



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, December 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. Wells the agenda be approved as circulated.

**CARRIED.**

**2. ADOPTION OF MINUTES**

➤ Regular Meeting 14 November 2017

**MOVED** by Counc. Lewis and seconded by Deputy Mayor Alexander the Open Session Council minutes of 14 November 2017 be adopted as circulated.

**CARRIED.**

➤ Public Meeting 20 November 2017

**MOVED** by Counc. Lewis and seconded by Counc. Mackay French the Public Meeting minutes of 20 November 2017 be adopted as circulated.

**CARRIED.**

➤ Special Budget Meeting 27 November 2017

**MOVED** by Counc. Lewis and seconded by Counc. Mackay French the Special Budget Meeting minutes of 27 November 2017 be adopted as circulated.

**CARRIED.**

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

**3. OPENING REMARKS OF COUNCIL**

Mayor Grant noted she attended the following: a meeting with the new CEO of Enterprise Saint John November 21, 2017; the Quispamsis Tree Lighting ceremony November 23, 2017; KRPF/KV Outreach self-defense course November 25, 2017; Kennebecasis Valley Santa Claus Parade November 25, 2017; the Spiritus Award Dinner for Franklin Leger November 30, 2017; R.H.S Bazaar December 2, 2017; R.N.S. Christmas Musical December 2, 2017; Kennebecasis Lion's Breakfast December 3, 2017;

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Joshua's Bare Necessities Campaign December 4, 2017; KV Outreach Christmas Extravaganza December 6, 2017; Mayor Darling's P.R.O. Kids Reception December 7, 2017; and Rothesay Ballet's presentation of the Nutcracker December 9, 2017.

Mayor Grant noted: the ice on the Common is open and thanked DRP Jensen and the Recreation Department for their hard work; the Mayor's Holiday Reception and Tree Lighting Ceremony is scheduled for Wednesday, December 13, 2017; Sovereign Medals for Volunteers will be presented during the Mayor's Holiday Reception; and if the weather is not favourable for the Tree Lighting Ceremony residents will be notified early on Wednesday.

Counc. Wells encouraged Council to continue distributing the Age Friendly Committee's survey to senior residents. She noted business cards with the information for the online survey are available for distribution as well.

Counc. Lewis noted he volunteered with Operation Red Nose Saturday, December 9, 2017 and despite the snowy conditions the night was a success. He added all the proceeds are donated to P.R.O. Kids. Mayor Grant noted it is a positive service for community members.

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

## 4. DELEGATIONS

- 4.1 **Saint John Theatre Company** Stephen Tobias  
26 October 2017 Letter from Stephen Tobias RE: Annual request for support with attachment (*previously forwarded to Finance Committee*)

### RECEIVED FOR INFORMATION

Mayor Grant welcomed Mr. Stephen Tobias. Mr. Tobias thanked Council and gave a brief summary of the following upcoming Saint John Theatre Company initiatives: The Glass Menagerie – including a southern NB School Tour; Shakespeare in Love; Madea – from Theatre Konstanz in Germany; and Redfish – A Play about Youth Depression. Mr. Tobias indicated most productions include elements of education and community outreach. He added productions will be performed in southern New Brunswick schools at no cost to students. He thanked Council for their generous support in the past and requested the Town consider continuing its support of the Saint John Theatre Company.

Mayor Grant questioned if the production of Redfish is open to all ages. Mr. Tobias noted all ages can attend Redfish however the production is advertised to school aged children. He further noted the Town will be notified of the upcoming schedule for the show.

Mayor Grant thanked Mr. Tobias for his presentation.

## 5. CORRESPONDENCE FOR ACTION

- 5.1 15 November 2017 Letter from resident RE: Request for guardrails along Bradley Lake Road **MOVED** by Counc. McGuire and seconded by Counc. Shea the letter from resident RE: Request for guardrails along Bradley Lake Road dated 15 November 2017 be referred to staff.

### ON THE QUESTION:

Mayor Grant noted she responded to the resident stating the item will be discussed by Council. Counc. McGuire questioned if the section of road in question is the responsibility of the Town or the Province. Town Manager Jarvie noted the portion of road is near the boundary between the Town and the city of Saint John. He added Town staff will contact Saint John to investigate the matter further.

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**CARRIED.**

5.2 29 November 2017 Memorandum from Counc. Shea RE: Maintenance and Occupancy Standards for Apartment Buildings

**MOVED** by Counc. Wells and seconded by Counc. Shea the memorandum from Counc. Shea RE: Maintenance and Occupancy Standards for Apartment Buildings dated 29 November 2017 be referred to staff.

