



**ROTHESAY**  
COUNCIL MEETING  
By Webex Videoconference  
**Monday, November 8, 2021**  
**7:00 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 HAZLETT

**Rothesay Land Acknowledgement**      **Deputy Mayor Alexander**  
Deputy Mayor Alexander read the Rothesay Land Acknowledgement.

Mayor Grant called the videoconference to order at 7:00 p.m. noting she and Town Clerk Banks are present in the Sayre Room at Rothesay Town Hall, observing physical distancing requirements, and wearing masks. All other Council members and Town staff were connected remotely.

**1. APPROVAL OF AGENDA**

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the agenda be approved as circulated.

**CARRIED.**

**2. ADOPTION OF MINUTES**

➤ Regular Meeting      12 October 2021

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis the Open Session Council minutes of October 12, 2021 be adopted as circulated.

**CARRIED.**

➤ Special Meeting      18 October 2021

**MOVED** by Counc. Mackay French and seconded by Deputy Mayor Alexander the Special Council minutes of October 18, 2021 be adopted as circulated.

**CARRIED.**

➤ Public Meeting      25 October 2021

**MOVED** by Counc. Shea and seconded by Counc. Boyle the Public Meeting minutes of October 25, 2021 be adopted as circulated.

**CARRIED.**

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

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### 3. OPENING REMARKS OF COUNCIL

Mayor Grant extended congratulations to Rothesay Netherwood School (RNS) on the opening of the new Science Hall. She noted she and Town Manager Jarvie toured the facility on Friday.

Mayor Grant addressed a question received about why she was not at the volunteer-led Remembrance Day ceremony at the Rothesay Common last year. She explained, she attends the official service which is typically at the QPlex.. However, as a safety precaution during the pandemic (2020 and 2021), a small invitation-only ceremony is held at the Kennebecasis Branch 58 Royal Canadian Legion on Marr Road. In response to an inquiry, DRP Jensen confirmed the informal, volunteer-led ceremony on the Rothesay Common will occur this year.

#### 3.1 Declaration of Conflict of Interest

Deputy Mayor Alexander declared a conflict of interest with respect to Item 5.5 Request from Luke Moffett to appear before Council.

Counc. Lewis declared a conflict of interest with respect to Item 7.8 Planning Advisory Committee minutes (Holland Drive).

### 4. DELEGATIONS

N/A

### 5. CORRESPONDENCE FOR ACTION

5.1 14 October 2021 Letter from resident RE: Request to lower current tax rate

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the letter from resident RE: Request to lower current tax rate dated 14 October 2021 be referred to the Finance Committee.

**CARRIED.**

5.2 25 October 2021 Email from resident RE: Tax Rate

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the email from resident RE: Tax Rate dated 25 October 2021 be referred to the Finance Committee.

**CARRIED.**

5.3 29 October 2021 Letter from resident RE: Budget Comments

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the letter from resident RE: Budget Comments dated 29 October 2021 be referred to the Finance Committee.

#### ON THE QUESTION:

Counc. Shea asked if there is a reason there are no members of the public on the Finance Committee. Town Manager Jarvie advised the composition of the Committee is in accordance with the Procedural By-law. At Council's discretion, an amendment to the Procedural By-law could be made to change the composition of the Committee.

**CARRIED.**

5.4 1 November 2021 Light up the Town Purple in support of Hestia House

**MOVED** by Counc. McGuire and seconded by Counc. Boyle to light Town Hall with purple lights and promote on social media.

#### ON THE QUESTION:

Mayor Grant reminded Council purple lights were purchased for the initiative last year and displayed on the front of Town Hall.

**CARRIED.**

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Deputy Mayor Alexander declared a conflict of interest and left the videoconference.

5.5 1 November 2021 Request from Luke Moffett to appear before Council

**MOVED** by Counc. Mackay French and seconded by Counc. Shea to refer the applicant to the development process.

**CARRIED.**

Deputy Mayor Alexander returned to the videoconference.

5.6 2 November 2021 Email from resident RE: KV Santa Claus Parade

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle the email from resident RE: KV Santa Claus Parade dated 2 November 2021 be referred to staff.

