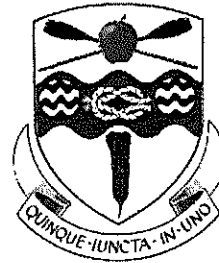




ROTHESAY COUNCIL

OPEN SESSION
Monday, April 13, 2015
MINUTES



PRESENT: DEPUTY MAYOR NANCY GRANT
COUNCILLOR MATT ALEXANDER
COUNCILLOR PAT GALLAGHER JETTE
COUNCILLOR PETER J. LEWIS
COUNCILLOR BLAIR MacDONALD
COUNCILLOR BILL McGUIRE
COUNCILLOR MIRIAM WELLS

TOWN MANAGER JOHN JARVIE
TOWN CLERK MARY JANE BANKS
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
TREASURER DOUG MacDONALD
FINANCIAL OFFICER ELLEN STEEVES

ABSENT: MAYOR WILLIAM J. BISHOP

Deputy Mayor Grant called the meeting to order at 7:00 p.m.

1. APPROVAL OF AGENDA

MOVED by Counc. Alexander and seconded by Counc. Gallagher Jette the agenda be approved as circulated, with the following items brought forward:

Item 9.2 (Financial Statements) will follow Item 4.2

CARRIED.

Counc. MacDonald requested Item 9.7 also be brought forward. There was a brief discussion with respect to where it should be moved to on the agenda. There was a discussion with respect to the where Item 9.7 should be moved.

MOVED by Counc. Gallagher Jette and seconded by Counc. McGuire Item 9.7 (Snow clearing and Rothesay Common artificial ice surface [hockey]) be brought forward to follow Item 7.5 Parks and Recreation Committee meeting minutes.

CARRIED.

2. ADOPTION OF MINUTES Regular meeting 9 March 2015

MOVED by Counc. McGuire and seconded by Counc. MacDonald the minutes of 9 March 2015 be adopted as circulated.

CARRIED.

Business Arising from Minutes

n/a

3. OPENING REMARKS OF COUNCIL

Deputy Mayor Grant thanked senior staff for their assistance during Mayor Bishop's absence and complimented their professionalism and dedication. Counc. Wells offered congratulations

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to Shadow Lawn Inn on their grand re-opening, noting Rothesay is fortunate to have this business.

3.1 Declaration of Conflict of Interest

n/a

4. DELEGATIONS

4.1 Eriskay Drive/Iona Avenue RFP T-2015-004 Cindy Millican (*Refer to Item 9.1*)

Cindy Millican thanked Council for the opportunity to speak to the request for proposals for Eriskay Drive/Iona Avenue. She noted the following: Rothesay resident for a number of years, purchased property because of mature trees, spacious lots and the history of the area; became aware of project on NB Opportunities Network through line of work; concerns with respect to the need for the installation of a bike lane, the boulevard between the sidewalk and curb, possible future installation of water line to complete loop between Highland Avenue and Hampton Road; storm sewer; maintaining mature growth trees and limit the amount of pavement; and consideration for notification of neighbourhood residents during the planning process to obtain input on projects prior to construction. She commented she and her husband enjoy the pedestrian lifestyle Rothesay offers and congratulated the Town on its bike lane initiatives. She noted maintenance concerns with existing bike lanes and the grass median between sidewalks and curbs throughout Town. Town Manager Jarvie commented Town projects now have open houses scheduled to advise residents on major projects as part of the process.

Deputy Mayor Grant thanked Mrs. Millican for her presentation and advised that her correspondence would be dealt with later on the agenda.

4.2 2014 Audited Rothesay Financial Statements Treasurer Doug MacDonald, CPA, CA, CFP Auditors Teed Saunders Doyle & Co. Peter Logan, CPA, CA (*Time extension granted by Deputy Mayor and refer to Item 9.2*)

Counc. MacDonald, Chair of Finance, advised Treasurer MacDonald and auditor Peter Logan will present the 2014 Rothesay Financial Statements, noting they are consolidated statements that include fire, police and library services. Treasurer MacDonald advised Council of the following:

