



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall Common Room  
**Monday, December 12, 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 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 meeting to order at 7:03 p.m.

**1. APPROVAL OF AGENDA**

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

**CARRIED.**

**2. ADOPTION OF MINUTES**

➤ Regular Meeting      14 November 2022

**MOVED** by Counc. Mackay French and seconded by Deputy Mayor Alexander the Open Session Council minutes of November 14, 2022 be adopted as circulated.

**CARRIED.**

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

**3. OPENING REMARKS OF COUNCIL**

Mayor Grant reported a successful Santa Claus Parade on November 26<sup>th</sup>. She thanked all staff involved with building, decorating, and driving the float, as well as Council members that participated as safety spotters. She announced the Mayor's Tree-lighting Ceremony is scheduled for December 14<sup>th</sup>. DRP Jensen confirmed the Rothesay Common ice surface will be open December 13<sup>th</sup> at noon (weather permitting). Mayor Grant shared news of the upcoming Fundy Winterfest, scheduled for February 1 – March 12, 2023, which includes Hampton. She concluded by wishing all residents, staff, and Council a happy holiday season and a happy new year.

Counc. Lewis recognized Mike and Eleanor Brooks, the owners of the Petro-Canada in French Village, for their food and toy drive held on December 4<sup>th</sup>. He noted the event was well attended with Christmas caroling, hot chocolate, and cookies. He also thanked the Kennebecasis Valley Fire Department for their participation.

Counc. McGuire wished his mother a happy 95<sup>th</sup> birthday.

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## 3.1 Declaration of Conflict of Interest

N/A

## 4. DELEGATIONS

### 4.1 Sophia Recovery Centre

Julie Atkinson (*see item 9.1.1*)

Mayor Grant welcomed Ms. Atkinson. Ms. Atkinson thanked Council and introduced Angela Curwin a staff member of the Rothesay site. Ms. Atkinson highlighted the following:

- The Centre has been established in Saint John since 2008
- An increase in the demand for services (partially owing to the pandemic) has led to a need to hire more staff and establish offices in St. Stephen (2021) and Rothesay (2022)
- An evidence-based approach for women's recovery – the Centre has been recognized by the Department of Health
- The Centre offers support for those with or without a clinical addiction, as well as impacted friends and family members
- 90% of women over the last three years report significant outcomes after staying engaged in the programs
- Opening of the Rothesay site at 120 Hampton Road in September:
  - Gradual increase in participants
  - Improves accessibility for Rothesay and Quispamsis residents (who comprise 1/3 of Saint John Centre participants)
  - Size of Rothesay facility inhibits growth – group programs to be held offsite
  - Funding required for operational costs
- The Sophia Recovery Centre provides a support network for women of different demographics

Counc. McGuire asked if, as the pandemic subsides, the number of new clients is anticipated to decline. Ms. Atkinson noted she does not believe the number of participants will decline as the pandemic subsides. She stated she hopes fewer individuals will require recovery services in the future, but it is difficult to predict. Ms. Atkinson noted 1 in 5 people will experience issues with mental health but only 1 in 10 of those people will access services.

Counc. Shea inquired about the age range of participants. Ms. Atkinson reported, typically, Centre participants are 25 or older, however programs are open to all adults – including seniors. She added work has begun with high schools in Saint John and Charlotte County to provide programs with a preventative approach. Counc. Shea asked if the Rothesay site will attract potential participants from outlying communities such as Sussex. Ms. Atkinson announced they are waiting for confirmation to launch a satellite centre in Sussex as early as September 2023 – support was received from United Way and provisional approval from the Department of Health was granted. She added the stigma surrounding these services sometimes leads individuals to seek anonymity and help outside of their residential neighbourhoods.

There were further inquiries from Council pertaining to: referrals, cost of services, capacity of the Rothesay site, drop ins vs. appointments, programs, and funding.

