

# 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, June 14, 2021 at 4:00 p.m.**



**PRESENT:** MAYOR NANCY GRANT  
DEPUTY MAYOR MATT ALEXANDER  
COUNCILLOR HELEN BOYLE  
COUNCILLOR DAVE BROWN  
COUNCILLOR PETER J. LEWIS  
COUNCILLOR TIFFANY MACKAY FRENCH  
COUNCILLOR BILL McGUIRE  
COUNCILLOR DON SHEA

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 12 April 2021

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the Open Session Council minutes of April 12, 2021 be adopted as circulated.

**CARRIED.**

- Oath of Office Ceremony 7 June 2021

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the Oath of Office Ceremony meeting minutes of June 7, 2021 be adopted, with the following amendment:

- The Call to Order be added and the Opening Prayer be moved to follow the Oaths of Office.

**CARRIED.**

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

### 3. OPENING REMARKS OF COUNCIL

Mayor Grant welcomed the new, and re-elected, members of Council. She began by extending appreciation to the five groups that organized community clean-ups in Rothesay: Rothesay Elementary School, the Navy League, Keller Williams Realty, the Rothesay-Kings Rotary Club, and a group of volunteer residents organized by Lawrence and Karen Taylor. Thank you letters will be sent to each group.

Mayor Grant reported all municipalities in the region passed by-laws banning the use of plastic bags as of June 30, 2021.

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Mayor Grant noted she was delighted to provide a tour of Rothesay to the ladies of Les TRIPeuses Trotteuses. She explained, to help combat COVID-19 fatigue, the group travels to interview mayors and showcase the municipalities of New Brunswick through virtual tours. She encouraged all to visit the Town's Facebook page for a link to the videos.

Mayor Grant reported she attended the Saint John candlelight vigil in recognition of the 215 Indigenous children found buried at a former Kamloops, British Columbia residential school.

As Council begins a new term, Mayor Grant stressed the importance of considering the community as a whole when making decisions.

Counc. Shea suggested, if not already done, letters be sent to unsuccessful candidates thanking them for their participation in the municipal election. Counc. Mackay French suggested it would be a nice gesture. Town Manager Jarvie advised this is not standard practice but could be considered.

Counc. Mackay French expressed appreciation for the Les TRIPeuses Trotteuses Rothesay videos. Mayor Grant revealed the videos were filmed on a cold Sunday which explains the unusual lack of traffic and public activity in the background.

### 3.1 Declaration of Conflict of Interest

Counc. Boyle declared a conflict with respect to Item 5.6 Proposal for Rothesay Farmers Market.

## 4. DELEGATIONS

N/A

## 5. CORRESPONDENCE FOR ACTION

5.1 26 April 2021 Letter from resident RE: Recycling Program

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the letter from resident RE: Recycling Program dated 26 April 2021 be referred to the Works and Utilities Committee.

### ON THE QUESTION:

Mayor Grant and Deputy Mayor Alexander noted the restriction (prohibiting use of a plastic bag to contain recyclable materials) comes from a decision of the Fundy Regional Service Commission. All municipalities in the region impose the same restriction. Counc. Mackay French reiterated her previous concern that the size of the recycling containers, provided to residential properties by the Town, are inadequate for a family of four. She relayed personal, and public, frustration as FERO has demonstrated inconsistencies regarding acceptance of larger recycling containers.

**CARRIED.**

5.2 2 May 2021 Email from resident RE: Erosion concern

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the email from resident RE: Erosion concern dated 2 May 2021 be referred to staff for a response.

**CARRIED.**

5.3 1 June 2021 Letter from resident RE: Sewage concern on Seville Row

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the letter from resident RE: Sewage concern on Seville Row dated 1 June 2021 be referred to staff.

**CARRIED.**

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5.4 3 June 2021 Email from resident RE: Request for crosswalk on Marr Road  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the email from resident RE: Request for crosswalk on Marr Road dated 3 June 2021 be referred to the Works and Utilities Committee.