**CARRIED.**

### 6. CORRESPONDENCE - FOR INFORMATION

6.1 12 October 2021 Fax from resident RE: Traffic Conditions at Marr Road/Chapel Road Intersection

**MOVED** by Counc. Mackay French and seconded by Deputy Mayor Alexander the fax from resident RE: Traffic Conditions at Marr Road/Chapel Road Intersection dated 12 October 2021 be received/filed.

**CARRIED.**

6.2 14 October 2021 2022 Donation request from Kennebecasis Crimestoppers (*see item 7.4*)

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire the 2022 donation request from Kennebecasis Crimestoppers dated 14 October 2021 be received/filed.

**CARRIED.**

6.3 27 October 2021 Crohn's and Colitis Awareness Month November 2021

**MOVED** by Counc. McGuire and seconded by Counc. Shea Crohn's and Colitis Awareness Month November 2021 be promoted on the Town's social media.

**CARRIED.**

### 7. REPORTS

7.0 November 2021 **Report from Closed Session**  
N/A

7.1 23 August 2021 Fundy Regional Service Commission (FRSC) Meeting Minutes

**MOVED** by Counc. Shea and seconded by Deputy Mayor Alexander the Fundy Regional Service Commission Meeting Minutes dated 23 August 2021 be received/filed.

#### ON THE QUESTION:

Mayor Grant clarified, she voted against the budget because the final iteration did not include an increase in the compost tipping fee of \$1 per metric ton – which had been presented in the draft version of the budget. Both versions of the budget included an increase in the price for municipal solid waste by five dollars per metric ton.

**CARRIED.**

7.2 15 September 2021 Kennebecasis Public Library (KPL) Board Meeting Minutes

**MOVED** by Counc. Shea and seconded by Counc. McGuire the Kennebecasis Public Library (KPL) Board Meeting Minutes dated 15 September 2021 be received/filed.

**CARRIED.**

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- 7.3 8 September 2021 Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes  
31 July 2021 KVFD Statement of Expense with Budget Variance  
2022 KVFD Proposed Operating Budget  
2022 KVFD Proposed Capital Budget  
8 September 2021 KVFD Fire Chief's Report  
31 August 2021 KVFD Response Report

**MOVED** by Counc. Lewis and seconded by Counc. McGuire the Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes dated 8 September 2021, the KVFD Statement of Expense with Budget Variance dated 31 July 2021, the 2022 KVFD Proposed Operating Budget, the 2022 KVFD Proposed Capital Budget, the KVFD Fire Chief's Report dated 8 September 2021, and the KVFD Response Report dated 31 August 2021 be received/filed.

### ON THE QUESTION:

Counc. McGuire asked for clarification regarding the item "Employee Wellness" in the proposed budget. He asked if this category includes funds for exercise equipment. Town Manager Jarvie advised, in past years, the budget allocated funds for the refurbishment of exercise equipment – which is now complete. The "Employee Wellness" category refers to external services such as counselling available to members.

Mayor Grant commented on the mooring of the rescue boat (Marine 1) at the Rothesay Yacht Club. She noted this is a great example of a community partnership.

**CARRIED.**

- 7.4 30 September 2021 Draft unaudited Rothesay General Fund Financial Statements

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

### ON THE QUESTION:

Deputy Mayor Alexander commented on the variances for Recreation and Cultural Services noting the budget was insufficient. He highlighted repairs necessary for the two zambonis (Rothesay arena, and Rothesay Common), and the cost increases for fuel. Mayor Grant requested clarification regarding the "General Projects from Reserves". Treasurer MacDonald advised this relates to audio and visual upgrades to the Common Room (Council chambers).

**CARRIED.**

- 30 September 2021 Draft unaudited Rothesay Utility Fund Financial Statements

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

### ON THE QUESTION:

Deputy Mayor Alexander noted: a positive variance of \$51,000 for "Transmission and Distribution"; expenses will be incurred in the months before year end such that the variance will be minimal by year end; it is expected there will be a small year end surplus in the Utility Operating fund; and the debt application was approved for the Turnbull Court Sewer Phase II project – preparation of a tender package is in progress.

**CARRIED.**

- 21 October 2021 Draft Finance Committee Meeting Minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the draft Finance Committee Meeting Minutes dated 21 October 2021 be received/filed.