- a general overview of the differences between final audited financial statements (consolidated) and monthly operating financial statements
- jointly controlled entities (police, fire, library) allocations are determined based upon funding formulas and contracts – change in percentage ownership resulted in an increase in net equity of \$1,413 (\$189,015 decrease in 2013)
- revenue sources
 - 74% property tax
 - 13% water/sewer
 - 7% conditional grants
 - 1% unconditional grant
 - 2% sale of services
 - 3% other
- expenses by function

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- 34% transportation services
 - 24% protective services
 - 14% water/sewer
 - 13% recreation/cultural services
 - 9% general government services
 - 4% environmental health services
 - 2% environmental development services
- Provincial rules for debt service cost are 20% maximum allowable for the general fund and 50% for water/sewer
 - 2014 Rothesay debt service costs 5.21% for general and 26.64% for water/sewer
 - summary of Rothesay's share of accrued benefits liability (sick leave, retirement allowance and pension)

Mr. Logan advised the audit went smoothly and a clean audit opinion has been given under PSAB standards; audited statements are consolidated (accrual basis) but for borrowing purposes the Town relies on the cash basis format. He explained the audit process and noted this is the third year under the PSAB standards. Mr. Logan noted there is a surplus of \$1.639 million which is driven by capital funding of \$1.3 million that is income in 2014 and the related assets are recognized over time (expensed over time). The fluctuation is related to PSAB standards.

Mr. Logan noted the Municipal Employees Pension Plan liability has decreased as the stock market has improved. He thanked staff for their assistance during the audit process.

Deputy Mayor Grant thanked Treasurer MacDonald and Mr. Logan for their presentation.

Counc. Alexander requested clarification on Note 16, related to accrued sick leave for police, fire and the Town. Mr. Logan noted the Fire and Police Departments is aware of the sick leave liability. Counc. MacDonald commented numbers are not comparable as the Police Department factors sick leave into the retirement liability. He also noted the Town had approximately \$3.6 million in capital assets that were funded from operating as opposed to borrowing. Town Manager Jarvie noted the practice is typically to fund routine maintenance and capital projects from operating to incur the costs in the current year.

Item 9.2 was brought forward.

9.2 2014 Audited Rothesay Financial Statements

10 April 2015 Memorandum prepared by Treasurer MacDonald

DRAFT 2014 Audited Rothesay Financial Statements

MOVED by Counc. Alexander and seconded by Counc. Wells resolved that Council approves Rothesay's 2014 audited financial statements and authorizes the Mayor and Treasurer to sign the financial statements.

CARRIED.

MOVED by Counc. MacDonald and seconded by Counc. Alexander resolved that Council authorize the Mayor and Treasurer to sign the audit communication letter from Teed Saunders Doyle & Co.

CARRIED.

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MOVED by Counc. MacDonald and seconded by Counc. Alexander resolved that Council appoints Teed Saunders Doyle & Co. to complete the audit of Rothesay's 2015 financial statements at a fee to be negotiated.

CARRIED.

5. CORRESPONDENCE FOR ACTION

5.1 18 March 2015 Request for support from Saint John Dragon Boat Festival

MOVED by Counc. MacDonald and seconded by Counc. Lewis Rothesay Council support the Saint John Dragon Boat and staff be directed to track cost of contribution made by the Town.

CARRIED.

5.2 9 April 2015 Memorandum from Town Manager Jarvie RE: Designated highway funding

2 April 2015 Letter from Department of Transportation and Infrastructure to UMNB
RE: Municipal Designated Highway Program Supplementary Funding

Draft Response to Department of Transportation and Infrastructure to UMNB
RE: Municipal Designated Highway Program Supplementary Funding

MOVED by Counc. Wells and seconded by Counc. Alexander the letter from Town Manager Jarvie RE: Municipal Designated Highway Program Supplementary Funding be forwarded to the Department of Transportation and Infrastructure.

ON THE QUESTION:

Town Manager Jarvie advised the province is increasing the capital funding pool but is proposing a cost-share (25% for towns) for designated highways. The prior funding formula covered paving only and the Town funded sidewalk and curb/gutter work. He noted the maintenance funding will not be affected. Town Manager Jarvie suggested there may be an opportunity to include additional work (sidewalk and curb/gutter) in funding requests. He noted this proposal is in draft form and will likely be implemented for next year, although the Town has not received confirmation of funding for 2015. The applicable roads in Rothesay are Rothesay Road, Hampton Road, Fox Farm Road and Campbell Drive (partial). Mr. Jarvie advised a five year plan has been submitted and lane kilometres/funding approvals vary across the province.

