



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, May 14, 2018
7:00 p.m.



PRESENT: MAYOR NANCY GRANT
DEPUTY MAYOR MATT ALEXANDER
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

ABSENT: COUNCILLOR GRANT BRENAN

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, with the following change:

Item 9.1 brought forward to follow Item 4.1

CARRIED.

2. ADOPTION OF MINUTES

➤ Regular Meeting 9 April 2018

MOVED by Counc. Shea and seconded by Counc. McGuire the Open Session Council minutes of 9 April 2018 be adopted as circulated.

CARRIED.

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

3. OPENING REMARKS OF COUNCIL

Mayor Grant acknowledged the passing of Frank Donovan a Renforth resident, former Renforth councillor, and a former member of the Kennebecasis Regional Joint Board of Police Commissioners. She extended condolences on behalf of Council and Town staff to Mr. Donovan's family and friends, and noted Town flags were flown at half-mast for three days.

Mayor Grant noted she attended: the Renforth Seniors Wellness Fair April 11, 2018 with Counc. Wells; the funding announcement for the Saint John airport (YSJ) April 11, 2018; two Age-Friendly forums April 12 & 19, 2018 with Counc. Wells; the Saint John Theatre co-production of Redfish at Rothesay High School April 17, 2018; the Navy League Cadets Review April 24, 2018; Rothesay High School's production of Aladdin April 25, 2018; the Saint Andrews Society Burns Dinner April 27, 2018; the Rothesay Netherwood School clean-up of Rothesay April 27, 2018; McHappy Day shift May 2, 2018; Battle of the Atlantic Commemoration May 6, 2018; Sweet Caroline Pilot Launch at Rothesay High School May 8, 2018; the Rothesay Netherwood School Art Show May 11, 2018; and the Regional Chamber Speaker Series Luncheon May 11, 2018.

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She thanked DPDS White for attending the third Age-Friendly forum and noted Council members were unable to attend.

Mayor Grant commented on the recent flood. She thanked Council members, Town staff, and all volunteers for their hard work and dedication to flood relief efforts. She noted the Town was commended for communications and operations during the flood. She personally thanked all the volunteers that helped protect her property during the flood. She noted: a debriefing will be held once the recovery phase is complete. This will be used as a learning opportunity to determine areas that require improvement; the debriefing will be organized by the Deputy Mayor and use a third party; and thank you letters will be sent to all the organizations that provided assistance during the flood.

Counc. Wells echoed the Mayor's gratitude for assistance during the flood. She noted she heard positive feedback from her neighbours that were also in the flood zone. She also commended Council, Town staff, and all the volunteers for their dedication to flood relief efforts. She added she was impressed by the efficiency with debris collection noting the materials she placed curbside in the morning were removed by the afternoon.

Deputy Mayor Alexander also thanked the community for the remarkable overwhelming support during the flood. He expressed concern that various Provincial representatives travelled to other municipalities during the flood but, with the exception of Ed Doherty, did not visit Rothesay.

Counc. McGuire thanked all the volunteers and organizations that provided donations to assist the relief efforts. He noted it was uplifting to witness the community unite in a time of need. He also commended MLA Dr. Ed Doherty for his assistance at the sandbagging operation.

3.1 Declaration of Conflict of Interest

N/A

4. DELEGATIONS

4.1 Standing for Water Ann McAllister (*see Item 9.1*)

Mayor Grant welcomed Ann McAllister. Ms. McAllister thanked Council and noted: Standing for Water is a citizen's group launched in 2017 by local residents united in their love of the Kennebecasis Watershed; Standing for Water's mission is to engage, educate, celebrate, share insights and concerns, and advocate for people and the water that sustains us; water is an invaluable resource that should be protected; and the recent flood can be used as a learning experience to improve the relationship between residents and natural resources. Ms. McAllister highlighted the negative effects of clear-cutting and requested Council consider efforts to preserve natural green space within the Town, as well as additional rights-of-way to enable more public access to the Kennebecasis River shoreline. She encouraged the creation of by-laws to prevent developers from building on sites that are prone to flooding. In addition, she noted there are various systems that could be implemented to provide permeable surfaces that will allow water to naturally recharge the aquifers. She also suggested restoring the Kennebecasis Park sewage lagoon to a wetland.

Counc. McGuire noted: accepting land for public purposes from developers helps preserve land for public green space and recreational purposes; some areas such as Spy Glass Hill are privately owned and cannot be preserved without permission from the land owners; and rights-of-way to access the river do exist in Kennebecasis Park however some are difficult to access due to over growth of vegetation and other obstructions. Ms. McAllister clarified she is requesting additional rights-of-way throughout the Town not just in Kennebecasis Park.