ON THE QUESTION:

Mayor Grant noted the item requires investigation by Town staff.

**CARRIED.**

## 6. CORRESPONDENCE - FOR INFORMATION

6.1 12 November 2017 Letter from KV Old Boys RE: Thank You – 2017 Country & Western Show

**MOVED** by Counc. Lewis and seconded by Deputy Mayor Alexander the letter from KV Old Boys RE: Thank You – 2017 Country & Western Show dated 12 November 2017 be received/filed.

ON THE QUESTION:

Counc. Shea reported the event was sold out for the seventh year in a row. Mayor Grant added the event supports a notable cause.

**CARRIED.**

6.2 1 November 2017 Letter from the New Brunswick Medical Education Foundation (NBMEF) RE: Appointment of new NBMEF chair

**MOVED** by Counc. Mackay French and seconded by Counc. McGuire the letter from the New Brunswick Medical Education Foundation (NBMEF) RE: Appointment of new NBMEF chair dated 1 November 2017 be received/filed.

**CARRIED.**

6.3 24 November 2017 Letter from the New Brunswick Medical Education Foundation Inc. RE: 2018 Town of Rothesay Medical Education Scholarship with attachment (*previously forwarded to the Finance Committee*)

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the letter from the New Brunswick Medical Education Foundation Inc. RE: 2018 Town of Rothesay Medical Education Scholarship with attachment dated 24 November 2017 be received/filed.

**CARRIED.**

6.4 3 December 2017 Letter from resident RE: Building at East Riverside-Kingshurst Park

**MOVED** by Counc. Shea and seconded by Counc. McGuire the letter from resident RE: Building at East Riverside-Kingshurst Park dated 3 December 2017 be received/filed.

**CARRIED.**

## 7. REPORTS

7.0 December 2017 Report from Closed Session  
N/A

7.1 27 September 2017 Kennebecasis Public Library (KPL) Annual General Meeting Minutes  
18 October 2017 KPL Board Meeting Minutes  
October 2017 KPL Librarian's Report

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October 2017	KPL Building Maintenance Report
30 September 2017	KPL Comparative Income Statement

**MOVED** by Counc. Shea and seconded by Counc. Lewis the Kennebecasis Public Library (KPL) Annual General Meeting Minutes dated 27 September 2017, the KPL Board Meeting Minutes dated 18 October 2017, the KPL Librarian's Report dated October 2017, the KPL Building Maintenance Report dated October 2017, and the KPL Comparative Income Statement dated 30 September 2017 be received/filed.

**CARRIED.**

7.2	25 October 2017	Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes
	31 October 2017	KRJBPC Statement of Operations
	16 November 2017	KRJBPC Call Report

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes dated 25 October 2017, the KRJBPC Statement of Operations dated 31 October 2017, and the KRJBPC Call Report dated 16 November 2017 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander gave a brief summary of the minutes. He highlighted the Police Force has a new Chief as of November 27, 2017. He invited all in attendance to introduce themselves and welcome Chief Wayne Gallant to the community.

**CARRIED.**

7.3	26 October 2017	Kennebecasis Valley Fire Department (KVFD) Inc. Board Meeting Minutes
	31 August 2017	KVFD Statement of Operations
	26 October 2017	KVFD Chief's Report
	30 September 2017	KVFD Response Report
	22 November 2017	KVFD Board Meeting Minutes
	15 November 2017	Draft 2018 KVFD Operating Budget
	15 November 2017	Draft 2018 KVFD Capital Budget
	November 2017	2017-2024 Fleet, Facilities and Equipment Replacement Schedule
	31 October 2017	KVFD Statement of Operations
	22 November 2017	KVFD Chief's Report
	31 October 2017	KVFD Response Report

**MOVED** by Counc. Brenan and seconded by Counc. Wells the Kennebecasis Valley Fire Department (KVFD) Inc. Board Meeting Minutes dated 26 October 2017, the KVFD Statement of Operations dated 31 August 2017, the KVFD Chief's Report dated 26 October 2017, the KVFD Response Report dated 30 September 2017, the Kennebecasis Valley Fire Department (KVFD) Inc. Board Meeting Minutes dated 22 November 2017, the Draft 2018 KVFD Operating Budget dated 15 November 2017, the Draft 2018 KVFD Capital Budget dated 15 November 2017, the 2017-2024 Fleet, Facilities, and Equipment Replacement Schedule dated November 2017, the KVFD Statement of Operations dated 31 October 2017, the KVFD Chief's Report dated 22 November 2017, and the KVFD Response Report dated 31 October 2017 be received/filed.

