



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



PRESENT: MAYOR NANCY GRANT
DEPUTY MAYOR MATT ALEXANDER
COUNCILLOR GRANT BRENAN
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, staff, and guests were connected remotely.

1. APPROVAL OF AGENDA

MOVED by Counc. Mackay French and seconded by Deputy Mayor Alexander the agenda be approved as circulated, with the following amendments:

- Item 9.1.1 be moved to follow Item 4.1
- Item 9.1.2 be moved to follow Item 4.2

CARRIED.

2. ADOPTION OF MINUTES

- Regular Meeting 8 March 2021

MOVED by Counc. Lewis and seconded by Deputy Mayor Alexander the Open Session Council minutes of March 8, 2021 be adopted as circulated.

CARRIED.

- Special Meeting 25 March 2021

MOVED by Counc. Mackay French and seconded by Counc. Shea the Special Council meeting minutes of March 25, 2021 be adopted as circulated.

CARRIED.

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

3. OPENING REMARKS OF COUNCIL

Mayor Grant extended condolences, on behalf of Council, to Counc. McGuire on the recent loss of his father-in-law.

Mayor Grant explained she is sporting a green ribbon to raise awareness for National Organ and Tissue Donation Awareness Week April 18 – 24, 2021.

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Mayor Grant thanked the Cromwell Navy Cadets for undertaking a clean-up around the Rothesay Arena, which resulted in five garbage bags of trash collected. She noted the group is looking for locations to clean up a different site every week.

Mayor Grant thanked Counc. Wells for her service to the community as a Council member, noting Counc. Wells has decided not to reoffer for a position on Council. She added Counc. Wells intends to continue with her position on the Rothesay Hive Advisory Committee. Counc. Wells thanked the Mayor for her kind words, and noted her appreciation for her time on Council. She thanked Town staff for their expertise and support, Mayor Grant for her leadership, and Council for their dedication. She wished all candidates good luck in the upcoming election.

Counc. Mackay French extended condolences to the Streeter family on the recent passing of Dick Streeter – a former Mayor and member of Council prior to amalgamation. Mayor Grant added Mr. Streeter was a remarkable political servant.

3.1 Declaration of Conflict of Interest

Counc. Shea declared a conflict with respect to Item 9.2 Continuance of Development Agreement – Dobbin Street.

4. DELEGATIONS

4.1 Wells Recreation Building

Stephen Kopp, Architect (*see item 9.1.1*)

Mayor Grant welcomed Mr. Kopp. Mr. Kopp introduced Ms. Sandra Cooke from Brackish Design Studio. Mr. Kopp and Ms. Cooke expanded on the process, noting public engagement through an online survey conducted December 20, 2020 – January 11, 2021, was used to develop a concept for the building. The survey confirmed the importance and popularity of the Wells Recreation Park, identified the demographics of current users, and enabled development of a “wish list” for the building which included, but was not limited to: flexible space for meetings, sports team gatherings, washrooms, and a kitchen.

Mr. Kopp and Ms. Cooke reviewed two potential sites for the building (Locations A & B). They indicated a preference for Location B as it is centrally located, visible, accessible, and can act as a trail head. Location A is a viable option but requires backtracking after individuals have parked their vehicles.

Mr. Kopp explained the purpose of a long rectangular shaped, rather than square, building is to provide a covered gathering place that acts as a trail head or gateway to the trails. He described goals for accessibility and inclusive design, multipurpose spaces with flexible walls to accommodate various needs (yoga studio/event space), gender neutral washrooms, and sustainability. He noted the intent is to create a building to be utilized all year, in any weather. Ms. Cooke spoke of the Town’s value of sustainability, and noted the design is mindful of this, and the proximity to the Town’s watershed. Inclusion of increased landscaped areas will provide opportunity for better stormwater management and low-impact strategies (bio-swales, rain gardens, etc.) to promote infiltration into groundwater systems. Mr. Kopp expanded by noting other sustainable elements could include earth tubes, geothermal heating and cooling, solar panels, and rainwater harvesting.

Mr. Kopp concluded by reviewing preliminary building and landscaping cost estimates, excluding HST. Building costs are estimated at \$966,000 (2400 sq. ft. x \$350 per sq. ft. with a 15% contingency), and landscaping costs of \$147,856.

Mayor Grant thanked Mr. Kopp and Ms. Cooke, and noted she was pleased to see mention of regional tourism.

