

ROTHESAY

COUNCIL MEETING BY VIDEOCONFERENCE

Pursuant to the *Local Governance Act* and

Province of New Brunswick

State of Emergency (declared 19 March 2020)

Monday, March 8, 2021 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 (*joined at 4:05 p.m.*)
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. Wells the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES

➤ Regular Meeting 8 February 2021

MOVED by Counc. Mackay French and seconded by Counc. McGuire the Open Session Council minutes of February 8, 2021 be adopted as circulated.

CARRIED.

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

3. OPENING REMARKS OF COUNCIL

Mayor Grant reported the following:

- Council members are sporting purple ribbons in support of Purple Day on March 26th for Epilepsy awareness. Purple lights will adorn Town Hall on March 26th.
- A successful virtual 2021 Fundy Winterfest.
 - Rothesay events included:
 - Virtual Winter Speaker Series (7 speakers with a total of 444 views)
 - Snowfolk Making Contest (winner: "Doug the Slug")
 - Make Valentine's with the Snow Queen (800 virtual attendees)
- Thank you to the Works Department for spot sanding and salting in response to recent freezing rain – a cost efficient way to ensure public safety.
- There was a local virtual event held today to celebrate International Women's Day.
- The Rothesay Hive has reopened following transition into the Yellow Phase of the New Brunswick Covid-19 Recovery Plan.
- The River Watch public advisory and alert program will start on March 10th.

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- A thank you letter was received from KV Softball extending appreciation for the Wells softball field.
- The ice-surface on the Rothesay Common will remain open until Wednesday, March 10th (weather permitting).

DRP Jensen joined the videoconference.

Counc. Wells extended appreciation, from residents, for grooming the Hillside trail and trails at the Wells Recreation Park. She acknowledged the difficulty transporting the equipment to the Hillside trail but noted words of gratitude from community members confirm it was worthwhile. She commended the Parks and Recreation Department for providing opportunities for activities during the pandemic.

Counc. McGuire commended owners of ice-fishing shelters for their cleanliness this season. He noted some shacks remain but this is the best he has ever seen it.

3.1 Declaration of Conflict of Interest

Counc. Wells declared a conflict of interest for Item 7.5 Draft Works and Utilities Committee Minutes (Alexander Avenue) and Item 9.8 Emergency Response Capacity – Alexander Avenue.

4. DELEGATIONS

4.1 ACAP Saint John – Rothesay Climate Change Adaptation Plan

Jamylynn McDonald
Bailey Brogan

Mayor Grant welcomed Ms. McDonald and Ms. Brogan. Ms. McDonald thanked Council and highlighted the following:

- The Rothesay Climate Change Adaptation Plan was developed over the course of a year and presents impacts and vulnerabilities to climate change, as well as recommendations to increase community resilience.
 - The Plan should be viewed as a guideline as development and infrastructure upgrades are considered.
- An overview of the development process for the Plan:
 - The methodology is attributed to the International Council for Local Environmental Initiatives (ICLEI) and was chosen because it is an iterative process – the Plan and the Action Register are considered living documents that will change as the community grows and climate changes.
 - Public consultation was received through: a Steering Committee comprised of ACAP Saint John and Town staff, a Rothesay Council member, and a member of the public; and various community outreach initiatives.
 - Online engagement tools were used for community outreach as well as an infographic distributed to the public at the Kingston Farmer's Market in Fall 2020
 - Creation of a gap analysis:
 - Review of relevant municipal documents – Town commended for many proposed, ongoing, and completed actions that reduce climate change impacts.
 - Rothesay has a high adaptive capacity to respond to future climate change events.
 - Opportunities were identified in the Action Register based on emergency response planning, and public communication.
 - During the planning stages an Action Register and the final report were developed.
 - It is anticipated the final Plan will be submitted in the next few weeks, as edits have been requested (earlier today) from the Government of New Brunswick, i.e. to expand flood mapping.
 - Implementation and monitoring/review will be the responsibility of the Town.