In response to these inquiries, Ms. Atkinson advised: the Centre does receive referrals from Horizon Health partners, privately owned health services, or individuals refer themselves; many women seek assistance because they are asked by family members or friends; the services provided by the Centre are free; Ms. Curwin manages a caseload of 30 women at the Rothesay location; walk-ins do occur but more than often potential clients will call for an appointment; intakes are typically completed in person but on occasion can be over the phone; the Rothesay site is used for one on one sessions but there is an interest in expanding into group sessions in a larger space offsite; programs are also offered for impacted family members of those in active addiction or recovery; services provided are beneficial to all members of the community; and 66% of funding is provided by a grant from the Department of Health, another grant is received from the United Way – both grants require annual applications, the municipalities of Saint John and St. Stephen also contribute grants, and the rest is from fundraising.

Mayor Grant thanked Ms. Atkinson for her presentation noting the item will be dealt with later on the agenda. Ms. Atkinson thanked Council and left the meeting.

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## 4.2 Rothesay 2023 Capital Budgets Doug MacDonald, Treasurer (*see Item 9.2*)

Mayor Grant invited Treasurer MacDonald to present. Treasurer MacDonald highlighted the following:

- The budget process – input from staff, Council, and committees, projected 2022 financial results, and funding sources
- Carryover projects from 2022 (more significant overlap than in prior years)
- Approval of the capital budget does not mean blanket approval for all projects
  - Council will discuss approval of each project separately
- Funding sources:
  - Capital from Operating (approved in 2023 operating budgets):
    - General \$3,750,000
    - Utility \$700,000
  - Five year Gas Tax Plan
  - Funding from developers as applicable (none in 2023)
  - Federal and Provincial grants
  - New debt (to be approved by the Municipal Capital Borrowing Board - MCBB)
- Three projects omitted from the budget owing to uncertainty of final costs:
  - Rothesay Arena
  - Wastewater Treatment Facility
  - Clark Road/Gondola Point Road intersection (rough estimate but requires approval from MCBB)
- Projections for 2022 capital spending (roughly \$6.7 million dollars) compared to proposed 2023 capital budget \$9.2 million
  - Borrowing for Fire Station 2 included in both years
- \$300,00 in 2022 from Utility Capital reserve for Wastewater Treatment Plant design
  - Town funds utilized until grants are received
- Turnbull Court project: \$590,000 in 2022 and another \$500,000 in 2023
- Total Utility debt committed to date in 2022 is \$800,000
- Water – Filter train (carryover item with a deposit of \$70,000 spent to date – awaiting materials)
- \$1.3 million dollars included in 2023 for lagoon dredging (may be included in the Wastewater Treatment Plant project)
  - MCBB application not submitted at this time
- 2022 General projections for KVFD Fire Station 2, street resurfacing, fleet replacement, and the Wells Building (capital from operating used in 2022 and item carried over to 2023)
- 2023 General Capital projects:
  - IT infrastructure
  - Fire Station 2
  - Street resurfacing (McGuire Road, Bel-Air Avenue, Capri Avenue, McMackin Lane)
  - Wells Building project
  - Grove Avenue/Hampton Road Intersection (carryover from 2022 – awaiting materials)
  - Vacuum truck
  - Parks equipment truck
  - Pickleball Courts
- Funding sources for 2023 projects
  - \$825,000 Gas Tax
  - \$710,000 Grant (Wells Building) – designated highway funding is not expected in 2023
  - Operating
  - Debt – for Fire Station 2 project

Counc. Shea requested clarification on page 154 which states the Wells Building (\$2.5 million) is not included pending funding. Treasurer MacDonald advised this is an error, it should read Clark Road/Gondola Point Road intersection, not the Wells Building. Counc. Shea spoke of \$1.9 million dollars in revenue from property tax assessments. Treasurer MacDonald advised Counc. Shea may be referring to an amount, projected by the Province, if the tax rate had remained the same as 2022 – however a Rothesay approved a one cent reduction. Counc. Shea indicated regardless of the exact amount, he is not in support of using revenue from taxpayers, to fund a capital project, which would normally be funded through borrowing over several years. Treasurer MacDonald advised it is not as straightforward as Counc. Shea described. The Wells Building project will be funded primarily from operating, however, a significant portion of revenue will be used to cover escalating costs, for instance Rothesay's contribution to the Fundy Regional Service Commission.

