



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, March 11, 2019**  
**7:00 p.m.**



**PRESENT:** MAYOR NANCY GRANT  
DEPUTY MAYOR MATT ALEXANDER  
COUNCILLOR PETER J. LEWIS  
COUNCILLOR TIFFANY MACKAY FRENCH  
COUNCILLOR BILL McGUIRE  
COUNCILLOR DON SHEA

TOWN MANAGER JOHN JARVIE  
TOWN CLERK MARY JANE BANKS  
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN  
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN  
TREASURER DOUG MacDONALD  
ADMINISTRATIVE ASSISTANT LIZ POMEROY

**ABSENT:** COUNCILLOR GRANT BRENAN  
COUNCILLOR MIRIAM WELLS

Mayor Grant called the meeting to order at 7:00 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis the agenda be approved as circulated with the following addition:

Item 8.1.1 11 March 2019 Revised letter to residents RE: "Rothesay Corner" Intersection prepared by Deputy Mayor Alexander (Works and Utilities Committee Chair)  
**CARRIED.**

**2. ADOPTION OF MINUTES**

➤ Regular Meeting 11 February 2019

**MOVED** by Counc. Shea and seconded by Counc. Lewis the Open Session Council minutes of 11 February 2019 be adopted as circulated.

**CARRIED.**

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

**3. OPENING REMARKS OF COUNCIL**

Mayor Grant welcomed all in attendance and noted due to repairs in the Common Room the meeting location was changed to the Hive. She added the Hive is scheduled to open in May however the Town's Speaker Series is currently hosted in the Hive every Thursday.

Mayor Grant commented on the tragic plane crash of Ethiopian Airline flight ET302 that left no survivors among the 157 individuals on board. She noted Peter deMarsh, chair of the International Family Forestry Alliance, of Taymouth, New Brunswick was one of the 18 Canadians identified on the flight. She expressed condolences on behalf of Rothesay Council to the family and friends of all passengers.

Mayor Grant reported the recent passing of David (DK) Kelly, Saint John Sea Dogs Equipment Manager. She expressed condolences on behalf of Rothesay Council to the family and friends of Mr.

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Kelly.

### ➤ Church Avenue Reconstruction Public Consultation Session – March 13, 2019

Mayor Grant noted a public consultation session is scheduled for Wednesday, March 13, 2019 at Town Hall from 6:00 p.m. – 8:00 p.m. to discuss the reconstruction of Church Avenue.

### 3.1 Declaration of Conflict of Interest

Mayor Grant declared a conflict of interest for Item 5.1 Letter from KV Oasis Youth Centre RE: Sponsorship request for the Power of Determination fundraiser.

## 4. DELEGATIONS

N/A

Mayor Grant declared a conflict of interest and left the meeting. Deputy Mayor Alexander assumed the Chair.

## 5. CORRESPONDENCE FOR ACTION

5.1 7 February 2019 Letter from KV Oasis Youth Centre RE: Sponsorship request for the Power of Determination fundraiser

**MOVED** by Counc. Mackay French and seconded by Counc. Lewis the letter from KV Oasis Youth Centre RE: Sponsorship request for the Power of Determination fundraiser dated 7 February 2019 be referred to the Finance Committee.

### ON THE QUESTION:

In response to an inquiry, it was noted this is another request that differs from a prior funding request submitted by KV Oasis and reviewed by the Finance Committee.

**CARRIED.**

Mayor Grant returned to the meeting and resumed the Chair.

5.2 26 February 2019 Letter from Raymond Carriere RE: Invite to participate in the 25<sup>th</sup> Edition of Communities in Bloom

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire the letter from Raymond Carriere RE: Invite to participate in the 25<sup>th</sup> Edition of Communities in Bloom dated 26 February 2019 be referred to the Parks and Recreation Committee.

**CARRIED.**

5.3 26 February 2019 Letter from Minister Shepard RE: Revisions to the Age-Friendly Recognition Program

**MOVED** by Counc. Lewis and seconded by Deputy Mayor Alexander the letter from Minister Shepard RE: Revisions to the Age-Friendly Recognition Program dated 26 February 2019 be referred to the Rothesay Hive Advisory Committee.