### ON THE QUESTION:

Deputy Mayor Alexander acknowledged the difficulty for pedestrians to cross Marr Road. He noted an appropriate solution may require more than a painted crosswalk with flashing lights, which could come at a substantial cost. It is unlikely the matter will be resolved immediately, however the issue is on the Town's radar. Counc. Mackay French commented on the validity of the concerns, citing the fatal accidents and the increased presence of children on Marr Road. She noted she hopes a crosswalk is considered in the future.

**CARRIED.**

5.5 3 June 2021 Email to/from resident RE: Request for No Parking sign on River Road  
17 May 2021 Email from resident  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the email to/from resident RE: Request for No Parking sign on River Road dated 3 June 2021, and the email from resident dated 17 May 2021 be referred to the Works and Utilities Committee.

**CARRIED.**

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

5.6 7 June 2021 Email from Andrew Ryder RE: Proposal for Rothesay Farmers Market  
4 June 2021 Business Plan for Rothesay Farmers Market  
**MOVED** by Counc. Mackay French and seconded by Counc. McGuire the email from Andrew Ryder RE: Proposal for Rothesay Farmers Market dated 7 June 2021, and the Business Plan for Rothesay Farmers Market dated 4 June 2021 be referred to the Parks and Recreation Committee.

### ON THE QUESTION:

Council expressed interest in the proposal but suggested options be explored for another location. Heavy foot traffic from the recurring assembly, attendance, and deconstruction of the event could have adverse impacts on the Rothesay Common; and designated overflow parking areas may be unavailable due to scheduling conflicts. Counc. McGuire noted the Town has spent hundreds of thousands of dollars to resolve drainage and other issues on the Rothesay Common and suggested another location would be better.

**CARRIED.**

Counc. Boyle returned to the videoconference.

5.7 9 June 2021 Email from Harry Miller Middle School students RE: Electric Cars Project  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle the email from Harry Miller Middle School students RE: Electric Cars Project dated 9 June 2021 be referred to the Works and Utilities Committee.

**CARRIED.**

## 6. CORRESPONDENCE - FOR INFORMATION

6.1 15 April 2021 Letter from Kennebecasis Valley Fire Department RE: Fire Department Fitness Program

**MOVED** by Counc. Lewis and seconded by Deputy Mayor Alexander the letter from Kennebecasis Valley Fire Department RE: Fire Department Fitness Program dated 15 April 2021 be received/filed.

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### ON THE QUESTION:

Counc. McGuire noted he remains unconvinced that fitness equipment should be a capital expense. He questioned why fitness equipment is being replaced if it is deemed suitable to donate to other organizations. When questioned, Counc. Lewis confirmed the equipment does wear out. It was noted the prior agreement to fund the fitness equipment was fulfilled and it is expected Council will discuss how to proceed during 2022 budget deliberations.

**CARRIED.**

6.2 23 April 2021 Letter from Saint John Regional Hospital Foundation RE: The GIVE:  
Clinic 1 Expansion update

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the letter from Saint John Regional Hospital Foundation RE: The GIVE: Clinic 1 Expansion update dated 23 April 2021 be received/filed.

**CARRIED.**

6.3 2 June 2021 Email from the Office of Shannon Stubbs, MP RE: Bill C-21  
28 May 2021 Letter from Shannon Stubbs  
25 March 2021 Resolution of the town of Kingsville, Ontario

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire the email from the Office of Shannon Stubbs, MP RE: Bill C-21 dated 2 June 2021, the letter from Shannon Stubbs dated 28 May 2021, and the Resolution of the town of Kingsville, Ontario dated 25 March 2021 be received/filed.

**CARRIED.**

6.4 4 June 2021 Emails to/from Advocacy Chair of Velo NB RE: Fix-It Bike Station

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the emails to/from Advocacy Chair of Velo NB RE: Fix-It Bike Station dated 4 June 2021 be received/filed.

