



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall Common Room
Monday, April 11, 2022
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 REC/PARKS (DRP) CHARLES JENSEN
TREASURER DOUG MacDONALD
ADMINISTRATIVE ASSISTANT LIZ HAZLETT

ABSENT: DIRECTOR OF OPERATIONS (DO) BRETT McLEAN

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

Mayor Grant called the meeting to order at 7:00 p.m.

1. APPROVAL OF AGENDA

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

- Item 9.1 be brought forward to follow Item 4.1

CARRIED.

2. ADOPTION OF MINUTES

- Regular Meeting 14 March 2022

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the Open Session Council minutes of March 14, 2022 be adopted as circulated.

CARRIED.

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

3. OPENING REMARKS OF COUNCIL

Mayor Grant noted she is wearing a green pin to support Horizon Health Network's efforts to raise awareness for the upcoming National Organ and Tissue Donation Awareness Week April 24th – 30th, 2022.

Mayor Grant congratulated Counc. Shea, noting he was awarded a Long Service Award for 12+ years of dedicated service to municipal government, at the 27th Annual General Meeting of the Union of Municipalities of New Brunswick (UMNB).

Mayor Grant announced the Town, in partnership with ACAP Saint John, will host a "Think Green, Keep It Clean" Earth Day Community Clean-up April 22 - 24, 2022. Gloves and garbage bags will be provided, there are chances to win prizes, and target locations are posted on the Town's website/social media.

ROTHESAY

Public Hearing – (95) Hampton/Woodland Avenue
Minutes

-2-

12 April 2022

Mayor Grant read a thank you letter from Archstone Physiotherapy for the Town’s donation to their “You Can Ride Two” program.

3.1 Declaration of Conflict of Interest

Deputy Mayor Alexander declared a conflict of interest with Item 7.8 Planning Advisory Committee meeting minutes (Highland Avenue/Hillcrest Drive).

4. DELEGATIONS

4.1 2021 Audited Rothesay Financial Statements

Auditors Teed Saunders Doyle & Co.

Peter Logan, CPA, CA (*see item 9.1*)

➤ Presentation

Treasurer Doug MacDonald, CPA, CA

Treasurer MacDonald gave a presentation highlighting: the differences between audited financial statements [in accordance with Public Sector Accounting Standards (PSAS)] and monthly operating financial statements; Rothesay’s (%) share of jointly controlled entities - Kennebecasis Public Library (may change next year because of new census data), Kennebecasis Regional Police Force, and Kennebecasis Valley Fire Department; reconciliation of the annual PSAS surplus (2021 and 2020) and the 2021 Annual Operating Fund Surplus (to be carried over as revenue in 2023) and an explanation of the differences; categorized revenue and expenses (relatively static year to year) with associated variances; capital asset continuity; new capital projects; the ratio of debt service costs to total expenses is well below the maximum allowable; and no new debt was issued in 2021 but long term debt is expected to increase with upcoming projects. He briefly explained that Transportation expenses may appear over-budget, but this is a result of applying different accounting standards (ex. asset disposal). He reviewed underbudget expenses: Sand and Salt costs fluctuate each year based on weather, and flood costs were included but not required in 2021.

Mr. Logan gave an overview of the audit process. He noted Rothesay received a “clean audit” report meaning the financial statements were in compliance with Public Sector Accounting Standards (PSAS). He concluded by noting the Town employs effective financial controls, no recommendations were issued, and the only required adjustments related to consolidating the statements under PSAS. He thanked Town staff for their work during the process.

Item brought forward.

9.1 BUSINESS ARISING FROM DELEGATIONS

2021 Audited Rothesay Financial Statements

4 April 2022

Memorandum from Finance Committee

31 December 2021

Draft Rothesay Consolidated Financial Statements

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French Council approve Rothesay’s 2021 audited financial statements and authorize the Mayor and Treasurer to sign the financial statements.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French Council authorize the Mayor and Treasurer to sign the audit communication letter from Teed Saunders Doyle & Co.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French Council appoint Teed Saunders Doyle & Co. to complete the audit of Rothesay’s 2022 financial statements at a fee to be negotiated.

CARRIED.

Mayor Grant thanked Treasurer MacDonald and Mr. Logan. Mr. Logan thanked Council and left the meeting.