**CARRIED.**

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- For Information (*referred to the 2022 budget process*)
  - Revised 2022 Kennebecasis Valley Fire Department Budget
  - 2022 Kennebecasis Public Library Budget
  - 2022 Kennebecasis Regional Police Force Budget

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire the revised 2022 Kennebecasis Valley Fire Department Budget, the 2022 Kennebecasis Public Library Budget, and the 2022 Kennebecasis Regional Police Force Budget be received/filed.

**CARRIED.**

- Donations (for information – *referred to the 2022 budget process*)
  - Saint John Regional Hospital Foundation
  - KV Oasis
  - Symphony New Brunswick
  - Kennebecasis Crimestoppers

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the donation requests for the Saint John Regional Hospital Foundation, KV Oasis, Symphony New Brunswick, and Kennebecasis Crimestoppers be received/filed.

**CARRIED.**

22 October 2021 Draft Joint Finance Committee Meeting Minutes

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the draft Joint Finance Committee Meeting Minutes dated 22 October 2021 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander summarized the discussion on the 2022 Kennebecasis Regional Police Force budget, noting, at the Committee's request, the Board reduced their budget increase (from roughly 9% to 8.4%). He explained, the increase is largely attributed to employing four new officers (one for each traffic platoon). The organization has not increased its staff complement since amalgamation; however growth in both towns warrants the increase.

**CARRIED.**

30 September 2021 Donation Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Brown the Donation Summary dated 30 September be received/filed.

**CARRIED.**

7.5 19 October 2021 Draft Age Friendly Advisory Committee Meeting Minutes

**MOVED** by Counc. Boyle and seconded by Counc. Mackay French the Draft Age Friendly Advisory Committee Meeting Minutes dated 19 October 2021 be received/filed.

### ON THE QUESTION:

Mayor Grant highlighted the growth in members of the Rothesay Hive Facebook group (total of 315) and email distribution list (total of 112). She noted the Committee is busy with the implementation of the File of Life Program (partnership with local emergency responders), and the Age-Friendly Designation renewal application. Counc. Mackay French inquired about the discussion regarding the suggestion to change the name to the Kennebecasis Valley Hive. Mayor Grant noted the Committee felt the suggestion could be explored in the future, but for now the name would remain as the Rothesay Hive.

**CARRIED.**

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- Age Friendly Community Designation Application (*see item 9.1*)

**See Item 9.1.**

- Age Friendly Draft Budget (*Refer to 2022 Budget process*)

**MOVED** by Counc. Shea and seconded by Counc. McGuire the Age Friendly Draft Budget be received/filed.

**CARRIED.**

7.6 19 October 2021 Draft Parks and Recreation Committee Meeting Minutes

**MOVED** by Counc. McGuire and seconded by Counc. Mackay French the Draft Parks and Recreation Committee Meeting Minutes dated 19 October 2021 be received/filed.

ON THE QUESTION:

Counc. Mackay French inquired about the bleachers for the Rothesay arena. DRP Jensen reported arrival of the bleachers is expected in the next couple weeks. The bleachers needed to be galvanized which has caused the delay. Counc. Lewis asked if the Town will be getting a new zamboni. DRP Jensen clarified, though both zambonis required repairs, the proposed 2022 budget does not include funds for a new zamboni.

**CARRIED.**

- Draft 2022 Parks and Recreation Budgets (*Refer to 2022 Budget process*)

**MOVED** by Counc. McGuire and seconded by Counc. Boyle the draft 2022 Parks and Recreation Budgets be received/filed.

**CARRIED.**

- Lion's Club Memorial Bench (Bill McGuire Centre)

**MOVED** by Counc. McGuire and seconded by Counc. Shea the request from the Kennebecasis Lion's Club for a memorial bench at the Bill McGuire Centre be approved.

ON THE QUESTION:

Mayor Grant noted the bench will be a great way to honour past members and will also be an asset to the Town.

