



ROTHESAY

COUNCIL MEETING
Rothesay Town Hall
Monday, April 9, 2018
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.

Mayor Grant noted the passing of Kevin Wright, the former Deputy Mayor of Renforth. She commended Mr. Wright on his dedication to the community through various roles including his past position on the Kennebecasis Public Library Board. She added the funeral is scheduled for 10 a.m. on Thursday, April 12, 2018 at St. Mark's Church.

Mayor Grant, on behalf of Council, expressed condolences to the families and friends of the 15 individuals who lost their lives in a tragic accident in Humboldt, Saskatchewan on April 6, 2018. She noted flags will be raised at half-mast for three days in Rothesay, and a letter expressing condolences will be sent to the Mayor of Humboldt, Saskatchewan. A moment of silence was held.

1. APPROVAL OF AGENDA

MOVED by Counc. Mackay French and seconded by Counc. Lewis the agenda be approved as circulated, with the following changes:

- Item 9.1 be brought forward to follow Item 4.1.
- The letter from a resident RE: 20 Goldie Court & 3188 Rothesay Road dated 6 April 2018 be added under Item 7.9.
- The tabled Item 8.2 Memorandum from Counc. Shea dated 2 January 2018 RE: Rothesay Arena be added to the agenda with the same recommendation of *No action at this time*.
- Counc. Mackay French's request to support the Humboldt Broncos be added as Item 9.6.

CARRIED.

2. ADOPTION OF MINUTES

- Regular Meeting 12 March 2018

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the Open Session Council minutes of 12 March 2018 be adopted as circulated.

CARRIED.

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

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3. OPENING REMARKS OF COUNCIL

Mayor Grant noted she attended: the Saint John Airport's reception for Norm McFarlane March 15, 2018; the St. Patrick's Day celebration at the Royal Canadian Legion Branch 58 on March 17, 2018; the Kennebecasis Lion's Club Breakfast March 18, 2018; the Futures Unlimited Banquet (Junior Achievers) March 20, 2018; the opening ceremony of the Canada Games Selection at the Riverside Country Club March 22, 2018; the Harm Reduction Symposium opening March 23, 2018; the Regional Chamber Mixer March 26, 2018; a visit to Touchstone Academy to purchase tickets for the Amazeatorium March 20, 2018; and a visit to three elementary schools in Rothesay to deliver the donation of tickets March 27, 2018; the Youth for Youth event at Rothesay Netherwood School April 7, 2018; and the New Brunswick Association for Community Living April 9, 2018.

➤ Age-Friendly Public Forums

Mayor Grant noted the Age-Friendly Public Forums are scheduled as follows: April 12, 2018 1:00 p.m. at Rothesay Town Hall; April 19, 2018 1:00 p.m. at St. James the Less Church; and April 26, 2018 7:00 p.m. at the Bradley Lake Community Centre. She encouraged all to attend.

3.1 Declaration of Conflict of Interest

Counc. Mackay French declared a conflict of interest for Item 7.9 Planning Advisory Committee meeting minutes and reports.

4. DELEGATIONS

4.1 2017 Audited Rothesay Financial Statements Treasurer Doug MacDonald, CPA, CA
Auditors Teed Saunders Doyle & Co. Peter Logan, CPA, CA (*see Item 9.1*)

Mayor Grant welcomed Town Treasurer Doug MacDonald, and Mr. Peter Logan of Teed Saunders Doyle & Co. Treasurer MacDonald thanked Council and advised of the following:

- A general overview of the differences between the final audited financial statements (consolidated) and the monthly operating financial statements
- Jointly controlled entities (police, fire, and library) allocations are determined based upon funding formulas and contracts
- Reconciliation of Annual PSAS Surplus for 2017 was \$4,169,420 compared to \$3,820,325 in 2016
- Reconciliation of 2017 Annual Operating Fund Surplus:
General Fund \$1,006 Utility Fund \$11,713
- Revenue Sources
 - 67% Property Tax Warrant
 - 1% Unconditional Grant
 - 12% Conditional Grants
 - 12% Water and Sewer Fees
 - 6% Sale of Services
 - 2% Other
- Conditional Government transfers includes Gas Tax Funds used during the year (\$740,000), Small Communities Fund re: WWTF (\$1,755,476), Inflow and Infiltration Study (\$163,254), and Canada 150 Funding (\$150,000)
- Other revenue includes recreational programs, building rent, permits, and Developer "contributions" of \$612,802
- 2017 summary of the property tax rate (\$1.22), the municipal tax base (\$1,256,690,300), the property tax warrant (\$15,331,620), the annual sewer rate (\$370), base water rate per cubic meter (\$1.15), and the total revenue (\$2,778,345).
- 2.47% increase in property tax warrant and 3.03% increase in utility revenue (including connection fees)