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Council expressed their appreciation for year round access to the washrooms, and capitalization on existing amenities and the natural environment – especially a “gateway” to the trails. The popularity of the area was discussed with mention of visitors from neighbouring communities. Council suggested incorporating space for bicycles, and a canteen. Council questioned if the existing building will be put to use, if the parking lot adjacent to the building will remain, and if the look of the new building should mimic other Town architecture, such as the building on the Rothesay Common, to create what can be described as a Rothesay “brand”.

Mr. Kopp noted use of the existing building is at the Town’s discretion. There is opportunity for use as storage. He cautioned against extensive plans, beyond repairs, to avoid diverting funds in two paths (for an additional project). Counc. Wells suggested the existing building could be useful if a community garden is erected. Counc. Lewis added a suggestion to use the building as a warming hut on the trails.

Mr. Kopp acknowledged the importance of “giving a nod” to history through architecture, but there is a risk the Rothesay “brand” may be construed as stuck in time. Ms. Cooke indicated the parking lot will remain but could be modified to better serve a sustainable purpose such as “greening” the area for stormwater management. She added parking will be expanded in front of the building, and efforts will be made to ensure visitors can clearly identify where to park. She noted paid parking was not discussed but could be if desired.

Item brought forward.

9.1.1 Wells Recreation Building

8 April 2021

Memorandum from Town Manager Jarvie

1 April 2021

Rothesay Wells Community Center Report (Acre Architects)

MOVED by Counc. Mackay French and seconded by Counc. Wells Council receive and file the report entitled ‘Rothesay Wells Community Center – Pre-design Services’ prepared by Acre Architects with a view to further consideration during the 2022 budget process.

CARRIED.

Mayor Grant thanked Mr. Kopp and Ms. Cooke. Mr. Kopp and Ms. Cooke thanked Council, and left the videoconference.

4.2 2020 Audited Rothesay Financial Statements

Auditors Teed Saunders Doyle & Co.

Treasurer Doug MacDonald, CPA, CA

Peter Logan, CPA, CA (*see item 9.1.2*)

Mayor Grant noted Town Treasurer Doug MacDonald, and Mr. Peter Logan of Teed Saunders Doyle & Co. will be presenting the 2020 Audited Rothesay Financial Statements. Treasurer MacDonald reminded Council the audited financial statements are prepared on the basis of Public Sector Accounting Standards (PSAS) that are different than the normal monthly reporting including: the consolidation of financial results of the Fire Department, Police Department, and Library; the treatment of capital expenditures as asset additions rather than expenses; government grants recorded as operating revenue resulting in reported surpluses; amortization is recorded on all capital assets except for land – asset disposals recorded as an expense; debt repayments are not reflected as an expense; and liabilities are recognized for pension, sick leave, and retirement allowances as determined by the actuary.

Treasurer MacDonald highlighted the following:

- A small decrease in jointly controlled entities (Police, Fire, Library) allocations from 2019
 - 2020 change in ownership percentage \$889
- Reconciliation of Annual PSAS Surplus 2020: \$3,085,464
- Reconciliation of 2020 Annual Operating Fund Surplus (to be carried over to 2022):
 - General Fund \$52,674
 - Utility Fund \$48,220

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- Revenue and Expenditure Variances:
 - Grant revenue in excess of budget from Designated Highway funds (\$480,000) and Regional Development Corporation (RDC) funding
 - Revenue from services decreased due to closure of facilities during the year (less commercial activity during pandemic), and an anomaly experienced in 2019 did not reoccur in 2020
 - Property tax revenue has not changed drastically in the past three years (tax rate remained at \$1.24)
 - 2.8% increase in property tax warrant in 2020
 - Annual water and sewer rates remained unchanged: Water \$1.15 per cubic meter, and Sewer \$370
 - 2% decrease in utility revenue
 - Other revenue included a Developer contribution of \$220,000
 - Transportation expenditures exceeded budget due to the additions of stormwater and road studies and the accounting treatment of designated road surfaces
 - Expenses by function (percentages) typically do not fluctuate significantly year to year
 - Recreation services lower than budget due to cost reductions from shut downs
 - Less salt and sand used in 2020
 - Utility operating expenditures exceeded budget due to unexpected maintenance issues during the year
- Review of capital asset continuity (ex. amortization)
- New Capital additions by major projects:
 - Water tower roof replacement \$190,000
 - Rothesay's share of Protective services \$470,000 (fire truck and building)
 - Arena renovations \$780,000
 - Wells Ball Field \$525,000 (expenses to continue in 2021)
- Net debt per capita of \$996 (decrease of roughly \$100 from 2019)
- Debt service costs well within maximum allowable for General and Utility
- Long Term Debt includes three debentures received in 2020, one of which (\$1 million) actually relates to capital projects completed in 2019.