### ON THE QUESTION:

Counc. Brenan gave a brief summary of the minutes. He noted WorkSafe NB has confirmed funding towards the detoxification unit research project and the Union declined the offer to contribute funding



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towards the project. Deputy Mayor Alexander expressed concern that the Union declined the opportunity to support a research project for health and safety equipment.

Deputy Mayor Alexander inquired about the significant overtime expenditure as a result of a senior firefighter position vacancy. He questioned if the position could be covered by holiday relief firefighters or cadets. Counc. Brenan reported the Board was informed by the Chief the overtime arrangement was cost effective compared to other options.

Deputy Mayor Alexander questioned why the 2010 Toyota Sienna requires replacement. He noted a vehicle with only 140,000 kilometers is not likely to require replacement unless damaged or associated with high maintenance costs, neither of which was identified in the minutes.

Counc. McGuire questioned why a study is being completed after the purchase of the detoxification unit. He noted he echoes the Deputy Mayor's concerns with respect to the Union declining the opportunity to contribute funding to the study. Counc. Brenan indicated he was not in favour of the purchase of the unit or the installation. He added he was surprised the Union declined the opportunity. Counc. Wells noted the Fire Chief was approached by a professor with respect to the completion of a research project on the detoxification unit. She added the Fire Chief approached WorkSafe NB and the Union to help cover the cost. Mayor Grant suggested Council's comments be brought back to the Fire Board at the next meeting.

**CARRIED.**

7.4 31 October 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 October 2017 be received/filed.

### ON THE QUESTION:

Mayor Grant requested clarification with respect to the Wellness Grant. Treasurer MacDonald advised he could not recall the details of the grant at this time.

**CARRIED.**

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

### ON THE QUESTION:

Counc. Brenan commented that the Utility revenue was higher than anticipated.

**CARRIED.**

16 November 2017 Draft Finance Committee Minutes  
**MOVED** by Counc. Brenan and seconded by Counc. Shea the draft Finance Committee Minutes dated 16 November 2017 be received/filed.

**CARRIED.**

23 November 2017 Draft Finance Committee Minutes  
**MOVED** by Counc. Brenan and seconded by Counc. Shea the draft Finance Committee Minutes dated 23 November 2017 be received/filed.

**CARRIED.**

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30 November 2017      Donation Summary

**MOVED** by Counc. Brenan and seconded by Counc. Shea the Donation Summary dated 30 November 2017 be received/filed.

### ON THE QUESTION:

Mayor Grant noted the donations are within budget for the year.

**CARRIED.**

7.5    21 November 2017      Draft Parks and Recreation Committee Meeting Minutes

**MOVED** by Counc. Wells and seconded by Counc. Brenan the Draft Parks and Recreation Committee Meeting Minutes dated 21 November 2017 be received/filed.

### ON THE QUESTION:

Counc. Brenan expressed concern that a "Goose Cull" may send a negative message to residents. He indicated alternative options are safer than authorizing a hunter to clear the area of geese. Counc. Wells indicated the recommendation is misleading. She noted the Committee recommended Town staff contact the appropriate Provincial authority to investigate methods for deterring the geese. She added it was not the intention to recommend the geese be hunted on school property.

Counc. Lewis questioned why the Committee did not agree additional signage is warranted to warn residents of the goose excrement. Counc. Wells noted there are a number of parents on the Committee and it was mentioned that the signage would go unnoticed by children on the fields. Counc. McGuire also noted the student representative on the Committee agreed that the signage would not be noticed by children (students). Counc. Lewis noted the signage is to notify parents. Counc. McGuire noted the use of guns was never mentioned during the discussion and suggested since the issue has become common throughout New Brunswick, rules may change with respect to using other methods such as dogs or drones to deter geese from recreation fields.

**CARRIED.**

➤ Additional signage at recreational fields

**MOVED** by Counc. Wells and seconded by Counc. McGuire additional signage not be added to recreational fields.

### ON THE QUESTION:

Counc. Mackay French suggested instead of additional signage notices be placed on existing signage. She added the notice is to create awareness of the issue amongst parents. Counc. Wells indicated parents typically instruct their children to wash their hands if goose excrement is spotted in the area. Counc. Lewis added signage could identify the issue if parents are unaware. Counc. Shea inquired about liability. Town Manager Jarvie advised the Town is required to maintain fields to appropriate standards thus eliminating safety hazards.

Town Manager Jarvie suggested the motion be worded affirmatively. He noted negative motions create confusion if they are defeated.

**Motion WITHDRAWN.**

**MOVED** by Counc. Wells and seconded by Counc. McGuire Council accepts the existing recreational field signage is adequate.

