



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Tuesday, November 13, 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.

**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 9 October 2018

**MOVED** by Counc. Lewis and seconded by Counc. Wells the Open Session Council minutes of 9 October 2018 be adopted as circulated.

**ON THE QUESTION:**

Deputy Mayor Alexander identified a typographical error on page 10 of the minutes noting the sentence should read "Counc. Shea's recommendation is vague and does *not* provide necessary details to make an informed decision". Counc. Mackay French noted she did not say "consider" thus her statement should read "...and if additional funding was not received prior to completion of the Provincial election Council would ~~consider~~ renovate*ing* the building".

**CARRIED.**

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

**3. OPENING REMARKS OF COUNCIL**

- **November 15, 2018 Public Meeting (Secondary Plan) 7p.m. Bill McGuire Centre**
- **November 24, 2018 Kennebecasis Valley Santa Claus Parade**

Mayor Grant congratulated New Brunswick Premier Blaine Higgs and Health Minister Ted Flemming and noted Rothesay is looking forward to working together to improve the region. Mayor Grant reported: a 100 year commemoration of the end of World War I was held at the Rothesay Cenotaph on October 28, 2018; the event was well attended; CN has done safety sessions to two Rothesay elementary schools in close proximity to the railway; and praise was received from residents regarding work to the entrance to Kennebecasis Park (Park Drive). Mayor Grant notified all in attendance of the upcoming Public Meeting for the Secondary Plan on November 15, 2018 7:00 p.m. at the Bill McGuire Centre,

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and the Kennebecasis Valley Santa Claus Parade on November 24, 2018.

Counc. McGuire commended the organizers for a successful Remembrance Day ceremony at the Rothesay Cenotaph. Deputy Mayor Alexander acknowledged two Rothesay residents Lisa Hrabluk and Michael Hawkins for their successful publication “New Brunswick Underwater: the 2018 Saint John River Flood”.

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

## **4. DELEGATIONS**

### **4.1 Regional Ice Strategy** Nick Cameron

Mayor Grant welcomed Mr. Cameron. Mr. Cameron thanked Council and highlighted that the Strategy is intended to set goals to avoid user fees, collect baseline usage data for all arenas across the Fundy region, and reduce barriers and improve accessibility at all Fundy region arenas. He noted immediate actions required are to collect and share usage data, and to seek direction from councils within the region to provide a mandate to continue the project. He further highlighted: the public benefits of recreation; the process to develop the Regional Ice Strategy including research, surveys, and workshops; five out of the twelve arenas in the region will reach their end-of-life within the next five years; possible introduction of a non-resident fee system if the status quo is maintained; and the Strategy’s short term goals to collect and share usage data, and to explore a regional funding formula. He reviewed the principles for the creation of a regional funding formula: mutual benefit for all communities, improved accessibility and inclusiveness, full life-cycle cost, evidence based, clear governance structure, continued community engagement, and a timeframe prior to fall 2019. He noted the remaining goals of the Strategy are long-term and do not require immediate action. He recommended the following: that it be mandatory for organizations that use public arenas in the Fundy Region on a regular basis to provide postal codes of their participants in order to illustrate the crossflow of usage at arenas in the Fundy Regions; and Council agree to continue to work in collaboration with Fundy Region members to explore the development of a regional funding formula according to the principles presented (details of the formula will be presented before 2019-2020 ice season. He clarified that only postal codes will be collected to comply with all privacy legislation. He added the next Commission meeting is scheduled for December 10<sup>th</sup> and requested direction from all regional councils be provided prior to the meeting.

Mayor Grant requested clarification with respect to details of the funding formula. Mr. Cameron advised he intends to return to all councils in the spring to present the funding formula in detail. He noted he is seeking Council’s direction to continue the project and develop the funding formula.

Mayor Grant expressed concern that the collection of user fee data may encourage the implementation of non-resident user fees. She suggested it may be advantageous to review recreation contributions by each municipality instead. Deputy Mayor Alexander commended the initiative on supporting a goal of mutual benefit to all municipalities within the region. He commented that non-resident user fees would be a barrier to low-income families.

Counc. Shea commented on the increasing senior population and questioned if consideration was given to providing services to this demographic. Mr. Cameron advised investigation of an online regional scheduling system is listed as one of the eight goals and will involve a review of activities and participating demographics. Counc. Shea inquired as to why the Strategy does not include outdoor facilities. Mr. Cameron advised to ensure the scope of the project was manageable outdoor facilities were not included. He added these facilities can be discussed later at the direction of Council.

Mr. Cameron clarified that collecting user data will help determine if there is inequality among

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municipal contributions to regional facilities. He confirmed that the Strategy is not intended to encourage non-resident user fees.

Mayor Grant thanked Mr. Cameron for his presentation and noted the item will be discussed later on the agenda. Mr. Cameron thanked Council.

### 5. CORRESPONDENCE FOR ACTION

5.1 2 October 2018 Kennebecasis Valley Fire Department 2019 Budget

It was agreed to defer Items 5.1, 5.3, and 5.4 to be dealt with under Item 7.5.1 *Joint Finance Committee Recommendations*.

5.2 10 October 2018 Letter from Kennebecasis Crime Stoppers RE: 2019 Budget request  
**MOVED** by Counc. Shea and seconded by Counc. Brenan the letter from Kennebecasis Crime Stoppers RE: 2019 Budget request dated 10 October 2018 be referred to the Finance Committee.