### ON THE QUESTION:

Mayor Grant reported the social media post, introducing the Fix-It Bike Station, received positive public response. Deputy Mayor Alexander commended staff on the installation, and noted, if popular, another unit may be required.

**CARRIED.**

6.5 4 June 2021 Email from Compassionate Grief Centre of Southern New Brunswick  
(Information available online at <https://compassionategriefcentre.ca/>)

**MOVED** by Counc. Mackay French and seconded by Counc. Boyle the email from Compassionate Grief Centre of Southern New Brunswick dated 4 June 2021 be received/filed.

**CARRIED.**

6.6 10 June 2021 Congratulatory letter from Association Régionale de la Communauté  
francophone de Saint-Jean inc. (ARC-F)

**MOVED** by Counc. Shea and seconded by Counc. Boyle the congratulatory letter from Association Régionale de la Communauté francophone de Saint-Jean inc. (ARC-F) dated 10 June 2021 be received/filed.

**CARRIED.**

## 7. REPORTS

7.0 June 2021 Report from Closed Session  
N/A

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7.1 22 March 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 22 March 2021 be received/filed.

### ON THE QUESTION:

Mayor Grant summarized the minutes, highlighting background information regarding the CMEI – Community Projects, and FRSC’s imposed ban for use of plastic bags to contain yard waste.

**CARRIED.**

7.2 10 February 2021 Kennebecasis Valley Fire Department Inc. (KVFD) Board Meeting Minutes

3 February 2021 KVFD Statement of Expense

10 February 2021 Memorandum from Fire Chief RE: Capital Purchase – Replacement for 2011 Toyota Tundra

10 February 2021 Memorandum from Fire Chief RE: Capital Purchase – Replacement for 2013 Dodge Ram

10 February 2021 KVFD Fire Chief’s Report

31 December 2020 KVFD Response Report

**MOVED** by Counc. Lewis and seconded by Counc. Mackay French the Kennebecasis Valley Fire Department Inc. (KVFD) Board Meeting Minutes dated 10 February 2021, the KVFD Statement of Expense dated 3 February 2021, the Memorandum from Fire Chief RE: Capital Purchase – Replacement for 2011 Toyota Tundra dated 10 February 2021, the Memorandum from Fire Chief RE: Capital Purchase – Replacement for 2013 Dodge Ram dated 10 February 2021, the KVFD Fire Chief’s Report dated 10 February 2021, and the KVFD Response Report dated 31 December 2020 be received/filed.

### ON THE QUESTION:

Mayor Grant commented both the 2011 Toyota Tundra and 2013 Dodge Ram were under budget.

**CARRIED.**

7.3 17 May 2021 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) 2020 Audited Financial Statements

**MOVED** by Counc. Shea and seconded by Counc. McGuire the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) 2020 Audited Financial Statements dated 17 May 2021 be received/filed.

### ON THE QUESTION:

For the benefit of new Council members, Treasurer MacDonald provided a brief overview of the differences between monthly financial statements and annual audited financial statements. He reported the document states the 2020 KRJBPC Audited Financial Statements are in compliance with Public Sector Accounting Standards (PSAS). He relayed the organization does not have an operating fund surplus, or deficit, in 2020 because of funds provided by the municipalities to cover extraneous costs. He provided further explanation regarding the different treatment of debt payments, and amortization of capital assets, between the two accounting standards.

Mayor Grant requested clarification regarding the accumulated surplus on page 88 of \$1,108,085. Treasurer MacDonald explained when capital assets are purchased (i.e. buildings, vehicles, or equipment) they are funded through either debt or operating expenses – and are recorded as an expense. However, under PSAS they are not recorded as expenses. Instead, an accounting surplus is created through debt payment and amortization – it is considered equity rather than cash.

**CARRIED.**

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7.4 30 April 2021 Draft unaudited Rothesay General Fund Financial Statements  
**MOVED** by Counc. Shea and seconded by Deputy Mayor Alexander the draft unaudited Rothesay General Fund Financial Statements dated 30 April 2021 be received/filed.