**CARRIED.**

7.7 20 October 2021 Draft Works and Utilities Committee Meeting Minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the Draft Works and Utilities Committee Meeting Minutes dated 20 October 2021 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander summarized the minutes. Counc. Mackay French was surprised to see the discontinuation of services for many lanes. She noted Knoll Lane has four residences but was listed in the "less than four residential homes" category. She asked if there is intent to consult with the property owners on private lanes. Deputy Mayor Alexander explained, development of a Private Lanes Policy remains ongoing. The discussion included in the minutes reflects how the Committee is working through how best to ensure private lanes are treated equitably, regarding service provision. He reiterated the Committee is exploring ideas but nothing has been set in stone at this time. Counc. Mackay French put forth two questions: 1) will there be public consultation and 2) is there an option to transfer ownership of these private lanes to the Town? Town Manager Jarvie advised ownership of private lanes can be transferred to the Town, once the roads are upgraded to Town standards. The cost of the upgrades would be borne by the owner(s). There is an option to do so through a Local Improvement Levy (ex. the Mulberry Lane project).

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With respect to public consultation, Town Manager Jarvie expected this will be discussed further once the Policy is formed. There are a number of anomalies with private lanes that must be considered by the Committee regarding the capacity to provide services.

Counc. Lewis suggested there may be no need to contact property owners that will not experience changes to their services. However, notification should be provided to property owners that may have their services discontinued, allowing them to provide feedback beforehand. He mentioned many of these private lanes have received services for a number of years. Property owners on private lanes constructed in the past few years were informed that they would not receive municipal garbage or snow removal services. Deputy Mayor Alexander noted this is something the Committee will consider. He clarified, the discussion in the minutes is not the Private Lanes Policy, but rather meeting notes of the Committee's progress. Once a policy is developed it will be reviewed by Council for consideration.

Counc. Shea pointed out garbage service will not be "discontinued". Instead, property owners on private lanes will have to bring their garbage to the intersection of a public road. Town Manager Jarvie confirmed this is correct, all residents are entitled to garbage service as long as it is placed at the intersection of a public road. Counc. Brown echoed Counc. Shea's point, and added service provision will also be added to some private lanes – the intent is not just to remove services. He gave a brief explanation regarding the Committee's benchmark for the minimum number of residential properties, on a private lane, to determine which lanes should receive services.

Mayor Grant asked for clarification regarding the request for Monaco Drive. Deputy Mayor Alexander noted the request was for "Children Playing" signage to address safety concerns regarding speeding near the playground on Monaco Drive.

**CARRIED.**

➤ Rothesay Road crosswalk (Colwells)

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the Town hold off on the installation of a crosswalk near Colwells on Rothesay Road.

**CARRIED.**

➤ Monaco Drive

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French:

1. A response be sent to the author of the correspondence;
2. The email be forwarded to the Kennebecasis Regional Police Force; and
3. "Playground Ahead" or "Children Playing" signage be installed on Monaco Drive;

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle Monaco Drive be added to the list for placement of the speed radar signs.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire Monaco Drive be considered for the Town's 5 Year Sidewalk Expansion Plan.

**CARRIED.**

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

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7.8 1 November 2021 Draft Planning Advisory Committee Meeting Minutes

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the Draft Planning Advisory Committee Meeting Minutes dated 1 November 2021 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander noted a public hearing is scheduled for the Holland Drive application on November 15<sup>th</sup>, but the Committee has tabled the proposal. He asked if Council will receive a recommendation from the Committee before Council votes on the matter.

Town Clerk Banks advised the public hearing has been duly advertised and will proceed on November 15<sup>th</sup>. Should supplemental information be received it will be presented to the Committee for a recommendation to Council at its December 13<sup>th</sup> meeting – at which time Council can give 1<sup>st</sup> and 2<sup>nd</sup> Reading to proposed By-law 2-10-29.

**CARRIED.**

Counc. Lewis returned to the videoconference.

7.9 October 2021 Monthly Building Permit Report

**MOVED** by Counc. McGuire and seconded by Counc. Brown the October 2021 Monthly Building Permit Report be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander commented on the \$300 value of construction for a deck at 11 Scott Avenue. He asked if staff monitor construction to ensure work reflects the scope outlined in the building permits. Town Manager Jarvie advised investigations are conducted by staff, however the nature of construction could relate to repairs, rather than construction of a new deck.

**CARRIED.**

7.10 5 November 2021 Capital Projects Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Brown the Capital Projects Summary dated 5 November 2021 be received/filed.

