



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, December 10, 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 Counc. Shea and seconded by Counc. McGuire the agenda be approved as circulated.

**CARRIED.**

**2. ADOPTION OF MINUTES**

➤ Regular Meeting 13 November 2018

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells the Open Session Council minutes of 13 November 2018 be adopted as circulated.

**CARRIED.**

➤ Public Meeting 26 November 2018

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the Open Session Council minutes of 26 November 2018 be adopted as circulated.

**CARRIED.**

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

**3. OPENING REMARKS OF COUNCIL**

Mayor Grant invited all to attend the Mayor's Tree Lighting ceremony December 12, 2018 on the Common.

Counc. Wells extended condolences to the family of Shirley Malcolm. She noted Ms. Malcolm was an active member of the Age Friendly Committee that helped develop "the Hive" as the name for the Seniors Resource Centre. She added Ms. Malcolm will be greatly missed. Counc. Shea echoed Counc. Wells' comments.

**3.1 Declaration of Conflict of Interest**

Counc. Lewis declared a conflict of interest for Item 9.2.2 Vocational Training Centre for Adults donation request.

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## 4. DELEGATIONS

### 4.1 KV Oasis

Sarah Doyle, Caitlin Grogan, and Sam Palmer

Mayor Grant welcomed Sarah Doyle, Caitlin Grogan, and Sam Palmer of the KV Oasis Youth Centre. Ms. Grogan noted she is the Chair of the KV Oasis Youth Advisory Committee (YAC) and the Fundraising and Events Coordinator. She introduced Sam Palmer, Vice Chair of the YAC, and KV Oasis Board member Sarah Doyle, Treasurer/Financial Committee Chair. The group highlighted the following: 2018 Statistics – centre visits, program participants, referrals to a counsellor, visits to the Nurse Practitioner, and number of members from Rothesay, Quispamsis, and the Greater Saint John region; the Supper Club program; and the Hub. Mr. Palmer commented on the benefits of the Centre and positive feedback received from youth, and thanked Council for past support. Ms. Grogan requested Council consider donating \$10,000 to cover the cost of memberships to ensure the Centre is inclusive and barrier-free. Ms. Doyle reported the average cost of membership for an individual is \$250 per year, however to ensure the Centre is barrier-free, membership costs are covered by the organization. This translates to a loss of potential revenue in the amount of \$55,250 from Rothesay members (\$250 x 221 Rothesay members). She noted the \$10,000 will cover operating costs that are not covered by other grants.

Counc. Brennan inquired about the reduction in fundraising revenue and the increase in salaries and expenses. Ms. Doyle advised the reduction in fundraising revenue was related to timing; the date of a significant fundraising event was changed and impacted overall revenue within the fiscal year. She added the increase in salaries was a result of the Executive Director being drastically underpaid in the first year, and it was determined additional staff were required to operate the Centre. Counc. Wells encouraged the representatives to submit all budget requests in the fall to provide sufficient time for discussion prior to annual budget deliberations. She commented on the group's previous interest in self-sustaining operations. Ms. Grogan noted the original intent was to charge membership fees however it was discovered the fees are not feasible for all members. To ensure the Centre remains accessible to all youth membership, costs were absorbed by the organization. Counc. Wells inquired if the Centre has explored the possibility of partnerships with other organizations such as the YMCA of Greater Saint John. Ms. Doyle noted the YMCA primarily operates in Saint John and this may pose a challenge to members however the idea will be brought back to the KV Oasis Board of Directors for discussion. Counc. Shea inquired about the size and annual rent for the Centre. Ms. Doyle noted she was unsure of the exact size of the Centre, annual rent is approximately \$100,000, and the lease for the space will expire in two years. Deputy Mayor Alexander commended the group on their positive impact on the community. He questioned if any restrictions exist for the Supper Club. Ms. Doyle noted to reduce stigma and ensure the program is available to all members there are no restrictions for the Supper Club. She added a \$25,000 grant was received from the McCain Foundation to provide the service. Deputy Mayor Alexander inquired about membership data. Ms. Doyle noted it is common for regular members to bring visiting family members and friends which may impact the intake data regarding geographic locations. She added measures will be introduced to help provide data for regular members and "one-time" visitors.

Mayor Grant thanked the representatives of the KV Oasis Youth Centre for their presentation and noted the item will be dealt with later on the agenda. The group thanked Council and left the meeting.

### 4.2 Capital Asset Management Plan Treasurer MacDonald

Mayor Grant welcomed Treasurer MacDonald. Treasurer MacDonald gave an overview of the Asset Management Plan and highlighted the following: minimum requirements, level of service, risk assessment, condition assessment, cost analysis, financial planning, policy, and the next steps in the process. He noted the Federal Gas Tax Fund from Infrastructure Canada has an agreement in place with the Province of New Brunswick, effective April 2014 – March 2024. Under the agreement, the Province has committed that all municipalities will develop a Capital Asset Management Plan. He introduced

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Ms. Amy Winchester of CBCL and noted Ms. Winchester is one of the primary authors of Rothesay's Capital Asset Management Plan.

