



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall Common Room
Monday, March 11, 2024
7:00 p.m.



PRESENT: MAYOR NANCY GRANT
DEPUTY MAYOR MATT ALEXANDER
COUNCILLOR DAVE BROWN
COUNCILLOR HELEN BOYLE
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 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 7:04 p.m.

1. APPROVAL OF AGENDA

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

CARRIED.

Mayor Grant addressed the three attendees, confirming that their interest is in Item 5.3 Renforth Wharf Fishing Shacks. She explained that delegation requests are required in advance to address Council, but they are welcome to listen to the discussion.

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

2. ADOPTION OF MINUTES

➤ Regular Meeting 12 February 2024

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle the Open Session Council minutes of February 12, 2024 be adopted as circulated.

CARRIED.

Counc. Lewis returned to the meeting.

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

3. OPENING REMARKS OF COUNCIL

Mayor Grant commented on the following:

- Appreciation for Operations staff and their work maintaining Town infrastructure during poor weather such as heavy rainfall and wind
- Two successful International Women's Day events:
 - o Annual Kennebecasis Valley event jointly coordinated with Quispamsis (100 attendees)
 - o Rothesay Hive – as part of the Future Engage Program
- Applications for summer student positions will close April 1st
- Volunteer Recognition Awards - a call for nominations will close April 5th

Counc. Brown commented on the following:

- a shout out to two individuals that helped clean fishing shacks and garbage from the Renforth Wharf area. The change in climate was unexpected to all.
- Further appreciation for Operations staff in their efforts with ice-control
- Appreciation for Recreation staff and their work on the Rothesay Common this winter
- Acknowledgement of the beginning of Ramadan

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3.1 Declaration of Conflict of Interest

Declarations of conflict of interest were shared for 45 Marr Road for Councils. Mackay French and Shea, as well as Council. Lewis for his absence at the Public Hearing. The item will not be under discussion tonight.

4. DELEGATIONS

N/A

5. CORRESPONDENCE FOR ACTION

5.1 18 February 2024 LymeNB Awareness Month request

MOVED by Council. Mackay French and seconded by Deputy Mayor Alexander to light Town Hall green for one day in May, and to promote LymeNB Awareness Month on social media.

CARRIED.

5.2 26 February 2024 Request to build a community garden on the Rothesay Common

MOVED by Council. McGuire and seconded by Council. Boyle the request to build a community garden on the Rothesay Common dated 26 February 2024 be referred to the Parks and Recreation Committee.

CARRIED.

5.3.1 29 February 2024 Email from Mayor Grant RE: Renforth Wharf and Fishing Shacks

5.3.2 6 March 2024 Memorandum from Deputy Mayor Alexander

Mayor Grant and Deputy Mayor Alexander acknowledged the popularity, and recreational – and even economic – benefits associated with ice-fishing at Renforth Wharf. While most want to see the activity continue, caution was given that the shorter ice seasons and changing climate conditions create challenges. Instances of unretrieved shacks and debris, even by only a few individuals, create environmental concerns, safety issues, and unnecessary costs for the Town. There are dangers to boaters, swimmers, residents, as well as emergency responders. The efforts of some in the fishing community, to correct the actions of others, were recognized, but more needs to be done. It was proposed that the issues be addressed with all parties involved – the Town, the fishing community, the Province, and emergency responders.

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle that a working group that regularly reports to Council be established to work with ice fishers, residents, Town staff, KV Police, KV Fire and regulatory representatives (Department of Environment and Department of Justice and Public Safety) at Renforth Wharf and Cameron Road as it relates to safety concerns, pollution concerns, and regulatory monitoring and enforcement.

ON THE QUESTION:

Councils. Boyle, Brown and McGuire expressed interest in serving on the Working Group. Council agreed, there needs to be measures to adapt to changing conditions and ensure the Kennebecasis River remains not only enjoyable, but safe for the community, especially to prevent injuries or another fatality. It was understood that the poor actions of a few do not represent the entire fishing community, but all parties need to come together to find a solution. The elimination of wooden structures was suggested as there are other less problematic options.

CARRIED.

MOVED by Council. Lewis and seconded by Council. Mackay French that Councils. Boyle, Brown, and McGuire be appointed to the Working Group.

CARRIED.

5.4 4 March 2024 Sponsorship request from the Kennebecasis Valley Food Basket

MOVED by Council. Mackay French and seconded by Council. Shea the sponsorship request from the Kennebecasis Valley Food Basket dated 4 March 2024 be referred to the Finance Committee.