#### ON THE QUESTION:

Counc. Wells inquired about the value received from the organization. Mayor Grant noted the Town requested financial statements from the organization. Treasurer MacDonald advised the financial statements are expected to be received before the next Finance Committee meeting. Counc. McGuire indicated Kennebecasis Crime Stoppers assists the Kennebecasis Regional Police Force and are considered a resource to the Force. Counc. Wells stressed the importance of fiscal responsibility and questioned if there are indicators that can identify what the Town receives for its contribution.

**CARRIED.**

5.3 17 October 2018 Kennebecasis Regional Joint Board of Police Commissioners 2019 Budget

**See Item 7.5.1.**

5.4 18 October 2018 Letter from the Kennebecasis Public Library RE: 2019 Budget with attachment

**See Item 7.5.1.**

5.5 23 October 2018 Email from CPA New Brunswick RE: Financial Literacy Program with Attachments

10 October 2018 Letter from City of Saint John to CPA New Brunswick RE: Council resolution

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells Council endorse the enhanced Financial Literacy Program being launched by CPA New Brunswick, and further the item be referred to the Age-Friendly Committee to review seminars provided.

#### ON THE QUESTION:

It was noted the correspondence does not include a request for a financial contribution.

**CARRIED.**

5.6 10 October 2018 Letter from P.R.O. Kids RE: Donation request

**MOVED** by Counc. Lewis and seconded by Counc. Brenan the letter from P.R.O. Kids RE: Donation request dated 10 October 2018 be referred to the Finance Committee.

**CARRIED.**

5.7 30 October 2018 Email from resident RE: Iona Avenue/Eriskay Drive asphalt

**MOVED** by Counc. Wells and seconded by Counc. McGuire the email from resident RE: Iona

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Avenue/Eriskay Drive asphalt dated 30 October 2018 be referred to staff for a response.

**CARRIED.**

5.8 31 October 2018 Email from resident RE: Wheelchair accessible transportation  
**MOVED** by Counc. Lewis and seconded by Counc. McGuire the email from resident RE: Wheelchair accessible transportation dated 31 October 2018 be referred to the Age-Friendly Committee.

### ON THE QUESTION:

Counc. Wells noted the issue relates to the Age-Friendly Committee however she is unsure how the Committee can be of assistance. It was suggested Comex be contacted to inquire if the organization can offer any solutions. In response to an inquiry, it was noted the KV Committee for Disabled Persons does not provide the specific service requested.

**CARRIED.**

5.9 1 November 2018 Email from DPDS White to the Knights of Columbus RE: Nativity Scene on the Common

31 October 2018 Letter from Knights of Columbus RE: Nativity Scene on the Common  
Mayor Grant noted a similar request was made last year and Council requested that the organization submit the following year's request early to provide sufficient time for the matter to be discussed by the Heritage Preservation Review Board.

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French Council approve placement of the nativity scene on the northeast corner of the Rothesay Common as requested by the Knights of Columbus, subject to approval from the Heritage Preservation Review Board.

### ON THE QUESTION:

Counc. Brenan commented that the nativity scene has been placed on the Common for fifteen years. He questioned why Heritage Board approval is required. Mayor Grant noted complaints were received regarding the nativity scene. Deputy Mayor Alexander clarified that the Common is located within Rothesay's Heritage Zone, and the Heritage Preservation Review Board is a Board, not a Committee, and are required to follow the Provincial Heritage Conservation Act. Concern was expressed the organization did not submit the request in a timely fashion as requested last year. Counc. Shea inquired as to why the item must be discussed by the Heritage Board since the request is for temporary placement of a trailer and not a permanent structure. DPDS White advised the Heritage By-law has specific regulations for the Rothesay Common. He added the request also involves signage that requires Heritage Board approval. He commented on a similar application submitted by the Town to install an electronic information kiosk on the Common. The Heritage Board approved the request with conditions. Counc. Shea contended that the electronic kiosk is considered a permanent structure. Counc. McGuire indicated the lengthy process for trivial items to be discussed by the Heritage Board is inefficient and can be frustrating for residents. He suggested Council, in the future, apply to the Provincial government to disband the Heritage Board. Counc. Brenan echoed Counc. Shea's point and agreed that the scene is on a trailer that can easily be removed and the request is for a temporary time period. He commented Council also has the final decision in the matter. Counc. Lewis noted he is in favour of reviewing the possibility of disbanding the Heritage Board. He commented that limited resources typically associated with volunteer-run organizations, such as the Knights of Columbus, may have delayed submission of the request. He noted he is in favour of approving the request this year.

**YEA votes recorded from:** Deputy Mayor Alexander, Councs. Mackay French and Wells.

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

**DEFEATED.**

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**MOVED** by Counc. Brenan and seconded by Counc. Shea Council approve the Knights of Columbus request to place a nativity scene on the Rothesay Common December 1, 2018 – January 7, 2019.