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- Creation of a vulnerability and risk assessment:
 - ICLEI spectrum ranges from low to extreme risk ratings.
 - The highest risk rating for Rothesay was medium-high, which is positive, but there is also room for improvement.
- The 25 recommendations are reflective of feedback received following presentation of the first draft of the Action Register.
 - They are organized into three different strategies:
 - #1: Advance Climate Action Through Municipal Leadership – demonstrate how adaptation can be effective;
 - #2: Preparedness and Emergency Planning – clearly identifying the roles of staff and residents during emergencies; and
 - #3: Increase resilience through community education, awareness, and involvement – improving public communication.
 - For each strategy the Action Register identifies the: action, lead department and partners, completion target, risk rating, cost, and supporting initiative and policies.
 - Adaptation actions will provide benefits such as community growth, financial stability, and healthy environments.
 - Natural infrastructure is a global strategy for reducing climate change impacts and achieving these benefits.
- Implementation of adaptation planning:
 - Recommendations include:
 - Establishing a climate change committee to help implement adaptation actions;
 - Exploring funding options and potential partnerships; and
 - Annual updates or report from the climate change committee to inform Council about the status of adaptation, and successes and barriers to implementation.
- Next steps:
 - Council adopt the Climate Change Adaptation Plan as presented by ACAP Saint John.
 - Establish the Committee to take lead on adaptation actions.

Deputy Mayor Alexander thanked ACAP Saint John for preparation of the Plan. He noted, as a member of the Steering Committee, the lengthy process was valuable and informative. He reported he was pleased to see confirmation of Rothesay's high adaptive capacity to respond to future climate change events. He stated his appreciation that the Plan will act as a guideline to help the Town move forward and implement the recommendations in the Plan.

Counc. Shea thanked ACAP Saint John for their excellent work. He inquired about an action plan developed by the city of Saint John in 2013. Ms. McDonald confirmed Saint John has a Climate Change Plan that consists of various items including: a Climate Change Adaptation Plan, a Greenhouse Gas Mitigation Plan, and asset management plans. Counc. Shea questioned if there are opportunities for multiple municipalities to "dovetail" efforts together. Ms. McDonald advised the Rothesay Plan does encourage regional partnerships throughout implementation. Counc. Shea asked about CBCL's role in development of the Plan. Ms. McDonald explained in 2019 CBCL was contracted to complete Phase I of the Adaptation Plan, at which time they completed a preliminary assessment to determine physical climate changes, and how they would impact municipal infrastructure. ACAP Saint John then used the information to guide and expand upon CBCL's research. When questioned, Ms. McDonald confirmed that the Flood Risk Assessment for Maiden Lane and Surrounding Area (2017) was the sole drainage study for Rothesay that was reviewed.

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Counc. Wells commended ACAP Saint John on the Plan, and noted she was pleased to see input from a member of Council, the public, and Town staff through the Steering Committee. She expressed appreciation for the value of the Plan as a property owner in a flood risk area. She noted she hopes to see the Town move forward with the initiatives following the upcoming municipal election.

Mayor Grant thanked Ms. McDonald and Ms. Brogan and noted the item will be dealt with later on the agenda.

Ms. McDonald and Ms. Brogan left the videoconference.

5. CORRESPONDENCE FOR ACTION

- 5.1 2 March 2021 Memorandum from Town Clerk Banks
24 February 2021 Request from the Boys and Girls Club of Saint John for a location for the Survival Camp Summer Program

MOVED by Counc. Mackay French and seconded by Counc. Wells the memorandum from Town Clerk Banks dated 2 March 2021, and the request from the Boys and Girls Club of Saint John for a location for the Survival Camp Summer Program dated 24 February 2021 be referred to the Parks and Recreation Committee.

ON THE QUESTION:

Counc. Wells noted it is misleading to say it is not a financial request, as approval would mean the loss of rental revenue for the facility. Counc. Shea requested further details asking if, for instance, the organization is interested in using the Bill McGuire Centre five days a week. Mayor Grant suggested further information is required. Counc. Mackay French commented on positive feedback for the program, citing the difficulty securing registration as the program fills up fast. She noted this would be a great opportunity to provide additional activities in the area for children.