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For the benefit of the public, Mayor Grant explained Council discussed, and approved, a cost overage for the Wells Building project (\$1.2 million dollars to \$3.1 million dollars). She explained the project was underway, significant grants were at stake, and it did not seem reasonable to delay the project to borrow funds. Counc. Shea noted he understands that the total cost of the project remains unclear, and if not for the project there would be an opportunity to lower the tax rate. He stated he does not support the capital budget for these reasons.

In response to an inquiry, Treasurer MacDonald clarified the \$510,000 for fleet purchases relates to 2022, not 2023.

Counc. Lewis stated because of the significant cost, and its use as a secondary road (access to two non-residential facilities) he does not support inclusion of McGuire Road on the street resurfacing list. He proposed the amount could be better spent on Southridge Road which is in deplorable condition. Town Manager Jarvie clarified that Southridge Road is a designated highway, which requires provincial funding. With respect to the source of funding for the Wells Building project, Town Manager Jarvie pointed out that operating funds would normally be used for a project such as the Clark Road and Gondola Point Road intersection, but in this case the Town will borrow funds.

Deputy Mayor Alexander summarized the 2023 budget process. He noted what is presented to Council reflects a modest capital budget that allows the continuation of a level of service provision that residents are accustomed to. He spoke of the two major utility projects planned for 2023: installation of a water filter train and dredging of a Sagamore Point lagoon. He listed major projects for the general capital budget: completion of Fire Station 2, street resurfacing (2022 budget reduced by half in 2023 – negligible impact owing to consistent annual asphalt program), purchase of a vacuum truck (transition from rental equipment – short payback period and opportunity for improved maintenance), pickleball courts, and completion of the Wells Building project. He stated his support for the budget.

Mayor Grant thanked Treasurer MacDonald for his presentation and noted the item will be dealt with under Item 9.2.

### 5. CORRESPONDENCE FOR ACTION

5.1 25 November 2022 Email thread from resident RE: Kennebecasis Park Rink

**MOVED** by Counc. Mackay French and seconded by Deputy Mayor Alexander the email thread from resident RE: Kennebecasis Park Rink dated 25 November 2022 be referred to staff for a report.

**CARRIED.**

5.2 28 November 2022 Letter from Kennebecasis Valley Minor Hockey Association RE:  
Sponsorship

**MOVED** by Counc. Mackay French the letter from Kennebecasis Valley Minor Hockey Association RE: Sponsorship dated 28 November 2022 be referred to the Finance Committee.

### ON THE QUESTION:

It was noted the next Finance Committee meeting is scheduled for January 12, 2023 which does not provide much time before the January 14-15 tournament. Council discussed options including granting discretion to either the Finance Committee, the Mayor (maximum of \$1,000), or making an immediate decision. In response to an inquiry, it was noted \$500 is usually granted for similar requests.

**MOTION WITHDRAWN.**

**MOVED** by Counc. Lewis and seconded by Counc. Mackay French Council approve a donation in the amount of \$500 to the Kennebecasis Valley Minor Hockey Association.

**CARRIED.**

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5.3 29 November 2022 CFIB email with attachments RE: Support small businesses – Include Construction Mitigation Policies in 2023/2024 Budget

**MOVED** by Counc. McGuire and seconded by Counc. Lewis the CFIB email with attachments RE: Support small businesses – Include Construction Mitigation Policies in 2023/2024 Budget be referred to staff for information.

### ON THE QUESTION:

Counc. Mackay French asked what measures are currently taken. Town Manager Jarvie advised, depending on the scale of the project, businesses may be notified, or alternate routes may be used. It is not standard practice to compensate businesses for losses, using taxpayer funds, as suggested. It is assumed business owners were aware of the potential for disruption, caused by construction, in the central commercial zone.

**CARRIED.**

5.4.1 7 December 2022 Email from resident RE: Rothesay Arena

5.4.2 6 December 2022 Email from resident RE: Rothesay Arena concerns and request for indoor pool

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis the emails from residents (2) RE: Rothesay Arena dated 6 and 7 December 2022 be referred to staff for a response.

