

ROTHESAY

COUNCIL MEETING BY VIDEOCONFERENCE

Pursuant to the *Local Governance Act* and
the Province of New Brunswick

State of Emergency (declared 19 March 2020)

Tuesday, October 13, 2020 at 4:00 p.m.



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

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

ABSENT: COUNCILLOR GRANT BRENAN

Mayor Grant called the meeting to order at 4:00 p.m. noting she and Town Clerk Banks are present in the Sayre Room at Rothesay Town Hall, observing physical distancing requirements, and wearing masks. Council members and senior staff were connected remotely.

1. APPROVAL OF AGENDA

MOVED by Counc. Mackay French and seconded by Counc. Wells the agenda be approved as circulated, with the addition of:

- Item 7.3 2021 Tax Base
- Item 9.3 Municipal Plan

CARRIED.

2. ADOPTION OF MINUTES

- Regular Meeting 14 September 2020

MOVED by Counc. Wells and seconded by Counc. Mackay French the Open Session Council minutes of September 14, 2020 be adopted, with Item 5.5 amended to read as follows:

“Counc. Wells commented on the significant volume of traffic concerns received from residents, *at the Works and Utilities Committee*, and noted the initiative is a reasonable response *but the points raised by the resident are valid.*”

CARRIED.

- Municipal Plan Public Presentation 28 September 2020

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the Municipal Plan Public Presentation minutes of September 28, 2020 be adopted as circulated.

CARRIED.

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

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3. OPENING REMARKS OF COUNCIL

Mayor Grant reported Public Health guidelines for fall activities were posted to the Town's social media as a reminder to ensure all residents have a safe Halloween.

Mayor Grant conveyed a message of appreciation from the Scribner Crescent Community Garden Coordinator. The message thanks the Town for providing access to the facility during the pandemic, and reports a successful harvest which resulted in weekly donations of produce to the Kennebecasis Food Basket from August 4th – October 5th. The donations accumulated to 20 grocery bags of string beans, 36 green zucchini, 44 patty pan zucchini, 17 cucumbers, 41 boxes of mini tomatoes, 9 lbs of regular tomatoes, and four pumpkins. Mayor Grant further commended the Parks and Recreation Department staff for making this possible.

Counc. McGuire mentioned as a safety precaution some residents may put up a sign that indicates they prefer not to distribute treats for Halloween. He noted the pandemic remains active and encouraged residents to exercise caution as trick-or-treating may be an unnecessary risk. Mayor Grant noted the importance of adhering to the Public Health guidelines so all residents can have a fun and safe Halloween.

Counc. Lewis noted, as a member of the Parks and Recreation Committee, he has witnessed the hard work of the Parks and Recreation Department staff to allow residents to utilize recreational Town facilities during the pandemic. He commended the Parks and Recreation staff for a great job.

3.1 Declaration of Conflict of Interest

N/A

4. DELEGATIONS

N/A

5. CORRESPONDENCE FOR ACTION

5.1 11 September 2020 Letter from Decoding Dyslexia New Brunswick RE: Mark it Red for Dyslexia
October 20, 2020

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis Town Hall be lit up red in honour of Mark it Red for Dyslexia and the initiative be promoted on the Town's social media.

ON THE QUESTION:

Counc. Wells suggested, if possible, the Renforth Wharf lighthouse be lit up red as well. DRP Jensen advised it is, and noted both facilities will be lit up in red in honour of the event.

CARRIED.

5.2 1 October 2020 Letter from resident RE: Traffic congestion and parked vehicles on Spruce Street

MOVED by Counc. Wells and seconded by Deputy Mayor Alexander the letter from resident RE: Traffic congestion and parked vehicles on Spruce Street dated 1 October 2020 be referred to the Kennebecasis Regional Police Force and the Works and Utilities Committee.

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ON THE QUESTION:

In response to an inquiry, Counc. Shea noted the purpose of parking on Spruce Street, as described in the letter, is to drop off/pick up students from the neighbouring schools. Counc. Wells added she spoke with the author and was informed this is a safety hazard and driveways, specifically the author's, can become barricaded by the parked vehicles. She suggested the item be referred to the Works and Utilities Committee as well, as the Committee has discussed interest in exploring a stand-alone parking by-law for the Town.

CARRIED.

5.3 5 October 2020 Email from resident RE: Highland Avenue stop signs

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis the email from resident RE: Highland Avenue stop signs dated 5 October 2020 be referred to staff for a response.