CARRIED.

- 5.2 February 2021 Rothesay Hive Seeks Community Support Letter

MOVED by Counc. Mackay French and seconded by Counc. McGuire Council approve the sponsorship campaign for the Rothesay Hive.

ON THE QUESTION:

Counc. Wells reported, as previously discussed, the Rothesay Hive Advisory Committee fine-tuned the Community Support letter. She encouraged Council members to share the letter online through social media. She explained the purpose is to collect donations to offset the cost of programs without adding financial burden to the Town. This ensures the facility remains affordable to all. Counc. McGuire questioned the Committee's rationale for approaching the public, rather than the Town. Counc. Wells explained the Town has contributed significantly to the facility through funding and staff support. The letter is a way to engage the community and promote a self-sustaining facility. Counc. Shea inquired about the implications if the campaign fails to reach its target. Counc. Wells noted this would result in a higher cost for participants than preferred. Counc. Shea indicated he would not be opposed to increasing the Town's contribution by roughly \$2,000 - \$3,000 if required.

CARRIED.

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6. CORRESPONDENCE - FOR INFORMATION

- 6.1.1 28 January 2021 Letter from Elections New Brunswick RE: May 10, 2021 Municipal General Elections
- 6.1.2 12 February 2021 Public Health New Brunswick Covid-19 Risk Mitigation during Municipal Election Campaigns (*please check www.electionsnb.ca for most current version*)

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the letter from Elections New Brunswick RE: May 10, 2021 Municipal General Elections dated 28 January 2021, and the Public Health New Brunswick Covid-19 Risk Mitigation during Municipal Election Campaigns dated 12 February 2021 be received/filed.

ON THE QUESTION:

Mayor Grant noted information for potential candidates will be posted to the Town website. She encouraged interested community members to consider running in the election. Counc. Wells noted she came across an election sign in Saint John, and suggested candidates be informed of Rothesay signage regulations pertaining to the municipal election. Town Manager Jarvie advised regulations can differ between municipalities; Rothesay permits signage following the nomination period. Mayor Grant added potential candidates should also be aware they are required to prepare a Covid-19 Operational Plan for their campaign.

CARRIED.

- 6.2 10 February 2021 Letter to CN RE: Thank you – Public Library Donation

MOVED by Counc. Wells and seconded by Counc. Shea the letter to CN RE: Thank you – Public Library Donation dated 10 February 2021 be received/filed.

CARRIED.

- 6.3 11 February 2021 Letter from KVFD Fire Chief RE: 2020 KVFD Annual Report
(*available online at www.kvfire.ca/news*)

MOVED by Counc. Brenan and seconded by Counc. Wells the letter from KVFD Fire Chief RE: 2020 KVFD Annual Report dated 11 February 2021 be received/filed.

CARRIED.

- 6.4 11 February 2021 Memorandum from KVFD Fire Chief RE: Low-rise Apartment Developments
- MOVED** by Counc. Brenan and seconded by Counc. Shea the memorandum from KVFD Fire Chief RE: Low-rise Apartment Developments dated 11 February 2021 be received/filed.

ON THE QUESTION:

Counc. Brenan explained the Kennebecasis Valley Fire Department (KVFD) is continuously evaluating the risk/resource gap for the organization. He referenced a recent news article and clarified the KVFD is not obliged to comply with National Fire Protection Association (NFPA) standards, as the NFPA is not a government agency.

Mayor Grant commented on the potential strategy for a paid stand-by system for off-duty members to guarantee second-alarm response. Counc. Brenan highlighted that the letter states “potential strategies *may include but are not limited to:*” therefore it will depend on what resource/risk gaps are identified. It was suggested the reinstatement of the KVFD volunteer firefighter program could be a cost efficient strategy.

CARRIED.

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7. REPORTS

7.0 March 2021 Report from Closed Session N/A

7.1 21 December 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 21 December 2020 be received/filed.

ON THE QUESTION:

Mayor Grant noted a lengthy Closed Session meeting preceded the Open Session meeting. She summarized the minutes, highlighting the challenges faced with land acquisition for the clay pit and quarry; more specifically, the delay as a result of securing EIA approval and a purchase agreement.

