



ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
Monday, December 9, 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 (*electronic participation*)
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. Shea and seconded by Deputy Mayor Alexander the agenda be approved, with the following amendment:

- Item 9.1.1 be brought forward to follow Item 4.1

CARRIED.

2. ADOPTION OF MINUTES

- Regular Meeting 12 November 2024

MOVED by Counc. Brown and seconded by Counc. Shea the Open Session Council minutes of November 12, 2024 be adopted as circulated.

CARRIED.

- Special Meeting 25 November 2024

MOVED by Counc. McGuire and seconded by Counc. Lewis the Special Open Session Council minutes of November 25, 2024 be adopted as circulated.

CARRIED.

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

3. OPENING REMARKS OF COUNCIL

Mayor Grant wished all a happy holiday season and all the best in 2025. She continued by sharing the following opening remarks:

- The Mayor's Annual Tree Lighting has been postponed to December 18th due to expected heavy rain
- The ice surface on the Rothesay Common opened on Saturday
- Appreciation for all staff, Council, and members of the public involved with the Annual Kennebecasis Valley Santa Claus Parade – the event was a great success and ended with a view of the new lights at Town Hall

Mayor Grant announced that it is Town Manager Jarvie's last Council meeting after 27 years as Town Manager. Town Manager Jarvie was thanked for his long-standing service, attendance at 450+ Council meetings, and dedication to ensuring the Town is in excellent financial shape, abreast of the times, and a preferred place to live. She mentioned that he will remain with the Town but in another capacity. Town Manager Jarvie thanked Council and extended appreciation to Council and Town staff for all their support over the years.

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Councils. McGuire and Lewis extended appreciation for the Brooks family (owners of the Petro-Canada in French Village) and their annual holiday food drive celebration including participation from the Kennebecasis Valley Fire Department. Council McGuire also wished his mother a happy 97th birthday this Wednesday.

3.1 Declaration of Conflict of Interest

Council Mackay French declared a conflict of interest for Items 8.5 7 Stack Road (PID 30231765), and 8.6 By-law 3-24 (Salmon Crescent and Clark Road) owing to her absence at the Public Hearings.

4. DELEGATIONS

4.1 2029 Canada Games Bid

Nick Cameron, Envision Saint John (*see Item 9.1.1*)

Mayor Grant welcomed Mr. Cameron. Mr. Cameron introduced himself as a Project Manager with Envision Saint John. He spoke of the bid, noting: it began through the Fundy Regional Service Commission (FRSC); it has been discussed for a year; the deadline for the bid submission is end of January 2025; a decision is expected in the spring (March or April); the Canada Games Bid Committee may return in February to revisit the venues; the sports remain confidential as they are subject to change before the announcement in the spring; MOUs from host communities are required in the bid submission; the MOU is not legally binding but rather a precursor for a future agreement; once the bid is successful a Host Society will be created with a Board and staff that will be responsible for operation plans and to facilitate work necessary before the 2029 event.

Council inquired about composition of the Board, and if other cities are bidding. Mr. Cameron noted the Board will be decided in consultation with the FRSC, and will include representation from the public, especially those with helpful knowledge and expertise. For instance, he shared that Bill McMackin is a member of the Bid Committee for the region. He explained that it is considered a non-competitive bid. The Canada Games circulate through the provinces and in 2029 it will be New Brunswick's turn. Fredericton, Moncton, and Saint John were invited to bid but Fredericton declined and Moncton and Saint John decided to submit a joint bid.

Mayor Grant thanked Mr. Cameron, noting the matter will be dealt with later on the agenda. Mr. Cameron thanked Council and left the meeting.

Item brought forward.

9.1.1 2029 Canada Games Bid

Verbal Report

RECEIVED FOR INFORMATION.

5. CORRESPONDENCE FOR ACTION

N/A

6. CORRESPONDENCE – FOR INFORMATION

N/A

7. REPORTS

7.0 December 2024 Report from Closed Session

➤ NB Sports Hall of Fame – the History of Rowing Exhibit

4 December 2024 Memorandum from Town Manager Jarvie

Mayor Grant relayed that the New Brunswick Sports Hall of Fame is fundraising for an exhibit on the history of rowing. It is recommended Rothesay donate \$5,000 owing to its significant history with the sport and the Town would receive a replica of the exhibit for permanent display. Town Manager Jarvie added the display could be a part of the aforementioned Canada Games.

MOVED by Deputy Mayor Alexander and seconded by Council. Shea Council agree to a funding allocation of \$5,000 in support of a rowing exhibition at the New Brunswick Sports Hall of Fame.

