



# ROTHESAY

COUNCIL MEETING  
Rothesay Town Hall Common Room  
**Monday, September 8, 2025**  
**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

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN  
TOWN CLERK MARY JANE BANKS  
TREASURER DOUG MacDONALD  
ASSISTANT CLERK LIZ HAZLETT  
DIRECTOR OF DEVELOPMENT/PLANNING SERVICES (DPDS) MARK READE  
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN

**ABSENT:** DIRECTOR OF OPERATIONS (DO) TIM COLWELL

## 1. CALL TO ORDER

Mayor Grant called the meeting to order at 7:04 p.m.

## 2. LAND ACKNOWLEDGEMENT

Deputy Mayor Alexander read the Rothesay Land Acknowledgement.

## 3. APPROVAL OF AGENDA

**MOVED** by Counc. Mackay French and seconded by Deputy Mayor Alexander the agenda be approved, as circulated, with the following amendment:

- Item 13.1.1 be brought forward to follow Item 7.1

**CARRIED.**

## 4. ADOPTION OF MINUTES

- Regular Meeting 11 August 2025

**MOVED** by Counc. Lewis and seconded by Counc. Brown the Open Session Council minutes of August 11, 2025 be adopted as circulated.

**CARRIED.**

## 5. DECLARATION OF CONFLICT OF INTEREST

Counc. Shea declared a conflict of interest with respect to Item 8.1 KV Old Boys sponsorship request.

Deputy Mayor Alexander declared a conflict of interest with respect to Item 13.5 Property Purchase RE Wiljac Street Extension Project.

## 6. OPENING REMARKS OF COUNCIL

- **PRESENTATION:** Through the Lens Photo Contest Winner

Mayor Grant presented Amanda McCauley with a certificate and a gift as this year's Through the Lens Photo Contest winner. Mayor Grant thanked Ms. McCauley for her participation, and noted the beautiful photograph of a doe will be on rotation at the front desk.

- **PRESENTATION:** Thank you to Our Lady of Perpetual Help Church (Parking)

Mayor Grant welcomed Father J. Stanislas Paulin, and presented him with a certificate of recognition, and a gift, in appreciation for use of the church's parking lot for overflow parking at the Rothesay Common. Father Paulin noted the Town is always welcome when the parking lot is not being used.

Ms. McCauley and Father Paulin thanked the Town and left the meeting.

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## 7. DELEGATIONS

### 7.1 Fundy Regional Service Commission (FRSC) Phil Ouellette, CEO (*see Item 13.1.1*)

Mayor Grant welcomed CEO Ouellette. CEO Ouellette thanked Council, and spoke of the following:

- Updates to the Regional Strategy, and adoption of the 2026 Work Plan before the budget
- Online financial statements and annual report showcasing 2024 achievements
- A monthly FRSC newsletter
- Highlights from 2025
  - o KV Go as a part of a regional based transportation pilot program
  - o Development of a temporary surge pond
- 2026 Budget
  - o Developed with input from the Board and Committees
  - o 91% of budget is based on three services, the rest are mandates from the Province
    - 51% Solid Waste
    - 20% Regional Facilities
    - 20% Envision Saint John
  - o Decrease of \$78,000 in Member Fees
    - Increase of \$36,117 for Rothesay's contribution
    - Consideration of expected property tax freeze
    - Increase in third party external funding owing to reallocation of \$1 million previously given to Envision Saint John, and instead will go to the FRSC
  - o Solid Waste
    - Tipping fee increase in line with inflation (\$139 to \$143/tonne)
    - Most revenue is from Industrial, Commercial, and Institutional properties
    - Interest in lower fees for compostable/organics to promote diversion
    - Reduction in borrowing
  - o Regional Facilities
    - Member concerns regarding capital expenses
      - The only community able to borrow for these expenditures is Saint John
    - \$135,000 decrease for Operating expenses (owing to surpluses)
    - A \$70,000 decrease (instead of \$30,000) in Capital Investment
    - Canada Games Aquatic Centre (CGAC) Enhancement Project
      - The FRSC is committed to 26.7%, and if 73.3% of external funding cannot be secured then the project will not proceed
  - o Envision Saint John
    - A change from defined contributions to a funding formula based on tax base
      - Rothesay contribution increases from \$283,000 to \$372,348
  - o \$436,000 provincial subsidy maintained in an effort to offset rising capital costs for regional facilities
  - o New funds in budget to support
    - implementation and tangibility to members
    - Community Development Needs Assessment
    - Fundy Regional Transportation Pilot Program
  - o Inclusion of Service Based Budget Profiles
  - o Timeline
    - FRSC Board vote October 23<sup>rd</sup>

Counc. McGuire inquired about the seemingly low costs for a water truck, and another truck for \$30,000. CEO Ouellette explained one example relating to increased fire safety onsite. He shared that the FRSC was able to purchase an old fire truck from the airport at a low cost owing to the niche purpose/demand for the vehicle.