**YAY votes recorded from: Deputy Mayor Alexander and Councs. McGuire and Wells.**

**NAY votes recorded from: Councs. Brenan, Lewis, Mackay French, and Shea.**

**DEFEATED.**

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Counc. McGuire commented that hand washing facilities are not provided at all Town recreational fields. He questioned if the Town would be responsible for providing proper facilities if the notices are approved. Counc. Lewis noted most recreational fields in Rothesay provide proper facilities. Counc. Mackay French commented that she was unaware of the issue of goose droppings on the fields before her term on Council. Counc. McGuire commented that he understood the request was for a reminder to “wash your hands” after playing on recreational fields. Counc. Lewis suggested the item return to the Parks and Recreation Committee for further discussion.

### ➤ Geese Issue

**MOVED** by Counc. Wells and seconded by Counc. Mackay French Council direct Town staff to contact the Department of Energy and Resource Development to investigate options to deter geese from the Rothesay High School recreational field.

**CARRIED.**

7.6 22 November 2017 Draft Public Works and Infrastructure Committee Meeting Minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells the Draft Public Works and Infrastructure Committee Meeting Minutes dated 22 November be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander gave a brief summary of the minutes. Counc. Wells expressed concern that the scheduling of committee meetings may not allow information to be shared between committees in a timely fashion. She noted since the matter of Brock Court and Goldie Court drainage was discussed by both the Planning Advisory Committee (PAC) and the Public Works and Infrastructure (PWI) Committee it may be beneficial for PAC to be notified of the recommendation from the PWI Committee. She suggested a mechanism be used to ensure information is shared between committees in a timely fashion. Town Manager Jarvie advised matters infrequently overlap within committees thus a policy may not be warranted. He added typically Town staff are aware of overlapping items and will convey the information to the appropriate committee.

Counc. Lewis expressed concern that delaying an Occupancy permit could have a negative financial impact for the developer. He questioned if other options were investigated. DO McLean clarified the discussion involved suggestions to consider if the developer did not pay the entire bond. He added if the developer pays the full bond there will be no issue.

**CARRIED.**

### ➤ Goldie Court/Brock Court Drainage (see item 8.2)

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells Council include an item in the 2018 General Fund Capital Budget in the amount of \$20,000 to:

1. Conduct a detailed topographic survey of the general area bound by Grove Avenue, Hampton Road, Rothesay Road, Maiden Lane, Goldie Court, and Brock Court;
2. Video inspect for condition, size, and location of any storm sewers existing in the general area referenced in point #1; and
3. Review and make recommendations for any renewals, upgrades, and flow path alterations which could benefit the Town storm drainage system including capacity for flow contributions from private sources.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells Council grant early approval of 2018 funds for the completion of the topographic survey of the general area bound by Grove Avenue, Hampton Road, Rothesay Road, Maiden Lane, Goldie Court, and Brock Court.

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### ON THE QUESTION:

Town Manager Jarvie advised the item will be discussed further later on the agenda.

**CARRIED.**

7.7 22 November 2017 Draft Heritage Preservation Review Board Meeting Minutes

**MOVED** by Counc. Mackay French and seconded by Deputy Mayor Alexander the Draft Heritage Preservation Review Board Meeting Minutes dated 22 November 2017 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander questioned if attaching the unit to the skate house building will result in a higher cost. Counc. Mackay French indicated the sign will be adjacent to the building with a peak roof over top. Town Manager Jarvie noted drawings have been produced for the design but the final costs have not been determined. Counc. Wells noted she was in attendance as a council member and questioned the reference as "Mrs. Wells".

Counc. Brennan commented that he understood the kiosks did not comply with the Town's Signage By-law. DPDS White clarified a question was raised at a previous Council meeting inquiring if businesses are permitted similar items. DPDS White advised the kiosks are considered government signage and not commercial signage; thus they are in compliance with the Signage By-law. Counc. Wells added the kiosks will not activate unless touched and will be used as an information resource for residents and not for advertising purposes.

**CARRIED.**

7.8 4 December 2017 Draft Planning Advisory Committee Meeting Minutes

**MOVED** by Counc. Lewis and seconded by Counc. Shea the draft Planning Advisory Committee Meeting Minutes dated 4 December 2017 be received/filed.

**CARRIED.**

- 36 Unit Apartment Building on Millennium Drive
  - Development Agreement

**MOVED** by Counc. Lewis and seconded by Counc. Shea Council enter into a Development Agreement to allow for a four story high 36 unit apartment building on the proposed Lot 11 located off Millennium Drive (PID 00065227).