Mr. Logan presented the draft auditors report, giving a brief summary of the audit process. He indicated the draft report was the normal "clean" opinion noting the financial statements are in their opinion presented in compliance with the appropriate accounting standards. Adjusting entries were not required, and an audit communication letter will be prepared for signature – the provincial government requires an original copy of the letter be submitted.

Counc. Brenan thanked Treasurer MacDonald and Mr. Logan for their presentation. He expressed confusion regarding an audit communication letter and a "management letter". Mr. Logan clarified the audit communication letter confirms Rothesay's 2020 Audited Financial Statements comply with appropriate accounting standards. He explained other letters, as Counc. Brenan referred to, are sometimes required if internal controls within an organization are proven to be inadequate. If so, recommendation letters are issued, however in this case a recommendation letter was not required. Counc. Brenan inquired about the provincial contribution for COVID-19 expenses. Treasurer MacDonald advised a contribution was received in 2021 but he would have to confirm if funds were received in 2020.

Counc. McGuire requested further information regarding the \$150,000 for Transportation "Assets written off". Treasurer MacDonald described an example, explaining if roads are resurfaced before they have been fully amortized, the remaining value of the asset (roads) must be written off.

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Counc. Shea questioned if the \$780,000 for Arena renovations includes funds used to pave the parking lot. Treasurer MacDonald confirmed \$220,000 was allocated to pave the parking lot in front of the arena, and the remaining \$500,000 (approx.) was allocated to building renovations. Mayor Grant noted she was of the understanding the building renovations were tendered at \$748,000 and the parking lot was an additional expenditure. Treasurer MacDonald clarified renovations will continue in 2021, therefore the cost is only reflective of the expenses incurred in 2020.

Counc. Wells commented on the Recreation and Cultural Services portion of Expenses (14%). She stated she is pleased to see more funds allocated to public recreation, noting she recalls this percentage was 12% earlier in her tenure on Council.

Counc. Lewis inquired about asset disposal (capital asset continuity). Treasurer MacDonald advised this relates to roughly \$61,000 of surplus equipment sold by the Town. He added this also includes the Town's share of any assets disposed of by jointly controlled entities – in this case, the Police Department in 2020.

Item brought forward.

9.1.2 2020 Audited Rothesay Financial Statements

1 April 2021

Memorandum from Finance Committee

31 December 2020

Draft Rothesay Consolidated Financial Statements

MOVED by Counc. Brenan and seconded by Deputy Mayor Alexander Council approves Rothesay's 2020 audited financial statements and authorizes the Mayor and Treasurer to sign the financial statements.

CARRIED.

MOVED by Counc. Brenan and seconded by Counc. Shea Council authorizes the Mayor and Treasurer to sign the audit communication letter from Teed Saunders Doyle & Co.

CARRIED.

MOVED by Counc. Brenan and seconded by Deputy Mayor Alexander Council appoints Teed Saunders Doyle & Co. to complete the audit of Rothesay's 2021 financial statements at a fee to be negotiated.

CARRIED.

Mayor Grant thanked Mr. Logan. Mr. Logan thanked Council and left the videoconference.

5. CORRESPONDENCE FOR ACTION

5.1 23 March 2021

Letter from resident RE: Crosswalk visibility on Gondola Point Road and Almon Lane

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the letter from resident RE: Crosswalk visibility on Gondola Point Road and Almon Lane dated 23 March 2021 be referred to the Works and Utilities Committee.

CARRIED.

5.2 24 March 2021

Letter from residents of Almon Lane and Peters Lane RE: Traffic concerns

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the letter from residents of Almon Lane and Peters Lane RE: Traffic concerns dated 24 March 2021 be referred to the Works and Utilities Committee.

CARRIED.

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5.3 6 April 2021 Email from resident RE: Request for community garden on Maliseet Drive **MOVED** by Counc. Wells and seconded by Counc. Lewis the email from resident RE: Request for community garden on Maliseet Drive dated 6 April 2021 be referred to the Parks and Recreation Committee.

