



ROTHESAY COUNCIL

OPEN SESSION

Monday, December 8, 2014

MINUTES



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

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

Mayor Bishop called the meeting to order at 7:05 p.m.

1. **APPROVAL OF MINUTES** Regular meeting 10 November 2014
Special meeting 17 November 2014

MOVED by Counc. Wells and seconded by Counc. Alexander the minutes of 10 November 2014 be adopted as circulated.

CARRIED.

MOVED by Counc. Alexander and seconded by Counc. MacDonald the minutes of 17 November 2014 be adopted as circulated.

CARRIED.

Business Arising from Minutes

n/a

2. **APPROVAL OF AGENDA**

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

9.2 Enterprise Saint John

3. **OPENING REMARKS OF COUNCIL**

Mayor Bishop invited those in attendance to the CBC Harbour Lights Breakfast at Shadow Lawn Inn on Wednesday, December 10th. He noted Deputy Mayor Grant and Deputy Mayor O'Hara would be volunteering at the event.

4. **DELEGATIONS**

n/a

5. **CORRESPONDENCE FOR ACTION**

5.1 18 November 2014 Letter from Comeau MacKenzie Architecture RE: 171 Gondola Point Road apartment complex Connection Fees.

MOVED by Counc. MacDonald and seconded by Deputy Mayor Grant the letter from Comeau MacKenzie Architecture RE: 171 Gondola Point Road apartment complex Connection Fees dated 18 November 2014 be referred to the Utilities Committee.

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ON THE QUESTION:

Mayor Bishop noted Mr. Adam Hoar was in attendance if Council had any questions. Counc. MacDonald suggested the Utilities Committee should discuss the matter as it was not clear what the current connection fees are and what consideration Mr. Hoar was asking for under the development agreement.

CARRIED.

5.2 27 November 2014 Kennebecasis Regional Police Force Strategic Plan 2014-2019

MOVED by Counc. Gallagher Jette and seconded by Deputy Mayor Grant the Kennebecasis Regional Police Force Strategic Plan 2014-2019 be referred to Town Manager Jarvie.

ON THE QUESTION:

There was a brief discussion with respect to the approval process at the Board level. Counc. McGuire noted the Strategic Plan is a guideline for the department and the major consideration is succession planning. Town Manager Jarvie advised staff would analyze the potential cost increases and budget implications. He noted the Police and Fire departments can have Board-approved strategic plans but Rothesay and Quispamsis Councils make the financial decisions. Town Manager Jarvie suggested there may be other implications that should be discussed with the Police and Fire Chiefs.

CARRIED.

6. CORRESPONDENCE - FOR INFORMATION

6.1 13 November 2014 Copy of letter from Quispamsis to Minister Kenny, Department of Environment and Local Government RE: community funding and equalization grant formula.

MOVED by Counc. Gallagher Jette and seconded by Deputy Mayor Grant the letter from Quispamsis to Minister Kenny, Department of Environment and Local Government RE: community funding and equalization grant formula dated 13 November 2014 be received/filed.

CARRIED.

7. REPORTS

7.0 **December 2014** **Report from Closed Session**
n/a

7.1 8 October 2014 Kennebecasis Valley Fire Department (KVFD) Inc. Board meeting minutes
31 August 2014 KVFD Statement of Operations with Budget Variances
8 October 2014 Chief's Report
Jan – Sept 2014 KVFD Summary - Response Report

MOVED by Counc. Gallagher Jette and seconded by Counc. MacDonald the Kennebecasis Valley Fire Department (KVFD) Inc. Board meeting minutes dated 8 October 2014; KVFD Statement of Operations with Budget Variances dated 31 August 2014; Chief's Report dated 8 October 2014 and KVFD Summary – Response Report dated Jan-Sept 2014 be received/filed.

ON THE QUESTION:

There was a brief discussion with respect to the date of the financial statements and the reference to the level of detail contained in the minutes. Clarification was requested with respect to note #2, p 41 and the reference to "partial use of planned contingency". Counc. Wells questioned why a student from Hampton High School, rather than KVHS or RHS was selected as a co-op student.

CARRIED.

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- 7.2 15 October 2014 Kennebecasis Public Library (KPL) Board meeting minutes
October 2014 KPL Librarian's Report
30 September 2014 KPL Draft Comparative Income Statement
2014 – 2015 KPL Strategic Plan Result Area

MOVED by Deputy Mayor Grant and seconded by Counc. McGuire the Kennebecasis Public Library (KPL) Board meeting minutes dated 15 October 2014; the Librarian's Report dated October 2014; the draft Comparative Income Statement dated 30 September 2014 and the 2014-2015 Strategic Plan Result Area be received/filed.