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- Expenses by Function:
 - 28% Transportation Services
 - 24% Protective Services
 - 9% General Government Services
 - 18% Water and Sewer Services
 - 15% Recreation and Cultural Services
 - 3% Environmental Development Services
 - 3% Environmental Health Services
- Asset disposal does not always mean selling assets. For example, when a road is repaved the old road must be considered disposed of for accounting purposes
- Amortization of assets
- Summary of new capital additions by major projects
- Provincial rules for debt service cost are 20% maximum allowable for the general fund and 50% for water/sewer
- 2017 Rothesay debt service costs are 7.10% for general and 14.43% for water/sewer
- New debt acquired is \$1,298,000 for the major sewer project (utility)

Mr. Logan explained the audit process and noted it was a clean audit, and full cooperation was received from Town staff.

Counc. Brenan requested further information with respect to the “lively” discussion mentioned in the March 29, 2018 Finance Committee meeting minutes regarding sick leave liability and retirement. Treasurer MacDonald advised discussion focused on the formula and long term prospects of those funds. He added three years have passed since the last review thus it is expected another review will occur in 2018. Counc. Brenan requested clarification with respect to the “interest rates” mentioned in Note 15 Accrued Sick Leave. Treasurer MacDonald clarified that the amount applies to the “discount rate” since the figures are net present value numbers, thus there is an assumed rate of return used in the formula that is reflected in the Note as interest rates.

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

Item brought forward.

9.1 BUSINESS ARISING FROM DELEGATIONS

Audited 2017 Rothesay Financial Statements

4 April 2018 Memorandum from Treasurer MacDonald

31 December 2017 Draft Rothesay Consolidated Financial Statements

MOVED by Deputy Mayor Alexander and seconded by Counc. Brenan be it resolved that Council approves Rothesay’s 2017 audited financial statements and authorizes the Mayor and Treasurer to sign the financial statements.

CARRIED.

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

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells be it resolved that Council appoints Teed Saunders Doyle & Co to complete the audit of Rothesay’s 2018 financial statements at a fee to be negotiated.

CARRIED.

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5. CORRESPONDENCE FOR ACTION

5.1 27 March 2018 Letter from resident RE: Pedestrian Safety in Kennebecasis Valley
MOVED by Counc. Shea and seconded by Counc. McGuire the letter from resident RE: Pedestrian Safety in Kennebecasis Valley dated 27 March 2018 be referred to staff.

ON THE QUESTION:

Deputy Mayor Alexander noted he is in favour of improving pedestrian safety. He expressed concern the item was discussed by the Halifax Regional Municipality in 2017 and it was determined use of the crossing flags declined as time progressed. Counc. Mackay French noted Trauma New Brunswick is exploring similar initiatives through the Prevention Program. Mayor Grant commended the resident on her interest in public safety.

CARRIED.

5.2 29 March 2018 Email from Premier's Council on Disabilities RE: Disability Awareness Week Municipal Proclamation 2018 with attachment
MOVED by Counc. Wells and seconded by Counc. McGuire the email from Premier's Council on Disabilities RE: Disability Awareness Week Municipal Proclamation 2018 with attachment dated 29 March 2018 be received/filed and a response sent to the author of the correspondence.

ON THE QUESTION:

It was noted a response will be sent and the item will be advertised on the Town's social media channels.

CARRIED.

5.3 3 April 2018 Email from resident RE: Rothesay roads
MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the email from resident RE: Rothesay roads dated 3 April 2018 be referred to staff.

ON THE QUESTION:

Counc. Wells requested clarification. DO McLean advised there are older roads in Rothesay that do not conform to current Town standards. He added it is standard practice to upgrade such roads to existing standards during reconstruction. It was noted there are measures in place, including a five year plan, to ensure all roads will conform to Town standards in the future.

CARRIED.

5.4 3 April 2018 Letter from resident RE: Request to raise Pride Flag May 17, 2018
MOVED by Counc. Wells and seconded by Counc. Mackay French a Pride Flag be raised on the East Riverside-Kingshurst Park flagpole for one week beginning May 17, 2018.