### ON THE QUESTION:

Counc. Wells questioned if there was further discussion with respect to covered parking. Mayor Grant noted the developer was present at the public meeting and heard the suggestion, and the discussion was included in the minutes of the public meeting. Counc. Lewis indicated he is unsure if Council has the authority to mandate covered parking in an apartment complex. Counc. Wells commented that residents have communicated their interest for covered parking at facilities targeted to seniors.

**CARRIED.**

- Cash in Lieu of Land for Public Purposes (LPP)

**MOVED** by Counc. Lewis and seconded by Counc. Shea Council accept \$8,035.20 as cash in lieu of Land for Public Purposes for the 7440 square meter portion of land inside Rothesay's Town boundary for the subdivision of Lots 11 & 12 as shown on the tentative plan (Dwg. No. T-0499-PH19E).

**CARRIED.**



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### 7.9 November 2017 Monthly Building Permit Report

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis the Monthly Building Report dated November 2017 be received/filed.

#### ON THE QUESTION:

Deputy Mayor Alexander questioned if the 7 Hillcrest Drive permit related to the construction of the single unit garden home. DPDS White advised this was correct.

**CARRIED.**

### 7.10 6 December 2017 Capital Projects Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire the Capital Projects Summary dated 6 December 2017 be received/filed.

**CARRIED.**

### 7.11 22 November 2017 Age Friendly Committee Meeting Notes

**MOVED** by Counc. Wells and seconded by Counc. Shea the Age Friendly Committee Meeting Notes dated 22 November 2017 be received/filed.

#### ON THE QUESTION:

Counc. Wells noted the Age Friendly survey was launched at the Committee meeting. She thanked all Council members for distributing the survey and noted 185 completed surveys have been received. She noted the Committee's goal is to receive 300 surveys by January 15, 2018.

**CARRIED.**

## 8. UNFINISHED BUSINESS

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### TABLED ITEMS

#### 8.1 Water By-law (Tabled June 2015)

*No action at this time*

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#### 8.2 Brock Court/Goldie Court Drainage

5 December 2017 Report prepared by DO McLean

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells Council approve the proposal submitted by Dillon Consulting Ltd. in the amount of \$17,687.00 including HST to complete a drainage study in the Maiden Lane/Goldie Court/Brock Court neighbourhood and further that the Director of Operations be authorized to issue a Purchase Order Agreement in that regard.

#### ON THE QUESTION:

Town Manager Jarvie clarified the work completed will be to examine the problem and understand the full scope of the issue. He noted the findings will likely identify options for future remediation.

**CARRIED.**

## 9. NEW BUSINESS

### FINANCE AND ADMINISTRATION

#### 9.1 2018 Rothesay Budget

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### 9.1.1 General Fund

6 December 2017      Memorandum from Treasurer MacDonald RE: Motions  
2018 General Fund Master Budget

**MOVED** by Counc. Brenan and seconded by Counc. Shea the sum of \$17,150,000 be the total operating budget of the Municipality, that the sum of \$15,388,143 be the Warrant of the Municipality for the ensuing year, and that the tax rate for the municipality be \$1.2300, and further 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.

#### ON THE QUESTION:

Deputy Mayor Alexander requested clarification noting the Finance Committee previously recommended a \$0.02 tax rate increase and has now recommended a \$0.01 tax rate increase. Mayor Grant noted the Finance Committee did recommend a \$0.02 tax rate increase and subsequently Council requested a comparison budget that demonstrated a \$0.01 increase. After some discussion the Finance Committee recommended approval of a \$0.01 tax rate increase. She added the recommendation was not unanimous within the Committee. Counc. Wells expressed concern the \$0.01 tax rate increase would limit Council's ability to pursue previously established priorities. Counc. McGuire commented that depleting reserves could have negative impacts on future budgets. He noted he prefers the \$0.02 tax rate increase. Counc. Brenan suggested there are significant reserve funds to adequately compensate for the reduced revenue. Mayor Grant cautioned that some reserve funds are allocated to specific projects and may be unavailable for use. Treasurer MacDonald echoed the Mayor's comment.

**YAY votes recorded from: Councs. Brenan, Mackay French, and Shea.**

**NAY votes recorded from: Deputy Mayor Alexander and Councs. Lewis, McGuire, and Wells.**  
**DEFEATED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$17,275,000 be the total operating budget of the Municipality, that the sum of \$15,513,249 be the Warrant of the Municipality for the ensuing year, and that the tax rate for the municipality be \$1.2400, and further that 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.

#### ON THE QUESTION:

Counc. Wells noted the Utility rates will not increase in 2018 which is beneficial for residents.

