



ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
Monday, May 13, 2024
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 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. Mackay French and seconded by Counc. Lewis the agenda be approved, with the following amendments:

- Item 9.1.1 be brought forward to follow Item 4.1
- Item 8.5 to follow Item 7.9

CARRIED.

2. ADOPTION OF MINUTES

- Regular Meeting 8 April 2024

MOVED by Counc. Boyle and seconded by Deputy Mayor Alexander the Open Session Council minutes of April 8, 2024 be adopted as circulated.

CARRIED.

- Special Meeting 29 April 2024

MOVED by Counc. Lewis and seconded by Counc. Brown the Special Open Session Council minutes of April 29, 2024 be adopted as circulated.

CARRIED.

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

3. OPENING REMARKS OF COUNCIL

PRESENTATION: Volunteer Recognition Awards

Mayor Grant presented a Volunteer Recognition Award to Pauline Lordon, who was unable to attend the recent Rothesay Volunteer Recognition Event. Counc. Lewis read a brief summarization of the nomination outlining her volunteer work with youth basketball, and the Rothesay High School Breakfast Program. Mrs. Lordon thanked Council and left the meeting.

Mayor Grant shared the following opening remarks:

- Condolences to the family and friends of former East Riverside Councillor, Fred Spencer, on his recent passing.
- Appreciation to staff for their work with the Rothesay Volunteer Recognition event and the KV Girls Softball Association Watch Party
- The Rothesay Hive's 5th Anniversary – the facility has operated for three years with a brief pause during the pandemic
- The upcoming Wellness Fair at Rothesay High School (June 3rd), and Intergenerational Day (June 1st)
- Condolences to the family and friends of Arthur Irving, Chairman Emeritus of Irving Oil, on his recent passing.

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3.1 Declaration of Conflict of Interest

Declarations of conflict of interest were shared for Item 7.9 and Item 8.5 – 45 Marr Road/6 Old Mill Lane for Counc. Mackay French and Shea, as well as Counc. Lewis for his absence at the Public Hearing.

4. DELEGATIONS

4.1 KV EMO – KVFD Fire Chief Michael Boyle (*see item 9.1.1*)

Mayor Grant welcomed Chief Boyle. Chief Boyle thanked Council and explained that he is in attendance as a follow up to his presentation in the fall, more specifically, to answer any questions Council may have regarding the draft KV EMO By-law.

Council commended Chief Boyle on the draft by-law, noting emergency management has come a long way for the Town. Mayor Grant mentioned that the Town will need to appoint a Deputy EMO Director for the Town once the by-law is enacted.

Counc. McGuire mentioned he heard there is a plan that involves other fire departments lending support to KVFD through volunteers. Chief Boyle explained that KVFD has been working with other fire departments, monthly, to increase cooperation and improve efficiency. He expanded by noting efforts will go beyond mutual aid (offering equipment) to now extend assistance through apparatus and personnel. When questioned, he clarified that this is unlikely to be a means to reduce department staffing requirements but more a way to ensure adequate support is available during significant incidents. It will improve efficiency as a region by supporting each other with what resources are available. There was a brief discussion about Chief Boyle’s role in spearheading the progress of mutual aid, and its importance to the region.

Item brought forward.

9.1.1 Kennebecasis Valley Emergency Measures Organization (KVEMO)

DRAFT	KV EMO By-law
July 2023	Draft KV EMO Emergency Management Plan Introduction (<i>previously distributed</i>)
18 April 2024	Letter from Quispamsis to KVFD

MOVED by Counc. Lewis and seconded by Counc. Boyle the DRAFT KV EMO By-law, and the Draft KV EMO Emergency Plan Introduction dated July 2023, and the letter from Quispamsis to KVFD dated 18 April 2024 be referred to staff.

CARRIED.

Mayor Grant thanked Chief Boyle for his presentation.

5. CORRESPONDENCE FOR ACTION

5.1 17 April 2024 Donation request for Girl Guides “Rally in the Valley” October 5th

MOVED by Counc. Shea and seconded by Counc. Boyle the donation request for Girl Guides “Rally in the Valley” October 5th be referred to the Finance Committee.

CARRIED.