CARRIED.

MOVED by Council McGuire and seconded by Council. Lewis Staff be directed to work closely with the Hall of Fame to ensure a clear, recognizable Rothesay presence in the Exhibit and the replica exhibit.

CARRIED.

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➤ **2029 Canada Summer Games Bid – Memorandum of Understanding (MOU)**

5 December 2024 Memorandum from Town Manager Jarvie

DRAFT Memorandum of Understanding (MOU)

Mayor Grant mentioned this relates to Mr. Cameron’s presentation (Item 4.1).

MOVED by Counc. Shea and seconded by Counc. Lewis Council authorize staff approval of the Memorandum of Understanding between the Moncton-Saint John 2029 Canada Summer Games Bid Committee and Rothesay.

CARRIED.

➤ **Ridesharing Application (ZRyde Tech Inc.)**

5 December 2024 Memorandum from Town Manager Jarvie

ZRyde Tech Inc. Application

Rothesay Ridesharing By-law 1-24

Town Manager Jarvie advised that applications are not required to go to Council, but staff thought the first one should. Staff reviewed and have no issues with the app for the service. The applicant wishes to operate soon, but there are still steps to be completed including vetting drivers. Operations will be monitored by by-law enforcement officers, including Treasurer MacDonald as proposed, owing to the financial aspect of applications.

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council appoint Doug MacDonald as a By-law Enforcement Officer specifically for the purpose of By-law 1-24.

CARRIED.

MOVED by Counc. Lewis and seconded by Counc. Boyle Council endorse the awarding of an application by ZRyde Tech Inc. for a Class C Vehicle-for-Hire License under the Rothesay Ridesharing By-law 1-24.

CARRIED.

➤ **Personnel**

○ **Appointment of Assistant Treasurer**

MOVED by Counc. McGuire and seconded by Counc. Brown Laura Adair be appointed as Assistant Treasurer.

CARRIED.

○ **Appointment of Assistant Clerk**

MOVED by Counc. McGuire and seconded by Counc. Mackay French Liz Hazlett be appointed as Assistant Clerk.

CARRIED.

7.1 16 October 2024 Kennebecasis Public Library (KPL) Board meeting minutes

15 November 2024 Draft KPL Annual General Meeting minutes

MOVED by Counc. Shea and seconded by Counc. Boyle the Kennebecasis Public Library (KPL) Board meeting minutes dated 16 October 2024, and the Draft KPL Annual General Meeting minutes dated 15 November 2024 be received/filed.

CARRIED.

7.2 23 October 2024 Kennebecasis Regional Joint Board of Police Commissioners
(KRJBPC) meeting minutes

27 November 2024 KRJBPC Police Chief’s Report

October 2024 KRJBPC Budget vs. Actuals

20 November 2024 KRJBPC Building Expansion Update

MOVED by Counc. Mackay French and seconded by Counc. Shea the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes dated 23 October 2024, the KRJBPC Police Chief’s Report dated 27 November 2024, the KRJBPC Budget vs. Actuals dated October 2024, and the KRJBPC Building Expansion Update dated 20 November 2024 be received/filed.

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ON THE QUESTION:

Mayor Grant noted that it appears the KRJBPC are heading for a large surplus which remains a concern to the Town regarding possible overfunding. Counc. Lewis asked if the request to use the 2024 surplus will come to the Town. It was noted the request was already discussed by Council.

CARRIED.

7.3 30 September 2024 RCMP J Division Quarterly Report – Regional Service Commission 9
MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis the RCMP J Division Quarterly Report – Regional Service Commission 9 dated 30 September 2024 be received/filed.

CARRIED.

7.4 31 October 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 October 2024 be received/filed.

CARRIED.

31 October 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 October 2024 be received/filed.

CARRIED.

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

ON THE QUESTION:

In response to an inquiry, it was noted the \$500 refund from Big Brothers Big Sisters is for a concert that did not occur.

CARRIED.

21 November 2024 Draft Finance Committee meeting minutes
MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the draft Finance Committee meeting minutes dated 21 November 2024 be received/filed.

CARRIED.

➤ Kennebecasis Crimestoppers
MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis Council approve the request for a sponsorship request from Kennebecasis Crimestoppers for 2025 in the amount of \$2,800.

CARRIED.

7.5 19 November 2024 Draft Age Friendly Advisory Committee meeting minutes
MOVED by Counc. Boyle and seconded by Counc. Shea the draft Age Friendly Advisory Committee meeting minutes dated 19 November 2024 be received/filed.

CARRIED.