ON THE QUESTION:

Counc. Wells commented on the community garden in Kennebecasis Park. She explained the Town provides support, but essentially community gardens in Rothesay are community-led initiatives.

CARRIED.

5.4 6 April 2021 Letter from Anglophone South School District RE: Strong Court sidewalk **MOVED** by Counc. Mackay French and seconded by Deputy Mayor Alexander the letter from Anglophone South School District RE: Strong Court sidewalk dated 6 April 2021 be referred to the Works and Utilities Committee.

ON THE QUESTION:

Counc. Wells reiterated her previous request to include the list of sidewalk projects on the annual Asphalt and Microseal Program report so Council is better informed. She noted she recalls mention of sidewalk on Highland Avenue but not on Strong Court. Town Manager Jarvie clarified the mention of both projects is included in the March 8th Council minutes.

Counc. Mackay French inquired about the rationale for the project, asking if a needs assessment was completed, or if a request was submitted by residents. DO McLean explained pedestrians must walk behind parked vehicles because of a discontinuity in the sidewalk in front of Fairvale Elementary School. A needs assessment was not conducted as the safety risk is evident as the area is heavily utilized as a pick up/drop off location. He further noted the project was included in the 2021 Asphalt and Microseal Placement tender, and the School Board received three potential designs for consideration. The designs indicate parking can remain with some modifications with costs to be incurred by the School Board. Currently, the area is not an official parking lot but an extension of the roadway in the Town right-of-way.

Counc. Mackay French questioned the necessity of the project noting the School Board is under pressure dealing with the pandemic, and is clearly not in favour of the project.

MOVED by Counc. Mackay French and seconded by Counc. Shea the letter from Anglophone South School District RE: Strong Court sidewalk dated 6 April 2021 be tabled pending further consultation with Anglophone South School District.

CARRIED.

5.5 7 April 2021 Letter from resident RE: Utility corridor 51 Elizabeth Parkway **MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the letter from resident RE: Utility corridor 51 Elizabeth Parkway dated 7 April 2021 be referred to staff.

ON THE QUESTION:

Deputy Mayor Alexander asked if Council will be apprised of any action following the letter's referral to staff. Town Manager Jarvie advised Council will be informed. He provided background noting the line was repaired recently, however the age of the infrastructure warrants replacement in the near future. When questioned, Town Manager Jarvie confirmed the matter is ongoing and currently under investigation to determine the source of the leak. In response to an inquiry, Town Manager Jarvie advised there may be some confusion as the property may have experienced a sanitary sewer issue in the past, whereas the current issue relates to the water system.

CARRIED.

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6. CORRESPONDENCE - FOR INFORMATION

- 6.1 8 March 2021 Letter from Dept. of Transportation and Infrastructure RE: Municipal Designated Highway Program

MOVED by Counc. Shea and seconded Deputy Mayor Alexander the letter from Dept. of Transportation and Infrastructure RE: Municipal Designated Highway Program dated 8 March 2021 be received/filed.

ON THE QUESTION:

Mayor Grant noted Rothesay was denied funding this year. She requested, if possible, a list of municipalities that were successful in their applications.

CARRIED.

- 6.2 12 March 2021 Letter to New Brunswick Energy and Utilities Board RE: Comex Bus Service
MOVED by Counc. Shea and seconded by Counc. Brennan the letter to New Brunswick Energy and Utilities Board RE: Comex Bus Service dated 12 March 2021 be received/filed.

ON THE QUESTION:

Mayor Grant requested clarification. Town Manager Jarvie advised Saint John Transit had requested a cost increase to maintain the Comex Bus service in Rothesay and Quispamsis. At Council's request counts were undertaken to better determine regular usage of the service. Unfortunately, these counts may not be a true representation of ridership as they were conducted during the COVID-19 Recovery Plan Orange Phase. The letter supports a proposal to the New Brunswick Energy and Utilities Board to maintain the service with a reduction in the number of trips. This is an attempt to control costs while still providing a basic service to the community. He added route changes were also proposed in Quispamsis and Hampton.

CARRIED.

- 6.3 15 March 2021 Email from the Premier's Council on Disabilities RE: Proclamation for Disability Awareness Week May 30 – June 5, 2021 with attachments
MOVED by Counc. Shea and seconded by Counc. Brennan the email from the Premier's Council on Disabilities RE: Proclamation for Disability Awareness Week May 30 – June 5, 2021 with attachments dated 15 March 2021 be received/filed and promoted on the Town's social media.