**CARRIED.**

## 6. CORRESPONDENCE - FOR INFORMATION

6.1 29 January 2019 Letter from the Epilepsy Association of Nova Scotia (EANS) RE: Purple Day March 26, 2019

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis the letter from the Epilepsy Association of Nova Scotia (EANS) RE: Purple Day March 26, 2019 dated 29 January 2019 be received/filed.

### ON THE QUESTION:

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It was noted a response will be sent and the item will be promoted on the Town website.

**CARRIED.**

- 6.2 11 February 2019 Letter from Heather Stillwell and Tracy Friars RE: Thank You for support of the 2018 Tracy Friars Family & Friends "Let's Celebrate" concert  
26 November 2018 Tracy Friars, Family & Friends concert brochure

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the letter from Heather Stillwell and Tracy Friars RE: Thank You for support of the 2018 Tracy Friars Family & Friends "Let's Celebrate" concert dated 11 February 2019 and the Tracy Friars Family & Friends concert brochure dated 26 November 2018 be received/filed.

ON THE QUESTION:

Mayor Grant commented that Rothesay is acknowledged in the brochure.

**CARRIED.**

- 6.3 12 February 2019 Letter from resident RE: KV Devils and Chevrolet Good Deeds Cup  
**MOVED** by Counc. McGuire and seconded by Counc. Mackay French the letter from resident RE: KV Devils and Chevrolet Good Deeds Cup dated 12 February 2019 be received/filed.

**CARRIED.**

## 7. REPORTS

### 7.0 March 2019 Report from Closed Session

#### ➤ Regional Ice Strategy

Mayor Grant noted recent articles in the media have portrayed Rothesay as uncooperative for denying the request to mandate postal code data collection for regular arena user groups. She commented that the decision was intended to deter user fees for non-residents.

**MOVED** by Counc. Mackay French and seconded by Counc. McGuire to rescind the December 10, 2018 motion, more specifically:

*"MOVED by Counc. Wells and seconded by Counc. Lewis Council deny the request to mandate the collection of postal codes for regular arena user groups.  
NAY vote recorded from Counc. Mackay French."*

**CARRIED.**

**MOVED** by Counc. Mackay French and seconded by Counc. McGuire Rothesay agree to the collection of postal codes for regular arena user groups at the Rothesay Arena.

**CARRIED.**

- 7.1 10 December 2018 Fundy Regional Service Commission (FRSC) Meeting Minutes

**MOVED** by Counc. Lewis and seconded by Deputy Mayor Alexander the Fundy Regional Service Commission (FRSC) Meeting Minutes dated 10 December 2018 be received/filed.

ON THE QUESTION:

Mayor Grant noted she and Deputy Mayor Alexander were unable to attend the meeting. Counc. Shea inquired if certain matters can be discussed if there is insufficient representation from the three large municipalities. Mayor Grant noted she will review the Commission's by-laws and report back. Counc. Mackay French commented that the time of adjournment was not included in the minutes. Mayor Grant agreed to identify this oversight at the next meeting.

**CARRIED.**

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- 7.2 16 January 2019 Kennebecasis Public Library (KPL) Board Meeting Minutes  
January 2019 KPL Librarian's Report  
30 November 2018 KPL Comparative Income Statement

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the Kennebecasis Public Library (KPL) Board Meeting Minutes dated 16 January 2019, the KPL Comparative Income Statement dated 30 November 2018, and the KPL Librarian's Report dated January 2019 be received/filed.

### ON THE QUESTION:

It was noted library attendance has increased significantly over the last three years.

**CARRIED.**

- 7.3 23 January 2019 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)  
Meeting Minutes  
20 February 2019 KRJBPC Call Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes dated 23 January 2019, and the KRJBPC Call Summary dated 20 February 2019 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander gave a brief summary of the minutes. He clarified that the quotes received for fuel tenders identified \$0.04 – 0.08 as a *discount* per litre, not the total cost per litre.