### ON THE QUESTION:

Deputy Mayor Alexander expressed concern that Council does not have the authority to approve the request without Heritage Preservation Review Board approval. Counc. Wells compared the Heritage Board to the Planning Advisory Committee, more specifically that both groups have powers to approve requests within their mandate. She noted: there is Council representation on the Board to relay the interests of Council; she is in favour of discussing the future of the Heritage Board however until any action is implemented, Heritage Board approval is required for consideration of the request; and there are professional architects on the Heritage Board that provide useful expertise. Counc. Mackay French referenced Council's discussion with respect to a courtesy flag pole at East Riverside-Kingshurst Park and equal opportunities for all groups. She noted not all residents in Rothesay are Christian and the nativity scene may be better suited on church property rather than public land. She expressed concern that the trailer used to house the nativity scene is not aesthetically pleasing and may distract from the beauty of the Common. She noted she is in favour of referring the item to the Heritage Board for evaluation.

**YEA votes recorded from:** Councils. Brenan, Lewis, Shea, and McGuire.

**NAY votes recorded from:** Deputy Mayor Alexander, Councils. Mackay French and Wells.

**CARRIED.**

Counc. Lewis declared a conflict of interest and left the meeting.

5.10 7 November 2018 Letter from the Vocational Training Centre for Adults (VTC) RE: Grant submission for the VTC

7 November 2018 Letter from the VTC RE: Relocation to Bradley Lake Community Centre

7 September 2018 Letter from VTC RE: Follow-up to August 13, 2018 Council meeting

**MOVED** by Counc. McGuire and seconded by Deputy Mayor Alexander the letter from the Vocational Training Centre for Adults (VTC) RE: Grant submission for the VTC dated 7 November 2018, the letter from the VTC RE: Relocation to Bradley Lake Community Centre dated 7 November 2018, and the letter from the VTC RE: Follow-up to August 13, 2018 Council meeting dated 7 September 2018 be referred to the Finance Committee.

### ON THE QUESTION:

Counc. Wells commented on the support provided by the Town both financially and through assistance identifying an alternative location and indicated she was surprised to see another request. She acknowledged the challenges faced by the organization and sympathized with their situation. She noted she was of the understanding the organization was interested in fundraising.

**CARRIED.**

Counc Lewis returned to the meeting.

## 6. CORRESPONDENCE - FOR INFORMATION

6.1 12 October 2018 Letter from KVFD to Hon. Minister Harvey RE: Fire Protection Services Agreement with attachment

**MOVED** by Counc. Wells and seconded by Counc. Brenan the letter from KVFD to Hon. Minister Harvey RE: Fire Protection Services Agreement with attachment dated 12 October 2018 be received/filed.

### ON THE QUESTION:

Mayor Grant gave a brief summary of the correspondence.

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**CARRIED.**

**MOVED** by Counc. Wells and seconded by Counc. Brenan a letter be sent stating Rothesay's support for the Kennebecasis Valley Fire Department's position with respect to a revised funding formula for the Fire Protection Services Agreement that includes contributions from Local Service Districts (LSDs).

**CARRIED.**

6.2 15 October 2018 Letter from the Kennebecasis Regional Police Force RE: Change to Criminal Record Check Policy with attachment

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the letter from the Kennebecasis Regional Police Force RE: Change to Criminal Record Check Policy with attachment dated 15 October 2018 be received/filed.

### ON THE QUESTION:

Counc. Wells suggested the item be promoted on Town social media. Deputy Mayor Alexander confirmed the KRPF is circulating the documentation to various community organizations.

**CARRIED.**

6.3 *Various* Correspondence (3) from residents RE: Rothesay Arena

6.3.1 9 October 2018 Correspondence from Counc. Mackay French RE: Notes for October 9, 2018 Open Session Council meeting

**MOVED** by Counc. Brenan and seconded by Counc. McGuire the correspondence (3) from residents RE: Rothesay Arena, and the correspondence from Counc. Mackay French RE: Notes for October 9, 2018 Open Session Council meeting dated 9 October 2018 be received/filed.

### ON THE QUESTION:

Counc. Wells commented that concern had been expressed that staff did not prepare a report by the previously requested 90 day deadline. However, a report was prepared by staff prior to the deadline with a recommendation to engage an organization to design a plan that reflects a reduced scope of the project. She noted Council did not support the allocation of additional funds towards the project. She expressed concern that Council's interest of transparency will be ignored if a public consultation session is not held. Deputy Mayor Alexander clarified that there was consensus among Council to renovate the arena if external funding was not received, however a formal vote was not conducted. He reminded Council that the decision to defeat a prior motion to table the item indicated Council was not in favour of engaging the public on the matter. He noted the arena is not neglected; staff provide maintenance of the arena with the limited resources available. He agreed that a report was provided to Council within the deadline. Counc. Brenan stressed the importance of advancing the project according to the direction of Council. Counc. Shea commented that there is a difference between a report and a recommendation.

**CARRIED.**

6.4 9 November 2018 Letter from Town Manager Jarvie to the Kennebecasis Valley Fire Department Board of Commissioners RE: Resignation from Board

**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander the letter from Town Manager Jarvie to the Kennebecasis Valley Fire Department Board of Commissioners RE: Resignation from Board dated 9 November 2018 be received/filed.

**CARRIED.**

## 7. REPORTS

7.0 November 2018 Report from Closed Session  
N/A

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- 7.1 27 August 2018 Fundy Regional Service Commission (FRSC) Meeting Minutes  
26 July 2018 FRSC Meeting Minutes

**MOVED** by Counc. Brenan and seconded by Counc. McGuire the Fundy Regional Service Commission (FRSC) Meeting Minutes dated 27 August 2018, and the FRSC meeting minutes dated 26 July 2018 be received/filed.

