



# ROTHESAY

COUNCIL MEETING  
Rothesay Town Hall Common Room  
**Tuesday, October 15, 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 7:00 p.m.

## 1. APPROVAL OF AGENDA

**MOVED** by Counc. Lewis and seconded by Counc. Shea the agenda be approved, with the following amendments:

- Item 9.1.1 be brought forward to follow Item 4.1
- Item 9.1.2 be brought forward to follow Item 4.2

**CARRIED.**

## 2. ADOPTION OF MINUTES

- Regular Meeting      9 September 2024

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire the Open Session Council minutes of September 9, 2024 be adopted as circulated.

**CARRIED.**

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

## 3. OPENING REMARKS OF COUNCIL

Mayor Grant shared the following opening remarks:

- Condolences to Councs. Boyle and Mackay French on recent losses of family members
- Congratulations to Town Manager Jarvie on receiving the well-deserved Raymond Murphy Memorial Award at the UMNb Annual General Meeting
- Congratulations to Kirstin Duffley, Rothesay Age Friendly & Communications Coordinator, as a recipient of the Excellence in Older Adult Programming Award. The award will be presented October 18<sup>th</sup> at Recreation NB's Annual General Meeting and Anniversary Gala
- Council and staff are wearing pink ribbons in support of Breast Cancer Awareness
- Community members are encouraged to vote in the upcoming Provincial Election

### 3.1 Declaration of Conflict of Interest

N/A

## 4. DELEGATIONS

### 4.1 Fundy Regional Service Commission (FRSC)      Phil Ouellette, CEO (*see Item 9.1.1*)

Mayor Grant reported that Mr. Ouellette has been delayed. The item will be deferred until his arrival.

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## 4.2 Envision Saint John

Andrew Beckett, CEO (*see Item 9.1.2*)

Mayor Grant welcomed Mr. Beckett. Mr. Beckett gave a presentation highlighting a recap of work done in the past year as well as the Moncton/Saint John region joint bid for the 2029 Canada Games.

Mr. Beckett spoke of Envision Saint John's:

- Interest in bringing people and partners together to accelerate growth
- Creation of strategies to attract and sustain investment in the region
- Core areas:
  - o Real Estate Development
  - o Economic Intelligence
  - o Regional Destination Marketing & Sales
  - o Population Growth
  - o Entrepreneurship and Business Growth
    - 130 entrepreneurs assisted in 2023, and by July 2024 these numbers were exceeded
  - o Workforce Development
- Quarterly agency updates (available on their website)
- Development of regional plans through committees, surveys, workshops:
  - o Economic Development Plan
    - Six priorities:
      - Lead Atlantic Canada's Energy Transition
      - Leverage Port Saint John as a catalyst for investment
      - Provide the next generation of health-tech solutions
      - Cultivate a renowned destination for residents & visitors
      - Strengthen the region's workforce development ecosystem
      - Position the Saint John region as a place for investment
  - o Tourism Master Plan
    - Eight priorities:
      - Advance the Saint John region's infrastructure – improve key assets
      - Enhance tourist attractions – ex. three UNESCO sites
      - Expand outdoor recreation – ex. mountain biking
      - Cultivate urban culture – increase vibrancy
      - Grow events & festivals – not just in peak seasons
      - Diversify accommodation
      - Elevate the visitor experience
      - Commit to stewardship – ex. ensure areas like St. Martins can handle influxes of tourists without detriment
- Future:
  - o Strategic Plan
    - Entering year five of the organization means revisiting the plan
    - Outreach to municipalities
  - o Regional Immigration Strategy
    - Expected January 2025
  - o Business Retention & Expansion program
- 2029 Canada Games Bid:
  - o Joint bid between Moncton and Saint John
    - Cost efficient in terms of utilizing existing assets of Moncton and the entire Saint John region
    - Rowing and Kayaking in Rothesay
    - Minimizes risk
    - Regional benefits
    - Cultural component
  - o Saint John was a previous host in 1985
  - o Held over a two-week period
  - o Cost:
    - Capital costs - \$1.5 million each for Moncton and Saint John region
    - Operating costs – to be determined but estimated at \$2 million each
    - Hosting communities responsible for any deficit but long history of surpluses attributed to private sector support

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- Committees have been formed with co-chairs from each region
  - Mr. Beckett has volunteered as Finance Chair separate from his position with Envision SJ
- Technical submission complete and positive – review of venues/capacity
- Formal submission of bid in January 2025 – FRSC motion (Nov. or Dec.) to indicate region support

Council inquired about support for entrepreneurs, partnerships for the Economic Development Plan and Tourism Master Plan priorities, the Brunswick Square building, Real Estate Development in terms of housing starts, legacy funds for the Canada Games, and potential for tourism in Rothesay.