In response to an inquiry, Deputy Mayor Alexander noted Mr. MacPhee agreed to assume the position of Vice Chair though he was not present at the meeting. There was general discussion with respect to the non-voting position of Secretary-Treasurer on the Board. Counc. Shea identified a typographical error on page 5 of the minutes noting 2018 should read 2019 in the fourth paragraph.

Counc. McGuire commended Deputy Mayor Alexander on his leadership as Chair of the Kennebecasis Regional Joint Board of Police Commissioners for the past three years. Mayor Grant and Counc. Lewis echoed Counc. McGuire, noting their appreciation for the Deputy Mayor's hard work over the past three years, particularly noting the many challenges faced by the Commission during that time.

**CARRIED.**

- 7.4 31 December 2018 Draft unaudited Rothesay General Fund Financial Statements

**MOVED** by Counc. Mackay French and seconded by Counc. Lewis the draft unaudited Rothesay General Fund Financial Statements dated 31 December 2018 be received/filed.

### ON THE QUESTION:

Mayor Grant inquired about the negative variances for Transportation and Fiscal Services. Treasurer MacDonald advised the variances are a result of how the funds are reconciled at the end of the year. For instance, capital spending was financed more from operating funds than anticipated thus the variance is a result of an allocation of funds rather than an over-budget expenditure. He added the General Fund displays a surplus of roughly \$100,000.

**CARRIED.**

- 31 December 2018 Draft unaudited Rothesay Utility Fund Financial Statements

**MOVED** by Counc. McGuire and seconded by Counc. Lewis the draft unaudited Rothesay Utility Fund

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Financial Statements dated 31 December 2018 be received/filed.

### ON THE QUESTION:

Treasurer MacDonald commented that the allocation of funds in the Utility Fund may also create confusion especially regarding the funding for the Wastewater Treatment Plant project. He added the Utility Fund also displays a surplus. He further noted since the financial statements are unaudited they are subject to review.

**CARRIED.**

31 January 2019 Draft unaudited Rothesay General Fund Financial Statements  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the draft unaudited Rothesay General Fund Financial Statements dated 31 January 2019 be received/filed.

**CARRIED.**

31 January 2019 Draft unaudited Rothesay Utility Fund Financial Statements  
**MOVED** by Counc. Shea and seconded by Counc. Mackay French the draft unaudited Rothesay Utility Fund Financial Statements dated 31 January 2019 be received/filed.

**CARRIED.**

21 February 2019 Draft Finance Committee Meeting Notes  
**MOVED** by Counc. Shea and seconded by Deputy Mayor Alexander the Draft Finance Committee Meeting Notes dated 21 February 2019 be received/filed.

### ON THE QUESTION:

Mayor Grant advised there was no quorum at the meeting. She inquired if the \$160,000 for the total cost of the flood over and above Disaster Financial Assistance and insurance includes the amount expected for the Renforth Wharf. Treasurer MacDonald advised \$160,000 is roughly the total net cost.

**CARRIED.**

- Donation requests
  - Amazeatorium

**MOVED** by Counc. Shea and seconded by Counc. McGuire Council approve the purchase of three bundles of 10 tickets to be distributed to the three elementary schools in Rothesay.

**CARRIED.**

- Sky Athletics

**MOVED** by Counc. Shea and seconded by Counc. McGuire Council approve the purchase of a Business Card advertisement (either Horizontal or Vertical) in the amount of \$250 for the Sky Athletics 2018-2019 Yearbook.

**CARRIED.**

- Saint John Walk for Muscular Dystrophy – Team Sparks Lip Sync Battle and Auction

**MOVED** by Counc. Lewis and seconded by Counc. Shea Council approve a donation in the amount of \$250 for the Saint John Walk for Muscular Dystrophy – Team Sparks Lip Sync Battle and Auction.

**CARRIED.**

7.5 20 February 2019 Draft Works and Utilities Committee Meeting Minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the Draft Works and Utilities Committee Meeting Minutes dated 20 February 2019 be received/filed.

**CARRIED.**

7.6 February 2019 Monthly Building Permit Report

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**MOVED** by Counc. Mackay French and seconded by Deputy Mayor Alexander the Monthly Building Permit Report dated February 2019 be received/filed.