### ON THE QUESTION:

Deputy Mayor Alexander requested the responses explain the efforts undertaken by the Town to construct a new facility to mitigate public concerns (including the bleachers). Counc. Mackay French added this information should also be provided to inform the general public that the Town is aware and trying to rectify the situation. Town Manager Jarvie noted staff will come up with a communication plan.

**CARRIED.**

## 6. CORRESPONDENCE - FOR INFORMATION

6.1 14 November 2022 Letter from UMNb to Premier Higgs RE: Official Languages Committee  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the letter from UMNb to Premier Higgs RE: Official Languages Committee dated 14 November 2022 be received/filed.

### ON THE QUESTION:

For the record, Counc. McGuire stated his objection to the letter, noting UMNb does not speak for everyone (especially without consultation), and it is healthy for committees to have members with different perspectives.

**CARRIED.**

6.2 23 November 2022 Letter from resident RE: Thank you and volunteer interest

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the letter from resident RE: Thank you and volunteer interest dated 23 November 2022 be received/filed.

**CARRIED.**

6.3 30 November 2022 Thank you from G. Reid Parker (Symphony New Brunswick)

**MOVED** by Counc. Boyle and seconded by Counc. Shea the thank you from G. Reid Parker (Symphony New Brunswick) dated 30 November 2022 be received/filed.

**CARRIED.**

6.4 8 December 2022 Thank you from Rothesay High School Girls Hockey Team

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire the thank you from the Rothesay High School Girls Hockey Team dated 8 December 2022 be received/filed.

### ON THE QUESTION:

Mayor Grant asked Counc. Boyle to extend a thank you on behalf of the Town for the poinsettia. Counc. Boyle noted she will, and explained the team sold poinsettias for the fundraiser.

**CARRIED.**

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**7. REPORTS**

**7.0 December 2022                      Report from Closed Session**  
**N/A**

**7.1    7 September 2022              Kennebecasis Valley Fire Department (KVFD) Board meeting minutes**  
**31 July 2022                      KVFD Statement of Expense**  
**7 September 2022              KVFD Fire Chief’s Report**  
**August 2022                      KVFD Response Report**

**MOVED** by Counc. Lewis and seconded by Counc. Mackay French the Kennebecasis Valley Fire Department (KVFD) Board meeting minutes dated 7 September 2022, the KVFD Statement of Expense dated 31 July 2022, the KVFD Fire Chief’s Report dated 7 September 2022, and the KVFD Response Report dated August 2022 be received/filed.

**ON THE QUESTION:**

Deputy Mayor Alexander appreciated the detailed discussion regarding Fire Station 2.  
**CARRIED.**

**7.2    26 October 2022              Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)**  
**meeting minutes**  
**31 October 2022              KRJBPC Statement of Financial Position**  
**20 November 2022              KRJBPC Crime Statistics**

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes dated 26 October 2022, the KRJBPC Statement of Financial Position dated 31 October 2022, and the KRJBPC Crime Statistics dated 20 November 2022 be received/filed.

**ON THE QUESTION:**

There was a brief discussion about the canine handler position. Counc. Mackay French explained it is a significant time commitment as the individual will be responsible for the dog and its training. However, training is now available in Saint John which eliminates the need to travel to Halifax.  
**CARRIED.**

**7.3    21 November 2022              Envision Saint John Q3 2022 Impact Report**  
Council was disappointed that multiple requests for financial statements continue to be ignored. Funding agencies should be provided with regular financial statements from the organization.  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis a letter be sent to the Envision Saint John Board of Directors requesting quarterly financial statements.  
**CARRIED.**

**MOVED** by Counc. Mackay French and seconded by Counc. Boyle the Envision Saint John Q3 2022 Impact Report dated 21 November 2022 be received/filed.  
**CARRIED.**

**7.4    31 October 2022              Draft unaudited Rothesay General Fund Financial Statements**  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle the draft unaudited Rothesay General Fund Financial Statements dated 31 October 2022 be received/filed.