Counc. Shea inquired about the Waste Reduction Ambassador program, a potential return to rail services, and modular housing. CEO Ouellette advised the former is a new educational initiative to entice residents to divert materials from the landfill. As for rail, he noted that almost all communities outside St. Martin's have railways. He spoke of the Port's plans to increase its capacity, and the FRSC's proactive interest in helping mitigate rail concerns within communities, for example safety issues. He agreed to follow up on modular housing with Andrew Beckett, noting that part of Envision Saint John's mandate is to explore opportunities for housing diversity.

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**CARRIED.**

29 August 2025	FRSC letter RE: Submission of draft 2026 FRSC Budget
DRAFT	FRSC 2026 Budget

Counc. McGuire commented on the deplorable condition of Southridge Road and asked if it could be paved before 2028, noting that this is a long time to wait for a road in such poor condition.

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**MOVED** by Counc. McGuire and seconded by Counc. Lewis Southridge Road be scheduled to be paved sooner than the 2028 paving season.

### ON THE QUESTION:

Following a discussion, it was noted that a plan must be submitted for the PMHP program; and while the Town was able to make a change in the past for Rothesay Road, Campbell Drive is a priority for 2026 owing to safety concerns of rutting, water retention, and hydroplaning. Additionally, the Town was already informed that no funds will be received in 2027. Furthermore, Southridge Road has less traffic, there have been no complaints from residents, its maintenance costs are covered by the Province so there is no cost in the meantime, and the cost and scope of the rebuild is substantial and better suited budget-wise for 2028. It was noted adoption of the three-year plan will also be discussed under Item 13.4.

**MOTION WITHDRAWN.**

**MOVED** by Counc. Lewis and seconded by Counc. Boyle the email RE: Approval to change 2026 PMHP from Southridge to Campbell dated 28 August 2025, and the Request letter to DTI dated 21 August 2025 be received/filed.

**CARRIED.**

In response to an inquiry, CAO McLean advised that the road base for Southridge Road is not in bad condition, more so the asphalt. He briefly explained that the rutting on Campbell Drive is from heavy traffic which can create what is known as a “second curb”.

## 10. CORRESPONDENCE FOR ACTION

10.1 11 August 2025 Email from resident RE: Request for KV Go stop near Barsa and a Pedestrian Walkway on Dolan Road

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the email from resident RE: Request for KV Go stop near Barsa and a Pedestrian Walkway on Dolan Road dated 11 August 2025 be referred to *the Works and Utilities Committee*.

### ON THE QUESTION:

There was discussion on KV Go ridership to date (avg. of 16-20 people per day), increasing awareness – signs were ordered to place around Town, and a suggestion was made to send letters to students next year. Interest was also expressed in GPS trackers for the buses.

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

CAO McLean noted GPS tracking could be explored for the buses, but use of the trackers from the snowplows is not recommended. These trackers are connected to the Town’s web map which only covers Rothesay and does not extend into Quispamsis like the routes do. He spoke of an issue that arose around bus procurement but informed Council that two accessible buses are now in operation.

**CARRIED.**

Counc. Brown returned to the meeting.

10.2 28 August 2025 Email from Rothesay Elementary School RE: Arthur Miller Fields

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the email from Rothesay Elementary School RE: Arthur Miller Fields dated 28 August 2025 be referred to the Parks and Recreation Committee.

### ON THE QUESTION:

Mayor Grant summarized the request. She shared that the Town and Rothesay Elementary School (RES) have had a long-standing cooperative relationship, but several factors are at play. CAO McLean advised that staff are in discussions with the School District to explore an arrangement that works for both parties. He commented on the value of the facility, and the cost to operate and maintain it, citing a recent substantial cost for the turf replacement project. He noted it has become no longer feasible to provide use of the facility free of charge. Counc. Lewis mentioned he spoke with the RES Physical Education teacher who asked if a flat fee could be provided as the current system is confusing, and tracking billable hours is challenging. CAO McLean advised that staff will continue discussions to resolve the matter.