ON THE QUESTION:

Council. Brown asked if the matter could be dealt with tonight since it is time sensitive; responses are required by March 22 for logo recognition on printed posters. The next Council meeting is April 8th, which means the deadline will be missed by the time the item returns to Council with a recommendation from the Finance Committee.

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Treasurer MacDonald offered that a donation could be made the day of the Finance Committee meeting if it is within the Mayor's budgetary allowance; however, donations of \$1,000 or more require Council approval. Following discussion, it was noted the best course of action is to refer the item to the Finance Committee. Counc. Brown requested the organization be informed of the outcome as soon as possible. He expressed interest in supporting the KV Food Basket as it is a huge part of the community, and Quispamsis provides space for the facility. Treasurer MacDonald advised the Town provides support in the form of an annual rent subsidy in the amount of \$7,000. Mayor Grant added an end of the year donation is also provided annually.

CARRIED.

6. CORRESPONDENCE – FOR INFORMATION

6.1 31 January 2024 Donation thank you letter from Junior Achievement New Brunswick
MOVED by Counc. Boyle and seconded by Counc. Shea the donation thank you letter from Junior Achievement New Brunswick dated 31 January 2024 be received/filed.

CARRIED.

6.2 6 February 2024 Letter from Rothesay High School RE: Request for traffic lights (*see Item 7.4*)
MOVED by Counc. Boyle and seconded by Deputy Mayor Alexander the letter from Rothesay High School RE: Request for traffic lights dated 6 February 2024 be received/filed.

CARRIED.

6.3 9 February 2024 Donation thank you letter from Saint John Seafarers' Mission Inc.
MOVED by Counc. Boyle and seconded by Coun. Shea the donation thank you letter from the Saint John Seafarers' Mission Inc. dated 9 February 2024 be received/filed.

CARRIED.

6.4 21 February 2024 Canadian Amyloidosis Support Network (CASN) Awareness Month
MOVED by Counc. Shea and seconded by Counc. Boyle the Canadian Amyloidosis Support Network (CASN) Awareness Month correspondence dated 21 February 2024 be received/filed.

ON THE QUESTION:

Mayor Grant noted Town Hall will be lit red on March 16th as outlined on the Town's annual schedule and will be promoted on social media.

CARRIED.

6.5 22 February 2024 Fundy Regional Service Commission (FRSC) Urban/Rural Ride Update
MOVED by Counc. Mackay French and seconded by Deputy Mayor Alexander the Fundy Regional Service Commission (FRSC) Urban/Rural Ride Update dated 22 February 2024 be received/filed.

ON THE QUESTION:

For the public, Mayor Grant explained the program is from the Fundy Regional Service Commission (FRSC), and is volunteer-based. She asked all to promote the service and encourage potential volunteer drivers.

CARRIED.

6.6 28 February 2024 Letter from UMNB to Minister Wilson RE: Provincial/Municipal roles in property assessment and taxation
MOVED by Counc. McGuire and seconded by Counc. Shea the letter from UMNB to Minister Wilson RE: Provincial/Municipal roles in property assessment and taxation dated 28 February 2024 be received/filed.

CARRIED.

6.7 4 March 2024 Purple Day for Epilepsy Awareness (March 26th)
MOVED by Counc. Mackay French and seconded by Counc. Lewis the Purple Day request for Epilepsy Awareness (March 26th) dated 4 March 2024 be received/filed.

ON THE QUESTION:

Mayor Grant noted the item was included on the annual schedule – Town Hall will be lit purple on March 26th and it will be promoted on social media.

CARRIED.

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6.8 6 March 2024 Letter from resident RE: Pothole on Hampton Road
MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle the letter from resident RE: Pothole on Hampton Road dated 6 March 2024 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander mentioned the letter states a warning sign was not posted but then notes the individual moved a warning sign closer. He assumed this is the reason the recommendation is to receive and file rather than refer it to a committee. Town Clerk Banks advised the letter does not state a request. Mayor Grant spoke of the Town's Pothole Policy.

CARRIED.

6.9 7 March 2024 UMN B Pre-Budget Submission (February 2024)
MOVED by Counc. Shea and seconded by Counc. Boyle the UMN B Pre-Budget Submission (February 2024) dated 7 March 2024 be received/filed.

ON THE QUESTION:

Mayor Grant noted the Fundy Regional Service Commission (FRSC) will discuss many issues with Minister Savoie this week.

CARRIED.

