

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, November 9, 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 she, Town Manager Jarvie, and Town Clerk Banks are present in the Sayre Room at Rothesay Town Hall, observing physical distancing requirements, and wearing masks. Council members and staff were connected remotely.

1. APPROVAL OF AGENDA

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

CARRIED.

2. ADOPTION OF MINUTES

- Regular Meeting 13 October 2020

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

CARRIED.

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

3. OPENING REMARKS OF COUNCIL

Mayor Grant reported cancellations of the following events: the 2020 Remembrance Day ceremony at the QPlex, the volunteer-led Remembrance Day ceremony at the cenotaph on the Rothesay Common, and the 2020 Kennebecasis Valley Santa Claus Parade. The cancellations are a result of COVID-19 protocols. She announced the Rothesay Hive has reopened with limited operating hours and capacity.

3.1 Declaration of Conflict of Interest

Counc. Shea declared a conflict of interest for Item 7.6 Planning Advisory Committee – Sagamore Heights 55 Lot Subdivision.

Counc. Lewis declared a conflict of interest for Item 7.5 Works and Utilities Committee – Summer Haven Crescent Berm.

Mayor Grant explained, for the public, Council members that declare a conflict of interest will be moved to the WebEx videoconference “waiting room” for the duration of the item’s discussion. Members will be readmitted once the discussion has concluded.

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4. DELEGATIONS

4.1 Fundy Regional Service Commission

Brenda MacCallum, Public Relations & Program Development Officer *(See Item 9.1)*

Mayor Grant welcomed Ms. MacCallum. Ms. MacCallum thanked Council, and reported the Fundy Regional Service Commission at its last meeting resolved to help regional municipalities adopt a Plastic Bag Reduction By-law with an implementation date of June 30, 2021.

Ms. MacCallum highlighted the following:

- The prominence and negative impact of plastic bags on the environment (35 million plastic bags reported annually in the Fundy Region)
- The collapse of the market for plastic film resulted in the elimination of plastic bags from recyclable materials (as of March 1, 2020) and a high annual cost to dispose of the material in the landfill (\$72,000)
- The proposed By-law aligns with other municipalities in the Province (Moncton, Riverview, and Dieppe) and other Atlantic provinces (PEI, Newfoundland, and Nova Scotia)
 - The intent is to create a consistent initiative throughout Atlantic Canada
- Once implemented businesses will not be permitted to distribute plastic bags
 - A fee must be charged if paper bags are used – businesses retain the revenue
 - The cost of paper bags is higher than plastic bags – the fee is intended to offset the cost
 - Individuals encouraged to use reusable bags – made for a minimum of 100 uses
- Proposed timeline to allow businesses to prepare and adjust to the change – deplete existing stock of plastic bags and order paper or more reusable bags
- A survey was conducted with local businesses (19% from the Kennebecasis Valley, 8% from Rothesay) including the Saint John Region Chamber of Commerce
 - 75% of surveyed businesses would support a plastic bag ban
 - 63% claimed there would be little to no impact to the business following a plastic bag ban
 - 63% stated plastic bags are not required during the pandemic
 - Businesses anticipate difficulty reducing use of plastic bags without the By-Law

Deputy Mayor Alexander noted a Plastic Bag Reduction By-law is a move in the right direction. He noted the initiative is gaining momentum throughout municipalities, and individuals are accepting the change. He questioned if the fee for paper bags is intended to encourage use of reusable bags. Ms. MacCallum noted this is correct, but cautioned the intent is not to replace plastic bags with paper as paper bags have a smaller, but still significant, carbon footprint. The By-law is expected to produce a behavioural change towards reusable bags. In response to an inquiry, Ms. MacCallum advised 50 businesses were surveyed (30% in the retail industry, and 8% or 4 businesses in Rothesay). Counc. Shea inquired about the end of life for reusable bags. Ms. MacCallum noted most, if not all, reusable bags end up in the landfill when they reach their end of life.

Mayor Grant thanked Ms. MacCallum for her presentation. Ms. MacCallum thanked Council and left the videoconference.

5. CORRESPONDENCE FOR ACTION

5.1 9 October 2020 Letter from Rothesay High School students RE: Request for a skate park **MOVED** by Counc. Wells and seconded by Counc. Shea the letter from Rothesay High School students RE: Request for a skate park dated 9 October 2020 be referred to the Parks and Recreation Committee.

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ON THE QUESTION:

Deputy Mayor Alexander and Counc. Mackay French commended the students on taking action to help better the community. Mayor Grant agreed, noting she will send a personal note to inform the students of the referral to the Parks and Recreation Committee.

