

ROTHESAY

COUNCIL MEETING BY VIDEOCONFERENCE

Pursuant to the *Local Governance Act* and
the Province of New Brunswick
State of Emergency (declared 19 March 2020)
Monday, August 10, 2020 at 4:00 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 4:00 p.m. noting the meeting is being held via videoconference to ensure adherence to proper physical distancing during the COVID-19 pandemic.

1. APPROVAL OF AGENDA

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES

➤ Regular Meeting 13 July 2020

MOVED by Counc. Mackay French and seconded by Counc. Lewis the Open Session Council minutes of July 13, 2020 be adopted as circulated.

ON THE QUESTION:

Counc. McGuire referenced Counc. Brennan's comment that "Council pursued renovation of the arena because external funding was, *and is*, not forthcoming". He reported, for the record, that provincial and federal funding was announced for a new recreation facility, with an ice surface, in Caraquet.

CARRIED.

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

3. OPENING REMARKS OF COUNCIL

Mayor Grant encouraged residents to submit photographs before the August 21st deadline for the 7th Annual Through the Lens contest. She noted KV Players hosted a successful virtual performance on July 23rd; and the next event is scheduled for August 20th.

Mayor Grant commended Town staff, noting she received compliments with respect to lifeguards, Program counsellors, road work in Kennebecasis Park and Wells, and the process to obtain building permits.

3.1 Declaration of Conflict of Interest
N/A

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4. DELEGATIONS

Counc. Lewis declared a conflict of interest with respect to Item 5.1 Request for maintenance of berm on Summer Haven Crescent.

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

5. CORRESPONDENCE FOR ACTION

5.1 12 July 2020 Email from resident RE: Request for maintenance of berm on Summer Haven Crescent

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the email from resident RE: Request for maintenance of berm on Summer Haven Crescent dated 12 July 2020 be referred to the Works and Utilities Committee.

ON THE QUESTION:

Counc. Shea questioned the validity of the claim that construction of two additional buildings is underway contrary to the scope of the development agreement. DPDS White advised the projects in question are on pre-existing lots.

CARRIED.

Counc. Lewis rejoined the videoconference.

5.2 23 July 2020 Email from resident RE: Request for three way stop at Highland/Crestwood
MOVED by Counc. Wells and seconded by Deputy Mayor Alexander the email from resident RE: Request for three way stop at Highland/Crestwood dated 23 July 2020 be referred to the Works and Utilities Committee.

CARRIED.

5.3 28 July 2020 Email from resident RE: Request for gravel on the Wells trail near Rodney Street

MOVED by Counc. Lewis and seconded by Deputy Mayor Alexander the email from resident RE: Request for gravel on the Wells trail near Rodney Street dated 28 July 2020 be referred to staff.

ON THE QUESTION:

When questioned, Town Manager Jarvie advised woodchips, commonly used on other areas of the Wells trail, were placed to accommodate the request.

CARRIED.

5.4 5 August 2020 Facebook Message from resident RE: Suicide Prevention/Crisis Hotline Signs
MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the Facebook message from resident RE: Suicide Prevention/Crisis Hotline Signs dated 5 August 2020 be referred to the Works and Utilities Committee.

CARRIED.

6. CORRESPONDENCE - FOR INFORMATION

6.1 13 July 2020 Letter from J. D. Irving RE: Support for Regional Economic Development Model

MOVED by Counc. Shea and seconded by Counc. Brenan the letter from J.D. Irving RE: Support for Regional Economic Development Model dated 13 July 2020 be received/filed.

CARRIED.

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6.1.1 17 July 2020 Letter from Quispamsis RE: Support for Regional Economic Development Model

MOVED by Counc. Mackay French and seconded by Counc. Shea the letter from Quispamsis RE: Support for Regional Economic Development Model dated 17 July 2020 be received/filed.

CARRIED.