Mr. Beckett responded with the following: examples of assisting entrepreneurs through networking or connecting them with resources such as the Impact Loan Program funded through ACOA; reporting that small businesses are the majority; examples of partnerships for both Plans including energy and health roundtables; ESJ helping with the sale of the Brunswick Square building – ex. materials were used to promote the region to potential buyers; real estate development not just to attract developers for multi-unit projects but for other housing types as well, for instance modular, or single-family; prior establishment of a foundation which remains active, to handle surplus funds from prior Canada Games events; and inclusion of the entire region when developing the Tourism Master Plan.

## Item brought forward.

### 9.1.2 Envision Saint John Presentation

**MOVED** by Counc. Boyle and seconded by Counc. Shea the Envision Saint John Presentation dated October 15, 2024 be received/filed.

**CARRIED.**

Mayor Grant thanked Mr. Beckett. Mr. Beckett thanked Council and left the meeting.

### 4.1 Fundy Regional Service Commission (FRSC) Phil Ouellette, CEO (*see Item 9.1.1*)

Mayor Grant welcomed Mr. Ouellette. Mr. Ouellette thanked Council for the opportunity and distributed a copy of Version #5 of the draft budget to Council. He highlighted the following from his presentation on the organization's 2024 progress and 2025 draft budget:

- Presentations given to the other six municipalities in the region – Rothesay is the final one
- FRSC vision, mandate, annual report, and financial statements are available on their website
- Progress to date:
  - Significant expansion of responsibilities in the past two years beyond landfill operations
  - The organization is still in a start-up phase
  - Introduction of a Regional Strategy
  - On-boarded four new committees
  - Two iterations of annual review of regional facilities and capital
  - Eight studies and investigations across their new mandate
  - Introduced 6-8 new initiatives in test phases
  - Relentlessly seeking funding from the Province and other sources
  - Advocacy for the region and local municipalities
    - The FRSC is member-driven
  - Regional Summit November 28, 2024 for councils and senior staff
- Draft 2025 Budget
  - FRSC operates under provincial legislation – but is not the provincial government
    - The Board is comprised of mayors of local governments
  - Intent to use the budget for regional collaboration towards provincially delegated mandates
  - New service delivery for the benefit of the region
  - A new iteration of the budget (version 5) was distributed to Council and staff
  - Overall budget increase from 2024, but different variations:
    - Version 1 outlines a \$3.6 million dollar increase
      - Net increase of \$1,060,742 for Member fees
    - Version 2 showcases \$312,000 in funding received from the Regional Development Corporation for the Canada Games Aquatic Centre (CGAC) initiative which reduces costs
    - Version 3 showcases \$70,000 received from the Province to fund a social mandate

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- Version 4 indicates a \$780,000 expenditure for CGAC funded through local government reserve funds
- Version 5 (handout) outlines a \$2.8 million dollar increase
  - Net increase of \$412,549 for Member fees
  - Essentially Version 4 but removes the Aerial Photography Partnership (\$96,000), and has an adjustment to Community Development (elimination of duplication)
  - Carryover of \$370,000 of the Regional Service Support Fund (RSSF)
- The majority of the budget relates to the landfill (50%), Regional Facilities (25%), and Economic Development and Tourism (dictated by a regional agreement)
- The reason there are several iterations of the budget was to ensure the 45-day review period was done on time
- In 2025, the FRSC is positioned to leverage its highest quantity of GNB funding at roughly \$4 million dollars
- Solid Waste Management
  - 3% (\$4) increase in tipping fee for garbage (\$135/tonne in 2024 to \$139/tonne in 2025)
  - Increase from Capital in Operating
  - Asset Retirement Obligations
  - Response to the Landfill Height Extension EIA (approval from Board and EIA)
    - Six initiatives outlined from feedback received (cost of \$515,000)
- Capital Budget mainly relates to asset renewal and maintenance
- 2025 Priorities and Outcomes
  - Budget will empower committees to provide more support and value to members
  - Design of CGAC
  - Foray into the social mandate
  - Efforts around regional climate planning
  - Regional transportation alternatives
  - Regional risk assessment
  - Implementation of a rail traffic and safety committee
  - Plans for a 2025 Regional Summit
  - Continued value from investment and partnership with Regional Facilities and Envision Saint John
- Final budget to be submitted to FRSC Board on October 24, 2024

Council inquired about the largest projected capital expenditures in the next 5-10 years, and the purpose of \$100,000 for aerial photography.