**CARRIED.**

- 7.2 19 September 2018 Kennebecasis Public Library (KPL) Board Meeting Minutes  
September 2018 KPL Librarian's Report  
31 August 2018 KPL Comparative Income Statement

**MOVED** by Counc. Shea and seconded by Counc. Brenan the Kennebecasis Public Library (KPL) Board Meeting Minutes dated 19 September 2018, the KPL Librarian's Report dated September 2018, and the KPL Comparative Income Statement dated 31 August 2018 be received/filed.

### ON THE QUESTION:

Counc. Wells expressed concern regarding the limited discussion in the minutes regarding councillors holding executive positions on the Board.

**CARRIED.**

**MOVED** by Counc. Wells and seconded by Counc. McGuire Council direct Counc. Shea to request the Library Board reconsider its position on prohibiting councillors from holding executive positions on the Board.

**CARRIED.**

- 7.3 26 September 2018 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)  
Meeting Minutes  
30 September 2018 KRJBPC Statement of Financial Position  
16 October 2018 KRJBPC Call Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Brenan the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Board Meeting Minutes dated 26 September 2018, the KRJBPC Statement of Financial Position dated 30 September 2018, and the KRJBPC Call Summary dated 16 October 2018 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander gave a brief summary of the minutes and highlighted: an extensive discussion on the legalization of cannabis, Corp. Eugene Belliveau's induction into the St. Francis Xavier University Hall of Fame, and Cst. Kelley McIntyre's award for 2018 Officer of the Year by the International Association of Women Police. Counc. Brenan expressed concern regarding the increase in funds requested for the Christmas party. In response to an inquiry, Deputy Mayor Alexander confirmed that roughly \$5,000 is earmarked in the budget for the Christmas party and the Union has agreed to contribute to the event. Counc. Brenan requested clarification with respect to "key clients". Deputy Mayor Alexander noted he is unsure but believes the term may reference Board members, officers, and retired members of the Force.

**CARRIED.**

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- 7.4 12 September 2018 Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes  
31 July 2018 KVFD Statement of Expense with Budget Variance  
12 September 2018 KVFD Chief's Report  
31 July 2018 KVFD Response Report

**MOVED** by Council. Brennan and seconded by Council. Lewis the Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes dated 12 September 2018, the KVFD Statement of Expense with Budget Variance dated 31 July 2018, the KVFD Chief's Report dated 12 September 2018, and the KVFD Response Report dated 31 July 2018 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander suggested the Board investigate the use of a committee to help develop the Strategic Plan. Council. Brennan noted he will address the recommendation at the next meeting.

**CARRIED.**

- 7.5 30 September 2018 Draft unaudited Rothesay General Fund Financial Statements

**MOVED** by Council. Brennan and seconded by Council. Shea the draft unaudited Rothesay General Fund Financial Statements dated 30 September 2018 be received/filed.

### ON THE QUESTION:

Council. Brennan noted it is expected 90% of the 2018 Flood Costs (\$472,163) is recoverable through the Disaster Financial Assistance program or insurance. He added the Eriskay Drive/Iona Avenue project is roughly \$125,000 over budget. Treasurer MacDonald clarified the total amount recoverable through the Disaster Financial Assistance program and insurance for 2018 Flood Costs is unclear, however a significant portion is expected.

**CARRIED.**

- 30 September 2018 Draft unaudited Rothesay Utility Fund Financial Statements

**MOVED** by Council. Brennan and seconded by Council. Shea the draft unaudited Rothesay Utility Fund Financial Statements dated 30 September 2018 be received/filed.

**CARRIED.**

- 23 October 2018 Draft Finance Committee Meeting Minutes

**MOVED** by Council. Brennan and seconded by Council. Shea the Draft Finance Committee Meeting Minutes dated 23 October 2018 be received/filed.

**CARRIED.**

- Cherry Brook Zoo

**MOVED** by Council. Brennan and seconded by Council. McGuire the donation request submitted by the Cherry Brook Zoo be denied.

**NAY voted recorded from Council. Wells.**

**CARRIED.**

- 31 October 2018 Donation Report

**MOVED** by Council. Brennan and seconded by Council. Shea the Donation Report dated 31 October 2018 be received/filed.

**CARRIED.**



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7.5.1 31 October 2018 Letter from the Joint Finance Committee RE: Recommendations from the October 29, 2018 Joint Finance Committee on Shared 2019 Budgets

➤ Kennebecasis Public Library 2019 Budget

**MOVED** by Counc. Shea and seconded by Counc. Mackay French Council accept the proposed 2019 Kennebecasis Public Library Budget as prepared.

**CARRIED.**

**MOVED** by Counc. Lewis and seconded by Deputy Mayor Alexander the Kennebecasis Public Library 2019 Budget be referred to the Finance Committee for the 2019 budget process.

**CARRIED.**

➤ Kennebecasis Valley Fire Department 2019 Budget

**MOVED** by Counc. Brenan and seconded by Counc. Wells Council accept the proposed 2019 Kennebecasis Valley Fire Department Inc.'s Budget with the deferral of the Replacement Vehicle for the Toyota Sienna, (-\$45,000), to a future year's budget, and further the budget be referred to the Finance Committee for the 2019 budget process.