Treasurer MacDonald advised "level of service" during Phase I includes a description of services provided by the municipality; later phases will determine the performance expectations for services provided; the Plan provides maps indicating core and high value assets; various factors can impact condition assessments; and there is an "infrastructure deficit" of approximately \$30 million dollars. He noted the Policy formally documents existing strategies practiced by Town staff. He added projects such as the Inflow and Infiltration Study act as initiatives to further advance the Town's Capital Asset Management Plan. He concluded that the next steps are to adopt the Asset Management Policy, refine levels of service, upgrade condition assessments and related cost analysis, and lobby funding partners.

Deputy Mayor Alexander commented on the need for additional funding from other levels of government. In response to an inquiry, Treasurer MacDonald noted the \$30 million dollar infrastructure deficit does not include the new wastewater treatment plant project.

Mayor Grant thanked Treasurer MacDonald and noted the item will be dealt with later on the agenda.

### 5. CORRESPONDENCE FOR ACTION

5.1 20 November 2018 Media Release from CPA New Brunswick RE: Free Financial Literacy Education Sessions

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells the Media Release from CPA New Brunswick RE: Free Financial Literacy Education Sessions dated 20 November 2018 be referred to the Age-Friendly Committee.

**CARRIED.**

5.2 *Various* Correspondence (3) from residents RE: Secondary Plan concerns

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis the various correspondence (3) from residents RE: Secondary Plan concerns be referred to staff.

**CARRIED.**

### 6. CORRESPONDENCE - FOR INFORMATION

6.1 5 November 2018 Letter from the Department of Transportation and Infrastructure RE: Receipt of Municipal Designated Highway Program 2019-2023

**MOVED** by Counc. Shea and seconded by Deputy Mayor Alexander the letter from the Department of Transportation and Infrastructure RE: Receipt of Municipal Designated Highway Program 2019-2023 dated 5 November 2018 be received/filed.

**CARRIED.**

6.2 8 November 2018 Letter from the Canadian Peacekeeping Veterans Association RE: Request for financial support (See item 9.2.2)

**See Item 9.2.2.**

6.3 14 November 2018 Letter from the New Brunswick Medical Education Foundation RE: Request for renewal of Medical Education Scholarship (See item 9.2.2)

**See Item 9.2.2.**

6.4 15 November 2018 Letter from the Canada Games Aquatic Centre RE: Thank You – Supplemental Funding for 2018

**MOVED** by Counc. Wells and seconded by Counc. McGuire the letter from the Canada Games Aquatic

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Centre RE: Thank You – Supplemental Funding for 2018 dated 15 November 2018 be received/filed.  
**CARRIED.**

6.5 22 November 2018 Email from Enterprise Saint John RE: Transition to Economic  
Development of Greater Saint John

**MOVED** by Counc. Wells and seconded by Counc. Lewis the email from Enterprise Saint John RE:  
Transition to Economic Development of Greater Saint John dated 22 November 2018 be received/filed.  
**CARRIED.**

6.6 26 November 2018 Email from resident RE: Thank you – improvements to Kennebecasis  
Park entrance

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells the email from resident RE:  
Thank you – improvements to Kennebecasis Park entrance dated 26 November 2018 be received/filed.  
**CARRIED.**

## 7. REPORTS

7.0 **December 2018** Report from Closed Session  
N/A

7.1 17 October 2018 Kennebecasis Public Library (KPL) Board Meeting Minutes  
October 2018 KPL Librarian's Report  
30 September 2018 KPL Comparative Income Statement  
October 2018 KPL Building Maintenance Report

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the Kennebecasis Public Library  
(KPL) Board Meeting Minutes dated 17 October 2018, the KPL Librarian's Report dated October 2018,  
the KPL Comparative Income Statement dated 30 September 2018, and the KPL Building Maintenance  
Report dated October 2018 be received/filed.

**CARRIED.**

7.2 10 October 2018 Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes  
31 August 2018 KVFD Statement of Expense with Budget Variance  
10 October 2018 KVFD Chief's Report  
30 September 2018 KVFD Response Report

**MOVED** by Counc. Brennan and seconded by Counc. Lewis the Kennebecasis Valley Fire Department  
(KVFD) Board Meeting Minutes dated 10 October 2018, the KVFD Statement of Expense with Budget  
Variance dated 31 August 2018, the KVFD Chief's Report dated 10 October 2018, and the KVFD  
Response Report dated 30 September 2018 be received/filed.

### ON THE QUESTION:

Mayor Grant requested an update with respect to Fire Marque and a by-law for cost recovery. Town  
Manager Jarvie advised discussions are underway with the town of Quispamsis regarding common  
wording for a similar by-law. He added the item will be discussed further in January with a  
representative from Fire Marque.