**CARRIED.**

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**11. REPORTS**

**11.0 September 2025    Report from Closed Session**  
N/A

11.1 26 June 2025            Fundy Regional Service Commission (FRSC) meeting minutes  
**MOVED** by Counc. McGuire and seconded by Deputy Mayor Alexander the Fundy Regional Service Commission (FRSC) meeting minutes dated 26 June 2025 be received/filed.

ON THE QUESTION:  
Mayor Grant summarized the minutes, highlighting: the four-year cost included in the Contract for Project Management and Supporting Services for the CGAC Enhancement Project; the new Recreation position for the Regional Recreation Plan which is supported by Tourism, Heritage, and Culture; her vote against the Crane Mountain Host Community Economic Development Fund; and the CGAC Project Consultant for design and construction management.

**CARRIED.**

11.2 30 June 2025            RCMP J Division Quarterly Report  
**MOVED** by Counc. Boyle and seconded by Counc. Lewis the RCMP J Division Quarterly Report dated 30 June 2025 be received/filed.

**CARRIED.**

11.3 11 June 2025            Kennebecasis Valley Fire Department (KVFD) Board meeting minutes  
30 April 2025            KVFD Statement of Expense with Budget Variance  
2 June 2025            KVFD Compliance Report  
31 December 2024    KVFD Audited Financial Statements (*previously provided*)  
11 June 2025            KVFD Fire Chief's Report  
March 2025            KVFD Response Report  
April 2025            KVFD Response Report  
11 June 2025            Memorandum from Chief Boyle RE KV EMO  
KV EMO Management Program (*previously provided*)  
**MOVED** by Counc. Lewis and seconded by Counc. Brown the Kennebecasis Valley Fire Department (KVFD) Board meeting minutes dated 11 June 2025, the KVFD Statement of Expense with Budget Variance dated 30 April 2025, the KVFD Compliance Report dated 2 June 2025, the KVFD Audited Financial Statements dated 31 December 2024, the KVFD Fire Chief's Report dated 11 June 2025, the KVFD Response Reports dated March and April 2025, the Memorandum from Chief Boyle RE KV EMO dated 11 June 2025, and the KV EMO Management Program be received/filed.

ON THE QUESTION:  
In response to an inquiry, it was noted a KV EMO exercise is planned for June 2026.

**CARRIED.**

11.4 31 July 2025            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 July 2025 be received/filed.

ON THE QUESTION:  
Deputy Mayor Alexander noted there were no significant changes from the previous month. He highlighted the variance regarding Council expenses noting it was an error made in the budgeting process.

**CARRIED.**

31 July 2025            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 July 2025 be received/filed.

**CARRIED.**

31 July 2025            Donation Summary  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the Donation Summary dated 31 July 2025 be received/filed.

**CARRIED.**

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

29 August 2025 Draft Finance Committee meeting minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire the Draft Finance Committee meeting minutes dated 29 August 2025 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander summarized the minutes, noting the Committee voted against the donation for Tani Koi Judo as a donation was provided last year. He added that, as the Mayor mentioned, the KV Old Boys donation will be provided through the Mayor's Fund. He added that Council remuneration will be discussed during October budget deliberations.

**CARRIED.**

Counc. Shea returned to the meeting.

11.5 20 August 2025 Draft Works and Utilities Committee meeting minutes

**MOVED** by Counc. Brown and seconded by Counc. McGuire the Draft Works and Utilities Committee meeting minutes dated 20 August 2025 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander noted he was not in attendance at the meeting. Mayor Grant stated appreciation for the water consumption data provided. She noted this is a topic of interest with the Works and Utilities Committee and the Climate Change Adaptation Committee, suggesting that there may be an appetite for an educational program on water conservation. There was a brief discussion about ways to save water, and the data highlights which areas could benefit from an awareness program.

**CARRIED.**

- For Information – Water Consumption fees and usage data  
**RECEIVED FOR INFORMATION.**

11.6 2 September 2025 Draft Planning Advisory Committee meeting minutes

**MOVED** by Counc. Shea and seconded by Counc. Boyle the Draft Planning Advisory Committee meeting minutes dated 2 September 2025 be received/filed.

**CARRIED.**

- Bridlewood Estates – 43 Lot Subdivision

Mayor Grant explained that the proposal is for a 43 lot subdivision, the lands do not need to be rezoned therefore a public hearing is not required. She spoke of the amendment to the development agreement regarding land for public purposes (LPP) and deferral of money-in-lieu of LPP pending discussions related to trails.