CARRIED.

7.2 10 November 2020 Kennebecasis Valley Fire Department Inc. (KVFD) Board Meeting Minutes
30 September 2020 KVFD Statement of Expense
2020 KVFD Capital Budget
10 November 2020 KVFD Chief's Report
November 2020 KVFD Response Report
9 December 2020 KVFD Special Meeting Minutes
8 December 2020 Memorandum from KVFD Fire Chief RE: Boiler Replacement at Station 1
MOVED by Counc. Brenan and seconded by Counc. Mackay French the Kennebecasis Valley Fire Department Inc. (KVFD) Board Meeting Minutes dated 10 November 2020, the KVFD Statement of Expense dated 30 September 2020, the 2020 KVFD Capital Budget, the KVFD Chief's Report dated 10 November 2020, the KVFD Response Report dated November 2020, the KVFD Special Meeting Minutes dated 9 December 2020, and the Memorandum from KVFD Fire Chief RE: Boiler Replacement at Station 1 dated 8 December 2020 be received/filed.

ON THE QUESTION:

Counc. McGuire noted it is the fifth – and final – year of municipal contributions for the “Capital Item – New Exercise equipment” purchase of \$10,000. He stated he feels the organization should fund the purchase of fitness equipment, rather than the municipalities. He inquired about disposal of surplus equipment. Counc. Brenan explained, in the past, some equipment was donated to the KV Oasis Youth Centre, but he is not aware of other donations.

CARRIED.

7.3 31 January 2021 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 31 January 2021 be received/filed.

CARRIED.

31 January 2021 Draft unaudited Rothesay Utility Fund Financial Statements
MOVED by Counc. Brenan and seconded by Counc. Shea the draft unaudited Rothesay Utility Fund Financial Statements dated 31 January 2021 be received/filed.

CARRIED.

31 January 2021 Donation Summary
MOVED by Counc. Brenan and seconded by Counc. Shea the Donation Summary dated 31 January 2021 be received/filed.

CARRIED.

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18 February 2021 Draft Finance Committee Meeting Minutes

MOVED by Counc. Brenan and seconded by Counc. Shea the draft Finance Committee meeting minutes dated 18 February 2021 be received/filed.

CARRIED.

➤ New Brunswick Environmental Network

MOVED by Counc. Brenan and seconded by Counc. Wells Council decline the request of the NB Environmental Network to participate in their outdoor learning initiative.

CARRIED.

➤ Cooperative Procurement

MOVED by Counc. Brenan and seconded by Deputy Mayor Alexander Council endorse the Sourcewell collaborative purchasing program through UMNb and authorize its use in obtaining goods and services.

ON THE QUESTION:

Town Manager Jarvie highlighted the following: the program is used by many municipalities across the country; it has become available to Rothesay through the Union of Municipalities of New Brunswick; it provides an opportunity to acquire goods and services at a reduced cost; and there is no obligation to use the program, but it may result in cost savings for some purchases.

Counc. Brenan noted a memorandum provided to the Finance Committee mentioned, but did not quantify, anticipated cost savings. Town Manager Jarvie advised this would depend on the nature of the goods or services acquired. He added there is an expectation of receiving cost savings in the amount of 5% or higher. Counc. Brenan requested staff investigate, and report back, if a sliding scale exists – i.e. do cost savings increase based on the volume of purchases. He further questioned if larger assets can be purchased through the program, such as vehicles. Town Manager Jarvie advised, when advertised, fire trucks were listed as an example, however the fleet option is not available in Atlantic Canada at this time. He listed the floating walkway, under Item 9.8, as an example of other items that can be purchased.

Counc. Mackay French inquired about implications to the standard practice of issuing tenders. Town Manager Jarvie advised tenders will be prepared on occasion, especially for contracts such as snow removal and garbage collection. The intent will be to learn when to utilize the program for optimal benefits.