ON THE QUESTION:

There was a brief discussion with respect to the electronic sign installation which has been connected and the final holdback has been paid. It was noted the carpet cleaning (\$2850) will be an annual expense.

CARRIED.

- 7.3 22 October 2014 Kennebecasis Regional Joint Board of Police Commissioners
Board (KRJBPC) meeting minutes
31 October 2014 KRJBPC Statement of Financial Position

MOVED by Counc. McGuire and seconded by Counc. Alexander the Kennebecasis Regional Joint Board of Police Commissioners meeting minutes dated 22 October 2014 and the Statement of Financial Position dated 31 October 2014 be received/filed.

ON THE QUESTION:

There was a brief discussion with respect to the Police Incident Command vehicle tender and the height clearance specifications that were required. It was noted the low tender did not meet the specified requirements.

CARRIED.

- 7.4 31 October 2014 Unaudited Rothesay General Fund Financial Statements

MOVED by Counc. MacDonald and seconded by Deputy Mayor Grant the unaudited Rothesay General Fund Financial Statements dated 31 October 2014 be received/filed.

ON THE QUESTION:

It was noted the costs associated with post-tropical storm Arthur clean up have been sent to the Province but it is unclear whether there will be any reimbursement for municipalities.

CARRIED.

- 31 October 2014 Unaudited Rothesay Utility Fund Financial Statements

MOVED by Counc. MacDonald and seconded by Deputy Mayor Grant the unaudited Rothesay Utility Fund Financial Statements dated 31 October 2014 be received/filed.

CARRIED.

- 28 November 2014 Draft Finance Committee meeting minutes

MOVED by Counc. MacDonald and seconded by Deputy Mayor Grant the draft Finance Committee meeting minutes of 28 November 2014 be received/filed.

ON THE QUESTION:

Counc. MacDonald noted the meeting was held before the assessment figures had been received from the Province and the draft budget was based on an assumed increase of 1% in the tax base. The actual increase is 2.46%. It was noted the unconditional grant has been reduced as well. Counc. Gallagher Jette requested further information with respect to assessment values; how it is

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calculated and what is included in the increase. She suggested while the growth is good, it is still the taxpayer who pays. Town Manager Jarvie advised staff can try to get additional detailed information, noting assessments are based on fair market value and property assessment is done by the Province.

CARRIED.

- GTF Administrative Agreement

MOVED by Counc. MacDonald and seconded by Deputy Mayor Grant Council authorize the Mayor and Clerk to sign the “Agreement on the Gas Tax Fund with Local Governments” between the Province of New Brunswick and the town of Rothesay.

CARRIED.

- Green Point North Lawn Care – Letter of Credit reduction
 - 8 December 2014 Memorandum from DRP Jensen

MOVED by Counc. MacDonald and seconded by Deputy Mayor Grant Council direct staff to execute documents necessary to reduce the standby letter of credit of contract number 2012-12 Parks Turf to \$52,036.06, which represents 50% of the value of the remaining two year contract.

CARRIED.

7.5 26 November 2014 Draft Public Works and Infrastructure Committee meeting minutes
MOVED by Counc. Alexander and seconded by Counc. Lewis the draft Public Works and Infrastructure Committee meeting minutes dated 26 November 2014 be received/filed.

ON THE QUESTION:

It was noted the Almon Lane project was discussed and the project will not be completed in 2015, in order to allow time for discussion with residents and to complete the engineering work in the summer of 2015, for a 2016 project. It was also noted the Grove Avenue project should be completed this week.

CARRIED.

- Vincent Road/Gondola Point Road

MOVED by Counc. Alexander and seconded by Counc. Lewis Council direct DO McLean to respond to the resident stating this problem is a pre-existing problem, the slip lane did not add to the problem but that the Town will look into options that may help alleviate the situation; for the intersection at Vincent Road/Gondola Point Road.

CARRIED.

7.6 November 2014 Monthly Building Permits Report

MOVED by Counc. Gallagher Jette and seconded by Counc. McGuire the Monthly Building Permits Report dated November 2014 be received/filed.

CARRIED.

7.7 2 December 2014 Donations Report

MOVED by Counc. Gallagher Jette and seconded by Counc. Lewis the Donations Report dated 2 December 2014 be received/filed.

ON THE QUESTION:

There was a brief discussion with respect to the KV Memory Project Book and Counc. Wells advised the students have been assigned a name from the Rothesay Cenotaph to write a story about. Counc. Alexander suggested there are still some living veterans in the community who should also be interviewed. Mayor Bishop advised he would make inquiries as to who was being interviewed.

CARRIED.

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8. UNFINISHED BUSINESS

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

No action required at this time.

8.2 Procedural By-law 2-14

4 December 2014 Memorandum from Town Clerk Banks

DRAFT By-law 2-14

MOVED by Deputy Mayor Grant and seconded by Council. Wells By-law 2-14, "A By-law of the Municipality of Rothesay Respecting the Procedure and Organization of Council" be read by Section number, in accordance with the legislation.