**CARRIED.**

7.3 31 October 2018 Draft unaudited Rothesay General Fund Financial Statements

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

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### ON THE QUESTION:

Counc. Brenan expressed concern that the 2018 Asphalt/Microseal budget is estimated to be over budget by roughly \$200,000. He noted staff indicated a tender was not necessary as sufficient funds were available in the 2018 budget for the addition of work to the Kennebecasis Park entrance. Treasurer MacDonald clarified the existing Asphalt/Microseal contract permitted the additional project as it was within the scope identified in the contract. Town Manager Jarvie added the cost of asphalt obtained for the 2018 Asphalt/Microseal contract was reasonable.

**CARRIED.**

31 October 2018 Draft unaudited Rothesay Utility Fund Financial Statements

**MOVED** by Counc. Brenan and seconded by Counc. Shea the draft unaudited Rothesay Utility Fund Financial Statements dated 31 October 2018 be received/filed.

**CARRIED.**

29 November 2018 Draft Finance Committee Meeting Minutes

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the Draft Finance Committee Meeting Minutes dated 29 November 2018 be received/filed.

**CARRIED.**

- Insurance Renewal  
**See Item 9.3**
  
- Asset Management Plan  
**See Item 9.1.2**

7.4 20 November 2018 Draft Parks and Recreation Committee Meeting Minutes

**MOVED** by Counc. Wells and seconded by Counc. Lewis the Draft Parks and Recreation Committee Meeting Notes dated 20 November 2018 be received/filed.

**CARRIED.**

- Regatta Row Gate

**MOVED** by Counc. Wells and seconded by Counc. Lewis Council approve the installation of a gate on Regatta Row at a maximum cost of \$5,000 to be cost shared with the Kennebecasis Rowing Club.

### ON THE QUESTION:

Counc. McGuire inquired if the \$5,000 refers to the total cost of the gate or the Town's maximum contribution. DRP Jensen advised it is expected the total cost of the gate will not exceed \$5,000. He noted he will contact the Kennebecasis Rowing Club to determine interest in sharing the total cost. Counc. Shea inquired if installing a gate would be considered closing the road. Town Manager Jarvie advised a road closure may be required. Counc. Lewis clarified that the gate will have a space enabling pedestrian access. He added the gate is intended to prevent theft as a trailer was stolen in the past. Counc. Brenan inquired about emergency access for first responders. Town Manager Jarvie advised protocols are in place to permit emergency access in emergency situations.

**CARRIED.**

- Arthur Miller Fields Rates

**MOVED** by Counc. Wells and seconded by Counc. Lewis the youth rate at Arthur Miller Fields starting in 2019 be increased to \$35/hour and the adult rate remain at \$60/hour.

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### ON THE QUESTION:

In response to an inquiry, DRP Jensen advised the existing youth rate is \$30/hour. Council. Brennan questioned why the youth rate increased and not the adult rate. Council. Wells noted the increase is comparable to other facilities.

**CARRIED.**

- Data collection for Rothesay Arena user groups

**MOVED** by Council. Wells and seconded by Council. Lewis Council deny the request to mandate the collection of postal codes for regular arena user groups.

### ON THE QUESTION:

Council. Mackay French commented on the Committee's recommendation. Council. Wells noted the Committee recommended against mandating the collection of user data as the initiative would create additional work for volunteers and non-resident use of the Rothesay arena is not a concern. Council. Mackay French contended that the initiative may not directly benefit Rothesay however it is beneficial to the region. DRP Jensen confirmed the majority of users of the Rothesay arena reside in either Rothesay or Quispamsis.

**NAY vote recorded from Council. Mackay French.**

**CARRIED.**

**MOVED** by Council. Wells and seconded by Council. Lewis Council support the continuance of the Regional Ice Strategy pending completion of the regional funding formula.

**CARRIED.**

- Bill McGuire Centre Rates

**MOVED** by Council. Wells and seconded by Council. Lewis Council approve the following change in rates for the Bill McGuire Centre:

#### **SATURDAY RENTAL: 8 a.m. – 1 a.m. Sunday**

This is for a full day rental. Facility is not available to rent on an hourly basis on Saturday

Non-Profit: \$125

Fundraising Groups: \$175

Commercial: \$700

#### **FRIDAY RENTAL: Noon – 1 a.m. Saturday (except summer months)**

Non-Profit: \$125

Fundraising Groups: \$175

Commercial: \$350

#### **FRIDAY/SATURDAY COMBO RENTAL**

From 1 p.m. Friday – 1 p.m. Sunday (when Day Camp is **not** in session)

\$850

From 7 p.m. Friday – 1 p.m. Sunday (when Day Camp is in session)

\$800

### ON THE QUESTION:

Council. Lewis commented on the installation of a five ton air conditioning unit. He added since the facility is booked roughly a year in advance the increase will not impact current revenue. In response to an inquiry, it was noted "summer months" refers to July and August when Day Camp is in session.

**CARRIED.**

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7.5 21 November 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 21 November 2018 be received/filed.