### ON THE QUESTION:

Mayor Grant inquired about the “conflict with abutter” under 2021 Street Resurfacing. Town Manager Jarvie advised some disruptions have occurred, with a current project, as an abutting property owner has voiced their disagreement with the overall design. He noted work will be completed as soon as possible.

**CARRIED.**

7.11 2020 Forest Products Sustainability Report *(full report available at Town Hall)*

**MOVED** by Counc. Shea and seconded by Counc. Boyle the 2020 Forest Products Sustainability Report be received/filed.

### ON THE QUESTION:

Town Clerk Banks advised the full report has not been posted online at this time, but is available at Town Hall.

**CARRIED.**



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### 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*

##### 8.3 Rothesay Arena Open House (Tabled September 2021)

*No action at this time*

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##### 8.4 Streetlights – Sierra Avenue (Tabled October 2021) *Remove from table*

5 November 2021 Memorandum from Town Manager Jarvie

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea Streetlights – Sierra Avenue be removed from the table.

**CARRIED.**

Mayor Grant summarized the report for the benefit of the public.

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea Council authorize the installation of two additional street lights on Sierra Avenue at a cost of approximately \$16,400.

**CARRIED.**

### 9. NEW BUSINESS

#### 9.1 Age Friendly Community Designation Application

19 October 2021 Memorandum from the Age Friendly Advisory Committee  
Rothesay Age Friendly Designation Renewal Application

**MOVED** by Counc. Boyle and seconded by Counc. Mackay French Council authorize the application to the Province, dated 20 October 2021, for renewal of the Age Friendly Designation for Rothesay.

#### ON THE QUESTION:

Mayor Grant, Deputy Mayor Alexander, and Counc. Brown commended staff on the report, noting the document showcases Rothesay's progress in providing services for seniors, and becoming an age friendly community.

**CARRIED.**

#### 9.2 Comex Express Bus Service Update

5 November 2021 Memorandum from Town Manager Jarvie

**MOVED** by Counc. Shea and seconded by Counc. McGuire the memorandum from Town Manager Jarvie RE: Comex Express Bus Service Update dated 5 November 2021 be received/filed.

#### ON THE QUESTION:

Town Manager Jarvie elaborated on changes to the Comex bus service routes, and financial implications to the municipalities. In light of these changes, Rothesay, in partnership with Quispamsis, Hampton, and Grand Bay-Westfield, are exploring options for provision of public transportation. Town Manager Jarvie advised the intent is to determine the best way to provide this service for a reasonable cost. He explained, the Comex bus service initiated from funding granted from other levels of government. The aforementioned municipalities are investigating funding opportunities currently available for public transit.

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He informed Council a test is underway in the form of a “fare holiday” where riders can use the service free of charge for the next two months. This will determine if fares are a contributing factor to low ridership, and to promote Comex use. The cost of this is modest (\$2,500 to each municipality) and there is sufficient monies in the budget to cover this cost. However, the pandemic could be a contributing factor to the outcome of the experiment.

In response to an inquiry, Town Manager Jarvie advised individuals pay \$4 to ride the bus; however it is more common for people to purchase either a monthly pass or a punch card.

Counc. Shea suggested the findings may not produce accurate results as individuals may still be working from home during the pandemic. Town Manager Jarvie added the fare holiday was introduced before further changes were made to pandemic restrictions. He added, the latest counts indicate more trips are taken into Rothesay and Quispamsis than into Saint John.

**CARRIED.**

**10. NEXT MEETING**

The next meetings are scheduled as follows:

- Public Hearing – Holland Drive** Monday, November 15, 2021 at 7:00 p.m.
- Special Meeting** Monday, November 15, 2021 (following Public Hearing)
- Regular meeting** Monday, December 13, 2021

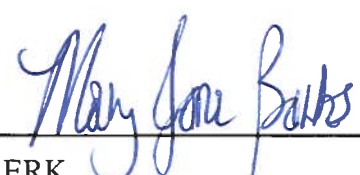
**11. ADJOURNMENT**

**MOVED** by Counc. Shea and seconded by Counc. Brown the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:52 p.m.

  
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MAYOR

  
\_\_\_\_\_  
CLERK