CARRIED.

5.2 14 October 2020 Letter from resident RE: Vacant property on Bel-Air Avenue
MOVED by Counc. Lewis and seconded by Counc. Brennan the letter from resident RE: Vacant property on Bel-Air Avenue dated 14 October 2020 be referred to staff.

ON THE QUESTION:

Counc. Wells suggested plans for development be shared with the residents noting she has received requests for information from individuals in the area. Town Manager Jarvie advised such plans are available publicly in the form of the draft 2020 Municipal Plan. When questioned, Town Manager Jarvie advised the parcel is Town owned land and will be cleared of debris.

CARRIED.

5.3 20 October 2020 Email from resident RE: Grooming the Hillside Trail for cross country skiing
MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the email from resident RE: Grooming the Hillside Trail for cross country skiing dated 20 October 2020 be referred to staff.

ON THE QUESTION:

Counc. Wells noted, with travel restrictions in place for the pandemic, many community members will be searching for other winter activities. She stated she is in favour of offering as many winter activities as possible, especially outdoors, to keep residents active and healthy during the winter.

CARRIED.

5.4 26 October 2020 Letter from Kennebecasis Crimestoppers RE: 2021 Budget Request
MOVED by Counc. Shea and seconded by Counc. Lewis the letter from Kennebecasis Crimestoppers RE: 2021 Budget Request dated 26 October 2020 be referred to the Finance Committee.

ON THE QUESTION:

Counc. Wells asked about the benefit provided by Crimestoppers to the community. She questioned if the service is necessary as the Town has a successful Police Force. Town Manager Jarvie advised Crimestoppers provides rewards for anonymous tips to help resolve criminal activities. It was noted the organization is a positive resource utilized by the Kennebecasis Regional Police Force.

CARRIED.

5.5 6 November 2020 Letter from Minister Allain RE: Safe Restart Agreement
MOVED by Counc. Shea and seconded by Counc. McGuire the letter from Minister Allain RE: Safe Restart Agreement dated 6 November 2020 be referred to staff.

CARRIED.

6. CORRESPONDENCE - FOR INFORMATION

6.1 30 September 2020 Thank you letter from the New Brunswick Medical Education Foundation
24 September 2020 Letter from recipient of 2020 Town of Rothesay Scholarship
MOVED by Counc. Wells and seconded by Deputy Mayor Alexander the thank you letter from the New Brunswick Medical Education Foundation dated 30 September 2020, and the letter from recipient of 2020 Town of Rothesay Scholarship dated 24 September 2020 be received/filed.

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ON THE QUESTION:

Council congratulated the recipient acknowledging his positive impact on the community in the past.

CARRIED.

6.2 30 October 2020 Letter from Quispamsis and Rothesay to Premier Higgs RE: Police Act – Resolving Personnel Matters

MOVED by Counc. Lewis and seconded by Counc. Brenan the letter from Quispamsis and Rothesay to Premier Higgs RE: Police Act – Resolving Personnel Matters dated 30 October 2020 be received/filed.

ON THE QUESTION:

Counc. Brenan stated he agrees with the letter stressing the need for reforms that are fair to both police officers and taxpayers. Counc. McGuire commented on a recent release from the local Canadian Union of Public Employees (CUPE) that claims he was a member of the Police Board at the time the motion was made. Counc. McGuire clarified, for the record, he was not a Board member at that time.

CARRIED.

7. REPORTS

7.0 November 2020 Report from Closed Session

➤ Solid Waste Collection

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council award the low tender to FERO at an annual cost of \$568,399.04 for 2021, 2022, and 2023.

ON THE QUESTION:

Mayor Grant reported a significant increase in the cost, noting this option provides the best value over other alternatives. Counc. Brenan added the three year contract allows Rothesay to explore the possibility of a sub-regional approach upon expiration. Mayor Grant commented on the intent to work toward a collaborative agreement for solid waste collection.

CARRIED.

7.1 28 September 2020 Fundy Regional Service Commission (FRSC) Meeting Minutes

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the Fundy Regional Service Commission (FRSC) Meeting Minutes dated 28 September 2020 be received/filed.

CARRIED.

7.2 7 October 2020 2019-2020 Fundy Library Annual Report

MOVED by Counc. Shea and seconded by Counc. Mackay French the 2019-2020 Fundy Library Annual Report be received/filed.

ON THE QUESTION:

Counc. Shea and Mayor Grant commented on the impressive figures achieved.