CARRIED.

The Clerk read By-law 2-14 by Section number.

MOVED by Deputy Mayor Grant and seconded by Council. Wells 3rd reading by title and enactment be given By-law 2-14, A By-law of the Municipality of Rothesay Respecting the Procedure and Organization of Council".

CARRIED.

The Clerk read By-law 2-14 by title.

8.3 Winter Maintenance Contract 2010-001RD

2 December 2014 Memorandum from DO McLean

MOVED by Council. Alexander and seconded by Council. Wells Council approve the addition of streets to GEO Stackhouse Contract 2010-001RD (as per Article 6 – Changes of Work) as follows:

Brittain Lane	0.180 km
French Village Overpass	0.620 km
Kingshurst Lane (tracks to end)	0.070 km
McGill Road (City portion)	2.000 km
Sunset Lane	0.230 km

in the amount of \$27,000 (total) for the 2 year contract duration (a portion of this amount is being recovered from other jurisdictions).

ON THE QUESTION:

DO McLean noted these roads have been part of the contract since 2004 but were omitted from the list in the 2010 contract, although the contractor has been paid for plowing. Town Manager Jarvie noted Brittain Lane and Kingshurst Lane have been added since 2010.

CARRIED.

MOVED by Council. Alexander and seconded by Council. MacDonald Council approve the addition of a per diem rate for provision of winter maintenance services outside the November 15th to April 15th contract window in an amount of \$5,000.

ON THE QUESTION:

It was noted there was no specific amount included in the current contract. DO McLean advised the contractor is called out on an as-needed basis and only when absolutely necessary.

CARRIED.

8.4 Wells Recreation Project and Trail

8 December 2014 Memorandum from DPDS White

MOVED by Council. Alexander and seconded by Council. Wells the Wells Recreation Project and Trail memorandum from DPDS White dated 8 December 2014 be received/filed.

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ON THE QUESTION:

There was a brief discussion with respect to the inclusion of the project in the 2015 budget and to update Council on the status of the project. It was noted there have been some changes to the proposed project which excludes the splash pad and the road crossing of Highway 111. DPDS White indicated his report is introducing the concept of a large regional park for the Rothesay East area of town. This concept will require future capital expenditures to realize its completion; including additional trail access points, amenities and educational opportunities. Counc. Wells advised the Recreation Committee has discussed the current projects but the December 8th report has not been reviewed as yet.

CARRIED.

9. NEW BUSINESS

9.1 Oakville Acres – 2015 Capital Project

2 December 2014 Memorandum from DO McLean

MOVED by Counc. Alexander and seconded by Counc. Wells Council rescind the May 2013 motion to tender a project in Oakville Acres that includes replacement of culverts as well as construction of a detention pond at an estimated cost of \$3,000,000.

CARRIED.

MOVED by Counc. Alexander and seconded by Counc. Lewis Council approve the inclusion of an (estimated) \$2,000,000 project for Oakville Acres Flood Mitigation in the 2015 General Fund Capital Budget – Transportation Category.

ON THE QUESTION:

There was a brief discussion with respect to current expenditures for the project and this budget envelope does not include land acquisition. DO McLean advised the historical costs were for preliminary design and survey costs. This project covers costs of the current 2015 project and engineering design and construction management costs. Town Manager Jarvie noted the design of the detention pond has changed to 70,000m³ from the original capacity of 50,000m³ which should eliminate the requirement for downstream improvements. It was suggested some of the original design work may be incorporated into the new plan.

CARRIED.

Meeting addendum

9.2 Enterprise Saint John status

Counc. Alexander noted there have been discussions at Saint John Common Council to perhaps dissolve Enterprise Saint John and incorporate Discover Saint John, Waterfront Development and Saint John Industrial Park Ltd. into one organization. He questioned the potential for increased costs to the outlying communities. Mayor Bishop noted the Regional Mayors met earlier today with Roxanne Fairweather and incoming Chair Larry Hachey, at which time displeasure was expressed there had been no notice given to the Mayors and Councils prior to the announcement. The True Growth 2.0 strategy was reviewed and it was clearly stated there will be no increased costs to the outlying communities and Enterprise Saint John will continue to be the driving force for economic development for the greater Saint John region. Mayor Bishop advised further information will be forthcoming.

10. NEXT MEETING

MOVED by Counc. Gallagher Jette and seconded by Counc. Lewis Council schedule a special meeting for Monday, December 15, 2014 at 7:00 p.m. to review/approve the 2015 Rothesay budget and the Nominating Committee report.

CARRIED.

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11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 8:05 p.m.

MAYOR

CLERK