➤ Rothesay Age Friendly Community Recognition Status Maintenance Application
MOVED by Counc. McGuire and seconded by Counc. Lewis Council approve submission of the Rothesay Age Friendly Community Recognition Status Maintenance Application.

ON THE QUESTION:

Council extended appreciation to staff, the Committee, and volunteers for the comprehensive application.

CARRIED.

7.6 20 November 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 20 November 2024 be received/filed.

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ON THE QUESTION:

Deputy Mayor Alexander shared updates, noting the WAWA permit for 10 Hampton Road (Scotiabank) and Goldie Court was received and hopefully work will begin soon; and Town staff are working with the Assistant Deputy Minister to determine locations for the Rothesay welcome signs – installation will likely be in the spring.

CARRIED.

7.7 2 December 2024 Draft Planning Advisory Committee meeting minutes
MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the draft Planning Advisory Committee meeting minutes dated 2 December 2024 be received/filed.

CARRIED.

7.8 November 2024 Monthly Building Permit Report
MOVED by Counc. Boyle and seconded by Counc. Shea the November 2024 Monthly Building Permit Report be received/filed.

CARRIED.

7.9 3 December 2024 Capital Projects Summary
MOVED by Counc. Lewis and seconded by Deputy Mayor Alexander the Capital Projects Summary dated 3 December 2024 be received/filed.

CARRIED.

8. UNFINISHED BUSINESS

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

Counc. Mackay French declared a conflict of interest, and left the meeting, for Items 8.5 and 8.6 owing to her absence at the Public Hearings.

8.5 7 Stack Road (PID 30231765) - Rezoning
13 November 2024 Memorandum from Town Clerk
DRAFT By-law 2-10-40

Mayor Grant provided background for the public, noting a Public Hearing was held on October 21, 2024. No objections were made, and the Planning Advisory Committee recommends enactment of the by-law. She added 1st and 2nd Reading were given at the November 12th Council meeting.

MOVED by Counc. Shea and seconded by Counc. McGuire Council give Reading in its Entirety, to By-law 2-10-40 “A By-law to Amend the Zoning By-law”.

CARRIED.

Town Clerk Banks read By-law 2-10-40 in its entirety.

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander Council give 3rd Reading, by Title, and Enactment to By-law 2-10-40 “A By-law to Amend the Zoning By-law”.

CARRIED.

Town Clerk Banks read By-law 2-10-40 by title.

8.6 By-law 3-24 Stopping Up and Closing Permanently Portions of Salmon Crescent and Clark Road

13 November 2024	Memorandum from Town Clerk
DRAFT	By-law 3-24

Mayor Grant provided background for the public, noting a Public Hearing was held on October 21, 2024, and the by-law is administrative and a re-drawing of the road right-of-way boundaries. No objections were received, and the Planning Advisory Committee recommends enactment of the by-law. She added 1st and 2nd Reading were given at the November 12th Council meeting.

MOVED by Counc. McGuire and seconded by Counc. Shea Council give Reading in its Entirety, to By-law 3-24 “A By-law Respecting the Stopping-Up and Closing Permanently of Portions of Clark Road and Salmon Crescent”.

CARRIED.

Town Clerk Banks read By-law 3-24 in its entirety.

MOVED by Counc. McGuire and seconded by Counc. Shea Council give 3rd Reading, by Title, and Enactment to By-law 3-24 “A By-law Respecting the Stopping-Up and Closing Permanently of Portions of Clark Road and Salmon Crescent”.

CARRIED.

Town Clerk Banks read By-law 3-24 by title.

Counc. Mackay French rejoined the meeting.

8.7 By-law 4-24 A By-law to Establish a Planning Advisory Committee

13 November 2024	Memorandum from Town Clerk
13 November 2024	Public Notice
DRAFT	By-law 4-24

Mayor Grant summarized the memorandum.

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander Council give Reading by summary and Section number, to By-law 4-24 “A By-law to Establish a Planning Advisory Committee”.

CARRIED.

Town Clerk Banks read By-law 4-24 by summary and Section number.

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander Council give 3rd Reading, by Title, and Enactment to By-law 4-24 “A By-law to Establish a Planning Advisory Committee”.

CARRIED.

Town Clerk Banks read By-law 4-24 by title.

8.8 By-law 5-24 A By-law Respecting the Procedure and Organization of Council

13 November 2024	Memorandum from Town Clerk
13 November 2024	Public Notice
DRAFT	By-law 5-24

Mayor Grant summarized the memorandum.

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council give 2nd Reading, by Title, to By-law 5-24 “A By-law of the Local Government of Rothesay Respecting the Procedure and Organization of Council”.