**ON THE QUESTION:**

Deputy Mayor Alexander advised a small year-end surplus is anticipated. Mayor Grant inquired about the positive variance of \$15,826 for Recreation Programs, yet there is a \$4,413 deficit for Summer Programs. DRP Jensen advised the \$15,826 is owing to higher than anticipated Playground Program revenue. He noted he would need to look into the deficit for Summer Programs.  
**CARRIED.**

**31 October 2022              Draft unaudited Rothesay Utility Fund Financial Statements**  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle the draft unaudited Rothesay Utility Fund Financial Statements dated 31 October 2022 be received/filed.  
**CARRIED.**

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31 October 2022      Donation Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis the Donation Summary dated 31 October 2022 be received/filed.

### ON THE QUESTION:

Mayor Grant mentioned a year-end donation is typically provided to the KV Food Basket. She offered to use funds from the Mayor's Expense and asked if Council is amenable to giving her discretion over the amount. There were no objections.

**CARRIED.**

24 November 2022      Draft Finance Committee meeting minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Brown the draft Finance Committee meeting minutes dated 24 November 2022 be received/filed.

**CARRIED.**

7.5    22 November 2022      Draft Age Friendly Advisory Committee meeting minutes

**MOVED** by Counc. Boyle and seconded by Counc. Lewis the draft Age Friendly Advisory Committee meeting minutes dated 22 November 2022 be received/filed.

### ON THE QUESTION:

Mayor Grant noted the Rothesay Hive is doing well – the Zoomers on the Go program requires more space and will be moving to the Bill McGuire Centre.

**CARRIED.**

7.6    22 November 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 November 2022 be received/filed.

**CARRIED.**

7.7    23 November 2022      Draft Works and Utilities Committee meeting minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle the draft Works and Utilities Committee meeting minutes dated 23 November 2022 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander summarized the minutes. Mayor Grant appreciated the responses sent to residents.

**CARRIED.**

7.8    5 December 2022      Draft Planning Advisory Committee meeting minutes

**MOVED** by Counc. Shea and seconded by Counc. Boyle the draft Planning Advisory Committee meeting minutes dated 5 December 2022 be received/filed.

**CARRIED.**

➤ 50 Hampton Road (PID 00255984)

**MOVED** by Counc. Shea and seconded by Counc. Mackay French Council refer the Planning Advisory Committee recommendation to the Public Hearing, scheduled for Monday, January 16, 2023 at 7:00 p.m. in the Common Room, Town Hall, 70 Hampton Road, for the proposed development at 50 Hampton Road (PID 00255984).

**CARRIED.**

**MOVED** by Counc. Shea and seconded by Counc. Brown Council schedule a special Council meeting immediately following the Public Hearing on Monday, January 16, 2023 to consider By-law 2-10-33.

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**ON THE QUESTION:**

Counc. McGuire asked if it will be a Closed Session meeting. Town Clerk Banks advised, usually public hearings are scheduled before regular Council meetings to allow Council to discuss 1<sup>st</sup> and possibly 2<sup>nd</sup> Reading or tabling an item. Mayor Grant mentioned this has not been done lately and offered that a break gives Council time to digest the information. When questioned, Town Clerk Banks confirmed that if the motion is defeated the matter will be brought to Council at its regular February meeting.

**DEFEATED.**

7.9 November 2022 Monthly Building Permit Report

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis the November 2022 Monthly Building Permit Report be received/filed.

**CARRIED.**

7.10 8 December 2022 Capital Projects Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the Capital Projects Summary dated 8 December 2022 be received/filed.

**CARRIED.**

**8. UNFINISHED BUSINESS**

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**TABLED ITEMS**

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

*No action at this time*

**8.2 Rothesay Arena Open House** (Tabled September 2021)

*No action at this time*

**8.3 Private Lanes Policy** (Tabled March 2022)

*No action at this time.*

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**9. NEW BUSINESS**

**9.1 BUSINESS ARISING FROM DELEGATIONS**

9.1.1 22 November 2022 Sophia Recovery Centre grant request

**MOVED** by Counc. McGuire and seconded by Counc. Mackay French the Sophia Recovery Centre grant request be referred to the Finance Committee.