**CARRIED.**

7.7 6 March 2019 Capital Projects Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the Capital Projects Summary dated 6 March 2019 be received/filed.

**CARRIED.**

### 8. UNFINISHED BUSINESS

#### 8.1 "Rothesay Corner" Intersection

6 March 2019 Report prepared by DO McLean

Mayor Grant gave a brief summary of the report. She noted the letter will be distributed to residents in the area and will request feedback be submitted prior to the May Council meeting.

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the report prepared by DO McLean RE: "Rothesay Corner" Intersection dated 6 March 2019 be received/filed.

#### ON THE QUESTION:

Counc. Lewis requested an accident report for the area be prepared for the next Council meeting. DO McLean advised the area was identified as a concern in a 2012 Transportation Study completed by Exp. He noted the high cost associated with structural solutions deterred remedial action. He added the proposal creates a cost effective solution that is expected to reduce safety concerns until a structural solution can be implemented. Counc. Mackay French expressed concern regarding potential sign pollution and requested a mock design of proposed signage be provided for Council to review.

**CARRIED.**

#### 8.1.1 Revised Letter to residents RE: "Rothesay Corner" Intersection

11 March 2019 Revised letter to residents RE: "Rothesay Corner" Intersection prepared by Deputy Mayor Alexander (Works and Utilities Committee Chair)

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis the revisions prepared by Deputy Mayor Alexander be included in the letter to be sent to residents.

**CARRIED.**

### 9. NEW BUSINESS ADMINISTRATION

#### 9.1 By-law 2-14 Schedule B Amendment (Rothesay Hive Advisory Committee)

22 February 2019 Memorandum from Town Clerk Banks

**MOVED** by Counc. McGuire and seconded by Counc. Mackay French Council hereby adopts the revised Schedule B, "Standing Committees" forming a part of By-law 2-14, "A By-law of the Municipality of Rothesay Respecting the Procedure and Organization of Council", dated 11 March 2019; more specifically the addition of the Rothesay Hive Advisory Committee.

#### ON THE QUESTION:

Mayor Grant briefly summarized the memorandum. She noted the Committee will be comprised of ten members of the public and one member of Council. She added the mission and mandate of the Committee was included in the final report of the Age-Friendly Committee.

**CARRIED.**

Counc. McGuire inquired about letters notifying of the reappointment of Deputy Mayor Alexander and Counc. Mackay French to the Kennebecasis Regional Joint Board of Police Commissioners. Town Clerk Banks advised the letters were sent in May 2018.

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### 9.2 Master Local Improvement By-law

7 March 2019

Memorandum from Town Manager Jarvie

DRAFT

By-law 1-19 "A By-law Describing the Procedure for Directing the Undertaking of A Work as A Local Improvement"

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French Council give 1<sup>st</sup> Reading, by title, to By-law 1-19, "A By-law Describing the Procedure for Directing the Undertaking of A Work as A Local Improvement" *subject to the removal of Section 14.*

#### ON THE QUESTION:

Mayor Grant requested clarification regarding Sections 13 and 14. Town Manager Jarvie noted Section 14 was carried over from a previous by-law in error.

#### Amending motion:

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French "subject to the removal of Section 14" be added following "Local Improvement".

#### ON THE QUESTION:

There was general discussion with respect to public hearings triggered by a single letter of opposition. Town Manager Jarvie advised this is a result of legislative changes.

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

Town Clerk Banks read By-law 1-19 by title.

**MOVED** by Deputy Mayor Alexander and seconded by Counc Shea Council give 2<sup>nd</sup> Reading, by title, to By-law 1-19, "A By-law Describing the Procedure for Directing the Undertaking of A Work as A Local Improvement", as amended.

**CARRIED.**

Town Clerk Banks read By-law 1-19 by title.

## OPERATIONS

### 9.3 Wiljac Street Reconstruction and Extension – Design

6 March 2019

Report prepared by DO McLean

Concern was expressed regarding the recommendation to allocate funds to secondary planning when the Secondary Plan itself is not complete. Town Manager Jarvie noted the Municipal Plan is currently under review and it is likely the Secondary Plan will be brought forward at the same time, rather than in a separate process. He noted the recommendation is part of the planning process, prior to the adoption of the plan and is required to identify properties that may be affected and how the plan may be structured. Town Manager Jarvie further noted design plans are necessary rather than concept plans to address concerns and this approval is not to approve action to commence construction.