6.1.2 30 July 2020 Letter from the Business Community Anti-Poverty Initiative RE: Support for Regional Economic Development Model

MOVED by Counc. Shea and seconded by Counc. Mackay French the letter from the Business Community Anti-Poverty Initiative RE: Support for Regional Economic Development Model dated 30 July 2020 be received/filed.

CARRIED.

6.2 21 July 2020 Letter from resident RE: Rothesay Arena

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis the letter from resident RE: Rothesay Arena dated 21 July 2020 be received/filed.

ON THE QUESTION:

Counc. Brenan noted there is an opportunity to obtain provincial funding of up to 80% of renovation costs. He added the 2017 Arena Assessment Report identified the need for contingency funds in case the cost of renovations exceeds estimates. Counc. Wells contended provincial funding for renovations has not been secured nor is it guaranteed. Counc. Brenan noted the Town must apply for the funding as soon as possible. Counc. Mackay French questioned if a resolution of Council is required to direct staff to apply for the funding. Town Manager Jarvie noted he spoke with Minister Flemming on Friday and was encouraged to submit an application for the funding.

CARRIED.

6.3 23 July 2020 Letter from Quispamsis RE: Extraneous Police Costs

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the letter from Quispamsis RE: Extraneous Police Costs dated 23 July 2020 be received/filed.

ON THE QUESTION:

When questioned, Town Clerk Banks advised staff will coordinate with Quispamsis to compose the letter.

CARRIED.

6.4 27 July 2020 Email from resident RE: Thank You - East Riverside Garden

MOVED by Counc. Shea and seconded by Counc. Mackay French the email from resident RE: Thank You – East Riverside Garden dated 27 July 2020 be received/filed.

CARRIED.

7. REPORTS

7.0 August 2020 Report from Closed Session

➤ Wells Building Concept

7 August 2020 Memorandum from Town Manager Jarvie

Mayor Grant explained the proposal is to begin the planning process to replace the building at Wells Park with a larger facility.

MOVED by Counc. Lewis and seconded by Deputy Mayor Alexander Council authorize acceptance of the Proposal from Acre Architects at a cost of \$25,012.50 with the funds to come from a grant from the Community Investment Fund.

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ON THE QUESTION:

Counc. Lewis noted the existing building has served its purpose and there is now a need for a larger facility. It was noted it may be advantageous to use the new building as an EMO Centre.

CARRIED.

7.1 27 May 2020 Fundy Regional Service Commission (FRSC) Meeting Minutes
22 June 2020 FRSC Annual General Meeting Minutes

MOVED by Counc. Shea and seconded by Counc. Mackay French the Fundy Regional Service Commission (FRSC) Meeting Minutes dated 27 April 2020, and the FRSC Annual General Meeting Minutes dated 22 June 2020 be received/filed.

ON THE QUESTION:

Mayor Grant reported the primary focus of the May 27, 2020 meeting was a Planning Department Structure review.

Deputy Mayor Alexander noted he was confused about who was chairing the June 22nd meeting. The minutes indicate Mayor Grant was elected Chair, but also indicate Director Clark may have continued to preside over the meeting. In any case, both Director Clark and Director Grant continued to either move or second motions. Mayor Grant agreed to look into the matter.

CARRIED.

7.2 30 June 2020 Draft unaudited Rothesay General Fund Financial Statements

MOVED by Counc. Brenan and seconded by Counc. Shea the draft unaudited Rothesay General Fund Financial Statements dated 30 June 2020 be received/filed.

ON THE QUESTION:

Counc. Brenan inquired about Provincial funds provided for paving the Rothesay Arena parking lot. Town Manager Jarvie advised roughly \$40,000 was contributed by the Province to expand the scope of the project to include the Rothesay High School driveway.

CARRIED.

30 June 2020 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 30 June 2020 be received/filed.

CARRIED.

30 June 2020 Donation Summary

MOVED by Counc. Brenan and seconded by Counc. Shea the donation summary dated 30 June 2020 be received/filed.