CARRIED.

7.3 30 September 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 September 2020 be received/filed.

ON THE QUESTION:

Mayor Grant, for the public, noted despite revenue losses of roughly \$90,000 and COVID-19 expenses of roughly \$63,700 the Town is in a positive financial position.

CARRIED.

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30 September 2020 Draft unaudited Rothesay Utility Fund Financial Statements

MOVED by Counc. Brenan and seconded by Counc. Mackay French the draft unaudited Rothesay Utility Fund Financial Statements dated 30 September 2020 be received/filed.

CARRIED.

30 September 2020 Donation Summary

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

CARRIED.

21 October 2020 Draft Finance Committee Meeting Minutes

MOVED by Counc. Brenan and seconded by Deputy Mayor Alexander the draft Finance Committee Meeting Minutes dated 21 October 2020 be received/filed.

CARRIED.

7.4 20 October 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 20 October 2020 be received/filed.

ON THE QUESTION:

Counc. Wells announced the Rothesay Hive has reopened. She encouraged interested participants to contact the Town or check the Town website for details and updates.

CARRIED.

7.5 21 October 2020 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 October 2020 be received/filed.

ON THE QUESTION:

Counc. Brenan asked if residents of Mulberry Lane were informed of the Committee's recommendation. Town Manager Jarvie advised they have not, as yet, been informed. He explained Mulberry Lane residents submitted written concerns and were invited to, and spoke at, the July Works and Utilities Committee meeting. Following the meeting, the Committee requested additional information subsequently provided at the last meeting.

CARRIED.

➤ Local Improvement Levy - Mulberry Lane

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the local improvement levy for Mulberry Lane be reduced by 50% of the cost overrun.

CARRIED.

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

➤ Summer Haven Crescent Berm

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the mulch on Town right-of-way between Summer Haven Crescent and adjacent to properties fronting on Gibbon Road be replaced with sod.

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ON THE QUESTION:

In response to an inquiry, Town Manager Jarvie advised the Town will not be responsible for maintenance of the sod noting it is not standard practice for the Town to maintain areas considered to be extensions of private property.

CARRIED.

Counc. Lewis rejoined the videoconference.

➤ Utility Bill – 72 Grove Avenue (PID 00255695)

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the current utility bill for 72 Grove Avenue (PID 00255695) be reduced to the amount equal to the bill received in the same quarter of last year *as a result of the issue identified as being most likely due to Town infrastructure.*

ON THE QUESTION:

Counc. Brenan expressed concern the recommendation will set a precedent despite the intent not to. Deputy Mayor Alexander explained the Committee's rationale is that the situation presents unique circumstances thus the recommended adjustment is justifiable. DO McLean advised typically it is not standard practice to accommodate such requests as the cause of the problem is commonly located on the portion of the lateral under the responsibility of the homeowner. In this case, it is unclear whether or not the issue was caused by Town infrastructure. He added as the first customer in line on the system it is possible the problem was caused by the Town's system, however the actual cause remains unclear. Counc. Brenan suggested the rationale be included in the motion for clarity.

Amending motion:

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the words "*as a result of the issue identified as being most likely due to Town infrastructure*" be added to the motion so as to read as follows:

"... the current utility bill for 72 Grove Avenue (PID 00255695) be reduced to the amount equal to the bill received in the same quarter of last year *as a result of the issue identified as being most likely due to Town infrastructure.*"

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

➤ Draft 2021 Works and Utilities Budgets

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells the proposed 2021 Works and Utilities budgets: General Fund Operating Budget (Transportation/Environmental Health), the General Fund Capital Budget, the Utility Fund Operating Budget, and the Utility Fund Capital Budget be referred to the 2021 budget process for the Town.

CARRIED.

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

7.6 2 November 2020 Draft Planning Advisory Committee Meeting Minutes

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander the Draft Planning Advisory Committee Meeting Minutes dated 2 November 2020 be received/filed.

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ON THE QUESTION:

Counc. McGuire explained the proposal differs from other sizeable developments such as the condominiums and garden homes at 7 Hillcrest Drive because rezoning or variances are not required. The proposal either meets or exceeds all by-law requirements. Following a question and answer period, he reported the Committee voted unanimously for the recommendations. He added a letter was received from a resident after the Council submission deadline. The letter reiterated the importance of conducting proper due diligence to ensure the development does not adversely impact the existing quality of life experienced in the neighbourhood. He further noted the initial proposal for 41 lots was only a conceptual design and was not formally approved by the village of Fairvale.