5.2 26 April 2024 Email from resident RE: Scott Avenue traffic concerns

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the email from resident RE: Scott Avenue traffic concerns dated 26 April 2024 be referred to the Works and Utilities Committee.

CARRIED.

5.3.1 29 April 2024 Email from resident RE: Request for sidewalk on Iona Avenue

5.3.2 29 April 2024 Email from resident RE: Request for sidewalk on Iona Avenue

MOVED by Counc. Mackay French and seconded by Deputy Mayor Alexander the two (2) emails from residents RE: Request for sidewalk on Iona Avenue dated 29 April 2024 be referred to the Works and Utilities Committee.

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ON THE QUESTION:

Counc. Mackay French reported, during her campaign for Council, almost all Iona Avenue residents she spoke with requested a sidewalk. Deputy Mayor Alexander explained that the Works and Utilities Committee reviews several sidewalk requests throughout the entire Town, and takes into consideration public concerns, the Town’s policy, and the limited resources available.

CARRIED.

6. CORRESPONDENCE – FOR INFORMATION

6.1 9 April 2024 Thank you email from KV Girls Softball Association (KVGSA)
MOVED by Counc. Boyle and seconded by Counc. Lewis the thank you email from KV Girls Softball Association (KVGSA) dated 9 April 2024 be received/filed.

CARRIED.

6.2 30 April 2024 Thank you card from the KV Food Basket
MOVED by Counc. Boyle and seconded by Deputy Mayor Alexander the thank you card from the KV Food Basket dated 30 April 2024 be received/filed.

CARRIED.

7. REPORTS

7.0 May 2024 Report from Closed Session
N/A

7.1 22 February 2024 Fundy Regional Service Commission (FRSC) meeting minutes
MOVED by Counc. Boyle and seconded by Counc. Mackay French the Fundy Regional Service Commission (FRSC) meeting minutes dated 22 February 2024 be received/filed.

CARRIED.

7.2 17 January 2024 Kennebecasis Public Library (KPL) Board meeting minutes
21 February 2024 KPL Board meeting minutes
February 2024 KPL Librarian’s Report
MOVED by Counc. Shea and seconded by Counc. Lewis the Kennebecasis Public Library (KPL) Board meeting minutes dated 17 January 2024, and 21 February 2024, and the KPL Librarian’s Report dated February 2024 be received/filed.

CARRIED.

7.3 21 February 2024 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes
31 December 2023 KVFD Statement of Expense with budget variance
15 February 2024 KVFD Compliance Report
21 February 2024 KVFD Chief’s Report
November 2023 KVFD Response Report
December 2023 KVFD Response Report
31 December 2023 KVFD Audited Financial Statements
MOVED by Counc. Lewis and seconded by Counc. Shea the Kennebecasis Valley Fire Department (KVFD) Board meeting minutes dated 21 February 2024, the KVFD Statement of Expense with budget variance dated 31 December 2023, the KVFD Compliance Report dated 15 February 2024, the KVFD Chief’s Report dated 21 February 2024, the KVFD Response Reports dated November 2023, and December 2023, and the KVFD Audited Financial Statements dated 31 December 2023 be received/filed.

ON THE QUESTION:

With respect to the 2023 KVFD Audited Financial Statements, Mayor Grant highlighted a small operating fund surplus in the amount of \$62,000.

CARRIED.

7.4 27 March 2024 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
27 March 2024 KRJBPC Chief’s Report
MOVED by Counc. Mackay French and seconded by Counc. Shea the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes dated 27 March 2024, and the KRJBPC Police Chief’s Report dated 27 March 2024 be received/filed.

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ON THE QUESTION:

Counc. Mackay French mentioned she was absent for the meeting. Deputy Mayor Alexander identified a typo, noting 'Polytech' should be 'Polyline'. He asked if a tender was issued, adding that he does not recall Mr. Peter's company being involved in project management. Counc. Shea noted there was a tender issued and awarded to Polyline.

Deputy Mayor Alexander expressed concern about the Building Committee discussion, at the bottom of page 4 of the minutes. The paragraph gives the impression that both towns have given "carte blanche" approval, and do not need to be involved in further decisions. He spoke of Council and the Joint Finance Committee's interest in hearing updates regarding the project, especially if there needs to be adjustments outside the original scope. It was noted the KRJBPC had planned to present to Council at tonight's meeting but withdrew their request with intent to reschedule for the June meeting. Mayor Grant agreed with the Deputy Mayor's concerns. Council expressed interest in sending a letter.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle Council send a letter to the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) requesting a ~~Building Sub-Committee~~ *Commission* representative appear before Council at its June 2024 meeting.