CARRIED.

5.3 3 April 2015 Letter from a resident RE: water charges

MOVED by Counc. Alexander and seconded by Counc. Lewis the letter from a resident RE: water charges dated 3 April 2015 be referred to Town Manager Jarvie for a response and a copy provided to the Utilities Committee for information.

CARRIED.

6. CORRESPONDENCE – FOR INFORMATION

6.1 10 March 2015 Copy of letter from Minister Kenney (DoELG) to Quispamsis RE:
Waste Packaging and Paper Stewardship Program

MOVED by Counc. MacDonald and seconded by Counc. McGuire the letter (copy) from Minister Kenney (DoELG) to Quispamsis RE: Waste Packaging and Paper Stewardship Program dated 10 March 2015 be received/filed.

CARRIED.

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6.2 10 March 2015 Letter from NB Childrens Foundation RE: grant applications
MOVED by Counc. MacDonald and seconded by Counc. McGuire the letter from NB
Childrens Foundation RE: grant applications dated 10 March 2015 be received/filed.

ON THE QUESTION:

Counc. MacDonald advised the Foundation is undertaking a campaign to raise awareness on the
donations available from the Foundation for organizations providing assistance to children
under the age of eighteen.

CARRIED.

6.3 13 March 2015 Letter from Fundy Regional Service Commission RE: thanks for
support of Blue Bin depot program
MOVED by Counc. Wells and seconded by Counc. Lewis the letter from Minister Kenney
(DoELG) to Quispamsis RE: Waste Packaging and Paper Stewardship Program dated 13
March 2015 be received/filed.

CARRIED.

7. REPORTS

7.0 April 2015 Report from Closed Session

n/a

7.1 31 December 2014 Kennebecasis Regional Joint Board of Police Commissioners
Audited Financial Statements (2014)
28 January 2015 Kennebecasis Regional Joint Board of Police Commissioners
(KRJBPC) meeting minutes
31 December 2014 KRJBPC Statement of Financial Position (pre-audit)
26 February 2015 KRJBPC meeting minutes
31 January 2015 KRJBPC Statement of Financial Position (pre-audit)
28 February 2015 KRJBPC Statement of Financial Position (pre-audit)

MOVED by Counc. Alexander and seconded by Counc. McGuire the 2014 Kennebecasis
Regional Joint Board of Police Commissioners Audited Financial Statements be received/filed.

CARRIED.

MOVED by Counc. Alexander and seconded by Counc. McGuire the Kennebecasis Regional
Joint Board of Police Commissioners (KRJBPC) meeting minutes dated 28 January 2015 and
26 February 2015 and the KRJBPC Statements of Financial Position dated 31 December 2014,
31 January 2015 and 28 February 2015 be received/filed.

CARRIED.

7.2 11 February 2015 Kennebecasis Valley Fire Department (KVFD) Board meeting
minutes
31 December 2014 KVFD Statement of Operations with budget variances
11 February 2015 KVFD Chief's Report
31 December 2014 KVFD Response Report (year end)

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MOVED by Counc. Gallagher Jette and seconded by Counc. MacDonald the Kennebecasis Valley Fire Department (KVFD) Board meeting minutes dated 11 February 2015 be received/filed.

ON THE QUESTION:

Counc. Alexander commented in the interest of transparency, there should be more detail contained in the minutes to determine actions being taken by the Board. Counc. MacDonald advised he made the request for additional detail in the approved minutes. Counc. Gallagher Jette noted there are many confidential matters that require discussion in closed meetings and the Board is as transparent as it can be in its open meetings. Counc. Alexander advised he reviewed the new website and questioned the Chief's designations as CFO and CEO. Counc. MacDonald advised the Board has a Personnel Committee and a Finance Committee. Counc. Gallagher Jette advised she would ask the Chief, and suggested it may have been a result of the Department being self-administered.

CARRIED.