Deputy Mayor Alexander requested background information for proposals of such a magnitude be provided to Council well in advance. He expressed concern that Council only received the information three days before the meeting.

Mayor Grant noted the Sagamore Heights subdivision will be discussed following the motion to receive/file the draft minutes.

CARRIED.

- Sagamore Heights - 55 Lot Subdivision (PIDs 00241240, 00246603, 30128680, 00062737, 00246595, 00223453, 00224147, 30145890, 30147318)

By request, DPDS White presented the proposal, highlighting the following from the staff report:

- In 1973 the village of Fairvale approved the Sagamore Point subdivision plan which vested Maliseet Drive as a public street
- The 1973 plan showed a future conceptual phase for Sagamore Point with 41 building lots and additional public streets
- The current proposal for that future conceptual phase, now known as “Sagamore Heights”, includes 55 building lots and new public streets
- The 55 lots:
 - will be zoned Single Family Residential R1B – no zoning changes or variances are required
 - range in size from $\frac{1}{3}$ acres to $\frac{3}{4}$ acres meeting all applicable zoning by-law requirements
 - will be serviced by municipal water and sewer
- The subdivision includes:
 - streetlights at intersections
 - a $\frac{1}{4}$ acre neighbourhood playground park
 - an asphalt trail along the main public streets
 - new public streets: Sage Street, Greenbrier Street, Juneberry Court, and Goldenrod Lane
- The following parcels being offered in fulfillment of the Land for Public Purposes requirement totals 15.94 acres, which well exceeds the calculated by-law requirement of 2.44 acres:
 - $\frac{1}{4}$ acre for a park/playground at Goldenrod Lane and Sage Street
 - 1.02 acres at Maliseet Drive and River Road
 - 14.68 acres pre-confederation water lot on the Kennebecasis River
- Rothesay Subdivision By-law No. 4-10 requires the developer enter into a subdivision agreement with Council that specifies their obligations to provide within the proposed subdivision public streets, curbing, sidewalks, culverts, stormwater drainage infrastructure, water and sewer lines, street lights, and street trees
 - The agreement also specifies that a professional engineer will design the proposed municipal infrastructure (roads, water, sewer, stormwater, etc.) and provide certification that all infrastructure is constructed to Town standards

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When questioned, DO McLean explained the importance of the pre-confederation water lot (14.68 acres) primarily relates to its proximity to the location of the current wastewater treatment lagoon and the future wastewater treatment facility. He noted the current easement was granted through expropriation and securing ownership of the water lot provides protection against risks that could arise with private ownership. He commented on the benefit to the Town for wastewater treatment, noting the water lot was requested by the Town.

DPDS White advised polling was conducted and staff did their best to respond to resident inquiries in a timely manner. He noted: an agreement and phasing plan is required for the creation and construction of new public streets; the agreement specifies that a professional engineer will design the proposed municipal infrastructure (roads, water, sewer, stormwater, etc.) and provide certification that all infrastructure is constructed to Town standards; Maliseet Drive does not connect to the proposed Greenbrier Street as the existing road right-of-way would not allow for a public street geometric design that could meet standards for a safe intersection and also to mitigate speeding concerns; streetlights will be modern downcast LED lights; and the proposal meets or exceeds by-law requirements for minimum lot sizes. He advised approval is recommended as the developer has complied with all by-law requirements.

Counc. Mackay French commented on the volume of concerns received. She expressed interest in scheduling a public forum to allow the Town and applicants to directly address inquiries. Town Manager Jarvie advised a public hearing is not legally required, but noted it may be possible to hold a meeting by electronic means. DPDS White added Town staff have responded to public concerns acknowledging the summary included in the staff report.

Counc. Wells expressed concern regarding the size of the park/playground, noting a ¼ acre does not seem sufficient for the size of the subdivision. DPDS White advised the Director of Recreation and Parks Charles Jensen was consulted and it was determined the parcels of land for public purposes (playground park and water lot included) provides adequate space for future recreational opportunities. He added staff are exploring opportunities to use the water lot for recreational purposes, and to connect the proposed asphalt path to the Quispamsis/Rothesay trail. Counc. Wells questioned if the asphalt trail is intended to act as a sidewalk. DPDS White advised this was correct, suggesting it is better described as a multipurpose trail as it has recreational value as well. Counc. Wells suggested the area be included in the Town's sidewalk plan in the future as this could address anticipated speeding concerns. She inquired about potential spring freshet flooding. Town Manager Jarvie advised there is no benefit to retaining existing natural vegetation for the purposes of flood mitigation. Counc. Wells commented on the size of the beach off Maliseet Drive, noting an influx of residents could adversely impact the quality of the amenity for existing residents. DPDS White advised since the beach is privately owned the Town cannot control access. He clarified, despite private ownership, there are regulations against developing the beach property as a building lot.