ON THE QUESTION:

In response to an inquiry, it was agreed to amend the motion to request that a Commission representative, rather than a Building Sub-Committee representative, attend the meeting.

CARRIED.

7.5 31 March 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 March 2024 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander highlighted the following: the Capital General Fund was updated to reflect the 2023 Audited Financial Statements; the General Fund Capital Reserve has decreased by \$750,000 for acquisition of the vacuum truck; the sale of the street sweeper brought in \$40,000 – included in miscellaneous revenue; and fuel escalation (Solid Waste Collection Fero) was higher than expected. In response to an inquiry, it was noted the vacuum truck and street sweeper are not the same vehicle.

CARRIED.

31 March 2024 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 31 March 2024 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander highlighted a positive variance for sewer revenue (new users), a minor decrease in the sewer variance for temporary suite credits, and a negative variance for fire hydrant repair invoices for work done in 2023 that were not received until 2024. He added there is \$400,000 for Turnbull Court Phase 1 which will be offset by a grant.

CARRIED.

31 March 2024 Donation Summary

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis the Donation Summary dated 31 March 2024 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander noted 22.5% of the 2024 donation budget has been spent to date.

CARRIED.

18 April 2024 Draft Finance Committee meeting minutes

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle the draft Finance Committee meeting minutes dated 18 April 2024 be received/filed.

CARRIED.

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➤ Seniors Resource Centre

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council approve the request for advertising sponsorship from the Seniors Resource Centre.

ON THE QUESTION:

It was noted the Finance Committee recommended denying the request because the Town supports its own seniors centre, the Rothesay Hive.

DEFEATED.

➤ KV3C

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis Council approve the usage of the Bill McGuire Centre by KV3C for one morning per week for a-hour period as an in-kind donation for a year 2024/2025 with an option to continue with a new request.

ON THE QUESTION:

Mayor Grant mentioned a similar arrangement occurred before the pandemic.

CARRIED.

7.6 16 April 2024

Draft Age Friendly Advisory Committee meeting minutes

MOVED by Counc. Boyle and seconded by Counc. Brown the draft Age Friendly Advisory Committee meeting minutes dated 16 April 2024 be received/filed.

ON THE QUESTION:

Counc. Boyle highlighted the 5-year anniversary of the Rothesay Hive, and the May 19th deadline to secure a booth for the Wellness Fair.

CARRIED.

7.7 17 April 2024

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 17 April 2024 be received/filed.

ON THE QUESTION:

Construction cannot move forward on the Wastewater Treatment Plant until Provincial approval is granted following a second round of Indigenous consultation. The Sagamore Point Lagoon desludging project only began a week ago as it was recently confirmed that this is a maintenance activity and can proceed without the second round of Indigenous consultation.

CARRIED.

➤ Traffic light for Isaac Street

○ 25 March 2024

Letter from resident

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French to send a letter to the resident regarding a traffic study which will be done in the area to determine the best form of traffic control.

CARRIED.

7.8 22 April 2024

Draft Ice Fishing Committee notes

MOVED by Counc. McGuire and seconded by Counc. Boyle the draft Ice Fishing Committee notes dated 22 April 2024 be received/filed.

ON THE QUESTION:

Counc. McGuire noted the meeting was a good start but there were some key players missing, such as Gary Gower and provincial government representation. Town Manager Jarvie mentioned that staff will discuss the possibility of cost-sharing the expense for engaging a diver and clearing the debris. In response to an inquiry, it was noted the date of the next meeting has not been scheduled. Discussion ensued, and concern was expressed that there is no direct representation from the Department of Environment (jurisdiction over the matter), only a representative from the Department of Public Safety.

CARRIED.

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MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire Council direct staff to prepare a letter to send to the Minister of the Department of Environment requesting representation on the Ice Fishing Committee of Rothesay.

ON THE QUESTION:

Mayor Grant proposed sending copies to the MLA and Minister of Public Safety.