**CARRIED.**

➤ Kennebecasis Regional Joint Board of Police Commissioners 2019 Budget

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French Council accept the proposed 2019 Kennebecasis Regional Joint Board of Police Commissioners Budget with the deferral of the Forensic Specialist Position, (-\$92,500) at this time, acknowledging that if needed, this service can be acquired through neighbouring policing jurisdictions, and further the budget be referred to the Finance Committee for the 2019 budget process.

ON THE QUESTION:

Counc. Wells inquired if the KRPF indicated a willingness to share the services of the Human Resource specialist with the KVFD. Deputy Mayor Alexander noted the matter is under review.

**CARRIED.**

7.6 16 October 2018 Draft Parks and Recreation Committee Meeting Notes

**MOVED** by Counc. Wells and seconded by Counc. Lewis the Draft Parks and Recreation Committee Meeting Notes dated 16 October 2018 be received/filed.

ON THE QUESTION:

Counc. Wells gave a brief summary of the notes and commented on the benefits of resident-led initiatives. She noted further investigation is required to determine if Ability NB can provide assistance identifying areas of improvement for accessibility within the Town. Counc. Shea questioned if items discussed at a meeting without a quorum will be revisited at the next meeting. Counc. Wells noted it is unlikely unless the items require further discussion or action by the Committee. Counc. Lewis requested a status update with respect to the heat pump installation at the Bill McGuire Centre. DRP Jensen advised it is expected a heat pump will be installed in the Bill McGuire Centre before the end of the year.

**CARRIED.**

7.7 17 October 2018 Draft Age-Friendly Committee Meeting Minutes

**MOVED** by Counc. Wells and seconded by Counc. Lewis the Draft Age-Friendly Committee Meeting Minutes dated 17 October 2018 be received/filed.

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### ON THE QUESTION:

Counc. Wells gave a brief summary of the minutes and noted the YMCA of Greater Saint John is interested in a partnership with the Town to help operate the Hive.

**CARRIED.**

- 2019 Budget request for the Hive

**MOVED** by Counc. Wells and seconded by Counc. Lewis the request for a donation in the amount of \$40,000 to furnish the Hive be referred to the 2019 budget process.

### ON THE QUESTION:

Counc. Wells noted the request is to help furnish the Hive. She added it is intended the Hive will be self-sustaining however financial assistance is required to help “get off the ground”. She further noted the Hive is promoting sponsorship opportunities. Counc. Lewis inquired about the items required to furnish the area. Counc. Wells noted couches, chairs, tables, and other items to create a habitable space for seniors to get together and socialize or participate in activities.

**CARRIED.**

- Age-Friendly Background Study (Dalhousie University students)

**MOVED** by Counc. Wells and seconded by Counc. Shea the Age-Friendly Housing Background Study (Dalhousie University students) be made public.

**CARRIED.**

**MOVED** by Counc. Wells and seconded by Counc. Shea the Age-Friendly Housing Background study be considered in the Municipal Plan review process.

**CARRIED.**

**MOVED** by Counc. Wells and seconded by Counc. Mackay French the Age-Friendly Housing Background study be sent to federal Minister Filomena Tassi, provincial Minister Dorothy Shepard, and provincial Minister Ted Flemming.

**CARRIED.**

7.8 17 October 2018 Draft Works and Utilities Committee Meeting Minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells the Draft Works and Utilities Committee Meeting Minutes dated 17 October 2018 be received/filed.

### ON THE QUESTION:

In response to an inquiry, Town Manager Jarvie confirmed there is one rented vehicle in service by the Town. Counc. Lewis questioned if a one ton truck was examined by the Committee as requested in his correspondence that was referred to the Committee. Town Clerk Banks clarified the October 9<sup>th</sup> motion of Council was to refer the email from Counc. Lewis to the Works and Utilities Committee. Counc. Lewis noted the request was intended to be part of the motion. Town Manager Jarvie confirmed that a Town vehicle was not present at the meeting for the Committee to examine. Counc. Lewis questioned if the Committee reviewed and compared similar policies for the disposal of surplus equipment created by other municipalities. Deputy Mayor Alexander noted the Committee reviewed the correspondence that was referred by Council.

**CARRIED.**

- Water By-law 1-18  
**See Item 9.3**

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### ➤ Disposal of Town Surplus Equipment

**MOVED** by Deputy Mayor Alexander and seconded by Council. Wells the current practice for the disposal of Town surplus equipment is acceptable, and further that a policy be developed prohibiting Council members, Town staff, as well as relatives of Council and staff members from submitting bids for the purchase of surplus Town equipment.