**CARRIED.**

- Build sheets for vehicles  
**See Item 9.8**

7.6 21 November 2018 Draft Heritage Preservation Review Board Meeting Minutes  
**MOVED** by Counc. Mackay French and seconded by Counc. Brenan the Draft Heritage Preservation Review Board Meeting Minutes dated 21 November 2018 be received/filed.

**CARRIED.**

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

7.7 3 December 2018 Draft Planning Advisory Committee Meeting Minutes  
**MOVED** by Counc. McGuire and seconded by Deputy Mayor Alexander the Draft Planning Advisory Committee Meeting Minutes dated 3 December 2018 be received/filed.

**CARRIED.**

Counc. Shea returned to the meeting.

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

### ON THE QUESTION:

Counc. Lewis inquired about the single family dwelling on Bradley Lake Road. DPDS White advised the item relates to repairs due to a fire.

**CARRIED.**

7.9 5 December 2018 Capital Projects Summary  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells the Capital Projects Summary dated 5 December 2018 be received/filed.

**CARRIED.**

## 8. UNFINISHED BUSINESS

### 8.1 By-law 2-18 A By-law Respecting the Remuneration of Council and Committee members

4 December 2018 Memorandum from Town Clerk Banks

DRAFT By-law 2-18

15 October 2018 Memorandum from Treasurer MacDonald

6 November 2018 Recommendation from Personnel Committee

**MOVED** by Counc. McGuire and seconded by Counc. Brenan Council give 2<sup>nd</sup> Reading, by title, to By-law 2-18, "Remuneration By-law".

**CARRIED.**

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

**MOVED** by Counc. Shea and seconded by Counc. Mackay French Council give Reading in its Entirety, to By-law 2-18, "Remuneration By-law".

**CARRIED.**

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Town Clerk Banks read By-law 2-18 "Remuneration By-law" in its entirety.

**MOVED** by Counc. Wells and seconded by Counc. McGuire Council give 3<sup>rd</sup> reading, by title, and enactment to By-law 2-18, "Remuneration By-law".

## ON THE QUESTION:

Deputy Mayor Alexander noted one third of Council remuneration is currently an expense allowance that is not taxable or pensionable for Canadian Pension Plan purposes or insurable for Employment Insurance purposes. Beginning January 1, 2019 all Council remuneration will be taxable and pensionable for Canada Pension Plan purposes. By-law 2-18 will enable Council to "gross up" current remuneration levels to prevent adverse impacts of the upcoming legislative change eliminating the tax exemption. He stressed that it is not a pay raise.

**CARRIED.**

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

**MOVED** by Counc. McGuire and seconded by Counc. Lewis the remuneration for Rothesay Council, in accordance with By-law 2-18, "Remuneration By-law", be set as follows for January 1, 2019 to May 31, 2020:

|              |          |
|--------------|----------|
| Mayor        | \$35,000 |
| Deputy Mayor | \$18,900 |
| Councillor   | \$16,200 |

## ON THE QUESTION:

Counc. Brenan noted the recommendation from the Personnel Committee lists remuneration for the Deputy Mayor at \$18,000 however the staff recommendation lists the amount as \$18,900. It was confirmed the correct amount is \$18,900.

Mayor Grant requested Deputy Mayor Alexander assume the Chair.

Mayor Grant noted councils were advised of the upcoming legislative changes to the tax exemption and the Federation of Canadian Municipalities provided four options to local governments: a full compensation salary increase, a partial increase, changes to expense policies, or inaction. She noted it is standard practice for existing Council to set the remuneration levels for the incoming Council. She agreed that Council should be adequately compensated however setting personal remuneration levels may be perceived as a conflict of interest. She suggested the matter be deferred to fall of 2019 to set remuneration levels for the incoming Council.

Mayor Grant resumed the Chair.

Counc. Shea inquired if it is proper procedure for the Mayor to resume the Chair prior to completion of the vote. Town Clerk Banks referred to Section 54 of the Town's Procedural By-law stating "*The Mayor shall resume the chair prior to the vote being taken.*" Counc. Lewis stated he respectfully disagrees with the Mayor's comments, and noted it is reasonable to permit a "gross-up" of remuneration to prevent reductions due to the elimination of the tax exemption. There was further discussion with respect to procedure regarding the Mayor resuming the Chair prior to a vote being taken.

**CARRIED.**



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### 8.2 Water By-law 1-18

4 December 2018 Memorandum from Town Clerk Banks  
4 December 2018 Concordance table prepared by L. Pomeroy  
DRAFT By-law 1-18 "Water By-law"

**MOVED** by Deputy Mayor Alexander and seconded by Council. Wells Water By-law 1-18 be removed from the table.

**CARRIED.**

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

#### ON THE QUESTION:

Deputy Mayor Alexander commented on the extended time period for users to pay connection fees. Mayor Grant added the payment period for water meter rental fees was increased from three to five years.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Council. Wells Council schedule a Public Hearing for By-law 1-18, "Water By-law", for Monday, January 14, 2019 at 7 p.m. immediately prior to the Council meeting.