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Counc. Wells encouraged Ms. McAllister to contact local MPs to gather support for the Wastewater Treatment Plant Upgrade project. She noted once the new facility is constructed the Kennebecasis Park sewage lagoon will be decommissioned and options can be considered for its future use. She suggested a map of the rights-of-way to access the river be posted to the Town's website. Mayor Grant noted many of Ms. McAllister's suggestions are currently under discussion by the Town.

Item brought forward.

9.1 BUSINESS ARISING FROM DELEGATIONS

Standing for Water

9 May 2018

Letter from Ann McAllister RE: Standing for Water with attachment

MOVED by Counc. Wells and seconded by Counc. McGuire the letter from Ann McAllister RE: Standing for Water with attachment dated 9 May 2018 be referred to staff.

CARRIED.

Mayor Grant thanked Ms. McAllister for her presentation.

5. CORRESPONDENCE FOR ACTION

5.1 16 April 2018

Email from Multicultural Association of Saint John Inc. RE: National Indigenous People's Day Drumming Circle – June 21, 2018

MOVED by Counc. McGuire and seconded by Counc. Wells Council support the use of the Rothesay Common for the National Indigenous People's Day Drumming Circle on June 21, 2018 and barring the use of the flag poles.

ON THE QUESTION:

Mayor Grant noted Council approved the event including the flag-raising in 2017 because the event was part of Canada 150 celebrations. She added Council declined a recent flag request because it was against standard practice and may set a precedent.

CARRIED.

Mayor Grant suggested a policy be created to establish a formal standard practice.

MOVED by Counc. Wells and seconded by Counc. Lewis a policy be created outlining a standard practice for flag requests.

ON THE QUESTION:

It was suggested the policy specify use of each Town owned flag pole in Rothesay, including the possibility of designating one flag pole for flag requests.

CARRIED.

5.2 16 April 2018

Letter from the Kennebecasis Valley Joint Board of Fire Commissioners
RE: Clarification of reduction to Capital Budget

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis the letter from the Kennebecasis Valley Joint Board of Fire Commissioners RE: Clarification of reduction to Capital Budget dated 16 April 2018 be referred to staff.

ON THE QUESTION:

Deputy Mayor Alexander clarified the \$5,000 reduction to the fitness equipment line item was intended to discourage the chemical detoxification research project. He added Council was not in favour of funding a project that the Canadian Union of Public Employees of New Brunswick declined to financially support. He added it is not standard practice to support a five year plan that is beyond Council's mandate. Mayor Grant suggested a report be brought back to Council.

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CARRIED.

5.3 21 April 2018 Email from resident RE: Request for sidewalks – 177 Gondola Point Road

MOVED by Counc. Wells and seconded by Counc. Mackay French the email from resident RE: Request for sidewalks – 177 Gondola Point Road dated 21 April 2018 be referred to the Works and Utilities Committee.

CARRIED.

5.4 30 April 2018 Letter from the Asian Heritage Society of New Brunswick RE: Invitation to attend Asian Heritage Month events May 6-27, 2018

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander the letter from the Asian Heritage Society of New Brunswick RE: Invitation to attend Asian Heritage Month events May 6-27, 2018 dated 30 April 2018 be referred to the Mayor.

ON THE QUESTION:

Mayor Grant noted she is unable to attend the gala on May 27, 2018. She encouraged Council members to attend the event in her absence.

CARRIED.

5.5 2 May 2018 Letter from residents RE: Concerns on Mark Avenue

MOVED by Counc. Wells and seconded by Counc. Lewis the letter from residents RE: Concerns on Mark Avenue dated 2 May 2018 be referred to the Works and Utilities Committee.

ON THE QUESTION:

Counc. McGuire commented that the author indicates they contacted various Council members. He noted he was not contacted and his property is in the area. He added he has visited the area and noted the severity of the concerns may be overstated. Counc. Shea inquired if correspondence must be signed by an individual in order to be reviewed by Council. Town Manager Jarvie advised all letters addressed to Mayor and Council will be provided to Council members for review. Counc. Lewis noted his campaign for Council focused on improved road maintenance in the Wells area; however over time the drive has faded. He stressed the importance of continuing to monitor and improve road conditions in Wells. He concluded indicating he understands not all funds can be allocated to roads however the matter should be considered in future budget deliberations. Counc. Wells noted a plan was implemented to address road maintenance in Wells and the plan is nearing completion. DO McLean confirmed that a plan was implemented but took a few years longer than anticipated and is now nearing completion. He added staff will continue to monitor and adjust the plan according to road condition ratings and available funds.