Counc. Lewis inquired about back end rebates with purchases, or if the initial price is the most prudent. Town Manager Jarvie advised it is unclear if rebates will be provided. He highlighted municipalities were primarily concerned if the program was compliant with provincial procurement policies. He confirmed the provincial government reviewed the program and found it acceptable. Mayor Grant reiterated that participation is not mandatory, and municipalities can opt in or out. Counc. Brenan requested a review be completed in either 6 months or a year to evaluate the program.

CARRIED.

7.4 16 February 2021 Draft Rothesay Hive Advisory Committee Meeting Minutes

MOVED by Counc. Wells and seconded by Counc. McGuire the Draft Rothesay Hive Advisory Committee Meeting Minutes dated 16 February 2021 be received/filed.

CARRIED.

➤ Age-Friendly Community Designation Renewal
See Item 9.2

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

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7.5 17 February 2021 Draft Works and Utilities Committee Meeting Minutes

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the Draft Works and Utilities Committee Meeting Minutes dated 17 February 2021 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander summarized the minutes. Mayor Grant noted she was pleased to see the suggestion for a water conservation program. Counc. Lewis added he was pleased to see the decision to sell the surplus milled asphalt, especially at a fair cost.

CARRIED.

- 1 January 2021 Email from resident RE: Stop installing stop signs for traffic calming
RECEIVED FOR INFORMATION.

Counc. Wells returned to the videoconference.

Counc. Shea experienced a technical issue and left the videoconference.

7.6 1 March 2021 Draft Planning Advisory Committee Meeting Minutes

MOVED by Counc. McGuire and seconded by Counc. Brennan the Draft Planning Advisory Committee Meeting Minutes dated 1 March 2021 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander referenced Counc. McGuire's comment in the minutes, and extended further gratitude for staff's hard work developing the Municipal Plan. He commented on the lengthy process, and highlighted the many opportunities for public consultation including several public meetings, written correspondence, and an interactive online platform. He noted he is pleased to see the Committee's recommendation.

CARRIED.

- Municipal Plan By-law 1-20
See Item 8.2

7.7 February 2021 Monthly Building Permit Report

MOVED by Counc. Wells and seconded by Counc. Mackay French the February 2021 Monthly Building Permit Report be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander commented on the rising cost of building materials, noting this may result in a decline in building permits.

CARRIED.

7.8 4 March 2021 Capital Projects Summary

MOVED by Counc. Wells and seconded by Deputy Mayor Alexander the Capital Projects Summary dated 4 March 2021 be received/filed.

CARRIED.

8. UNFINISHED BUSINESS

TABLED ITEMS

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

No action at this time

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8.2 Municipal Plan By-law 1-20

4 March 2021	Memorandum from Town Manager Jarvie
1 March 2021	Recommendation from Planning Advisory Committee (PAC)
25 February 2021	PAC Report prepared by DPDS White
AMENDED	Draft Municipal Plan By-law 1-20

DPDS White thanked Council for their kind words and noted staff are proud of the Plan.

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French Council give Second Reading by Title, to By-law 1-20, "Rothesay Municipal Plan 2020-2030".

ON THE QUESTION:

Mayor Grant asked if the regulations for short-term rental housing and secondary units require applications to go before the Planning Advisory Committee. DPDS White advised this was correct, the proposals will be reviewed similar to the process for home occupations. Mayor Grant noted non-substantive edits were made, but not reviewed, since they do not impact policies. However, in response to public feedback from the Public Hearing, she highlighted the change on Page 4 of the Plan so it reads as follows:

"Public engagement has shaped the vision of our future and aided in the creation of municipal planning policy; these policies ~~intend to do~~ regulate the following: **Regulate** Existing and future development to ensure Rothesay is designed in a way that makes it aesthetically pleasing, and attractive for ~~prospective~~ all residents and business owners;".

Counc. Wells requested further details with respect to regulations for secondary units. DPDS White advised regulations will be outlined in the Zoning By-law using best practices from other municipalities. He explained eligibility will be limited to large lots to avoid overcrowding, and prevent fundamental changes to the character of neighbourhoods. The intent is to ensure secondary units are considerably smaller than the parent building. Counc. Wells asked if there is a maximum allowance for construction on a lot. DPDS White advised the Zoning By-law stipulates that the building capacity of a lot cannot exceed 30% of the lot size. The intent of the Plan is to help owners utilize the surplus capacity of their lots if space is available. In response to an inquiry, DPDS White advised polling will be conducted once applications are received for secondary units.