**YAY votes recorded from: Deputy Mayor Alexander and Councs. Lewis, McGuire, and Wells.**

**NAY votes recorded from: Councs. Brenan, Mackay French, and Shea.**

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Lewis the General Fund 2018 Capital Budget of \$4,933,500 be approved.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the Rothesay contribution to the 2018 budget of Enterprise Saint John be approved at \$86,422.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea the 2018 budget of the Kennebecasis Public Library be accepted as \$217,925 and the Rothesay contribution approved as \$84,500.

**CARRIED.**

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**MOVED** by Counc. Brenan and seconded by Counc. Wells the 2018 operating budget of the Kennebecasis Valley Fire Department Inc. be accepted as \$4,936,996 and the Rothesay contribution approved as \$1,951,482.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea the 2018 equipment capital budget of the Kennebecasis Valley Fire Department Inc. be accepted as ~~\$199,300 and the Rothesay contribution approved as \$81,409.~~ *as \$149,300 and the Rothesay contribution approved as \$60,985.*

### **Amending motion:**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the motion be amended by striking out "...as \$199,300 and the Rothesay contribution approved as \$81,409" and inserting "... as \$149,300 and the Rothesay contribution approved as \$60,985."

### **ON THE QUESTION:**

Deputy Mayor Alexander noted the minutes did not indicate the reason for replacement of the 2010 Toyota Sienna (approximately \$50,000). He commented that typically vehicles with 140,000 kilometers do not require replacement unless they are associated with high maintenance costs, or damaged. He commented on the Union's refusal to contribute costs to the detoxification unit research project. He noted he is not in favour of using \$5,000 for the detoxification unit study. Counc. Wells noted she will convey Council's concerns however the use of funds for fitness equipment is at the discretion of the Fire Chief.

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

**Amending motion CARRIED.**

**MAIN motion as amended CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Mackay French the 2018 operating budget of the Kennebecasis Joint Board of Police Commissioners be accepted as \$5,774,530 and the Rothesay contribution be approved as \$2,299,424.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the 2018 telecom budget of the Kennebecasis Joint Board of Police Commissioners be accepted as \$363,781 and the Rothesay contribution be approved as \$141,831.

### **ON THE QUESTION:**

Counc. McGuire commented that the decision to commission telecom services from the city of Saint John has proved beneficial with respect to cost savings.

**CARRIED.**

### **9.1.2 Donation Request Motions**

6 December 2017      Memorandum from Treasurer MacDonald

**MOVED** by Counc. Brenan and seconded by Counc. Wells the 2018 funding request for the Rothesay High School Fairweather Scholarship be approved in the amount of \$1,000.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. McGuire the 2018 funding for KV3C in the amount of \$2,500 be approved.

**CARRIED.**

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**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the funding for the YMCA of Greater Saint John be approved in the amount of \$10,000.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Lewis the 2018 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. Wells the 2018 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. Lewis the 2018 funding request from the KV Oasis be approved in the amount of ~~\$5,000.~~ \$2500.00

### **Amending motion:**

**MOVED** by Counc. Mackay French and seconded by Counc. Wells the motion be amended by striking out "\$5,000." and inserting "\$2,500. "

### **ON THE QUESTION:**

Counc. Mackay French suggested instead of donating \$5,000 to the KV Oasis Youth Centre, \$2,500 be donated to both KV Oasis and the YMCA Camp Glenburn revitalization project.

**Amending motion CARRIED.**

**MAIN motion as amended CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Lewis the 2018 funding request from the YMCA (Camp Glenburn) be approved in the amount of \$2,500.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea the 2018 funding request from Bullying Canada be denied.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the 2018 funding request from the Kennebecasis Crime Stoppers be approved in the amount of \$2,800.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Lewis the 2018 funding request from the KV Committee for Disabled persons be approved in the amount of \$7,000.

### **ON THE QUESTION:**

Counc. McGuire commented that he was glad to see the recommendation for approval of requested funds for the KV Committee for Disabled Persons. He commended the organization for managing contributions responsibly.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Lewis the 2018 funding request from P.R.O. Kids be approved in the amount of \$7,500.

**CARRIED.**



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**MOVED** by Counc. Brenan and seconded by Counc. McGuire the 2018 funding request from 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 Deputy Mayor Alexander the 2018 funding request from NB U18 Rugby be denied.

