



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall Common Room  
**Monday, August 14, 2023**  
**7:00 p.m.**



**PRESENT:** MAYOR NANCY GRANT  
DEPUTY MAYOR MATT ALEXANDER  
COUNCILLOR DAVE BROWN  
COUNCILLOR HELEN BOYLE  
COUNCILLOR TIFFANY MACKAY FRENCH  
COUNCILLOR BILL McGUIRE  
COUNCILLOR DON SHEA

TOWN MANAGER JOHN JARVIE  
TOWN CLERK MARY JANE BANKS  
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN  
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN  
TREASURER DOUG MacDONALD  
ADMINISTRATIVE ASSISTANT LIZ HAZLETT

**ABSENT:** COUNCILLOR PETER J. LEWIS

**Rothesay Land Acknowledgement** Deputy Mayor Alexander  
Deputy Mayor Alexander read the Rothesay Land Acknowledgement.

Mayor Grant called the meeting to order at 7:05 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by Counc. Shea and seconded by Deputy Mayor Alexander the agenda be approved as circulated.

**CARRIED.**

**2. ADOPTION OF MINUTES**

➤ Regular Meeting 10 July 2023

**MOVED** by Counc. Mackay French and seconded by Counc. Boyle the Open Session Council minutes of July 10, 2023 be adopted as circulated.

**CARRIED.**

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

**3. OPENING REMARKS OF COUNCIL**

Mayor Grant announced that Brian White, Director of Planning and Development Services (DPDS), will be relocating to Halifax and will be leaving the Town. On behalf of Council and staff, she thanked DPDS White for his excellent service during his eleven-year tenure with the Town, and wished him well. DPDS White thanked the Mayor.

Mayor Grant noted two events are scheduled on August 23, 2023. The first is a celebration hosted by the Kennebecasis Public Library (postponed by Covid-19) in recognition of a significant donation made by CN, to the facility. The event will focus on trains and include a history of the Rothesay Train Station. The second event is an exhibition of Darlene Baker's work as Rothesay's Artist in Residence, 6:00 p.m. – 8:00 p.m. in the Rothesay Hive.

**3.1 Declaration of Conflict of Interest**

Counc. McGuire declared a conflict of interest with respect to Items 5.8 and 6.1 (Sierra Avenue).

DPDS White declared a conflict of interest with respect to Item 7.4 Planning Advisory Committee minutes (2 Campbell Drive).

**4. DELEGATIONS**

N/A

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### 5. CORRESPONDENCE FOR ACTION

5.1 5 July 2023 Letter from resident RE: Lighting – Rothesay Common  
**MOVED** by Counc. McGuire and seconded by Counc. Boyle the letter from resident RE: Lighting – Rothesay Common dated 5 July 2023 be referred to staff.

**CARRIED.**

5.2 20 July 2023 Proclamation request for CN Rail Safety Week 2023  
Mayor Grant explained that Rothesay, by practice, does not usually read proclamations or declare the many and varied days requested by multiple organizations. However, she believes Rail Safety Week is different, and the proclamation should be read, as it is not a fundraiser, and awareness is critical to reducing/eliminating rail related injuries or death.

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

**WHEREAS** *Rail Safety Week* is to be held across Canada from September 18 to 24, 2023;

**WHEREAS**, 232 railway crossing and trespassing incidents occurred in Canada in 2022; resulting in 66 avoidable fatalities and 43 avoidable serious injuries;

**WHEREAS**, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

**WHEREAS**, Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

**WHEREAS**, CN has requested Town Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is hereby **RESOLVED** to support national *Rail Safety Week* to be held from September 18 to 24, 2023.

ON THE QUESTION:

Counc. Brown proposed awareness campaigns be undertaken at schools, during Rail Safety Week, if it is not already planned. Mayor Grant agreed, noting CN has provided such events in the past.

**CARRIED.**

5.3 25 July 2023 Request to send a formal letter to Quispamsis RE: Fireworks Ban  
**MOVED** by Counc. Mackay French and seconded by Counc. Shea a letter be sent from Council to Quispamsis RE: Fireworks Ban with a copy of the KVFD Fire Chief Boyle's Report (28 June 2023).

**CARRIED.**

5.4 31 July 2023 Emails from Andrew Baskin RE: Holland Hills CMHC request for Fostered Collaboration towards Affordable, Efficient & Accessible Housing  
**MOVED** by Counc. Mackay French and seconded by Counc. McGuire the emails from Andrew Baskin RE: Holland Hills CMHC request for Fostered Collaboration towards Affordable, Efficient & Accessible Housing dated 31 July 2023 be referred to staff.