Counc. Mackay French inquired about regulations for short-term rental housing. DPDS White advised the regulations will be detailed during development of the new Zoning By-law. He added staff will incorporate best practices from other municipalities.

CARRIED.

Town Clerk Banks read By-law 1-20 by title.

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander Council direct that the draft Rothesay Municipal Plan By-law 1-20 be posted on the Rothesay website.

CARRIED.

Counc. Shea returned to the meeting by audio only.

There was a brief discussion with respect to the recommendation to hold a special meeting. Counc. McGuire suggested a special meeting is not necessary to conduct a final review before adoption of By-law 1-20. There was unanimous consensus a special meeting to review the Plan was not necessary.

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8.3 By-law 1-21 Plastic Bag Reduction By-law

2 March 2021

Memorandum from Town Clerk Banks

DRAFT

Rothesay Plastic Bag Reduction By-law 1-21

MOVED by Deputy Mayor Alexander and seconded by Council. Wells Council give 2nd Reading by Title, to By-law 1-21, "A By-law of the town of Rothesay Respecting the Reduction of Single-Use Plastic Bags in Rothesay".

ON THE QUESTION:

Mayor Grant gave a brief summary of the timeline for the by-law enactment. She inquired about the collection of fines. Town Manager Jarvie advised a by-law enforcement officer will be tasked with issuing the fines which can be paid at Town Hall.

CARRIED.

Town Clerk Banks read By-law 1-21 by title.

MOVED by Deputy Mayor Alexander and seconded by Council. Wells Council authorizes staff to advertise on the Town website as to the content of By-law 1-21, "A By-law of the town of Rothesay Respecting the Reduction of Single-Use Plastic Bags in Rothesay", in accordance with the *Local Governance Act*, SNB 2017, c 18.

CARRIED.

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 ACAP Saint John

4 March 2021

Memorandum from Town Manager Jarvie

2021 Climate Change Adaptation Plan for Rothesay

Rothesay Climate Change Adaptation Plan Summary

MOVED by Deputy Mayor Alexander and seconded by Council. Wells Council refer the Climate Change Adaptation Plan to staff for consideration in the annual budget process and other implementation opportunities.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. Mackay French Council consider the establishment of a Climate Change Adaptation Committee following the Municipal Election.

CARRIED.

ADMINISTRATION

9.2 Renewal – Age-Friendly Recognition

25 February 2021

Memorandum from Town Clerk Banks

17 February 2021

Recommendation from Rothesay Hive Advisory Committee

Rothesay Age-Friendly Recognition Renewal Application

MOVED by Council. Wells and seconded by Council. Lewis Council authorize the Mayor and Council. Wells to sign the application for the provincial Age-Friendly Recognition Renewal, on behalf of Rothesay.

ON THE QUESTION:

Council. Wells reviewed the process of achieving, and maintaining, Rothesay's Age-Friendly Community designation. She noted she is pleased with the accomplishments of the Town to date.

CARRIED.

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9.3 Committee Appointment

2 March 2021 Memorandum from Nominating Committee

MOVED by Counc. Wells and seconded by Counc. Mackay French Council appoint Colin Boyne as the Rothesay representative on the Kennebecasis Regional Joint Board of Police Commissioners, with a term to expire December 31, 2022.

ON THE QUESTION:

Counc. Mackay French acknowledged filling committee positions can be difficult. She expressed concern citing minimal female representation on the Board. She suggested the Nominating Committee target more female candidates. Counc. Wells agreed, reminding Council several women were appointed to Town committees in December. She added the Committee will keep the suggestion in mind for future positions. She explained the Committee did not want to retract an invitation to fill the vacant position, extended prior to receiving Counc. Mackay French's emailed suggestion. She commented on Mr. Boyne's prior experience on Town committees, noting he will be a great fit for the role.