**CARRIED.**

### 9.1.3 Utility Fund

4 December 2017      Memorandum from Treasurer MacDonald RE: Motions

2018 Utility Fund Operating Budget

2018 Utility Fund Capital Budget

**MOVED** by Counc. Brenan and seconded by Counc. Shea the Utility Fund 2018 Capital Budget of \$5,087,000 be approved, as per attached.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Shea pursuant to paragraph 189(4) or the Municipalities Act the total budget for the Water and Sewerage Utility for the ensuing year would consist of total revenue of \$3,220,000 and total expenditures of \$3,220,000.

ON THE QUESTION:

Deputy Mayor Alexander commented that the water and sewer rates will remain stable and benefit overall costs for residents.

**CARRIED.**

### 9.1.4 Reserve Motions

11 December 2017      Memorandum from Treasurer MacDonald RE: General Fund

**MOVED** by Counc. Brenan and seconded by Counc. Shea the sum of \$600,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Lewis Gas Tax Funding in the amount of \$840,952.00 for the year 2017, be transferred to the General Capital Reserve Fund (Gas Tax).

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. McGuire the sum of \$744,105.57 be transferred from the General Capital Reserve (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. McGuire the sum of \$15,444.00 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$2,142.03 be transferred from the Land for Public Purposes Reserve Fund to the General Operating Fund for capital expenditures.

**CARRIED.**

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11 December 2017      Memorandum from Treasurer MacDonald RE: Utility Fund

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$68,000.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. McGuire the sum of \$300,000.00 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover the costs of Capital projects.

**CARRIED.**

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

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$10,768.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

**CARRIED.**

### 9.2 Insurance Coverage

15 November 2017      Memorandum from Treasurer MacDonald

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander Staff be authorized to renew the Town insurance policy with Cain Insurance Services Ltd. and Jardine Lloyd Thompson for coverage for the period from January 1, 2018 to December 31, 2018 at an aggregate cost of \$166,957.

ON THE QUESTION:

Mayor Grant noted the aggregate cost includes the policy adjustments.

**CARRIED.**

### 9.3 FCM Asset Management Grant Application

11 December 2017      Memorandum from Treasurer MacDonald

**MOVED** by Counc. McGuire and seconded by Counc. Wells Rothesay Council direct the Town Manager to apply for a grant from the Federation of Canadian Municipalities' Municipal Asset Management Program for Development of an Asset Management Plan project, and further:

Be it therefore resolved that Rothesay commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

I. Activity 1: Field Survey and Asset Inventory Development for Storm assets.

II. Activity 2: Condition assessment of water and storm assets.

III. Activity 3: Develop a Phase I Asset Management Plan in accordance with the Province of NB Requirements; and further

Be it further resolved that Rothesay commits \$12,500 from its 2018 Capital Program towards the costs of this initiative.

ON THE QUESTION:

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Town Manager Jarvie advised water and sanitary sewer assets are not included because the information is currently available to the Town.

**CARRIED.**

### 9.4 Committee Appointments

23 November 2017      Memorandum from the Nominating Committee

**MOVED** by Counc. Wells and seconded by Counc. McGuire Council approve the following Committee Appointments:

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

Peter Bourque      Term until December 2019

#### **Planning Advisory Committee**

Elizabeth Gillis      Term until December 2019

John Buchanan      Term until December 2019

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

Shawn Peterson      Term until December 2019

#### **Utilities Committee**

Mark McAloon      Term until December 2019

#### **Heritage Preservation Review Board**

Katherine Grant      Term until December 2019

Jon LeHeup      Term until December 2019

Catharine MacDonald      Term until December 2019

#### **Parks and Recreation Committee**

Brendan Kilfoil      Term until December 2019

Mary Ann Gallagher      Term until December 2019

#### **KV Public Library**

Elizabeth Greer      Term until December 2019

Jane MacGillivray      Term until December 2018

#### **Harbour Station**

Andrew Peters      Term until December 2019

#### **Aquatic Centre**

Lloyd Foote      Term until December 2019

#### **Age Friendly Committee**

Dr. Sarah Thompson      Term until December 2019

David Hudson      Term until December 2019

#### **ON THE QUESTION:**

Mayor Grant noted the Town is fortunate with respect to volunteer support.

**CARRIED.**

### 9.5 Union of Municipalities of New Brunswick (UMNB)

7 December 2017      Memorandum from Town Manager Jarvie

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**MOVED** by Counc. Wells and seconded by Counc. Mackay French Council continue its membership in the UMNb for 2018 and re-evaluate its position for the 2019 budget.

### **ON THE QUESTION:**

Deputy Mayor Alexander noted he made the initial motion to re-evaluate the Town's membership in UMNb. He suggested the matter be deferred until the new Executive Director has had an opportunity to create an impact on the organization. Counc. Brennan noted his disappointment in the organization. He indicated he does not see the value in membership for the Town. In response to an inquiry, it was noted the cost of membership is roughly \$7,500.