CARRIED.

- 6.4 15 March 2021 Email from Canadian Foundation for Economic Education RE: Proclamation for Talk With Our Kids About Money (TWOKAM) Day April 14, 2021
MOVED by Counc. Mackay French and seconded by Deputy Mayor Alexander the email from Canadian Foundation for Economic Education RE: Proclamation for Talk With Our Kids About Money (TWOKAM) Day April 14, 2021 dated 15 March 2021 be received/filed and promoted on the Town's social media.

CARRIED.

- 6.5 9 April 2021 Email from CN RE: Train incident in Rothesay, New Brunswick
9 April 2021 Letter to CN RE: Train Blocking Crossing – Sussex Subdivision
MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the email from CN RE: Train incident in Rothesay, New Brunswick dated 9 April 2021, and the letter to CN RE: Train Blocking Crossing – Sussex Subdivision dated 9 April 2021 be received/filed.

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ON THE QUESTION:

Mayor Grant reported an incident occurred on April 7, 2021 where a CN train blocked the entrance to Kennebecasis Park for at least half an hour. She explained a letter was sent to inform CN the location and duration of the blockage was a safety issue as it cut off sole access to the area for residents.

The letter also acted as a reminder to adhere to regulations regarding the maximum time a train can block a public crossing. In this case the maximum allotment was exceeded. She expressed concern the response from CN is inadequate and proposed another letter be sent. Council agreed, suggesting there may have been more CN could have done to reduce the duration of the blockage. Deputy Mayor Alexander suggested residents in Kennebecasis Park be reassured the Town has taken precautions to ensure emergency responders can access the area in the event of an emergency. Counc. Wells noted new blue signs were erected encouraging residents to call to report a blockage. She asked if this was related to the incident. Mayor Grant noted she did not notice new signs but there were signs posted advertising such information. She added individuals closest to the blockage may have been unaware of the signs. Calls were made to the Town regarding the event, and a subsequent post was made to the Town's social media encouraging individuals to call the number for CN Emergencies. There was consensus to send another letter to CN.

CARRIED.

7. REPORTS

7.0 April 2021 Report from Closed Session
N/A

7.1 10 February 2021 Fundy Regional Service Commission (FRSC) Meeting Minutes
MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the Fundy Regional Service Commission (FRSC) Meeting Minutes dated 10 February 2021 be received/filed.

ON THE QUESTION:

Mayor Grant summarized the minutes, detailing the process for Item 8 Land Purchase Option – Exit.
CARRIED.

7.2 28 February 2021 Draft unaudited Rothesay General Fund Financial Statements
MOVED by Counc. Brenan and seconded by Counc. McGuire the draft unaudited Rothesay General Fund Financial Statements dated 28 February 2021 be received/filed.

ON THE QUESTION:

Mayor Grant asked about the deficit under insurance. Treasurer MacDonald advised the actual cost was higher than anticipated by 15% (roughly \$9,000).

Treasurer MacDonald addressed Counc. Brenan's earlier question regarding funds received for COVID-19 expenses. He advised Rothesay has received funding from the "Safe Restart" program, in the aggregate amount of \$817,674.17, which is reflected in Conditional Transfers (\$784,674), on page 66 of the agenda package, and an additional \$33,000 in the Utility Fund Statements. He added at the March 2021 Council meeting \$700,000 was transferred to reserve accounts.

CARRIED.

28 February 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 28 February 2021 be received/filed.

CARRIED.

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31 January 2021 Donation Summary

MOVED by Counc. Brenan and seconded by Counc. Shea the Donation Summary dated 28 February 2021 be received/filed.

CARRIED.

1 April 2021 Draft Finance Committee Meeting Minutes

MOVED by Counc. Brenan and seconded by Deputy Mayor Alexander the draft Finance Committee meeting minutes dated 1 April 2021 be received/filed.

CARRIED.

➤ Regional Facility Funding

MOVED by Counc. Brenan and seconded by Deputy Mayor Alexander Council approve funding requested by the Regional Facilities Commission in the amount of \$16,978 to be funded from the 2021 operating reserve.