CARRIED.

9.4 Regional Economic Development Agency of Greater Saint John (REDA GSJ)

1 March 2021 Letter from REDA GSJ
REDA GSJ Funding Agreement
REDA GSJ Members Agreement

Mayor Grant noted a request to present to Council was submitted by the CEO, Paulette Hicks. She explained Council can approve the two agreements, or table the agreements pending a presentation.

MOVED by Counc. McGuire and seconded by Counc. Shea the Regional Economic Development Agency of Greater Saint John (REDA GSJ) Funding Agreement and Membership Agreement be tabled pending a presentation from Ms. Paulette Hicks, CEO at the April Open Session Council meeting.

CARRIED.

FINANCE

9.5 General Fund Reserve Motions 2021

18 February 2021 Memorandum from Treasurer MacDonald

MOVED by Counc. Brenan and seconded by Counc. Mackay French the sum of \$450,000.00 be transferred to the General Operating Reserve Fund from the General Operating Fund to cover future operating costs.

ON THE QUESTION:

Treasurer MacDonald advised the purpose of the transfer is to set aside funds received from the provincial Safe Restart Program for future COVID-19 expenses. Counc. Brenan added the funding was received following approval of the Town's 2021 budget.

CARRIED.

MOVED by Counc. Brenan and seconded by Counc. McGuire the sum of \$250,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects.

CARRIED.

OPERATIONS

9.6 Contract T-2021-001 Asphalt Resurfacing and Microseal Placement

3 March 2021 Report prepared by DO McLean

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander Council award Contract T-2021-001: Asphalt Resurfacing and Microseal Placement to the low tenderer, Debly Enterprises Ltd., at the tendered price of \$2,158,361.98 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

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ON THE QUESTION:

Mayor Grant noted the lowest bid is roughly \$14,000 under budget. Counc. Wells suggested it would be helpful to know which projects include work pertaining to sidewalks. She requested this be identified in the future. DO McLean confirmed, in 2021, sidewalks will be installed during the Highland Avenue project, as well as a small portion in front of the Fairvale Elementary School.

CARRIED.

9.7 Turnbull Court Sewer Design – Phase II

3 March 2021

Report prepared by DO McLean

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire Council accept the proposal submitted by Dillon Consulting Ltd. in the amount of \$118,650.00 plus HST to complete detailed design drawings, issue a public tender and manage construction for the reconstruction of the sanitary sewer collection system between Taylor Brook Bridge and the Low Wood Condominium development.

CARRIED.

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

9.8 Emergency Response Capacity – Alexander Avenue

5 March 2021

Memorandum from Town Manager Jarvie

MOVED by Counc. Lewis and seconded by Counc. Mackay French staff be authorized to issue a purchase order for 1275 floating dock components (approx. 3200ft², 2040 lineal feet of horizontal railing and associated appurtenances) including HST in an amount of \$134,541.82 with funding from the capital reserve.

ON THE QUESTION:

Counc. Brennan requested staff expand on an earlier comment of how the Sourcewell system could assist with the purchase of the floating dock. Town Manager Jarvie explained the process for the Sourcewell system, noting staff would inquire about a good or service and present the information to Council for approval. If Council does not find the proposal satisfactory, then a tender would be issued. The stipulation is that once a quote is obtained the Town can go to tender but may not go back to the Sourcewell supplier from whom the quote was originally obtained. In this case, this could not be done in time to acquire the floating dock before the spring freshet. Instead, a proposal was submitted by Sourcewell, during the tender process, to compare pricing which acted as a test for the system.

Counc. McGuire noted he is in favour of the purchase because the product has alternative uses. Counc. Lewis commended Town staff for finding a way to mitigate concerns on Alexander Avenue. He noted flooding will occur but the floating dock enables access to individual properties.

CARRIED.

10. NEXT MEETING

The next meeting is scheduled as follows:

Regular meeting

Monday, April 12, 2021 at 4:00 p.m.

11. ADJOURNMENT


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

CARRIED.

The meeting adjourned at 5:40 p.m.



MAYOR



CLERK