ON THE QUESTION:

When questioned, DO McLean advised the three-way stop was installed on Highland Avenue and Crestwood Drive at the beginning of October. He added three way stops were also installed in three other areas in Town around the same time. These traffic calming measures were installed in response to speed related concerns received. Counc. McGuire added Park Drive received two new three way stops, and positive feedback was received from Kennebecasis Park residents. Deputy Mayor Alexander added Highland Avenue, similar to Park Drive, is a long street and the new stop condition helps break up the long stretch.

CARRIED.

5.4 6 October 2020 Letter from the Fundy Regional Service Commission RE: Municipal Capital Borrowing Board application

MOVED by Counc. McGuire and seconded by Counc. Shea the letter from the Fundy Regional Service Commission RE: Municipal Capital Borrowing Board application dated 6 October 2020 be received/filed, and any comments/concerns be forwarded to the Mayor before November 23, 2020.

CARRIED.

5.5 7 October 2020 Email update from Brock Court residents

6 October 2020 Email from Brock Court residents RE: Brock Court Construction

MOVED by Counc. Lewis and seconded by Counc. Wells the email update from Brock Court residents dated 7 October 2020, and the email from Brock Court residents RE: Brock Court Construction dated 6 October 2020 be referred to staff.

ON THE QUESTION:

Counc. Wells asked if there are rules for generator use on construction sites, and if they are sufficient. She further questioned if Town staff visit during construction to ensure everything met requirements. DPDS White advised the Rothesay Nuisance By-law 4-03 dictates appropriate noise levels to be maintained during certain periods of time; and the Streets and Sidewalks By-law 1-17 stipulates that dirt, dust, and other nuisance shall not be tracked onto the street from a property. He added the Town has not received any prior complaints regarding the construction on Brock Court. When questioned, DPDS White advised the Kennebecasis Regional Police Force is responsible for by-law enforcement 24/7, whereas Town staff support is limited to business hours. He added Town staff inspect construction sites as necessary; and the proposed Municipal Plan will provide stricter policies that will improve by-law enforcement within the Town.

CARRIED.

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5.6 7 October 2020 Letter from residents RE: Request for Mulberry Lane report and update
MOVED by Deputy Mayor Alexander and seconded by Council. Shea the letter from residents RE: Request for Mulberry Lane report and update dated 7 October 2020 be referred to staff for a response.
CARRIED.

5.7 8 October 2020 Request for letter of support RE: Rothesay Elementary School greenhouse
MOVED by Council. Shea and seconded by Council. Mackay French a letter of support be provided for the Rothesay Elementary School Greenhouse project.

ON THE QUESTION:

Council. Wells noted she reached out to the author to express an interest in exploring opportunities with the Rothesay Hive. She added she fully endorses the project.

CARRIED.

6. CORRESPONDENCE - FOR INFORMATION

6.1 27 July 2020 Letter from CN RE: CN in your Community 2020
(Rec'd 6 Oct 2020)

MOVED by Council. Lewis and seconded by Council. Mackay French the letter from CN RE: CN in your Community 2020 dated 27 July 2020 (Rec'd 6 October 2020) be received/filed.

CARRIED.

6.2 21 September 2020 Letter from CN RE: CN100 Moving Celebration
CN 100 Commemorative Book "100 Years of Building a Legacy Together"
(available to view at Town Hall or the Kennebecasis Public Library)

MOVED by Council. Shea and seconded by Council. Wells the letter from CN RE: CN100 Moving Celebration dated 21 September 2020 be received/filed.

ON THE QUESTION:

Mayor Grant noted the copy of the CN 100 Commemorative Book "100 Years of Building a Legacy Together" was accompanied with a tree seed. She suggested the seed be sent to the Town's greenhouse and then planted in the Town when properly matured. DRP Jensen advised this can be done.

CARRIED.

6.3 1 October 2020 Thank you letter from St. Joseph's Hospital Foundation RE: Endoscopic Sinus Surgery campaign

MOVED by Deputy Mayor Alexander and seconded by Council. Shea the thank you letter from St. Joseph's Hospital Foundation RE: Endoscopic Sinus Surgery campaign dated 1 October 2020 be received/filed.

CARRIED.