Mr. Ouellette responded with the following: capping of the cells for the landfill which will be delayed through the height augmentation, as well as capital costs for regional facilities (high costs anticipated in near future for new roof on TD Station); should capital expenditures for regional facilities rise significantly debentures are being explored as an option for funding; and aerial photography was brought forward by the CAOs for a partnership to assist with building and planning services.

Town Manager Jarvie commented on the aerial photography, noting the Town has partnered with Saint John, on a two-year cycle since 2010-2012, to secure aerial photography of the municipalities. It is used as a daily tool for local government operations and is a minimal cost to Rothesay based on aerial coverage.

Mayor Grant spoke of the height augmentation of the landfill and its impact on host communities (Grand Bay-Westfield and Saint John). She agrees issues should be mitigated but also expressed concern regarding the significant costs, more specifically: \$133,000 annually to monitor leachate and odour, CMEI (legislated) \$98,000, \$100,000 host community economical fund and community enhancement fund, and an increase in site and road maintenance (up \$20,000) – in total close to \$400,000. She questioned the need for the community economical fund and enhancement fund when these appear to fall under the mandate of Envision Saint John (already funded by FRSC). Mr. Ouellette noted these services are in response to feedback received during the EIA. He noted it is a separate fund from CMEI, generated from tipping fees (2/3 of which are from industrial, institutional, and commercial), to spur economic activity in the host communities to compensate for challenges resulting from the landfill. Envision Saint John is helping in this endeavor. Mayor Grant stated, in

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principle, she disagrees, as it has the potential to be problematic especially since funds are already allocated to an organization for this purpose.

### **Item brought forward.**

#### **9.1.1 Fundy Regional Service Commission (FRSC) 2025 Draft Budget**

18 September 2024      Letter from FRSC RE: Draft 2025 Budget  
DRAFT                      FRSC 2025 Budget

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea to provide comments by October 16, 2024.

**CARRIED.**

Mayor Grant thanked Mr. Ouellette. Mr Ouellette thanked Council and left the meeting.

## **5. CORRESPONDENCE FOR ACTION**

5.1 5 September 2024      Email from resident RE: Pedestrian safety in Rothesay

**MOVED** by Counc. Lewis and seconded by Counc. Boyle the email from resident RE: Pedestrian safety in Rothesay dated 5 September 2024 be referred to the Works and Utilities Committee.

### **ON THE QUESTION:**

Counc. Lewis requested a status update on the crosswalk lights at Arthur Miller Fields. DO McLean clarified that the lights are operational now but were not at the time the correspondence was received. Counc. Lewis asked if overhead lights are required or if crosswalks can have lights on the side of the road. DO McLean explained that either option is possible, but typically since the majority of the cost relates to aluminum trusses it is worthwhile to install overhead lights instead for maximum protection.

**CARRIED.**

## **6. CORRESPONDENCE – FOR INFORMATION**

6.1 25 September 2024      Letter to Minister Flemming RE: 2022 Forest Strategy for NB Crown Lands  
**MOVED** by Counc. Mackay French and seconded by Counc. Brown the letter to Minister Flemming RE: 2022 Forest Strategy for NB Crown Lands dated 25 September 2024 be received/filed.

**CARRIED.**

6.2 26 September 2024      Rothesay Netherwood School (RNS) Annual Food Drive – Trick or Eat  
**MOVED** by Counc. Boyle and seconded by Counc. Mackay French the Rothesay Netherwood School (RNS) Food Drive – Trick or Eat dated 26 September 2024 be received/filed.

**CARRIED.**

## **7. REPORTS**

7.0 **October 2024      Report from Closed Session**

### **➤ Appointment of CAO**

**MOVED** by Counc. McGuire and seconded by Counc. Shea Council approve the appointment of Mr. Brett McLean, P Eng, to the position of CAO for Rothesay, effective January 6, 2025.

### **ON THE QUESTION:**

Counc. McGuire spoke of the long process for the Personnel Committee (since May 27, 2024) and the considerable number of applicants. Council congratulated DO McLean, highlighting his 13 years of service to the Town, and noting that a robust nationwide search resulted in awarding the position to a local candidate. They wished him well in his new role.