Counc. Brennan stated he is in favour of the project, noting the intent to develop the area was advertised on a billboard for years. He noted if the applicants can present to the Planning Advisory Committee, residents should also be able to do the same. He commented on the importance of direct feedback, noting the Town needs to figure out a way to enable public participation during the pandemic.

Counc. Lewis agreed, suggesting there needs to be more of an effort made to enable public participation while the pandemic continues. He inquired about woodstoves. DPDS White advised the installation of woodstoves is at the discretion of the property owner and cannot be restricted by the Town.

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Mayor Grant requested clarification, noting DO McLean mentioned a traffic impact statement is required but the obligation is not included in the development agreement. DO McLean advised the applicants were informed of the requirement, and without a traffic impact statement the proposal will not receive necessary approval from the Town Engineer.

Deputy Mayor Alexander expressed appreciation for the work done preparing the application. He indicated additional information is required to make an informed decision. More specifically, a summary document outlining the questions submitted by residents, and responses prepared by staff.

MOVED by Deputy Mayor Alexander and seconded by Counc. Brenan the application pertaining to Sagamore Heights – 55 Lot Subdivision be tabled until at least next month, December 14, 2020 or until such time as a summary document can be prepared answering the residents' and Councillors' questions and perhaps identifying a process whereby residents can give a presentation on their questions or designate someone to speak on their behalf.

CARRIED.

Counc. Shea rejoined the videoconference.

7.7 October 2020 Monthly Building Permit Report

MOVED by Counc. Brenan and seconded by Counc. Shea the Monthly Building Permit Report dated October 2020 be received/filed.

CARRIED.

7.8 4 November 2020 Capital Projects Summary

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander the Capital Projects Summary dated 4 November 2020 be received/filed.

ON THE QUESTION:

Counc. Shea commented on the 45% completion of the arena renovation. He questioned if the remaining 55% will be carried over to next year, and if it should be shown in the budget. Town Manager Jarvie advised the 2021 budget process is still underway; the budget will reflect an allocation for next year as well as a carry-over item.

Counc. Lewis inquired about a water problem that occurred across from the Wells Recreation Park during completion of the French Village Road curb and sidewalk installation. He asked if this was considered a deficiency or an additional cost. DO McLean advised it was not considered either. He explained that, following construction, it was discovered a spring was unearthed by the excavation, as water began to seep through the sidewalk panels. He noted the source of the spring was located and a catch basin was installed to mitigate the issue. The project's contingency fund was used to cover the cost.

Counc. Lewis questioned why a well was drilled in the area surrounding the Wells trail. Town Manager Jarvie advised this was done during the Town's investigation to increase the Town's water supply. He advised the cost of connecting the well to the Town system was not justifiable based on the volume of water it produced.

CARRIED.

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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 BUSINESS ARISING FROM DELEGATIONS

Fundy Regional Service Commission

3 November 2020

Letter from the Fundy Regional Service Commission RE: Plastic Checkout Bag By-law Implementation Date

Mayor Grant noted based on a survey conducted by the Fundy Regional Service Commission it is believed a Plastic Bag Ban By-law would be well-received in the community.

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French Rothesay adopt ~~the~~ *a* Plastic Bag Reduction By-law with an implementation date of June 30, 2021.

ON THE QUESTION:

Town Manager Jarvie advised Rothesay is not required to provide bilingual by-laws, so it is suggested the motion be amended to *a*, rather than *the*, by-law as there may be other changes required to customize it for the Town.

Amending motion:

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French “*the*” be replaced with “*a*” so as to read as follows:

“Rothesay adopt *a* Plastic Bag Reduction By-law with an implementation date of June 30, 2021.”

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

ADMINISTRATION

9.2 Draft Fire Prevention and Protection By-law 3-20

30 October 2020

Memorandum from Town Clerk Banks

DRAFT

Fire Prevention and Protection By-law 3-20

Mayor Grant reported Rothesay and Quispamsis collaborated to develop a standard by-law.

MOVED by Counc. McGuire and seconded by Counc. Lewis Council give 1st Reading by Title, to By-law 3-20, “A By-law of the Municipality of Rothesay Respecting Fire Prevention and Protection”.