ON THE QUESTION:

Counc. McGuire commented that it has been standard practice in the past to deny requests to raise flags other than official municipal, provincial, or federal flags on Town flagpoles. He expressed concern that approving this request may set a precedent. Mayor Grant noted more requests have been submitted, and the East Riverside-Kingshurst flagpole provides visibility and does not require the lowering of any of the three official flags outside Town Hall. Council questioned if permitting the request requires a policy change. Counc. Brennan noted he is in favour of maintaining the status quo. There was general discussion with respect to approval provided by Council permitting the Multicultural Association of Saint John to temporarily raise a flag on the Common during National Aboriginal Day Celebration June 21, 2017. Mayor Grant noted the group received federal funding to plan the event to commemorate Canada 150. Town Manager Jarvie clarified it has been standard practice to deny flag requests however a policy does not exist.

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YEA vote recorded from: Counc. Mackay French.

NAY votes recorded from: Deputy Mayor Alexander and Councs. Brennan, Lewis, McGuire, Shea, and Wells.

DEFEATED.

5.5 4 April 2018 Letter from resident RE: Active Transportation Plan recommendations
MOVED by Counc. Wells and seconded by Counc. Lewis the letter from resident RE: Active Transportation Plan recommendations dated 4 April 2018 be referred to staff for a response.

ON THE QUESTION:

Counc. Wells commended the resident on sharing recommendations to improve active transportation within the Town.

CARRIED.

6. CORRESPONDENCE - FOR INFORMATION

6.1 8 March 2018 Letter from MS Society of Canada RE: MS Walk - May 27, 2018 with attachment

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the letter from MS Society of Canada RE: MS Walk – May 27, 2018 with attachment dated 8 March 2018 be received/filed.

ON THE QUESTION:

Mayor Grant suggested Town staff notify the organization to confirm approval for the event.

CARRIED.

6.2 12 March 2018 Letter from P.R.O. Kids RE: 2018 P.R.O. Kids Advisory Committee Executive

MOVED by Counc. Lewis and seconded by Counc. McGuire the letter from P.R.O. Kids RE: 2018 P.R.O. Kids Advisory Committee Executive dated 12 March 2018 be received/filed.

CARRIED.

6.3 26 March 2018 Letter to St. Joseph's Hospital Foundation RE: 2018 Saint John Dragon Boat Festival

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the letter to St. Joseph's Hospital Foundation RE: 2018 Saint John Dragon Boat Festival dated 26 March 2018 be received/filed.

CARRIED.

6.4 29 March 2018 Letter to the Department of Social Development RE: Age-Friendly Community Recognition Program application w/o attachments

MOVED by Counc. Wells and seconded by Counc. McGuire the letter to the Department of Social Development RE: Age-Friendly Community Recognition Program application w/o attachments dated 29 March 2018 be received/filed.

ON THE QUESTION:

Town Clerk Banks advised the application attachments are available at Town Hall. Deputy Mayor Alexander and Mayor Grant commended the Age-Friendly Committee for their hard work.

CARRIED.

6.5 3 April 2018 Letter from the Government of New Brunswick RE: Order of New Brunswick

MOVED by Counc. Wells and seconded by Counc. McGuire the letter from the Government of New

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Brunswick RE: Order of New Brunswick dated 3 April 2018 be received/filed.

CARRIED.

7. REPORTS

7.0 April 2018 Report from Closed Session

Counc. McGuire reported Council members will now be included in the Town's fitness policy.

- 7.1 21 February 2018 Kennebecasis Public Library (KPL) Board Meeting minutes
February 2018 KPL Librarian's Report
February 2018 KPL Building Maintenance Report

MOVED by Counc. Shea and seconded by Counc. Wells the Kennebecasis Public Library (KPL) Board Meeting minutes dated 21 February 2018, the KPL Librarian's Report dated February 2018, and the KPL Building Maintenance Report dated February 2018 be received/filed.

ON THE QUESTION:

Counc. Shea noted Ms. Miller has departed from the Board.

CARRIED.