#### ON THE QUESTION:

Concern was expressed that scheduling the Public Hearing immediately prior to the January Council meeting may not provide sufficient time for discussion if there is significant public interest. It was noted scheduling the meeting on an alternate date may prove challenging for Council attendance. Deputy Mayor Alexander noted By-law 1-18 was developed with consideration for prior public concerns received from the previous Public Hearing, and it is anticipated there may be less opposition. Council. Brennan inquired if the information provided to Council will be on the Town's website for public review. Town Clerk Banks confirmed the concordance table and draft By-law 1-18 will be made available on the website when the notice of public hearing is posted.

**CARRIED.**

### 8.3 Rothesay Arena

7 December 2018 Memorandum from Town Manager Jarvie RE: November 13 arena motion (*with attachments*):  
6 Nov 2018 Memo - Counc. Shea  
6 July 2018 Memo - Town Mgr Jarvie RE: Wellness Centre  
4 Dec 2018 Memo - Town Mgr Jarvie RE: Process for New Rothesay 'Wellness Centre'

Mayor Grant noted the resolution of Council at the November 13, 2018 meeting regarding the Arena project did not define the scope or cost of the project and violated the New Brunswick Procurement Act as well as the Town's Purchasing Policy. She further noted the motion is illegal, and outside the scope of Council authority rendering the resolution invalid. As staff cannot proceed legally, it is recommended Council rescind the motion. She added Council may continue to pursue renovation of the arena however it must be in a manner that is in compliance with the Procurement Act and the Town's Purchasing Policy.

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**MOVED** by Council. Shea and seconded by Council. Brenan Council rescind the motion of November 13, 2018, more specifically:

***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.*

**CARRIED.**

### ON THE QUESTION:

Town Manager Jarvie clarified that the recommended motions put forth in his 7 December 2018 memorandum will advance the process to renovate the arena.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Council. Shea Council authorize a hazardous material assessment ± \$4,000.

### ON THE QUESTION:

Council. Wells expressed concern regarding spending additional funds without a full scope and cost of the project. She recommended a public meeting be held to gauge public interest. She stressed the importance of communication with the public and transparency within local governments. Council. Mackay French noted there was consensus to pursue a renovation strategy, the scope of the project has changed several times, discussion about the project has been ongoing for roughly fifteen years, and funding has not been approved from other levels of government. She stressed the importance of advancing the project to ensure an arena remains available to residents. Council. McGuire contended that at the time Council agreed to pursue a renovation strategy there was also consensus to host a public consultation session. He stressed the importance of working cohesively to lobby for funds from other levels of government. He noted he disagrees with incurring additional costs for the project without requesting public feedback. Council. Wells agreed, noting fruitful discussions are required before advancing a project of this magnitude. She commented on the significant cost to renovate, estimated by professional engineers for the purposes of the Arena Assessment report, to extend the lifespan of the facility for only twenty years. She recommended a review of all options prior to spending additional funds. In response to an inquiry, Town Manager Jarvie advised it is likely a hazardous material assessment will be required for a renovation or a new build.

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

**NAY votes recorded from:** Councils. McGuire and Wells.

**CARRIED.**

Mayor Grant noted her disappointment that a public consultation session has not occurred. She suggested another Working Session be scheduled to discuss the matter further. She added staff circulated a list of potential features to include in the project however only two responses were received from Council members.

**MOVED** by Deputy Mayor Alexander and seconded by Council. Wells Council assertively, and with unanimity, pursue funding from other orders of Government for a replacement for the Rothesay Arena (either through an extensive renovation or a new building).

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### ON THE QUESTION:

Concern was expressed the inclusion of “*either through an extensive renovation or a new building*” may create confusion regarding the direction of the project. Town Manager Jarvie suggested identifying a renovation or a new build may limit the possibility of obtaining funding from other levels of government. He noted other municipalities in New Brunswick received significant funding for arena projects including Dieppe and Richibucto thus it is not unreasonable to lobby other levels of government to provide assistance for a project of a lesser scope. Council Lewis commented that external funding has not been approved, and cautioned against Council “dragging their feet” on the project. He reiterated Council’s consensus to pursue renovation, and added a representative of the Morrell Arena project indicated a preference for renovating Butler buildings similar to the Rothesay Arena. He suggested the consultant’s estimate of \$6 million dollars to renovate the Rothesay Arena may be excessive. Council Mackay French added the consultant’s estimate included \$2 million dollars for contingency costs. She noted since the Town has requested funds for a new build in the past it is unclear if other levels of government may prefer a renovation to a new build. She commented on the importance of clearly identifying the direction of the project on funding applications. There was further discussion with respect to the timeline of the project. Deputy Mayor Alexander cautioned against advancing the project without a specific cost for renovations. He added Council must decide what specific renovations are required. He further noted that renovations required for the Rothesay Arena may differ from renovations for the Morrell Arena project, thus it is expected the overall cost may differ.