DO McLean thanked Council and the Personnel Committee. He stated it will be humbling following Town Manager Jarvie and all his work in the past 26-27 years. He mentioned he has learned a lot from his predecessor and will take advantage of the help he has offered during the transition. Mayor Grant thanked the Personnel Committee for all their work. She also thanked Town Manager Jarvie for his 26-27 years of service to the Town, demonstrating sound financial management, excellent asset management, improving the quality of life for community members, and exploring a new era of environmental stewardship (Wastewater Treatment Plant project). She added he has also shared his vast knowledge of municipal operations with provincial entities such as UMN and various committees. She concluded by noting a formal thank you will follow but offered informal appreciation in the meantime. Town Manager Jarvie thanked the Mayor and Council, and stated he looks forward to DO McLean assuming the role.

**CARRIED.**

7.1 19 June 2024 Kennebecasis Public Library (KPL) Board meeting minutes  
**MOVED** by Counc. Shea and seconded by Counc. Mackay French the Kennebecasis Public Library (KPL) Board meeting minutes dated 19 June 2024 be received/filed.

**CARRIED.**

7.2 12 June 2024 Kennebecasis Valley Fire Department (KVFD) meeting minutes  
Article in the Current RE: KVFD Fire Station 2  
30 April 2024 KVFD Statement of Expense with budget variance  
3 June 2024 KVFD Compliance Report  
KVFD Purchasing Policy  
KVFD Credit Card Usage and Reporting Policy  
KVFD Development and Management of Operating & Capital Budgets  
12 June 2024 KVFD Chief’s Report  
April 2024 KVFD Response Report  
May 2024 KVFD Response Report  
12 June 2024 KVFD Fire Prevention Update  
4 September 2024 KVFD Board meeting minutes  
31 July 2024 KVFD Statement of Expense with budget variance  
4 September 2024 KVFD Compliance Report  
4 September 2024 KVFD Chief’s Report  
June 2024 KVFD Response Report  
July 2024 KVFD Response Report

**MOVED** by Counc. Lewis and seconded by Counc. Brown the Kennebecasis Valley Fire Department (KVFD) meeting minutes dated 12 June 2024, the Article in the Current RE: KVFD Fire Station 2, the KVFD Statement of Expense with budget variance dated 30 April 2024, the KVFD Compliance Report dated 3 June 2024, the KVFD Purchasing Policy, the KVFD Credit Card Usage and Reporting Policy, the KVFD Development and Management of Operating & Capital Budgets, the KVFD Chief’s Report dated 12 June 2024, the KVFD Response Reports dated April and May 2024, the KVFD Fire Prevention Update dated 12 June 2024, the KVFD Board meeting minutes dated 4 September 2024, the KVFD Statement of Expense with budget variance dated 31 July 2024, the KVFD Compliance Report dated 4 September 2024, the KVFD Chief’s Report dated 4 September 2024, and the KVFD Response Reports dated June and July 2024 be received/filed.

ON THE QUESTION:  
Mayor Grant stated she is happy to see Station 2 renovations are complete, and an EMO Training Day with a focus on rail safety. She also congratulated the Kennebecasis Valley Fire Department on 100 years of service to the community. Counc. Lewis agreed to relay the congratulations back to the Board.

**CARRIED.**

7.3 26 June 2024 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes  
25 September 2024 KRJBPC Chief’s Report  
August 2024 KRJBPC Budget vs. Actuals

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes dated 26 June 2024, the KRJBPC Chief’s Report dated 25 September 2024, and the KRJBPC Budget vs. Actuals dated August 2024 be received/filed.

ON THE QUESTION:  
Counc. Mackay French summarized the minutes highlighting that a new Deputy Chief, and Inspector were selected. Deputy Mayor Alexander commented on the discussion of the previous minutes, highlighting the clarification that operational funding would be used for a wellness structure.

**CARRIED.**

7.4 31 August 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 August 2024 be received/filed.

**CARRIED.**

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31 August 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 August 2024 be received/filed.

**CARRIED.**

31 August 2024      Donation Summary  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the Donation Summary dated 31 August 2024 be received/filed.

**CARRIED.**

25 September 2024      Draft Finance Committee meeting minutes  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the draft Finance Committee meeting minutes dated 25 September 2024 be received/filed.

**CARRIED.**

➤ Gala Ballet  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea Council approve the request for a sponsorship request from Gala Ballet Productions Inc. in the amount of \$600.

**CARRIED.**

7.5    17 September 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 17 September 2024 be received/filed.

### ON THE QUESTION:

Counc. Boyle reported she attended a conference in Fredericton and relayed that there are many opportunities for funding that Town staff has now been informed of.