- 7.2 28 February 2018 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)
Meeting Minutes
28 February 2018 KRJBPC Statement of Financial Position
20 March 2018 KRJBPC Call Report

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes dated 28 February 2018, the KRJBPC Statement of Financial Position dated 28 February 2018, and the KRJBPC Call Report dated 20 March 2018 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander gave a brief summary of the minutes. Counc. Brenan requested clarification with respect to the term "grounds". Deputy Mayor Alexander noted "grounds" referred to costs associated with lawn mowing, gardening, snow removal etc. He added the significant increase is a result of purchasing lights for the parking lot. Counc. Brenan expressed concern that the category will be over-budget after only a few months into the year. He added the labour relations expense is expected to be over-budget as well. Deputy Mayor Alexander noted the lights were purchased for security and the significant increase in labour relations expense is a result of an unbudgeted personnel issue.

CARRIED.

- 7.3 31 March 2018 Kennebecasis Valley Fire Department (KVFD) Inc. Response Report
2017 KVFD Response Report

MOVED by Counc. Wells and seconded by Counc. Brenan the Kennebecasis Valley Fire Department (KVFD) Inc. Response Report dated 31 March 2018 and the 2017 KVFD Response Report be received/filed.

ON THE QUESTION:

There was general discussion with respect to the schedule of Board meetings. Counc. Wells noted the last meeting was cancelled due to inclement weather. She added the next meeting is scheduled for April 11, 2018.

CARRIED.

- 7.4 28 February 2018 Draft unaudited Rothesay General Fund Financial Statements

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the draft unaudited Rothesay

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General Fund Financial Statements dated 28 February 2018 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander noted the salt and sand expense is over-budget due to unpredictable weather. Counc. Brenan requested clarification questioning if the \$19,000 over-budget expense referred specifically to shop supplies or vehicle repairs. Treasurer MacDonald advised the significant increase is a result of unexpected vehicle repairs.

CARRIED.

28 February 2018 Draft unaudited Rothesay Utility Fund Financial Statements
MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the draft unaudited Rothesay Utility Fund Financial Statements dated 28 February 2018 be received/filed.

ON THE QUESTION:

Counc. Brenan commented on the significant variance for the Connection Fees. He expressed concern the variance may be misleading since the funds are not expected to be received until later in the year. Treasurer MacDonald elaborated describing the expected timeframe the funds will be received.

CARRIED.

29 March 2018 Draft Finance Committee Meeting Minutes
MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the draft Finance Committee Meeting Minutes dated 29 March 2018 be received/filed.

CARRIED.

7.5 21 March 2018 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 21 March 2018 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander gave a brief summary of the minutes. Counc. Shea inquired as to what was not anticipated during the design phase of the Water Plant Aux Building. DO McLean advised the original design was for a two storey addition however during construction it was determined elements of the building could not be modified to conform to the design plan; thus additional funds were required to ensure the altered design met building code requirements. In response to an inquiry, DO McLean advised the budgeted cost of the project was approximately \$250,000 however the actual cost was closer to \$300,000. Counc. Shea questioned if the over-budget expense required Council approval. Town Manager Jarvie noted when construction is underway challenges arise that may require immediate attention. He noted Council was informed of the project's progress at a previous meeting.

CARRIED.

7.6 21 March 2018 Draft Age Friendly Committee Meeting Notes
MOVED by Counc. Wells and seconded by Counc. Shea the Draft Age Friendly Committee Meeting Notes dated 21 March 2018 be received/filed.

ON THE QUESTION:

Counc. Wells encouraged all to attend the upcoming Age-Friendly Public Forums. She noted: the results of the Age Friendly Survey will be shared with the public; individuals are encouraged to contact Town Hall if they are interested in joining the Committee; and the electronic information kiosk outside Town Hall is operational however the Committee and Town staff are working to improve content available on the kiosk. Counc. Lewis inquired if the electronic kiosk is resistant to vandalism. Counc. Wells noted this was correct. She added the Committee is discussing the creation of a program to teach younger

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individuals how to operate the electronic sign and in turn encourage them to convey the information to older residents.

CARRIED.

7.7 21 March 2018 Draft Utilities Committee Meeting Minutes

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the Draft Utilities Committee Meeting Minutes dated 21 March 2018 be received/filed.

CARRIED.

7.8 21 March 2018 Draft Heritage Preservation Review Board Meeting Minutes

MOVED by Counc. Mackay French and seconded by Counc. Lewis the Draft Heritage Preservation Review Board Meeting Minutes dated 21 March 2018 be received/filed.