ON THE QUESTION:

Treasurer MacDonald informed Council the request is to reconcile an error in the calculations of the Trade and Convention Center, and TD Station, budgets. The request is for Rothesay's share. Counc. Brenan explained Saint John staff relayed the shortfall to the Regional Facilities Commission at which time they recommended the error be reconciled as soon as possible, rather than carry forward a deficit.

CARRIED.

➤ Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Funding

MOVED by Counc. Brenan and seconded by Counc. Shea Council approve funding requested by the KRJBPC in the amount of \$30,351.93, relating to 2020 extraneous costs to be funded from the 2021 operating reserve.

CARRIED.

➤ 2020 Audited Rothesay Financial Statements

Dealt with above.

7.3 16 March 2021 Draft Rothesay Hive Advisory Committee Meeting Minutes

MOVED by Counc. Wells and seconded by Deputy Mayor Alexander the Draft Rothesay Hive Advisory Committee Meeting Minutes dated 16 March 2021 be received/filed.

ON THE QUESTION:

Counc. Wells summarized the minutes. She encouraged donations to keep the facility affordable, and reminded Council that tax receipts are available for donations in excess of \$25.

Deputy Mayor Alexander praised the activity of the Committee, emphasizing the lengthy detailed minutes. He noted he is glad to hear Counc. Wells will continue as a member of the Committee.

CARRIED.

7.4 16 March 2021 Draft Parks and Recreation Committee Meeting Minutes

MOVED by Counc. Wells and seconded by Counc. Mackay French the Draft Parks and Recreation Committee Meeting Minutes dated 16 March 2021 be received/filed.

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ON THE QUESTION:

Counc. Mackay French commented on the inadequacy of the solar lights for the Wells Recreation Dog Park. She reported residents have requested lights along the trails at the Wells Recreation Park. She initially thought solar lights could be a viable option until recent discussions. She asked if installing lights on the trails is a possibility. It was suggested Counc. Mackay French encourage the residents to submit a written request to Council that can be referred to the Parks and Recreation Committee.

CARRIED.

7.5 17 March 2021 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 17 March 2021 be received/filed.

ON THE QUESTION:

Counc. Shea indicated he was confused by the Wilson Drive matter. He reported he visited the property and was informed the street has a subdivision of six lots – once part of the village of Fairvale, and is serviced by municipal water and sewer installed by the former Village. He asked how FERO can refuse service provision based on liability concerns, when the service has been provided for the past twenty years. He inquired about the specific concerns, noting he does not understand how the “back in” service will address these issues. He requested a status update.

Town Manager Jarvie clarified Wilson Drive is serviced by municipal sewer, but not municipal water. He advised: the street is considered a private lane because it does not comply with Town standards for municipal roads; garbage collection is available, at no additional cost, if the materials are brought to the interface of a public street – in this case, the end of Wilson Drive at Milne Street; there are other private lanes, of lengths in excess of Wilson Drive, where property owners receive garbage collection at the interface of a public street; and it is difficult to justify providing the service to what can be described as a private driveway.

Counc. Shea asked if the road’s classification as a private lane is impacted by the number of lots. Town Manager Jarvie explained the lots were developed in the 1950s – 1960s (before amalgamation). He reminded Council roads do not become publicly owned until they are constructed, or upgraded, to meet municipal standards, and ownership is transferred to the Town. Counc. Shea asked if FERO has terminated service on other similar lanes. Town Manager Jarvie noted it is likely but he would have to investigate to confirm. Counc. Shea referenced Council’s past interest in developing a private lanes policy. He indicated he hopes the policy will result in the equitable treatment of private lanes. He commented on other roads in similar condition to Wilson Drive that receive garbage collection. He added the property owners indicated, if possible, they are willing to sign a waiver to release the Town of liability for the continuation of garbage collection on Wilson Drive. Counc. Lewis inquired about the cost of the “back in” service. Counc. Shea noted the annual cost is \$718.

Counc. McGuire requested status updates on the damaged flashing speed sign, and the “Welcome to Rothesay” signage. DO McLean explained water seeped into the sealed electronic compartment of a flashing speed sign. The sign was sent to the manufacturer but is unable to be repaired. The manufacturer agreed to replace the sign at no charge, but it has not been received at this time. DO McLean referred to DPDS White for an update on the “Welcome to Rothesay” signage. DPDS White advised potential locations must be discussed with the Department of Transportation and Infrastructure. He will follow-up with DO McLean and report back next meeting. In response to an inquiry, DO McLean clarified the damaged flashing speed sign was one of the signs located on Iona Avenue and Islay Avenue.