**CARRIED.**

**9.2 2023 Capital Budgets**

5 December 2022 Memorandum from Treasurer MacDonald RE: Motions

24 November 2022 Memorandum from Treasurer MacDonald RE: 2023 Capital Budgets

**Utility Fund**

Highlights Utility Capital Fund Budget  
2023 Master Utility Capital Budget

**General Fund**

Highlights General Capital Fund Budget  
2023 Master General Capital Budget

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire that the Utility Fund 2023 Capital Budget of \$2,600,000 be approved.

**CARRIED.**



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**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle that the General Fund 2023 Capital Budget of \$6,617,000 be approved.

**NAY vote recorded from Counc. Shea.**

**CARRIED.**

### **9.3 Reserve Motions 2022**

#### **9.3.1 General Fund**

7 December 2022

Memorandum from Treasurer MacDonald

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle that the Gas Tax Funding in the amount of \$839,941.00 for the year 2022, be transferred to the General Capital Reserve Fund (Gas Tax).

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle that the sum of \$900,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle that the sum of \$175,000.00 be transferred from the General Operating Fund to the General Capital Reserve to cover the costs of future Capital projects.

**CARRIED.**

#### **9.3.2 Utility Fund**

7 December 2022

Memorandum from Treasurer MacDonald

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire that \$57,550.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle that the sum of \$250,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle that the sum of \$300,000.00 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover the costs of Capital projects.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle that \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

**CARRIED.**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle that \$11,256.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

**CARRIED.**

### **9.4 Insurance Coverage**

5 December 2022

Memorandum from Treasurer MacDonald

**MOVED** by Counc. McGuire and seconded by Counc. Shea Council approve renewal of the Town insurance policy with Marsh Canada Limited for coverage for the period from January 1, 2023 to December 31, 2023 at an aggregate cost of \$280,086.00.

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ON THE QUESTION:  
Counc. Brown asked if other quotes were sourced. Treasurer MacDonald and Town Manager Jarvie explained other quotes are not sought since the current service provider is satisfactory, and there is a niche market for municipal insurance brokers.

CARRIED.

9.5 Committee Appointments

7 December 2022 Memorandum from Nominating Committee

Counc. Lewis extended appreciation to those Committee/Board members that are not returning/served their full-term: Andrew McMackin (PAC), Peter Graham (WUC), Gary Myles (Parks and Rec), Miriam Wells (AFAC), Nea Creamer Stephenson (AFAC), Colin Boyne (Police Commission to Parks and Rec), and Susan Webber (Kennebecasis Public Library).

MOVED by Counc. Lewis and seconded by Counc. Shea Council approve the following Committee/Board appointments and terms as presented (attached):

BOARD OF FIRE COMMISSIONERS (KVFD)

Stephane Bolduc	December 31, 2024	<i>*reappointment</i>
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KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

John Buchanan	December 31, 2024
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KENNEBECASIS PUBLIC LIBRARY

D. J. Allison Maxwell	December 31, 2024	<i>*reappointment</i>
VACANT		

PLANNING ADVISORY COMMITTEE

Tracie Brittain	December 31, 2024	<i>*reappointment</i>
Matt Graham	December 31, 2024	<i>*reappointment</i>
Kelly Adams	December 31, 2024	<i>*reappointment</i>
Ralph Forte	December 31, 2024	

WORKS AND UTILITIES COMMITTEE

Shawn Carter	December 31, 2024	<i>*reappointment</i>
Cynthia VanBuskirk	December 31, 2024	<i>*reappointment</i>
Stephen Rosenberg	December 31, 2024	

HERITAGE PRESERVATION REVIEW BOARD

Sarah MacKinnon	December 31, 2024	<i>*reappointment</i>
Catharine MacDonald	December 31, 2023	<i>*reappointment</i>
Howard Pearn	December 31, 2024	<i>*reappointment</i>
Raha Mosca	December 31, 2023	<i>*reappointment</i>
Lorraine Forbes	December 31, 2024	<i>*reappointment</i>