ON THE QUESTION:

When questioned, Treasurer MacDonald advised the Atlantic Arts Symposium has been rescheduled to 2021. In response to an inquiry, Treasurer MacDonald noted his understanding is that the organizers do not intend to apply for additional funding in 2021.

CARRIED.

23 July 2020 Draft Finance Committee Meeting Minutes

MOVED by Counc. Brenan and seconded by Counc. Shea the draft Finance Committee Meeting Minutes dated 23 July 2020 be received/filed.

CARRIED.

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- Vocational Training Centre
- See Item 8.3**

7.3 15 July 2020 Draft Works and Utilities Committee Meeting Minutes

MOVED by Deputy Mayor Alexander and seconded by Council. Wells the Draft Works and Utilities Committee Meeting Minutes dated 15 July 2020 be received/filed.

ON THE QUESTION:

Council. McGuire suggested the resident should have submitted the request, to extend the Rothesay street sweeper route beyond the municipal border into Saint John, directly to the City.

CARRIED.

7.4 21 July 2020 Draft Rothesay Hive Advisory Committee Meeting Minutes

MOVED by Council. Wells and seconded by Council. McGuire the Draft Rothesay Hive Advisory Committee Meeting Minutes dated 21 July 2020 be received/filed.

CARRIED.

7.5 4 August 2020 Draft Planning Advisory Committee Meeting Minutes

MOVED by Council. Shea and seconded by Council. McGuire the Draft Rothesay Hive Advisory Committee Meeting Minutes dated 4 August 2020 be received/filed.

ON THE QUESTION:

Council. Wells inquired about the outcome for 154 Hampton Road. DPDS White explained two motions were defeated - one to table the application pending submission of a detailed landscape plan, and one to grant the variance request. When questioned, DPDS White noted a variance is required because the Zoning By-law stipulates parking lots shall not be located between the front wall of any building and the front lot line. He clarified some properties along Hampton Road are considered “legally non-conforming” as they were constructed prior to the By-law. In response to an inquiry, DPDS White advised construction was halted before the parking lot was complete. Council. Brennan asked if the timeline for the applicant to resubmit the application is 6 or 12 months. DPDS White noted the length of time has not been confirmed at this time.

CARRIED.

- 2020 Municipal Plan Public Presentation

- DRAFT Municipal Plan 2020 (*previously provided*)
- 7 August 2020 Memorandum from Town Manager Jarvie
- 5 August 2020 Motion from Planning Advisory Committee
- 29 July 2020 Staff Memorandum to Planning Advisory Committee
- 7 July 2020 Information Report to Planning Advisory Committee

Town Clerk Banks advised the draft 2020 Municipal Plan and related documents will be posted to the Council Agenda page of the Town website: <https://www.rothesay.ca/town-hall/agendas/>.

MOVED by Deputy Mayor Alexander and seconded by Council. Wells the recommendation from the Planning Advisory Committee regarding the 2020 Municipal Plan public presentation be tabled to the September Council meeting.

CARRIED.

7.6 July 2020 Monthly Building Permit Report

MOVED by Council. Wells and seconded by Council. Lewis the Monthly Building Permit Report dated July 2020 be received/filed.

CARRIED.

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7.7 6 August 2020 Capital Projects Summary

MOVED by Counc. Lewis and seconded by Counc. Wells the Capital Projects Summary dated 6 August 2020 be received/filed.

ON THE QUESTION:

Counc. Lewis noted there are markings on French Village Road that indicate a portion of the bike lane was not painted following completion of paving. He questioned if there is intent to finish painting the section. DO McLean explained the intent is to paint the entirety of the pre-existing bike lanes; however it is possible the markings were made in error as there is a portion of French Village Road without bike lanes. He advised he will investigate.

Mayor Grant requested clarification with respect to the Digital Radio. Town Manager Jarvie advised the item is for the Works Department to enable Town staff to communicate with the Kennebecasis Regional Police Force and the Kennebecasis Valley Fire Department directly.

Counc. Brenan suggested a resolution of Council be made with respect to submitting an application for external funding for the arena renovations.