**MOVED** by Council Wells and seconded by Council McGuire the item be tabled pending a facilitated session of Council regarding the Arena project.

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

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

**DEFEATED.**

### ON THE QUESTION:

Council Mackay French questioned if the item could be tabled for another reason. Mayor Grant agreed to allow another tabling motion.

**MOVED** by Council Mackay French and seconded by Council Wells the item be tabled pending a facilitated discussion of Council prior to January 31, 2019.

**CARRIED.**

## 9. NEW BUSINESS

### 9.1 BUSINESS ARISING FROM DELEGATIONS

#### 9.1.1 KV Oasis

26 November 2018

KV Oasis Application for Rothesay Municipal Grant

30 June 2018

Kennebecasis Valley Oasis Youth Centre Inc. Financial Statements

**See item 9.2.2**

#### 9.1.2 Capital Asset Management Plan

29 November 2018

Memorandum from Treasurer MacDonald

December 2018

DRAFT Phase 1 Asset Management Plan prepared by CBCL

**MOVED** by Deputy Mayor Alexander and seconded by Council McGuire Council adopt the Rothesay Phase 1 Asset Management Plan.

**CARRIED.**

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**MOVED** by Deputy Mayor Alexander and seconded by Council. Brenan Council approve the Rothesay Asset Management Policy.

**CARRIED.**

### **FINANCE AND ADMINISTRATION**

#### **9.2 2019 Rothesay Budget**

##### **9.2.1 General Fund**

5 December 2018 Memorandum from Treasurer MacDonald RE: Motions  
2019 General Fund Master Budget

**MOVED** by Council. Brenan and seconded Deputy Mayor Alexander the General Fund 2019 Capital Budget of \$5,818,500 be approved.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Council. McGuire the sum of \$17,840,000 be the total operating budget of the Municipality, that the sum of \$16,043,021 be the Warrant of the Municipality for the ensuing year, and that the tax rate for the municipality be \$1.2400, and further Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of Rothesay.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Deputy Mayor Alexander the Rothesay contribution to the 2019 budget of Enterprise Saint John be approved at \$98,780.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Council. Shea the 2019 budget of the Kennebecasis Public Library be approved at \$218,172 and the Rothesay contribution be approved as \$85,065.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Deputy Mayor Alexander the 2019 operating budget of the Kennebecasis Valley Fire Department Inc. be approved at \$5,229,237 and the Rothesay contribution be approved as \$2,105,864.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Deputy Mayor Alexander the 2019 capital budget of the Kennebecasis Valley Fire Department Inc. be approved at \$748,900 and the Rothesay contribution be approved as \$305,256.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Deputy Mayor Alexander the 2019 operating budget of the Kennebecasis Joint Board of Police Commissioners be approved at \$6,038,716 and the Rothesay contribution be approved as \$2,427,120.

**CARRIED.**

**MOVED** by Council. Brenan and seconded by Council. Mackay French the 2019 telecom budget of the Kennebecasis Joint Board of Police Commissioners be approved at \$380,950 and the Rothesay contribution be approved as \$148,525.

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

Council. McGuire commented on the positive outcome of sharing the telecom services with the city of Saint John.

**CARRIED.**

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## 9.2.2 Donation Request Motions

5 December 2018 Memorandum from Treasurer MacDonald

**MOVED** by Counc. Brenan and seconded by Counc. Mackay French the following 2019 funding requests be approved as follows:

|                      |                  |                               |
|----------------------|------------------|-------------------------------|
| Rothesay High School | \$ 1,000         | Fairweather Scholarship       |
| KV3C                 | \$ 2,500         | maximum, in kind              |
| YMCA                 | <u>\$ 10,000</u> | 5th year of 5 year commitment |
| Total                | \$ 13,500        | Donations & Cultural Support  |

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Mackay French the 2019 funding request from the N.B. Medical Education Trust be approved in the amount of \$5,000.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the 2019 funding request from the KV Oasis be approved in the amount of \$2,500.

ON THE QUESTION:

Deputy Mayor Alexander suggested the organization be encouraged to submit funding requests in the fall prior to budget deliberations.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the 2019 funding request from the Kennebecasis Crime Stoppers be approved in the amount of \$2,800.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Mackay French the 2019 funding request from the KV Committee for Disabled persons be approved in the amount of \$5,500.

ON THE QUESTION:

Mayor Grant noted the reduction from the 2018 budget amount was at the request of the organization.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Mackay French the 2019 funding request from PRO Kids be approved in the amount of \$7,500.

ON THE QUESTION:

In response to an inquiry, Treasurer MacDonald advised payment of the 2018 PRO Kids funding request has not occurred as a formal request from the organization was not received. Treasurer MacDonald advised he will follow up on the matter.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the 2018 funding request from Canadian Peacekeeping Veterans Association in the amount of \$10,000 be denied.