PARKS AND RECREATION COMMITTEE

Holly Young	December 31, 2024	<i>*reappointment</i>
Dr. Shawn Jennings	December 31, 2024	<i>*reappointment</i>
Colin Boyne	December 31, 2024	

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AGE FRIENDLY ADVISORY COMMITTEE

Dr. Shawn Jennings	December 31, 2023	<i>*reappointment</i>
Diane O’Connor	December 31, 2023	<i>*reappointment</i>
Jill Jennings	December 31, 2024	<i>*reappointment</i>
Robert Taylor	December 31, 2024	<i>*reappointment</i>
Angela Morse	December 31, 2024	<i>*reappointment</i>
Nancy Haslett	December 31, 2024	<i>*reappointment</i>
Willa Mavis	December 31, 2024	<i>*reappointment</i>
Dianne Taylor	December 31, 2024	
Don Shaw	December 31, 2024	

TRADE AND CONVENTION CENTRE

Ronalda Higgins	December 31, 2024	<i>*reappointment</i>
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CARRIED.

9.6 Confidentiality Agreement with Service New Brunswick

24 November 2022 Report prepared by DPDS White

**MOVED** by Counc. Shea and seconded by Counc. Lewis Council hereby authorizes the Mayor and Clerk to enter into a Confidentiality Agreement with Service New Brunswick to receive and utilize Property Assessment Data.

ON THE QUESTION:

When questioned, DPDS White advised the agreement is of an administrative nature and all municipalities sign similar agreements.

CARRIED.

9.7 Rothesay Arena Bleachers

12 December 2022 Report prepared by DRP Jensen

**MOVED** by Counc. Mackay French and seconded by Counc. Lewis Council delay work with the Rothesay Arena bleachers pending a decision on a new facility.

ON THE QUESTION:

It was noted the cost is a deterrent and it would be advantageous to delay the work pending the outcome of a new facility. Council agreed the state of the arena is embarrassing. While a decision on a new facility is pending, Council proposed the public be informed that Council is aware of the concerns and are awaiting a decision on external funding. Counc. McGuire mentioned some construction sites have signage asking the public to “please be patient while they rectify the situation”. He suggested the Town could present a similar message. Counc. Boyle noted opening the upstairs area to viewers has worked as a concession in the meantime.

CARRIED.

9.8 Accommodations Levy and Envision Saint John – The Regional Growth Agency

8 December 2022 Memorandum from Town Manager Jarvie

**MOVED** by Counc. McGuire and seconded by Counc. Mackay French Council direct the Clerk to schedule a public hearing to consider the adoption of an accommodation levy bylaw.

ON THE QUESTION:

Deputy Mayor Alexander questioned if it may be better for staff to meet with the four known establishments directly and report back to Council, rather than schedule a public hearing. Town Manager Jarvie cautioned a public hearing is preferred to allow all public input, especially from impacted properties that the Town may be unaware of. Counc. McGuire noted some impacted property owners may not feel the need to attend as they are able to download the cost onto tenants. Town Manager Jarvie advised they are still responsible for collecting and submitting the funds. He added there are some properties such as the Villa Madonna or Rothesay Netherwood School that run occasional programs that may be impacted as well. The public hearing will also give an opportunity for input from those wishing to start a business in the future. Counc. Mackay French asked if Airbnbs would be impacted. Town Manager Jarvie advised it is possible.

CARRIED.

**ROTHESAY**

Regular Council Meeting  
Minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire Council request Envision Saint John – The Regional Growth Agency make a presentation at the hearing.

ON THE QUESTION:  
Following a brief discussion, it was agreed to leave the matter of scheduling the meeting to the Clerk’s Office once availability of all parties is determined.

**CARRIED.**

**10. NEXT MEETING**

The next meeting is scheduled as follows:

<b>Regular meeting</b>	Monday, January 9, 2023 at 7:00 p.m.
<b>Public Hearing</b>	Monday, January 16, 2023 at 7:00 p.m.

**11. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 8:43 p.m.

Original signed by Mayor  
MAYOR

Original signed by Clerk  
CLERK