ROTHESAY

Public Hearing – (95) Hampton/Woodland Avenue
Minutes

-3-

12 April 2022

5. CORRESPONDENCE FOR ACTION

- 5.1 22 March 2022 Email from UMNb RE: Updates
11 March 2022 Letter from UMNb RE: Regional Service Commission Reform
Letter to Minister Allain template
Budget 2022-2023 Municipal highlights

MOVED by Counc. Mackay French and seconded by Counc. Lewis the email from UMNb RE: Updates dated 22 March 2022, the letter from UMNb RE: Regional Service Commission Reform dated 11 March 2022, the letter to Minister Allain template, and the Budget 2022-2023 Municipal highlights be received/filed.

CARRIED.

- 5.2 24 March 2022 Letter from Canadian Federation of Independent Business (CFIB) RE: Help Small Business Survive Infrastructure Work

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the letter from Canadian Federation of Independent Business (CFIB) RE: Help Small Business Survive Infrastructure Work dated 24 March 2022 be referred to the Works and Utilities Committee.

CARRIED.

- 5.3 30 March 2022 Letter from Horizon Health Network RE: Green Shirt Day (April 7th), and National Organ and Tissue Donation Awareness Week, April 24-30

MOVED by Counc. Boyle and seconded by Counc. Mackay French to light Town Hall green April 27th (during the week of April 24-30) and promote on social media.

CARRIED.

- 5.4 1 April 2022 Letter from CN RE: CN Right-of-Way Vegetation Control with attachment

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the letter from CN RE: CN Right-of-Way Vegetation Control with attachment dated 1 April 2022 be referred to staff to identify any noxious weed areas, and post to Town website/social media.

CARRIED.

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 16 March 2022 Email from Mayor O'Hara, Quispamsis RE: Congratulations

MOVED by Counc. Mackay French and seconded by Counc. Lewis the email from Mayor O'Hara, Quispamsis RE: Congratulations dated 16 March 2022 be received/filed.

CARRIED.

- 6.2 29 March 2022 Letter from Department of Social Development RE: Age Friendly Designation approval and Certificate

MOVED by Counc. Shea and seconded by Counc. Boyle the letter from the Department of Social Development RE: Age Friendly Designation approval and Certificate dated 29 March 2022 be received/filed.

ON THE QUESTION:

Mayor Grant noted a celebration will be held on Intergenerational Day (June 1st) to announce the designation renewal, and the official re-opening of the Rothesay Hive.

CARRIED.

- 6.3 1 April 2022 Letter from the Municipal Capital Borrowing Board RE: Debt financing approval for KVFD Station 2

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the letter from the Municipal Capital Borrowing Board RE: Debt financing approval for KVFD Station 2 dated 1 April 2022 be received/filed.

CARRIED.

ROTHESAY

Public Hearing – (95) Hampton/Woodland Avenue
Minutes

-4-

12 April 2022

6.4 3 April 2022 Invitation to proclaim June 19th, 2022 The Longest Day of SMILES
MOVED by Counc. Mackay French and seconded by Counc. Shea the invitation to proclaim June 19th, 2022 The Longest Day of SMILES dated 3 April 2022 be received/filed and promoted on social media.

CARRIED.

7. REPORTS

7.0 April 2022 Report from Closed Session

➤ Saint John Aquatic Centre Commission – Canada Emergency Wage Subsidy

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council approve payment of \$45,081.59 to the City of Saint John, as per the notices of redetermination and reassessment from the Canada Revenue Agency, as Rothesay's share of repayment of Canada Emergency Wage Subsidy (CEWS) funding provided in 2020 to the Canada Games Aquatic Centre but denied on subsequent reassessment.

CARRIED.

7.1 24 January 2022 Fundy Regional Service Commission (FRSC) meeting minutes
MOVED by Counc. Shea and seconded by Counc. Lewis the Fundy Regional Service Commission (FRSC) meeting minutes dated 24 January 2022 be received/filed.

ON THE QUESTION:

Mayor Grant reported the Zone's Transition Facilitator has not yet met with the Commission, and no further information has been provided in terms of new mandated services.

CARRIED.

7.2 16 February 2022 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 16 February 2022 be received/filed.

CARRIED.

7.3 2021 Kennebecasis Regional Joint Board of Police Commissioners
(KRJBPC) Annual Report (*full report available at Town Hall*)
MOVED by Counc. Mackay French and seconded by Counc. Shea the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) 2021 Annual Report be received/filed.

ON THE QUESTION:

Mayor Grant encouraged all to read the annual report as it includes a full history of the department in honour of its 70th anniversary.

CARRIED.

7.4 28 February 2022 Draft unaudited Rothesay General Fund Financial Statements
MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the draft unaudited Rothesay General Fund Financial Statements dated 28 February 2022 be received/filed.

CARRIED.

28 February 2022 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 28 February 2022 be received/filed.

CARRIED.