**MOVED** by Counc. Shea and seconded by Counc. Lewis Council assent to the Tentative Subdivision Plan prepared by DeSaulniers Surveys Inc. for the Bridlewood Estates Subdivision, for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated), with respect to the vesting of the proposed Public Streets and necessary Local Government Services Easements and Municipal Drainage Easements. With respect to the vesting of Saddleback Drive, the final engineering design and Final Plan of Subdivision may incorporate horizontal curvature of the Saddleback Drive alignment as a means of promoting reduced vehicle speeds.

### ON THE QUESTION:

CAO McLean and Council spoke in favour of the proposal, citing: appropriate use of the land; no rezoning required; creation of more single-family lots; development of land once afflicted with stormwater issues that have since been resolved; public concerns that would be resolved by the proposal (pooling water); traffic is likely to travel to the Oakville Acres intersection regardless of the proposed street layout; and the significant addition to the annual tax base.

In response to an inquiry, it was noted that the timeline is likely 3-5 years with roughly 12 units constructed per year.

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At the request of the Mayor, Deputy Mayor Alexander assumed the Chair.

Mayor Grant agreed that it would be a great development for the land and stated her appreciation for inclusion of traffic calming measures on Saddleback Drive.

Mayor Grant resumed the Chair.

*RESIGNED AND DEPOSED  
9 FEBRUARY 2026  
M. B. B.*

**CARRIED.**

**MOVED** by Counc. Shea and seconded by Counc. Lewis Council assent to the Tentative Subdivision Plan prepared by DeSaulniers Surveys Inc. for the Bridlewood Estates Subdivision for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated), with respect to the vesting of the proposed 703 square metres of Lands for Public Purposes, with the balance of the LPP dedication to be deferred pending discussions between the Developer and Rothesay regarding provision of walking trails by the Developer in the three areas of Land for Public Purposes. The acceptance of the three areas of Land for Public Purposes is subject to the following amendment being made to the final plan of subdivision:

- Relocation of the proposed LFPP-1 to the northwest so that it is located between lots P3-14 and P3-15 and aligned with the Future Street (PID 30246441).

**ON THE QUESTION:**

DPDS Reade spoke of the three areas of land for public purposes (LPP). He advised that one area will be relocated to better align with other land for a future public street. However, he clarified that this land will only be used for a pedestrian connection. He mentioned that the recommendation to defer the balance of LPP is to allow discussions regarding an option of having the developer construct the trails as part of the project. In this case, it could benefit both the developer and the Town by providing a public amenity sooner, and reducing cash flow issues. When questioned, he confirmed that the trails would be constructed to Town standards.

*RESIGNED AND DEPOSED  
9 FEBRUARY 2026  
M. B. B.*

**CARRIED.**

**MOVED** by Counc. Shea and seconded by Counc. Lewis Rothesay enter into a Development Agreement with the landowner / developer in general conformance with the amended draft Development Agreement, with respect to LPP, for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated).

**CARRIED.**

**11.7 August 2025 Monthly Building Permit Report**

**MOVED** by Counc. Boyle and seconded by Counc. Mackay French the August 2025 Monthly Building Permit Report be received/filed.

**CARRIED.**

**12. UNFINISHED BUSINESS**

**TABLED ITEMS**

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

*No action at this time*

**12.2 Marr Road/Chapel Road signalization (Tabled April 2024)**

*No action at this time*

**12.3 Draft by-law amendments RE: Consumer Fireworks (Tabled September 2024)**

*No action at this time*

**13. NEW BUSINESS**

**13.1 BUSINESS ARISING FROM DELEGATIONS**

**13.1.1 Fundy Regional Service Commission**

29 August 2025 FRSC letter RE: Submission of draft 2026 FRSC Budget  
DRAFT FRSC 2026 Budget

**Dealt with above.**

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### ADMINISTRATION

#### 13.2 Committee Appointments (PAC)

12 August 2025                      Memorandum from Mayor Grant

**MOVED** by Counc. McGuire and seconded by Counc. Brown Council ratify the revocation of the appointment of Councillor Mackay French to the Rothesay Planning Advisory Committee, effective 12 August 2025.

**CARRIED.**

**MOVED** by Counc. McGuire and seconded by Deputy Mayor Alexander Council ratify the appointment of Councillor Peter Lewis to the Rothesay Planning Advisory Committee for the remainder of the Council term.