### ON THE QUESTION:

Mayor Grant commented the variance report indicates the Town is “in the black”. She added the considerable amount under Conditional Transfers pertains to the Safe Restart COVID-19 funding; and the \$700,000 under Fiscal Services relates to funds transferred to reserves. Treasurer MacDonald acknowledged reference notes, to the statements, are usually included but were unintentionally omitted in the document.

**CARRIED.**

30 April 2021 Draft unaudited Rothesay Utility Fund Financial Statements  
**MOVED** by Counc. Shea and seconded by Counc. McGuire the draft unaudited Rothesay Utility Fund Financial Statements dated 30 April 2021 be received/filed.

### ON THE QUESTION:

Mayor Grant commented on the positive variance for the Sale of Water. Treasurer MacDonald advised this partially relates to provincial funding received to compensate for COVID-19 losses. For the benefit of new Council members, Counc. McGuire explained the Town’s Utility Fund operates on a “net zero” budget model where services are funded solely by those that use them, rather than through property tax contributions.

**CARRIED.**

7.5 20 April 2021 Draft Rothesay Hive Advisory Committee Meeting Minutes  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle the Draft Rothesay Hive Advisory Committee Meeting Minutes dated 20 April 2021 be received/filed.

### ON THE QUESTION:

Mayor Grant updated the new Council members by relaying the origin and progress to date of the Rothesay Hive and the Rothesay Hive Advisory Committee.

**CARRIED.**

18 May 2021 Draft Rothesay Hive Advisory Committee Meeting Minutes  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the Draft Rothesay Hive Advisory Committee Meeting Minutes dated 18 May 2021 be received/filed.

**CARRIED.**

7.6 20 April 2021 Draft Parks and Recreation Committee Meeting Minutes  
**MOVED** by Counc. Lewis and seconded by Counc. McGuire the Draft Parks and Recreation Committee Meeting Minutes dated 20 April 2021 be received/filed.

**CARRIED.**

7.7 21 April 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 21 April 2021 be received/filed.

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### ON THE QUESTION:

Deputy Mayor Alexander summarized the minutes. He stressed the purpose of the Private Lanes Policy is to correct current inequities in the Town, as opposed to reducing costs. He reassured Council the Committee is conscious of the need for a reasonable implementation plan to allow residents sufficient time to adjust to any changes.

Counc. McGuire requested an update on the replacement of the damaged speed radar sign, and the Rothesay “highway signage”. Town Manager Jarvie advised discussions are ongoing with the Department of Transportation and Infrastructure regarding appropriate locations for highway signage. DO McLean confirmed the new speed radar sign was received and will be installed on Frances Avenue. Counc. McGuire noted he thought the signs were to be moved to Anna Avenue. DO McLean advised another set of speed radar signs, currently in the vicinity of Eriskay Drive, will be moved to Anna Avenue. Counc. Shea asked if the pre-existing agreements for private lanes predate amalgamation (1998). Deputy Mayor Alexander noted they do predate amalgamation. Town Manager Jarvie advised both agreements, and past practices, must be considered. When questioned, Town Manager Jarvie confirmed agreements must be approved by Council.

**CARRIED.**

#### ➤ Gondola Point Road to Church Avenue Sidewalk

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea Council approve the installation of a sidewalk on Gondola Point Road between Almon Lane and Church Avenue, in 2021 if surplus funds are available in the budget.

**CARRIED.**

#### ➤ 273 Gondola Point Road – Overdue Charges

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the interest charges be upheld and a payment plan be offered if required.

**CARRIED.**

7.8 26 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 26 April 2021 be received/filed.

### ON THE QUESTION:

Mayor Grant noted she was pleased to see the new Municipal Plan in action through the discussion of affordable housing.

**CARRIED.**

3 May 2021 Draft Planning Advisory Committee Meeting Minutes

**MOVED** by Counc. Shea and seconded by Counc. McGuire the Draft Planning Advisory Committee Meeting Minutes dated 3 May 2021 be received/filed.