**NAY votes recorded from:** Councils. Brennan and Lewis.

**CARRIED.**

### ○ Draft Policy for Approval

**MOVED** by Deputy Mayor Alexander and seconded by Council. Wells Council approve the Draft Disposal of Surplus Vehicles and Equipment Policy as ~~presented~~ *subject to the inclusion of the following:*

1. *All units are to be sold as is.*
2. *All vehicles and equipment that are declared surplus are to be disposed of as indicated by this policy.*
3. *All bids received are to be opened in a public forum at the Town Hall.*

### ON THE QUESTION:

Council. Lewis requested the following be included in the policy: 1. All units are to be sold as is; 2. All vehicles and equipment with an RO number that are declared surplus are to be disposed of as indicated by this policy; and 3. All bids received are to be opened in a public forum in Town Hall. Council. Wells questioned if any work is done to vehicles before they are sold. DO McLean advised repairs prior to disposal typically only occur if there is minor damage that can be repaired by Town staff that may increase the resale value of the equipment. Council. Lewis commented that not all surplus equipment was posted to Kijiji at the same time. He noted the policy revisions will reduce the possibility of any miscommunications.

**MOVED** by Council. Lewis and seconded by Council. Brennan Council approve the Draft Disposal of Surplus Vehicles and Equipment Policy subject to the inclusion of the following:

4. All units are to be sold as is.
5. *All vehicles and equipment ~~with an RO number~~ that are declared surplus are to be disposed of as indicated by this policy.*
6. All bids received are to be opened in a public forum in Town Hall.

### ON THE QUESTION:

Council. Brennan clarified that the revisions will improve transparency. Council. McGuire inquired if staff can decline bids if they are inadequate. DO McLean advised there is no requirement mandating that the highest bid be accepted. There was a brief discussion with respect to identifying the equipment. It was suggested "with an RO number" be removed and replaced with "All vehicles and equipment" in order to encompass all items of surplus equipment. Council. Lewis requested clarification questioning if Town staff sign off on all sales of disposal equipment. Town Clerk Banks clarified that signatures of the Mayor and Town Manager are required on the policy document upon approval of Council, not individual sales of equipment.

**Amending motion CARRIED.**  
**MAIN motion, as amended, CARRIED.**

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### ➤ Crew and Pool Vehicle Tender Specifications

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells Council adopt the following standard equipment provisions when purchasing crew and pool vehicles for Town staff:

1. Blind Spot Information System
2. Forward Collision Avoidance System
3. Heavy duty suspension; and
4. Solid durable and cleanable seating surfaces.

### ON THE QUESTION:

Counc. Shea questioned the value of a policy for the matter. He expressed concern that the features listed are typically included in packages with other features that may increase the overall price. Deputy Mayor Alexander contended that the features are to ensure the safety of Town staff and community members. Counc. Brenan questioned why Rothesay requires high quality vehicles when other municipalities and the Provincial government appear to use base models. He stressed the importance of fiscal responsibility and commented on cost savings through purchasing base models. Deputy Mayor Alexander noted it is expected the life-span of base models is significantly shorter than mid-range models purchased by the Town. There was discussion with respect to safety, durability, and cost. Counc. Mackay French echoed Counc. Shea's inquiry as to why a policy is necessary. She noted creation of a policy reduces Council oversight. There was discussion with respect to typical vehicle packages. Counc. Lewis agreed with Counc. Brenan noting these features are typically associated with expensive packages. He added other municipalities use base models.

**YEA votes recorded from:** Deputy Mayor Alexander, Councils. McGuire and Wells.

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

**DEFEATED.**

7.9 5 November 2018 Draft Planning Advisory Committee Meeting Minutes

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

**CARRIED.**

### ➤ Cash in Lieu of Land for Public Purposes – 4 Allison Drive

**MOVED** by Counc. Shea and seconded by Counc. Brenan Council accept \$6,012.36 as cash in lieu of land for public purposes for the proposed vacant LOT 18-2 to be subdivided from 4 Allison Drive (PID 30311195) as shown on the Tentative Plan of Subdivision T-0716.

**CARRIED.**

7.8 October 2018 Monthly Building Permit Report

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the Monthly Building Permit Report dated October 2018 be received/filed.

**CARRIED.**

7.11 8 November 2018 Capital Projects Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells the Capital Projects Summary dated 8 November 2018 be received/filed.

**CARRIED.**

7.12 2017-2018 Fundy Library Region's Annual Report

**MOVED** by Counc. Shea and seconded by Counc. Wells the Fundy Library Region's Annual Report dated 2017-2018 be received/filed.

**CARRIED.**

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7.13 2017-2018                      New Brunswick Community College (NBCC) Annual Report  
2017-2018                      NBCC Report to the Community

**MOVED** by Counc. Brenan and seconded by Counc. Shea the New Brunswick Community College (NBCC) Annual Report dated 2017-2018, and the NBCC Report to the Community dated 2017-2018 be received/filed.

**CARRIED.**

7.14 2017                              Enterprise Saint John Annual Report

**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander the Enterprise Saint John Annual Report dated 2017 be received/filed.

**CARRIED.**

### 8. UNFINISHED BUSINESS

N/A

### 9. NEW BUSINESS

#### 9.1 BUSINESS ARISING FROM DELEGATIONS

##### 9.1.1 Regional Ice Strategy

9 November 2018              Memorandum from Town Manager Jarvie

DRAFT                              Fundy Region Ice Strategy

**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander the Draft Fundy Region Ice Strategy recommendations be referred to the Parks and Recreation Committee.

**CARRIED.**

### ADMINISTRATION

#### 9.2 2018 Property Tax Referrals

31 October 2018              Memorandum from Town Manager Jarvie

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire the memorandum from Town Manager Jarvie RE: 2018 Property Tax Referrals dated 31 October 2018 be received/filed.