7. REPORTS

7.0 **October 2020** Report from Closed Session
N/A

7.1 24 August 2020 Fundy Regional Service Commission (FRSC) Meeting Minutes
MOVED by Council. Shea and seconded by Council. Lewis the Fundy Regional Service Commission (FRSC) Meeting Minutes dated 24 August 2020 be received/filed.

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ON THE QUESTION:

Mayor Grant noted an hour and a half closed session meeting preceded the open meeting. She reported the decision to have landfill staff execute the construction of a slope cap on cell #7 has proven successful thus far; as of last Thursday the work is being completed on-schedule and under-budget.

CARRIED.

- 7.2 13 May 2020 Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes
31 March 2020 KVFD Statement of Expense
13 May 2020 KVFD Chief's Report
30 April 2020 KVFD Response Report

MOVED by Counc. Lewis and seconded by Deputy Mayor Alexander the Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes dated 13 May 2020, the KVFD Statement of Expense dated 31 March 2020, the KVFD Chief's Report dated 13 May 2020, and the KVFD Response Report dated 30 April 2020 be received/filed.

CARRIED.

- 7.3 31 August 2020 Draft unaudited Rothesay General Fund Financial Statements

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the draft unaudited Rothesay General Fund Financial Statements dated 31 August 2020 be received/filed.

ON THE QUESTION:

Mayor Grant, for the benefit of the public, noted despite a reduction of roughly \$70,000 in revenue for the Bill McGuire Centre, Rothesay Arena, and recreational programs the Town remains in a positive financial position. She commended Town staff for their sound financial management.

CARRIED.

- 31 August 2020 Draft unaudited Rothesay Utility Fund Financial Statements

MOVED by Counc. Shea and seconded by Counc. Lewis the draft unaudited Rothesay Utility Fund Financial Statements dated 31 August 2020 be received/filed.

CARRIED.

- 31 August 2020 Donation Summary

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the donation summary dated 31 August 2020 be received/filed.

ON THE QUESTION:

Mayor Grant noted a 2020 donation for Crimestoppers has been paid, as well as \$500 for the Make-a-Wish fundraiser on the Rothesay Common.

CARRIED.

- 23 September 2020 Draft Finance Committee Meeting Minutes

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

CARRIED.

- KV Food Bank

MOVED by Counc. Shea and seconded by Counc. Lewis Council approve a grant request from the town of Quispamsis relating to the KV Food Bank in the amount of \$5,148.39 (50% of Direct operating costs).

CARRIED.

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➤ Budget Schedule

MOVED by Council. Shea and seconded by Deputy Mayor Alexander Council schedule a special working session to discuss the 2021 Operating and Utility Fund budgets at 6pm on Tuesday, November 3, 2020.

CARRIED.

MOVED by Council. Shea and seconded by Council. Lewis Council schedule a Public presentation to discuss the 2021 Operating and Utility Fund budgets at 6pm on Monday, November 16, 2020.

CARRIED.

MOVED by Council. Shea and seconded by Council. Wells Council schedule a special meeting of Council for the purpose of approving the 2021 Operating and Utility Fund budgets at 6pm on Monday, November 30, 2020.

CARRIED.

Meeting addendum:

➤ 2021 Tax Base and Community Funding and Equalization Grant Summary

MOVED by Council. Shea and seconded by Deputy Mayor Alexander the 2021 Tax Base and Community Funding and Equalization Grant Summary be received/filed.

ON THE QUESTION:

Mayor Grant reported the tax assessment base for Rothesay has increased roughly 3.1%, the highest percentage increase in the region.

CARRIED.

7.4 22 September 2020 Draft Parks and Recreation Committee Meeting Minutes

MOVED by Council. Lewis and seconded by Council. Shea the Draft Parks and Recreation Committee Meeting Minutes dated 22 September 2020 be received/filed.

ON THE QUESTION:

Council. Wells noted she was surprised there was not more concern that the installation of outdoor exercise equipment would be inviting residents to touch shared surfaces. She acknowledged the similarity to playground equipment but worried this could still become problematic. Council. Lewis suggested the similarity to playground equipment quells most of the concerns. Council. Wells expressed concern the cost is not worthwhile due to minimal use reported by other municipalities (including those with warmer climates), and anticipated low use because individuals are exercising a higher degree of caution during the pandemic by avoiding communal surfaces. Council. Mackay French suggested there may be less concern as the equipment is for a demographic (adults) that are more conscious about the risk of spreading the virus. Council. McGuire asked if the estimated cost includes installation. DRP Jensen advised Town staff would install the equipment and additional costs may be required. Council. Mackay French inquired about the specific units. Council. Lewis noted the choice of units will be left to Town staff. He further noted the Committee was amenable to the purchase and the vote was unanimous. He added he disagrees with the belief that the equipment will not be used.