**CARRIED.**

5.5 1 August 2023 Donation request from the Heart & Stroke Foundation  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the donation request from the Heart & Stroke Foundation dated 1 August 2023 be referred to the Finance Committee.

**CARRIED.**

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5.6 6 August 2023 Request from the Canadian Amyloidosis Support Network to light Town Hall  
**MOVED** by Counc. McGuire and seconded by Counc. Shea to light Town Hall red in March 2024  
and promote the Canadian Amyloidosis Support Network on the Town's social media.

**CARRIED.**

5.7 7 August 2023 Proclamation request for September – FASD Awareness Month  
**MOVED** by Counc. Brown and seconded by Counc. Boyle to light Town Hall red on September 9,  
2023 and promote FASD Awareness Month on the Town's social media.

**CARRIED.**

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

5.8 9 August 2023 Email from resident RE: Salmon Creek and Monaco Drive  
25 January 2023 Email from resident  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the emails from  
resident RE: Salmon Creek and Monaco Drive dated 9 August 2023 and 25 January 2023 be referred  
to staff and provide correspondence to provincial counterparts.

### ON THE QUESTION:

Deputy Mayor Alexander commended residents on their awareness of environmental issues in the  
Town. He noted it is a flood prone area, and the Town has constructed a retention pond, at a great  
expense, to mitigate flooding concerns in the vicinity. He stressed the importance of looking into the  
matter. Mayor Grant added several residents have expressed similar concerns.

**CARRIED.**

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

6.1 23 July 2023 Letter from resident RE: Opposition to construction on Sierra Avenue  
and Monaco Drive

**MOVED** by Counc. Brown and seconded by Deputy Mayor Alexander the letter from resident RE:  
Opposition to construction on Sierra Avenue and Monaco Drive dated 23 July 2023 be received/filed.

**CARRIED.**

Counc. McGuire returned to the meeting.

6.2 1 August 2023 Letter of support for the Saint John Newcomer Centre Future Engage Program  
**MOVED** by Counc. Mackay French and seconded by Counc. Boyle the letter of support for the Saint  
John Newcomer Centre Future Engage Program dated 1 August 2023 be received/filed.

### ON THE QUESTION:

Mayor Grant spoke of the Saint John Newcomers Centre programs held at the Rothesay Hive. She  
explained the letter is in support of a funding application for 2025; no financial commitment is  
requested of the Town.

**CARRIED.**

6.3 4 August 2023 Letter to Minister Flemming RE: Casual Use of Fireworks  
**MOVED** by Counc. Mackay French and seconded by Counc. Shea the letter to Minister Flemming  
RE: Casual Use of Fireworks dated 4 August 2023 be received/filed.

**CARRIED.**

6.4 7 August 2023 Saint John Regional Hospital Foundation (SJRHF) thank you letter  
2022-2023 SJRHF Annual Report

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the Saint John Regional Hospital  
Foundation (SJRHF) thank you letter dated 7 August 2023, and the 2022-2023 SJRHF Annual Report  
be received/filed.

**CARRIED.**

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### 7. REPORTS

#### 7.0 August 2023 Report from Closed Session

##### ➤ Appointment of 'Planning Director'

It was noted the item is in response to the earlier announcement of DPDS White's departure from the Town.

**MOVED** by Counc. McGuire and seconded by Counc. Shea Council appoint John Jarvie RPP, MCIP as Planning Director effective August 25, 2023.

**CARRIED.**

7.1 5 June 2023 Fundy Regional Service Commission (FRSC) meeting minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle the Fundy Regional Service Commission (FRSC) meeting minutes dated 5 June 2023 be received/filed.

**CARRIED.**

7.2 30 June 2023 Draft unaudited Rothesay General Fund Financial Statements

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle the draft unaudited Rothesay General Fund Financial Statements dated 30 June 2023 be received/filed.

**CARRIED.**

30 June 2023 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 30 June 2023 be received/filed.

**CARRIED.**

30 June 2023 Donation Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the Donation Summary dated 30 June 2023 be received/filed.

**CARRIED.**

20 July 2023 Draft Finance Committee meeting minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the draft Finance Committee meeting minutes dated 20 July 2023 be received/filed.

**CARRIED.**

##### ➤ St. Joseph's Hospital Foundation

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French Council approve a donation to the St. Joseph's Hospital Foundation in the amount of \$1,000.

ON THE QUESTION:

Mayor Grant explained it is a recurring donation request.

**CARRIED.**

##### ➤ NB Medical Education Foundation

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French Council approve a donation to the NB Medical Education Foundation in the amount of \$5,000.