CARRIED.

MOVED by Counc. Brenan and seconded by Counc. Shea Council direct the Town Manager to submit an application for government funding of up to 80% of the renovation costs for the arena.

CARRIED.

8. UNFINISHED BUSINESS

TABLED ITEMS

8.1 Wiljac Street Reconstruction and Extension – Design (Tabled March 2019)

No action at this time

8.2 Mayor’s Round Table on Climate Change (Tabled October 2019)

No action at this time

8.3 Vocational Training Centre (Tabled July 2020)

4 August 2020 Memorandum from Town Clerk Banks

MOVED by Counc. Shea and seconded by Counc. Brenan the Vocational Training Centre be removed from the table.

CARRIED.

For the benefit of the public, Mayor Grant explained since Council did not vote on the July 13, 2020 motion with respect to the Vocational Training Centre, Council can vote on, or withdraw the original motion. Counc. Brenan withdrew the motion with unanimous consent of Council.

8.4 Response to Sgt. Cantelo RE: Parking Lot Cleaning

5 August 2020 Memorandum from Town Clerk Banks

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the memorandum from Town Clerk Banks with respect to the response to Sgt. Cantelo RE: Parking Lot Cleaning dated 5 August 2020 be received/filed and Sgt. Cantelo be advised of the action.

CARRIED.

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9. NEW BUSINESS

ADMINISTRATION

9.1 Plastic Bag Ban

6 August 2020

Memorandum from Town Manager Jarvie

Since retailers continue to use plastics as a safer option during the pandemic, Council agreed it would be advantageous to postpone consideration of a Plastic Bag Ban by-law.

MOVED by Counc. Mackay French and seconded by Counc. McGuire the Fundy Regional Service Commission be advised Council is in favour of a 6 month extension to the deadline for municipal by-laws pertaining to a Plastic Bag Ban to ease the burden on retailers during the pandemic.

CARRIED.

OPERATIONS

9.2 Climate Change Adaptation Plan

6 August 2020

Report prepared by DO McLean

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis the report prepared by DO McLean RE: Climate Change Adaptation Plan dated 6 August 2020 be received/filed.

ON THE QUESTION:

Mayor Grant thanked staff for the clarity provided in the report.

CARRIED.

DEVELOPMENT SERVICES

9.3 Release - Ryan Drive Easement

7 August 2020

Memorandum from Town Manager Jarvie

MOVED by Counc. Wells and seconded by Counc. McGuire Council authorize the expenditure to remove the Government easement on 11 Ryan Drive.

CARRIED.

COUNCIL REQUESTS

9.4 Rothesay Arena Project – Cost Analysis

4 August 2020

Memorandum from Counc. Shea

Counc. Shea noted the heading on the agenda does not accurately represent the request. He explained he is seeking information regarding the expenses incurred during the process of siting a recreational facility at 65 Hampton Road. When questioned, Counc. Shea indicated he is amenable with referring the request to the Finance Committee for discussion.

MOVED by Counc. Brenan and seconded by Counc. Shea the memorandum from Counc. Shea RE: Costs relating to siting a recreational facility in the vicinity of Rothesay High School dated 4 August 2020 be referred to the Finance Committee.

ON THE QUESTION:

Deputy Mayor Alexander, and Councs. McGuire and Wells, expressed concern gathering the information would be an unnecessary burden on Town staff since most, if not all, of the information is available to the public within prior Council minutes. Counc. Wells stressed the importance of focusing on the financial implications of anticipated expenses, rather than past expenditures.

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

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

CARRIED.

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10. NEXT MEETING

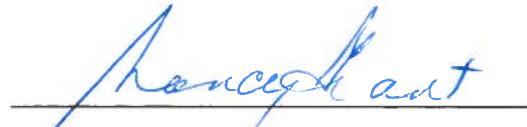
The next meeting is scheduled for Monday, September 14, 2020 at 4:00 p.m.

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 4:50 p.m.



MAYOR



CLERK