CARRIED.

Town Clerk Banks read By-law 3-20, “A By-law of the Municipality of Rothesay Respecting Fire Prevention and Protection” by title.

MOVED by Counc. Shea and seconded by Counc. McGuire Council give 2nd Reading by Title, to By-law 3-20, “A By-law of the Municipality of Rothesay Respecting Fire Prevention and Protection”.

CARRIED.

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Town Clerk Banks read By-law 3-20, "A By-law of the Municipality of Rothesay Respecting Fire Prevention and Protection" by title.

MOVED by Counc. Lewis and seconded by Counc. Brenan Council authorize staff to advertise on the Town website as to the content of By-law 3-20, "A By-law of the Municipality of Rothesay Respecting Fire Prevention and Protection", in accordance with the *Local Governance Act*, SNB 2017, c 18.

CARRIED.

DEVELOPMENT SERVICES

9.3 Civic Address Agreement with Service New Brunswick

2 November 2020 Report prepared by DPDS White

DPDS White advised an internal audit undertaken by Service New Brunswick recognized the need to formalize the agreement with the Town. He added the data identified in the agreements is used daily in the Town's Geographic Information System (GIS), and advised noting this is a routine agreement.

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander Council hereby authorizes the Mayor and Clerk to enter into a Data Use and Confidentiality agreement with Property Assessment Services of Service New Brunswick for property assessment data.

CARRIED.

OPERATIONS

9.4 Contract T-2020-003-C: One-Ton Plow Truck

4 November 2020 Report prepared by DO McLean

Mayor Grant clarified the report relates to equipment for a truck to be tendered at a later date. An item in the amount of \$100,000 was included in the 2020 budget for purchase of the truck and equipment.

MOVED by Counc. Wells and seconded by Counc. Mackay French the supply of a truck-mounted flat bed and crane to outfit a one-ton truck, to be tendered as part of the 2020 Fleet budget, be awarded to Parts for Trucks Inc. in the amount of \$40,250.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

ON THE QUESTION:

Council requested clarification. DO McLean advised: the crane is intended to replace a 14 year old existing crane that cannot be recertified; cranes are typically used by Works and Utilities staff for lifting chemical or paint barrels, the paint buggy for line painting, or the asphalt hotbox; since delivery of the equipment has a longer lead time than the truck, the intent is to order the equipment first so all orders will arrive together; the budget included \$100,000 for both the truck (estimated between \$50,000-60,000) and the equipment; and award of the tender for the truck will be discussed at the next Council meeting. Counc. Brenan requested clear explanations be provided in similar reports in the future. He commented it was unclear if the item was included in the budget, and that the intent was to replace existing equipment. Counc. McGuire admitted he was confused by the report but noted the budget allocation was identified under the Financial Implications section of the report.

CARRIED.

9.5 Contract S-2020-001: Easement/Land Acquisition Agreement

4 November 2020 Report prepared by DO McLean

Town Manager Jarvie advised the easement is temporary but will become permanent once the project is complete.

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MOVED by Counc. McGuire and seconded by Counc. Wells Council authorize the Mayor and Town Clerk to enter into an agreement with the owners of civic #3055 Rothesay Road, Rothesay, New Brunswick PID 00255919 to allow for the construction of a sanitary sewer pump station, granting of an easement for access to the pump station and sale (to the Town) of the lands the pump station will occupy as per the agreement.

CARRIED.

9.6 Replacement of Second Floor Lift

6 November 2020 Memorandum from Town Manager Jarvie

MOVED by Counc. Wells and seconded by Counc. Lewis Council approve the awarding of the installation of a new passenger lift in Town Hall to Lawton's Home Health Care in an amount of \$34,496.00 plus applicable HST.

ON THE QUESTION:

Counc. McGuire commented \$140,000 was allocated in the budget to replace the elevator in Town Hall. He highlighted the considerable difference in cost, questioning if this option will provide a similar outcome. Town Manager Jarvie advised this option will adequately address the problem.

CARRIED.

10. NEXT MEETING

The next meetings are scheduled as follows:

Public Budget Presentation	Monday, November 16, 2020 at 6:00 p.m.
Public Budget Approval	Monday, November 30, 2020 at 6:00 p.m.
Regular meeting	Monday, December 14, 2020 at 4:00 p.m.

11. ADJOURNMENT

MOVED by Counc. Mackay French and seconded by Counc. Brenan the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:30 p.m.



MAYOR



CLERK