ON THE QUESTION:

Deputy Mayor Alexander noted it is a recurring donation request. Mayor Grant added the item was included in the budget. Since the request is recurring, Counc. McGuire asked why it is a donation instead of a regular budget item. Town Manager Jarvie advised all donations require Council approval.

**CARRIED.**

##### ➤ YMCA Glenn Carpenter Centre

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea Council defer the request from the YMCA of Greater Saint John to be considered as part of the 2024 budget process.

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### ON THE QUESTION:

Mayor Grant noted it is a significant request and Council has approved donations in the past.

**CARRIED.**

7.3 19 July 2023 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 19 July 2023 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander asked if anything can be done to speed up the process. The sign is sitting in storage and installation cannot occur once winter comes.

For the benefit of the public, Mayor Grant explained the Town is waiting for provincial approval to install 'Welcome to Rothesay' highway signage. DO McLean reported he spoke with the Department of Environment and was informed a decision cannot be made until the individual responsible for such matters returns on September 20<sup>th</sup>. Counc. McGuire suggested the Town request support from the MLA. Town Manager Jarvie mentioned the subject can be brought up in another correspondence intended for the MLA.

**CARRIED.**

#### ➤ NB International Student Program Signage

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea Council send a letter stating the Town does not support any kind of signage, but the Town does support their cause and will add this to our social media page with a link to the program.

**CARRIED.**

#### ➤ Request for operation of an ice-cream sales bike

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French Council send a letter stating the vendor must provide more information before Council can approve.

### ON THE QUESTION:

Counc. Mackay French asked if anything can be done to speed up the process as summer is coming to an end. Town Manager Jarvie explained the Works and Utilities Committee expressed interest in requesting valid information from the correspondent (i.e. criminal record check, vulnerable sector check). When questioned, he reported staff have not heard anything further from the correspondent. Mayor Grant noted if there is still interest the activity can occur next summer.

**CARRIED.**

DPDS White declared a conflict of interest and left the meeting.

7.4 8 August 2023 Draft Planning Advisory Committee meeting minutes

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the draft Planning Advisory Committee meeting minutes dated 8 August 2023 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander inquired if a similar operation had occurred on the property in the past. Town Manager Jarvie advised there is some current activity (storage) but it is primarily used as a rental property. Residential use of the property is expected to stop if rezoning is approved. He advised he is not aware of other activity in the past.

**CARRIED.**

#### ➤ 2 Campbell Drive (PIDs 00065201 & 30347942) – Public Hearing for Rezoning

**MOVED** by Counc. Shea and seconded by Counc. Boyle Council schedule a Public Hearing for **Monday, September 11, 2023 at 6:30 p.m.**, in accordance with the *Community Planning Act*, SNB 2017 c 19, to consider rezoning 2 Campbell Drive (PIDs 00065201 & 30347942) from Single Family Residential (R1A) zone to the Light Industrial (LI) zone.

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### ON THE QUESTION:

When questioned, Mayor Grant noted the plan is to schedule the regular Closed Session meeting prior to the public hearing.

**CARRIED.**

DPDS White returned to the meeting.

7.5 July 2023 Monthly Building Permit Report

**MOVED** by Counc. Shea and seconded by Counc. Boyle the July 2023 Monthly Building Permit Report be received/filed.

**CARRIED.**

7.6 10 August 2023 Capital Projects Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the Capital Projects Summary dated 10 August 2023 be received/filed.

### ON THE QUESTION:

Mayor Grant highlighted the last item, noting funding was approved from other levels of government for phasing of the Wastewater Treatment Facility.

**CARRIED.**

## 8. UNFINISHED BUSINESS

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### 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.*

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**8.4 Flyer Distribution By-law 2-2023**

10 August 2023 Memorandum from Town Clerk Banks  
DRAFT By-law 2-2023

Mayor Grant briefly provided background on the by-law.

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea Council give Reading in its Entirety to By-law 2-2023.

**CARRIED.**

Town Clerk Banks read By-law 2-2023 in its entirety.

**MOVED** by Counc. Mackay French and seconded by Deputy Mayor Alexander Council give 3<sup>rd</sup> Reading by Title and Enactment to By-law 2-2023.

**CARRIED.**

Town Clerk Banks read By-law 2-2023 by title.

## 9. NEW BUSINESS

N/A

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**10. NEXT MEETING**

The next meeting is scheduled as follows:

**Regular meeting**                      Monday, September 11, 2023 at 7:00 p.m.  
*(Immediately following a public hearing)*

**11. ADJOURNMENT**

**MOVED** by Counc. Mackay French and seconded by Counc. McGuire the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:41 p.m.

                    *original signed by*                      
MAYOR

                    *original signed by*                      
TOWN CLERK