CARRIED.

Couns. Lewis, Mackay French, and Shea left the meeting, owing to declared conflicts of interest and absence at the Public Hearing.

7.9 6 May 2024 Draft Planning Advisory Committee meeting minutes
MOVED by Counc. McGuire and seconded by Counc. Boyle the draft Planning Advisory Committee meeting minutes dated 6 May 2024 be received/filed.

ON THE QUESTION:

Town Manager Jarvie advised there is a recommendation to reconvene the public hearing on May 27th, as it is believed the applicant has addressed the primary concerns related to drainage and sightlines. Furthermore, the project has received a positive recommendation from the Planning Advisory Committee. He added another large part of the meeting focused on another portion of the Zoning By-law review. Counc. McGuire asked if residents will be satisfied with the drainage proposal. Town Manager Jarvie indicated it is a satisfactory plan as it demonstrates the majority of water will flow into catchment areas, and subsequently the underground retention tank, and a new pipe towards Old Mill Lane. With respect to sightlines, a formal assessment was conducted and found there was no issue. In response to an inquiry, it was confirmed that traffic access/egress will be through Marr Road, not Old Mill Lane.

CARRIED.

- 45 Marr Road/6 Old Mill Lane PIDs 00245415 & 00118067

Item brought forward.

8.5 45 Marr Road & 6 Old Mill Lane PIDs 00245415 & 00118067 (Tabled January 2024)
9 May 2024 Memorandum from Town Manager Jarvie
8 May 2024 Recommendation from the Planning Advisory Committee (PAC)
3 May 2024 Staff Report to PAC with attachments

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire Council reconvene the public hearing for 45 Marr Road/6 Old Mill Lane (PIDs 00245415 & 00118067) on Monday, May 27, 2024 at 6:00 p.m. and notify area residents.

ON THE QUESTION:

Deputy Mayor Alexander inquired about notifying the public. Town Manager Jarvie advised notifications will be sent to the same group prior to the first public hearing, and a post will be made on social media.

CARRIED.

Couns. Lewis, Mackay French, and Shea returned to the meeting.

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

CARRIED.

7.11 10 May 2024 Capital Projects Summary
MOVED by Counc. Shea and seconded by Counc. Boyle the Capital Projects Summary dated 10 May 2024 be received/filed.

CARRIED.

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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 Marr Road/Chapel Road signalization (Tabled April 2024)
No action at this time

8.5 45 Marr Road & 6 Old Mill Lane PIDs 00245415 & 00118067 (Tabled January 2024)
9 May 2024 Memorandum from Town Manager Jarvie
8 May 2024 Recommendation from the Planning Advisory Committee (PAC)
3 May 2024 Staff Report to PAC with attachments

Dealt with above (Item 7.9).

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 Kennebecasis Valley Emergency Measures Organization (KVEMO)

DRAFT KV EMO By-law
July 2023 Draft KV EMO Emergency Management Plan Introduction
(previously distributed)
18 April 2024 Letter from Quispamsis to KVFD

Dealt with above (Item 4.1).

ADMINISTRATION

9.2 Committee Appointment

10 May 2024 Memorandum from Nominating Committee

MOVED by Counc. Lewis and seconded by Counc. Mackay French Council appoint Sean Miller to serve on the Parks and Recreation Committee, with said term to expire 31 December 2025.

ON THE QUESTION:

Mayor Grant reported the appointment is to replace a member that is no longer a resident of Rothesay.
CARRIED.

RECREATION

9.3 Recreation Master Plan

13 May 2024 Report prepared by DRP Jensen
DRAFT Recreation Master Plan (May 2024) *previously distributed and available on Town website*

MOVED by Counc. Lewis and seconded by Deputy Mayor Alexander Council adopt as a guide the 2024 Recreation Master Plan that was prepared by Trace Planning and Design. This plan will effectively guide the decision making of the municipality over the course of the next ten years addressing the long-term needs of residents in terms of administration, facilities, and programs.

ON THE QUESTION:

Council acknowledged the long process to develop the Recreation Master Plan, but the document will serve as a guide over the next few years and help with funding applications. Appreciation was extended to staff for their work, and efforts made to include Council more in the process. Mayor Grant listed aspects of the plan she liked, such as the concept of a central recreation campus, the need for increased capacity for the Rothesay Hive, and the Wells Connector. She cautioned that the initiatives outlined will not all happen overnight.