ON THE QUESTION:

Treasurer MacDonald confirmed the request was for funds in 2018.

**CARRIED.**

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

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**MOVED** by Counc. Brenan and seconded by Counc. Shea the 2019 funding request from KV Association for Community Living be approved in the amount of \$6,000.

**CARRIED.**

Counc. Lewis returned to the meeting.

### 9.2.3 Utility Fund

4 December 2018 Memorandum from Treasurer MacDonald RE: Motions  
2019 Utility Fund Capital Budget

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the Utility Fund Capital Budget of \$3.285 million be approved.

**CARRIED.**

2019 Utility Fund Operating Budget

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander pursuant to paragraph 117(4) of the Local Governance Act, the total budget for the Water and Sewer Utility for the ensuing year would consist of total revenues of \$3,220,000 and total expenditures of \$3,220,000.

**CARRIED.**

### 9.2.4 Reserve Motions

8 December 2018 Memorandum from Treasurer MacDonald RE: General Fund

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$150,000.00 be transferred from the General Operating Reserve Fund to the General Operating Fund to cover operating costs.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$475,000.00 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. Mackay French Gas Tax Funding in the amount of \$881,014.00 for the year 2018, be transferred to the General Capital Reserve Fund (Gas Tax).

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$950,000.00 be transferred from the General Capital Reserve (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Counc. McGuire the sum of \$17,379.36 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.

**CARRIED.**

4 December 2018 Memorandum from Treasurer MacDonald RE: Utility Fund

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander \$177,025.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

**CARRIED.**

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**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$263,000.00 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander the sum of \$150,000.00 be transferred from the General Capital Reserve (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.

**CARRIED.**

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

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander \$10,762.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

**CARRIED.**

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander \$285,000.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for future capital projects.

**CARRIED.**

### 9.3 Insurance Coverage

27 November 2018 Memorandum from Treasurer MacDonald

**MOVED** by Counc. Brenan and seconded by Deputy Mayor Alexander staff be authorized to renew the Town insurance policy with Cain Insurance Services Ltd. and Jardine Lloyd Thompson for coverage for the period from January 1, 2019 to December 31, 2019 at an aggregate cost of \$187,664.

#### ON THE QUESTION:

Counc. Lewis commented on the significant cost incurred without a tender process. He questioned if there are measures in place to ensure the amount is reasonable. Town Manager Jarvie noted an insurance broker is engaged to compare costs of competitors and provide a recommendation. He added the process to obtain a new insurance broker is elaborate; and the Town has changed insurance companies in the past to reduce premiums.

**CARRIED.**

### 9.4 Committee Appointments

3 December 2018 Memorandum from the Nominating Committee

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

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

Rick MacPhee (*re-appointment*) Term until December 2020

#### **Kennebecasis Valley Fire Department Board of Commissioners**

Derrick Stanford Term until December 2020

#### **Planning Advisory Committee**

Tracie Britain Term until December 2020

Colin Boyne (*re-appointment*) Term until December 2020

Craig Pinhey (*re-appointment*) Term until December 2020

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Andrew McMackin (*re-appointment*) Term until December 2020

### Works and Utilities Committee

Trudy Costello Term until December 2020  
Scott Smith (*re-appointment*) Term until December 2019  
Paul Boudreau (*re-appointment*) Term until December 2020  
Peter Graham (*re-appointment*) Term until December 2020

### Heritage Preservation Review Board

Sarah McKinnon Term until December 2020  
Greg Murdock (*re-appointment*) Term until December 2020  
Raha Mosca (*re-appointment*) Term until December 2020

### Parks and Recreation Committee

Holly Young Term until December 2020  
Raha Mosca Term until December 2020  
Allyson Murray, student representative Term until December 2020  
Maureen Desmond (*re-appointment*) Term until December 2020  
Chuck McKibbon (*re-appointment*) Term until December 2020  
Gary Myles (*re-appointment*) Term until December 2020

### KV Public Library

Al Maxwell Term until December 2020  
Chuck McKibbon (*re-appointment*) Term until December 2020

### Imperial Theatre

Scott Thomas (*re-appointment*) Term until December 2020

#### ON THE QUESTION:

Deputy Mayor Alexander commented that some individuals hold positions on multiple committees. Counc. Wells noted a challenge arose recruiting a new member for the Kennebecasis Public Library Board, however Mr. McKibbon an existing member of the Parks and Recreation Committee agreed to assume the vacancy and expressed an interest in continuing as a representative on the Board.

**CARRIED.**

## DEVELOPMENT SERVICES

### 9.5 Universal Design Policy for Rothesay

5 December 2018 Report prepared by DPDS White

**MOVED** by Counc. McGuire and seconded by Deputy Mayor Alexander the report prepared by DPDS White RE: Universal Design dated 5 December 2018 be received/filed.

#### ON THE QUESTION:

Deputy Mayor Alexander commended staff on the report. He noted it may be advantageous to discuss the initiative in the future.