28 February 2022 Donation Summary
MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle the Donation Summary dated 28 February 2022 be received/filed.

CARRIED.

ROTHESAY

Public Hearing – (95) Hampton/Woodland Avenue
Minutes

-5-

12 April 2022

31 March 2022

Draft Finance Committee meeting minutes

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle the draft Finance Committee meeting minutes dated 31 March 2022 be received/filed.

CARRIED.

➤ 2022 Football Canada Cup

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council approve funding of \$500.00 to B. Joudry for the 2022 Football Canada Cup.

CARRIED.

➤ NB Aviation Museum “Dreams of Flight” Gala Dinner

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council decline the request to sponsor the NB Aviation museum “Dreams of Flight” Gala Dinner.

CARRIED.

7.5 22 March 2022

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 22 March 2022 be received/filed.

ON THE QUESTION:

Mayor Grant summarized the minutes. Counc. Shea asked if the Town is advertising the Dial-a-Ride Program. Mayor Grant noted posts were made to the Town’s website and social media. Counc. Shea suggested promoting the program by other means too as not all community members have social media accounts. Mayor Grant noted this can be discussed by the Committee.

CARRIED.

7.6 22 March 2022

Draft Parks and Recreation Committee meeting minutes

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander the Draft Parks and Recreation Committee Meeting Minutes dated 22 March 2022 be received/filed.

CARRIED.

7.7 23 March 2022

Draft Works and Utilities Committee meeting minutes

MOVED by Counc. Brown and seconded by Counc. McGuire the Draft Works and Utilities Committee Meeting Minutes dated 23 March 2022 be received/filed.

ON THE QUESTION:

Counc. Shea asked if the residents opposed to the Gondola Point Road sidewalk are amenable to the proposed solution. Counc. Brown relayed concerns relating to potential damage to the adjacent hedge. He noted a fence will mitigate these concerns and act as a necessary protective barrier from the steep drop created by installation of the sidewalk. This solution was satisfactory to the property owner, and an application will be made to the Rothesay Heritage Preservation Review Board for the fence. The other property owner’s concerns focused more on the relocation of a catch basin.

Mayor Grant asked if active transportation on Millennium Drive should be a joint initiative between both Rothesay and Quispamsis. Town Manager Jarvie advised Millennium Drive was constructed as a joint project between the two towns. The original plan was to create a trail on the rear portion of the properties, but this concept was lost over time. This option is no longer viable, therefore a sidewalk or trail immediately adjacent to the roadway would be required. Staff would need direction from Council on whether this is a priority over other sidewalk projects. Town Manager Jarvie spoke of a recent deadline that has passed for federal active transportation funding. To apply, the Town would need to wait for the next round of funding. Counc. Shea noted he is in favour of a sidewalk on Millennium Drive.

CARRIED.

ROTHESAY

Public Hearing – (95) Hampton/Woodland Avenue
Minutes

-6-

12 April 2022

➤ Gondola Point Road sidewalk

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council endorse installation of a sidewalk along Gondola Point Road (Almon Lane to Church Avenue) which includes a physical safety barrier for pedestrians as determined by the Town Engineer.

ON THE QUESTION:

In response to an inquiry, Town Manager Jarvie estimated the cost of the protective barrier could range from \$5,000 – 7,500. The exact cost will not be known until the design of the barrier is confirmed. A protective barrier is necessary to protect pedestrians from a drop created by the expected elevation of the sidewalk.

CARRIED.

➤ Curb on Park Drive

16 March 2022

Letter from resident

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire Council approve installation of a curb near 130 Park Drive.

ON THE QUESTION:

Mayor Grant noted an estimated cost of \$6,000-7,000 was mentioned in the March Works and Utilities Committee meeting minutes.

CARRIED.

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

7.8 4 April 2022

Draft Planning Advisory Committee meeting minutes

MOVED by Counc. Mackay French and seconded by Counc. Shea the Draft Planning Advisory Committee Meeting Minutes dated 4 April 2022 be received/filed.

CARRIED.

➤ 145 Hampton Road – Public Hearing April 26, 2022

➤ Highland Avenue/Hillcrest Drive – Public Hearing April 25, 2022

MOVED by Counc. Lewis and seconded by Counc. Shea the public hearing notices for 145 Hampton Road and Highland Avenue/Hillcrest Drive be received/filed.

CARRIED.

Deputy Mayor Alexander returned to the meeting.

When questioned, Town Clerk Banks confirmed that Council members who are not in attendance at a public hearing are precluded from voting on the subject matter of the hearing, in accordance with the adopted policy. Counc. Shea asked if Council members can participate in a public hearing by electronic means. Town Clerk Banks advised electronic participation is permitted in the Local Governance Act. However, there is nothing in the Community Planning Act – under which the authority for public hearings is derived – to suggest this is permitted.