CARRIED.

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9.4 Tables for the Wells Building Patio

10 May 2024 Memorandum from Town Manager Jarvie
10 May 2024 Report prepared by DRP Jensen

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle Council receive the memorandum from Town Manager Jarvie RE: Tables for the Wells Building Patio dated 10 May 2024 for information.

ON THE QUESTION:

Town Manager Jarvie explained that the tables presented do not have to be a permanent fixture, and can be relocated if another option arises. In response to inquiries, it was noted the tables: will be installed as soon as possible; can be easily moved if necessary; do not need to be black but red may not be an option; can seat eight individuals; were sourced from Ontario; and will fit under the canopy but will likely be removed for storage during winter.

CARRIED.

OPERATIONS

9.5 Electric Boiler Installation – Master Drive Works Facility

7 May 2024 Report prepared by DO McLean

MOVED by Counc. Mackay French and seconded by Counc. Boyle Council accept the submission from Black & MacDonald for the installation of an electric boiler unit for the Master Drive Public Works Facility in the amount of \$38,100.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

ON THE QUESTION:

Mayor Grant summarized the report.

CARRIED.

9.6 Contract T-2024-001 Asphalt Resurfacing and Microseal Placement

8 May 2024 Report prepared by DO McLean

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis Council award Contract T-2024-001: Asphalt Resurfacing and Microseal Placement to the low tenderer, Debly Enterprises Ltd., at the tendered price of \$3,546,832.88 (including HST), as calculated based on estimated quantities and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ON THE QUESTION:

Mayor Grant summarized the report. Discussion ensued and it was noted a separate motion is required for the addition of Turnbull Court. Counc. Lewis raised concerns about the deplorable condition of roads in the Wells area, noting these will need to be looked at in the future. In response to an inquiry, DO McLean advised there will be sidewalk work on Hampton Road (Town Hall to Pita Pit/Papa John's), an asphalt overbuilt sidewalk with a barrier for Sprucewood Avenue to Harry Miller Middle School, and a small piece of sidewalk on Strong Court.

CARRIED.

MOVED by Counc. McGuire and seconded by Counc. Lewis to add Turnbull Court as an additional street to be resurfaced as part of the 2024 Asphalt Resurfacing Contract for an amount of \$72,548.17

CARRIED.

9.7 Brock Court & Goldie Court Storm Drainage

9 May 2024 Report prepared by DO McLean

MOVED by Counc. Mackay French and seconded by Counc. Lewis Council authorize the Director of Operations to solicit quotations, not to exceed \$100,000 including rebateable HST, for the installation of new storm sewer lines and ditching between Goldie Court and Hampton Road along the existing municipal services easement over PID 30332613 and the recently approved municipal services easement over PID 00258863.

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ON THE QUESTION:

Mayor Grant summarized the report. Counc. Lewis asked if it will resolve the issue. DO McLean advised it is designed to drain a large scale area and alleviate existing conditions. He clarified that the recommendation is only to allow staff to solicit quotations, the matter will be brought back to Council for final approval. Counc. Lewis asked about the size of the open ditch. DO McLean explained that it will connect and mirror the existing open ditch on the side of 10 Hampton Road closest to Grove Avenue. Town Manager Jarvie added that the water will be directed into the system surrounding Church Avenue which was designed for increased volume. There was a brief discussion about the quotations “not to exceed \$100,000”. Town Manager Jarvie advised some work will be completed by Town staff which means the bids are unlikely to exceed \$100,000.

CARRIED.

10. NEXT MEETING

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the regular June 10th Council meeting be rescheduled to Monday, June 17th at 7:00 p.m.

CARRIED.

The next meetings are scheduled as follows:

Public Hearing (45 Marr Road/6 Old Mill Lane) Monday, May 27, 2024 at 6:00 p.m.
Regular meeting Monday, June 17th, 2024 at 7:00 p.m.

11. ADJOURNMENT

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

The meeting adjourned at 8:10 p.m.

Original signed by Mayor

MAYOR

Original signed by Clerk

CLERK