MOVED by Counc. Gallagher Jette and seconded by Counc. Lewis the Kennebecasis Valley Fire Department (KVFD) Statement of Operations with budget variances dated 31 December 2014, the KVFD Chief's Report dated 11 February 2015 and the year end KVFD Response Report dated 31 December 2014 be received/filed.

CARRIED.

7.3 31 December 2014 Kennebecasis Public Library Audited Financial Statements (2014)
18 February 2015 Kennebecasis Public Library (KPL) Board meeting minutes
February 2015 KPL Librarian's Report
31 December 2014 Draft Comparative Income Statement

MOVED by Counc. Alexander and seconded by Counc. Wells the 2014 Kennebecasis Public Library Audited Financial Statements be received/filed.

CARRIED.

MOVED by Counc. Wells and seconded by Counc. McGuire the Kennebecasis Public Library (KPL) Board meeting minutes dated 18 February 2014, the February 2015 KPL Librarian's Report and the draft Comparative Income Statement dated 31 December 2014 be received/filed.

ON THE QUESTION:

Deputy Mayor Grant advised the Library Director has accepted the position of Assistant Regional Library Director (maternity leave) for four days/week and will be at the Kennebecasis Public Library one day/week to support the Board. A full-time term librarian will be hired to cover the absence of the Library Director.

CARRIED.

7.4 28 February 2015 Draft Rothesay Utility Fund Financial Statements
28 February 2015 Draft Rothesay General Fund Financial Statements

MOVED by Counc. MacDonald and seconded by Counc. Wells the draft Rothesay Utility Fund Financial Statements dated 28 February 2015 be received/filed.

CARRIED.

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MOVED by Counc. MacDonald and seconded by Counc. Lewis the draft Rothesay General Fund Financial Statements dated 28 February 2015 be received/filed.

CARRIED.

7.5 17 March 2015 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 17 March 2015 be received/filed.

CARRIED.

MOVED by Counc. Wells and seconded by Counc. McGuire that pond hockey be accommodated on a limited basis on the Rothesay Common with the understanding the facility will be monitored by staff during hours of operation.

ON THE QUESTION:

Counc. MacDonald asked if hockey was designated to be played on the Common from the outset of the project, would any modifications have been required. Town Manager Jarvie noted the ice surface could have been modified if it was designated primarily for hockey but that was not the intent of the project. He noted pond hockey uses smaller nets and does not require boards so no changes are needed other than in the management of the facility to monitor the schedule and use during hours of operation. Counc. MacDonald requested clarification on the primary use and if any changes need to be made to accommodate hockey and to make sure the facility is designed to accommodate the most users.

Counc. Wells advised DRP Jensen has spoken with other municipalities who operate a similar facility and indicated this is primarily a skating rink and hockey will be permitted at select times through the week, with monitoring by staff during hours of operation. She advised the Committee sees no need to modify the design to accommodate pond hockey. DRP Jensen advised there has been an ongoing discussion about whether to incorporate hockey. He noted there have been no changes in the design of the facility since the outset of the project and none are required to accommodate pond hockey.

Counc. Gallagher Jette requested clarification on the monitoring of use. Town Manager Jarvie advised the intent has been to have staff onsite to monitor the use of the ice surface during hours of operation. He noted there will be no change in the cost but the responsibilities assigned may be different with the incorporation of hockey into the schedule. Counc. Gallagher Jette asked about funding from the province for the multi-purpose facility. Town Manager Jarvie advised the Town has not heard from the province but discussions have been held with Regional Development Corporation representatives. A response is anticipated this spring.

CARRIED.

9.7 Snow clearing and Rothesay Common artificial ice surface (hockey)

1 April 2015 Email from Counc. MacDonald

Dealt with in discussion under Item 7.5 (partial)

7.6 18 March 2015 Draft Public Works and Infrastructure Committee meeting minutes

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MOVED by Counc. Alexander and seconded by Counc. Lewis the draft Public Works and Infrastructure Committee meeting minutes dated 18 March 2015 be received/filed.

ON THE QUESTION:

It was noted there have been discussions with the property owner on Grove Avenue with respect to the hedge and other options are also being investigated.

CARRIED.