**CARRIED.**

7.6    17 September 2024      Draft Parks and Recreation Committee meeting minutes  
➤ Parks and Recreation Update  
**MOVED** by Counc. McGuire and seconded by Counc. Shea the draft Parks and Recreation Committee meeting minutes and update dated 17 September 2024 be received/filed.

**CARRIED.**

7.7    18 September 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 18 September 2024 be received/filed.

**CARRIED.**

➤ 24 Meadow Drive – drainage concerns  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle to send a letter to the resident letting them know that drainage issues at 24 Meadow Drive are the responsibility of the homeowner, and they can drain surface water runoff from their property to the Town drainage easement.

**CARRIED.**

➤ Highland Avenue – traffic concerns  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire to send a letter to the resident letting them know that the Town will be installing a speed radar sign on Highland Avenue to measure travelling speeds. Also, the Kennebecasis Regional Police Force (KRPF) will be asked to monitor traffic on Highland Avenue.

### ON THE QUESTION:

It was reported that speed signs have been installed.

**CARRIED.**

7.8    September 2024      Monthly Building Permit Report  
**MOVED** by Counc. Mackay French and seconded by Counc. Lewis the September 2024 Monthly Building Permit Report be received/filed.

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**CARRIED.**

7.9 10 October 2024 Capital Projects Summary  
**MOVED** by Counc. Boyle and seconded by Counc. Shea the Capital Projects Summary dated 10 October 2024 be received/filed.

**CARRIED.**

**8. UNFINISHED BUSINESS**

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**TABLED ITEMS**

**8.1 Rothesay Arena Open House** (Tabled September 2021)  
*No action at this time*

**8.2 Private Lanes Policy** (Tabled July 2022)  
*No action at this time.*

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

**8.4 Draft by-law amendments RE: Consumer Fireworks** (Tabled September 2024)  
*No action at this time*

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**8.5 Strong Court Sidewalk – Anglophone South School District** (Tabled April 2021)  
10 October 2024 Report prepared by DO McLean  
**MOVED** by Counc. McGuire and seconded by Deputy Mayor Alexander the item Strong Court Sidewalk – Anglophone South School District be removed from the table.  
**CARRIED.**

**MOVED** by Counc. Mackay French and seconded by Deputy Mayor Alexander the item “Strong Court Sidewalk” be removed from Section 8 of the Council Agenda and from the monthly Status Report.

ON THE QUESTION:  
Mayor Grant summarized the report as background information for the public. Counc. Mackay French asked why the Anglophone South School District were reluctant about the project. DO McLean advised that cost was a deterrent for the School District. They were interested in retaining the parking spaces, but to do so would require a cost sharing solution with the Town.  
**CARRIED.**

**9. NEW BUSINESS**

**9.1 BUSINESS ARISING FROM DELEGATIONS**

**9.1.1 Fundy Regional Service Commission (FRSC) 2025 Draft Budget**  
18 September 2024 Letter from FRSC RE: Draft 2025 Budget  
DRAFT FRSC 2025 Budget  
**Dealt with above.**

**9.1.2 Envision Saint John** Presentation  
**Dealt with above.**

**9.2 2027-2031 Provincial Municipal Highway Program (PMHP)**  
9 October 2024 Memorandum from Town Manager Jarvie  
9 July 2024 Letter from the Department of Transportation and Infrastructure  
**MOVED** by Counc. McGuire and seconded by Counc. Lewis that the document entitled Rothesay Provincial Municipal Highway Partnership Program Five Year Plan 2027-2031 be adopted.

ON THE QUESTION:  
Town Manager Jarvie cautioned that the costs may not be the same overtime. He added that items approved for 2025-2026 are not included in this list. In response to an inquiry, it was determined that the distance is measured in meters.



**CARRIED.**

**10. NEXT MEETING**

**MOVED** by Counc. Shea and seconded by Counc. McGuire to schedule a special Open Session Budget meeting for Monday, October 28, 2024 at 7:00 p.m.

**CARRIED.**

The next meetings are scheduled as follows:

<b>Public Hearings (2)</b>	Monday, October 21, 2024 starting at 7:00 p.m.
<b>Budget Session</b>	Monday, October 28, 2024 at 7:00 p.m.
<b>Regular meeting</b>	<b>TUESDAY</b> , November 12, 2024 at 7:00 p.m.

**11. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 8:34 p.m.

Original signed by Mayor  
MAYOR

Original signed by Clerk  
CLERK