**CARRIED.**

#### 9.3 By-law 1-18 Water By-law

8 November 2018              Memorandum from Town Clerk Banks

DRAFT                              By-law 1-18 with Schedule E

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells Council give 1<sup>st</sup> Reading, by Title, to By-law 1-18, "Water By-law".

#### ON THE QUESTION:

Counc. Brenan requested a comparison report to identify the differences between draft Water By-law 1-18 and draft Water By-law 2-15. Mayor Grant noted the differences were identified in previous Works and Utilities Committee minutes.

**MOVED** by Counc. Brenan and seconded by Counc. Lewis By-law 1-18 be tabled pending a comparison to identify the differences between draft Water By-law 1-18 and draft Water By-law 2-15.

**CARRIED.**

It was agreed to defer the scheduling of a Public Hearing until first reading is given to draft Water By-law 1-18.

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### 9.4 By-law 2-18 A By-law Respecting the Remuneration of Council and Committee Members

6 November 2018 Memorandum from Town Clerk Banks  
15 October 2018 Memorandum from Treasurer MacDonald  
6 November 2018 Recommendation from Personnel Committee  
DRAFT By-law 2-18 with Schedule A  
By-law 1-06  
9 November 2015 Resolution of Rothesay Council

**MOVED** by Counc. Wells and seconded by Counc. McGuire Council give 1<sup>st</sup> Reading, by Title, to By-law 2-18, "A By-law of the Municipality of Rothesay Respecting the Remuneration of Council members and Committee members".

#### ON THE QUESTION:

Counc. McGuire clarified that the increase in remuneration is to compensate for the increased taxes that will be incurred by councillors.

**CARRIED.**

Town Clerk Banks read By-law 2-18 by title.

Town Clerk Banks clarified a resolution to set the remuneration of Council will be discussed at the time the By-law is enacted by Council.

### 9.5 Procedural By-law revision

6 November 2018 Memorandum from Town Clerk Banks

**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander Council hereby adopts the revised Schedule C-2, "External Council Appointments" forming a part of By-law 2-14, "A By-law of the Municipality of Rothesay Respecting the Procedure and Organization of Council", dated 13 November 2018; more specifically the change to the composition of the Kennebecasis Valley Fire Department Inc. Board, in accordance with the Amending Agreement dated 16 October 2018.

#### ON THE QUESTION:

Deputy Mayor Alexander requested clarification. Counc. Brenan noted the Board will remain as is with the exception of the resignations from the CAOs of Rothesay and Quispamsis.

**CARRIED.**

### 9.6 Appointment to Emergency Measures Committee

8 November 2018 Memorandum from Mayor Grant

**MOVED** by Counc. Wells and seconded by Counc. Mackay French the memorandum from Mayor Grant RE: Appointment to Emergency Measures Committee dated 8 November 2018 be received/filed.

**CARRIED.**

## OPERATIONS

### 9.7 Environmental Trust Fund Application: Climate Change Adaption Plan

8 November 2018 Report prepared by DO McLean

**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander Council apply to the Environmental Trust Fund for a grant in the amount of \$40,000 to create a Climate Change Adaptation Plan for Rothesay with the municipal share of the cost not to exceed \$10,000.

#### ON THE QUESTION:

In response to an inquiry, Town Manager Jarvie advised the grant is Provincial funding.

**CARRIED.**

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### 9.8 One Ton Truck Purchase – Works Department

8 November 2018 Report prepared by DO McLean

**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander Council accept the submission from Downey Ford Sales at a base price of \$74,543.00 plus applicable taxes and further that the Director of Operations be authorized to issue a purchase order in that regard.

#### ON THE QUESTION:

Counc. Lewis expressed concern that a “build sheet” was not provided for review. He commented that Council is unable to provide adequate oversight if details are not provided regarding the features included. He noted lower range models are adequate to complete the work and can reduce initial purchase costs. Counc. Wells noted the item is within the budget envelope and suggested total vehicle costs be discussed during budget deliberations. She noted details regarding vehicle features are a responsibility of Town staff and requesting details on individual purchases can be viewed as micromanaging. Counc. Brenan noted a build sheet will help Council understand the value received for the cost. He noted it may be beneficial to compare similar purchases with other municipalities or the Provincial government. Counc. McGuire noted through previous experience he believes the cost is fair. Counc. Mackay French agreed Council should not micromanage however it is within Council’s mandate to provide oversight. She noted since the information has already been obtained by Town staff it is expected that providing the details to Council will be a simple task. There was general discussion with respect to the vehicle, typical equipment packages, and the budget process for individual department budgets. Counc. Lewis noted he is not in favour of approving “luxury” vehicles for work that can be completed with base model vehicles. Deputy Mayor Alexander noted typical vehicle packages were created to reduce overall vehicle costs. He indicated requesting individual features without a package may increase the cost.

**YEA votes recorded from:** Deputy Mayor Alexander, Councils. McGuire and Wells.

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

**DEFEATED.**

**MOVED** by Counc. Wells and seconded by Counc. Lewis the matter be deferred to the December Council meeting pending the provision of a build sheet identifying vehicle specifications.