CARRIED.

6. CORRESPONDENCE - FOR INFORMATION

6.1 12 April 2018 Email from Deputy Mayor Doucet, Hampton RE: Lyme Awareness Month

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the email from Hampton Deputy Mayor Doucet RE: Lyme Awareness Month dated 12 April 2018 be received/filed.

CARRIED.

6.2 23 April 2018 Letter from the 2018 New Brunswick Masters Curling Champions RE: Thank You

MOVED by Counc. Shea and seconded by Counc. Wells the letter from the 2018 New Brunswick

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Masters Curling Champions RE: Thank You dated 23 April 2018 be received/filed.

CARRIED.

6.3 8 May 2018 Letter from the Saint John Theatre Company RE: Thank You
MOVED by Counc. Mackay French and seconded by Counc. Lewis the letter from the Saint John Theatre Company RE: Thank You dated 8 May 2018 be received/filed.

CARRIED.

7. REPORTS

7.0 May 2018 Report from Closed Session

11 Ryan Drive Easement

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis Council approve the Local Government Services Easement E-1 illustrated in the submitted plan prepared by Keirstead, Quigley and Roberts.

CARRIED.

7.1 26 February 2018 Fundy Regional Service Commission (FRSC) Board Meeting minutes
MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the Fundy Regional Service Commission (FRSC) Board Meeting minutes dated 26 February 2018 be received/filed.

ON THE QUESTION:

Mayor Grant noted she was unable to attend the February meeting however the Deputy Mayor attended in her stead. Deputy Mayor Alexander gave a brief summary of the minutes.

CARRIED.

26 March 2018 FRSC Board Meeting Minutes

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the FRSC Board Meeting Minutes dated 26 March 2018 be received/filed.

ON THE QUESTION:

Mayor Grant gave a brief summary of the minutes. Counc. Shea commented on the regular absence of one Commission member. He questioned if a policy exists that may penalize Commission members for frequent absences from meetings. Mayor Grant noted a policy does not exist however the individual has begun to attend meetings regularly after pressure from other members.

CARRIED.

31 December 2017 FRSC 2017 Audited Financial Statements

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the FRSC 2017 Audited Financial Statements dated 31 December 2017 be received/filed.

ON THE QUESTION:

Treasurer MacDonald advised the audit report states the 2017 FRSC Audited Financial Statements are in compliance with Canadian public sector accounting standards. He gave a brief overview of the difference between the monthly statements and the annual audited financial statements. He summarized the findings of the 2017 FRSC Audited Financial Statements.

CARRIED.

7.2 21 March 2018 Kennebecasis Public Library (KPL) Board Meeting minutes
March 2018 KPL Librarian's Report
2017 KPL Collection Composition

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31 January 2018 KPL Comparative Income Statement
28 February 2018 KPL Comparative Income Statement
March 2018 KPL Building Maintenance Report

MOVED by Counc. Shea and seconded by Counc. McGuire the Kennebecasis Public Library (KPL) Board Meeting minutes dated 21 March 2018, the KPL Librarian's Report dated March 2018, the KPL Collection Composition dated 2017, the KPL Comparative Income Statement dated 31 January 2018, the KPL Comparative Income Statement dated 28 February 2018, and the KPL Building Maintenance Report dated March 2018 be received/filed.

CARRIED.

31 December 2017 Kennebecasis Public Library (KPL) 2017 Audited Financial Statements
MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the KPL 2017 Audited Financial Statements dated 31 December 2017 be received/filed.

ON THE QUESTION:

Treasurer MacDonald advised the audit report states the Kennebecasis Public Library 2017 Audited Financial Statements are in compliance with Canadian public sector accounting standards. He summarized the findings of the audit report. He added some donation receipts cannot be audited however this does not indicate the audited statements are not in compliance.

CARRIED.

7.3 28 March 2018 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)
Meeting Minutes
31 March 2018 KRJBPC Statement of Financial Position
20 April 2018 KRJBPC Call Report

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes dated 28 March 2018, the KRJBPC Statement of Financial Position dated 31 March 2018, and the KRJBPC Call Report dated 20 April 2018 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander gave a brief summary of the minutes. He noted Debi Stewart is retiring from the organization and a function will be held on June 1, 2018.

CARRIED.

31 December 2018 KRJBPC 2017 Audited Financial Statements
MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the KRJBPC 2017 Audited Financial Statements dated 31 December 2018 be received/filed.