➤ 2015-2020 Sidewalk Plan

MOVED by Counc. Alexander and seconded by Counc. Lewis Council approve the Sidewalk Plan from 2015-2020 with looking at the 2020 plan to be broken into 2-3 phases.

ON THE QUESTION:

Counc. Alexander advised the plan is to connect the trail system from the Wells Park along Route 111 to Grove Avenue. He advised the criteria established by staff was used in creating the sidewalk plan and the Committee looked at linkages in school areas and recreation facilities.

CARRIED.

➤ Golf Club Court/East Riverside-Kingshurst Park crosswalk

MOVED by Counc. Alexander and seconded by Counc. MacDonald Council authorize staff to move forward on the construction of the crosswalk at Golf Club Court/East Riverside-Kingshurst Park.

CARRIED.

9.7 Snow clearing and Rothesay Common artificial ice surface (hockey)

1 April 2015 Email from Counc. MacDonald

Counc. MacDonald commented staff did a commendable job of clearing streets this winter. He noted his street, Appleby Drive, was narrow in some places and he had concerns about the road width and also its use by pedestrians.

MOVED by Counc. MacDonald and seconded by Counc. Gallagher Jette staff prepare a report for Council on the snow clearing results for this year and address concerns about road width and how those streets without sidewalks can be addressed in future years.

ON THE QUESTION:

Counc. McGuire noted it was exceptionally difficult winter and staff did an exceptional job keeping the roads clear. Counc. Gallagher Jette asked for clarification from staff on the work required to prepare a report. DO McLean noted it was a difficult winter to manage and there is an opportunity to put together a plan to manage resources, based on the GPS system now installed on Town vehicles, along with logged service requests and the volume of salt/sand used which is also tracked. Counc. Wells suggested more public education may be an option. She found drivers were more cautious during the severe conditions and also commended the Operations Department. Counc. Lewis noted Appleby Drive is plowed by a contractor and DO McLean advised they are also equipped with the GPS system.

YEA votes recorded from Councs. Gallagher Jette, Lewis and MacDonald.

NAY votes recorded from Deputy Mayor Grant, Councs. Alexander, McGuire and Wells.

DEFEATED.

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7.7 18 March 2015 Draft Utilities Committee meeting minutes
MOVED by Counc. Alexander and seconded by Counc. Wells the draft Utilities Committee meeting minutes dated 18 March 2015 be received/filed.

CARRIED.

7.8 30 March 2015 Draft Planning Advisory Committee meeting minutes
MOVED by Counc. Lewis and seconded by Counc. Gallagher Jette the draft Planning Advisory Committee meeting minutes be received/filed.

ON THE QUESTION:

It was noted the meeting was of a short duration. Town Clerk Banks advised there was an information session on land for public purposes (quality of park land or cash in lieu) that followed the meeting.

CARRIED.

➤ 2110 Rothesay Road (Cash in lieu of LPP)

MOVED by Counc. Wells and seconded by Counc. Lewis Council accept \$1458.00 as cash in lieu of land for public purposes for the proposed vacant lot 15-0 to be subdivided from 2110 Rothesay Road, PID# 30270482.

ON THE QUESTION:

Town Clerk Banks noted a typographical error in the amount of cash in lieu of land for public purposes in the draft minutes and \$1458.00 is the correct figure.

CARRIED.

7.9 March 2015 Building Permit Summary Report
MOVED by Counc. Alexander and seconded by Counc. Wells the March 2015 Building Permit Summary Report be received/filed.

CARRIED.

8. UNFINISHED BUSINESS

TABLED ITEMS

8.1 Traffic By-law 1-14 (Tabled June 2014)
No action at this time

9. NEW BUSINESS

BUSINESS ARISING FROM DELEGATIONS

9.1 Eriskay Drive/Iona Avenue RFP T-2015-004

7 April 2015 Letter from C. Millican

MOVED by Counc. MacDonald and seconded by Counc. Alexander the letter from C. Millican dated 7 April 2015 RE: Eriskay Drive/Iona Avenue RFP T-2015-004 be referred to the Public Works and Infrastructure Committee.

CARRIED.

9.2 2014 Audited Rothesay Financial Statements

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10 April 2015 Memorandum prepared by Treasurer MacDonald
DRAFT 2014 Audited Rothesay Financial Statements

Dealt with above.