**CARRIED.**

### DEVELOPMENT

#### 13.3 Local Government Services Easement – Victoria Crescent

29 August 2025                      Report prepared by DPDS Reade

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis that Council pursuant to Section 88(7) of the *Community Planning Act* ASSENT to the Amending Subdivision Plan Victoria Gardens Subdivision Plan Phase 2B dated August 13, 2025 prepared by Hughes Surveys & Consultants Inc. showing a Local Government Services Easement located on Lot 15 off Victoria Crescent and authorize the Mayor and Clerk to sign any necessary documentation relating to the easement.

#### ON THE QUESTION:

CAO McLean provided background, noting the roadway, and piping underneath, have been turned over to the Town. He mentioned that lots were sold without obtaining easements, and the developer is responsible for obtaining these easements. He added that discussions for another easement are underway now.

**CARRIED.**

### OPERATIONS

#### 13.4 Provincial-Municipal Highway Partnership (PMHP) Three Year Plan 2028-2030

29 August 2025                      Report prepared by DO Colwell  
Rothesay PMHP Plan 2028-2030

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire that the document entitled Rothesay Three-Year Plan for the PMHP Program 2028-2030 be adopted.

#### ON THE QUESTION:

CAO McLean advised that the document relays staff's recommendation for the three-year plan. He mentioned that the cost for Southridge Road is higher than previously applied for owing to the need for a new culvert and overall rebuild. He explained that while the Town's contribution remains at 25% for each project, the overall costs continue to increase, which leads to higher costs for all parties. He compared the program to the Town's contribution to regional facilities, in the sense that funds are provided for assets that the Town does not own.

Counc. McGuire noted he expressed his concerns earlier, and just hopes that Southridge Road will receive funding in 2028 so further deterioration does not occur.

**CARRIED.**

Deputy Mayor Alexander declared a conflict of interest and left the meeting.

#### 13.5 Property Purchase RE Wiljac Street Extension Project

4 September 2025                      Report prepared by CAO McLean

**MOVED** by Counc. Shea and seconded by Counc. Lewis Rothesay Mayor and Council authorize the CAO to purchase a portion of PID 30316509, equal to 0.338 ha as per the attached property sketch, from the owner, Eva Lordly Estate and Michael Lordly in trust, for the total sum of \$30,000 plus associated legal and survey fees.



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**ON THE QUESTION:**

CAO McLean noted the Town has been interested in this land for quite some time, and was fortunate with the price set by the owners.

**YEA votes recorded from:** Councils. Boyle, Brown, Lewis, Mackay French, and Shea

**NAY vote recorded from:** Council. McGuire.

**CARRIED.**

Deputy Mayor Alexander returned to the meeting.

**COUNCIL REQUESTS**

**13.6 Request for police presence in Wells**

3 September 2025      Email from Council. Lewis

Council. Lewis expressed concern that police presence in Wells has declined over time and only occurs when there are accidents. Council. McGuire agreed stating that Wells has become the “Wild West” of sorts as individuals fail to adhere to traffic laws, especially on ATVs and dirtbikes. Council. Lewis proposed that regular police presence, even at the gas station, could make a big difference. He added it would also be helpful at the Wells Building, as there have been complaints of teenagers causing disturbances at night. Council. Lewis proposed that a letter be sent to the Kennebecasis Regional Police Force (KRPf).

**MOVED** by Council. Lewis and seconded by Council. McGuire Council send a letter of concern to the Kennebecasis Regional Police Force (KRPf) traffic division regarding councillor’s concerns for the Wells area, *particularly related to the protection of residents and municipal assets, and a copy be sent to Minister Gauvin.*

**ON THE QUESTION:**

There was consensus to add Mayor Grant and Council. McGuire’s proposed amendments to the motion, more specifically, to provide a copy of the letter to Minister Gauvin, and to include a mention of protection of residents and municipal assets. CAO McLean advised the matter will be raised when he meets monthly with KRPf Chief, Deputy Chief, and Quispamsis CAO Watson. He added there used to be a community police office in the gas station but it is no longer there as there were claims it was not being used.

**CARRIED.**

**14. NEXT MEETING**

The next meetings are scheduled as follows:

<b>Public Hearing</b>	Monday, September 15, 2025 at 7:00 p.m.
<b>Regular meeting</b>	<b>TUESDAY</b> , October 14, 2025 at 7:00 p.m.
<b>Public Budget meeting</b>	Tuesday, October 28, 2025 at 6:00 p.m.

**15. ADJOURNMENT**

**MOVED** by Council. Shea and seconded by Council. Boyle the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 8:41 p.m.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CLERK