthly, on any receivable outstanding for greater than 30 days.

CARRIED.

DEVELOPMENT SERVICES

9.4 Municipal Services Easement – Millennium Drive (PID 00065227)

7 September 2017 Report prepared by DPDS White

MOVED by Counc. Wells and seconded by Deputy Mayor Alexander Council hereby assents to the Municipal Services Easement as indicated on the Tentative Plan (Plan Dwg. No. 3702) as land on Millennium Drive (PID 00065227) to be registered in accordance with Section 56 (4.01) of the Community Planning Act.

CARRIED.

OPERATIONS

9.5 2018 Asphalt Resurfacing and Microseal Placement Program

7 September 2017 Report prepared by DO McLean

MOVED by Counc. Wells and seconded by Counc. McGuire the proposal submitted by Crandall Engineering Ltd. in the amount of \$138,951.63 including HST for the 2018 Asphalt Resurfacing and Microseal Placement project be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ON THE QUESTION:

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Counc. McGuire commented that Allan Avenue was included on the list in the past but is still deferred. He questioned why Allan Avenue was not on the list for 2018. DO McLean advised staff are of the opinion microsealing ten streets one year and completing a full rebuild the following year creates a positive balance. He added the list of streets is open for discussion. Deputy Mayor Alexander inquired if Henderson Park Road would be deferred if the Town does not receive Designated Highway Funding for Hampton Road in 2018. DO McLean advised potential damage is less likely to occur if Henderson Park Road is completed before Hampton Road.

Counc. Brenan requested clarification as to why it is typical to complete engineering before the list is finalized. DO McLean advised engineering is completed before budget deliberations to provide accurate estimates. Town Manager Jarvie advised changes to the list may occur during budget deliberations. He further noted if engineering is completed beforehand it can speed up future operations if roads are deferred. Deputy Mayor Alexander inquired if Hampton Road will be completed as scheduled if the Town does not received Designated Highway Funding in 2018. Town Manager Jarvie advised funds allocated for the Town's portion of the 2017 Designated Highway Program were reserved funds and could be used to supplement the project if designated highway funding is not received in 2018. There was general discussion with respect to the budgeting process. Concern was expressed if the list is available publicly before it has been finalized, it may create public expectations. In response to an inquiry, it was noted the list in the report is not prioritized.

CARRIED.

ADMINISTRATION

9.6 RFP #2017ADMIN-001 – Rothesay New Brunswick Website Development

7 September 2017 Memorandum from Town Clerk Banks

MOVED by Counc. Lewis and seconded by Counc. Wells Council award RFP #2017ADMIN-01 Rothesay New Brunswick Website Development to Mumford Connect Web Design at a cost not to exceed \$12,000.00 (inclusive of HST) and including a 1 year Maintenance and Support Service.

CARRIED.

10. NEXT MEETING

The next meeting will be held on **TUESDAY, October 10, 2017.**

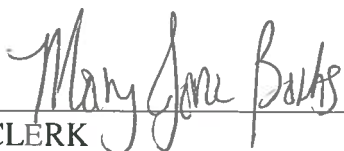
11. ADJOURNMENT

MOVED by Counc. Wells and seconded by Deputy Mayor Alexander the meeting be adjourned.

CARRIED.

The meeting adjourned at 9:05 p.m.


MAYOR


CLERK