**CARRIED.**

## OPERATIONS

### 9.6 2019 Asphalt Resurfacing and Microseal Placement Program

4 December 2018 Report prepared by DO McLean

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Wells the report prepared by DO McLean RE: 2019 Asphalt and Microseal Placement Program be received/filed.



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### ON THE QUESTION:

There was discussion with respect to the timeline to confirm streets for the 2019 Asphalt and Microseal Program. DO McLean advised during discussions with Council regarding the 2019 budget it was suggested that resurfacing McGuire Road was not a priority given the lack of tax base in comparison to the overall cost; Allan Avenue was recommended to replace McGuire Road instead. The report includes a cost estimate of resurfacing Allan Avenue compared to resurfacing McGuire Road. He added there is a net difference of \$69,000 more to resurface Allan Avenue in 2019 using the same method of construction recommended for McGuire Road. In response to an inquiry, Town Manager Jarvie advised staff have not discussed the possibility of sharing the cost of resurfacing McGuire Road with the Irving gas station property owners. There was consensus that Allan Avenue be included in the 2019 Asphalt and Microseal design and the matter be discussed further at the January Council meeting.

Counc. Mackay French inquired about projects to improve drainage in the area of Brock Court and Goldie Court. Town Manager Jarvie advised a project is proposed in the area of Church Avenue in 2019 that will alleviate some drainage concerns; however additional work may be proposed for 2020 that may address drainage in the area of Brock Court and Goldie Court. He added various options are being explored to alleviate concerns. Counc. Mackay French suggested residents of Maiden Lane, Brock Court, and Goldie Court be notified of the project in the area of Church Avenue and its potential impact on existing drainage conditions. Counc. Lewis requested a schematic design of any proposed changes to Church Avenue. DO McLean advised there is interest in scheduling a public meeting to notify residents of the impending work.

**CARRIED.**

### **9.7 Engineering Design and Construction Management Services: Hillsview Crescent & Shadow Hill Court Watermain Replacement**

5 December 2018 Report prepared by DO McLean

**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander the proposal submitted by Crandall Engineering Ltd. in the amount of \$72,294.75 including HST for the Hillsview Crescent and Shadowhill Court Watermain Replacement project be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

### ON THE QUESTION:

Town Manager Jarvie advised in order to draft an equitable cost sharing formula staff require a detailed estimate of the renewal cost. He added it is expected a local improvement by-law will be provided for Council to review in the future.

**CARRIED.**

### **9.8 One Ton Truck Purchase – Works Department**

5 December 2018 Report prepared by DO McLean

**MOVED** by Counc. Lewis and seconded by Counc. Brenan Council accept the submission from Downey Ford Sales for the purchase of a one-ton truck cab and chassis at a base price of \$66,635.00 (F550 XL including options) plus applicable taxes, and further that the Director of Operations be authorized to issue a purchase order in that regard.

### ON THE QUESTION:

There was general discussion with respect to the truck. DO McLean advised a plow attachment is not required as the truck will not be used for snow removal. In response to an inquiry, DO McLean noted the tires will be replaced to ensure durability. Counc. Wells expressed concern that the F550 XL model is not equipped with sufficient features to improve safety for Town staff. Deputy Mayor Alexander agreed and added Works and Utilities Committee members have expressed frustration regarding the return of items that were discussed at length during prior meetings. He noted members of the Works and

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Utilities Committee favoured the mid-range models as they are typically equipped with safety features that are beneficial for Town staff. Mayor Grant stressed the importance of not only safety of Town staff but also the public. Counc. Lewis contended that vehicles operated by Province of New Brunswick staff are "base models" and operate safely in close proximity to highway traffic. He added if additional safety features were necessary it is expected WorkSafe NB would issue recommendations. Counc. Wells commented on the difference of traffic activity between highways and Town roads. She noted the importance of receiving public feedback from Committee members.

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

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

**DEFEATED.**

**MOVED** by Counc. Wells and seconded by Counc. McGuire Council accept the submission from Downey Ford Sales for the purchase of a one-ton truck cab and chassis at a base price of \$74,543.00 (F550 Lariat) 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 reiterated that it is uncommon for other municipalities to purchase vehicles with leather interiors.

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

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

**CARRIED.**

## 9.9 Solid Waste Collection Contract – Extension

7 December 2018 Memorandum from Town Manager Jarvie

**MOVED** by Counc. Wells and seconded by Deputy Mayor Alexander Council authorize the extension of the current solid waste collection contract with FERO Waste & Recycling Inc. at an additional monthly cost of \$1933.25 plus adjustments for new residential units until December 31<sup>st</sup>, 2020.

**CARRIED.**

## 10. NEXT MEETING

**Public Hearing (Water By-law 1-18)**  
**Regular meeting**

Monday, January 14, 2019 Town Hall 7:00 p.m.

Monday, January 14, 2019

*Immediately following Public Hearing*

**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 9:23 p.m.

  
MAYOR

  
CLERK