CARRIED.

Town Clerk Banks read By-law 5-24 by title.

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MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council give Reading by summary and Section number, to By-law 5-24 “A By-law of the Local Government of Rothesay Respecting the Procedure and Organization of Council”.

CARRIED.

Town Clerk Banks read By-law 5-24 by summary and Section number.

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council give 3rd Reading, by Title, and Enactment to By-law 5-24 “A By-law of the Local Government of Rothesay Respecting the Procedure and Organization of Council”.

CARRIED.

Town Clerk Banks read By-law 5-24 by title.

8.9 By-law 6-24 A By-law Respecting the Code of Conduct for Elected Officials

22 November 2024	Memorandum from Town Clerk
26 November 2024	Public Notice
DRAFT	By-law 6-24

Mayor Grant summarized the memorandum.

MOVED by Counc. Shea and seconded by Counc. Lewis Council give 2nd Reading, by Title, to By-law 6-24 “A By-law of Rothesay Establishing a Code of Conduct for Elected Officials”.

CARRIED.

Town Clerk Banks read By-law 6-24 by title.

MOVED by Counc. Shea and seconded by Counc. Lewis Council give Reading by summary and Section number, to By-law 6-24 “A By-law of Rothesay Establishing a Code of Conduct for Elected Officials”.

CARRIED.

Town Clerk Banks read By-law 6-24 by summary and Section number.

MOVED by Counc. Shea and seconded by Counc. Boyle Council give 3rd Reading, by Title, and Enactment to By-law 6-24 “A By-law of Rothesay Establishing a Code of Conduct for Elected Officials”.

CARRIED.

Town Clerk Banks read By-law 6-24 by title.

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 2029 Canada Games Bid Verbal Report
Dealt with above.

ADMINISTRATION

9.2 Committee Appointments

5 December 2024 Memorandum from the Nominating Committee

MOVED by Counc. Lewis and seconded by Counc. Mackay French Council approve the following Committee/Board appointments and terms:

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

John Buchanan	December 31, 2026 <i>*reappointment</i>
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BOARD OF FIRE COMMISSIONERS, KVFD INC.

Stephane Bolduc	December 31, 2026 <i>*reappointment</i>
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IMPERIAL THEATRE

John Buckley	December 31, 2026 <i>*reappointment</i>
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MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire that \$1,247.40 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for contribution received in 2024.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle that General Capital Reserve Fund (Gas Tax) be renamed the General Capital Reserve Fund (CCBF).

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea that CCBF Funding in the amount of \$850,687.00 for the year 2024 be transferred to the General Capital Reserve Fund (CCBF).

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis that the sum of \$ 1,270,659.00 be transferred from the General Capital Reserve Fund (CCBF) to the General Operating Fund to cover the costs of 2024 Capital projects.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle that the sum of \$750,000.00 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of 2023 Capital projects carried forward to 2024.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea that the sum of \$143,012.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of 2024 Regional Facility Capital expenditures.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire a new capital reserve fund be created specifically related to capital expenditures incurred by Regional Facilities as defined by the Fundy Regional Services Commission entitled General Capital Reserve Fund (RFC).

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis that the sum of \$277,377.00 be transferred from the General Capital Reserve Fund to the General Capital Reserve Fund (RFC) to cover the costs of future Regional Facility Capital expenditures.

CARRIED.

Utility Fund

2 December 2024

Memorandum from Treasurer MacDonald

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea that \$180,525.00 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 \$500,000.00 be transferred from the General Capital Reserve Fund (CCBF) to the Utility Operating Fund to cover the costs of Capital projects.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire 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. Lewis that \$11,786.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

CARRIED.

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OPERATIONS

9.4 Heating System – McGuire Road Water Treatment Plant

4 December 2024 Report prepared by DO McLean
Mayor Grant summarized the report for the public.

MOVED by Counc. McGuire and seconded by Counc. Shea Council accept the submission from AJW Mechanical for the installation of a ducted heat pump system for the McGuire Road Water Treatment Plant in the amount of \$35,223.35 including HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

ON THE QUESTION:

It was noted the item is underbudget, and only one bid was received.

CARRIED.

10. NEXT MEETING

The next meeting is scheduled as follows:

Regular meeting Monday, January 13, 2025 at 7:00 p.m.

11. ADJOURNMENT

MOVED by Counc. McGuire and seconded by Counc. Shea the meeting be adjourned.

CARRIED.

The meeting adjourned at 8:02 p.m.



MAYOR



CLERK