CARRIED.

➤ Outdoor Exercise Equipment

MOVED by Council. Lewis and seconded by Council. Shea two outdoor exercise equipment units be considered during 2021 budget deliberations.

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

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

DEFEATED.

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7.5 30 September 2020 Draft Rothesay Hive Advisory Committee Meeting Minutes
MOVED by Counc. Wells and seconded by Counc. Shea the Draft Rothesay Hive Advisory Committee Meeting Minutes dated 30 September 2020 be received/filed.

CARRIED.

7.6 September 2020 Monthly Building Permit Report
MOVED by Counc. Shea and seconded by Counc. Lewis the Monthly Building Permit Report dated September 2020 be received/filed.

CARRIED.

7.7 8 October 2020 Capital Projects Summary
MOVED by Counc. Shea and seconded by Counc. McGuire the Capital Projects Summary dated 8 October 2020 be received/filed.

ON THE QUESTION:

Counc. Shea requested clarification on the 2020 Street Resurfacing item. Town Manager Jarvie advised the work is complete however payments may still occur due to the timing of invoices, holdbacks, or if there are any deficiencies.

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

9. NEW BUSINESS

9.1 **Digital Radio Conversion**

7 October 2020 Report prepared by DO McLean

MOVED by Counc. McGuire and seconded by Counc. Wells the proposal from Chandler Alarm and Communications in the amount of \$28,006.82 plus HST for the supply and installation of digital, GPS capable radio receivers for all Town vehicles and equipment be accepted and further that the Director of Operations be authorized to issue a purchase order in that regard.

ON THE QUESTION:

Counc. Mackay French asked if the digital radios are necessary if Town staff are equipped with cellphones. DO McLean clarified only supervisory Town staff have cellphones provided by the Town. He added the digital radios are multi-channel and also provide a feature that showcases the location of all Town vehicles. In response to an inquiry, DO McLean advised the radios are vehicle mounted, not portable units. Town Manager Jarvie advised the digital radios are similar to units used by the Police and Fire Departments which opens another line of communication between the three organizations.

CARRIED.

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9.2 Engineering Design Services: Drainage Network Review

8 October 2020

Report prepared by DO McLean

MOVED by Council. Shea and seconded by Council. Wells the proposal submitted by CBCL Ltd. in the amount of \$342,930.00 for the Rothesay Drainage Network Review be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

CARRIED.

Meeting Addendum:

9.3 Municipal Plan

MOVED by Deputy Mayor Alexander and seconded by Council. McGuire Council extend the Municipal Plan comment period until 27 November 2020, continue to advertise the public comment period on social media channels and electronic billboards, and staff identify a process whereby members of the public can present before Council while adhering to New Brunswick Department of Health Covid-19 protocols.

ON THE QUESTION:

Council expressed interest in extending the Municipal Plan comment period. Council. Mackay French questioned if it would be better to defer the discussion until next year. She noted this will allow a new Council to discuss the document, and if the pandemic subsides in-person meetings can resume making it easier for public participation. Deputy Mayor Alexander suggested it may be overwhelming for a new Council to discuss an item of such magnitude, especially without the existing Council's background knowledge on the matter. He added a deadline of November 27th is sufficient and there are other municipalities undertaking a similar process during the pandemic.

CARRIED.

10. NEXT MEETING

The next meetings are scheduled as follows:

Working Session (Budget)	Tuesday, November 3, 2020 at 6:00 p.m.
Regular Council meeting	Monday, November 9, 2020 at 4:00 p.m.
Public Presentation (Budget)	Monday, November 16, 2020 at 6:00 p.m.
Special Council Meeting (Budget)	Monday, November 30, 2020 at 6:00 p.m.

11. ADJOURNMENT

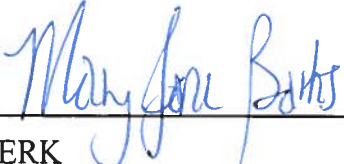
MOVED by Council. Shea and seconded by Council. Mackay French the meeting be adjourned.

CARRIED.

The meeting adjourned at 4:55 p.m.



MAYOR



CLERK