CARRIED.

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➤ James Renforth Drive

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells a discontinuous paving treatment (or “cobblestone effect”) be applied on James Renforth Drive, and further residents in the area be notified in advance of the change.

CARRIED.

7.6 6 April 2021 Draft Planning Advisory Committee Meeting Minutes

MOVED by Counc. Shea and seconded by Counc. McGuire the Draft Planning Advisory Committee Meeting Minutes dated 6 April 2021 be received/filed.

ON THE QUESTION:

When questioned, Councs. McGuire and Shea confirmed one applicant was present for all three applications as the owner of both properties.

Counc. Mackay French requested clarification regarding the first application discussed. It was noted the application was tabled pending a surveyor’s certificate to acquire exact measurements to determine the actual variance required. DPDS White advised a special meeting will be scheduled once the results of the survey are received. In response to an inquiry, DPDS White confirmed the Committee approved an increase in occupancy from 60 persons to 100 persons (80 indoor and 20 on the patio). Counc. Wells agreed with the interest in protecting public safety, noting it is better to err on the side of caution. She further agreed that it would be difficult requesting removal of the deck in the future. She inquired about noise concerns. Counc. McGuire relayed one condition of approval was the prohibition of amplified music on the patio.

CARRIED.

7.7 March 2021 Monthly Building Permit Report

MOVED by Counc. Lewis and seconded by Deputy Mayor Alexander the March 2021 Monthly Building Permit Report be received/filed.

CARRIED.

7.8 8 April 2021 Capital Projects Summary

MOVED by Counc. Brenan and seconded by Counc. McGuire the Capital Projects Summary dated 8 April 2021 be received/filed.

CARRIED.

7.9 Kennebecasis Regional Police Force 2020 Annual Report (*full copy available at Town Hall*)

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the Kennebecasis Regional Police Force 2020 Annual Report 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

7 April 2021

Memorandum from Town Clerk Banks

AMENDED

Draft amended Municipal Plan By-law 1-20

Mayor Grant, for the benefit of the public, highlighted the five substantial changes to the draft Municipal Plan, more specifically relating to manufactured housing, short term rentals, and three changes to the Land Use Map regarding density. DPDS White noted staff are looking forward to working towards the goals and objectives identified in the Plan.

MOVED by Deputy Mayor Alexander and seconded by Counc. Brenan Council authorize Reading by Summary of amended By-law 1-20, "Rothesay Municipal Plan 2020-2030".

ON THE QUESTION:

Counc. Mackay French requested the photographs on pages 35 and 53 of the Plan be replaced. She noted they are not an accurate representation of low density, or the Heritage Zone, as intended. DPDS White noted these are valid points and staff have no objections to replacing the photographs.

CARRIED.

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

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council give 3rd Reading by Title and Enactment, to By-law 1-20, "Rothesay Municipal Plan 2020-2030" as amended.

CARRIED.

Mayor Grant thanked staff, noting the Plan encourages development while maintaining Rothesay's "small town character".

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

8.3 Plastic Bag Reduction By-law 1-21

7 April 2021

Memorandum from Town Clerk Banks

DRAFT

Rothesay Plastic Bag Reduction By-law 1-21

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander Council authorize Reading by summary of By-law 1-21, "Plastic Bag Reduction By-law".

CARRIED.

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

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander Council give 3rd Reading by Title and Enactment, to By-law 1-21, "A By-law of the town of Rothesay Respecting the Reduction of Single-Use Plastic Bags in Rothesay".

CARRIED.

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

Mayor Grant noted all regional municipalities have now enacted a Plastic Bag Reduction By-law.

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 Wells Recreation Building

8 April 2021

Memorandum from Town Manager Jarvie

1 April 2021

Rothesay Wells Community Center Report (Acre Architects)

Dealt with above.

ROTHESAY

Regular Council Meeting (*by videoconference*)

Minutes

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12 April 2021

9.1.2 2020 Audited Rothesay Financial Statements

1 April 2021

Memorandum from Finance Committee

31 December 2020

Draft Rothesay Consolidated Financial Statements

Dealt with above.

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

DEVELOPMENT SERVICES

9.2 Continuance of Development Agreement – Dobbin Street

6 April 2021

Report prepared by DPDS White

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis Council hereby agrees to continue the Development Agreement registered on title as Document #34727207 reserving the right to terminate the Agreement if the specific proposal has not been undertaken to the satisfaction of Council within 12 months of this resolution.