ON THE QUESTION:

Counc. Mackay French gave a summary of the minutes. Deputy Mayor Alexander expressed concern that the applicant's design varies significantly from the original building. He noted he was of the understanding the intention of the Board is to preserve the heritage of the building if evidence of the original design exists. Counc. Mackay French reported that the Board discussed this concern at length and it was determined the applicant's design will return the building to a heritage aesthetic while providing upgrades that will appeal to potential customers. She added the original design of the building was altered over the years and the existing building does not conform to any heritage style. Counc. Wells commented that there are various styles that are considered "heritage". She suggested it is likely the applicant's design is aligned with one of those styles. DPDS White confirmed that renovations to the building that have occurred over the years have changed the original design of the building.

Counc. Lewis commended the applicant for using Marvin windows, noting they are a good quality product. He requested clarification questioning if the shingles will be prefinished. DPDS White confirmed this was correct.

CARRIED.

Counc. Mackay French declared a conflict of interest and left the meeting.

7.9 3 April 2018 Draft Planning Advisory Committee Meeting Minutes

MOVED by Counc. Lewis and seconded by Counc. Shea the Draft Planning Advisory Committee Meeting Minutes dated 5 March 2018 be received/filed.

ON THE QUESTION:

Counc. Lewis commended the applicant of 3188 Rothesay Road for addressing the concerns of neighbouring residents. He noted the applicant was amenable to multiple easements that could help alleviate drainage concerns in the future and ensure privacy is maintained. Deputy Mayor Alexander commended both applicants on agreeing to implement a stormwater management plan. He suggested Council and Town staff refer to the Dillon report regularly to ensure adequate progress is maintained in order to alleviate drainage concerns in the area. Counc. Wells requested clarification with respect to the location of the municipal services easement on 3188 Rothesay Road. DPDS White identified the location on the subdivision plan.

CARRIED.

Mayor Grant noted: the Planning Advisory Committee at their last meeting granted the variances for 20 Goldie Court and 3188 Rothesay Road; the Dillon report indicated it is unlikely both proposals will have a negative impact on drainage in the area if proper stormwater management systems are constructed on the properties; both applicants are amenable to the recommended conditions; and alleviating all drainage concerns in the area requires resources that will be considered in future budget deliberations. She added a letter was received from a resident expressing further concerns with respect

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to drainage, access to the properties, and adequate space for vehicles and snow removal. She questioned if staff had comments on the traffic and road space concern. Town Manager Jarvie advised staff do not anticipate a significant increase in traffic with the addition of a single building on each lot. He added the road right-of-way is roughly 42 feet and typically this measurement is closer to 66 feet thus space for snow storage is limited. He indicated this is likely a result of a number of houses in the area that were constructed in close proximity to the road.

DO McLean added he does not anticipate an increase in the volume of traffic or changes to snow removal operations in the area. He further noted if a cul-de-sac is constructed to create additional space it will add more impermeable surface which could in turn affect stormwater drainage.

Counc. Wells inquired if the applicant of 20 Goldie Court may be amenable to providing land as opposed to cash to be used for more road space. Town Manager Jarvie advised cash or land provided to the Town in these cases is used for public purposes such as the creation of green space or playgrounds. There was a brief discussion with respect to possible future plans for the municipal service easements.

➤ 20 Goldie Court

MOVED by Counc. Lewis and seconded by Counc. Shea Council accept \$3,331.80 as cash in lieu of land for public purposes for the proposed vacant Lot 17-01 to be subdivided from 20 Goldie Court (PID 30018964).

CARRIED.

MOVED by Counc. Lewis and seconded by Counc. Shea Council assent to the Municipal Services Easement as indicated on the Tentative Plan (Dwg. No T-0670) 20 Goldie Court (PID 30018964) to be registered in accordance with Section 88 (7) of the Community Planning Act.

ON THE QUESTION:

Town Manager Jarvie clarified there are existing pipes in the area that could be used to assist with stormwater management in the future.

CARRIED.

➤ 3188 Rothesay Road

MOVED by Counc. Lewis and seconded by Counc. Shea Council accept \$7,228.44 as cash in lieu of land for public purposes for the proposed vacant Lot 17-02 including a drainage easement to be subdivided from 3188 Rothesay Road (PID 30218655 & 30183644).

CARRIED.

MOVED by Counc. Lewis and seconded by Counc. Shea Council assent to the Municipal Services Easement as indicated on the Tentative Plan (Dwg. No S16278C) from the subdivision of 3188 Rothesay Road (PID 30218655 & 30183644) to be registered in accordance with Section 88 (7) of the Community Planning Act.