Counc. Mackay French noted the recommendation may be "putting the cart before the horse". Counc. McGuire noted he does not support the Wiljac Street Reconstruction and Extension project and cannot support a recommendation to fund design plans. Concern was expressed regarding the lack of options provided for engineering firms. Town Manager Jarvie advised staff recommended Crandall Engineering due to the firm's prior knowledge of the Secondary Plan and the planning area. Counc. Lewis commented that sufficient background information regarding the Secondary Plan is publicly available and other firms could be invited to bid.

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**MOVED** by Deputy Mayor Alexander and seconded by Council. Lewis the Wiljac Street Reconstruction and Extension – Design be tabled pending further information regarding the advancement of the Municipal Plan and Secondary Plan.

**CARRIED.**

## RECREATION

### 9.4 Half Ton Truck Purchase – Parks Department

11 March 2019 Report prepared by DRP Jensen

**MOVED** by Deputy Mayor Alexander and seconded by Council. McGuire Council accept the submission from Brett Chevrolet for the purchase of a half-ton, 8 cylinder automatic transmission, 4x4, crew cab, A/C, 6'5" box with required safety features for the purchase price of \$45,571.00 plus HST for the Rothesay Parks Department.

#### ON THE QUESTION:

Council. Shea inquired as to how companies knew to submit quotes. DRP Jensen advised he contacted four companies and requested quotes; three quotes were received. Council. Lewis expressed concern that a build sheet was not included for Council to review. He added Council requested build sheets be attached to all potential vehicle purchases. Council. Mackay French echoed Council. Lewis' concern. Town Manager Jarvie advised it was an oversight. DRP Jensen confirmed build sheets were circulated to potential suppliers. DRP Jensen circulated a copy of the build sheet submitted by the lowest bidder. Council members reviewed the document. In response to an inquiry, DRP Jensen noted the vehicle will be either wrapped or painted if the supplier is unable to provide a yellow vehicle. Council. Lewis inquired about renting vehicles for seasonal use. Town Manager Jarvie advised this vehicle is intended to replace a current vehicle and likely two vehicles will be rented to complete seasonal work. He added the cost benefit of purchasing a vehicle compared to renting seasonal vehicles is under review.

**CARRIED.**

### 9.5 Request for Expression of Interest – Rothesay Wellness Centre

8 March 2019 Memorandum from Town Manager Jarvie

**MOVED** by Council. Lewis and seconded by Deputy Mayor Alexander the request for expressions of interest and qualifications included in the Town Manager's memorandum dated 8 March 2019 RE: Request for Expression of Interest – Rothesay Wellness Centre be authorized for circulation.

#### ON THE QUESTION:

There was general discussion with respect to the benefits of listing the project as a "Wellness Centre" or an "Arena" project. In response to an inquiry, Town Manager Jarvie advised staff will vet the interested contractor/design teams. Council. Shea inquired about contingency planning if external funding is not granted. Town Manager Jarvie advised since it is difficult to predict if external funding will be granted, it may be beneficial to postpone discussion until further information regarding potential external funding is released. Deputy Mayor Alexander commended Town staff on the Request for Expression of Interest document.

**CARRIED.**

## 10. NEXT MEETING

The next meeting is scheduled for Monday, April 8, 2019.

It was suggested the Public Hearing for Bridlewood Estates be removed from the agenda. DPDS White advised he spoke with the applicants and they have no objections to removal of the item from the agenda.

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**11. ADJOURNMENT**

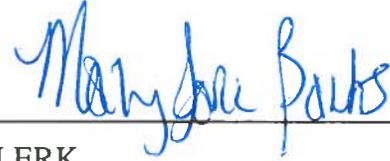
**MOVED** by Counc. McGuire and seconded by Deputy Mayor Alexander the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 8:00 p.m.

  
\_\_\_\_\_

MAYOR

  
\_\_\_\_\_

CLERK