**NAY vote recorded from:** Deputy Mayor Alexander.

**CARRIED.**

## COUNCIL REQUESTS

### 9.9 Rothesay Arena

6 November 2018 Memorandum from Counc. Shea

Mayor Grant noted the proposed motion is unusual and irregular and it ignores the Procurement Act and the Town’s Purchasing Policy. She explained the Town’s Purchasing Policy states “municipalities shall issue a public tender for purchases over the following thresholds: Goods over \$25,000, Services over \$50,000, and Construction Projects over \$100,000”. She noted: financial implications are required to determine the projected impact on the budget and tax rate; there is no scope or plan for the project; the source of funding has not been identified; if construction begins in 2019 the Town must borrow funds from the Municipal Capital Borrowing Board; and there is no mention of a financial analysis or public input regarding the possible impact on the tax rate. Mayor Grant asked if Counc. Shea wished to withdraw his memorandum. Counc. Shea confirmed he wished to proceed with the recommendation as stated, as there was nothing irregular and the motion was fairly straightforward. He noted: Council agreed to pursue renovation of the arena; delay of the project will continue if no action is taken; and the recommendation provides adequate flexibility to determine the next steps of the process.

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**MOVED** by Council. Shea and seconded by Council. Brenan Council engage local contractors to quote on a phased, multi-year renovation to the Rothesay arena; further, the project be phased in a manner that minimizes the impact on the hockey season; and further, construction to begin in 2019.

RESCINDED 10 DECEMBER 2018. MB MJ

### ON THE QUESTION:

Concern was expressed that the correspondence included a motion with a mover and seconder identified prior to the meeting. Council. Shea contended that there are no restrictions that state a mover and seconder cannot be identified before the meeting. Council. Wells expressed concern that the recommendation is advancing the project without due process; and there is insufficient information to make an informed decision regarding cost, scope of the project, and financial implications to the public. Council. Brenan commented that there is roughly \$4 million dollars available in the Gas Tax Fund for the project. Mayor Grant noted the funds were allocated for the development of a new facility. Council. Brenan contended that it is expected the funds could also be used for a renovation. Mayor Grant noted this was unclear. Council. Brenan suggested the sale of Town owned land on Scott Avenue could provide additional funds for the project. Mayor Grant expressed concern that Council has not agreed upon the specific features desired for the project. Council. Brenan stressed the importance of completing the project in a timely fashion and reducing delays that are caused by inaction and noted he wants the rink renovated during this Council term. He noted if quotes are secured prior to Christmas it is likely the project could begin as early as spring. Council. McGuire requested clarification stating the recommendation identifies a multi-year renovation however Council. Brenan indicated the project could begin as early as spring 2019. Council. Brenan noted without action it is likely the project may be delayed further.

Deputy Mayor Alexander commented that it is unusual to identify a mover and seconder for a motion prior to the meeting. He questioned if a vote was held in a meeting prior to the regular Council meeting. Council. Brenan confirmed that some Council members did meet. In response to an inquiry, Town Clerk Banks clarified that the meeting is not considered an official meeting of Council and any vote taken is null and void as the Town Clerk or other members of Council were not present. Council. Lewis reiterated that the matter is of a contentious nature however Council agreed to pursue renovation of the arena. He expressed concern that the process will be long and drawn-out if action is not taken. Council. Mackay French noted she is in favour of having another collective discussion on the matter. She expressed concern that the project has been discussed for roughly fifteen years and inaction could result in no arena at all for the Town. She commented that a significant portion of taxpayer funds has been spent without any results. She further noted Council agreed to pursue renovation of the arena.

Council. Wells noted there are variables that require further investigation before action can be taken including cost, timeline, and scope of the project. She stressed the importance of working collaboratively and following proper procedure. She noted there may be opportunities to reduce the overall estimated renovation cost indicated in the engineering Arena Assessment report; however this requires that Council determine the full scope of the project. Council. Wells commented the engineering report indicated costs of \$6.5 million for renovations and the estimate to build a new arena is currently about \$9 million. She further stressed the importance of identifying the impact on the tax rate to inform the public and ensure transparency is maintained. Council. Mackay French indicated the motion ensures the discussion continues. She noted once a contractor is engaged Council can determine what renovations are adequate. Council. Wells contended that it may be advantageous to present a contractor with a list of suggested renovations to provide initial guidance. Council. Mackay French noted Council has had discussions in the past regarding suggested renovations.

**YEA votes recorded from:** Councils. Brenan, Lewis, Mackay French, and Shea.

**NAY votes recorded from:** Deputy Mayor Alexander, Councils. McGuire and Wells.

**CARRIED.**

RESCINDED 10 DECEMBER 2018 MJ MB



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**10. NEXT MEETING**

**Public meeting (Draft Budget)** Monday, November 26, 2018 Town Hall at 8 p.m.  
➤ 6 November 2018 Memorandum from Town Clerk Banks

**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander Council schedule a special Open Session Council meeting for Monday, November 26, 2018 at 8:00 p.m. for the public presentation of the draft 2019 budget.

**CARRIED.**

**Regular meeting** Monday, December 10, 2018  
**Public Hearing (Bridlewood Estates) TBD**

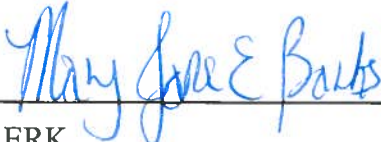
**11. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 9:26 p.m.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CLERK