9.2.1 2014 Rothesay Annual Report

DRAFT Annual Report

RECEIVED FOR INFORMATION.

Town Manager Jarvie advised the report is from staff to Council and is being presented in draft form for any comments or requests for additional information to be included. He noted the intention is to publish the report with the 2104 audited Financial statements. Counc. MacDonald commented it is an excellent report and suggested a financial summary be included with perhaps comparative tax rates and pie charts to explain various portions of the financial statements. Counc. Wells commented she appreciated the connection to the Council priorities to track actions that have been taken by Council.

FINANCE

9.3 Municipal Capital Borrowing Board (water line expansion Gondola Point Road)

9 April 2015 Memorandum prepared by Treasurer MacDonald

MOVED by Councillor MacDonald and seconded by Councillor Wells be it resolved that the Municipality of ROTHESAY submit to the Municipal Capital Borrowing Board an application for authorization to borrow money in an amount not to exceed \$350,000 for the following:

<u>Purpose</u>	<u>Term</u>	<u>Amount</u>
NAME OF FUND: Utility Water system expansion	10 YRS	\$350,000

ON THE QUESTION:

There was a brief discussion with respect to the term for borrowing and Town Manager Jarvie noted the Treasurer's recommendation was the shorter term of 10 years as costs would be higher over a longer period. It was noted the 5 year utility capital plan was also included in the Council information.

OPERATIONS

9.4 Heated storage construction – Master Drive

7 April 2015 Memorandum prepared by DO McLean

MOVED by Counc. Lewis and seconded by Counc. MacDonald Council authorize staff to proceed with the construction of additional heated storage at the Master Drive Works location with the construction budget to come from Reserves in an amount not to exceed \$100,000.

CARRIED.

9.5 T-2015-001A: Four Wheel Drive Backhoe

7 April 2015 Memorandum prepared by DO McLean

MOVED by Counc. Alexander and seconded by Counc. Lewis Council reject the (sole) non-compliant bid for Tender T-2015-001A: Four Wheel Drive Backhoe, which was not accompanied by a bid security deposit.

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ON THE QUESTION:

There was a brief discussion with respect to Town specifications and the lack of competitive bids. DO McLean advised most of the suppliers have regional representatives that do not bid in other regions. He advised this piece of equipment is only provided by one supplier. Counc. Lewis commented the specifications may be limiting the number of bids. DO McLean advised this is replacing an existing four wheel drive backhoe that also has four wheel steer and is only manufactured by one supplier.

MOVED by Counc. Alexander and seconded by Counc. Lewis Council return the non-compliant bid for Tender T-2015-001A: Four Wheel Drive Backhoe, which was not accompanied by a bid security deposit, to the submitting bidder without further consideration.

CARRIED.

9.6 T-2015-001C: Compact Track Loader

7 April 2015 Memorandum prepared by DO McLean

MOVED by Counc. Wells and seconded by Counc. McGuire Council accept the bid from Green Diamond Equipment for Tender T-2015-001C: Compact Tracked Loader in the amount of \$77,287.08 including HST, and further that the Director of Operations be authorized to issue a Purchase Order in that regard.

ON THE QUESTION:

Counc. Lewis commented on only one company submitting a bid and questioned whether the Town was receiving the best deal. Town Manager Jarvie advised in this case, ineligible bids were received and non-compliant bids are not recorded. There was discussion with respect to specifications and it was suggested if three eligible bids are not received, the equipment should be re-tendered. DO McLean advised he does meet with potential bidders for vehicles to discuss concerns they may have.

ADMINISTRATION

9.7 Snow clearing and Rothesay Common artificial ice surface (hockey)

1 April 2015 Email from Counc. MacDonald

Dealt with above.

10. NEXT MEETING

There will be a public hearing on Monday, May 11, 2015 at 7:00 p.m. The regular meeting of Council will follow the public hearing.

11. ADJOURNMENT

MOVED by Counc. Gallagher Jette and seconded by Counc. Wells the meeting be adjourned.

CARRIED.

The meeting adjourned at 8:50 p.m.



MAYOR



CLERK