7.9 March 2022

Monthly Building Permit Report

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the March 2022 Monthly Building Permit Report be received/filed.

CARRIED.

7.10 7 April 2022

Capital Projects Summary

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the Capital Projects Summary dated 7 April 2022 be received/filed.

ROTHESAY

Public Hearing – (95) Hampton/Woodland Avenue
Minutes

-7-

12 April 2022

ON THE QUESTION:

Deputy Mayor Alexander reported a letter was received from the Department of Transportation and Infrastructure stating Rothesay will not receive designated highway funding for Rothesay Road, or any other road, in 2022. The letter further indicated the next time Rothesay is granted designated highway funding, it will be for Campbell Drive. He expressed frustration that funding is not forthcoming for Rothesay Road despite several requests; use of the road by comedian James Mullinger for a Canadian Automobile Association (CAA) Atlantic Worst Roads commercial; continuing deterioration from freeze/thaw cycles; and increased traffic avoiding construction on the Mackay highway. Mayor Grant added this will be the second consecutive year Rothesay has not received funding. The funding for Campbell Drive is slated for 2023, and no funding will follow in 2024. This means it will be at least 2025 before Rothesay Road receives funding which is still not guaranteed. Campbell Drive is a less expensive project, has a greater remaining life span – it is currently in better condition than Rothesay Road, and is the lowest priority on the Town’s Five Year Plan. She stated her frustration that municipal priorities are not considered. She relayed the importance of resurfacing Rothesay Road as it is an economically important connection to Saint John, and good infrastructure is critical to growing the region. As Rothesay Road is a provincial highway, external funding is required to resurface the road. She concluded by encouraging residents to write the local MLA and the Minister of Transportation and Infrastructure with concerns about the condition of Rothesay Road. When questioned, Town Manager Jarvie advised an explanation was not provided as to why funding was not granted. Counc. McGuire reiterated that Rothesay Road is a provincial asset, and the cost of repairing the road can be expected to increase as the road deteriorates further.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French Council direct staff to prepare an invitation to the Minister of the Department of Transportation and Infrastructure for a site visit to drive or walk along Rothesay Road.

CARRIED.

8. UNFINISHED BUSINESS

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

8.4 Private Lanes Policy (Tabled March 2022)
No action at this time

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS
2021 Audited Rothesay Financial Statements

4 April 2022	Memorandum from Finance Committee
31 December 2021	Draft Rothesay Consolidated Financial Statements

Dealt with above.

ROTHESAY

Public Hearing – (95) Hampton/Woodland Avenue
Minutes -8-

12 April 2022

9.2 Appointment to the Age Friendly Advisory Committee

6 April 2022 Memorandum from Nominating Committee
MOVED by Counc. Lewis and seconded by Counc. Boyle Council appoint Kara Johnston to the Age Friendly Advisory Committee for a term to expire December 31, 2023.

CARRIED.

9.3 Equipment Supply – Water Treatment Expansion

6 April 2022 Report prepared by DO McLean
MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire Council accept the quote from Suez in the amount of \$612,000.00 plus HST, for the purchase of a new water treatment tank/membrane system and further that the Director of Operations be authorized to issue a purchase order in that regard.

CARRIED.

9.4 Equipment Supply – Street Sweeper

6 April 2022 Report prepared by DO McLean
MOVED by Counc. Shea and seconded by Deputy Mayor Alexander Council accept the quote from Saunders Equipment Ltd. in the amount of \$325,000.00 plus HST for the purchase of a Johnson Street Sweeper and further that the Director of Operations be authorized to issue a purchase order in that regard.

CARRIED.

9.5 Truck Purchase – Parks Department

11 April 2022 Report prepared by DRP Jensen
MOVED by Counc. McGuire and seconded by Counc. Boyle Council accept the submission from Dobson Dodge for the purchase of a 5500 DRW, 8-cylinder automatic transmission, 4x4, crew cab, A/C, with dump body box and required safety features for the purchase price of \$92,168.08 inclusive of HST for the Rothesay Parks Department.

CARRIED.

10. NEXT MEETING

The next meeting is scheduled as follows:

Regular meeting Monday, May 9, 2022

11. ADJOURNMENT

MOVED by Counc. McGuire and seconded by Counc. Boyle the meeting be adjourned.
CARRIED.

The meeting adjourned at 8:01 p.m.

Original signed by Mayor
MAYOR

Original signed by Clerk
CLERK