CARRIED.

➤ 6 April 2018 Letter from resident RE: 20 Goldie Court and 3188 Rothesay Road

MOVED by Counc. Lewis and seconded by Counc. McGuire the letter from resident RE: 20 Goldie Court and 3188 Rothesay Road dated 6 April 2018 be received/filed.

CARRIED.

Counc. Mackay French returned to the meeting.

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7.10 March 2018 Monthly Building Permit Report

MOVED by Counc. Wells and seconded by Deputy Mayor Alexander the Monthly Building Permit Report dated March 2018 be received/filed.

CARRIED.

7.11 5 April 2018 Capital Projects Summary

MOVED by Counc. Wells and seconded by Counc. McGuire the Capital Projects Summary dated 5 April 2018 be received/filed.

ON THE QUESTION:

Mayor Grant suggested picnic tables be placed at the pavilion in East Riverside-Kingshurst Park. Town Manager Jarvie advised the expense is not included in the 2018 budget however if there are spare picnic tables available staff will consider the request. Counc. Lewis commended Town staff on tree trimming in the area. He suggested the East Riverside-Kingshurst Park structure will be well visited this summer.

CARRIED.

8. UNFINISHED BUSINESS

TABLED ITEMS

8.1 Water By-law (Tabled June 2015)

5 April 2018 Memorandum from Town Clerk Banks with attachments

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells Water By-law 2-15 be removed from the table.

CARRIED.

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander Water By-law 2-15 be referred to the Utilities Committee for action.

ON THE QUESTION:

Mayor Grant gave a brief history of the proposed Water By-law 2-15 noting a public hearing was held, and the By-law received first and second reading in 2015. She added the By-law was tabled in June 2015 pending further review of cost implications to high density properties and businesses. Counc. McGuire suggested changes be made to ensure past concerns are addressed. There was general discussion. Town Manager Jarvie clarified that another public meeting will be held to notify the public of changes made to the By-law. Town Clerk Banks advised at present By-law 2-15 is null and void due to new legislation.

CARRIED.

8.2 Rothesay Arena

2 January 2018 Memorandum from Counc. Shea RE: Rothesay Arena

No action at this time

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

Audited 2017 Rothesay Financial Statements

4 April 2018 Memorandum from Treasurer MacDonald

31 December 2017 Draft Rothesay Consolidated Financial Statements

Dealt with above.

9.2 Capital Asset Management Planning Consultant

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Report prepared by Treasurer MacDonald

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells Council authorize the Treasurer to issue a purchase order to CBCL Limited in the maximum amount of \$62,500.00 (plus HST) for the provision of consulting services relating to the Rothesay Capital Asset Management Plan.

ON THE QUESTION:

Town Manager Jarvie advised a fixed asset plan is required by the federal government to monitor the use of municipal gas tax funds. Counc. Brenan advised the item was discussed at the Finance Committee and it was determined the initiative will require significant resources. He suggested the project be undertaken at a reasonable pace. Treasurer MacDonald noted a complicated process is associated with the project however he clarified the deadline of July 31, 2018 is for the initial draft of the plan not the completed project. He added there are advantages to completing the asset plan especially for long term financial planning.

CARRIED.

9.3 Council appointments to Committees

5 April 2018

Memorandum from Town Clerk Banks

REVISED

Procedural By-law 2-14 Schedule B

MOVED by Counc. Lewis and seconded by Deputy Mayor Alexander Council hereby adopts the revised Schedule B – Standing Committees, forming a part of By-law 2-14, “A By-law of the Municipality of Rothesay Respecting the Procedure and Organization of Council”.

ON THE QUESTION:

Mayor Grant noted there are two recommendations: 1) To dissolve the Public Works and Infrastructure Committee and the Utilities Committee and create the Works and Utilities Committee and 2) To dissolve the Finance Committee. She noted: Council as a whole will fulfill the duties of the Finance Committee; the Treasurer will ensure Council is updated on current financial matters; and this new system will help with overall understanding of Town finances as well as transparency.