ON THE QUESTION:

Treasurer MacDonald advised the audit report states the KRJBPC 2017 Audited Financial Statements are in compliance with Canadian public sector accounting standards. He summarized the findings of the audit report.

CARRIED.

7.4 10 January 2018 Kennebecasis Valley Fire Department (KVFD) Inc. Board Meeting
Minutes
10 January 2018 KVFD Chief's Report
2017 KVFD Response Report
2013-2017 KVFD Response Report Comparison

MOVED by Counc. Wells and seconded by Counc. McGuire the Kennebecasis Valley Fire Department

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(KVFD) Inc. Board Meeting Minutes dated 10 January 2018, the KVFD Chief's Report dated 10 January 2018, the KVFD Response Report dated 2017, and the 2013-2017 KVFD Response Report Comparison be received/filed.

CARRIED.

31 December 2018 KVFD 2017 Audited Financial Statements

MOVED by Counc. Wells and seconded by Counc. McGuire the KVFD 2017 Audited Financial Statements dated 31 December 2018 be received/filed.

ON THE QUESTION:

Treasurer MacDonald advised the audit report states the KVFD 2017 Audited Financial Statements are in compliance with Canadian public sector accounting standards. He summarized the findings of the audit report.

CARRIED.

2017 KVFD Annual Report

MOVED by Counc. Wells and seconded by Counc. Lewis the KVFD Annual Report dated 2017 be received/filed.

CARRIED.

7.5 31 March 2018 Draft unaudited Rothesay General Fund Financial Statements

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the draft unaudited Rothesay General Fund Financial Statements dated 31 March 2018 be received/filed.

ON THE QUESTION:

Treasurer MacDonald briefly reviewed the format of the monthly General Fund Financial Statements for the benefit of Council members that were not previously on the Finance Committee. He gave a brief summary of the variances highlighting the expected increase in salt and sand expenditures due to seasonal timing and the flood. He added additional vehicle repair expenses were incurred; and the Town is seeking financial assistance from the Province to cover flood relief expenditures.

CARRIED.

31 March 2018 Draft unaudited Rothesay Utility Fund Financial Statements

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the draft unaudited Rothesay Utility Fund Financial Statements dated 31 March 2018 be received/filed.

ON THE QUESTION:

Treasurer MacDonald advised the format for the Utility Fund Financial Statements is identical to the General Fund Statements. He reported the budget estimates are on track for the projected water and sewer expenses.

CARRIED.

31 March 2018 Donation Summary

MOVED by Counc. Wells and seconded by Deputy Mayor Alexander the Donation Summary dated 31 March 2018 be received/filed.

CARRIED.

9 May 2018 Compliance Report

MOVED by Counc. Wells and seconded by Counc. McGuire the Compliance Report dated 9 May 2018 be received/filed.

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CARRIED.

7.6 11 April 2018 Draft Emergency Measures Committee Meeting Minutes
MOVED by Counc. Lewis and seconded by Counc. McGuire the Draft Emergency Measures Committee Meeting Minutes dated 11 April 2018 be received/filed.

ON THE QUESTION:

Counc. Lewis reported the Kennebecasis Park emergency access agreement has been signed, and updates with respect to the Provincial exercise are expected in the near future. Mayor Grant added a warden system as discussed for Kennebecasis Park would be beneficial for various situations including floods or rail incidents that isolate the area.

CARRIED.

7.7 17 April 2018 Draft Parks and Recreation Committee Meeting Minutes
MOVED by Counc. Wells and seconded by Counc. Lewis the Draft Parks and Recreation Committee Meeting Minutes dated 17 April 2018 be received/filed.

ON THE QUESTION:

There was discussion with respect to the proposed Kennebecasis Park volleyball court, the hand-washing signage, and the Bill McGuire Centre. It was noted: the Kennebecasis Park rink is the proposed location for the volleyball court; discussion is ongoing with respect to securing funding to cover the cost of the volleyball court; it is expected the hand-washing signage will be installed at the end of the week; Service Master visited the Bill McGuire Centre to assess damages; and restoring the facility for regular operations is a priority for the Town. In response to an inquiry, DRP Jensen advised the locks were changed on the East Riverside-Kingshurst washrooms.