ON THE QUESTION:

DPDS White confirmed it is evident the developer is making progress to move the project forward. Deputy Mayor Alexander commented on the importance of the project as it will add to the diversity of housing options available in Rothesay. Mayor Grant agreed noting this is a great opportunity for affordable housing, and suggested staff discuss this possibility with the developer.

CARRIED.

Counc. Shea returned to the videoconference.

OPERATIONS

9.3 Engagement of Technical Advisory Services – Wastewater Treatment Facility Upgrade

29 March 2021

Report prepared by DO McLean

MOVED by Counc. Wells and seconded by Counc. McGuire the proposal from Richard Gabbey be accepted and that the Town enter into a fee-for-service agreement to provide technical advisory services related to the proposed wastewater treatment facility upgrade project.

ON THE QUESTION:

Town Manager Jarvie advised this is an important step in moving the Wastewater Treatment Plant project forward. He noted tenders will be issued for a detailed design plan and construction of the facility. He commented on the importance of obtaining consultation for a specialized project of such magnitude. He added Mr. Gabbey's prior experience will be beneficial for the project.

CARRIED.

9.4 Equipment Supply – Asphalt Infrared Heater

30 March 2021

Report prepared by DO McLean

MOVED by Deputy Mayor Alexander and seconded by Counc. Brenan the quote from Saunders Equipment Ltd., in the amount of \$27,375.00 plus HST, for the purchase of a ***KM International Infrared Heater*** be accepted and further that the Director of Operations be authorized to issue a purchase order in that regard.

CARRIED.

9.5 Carpenter Pond Well #7 Rehabilitation

6 April 2021

Report prepared by DO McLean

MOVED by Deputy Mayor Alexander and seconded by Counc. Brenan Council accept the proposal submitted by Fairville Construction Ltd. in the amount of \$350,000.00 plus HST to excavate and rehabilitate the infiltration gallery known as Well #7 in the Carpenter Pond Wellfield and further that the Mayor and Clerk be authorized to execute the relevant contract documents.

ROTHESAY

Regular Council Meeting (by videoconference)

Minutes

-14-

12 April 2021

ON THE QUESTION:

Mayor Grant summarized the report, highlighting the delicate process required. Counc. Brennan inquired about the process. DO McLean advised, unlike typical vertical wells, Well #7 is a horizontal trench roughly 25 feet in depth with a length of 100 feet. The trench must be excavated to be cleaned, or if necessary, to replace the infrastructure. He explained the delicate nature of the project relates to Well #7's close proximity to Carpenter's Pond. There is a risk water from the pond could enter the trench during excavation.

CARRIED.

9.6 Equipment Supply – Traffic Signals

7 April 2021

Report prepared by DO McLean

MOVED by Counc. Mackay French and seconded by Counc. Shea Council accept the quote from Electromega in the amount of \$63,785.00 plus HST, for the purchase of traffic signal hardware for the Spruce Street/Clark Road intersection and further that the Director of Operations be authorized to issue a purchase order in that regard.

CARRIED.

MOVED by Counc. Mackay French and seconded by Deputy Mayor Alexander Council accept the quote from Mallard Forestry Equipment in the amount of \$22,979.30 plus HST, for the purchase of traffic signal poles and davit arms for the Spruce Street/Clark Road intersection and further that the Director of Operations be authorized to issue a purchase order in that regard.

CARRIED.

Town Manager Jarvie explained the traffic signals are also related to the Dobbin Street proposal (discussed under Item 9.2), to accommodate anticipated traffic generated by the development.

ADMINISTRATION

9.7 Rothesay Annual Report 2020

DRAFT

Rothesay Annual Report

MOVED by Counc. Wells and seconded by Deputy Mayor Alexander the Draft Rothesay Annual Report be received/filed.

ON THE QUESTION:

Counc. Wells commended staff on the report. She noted it is important to remember the amenities and services available to Rothesay residents, especially during the upcoming discussions on municipal reform. She explained the report illustrates the benefits residents experience in the town of Rothesay.

CARRIED.

10. NEXT MEETING

The next meeting is scheduled as follows:

Oath of Office Ceremony Monday, May 31, 2021 (*to be confirmed*)

Regular meeting Monday, June 14, 2021

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:15 p.m.


MAYOR


CLERK