**CARRIED.**

#### ➤ Wanda Crescent – Cash in lieu of land for public purposes (LPP)

**MOVED** by Counc. Shea and seconded by Counc. McGuire Council accept \$4,560 as cash in lieu of Land for Public Purposes for the proposed building Lot 20-01 to be subdivided from vacant land off Wanda Crescent (PID 30149199).

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### ON THE QUESTION:

For the benefit of new Council members, DPDS White explained, as stated in the Community Planning Act, subdivision applications require the contribution of land (in the amount of 10%), or cash in lieu of land (\$13.50 per square meter), for public purposes.

**CARRIED.**

7 June 2021 Draft Planning Advisory Committee Meeting Minutes

**MOVED** by Counc. Shea and seconded by Counc. McGuire the Draft Planning Advisory Committee Meeting Minutes dated 7 June 2021 be received/filed.

**CARRIED.**

7.9 May 2021 Monthly Building Permit Report

**MOVED** by Counc. Shea and seconded by Counc. Boyle the May 2021 Monthly Building Permit Report be received/filed.

**CARRIED.**

7.10 10 June 2021 Capital Projects Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the Capital Projects Summary dated 10 June 2021 be received/filed.

**CARRIED.**

## 8. UNFINISHED BUSINESS

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### TABLED ITEMS

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

*No action at this time*

**8.2 Strong Court Sidewalk – Anglophone South School District** (Tabled April 2021)

*No action at this time*

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## 9. NEW BUSINESS

### 9.1 Committee Appointment – Rothesay Hive

9 June 2021 Memorandum from Nominating Committee

**MOVED** by Counc. McGuire and seconded by Counc. Lewis Miriam Wells be appointed to the Rothesay Hive Advisory Committee for a term to expire December 31, 2022.

**CARRIED.**

### 9.2 Highland Avenue Sanitary Sewer Replacement

9 June 2021 Report prepared by DO McLean

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea Council authorize the Director of Operations to increase the scope of Contract T-2021-001, between the Town and Debly Enterprises Ltd., to include the replacement of a major section of sanitary sewer along Highland Avenue at a cost of \$237,411.80 plus HST.

### ON THE QUESTION:

When questioned, DO McLean advised the 300 meter section refers to the area along Highland Avenue between Eriskay Drive and Kingswood Avenue.

**CARRIED.**



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**9.3 Application for Designated Highways Funding**

11 June 2021 Memorandum from Town Manager Jarvie

Rothesay Five Year Capital Plan for Designated Highways

5 May 2021 Letter from the Department of Transportation and Infrastructure

**MOVED** by Counc. Shea and seconded by Deputy Mayor Alexander the Rothesay five-year plan for designated highway improvements be forwarded to the Department of Transportation and Infrastructure.

**ON THE QUESTION:**

Mayor Grant highlighted the first three years of the Plan which focus on sections of Rothesay Road. She explained, applications submitted over the past few years, for Rothesay Road, were unsuccessful.

**CARRIED.**

**9.4 R-2021-T-001 Town Hall Improvements – HVAC**

9 June 2021 Report prepared by R. Kincade

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the supply and installation of the condenser replacement at the Rothesay Town Hall is awarded to the lowest bidder, Black and McDonald in the amount of \$78,292 plus HST.

**CARRIED.**

**10. NEXT MEETING**

The next meeting is scheduled as follows:

**Regular meeting** Monday, July 12, 2021

**MOVED** by Counc. Mackay French and seconded by Counc. McGuire the July 12, 2021 Council meeting be scheduled for 6:00 p.m.


**CARRIED.**

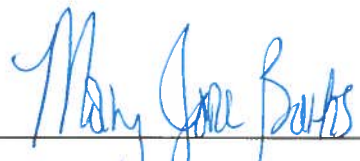
**11. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 5:00 p.m.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CLERK