6.10 8 March 2024 Letter of support to PNB for Saint John Theatre Company – Sydney Street Courthouse project
MOVED by Counc. Mackay French and seconded by Deputy Mayor Alexander the letter of support to PNB for Saint John Theatre Company – Sydney Street Courthouse project dated 8 March 2024 be received/filed.

CARRIED.

7. REPORTS

7.0 March 2024 Report from Closed Session

➤ Sagamore Point Lagoon – DeSludging

8 March 2024 Memorandum from Town Manager Jarvie

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle Council authorize staff to carry out a one-month test of concept for sludge dewatering of the Sagamore lagoon at a cost not to exceed \$0.5 million dollars.

ON THE QUESTION:

Mayor Grant explained that this is part of the Wastewater Treatment Facility project. The smaller Sagamore Point lagoon will be filled, once it is de-sludged, and the material properly disposed of. She noted it is an expensive process but made more cost effective using Town resources; a month-long trial will be conducted.

CARRIED.

7.1 8 November 2023 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes
30 September 2023 KVFD Statement of Expense with Budget Variance
30 October 2023 KVFD Compliance Report
8 November 2023 KVFD Fire Chief's Report
October 2023 KVFD Response Report

MOVED by Counc. Lewis and seconded by Counc. Boyle the Kennebecasis Valley Fire Department (KVFD) Board meeting minutes dated 8 November 2023, the KVFD Statement of Expense with Budget Variance dated 30 September 2023, the KVFD Compliance Report dated 30 October 2023, the KVFD Fire Chief's Report dated 8 November 2023, and the KVFD Response Report dated October 2023 be received/filed.

CARRIED.

7.2 31 January 2024 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 31 January 2024 be received/filed.

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ON THE QUESTION:

Mayor Grant inquired about KVFD Admin Penalties. Town Manager Jarvie explained that fines are paid to the Town if there are reoccurring false alarms. Most of this amount relates to a methane alarm in the parking garage of a multi-unit residential building. He noted the matter may return to Council.

CARRIED.

31 January 2024 Draft unaudited Rothesay Utility Fund Financial Statements

MOVED by Deputy Mayor Alexander and seconded by Council. She the draft unaudited Rothesay Utility Fund Financial Statements dated 31 January 2024 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander noted no revenue was incurred except for the KV Fire Department, but it relates to 2023 revenue.

CARRIED.

31 January 2024 Donation Summary

MOVED by Deputy Mayor Alexander and seconded by Council. She the Donation Summary dated 31 January 2024 be received/filed.

CARRIED.

23 February 2024 Draft Finance Committee meeting minutes

MOVED by Deputy Mayor Alexander and seconded by Council. She the draft Finance Committee meeting minutes dated 23 February 2024 be received/filed.

CARRIED.

➤ Compassionate Grief Centre

MOVED by Deputy Mayor Alexander and seconded by Council. She Council approve the request for support from the Compassionate Grief Centre in the amount of \$1,000.

ON THE QUESTION:

Mayor Grant explained that funds were granted in previous years.

DEFEATED.

➤ Heart and Stroke Foundation

MOVED by Deputy Mayor Alexander and seconded by Council. She Council approve a donation request from the Heart and Stroke Foundation of New Brunswick.

ON THE QUESTION:

Deputy Mayor Alexander explained that the Committee's recommendation against the request is because it is a general mailout that has been denied in the past.

DEFEATED.

➤ KVFD Quint 1 Replacement Proposal

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle Council authorize KVFD to order a ladder truck in 2024 with delivery within 36-48 months.

NAY vote recorded from Council. McGuire.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. She Council authorize KVFD for prepayment of 25% if it is congruent with the town of Quispamsis Council.

ON THE QUESTION:

Mayor Grant inquired as to how much money will be saved through a prepayment. Treasurer MacDonald advised 3.6% or roughly \$100,000.

NAY vote recorded from Council. McGuire.

CARRIED.

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- Debenture Financing (Turnbull Court)

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea:

RESOLVED THAT the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of Rothesay debenture in the principal amount of **\$800,000.00** on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Local Government of Rothesay agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

CARRIED.

7.3 20 February 2024 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 20 February 2024 be received/filed.

ON THE QUESTION:

Counc. Boyle noted she was not in attendance as she was unable to connect to the meeting. Mayor Grant summarized the minutes, highlighting the Rothesay Hive parking issue and the Wellness Fair (June 3rd).

CARRIED.

7.4 21 February 2024 Draft Works and Utilities Committee meeting minutes

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the draft Works and Utilities Committee meeting minutes dated 21 February 2024 be received/filed.

CARRIED.