There was general discussion with respect to logistics associated with the proposed changes. Deputy Mayor Alexander noted it was suggested the Works and Utilities Committee meetings be held on the regularly scheduled dates during the existing Utilities Committee time slot of 5:30 p.m. Counc. Lewis questioned if Council will meet prior to Closed Session to discuss finance matters. Mayor Grant noted it is expected the finance discussions will occur during the Open Session Council meetings. She added some Closed Session discussions may be required. Town Clerk Banks advised committee meetings open to the public are posted to the Town website and individuals are welcome to attend. Counc. Wells inquired as to how budget deliberations will be managed as a larger group. Mayor Grant noted additional Council sessions may be required at the time of budget deliberations. Town Manager Jarvie advised staff will poll Council members well in advance to determine availability for additional budget meetings. Mayor Grant suggested a budget schedule be drafted in September.

CARRIED.

9.4 Committee Appointments

4 April 2018

Memorandum from the Nominating Committee

MOVED by Counc. Wells and seconded by Counc. McGuire Council appoint Chuck McKibbon to the Kennebecasis Public Library Board of Directors with a term to expire December 31, 2018; and further Mr. McKibbon be eligible for re-appointment.

CARRIED.

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MOVED by Counc. Wells and seconded by Counc. McGuire Council appoint Lorraine Forbes to the Rothesay Heritage Preservation Review Board with a term to expire December 31, 2019; and further Ms. Forbes be eligible for re-appointment.

ON THE QUESTION:

In response to an inquiry, Counc. Wells noted Ms. Forbes' qualifications include participating as a member of the Heritage Preservation Review Board in the past as well as living within the Rothesay Heritage zone.

CARRIED.

9.5 Fox Farm Retaining Wall Replacement

29 March 2018 Report prepared by DO McLean

MOVED by Counc. Wells and seconded by Counc. McGuire Council authorize the Director of Operations to issue a purchase order to TerraEX Inc. in the amount of \$46,800.00 plus HST for the installation of a retaining wall using concrete retaining blocks to be supplied by Rothesay to replace an existing, failing retaining wall along Fox Farm Road in Rothesay.

ON THE QUESTION:

Counc. McGuire commented that the retaining wall is an important element to maintain the structure of the road. He noted since Fox Farm Road is a provincially designated road he suggested Town staff continue to discuss cost sharing the work with the Province. Counc. Lewis expressed concern that the low tenderer's cost was significantly lower than other submitted bids. He questioned if the work will be monitored by the Town Engineer to ensure Town standards are maintained. Town Manager Jarvie advised this is possible. He added the Town has engaged TerraEX Inc. for projects in the past and there has not been cause for concern.

CARRIED.

9.6 Support for Humboldt Broncos

9 April 2018 Letter from Counc. Mackay French

MOVED by Counc. Mackay French and seconded by Counc. Brenan Council authorize a donation to the GoFundMe: Funds for Humboldt Broncos in the amount of \$1,000, with a challenge issued to all municipalities across Canada to make a similar donation.

ON THE QUESTION:

Counc. Mackay French echoed the Mayor's earlier comments with respect to the tragic accident on April 6, 2018. She noted the donation will be used to support the families of the victims.

The following comments were made: the GoFundMe page has received overwhelming support and has surpassed the initial goal of \$4 million dollars by a significant amount; a letter of condolence is sufficient; some residents have provided donations to the fund and others can do so on an individual basis; a donation was supplied by the Town to Fort McMurray following the evacuation due to a wildfire; and several donations have been made to the Humboldt Broncos thus a challenge is unnecessary. Mayor Grant noted a majority vote is required in order to approve the donation.

MOTION WITHDRAWN

MOVED by Counc. Mackay French and seconded by Counc. Brenan Council authorize a donation to the community of Humboldt, Saskatchewan in the amount of \$1,000 to assist the families of the victims of the April 6, 2018 Humboldt Broncos bus crash as they see fit.

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

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

ROTHESAY

Regular Council Meeting
Minutes

9 April 2018

DEFEATED.

10. NEXT MEETING

The next meetings are scheduled as follows:

Regular meeting

Monday, May 14, 2018

Public Hearing – Bridlewood Estates

TBD

11. ADJOURNMENT

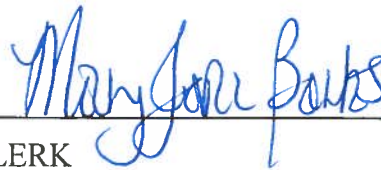
MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the meeting be adjourned.

CARRIED.

The meeting adjourned at 9:05 p.m.



MAYOR



CLERK