**NAY votes recorded from Councs. Brennan and Lewis.**

**CARRIED.**

## **OPERATIONS**

### **9.6 Safety Services**

5 December 2017 Report prepared by DO McLean

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells Council approve the proposal submitted by Scene Safety Company to provide hourly safety services at a rate of \$55.00 per hour to a maximum of \$36,150.00 for the budget year and further that the Director of Operations be authorized to open a standing Purchase Order Agreement for the same.

### **ON THE QUESTION:**

Deputy Mayor Alexander commented that the scope of services indicated the majority of work will be completed earlier in the year. Town Manager Jarvie advised the company will create an initial structure and move toward a routine for inspections, etc. as the year progresses.

**CARRIED.**

### **9.7 Emergency Sewer Repairs**

5 December 2017 Report prepared by DO McLean

**MOVED** by Counc. Lewis and seconded by Counc. Wells the report prepared by DO McLean RE: Emergency Sewer Repairs dated 5 December 2017 be received/filed.

### **ON THE QUESTION:**

Deputy Mayor Alexander questioned the condition of the pipe in the photograph beneath the Taylor Brook Bridge. DO McLean noted the brackets were replaced, along with the underground pipe between the visible pipe in the photograph and manhole structure was replaced.

**CARRIED.**

### **9.8 Fleet Vehicle Replacement**

6 December 2017 Report prepared by DO McLean

**MOVED** by Counc. Lewis and seconded by Counc. Wells Council authorize staff to purchase a (replacement) pickup truck for a price not to exceed \$37,031.95 utilizing the standard build and price method employed for passenger vehicle purchases since 2015.

### **ON THE QUESTION:**

Mayor Grant noted the Town employee was not injured in the accident. In response to an inquiry, it was noted the insurance company will cover the cost of the replacement pickup truck.

**CARRIED.**

## **RECREATION**

### **9.9 Rothesay Arena – Assessment**

7 December 2017 Memorandum from Town Clerk Banks



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16 November 2017 Draft Rothesay Arena Assessment report prepared by **wsp**  
**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander the Rothesay Arena Assessment Draft Report R1 dated November 2017 as prepared by WSP and Architecture49 be received/filed.

### ON THE QUESTION:

Counc. Shea requested clarification. Mayor Grant noted the intent is to discuss the item in the new year. Counc. McGuire suggested a copy of the report be available if external funding is sought for the project.

**CARRIED.**

### 10. NEXT MEETING

The next meetings are scheduled as follows:

**Regular meeting**

Monday, January 8, 2018

**Public Hearing – Bridlewood Estates**

**TBD**

➤ 6 December 2017 Memorandum from Town Clerk Banks

**RECEIVED FOR INFORMATION**


It was noted the date of the KVFD Board meeting had changed from the date in the calendar and that the Public Hearing has not been rescheduled at this time.

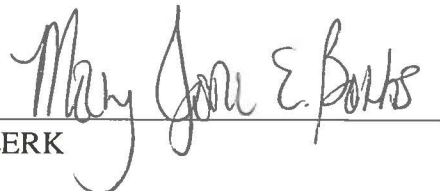
### 11. ADJOURNMENT

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

**CARRIED.**

The meeting adjourned at 8:40 p.m.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CLERK

# Town of Rothesay

## UTILITY CAPITAL PLAN - 2018

### WATER CAPITAL PLAN - 2018

	2018	Capital Reserves	Grants	Gas Tax Infrastructure	Operating	Borrow
New treatment membranes	200,000				200,000	
water quantity	100,000				100,000	
SCBA equipment for Treatment room	15,000				15,000	
Hampton Road (DH)	75,000				75,000	
Backup power at plant -emergency panels	12,000				12,000	
Hillsview/Shadow Hill Watermain	450,000	250,000			200,000	
	852,000	250,000	-	-	602,000	-

### SEWER CAPITAL PLAN - 2018

Iona Eriskay sewer	300,000			300,000	-	
RF SCADA changeover	35,000				35,000	
WWTF completion of Phase 1	2,500,000		1,666,667			833,333
WWTF Phase 2 design	1,400,000		933,333			466,667
	4,235,000		2,600,000	300,000	35,000	1,300,000
<b>TOTAL CAPITAL 2018</b>	<b>5,087,000</b>	<b>250,000</b>	<b>2,600,000</b>	<b>300,000</b>	<b>637,000</b>	<b>1,300,000</b>