- Marr Road crosswalk

MOVED by Deputy Mayor Alexander and seconded by Counc. Brown a letter be sent to the resident regarding a crosswalk on Marr Road and that one will not be installed until the Town installs a sidewalk on both sides of the roadway.

ON THE QUESTION:

Counc. Shea asked what “roadway” the motion refers to. Marr Road was the answer provided.

CARRIED.

- Highland Avenue/Eriskay Drive stop signs

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea a letter be sent to the resident stating that the stop signs are deemed sufficient for indicating vehicles to stop at the intersection of Highland Avenue and Eriskay Drive.

CARRIED.

- Rothesay High School/Town Hall signalized crosswalk

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle Council send a letter to the residents stating the Town will be moving the RA5 traffic light from the bottom of Highland Avenue to the driveway at Town Hall on Hampton Road.

ON THE QUESTION:

Deputy Mayor Alexander explained that the plan is to relocate the RA5 crosswalk from Highland Avenue to the crosswalk between Town Hall (70 Hampton Road) and Rothesay High School (61/63 Hampton Road). This creates more space from the RA5 crosswalk to be installed outside Arthur Miller Fields (48 Hampton Road). Discussion ensued, and it was noted: the change should be communicated to Rothesay High School and parents; it will also serve pedestrian crossing for Harry Miller Middle School and the Rothesay Hive; some Rothesay High School students exhibit dangerous driving/pedestrian crossing behaviour and this matter will be brought up in a meeting with the school, parents, and the Kennebecasis Regional Police Force (KRPF); the crosswalk at Highland Avenue will remain, however flashing lights are not recommended as different crossings within a short distance can be problematic; and relocation of the RA5 crosswalk is expected before the next school season.

CARRIED.

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➤ Parking By-law

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle Council direct staff to explore the creation of a separate Parking By-Law.

ON THE QUESTION:

Town Manager Jarvie explained that a Parking By-law means that penalties issued will be payable to the Town rather than the Province. It is not expected to be a significant revenue stream. Counc. Mackay French requested clarification. Town Manager Jarvie advised the Parking By-law will address areas where parking is prohibited ex. where no-parking signs are situated, bike lanes, and public streets during snow removal.

CARRIED.

7.5 4 March 2024 Draft Planning Advisory Committee meeting minutes

MOVED by Counc. Shea and seconded by Counc. Mackay French the draft Planning Advisory Committee meeting minutes dated 4 March 2024 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander stated he agrees that the height of buildings should be limited – 4 storeys is the desired height currently, six storeys will have to be reviewed further. Counc. Shea asked if the new Zoning By-law will be presented to Council all at once or piecemeal. Town Manager Jarvie advised the intent is to work through the by-law with the Committee with a goal of presenting to Council through a working session in the fall. He noted the Committee was given a schedule that presents the latest possible timeline.

CARRIED.

7.6 February 2024 Monthly Building Permit Report

MOVED by Counc. Lewis and seconded by Counc. Shea the February 2024 Monthly Building Permit Report be received/filed.

CARRIED.

7.7 6 March 2024 Capital Projects Summary

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle the Capital Projects Summary dated 6 March 2024 be received/filed.

ON THE QUESTION:

Counc. Lewis requested a status update on the signalized intersection for Clark Road/Gondola Point Road. DO McLean advised the project will be completed once the poles are delivered. There was an unexpected delay – the date of arrival was supposed to be February 28th.

CARRIED.

8. UNFINISHED BUSINESS

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 July 2022)

No action at this time.

8.4 45 Marr Road & 6 Old Mill Lane PIDs 00245415 & 00118067 (Tabled January 2024)

No action at this time

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8.5 Rezoning - 7 Scott Avenue (PID 00064105)

4 March 2024 Memorandum from Town Clerk Banks
DRAFT By-law 2-10-37

Mayor Grant briefly provided background.

MOVED by Counc. Mackay French and seconded by Counc. Shea Council give Reading in its Entirety to By-law 2-10-37.

CARRIED.

Town Clerk Banks read by-law 2-10-37 in its entirety.

MOVED by Counc. Mackay French and seconded by Counc. Shea Council give 3rd Reading, by Title, and Enactment to By-law 2-10-37.

CARRIED.

Town Clerk Banks read by-law 2-10-37 by title.

9. NEW BUSINESS

N/A

10. NEXT MEETING

The next meetings are scheduled as follows:

Regular meeting Monday, April 8, 2024 at 7:00 p.m.

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 8:00 p.m.

original signed by Mayor

original signed by Clerk

MAYOR

CLERK