Counc. Mackay French questioned if the aftermath of the flood will delay the opening of public beaches in Rothesay. Town Manager Jarvie noted since the river is a moving body of water it is not anticipated water quality will be an issue. However the flood zone areas are being monitored and the implications are unclear. He cautioned that floating debris may remain a hazard for water crafts. Counc. Mackay French questioned if the sand on the beaches will be tested before opening the areas to the public. Town Manager Jarvie suggested it is likely rainfall and sun exposure will naturally eliminate any contaminants over time. He added flood zone areas are being monitored and regular testing is being completed. He noted additional quality tests will be requested before the beaches are open for public use.

CARRIED.

7.8 18 April 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 18 April 2018 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander gave a brief summary of the minutes. Counc. Wells requested clarification with respect to the scheduled time for the new Works and Utilities Committee. Town Manager Jarvie advised the meetings will begin at 5:30 p.m. on the previously scheduled dates.

CARRIED.

7.9 18 April 2018 Draft Utilities Committee Meeting Minutes
MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the Draft Utilities Committee Meeting Minutes dated 18 April 2018 be received/filed.

CARRIED.

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7.10 2 May 2018 Draft Rothersey Living Museum Committee Meeting Minutes
MOVED by Counc. Lewis and seconded by Counc. McGuire the Draft Rothersey Living Museum Committee Meeting Minutes dated 2 May 2018 be received/filed.

ON THE QUESTION:

Counc. Wells suggested photographs from the Rothersey Living Museum inventory could be used to decorate areas in the proposed Seniors Resource Centre in Town Hall.

CARRIED.

7.11 April 2018 Monthly Building Permit Report
MOVED by Counc. Lewis and seconded by Counc. Wells the Monthly Building Permit Report dated April 2018 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander questioned how the value of construction is determined. DPDS White advised the amount is calculated on a case-by-case basis.

CARRIED.

7.12 11 May 2018 Capital Projects Summary
MOVED by Counc. Wells and seconded by Counc. Mackay French the Capital Projects Summary dated 11 May 2018 be received/filed.

CARRIED.

8. UNFINISHED BUSINESS

TABLED ITEMS

8.1 Rothersey Arena

2 January 2018

Memorandum from Counc. Shea RE: Rothersey Arena

No action at this time

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

Standing for Water

9 May 2018

Letter from Ann McAllister RE: Standing for Water with attachment

Dealt with above.

9.2 Actuarial Services

8 May 2018

Memorandum from Treasurer MacDonald

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis Council authorize the Mayor and Treasurer to execute Engagement Letters with Morneau Shepell Ltd. to calculate and disclose the accrued benefit obligation and annual benefit cost of the Retirement Allowance Benefit and Sick Leave Benefit as at December 31, 2017.

CARRIED.

9.3 Council Appointments to Committees

9 May 2018

Memorandum from Mayor Grant

MOVED by Counc. Lewis and seconded by Counc. Wells the memorandum from Mayor Grant RE: Council Appointments to Committees be received/filed.

ON THE QUESTION:

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Mayor Grant noted she has joined the Personnel Committee in addition to the three appointed Council members, under authority of section 98 of the Procedural By-law (ex-officio status). She thanked Council for their service on Town committees over the past two years.

CARRIED.

9.4 Contract T-2018-008: Asphalt Resurfacing and Microseal Placement

10 May 2018 Report prepared by DO McLean

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis Council award Contract T-2018-008: Asphalt Resurfacing and Microseal Placement to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$1,338,536.75 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ON THE QUESTION:

Mayor Grant noted the cost is considerably under-budget due to the cost of asphalt.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire Council increase the scope of Contract T-2018-008 to include rebuilding and resurfacing of the Town Hall driveway and parking lot for a price of \$87,492.00 (including HST), as calculated based on tendered prices and estimated quantities.

CARRIED.

9.5 Salt Shed Structural Repairs

10 May 2018 Report prepared by DO McLean

MOVED by Counc. Wells and seconded by Counc. McGuire Council accept the bid submitted by DRB Renovations & Construction in the amount of \$22,595.00 (plus hst) to rebuild the failing rear wall of the Town's salt storage facility and further that the Director of Operations be authorized to issue a purchase order in that regard.

CARRIED.

10. NEXT MEETING

The next meetings are scheduled as follows:

Regular meeting	Monday, June 11, 2018
Public Presentation – Secondary Plan	TBD
Public Hearing – Bridlewood Estates	TBD

Mayor Grant advised a funding announcement for the Seniors Resource Centre is scheduled for Wednesday May 16, 2018 at 11:00 a.m. in Town Hall. She invited all to attend.

11. ADJOURNMENT


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

CARRIED.

The meeting adjourned at 8:17 p.m.



MAYOR



CLERK

Deputy
mp