



ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
Tuesday, November 12, 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 7:02 p.m.

1. APPROVAL OF AGENDA

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

- Item 9.2.1 be brought forward to follow Item 4.1
- Item 9.2.2 be brought forward to follow Item 4.2

CARRIED.

2. ADOPTION OF MINUTES

- Regular Meeting 15 October 2024

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the Open Session Council minutes of October 15, 2024 be adopted as circulated.

CARRIED.

- Public Hearings (2) 21 October 2024

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the Public Hearing minutes (2) of October 21, 2024 be adopted as circulated.

CARRIED.

- Budget Session 28 October 2024

MOVED by Counc. Boyle and seconded by Counc. Mackay French the Special Open Session Council (Budget Session) minutes of October 28, 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 the family and friends of Mrs. Ann King, former Deputy Mayor of Rothesay from 1983-1995. Visitation is on November 29th, and the Celebration of Life will be on November 30th. Rothesay flags will be lowered during this time.
- Congratulations to the new Premier Susan Holt and MLAs Alison Townsend, Aaron Kennedy, and John Herron.
- Announcement of the Annual Kennebecasis Valley Santa Claus Parade on November 30th at 6:00 p.m.

Counc. McGuire was impressed by the turnout on the Rothesay Common for the annual Remembrance Day ceremony. Several community members paid respects despite the wind and rain.

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3.1 Declaration of Conflict of Interest

Counc. Mackay French declared a conflict of interest for Items 9.1.1 7 Stack Road (PID 30231765), and 9.1.2 By-law 3-24 (Salmon Crescent and Clark Road) owing to her absence at the Public Hearings.

Deputy Mayor Alexander declared a conflict of interest for Item 7.8 Planning Advisory Committee (7 Jersey Lane).

4. DELEGATIONS

4.1 Storm Drainage - Goldie Court/Scotiabank Alice Holden (*see Item 9.2.1*)

Mayor Grant welcomed Mrs. Holden. Mrs. Holden explained that she is back at Council because it has been 14 months, and the problem has not been resolved. The property has been in her family since 1961, and problems only began during construction work for 5 Brock Court. There have been several delays owing to a lack of quorum for a Works and Utilities meeting, and weather/seasonal construction deadlines. She mentioned retaining a lawyer that sent a notice to the Town requesting action. She relayed that work was done but can only be described as a “band-aid fix”. Subsequently, work was tendered, and a contract was awarded in June 2024. In September it was determined a WAWA permit was required and was still not obtained in October. She concluded by asking for a status update.

DO McLean responded to Mrs. Holden’s request, and other Council inquiries with the following: staff have gone through all the necessary steps – securing the easement, remedial work in the meantime, and submitting all information for the WAWA permit; the WAWA permit will be issued once Ducks Unlimited confirms compensation was received (which has slowed the process); the contractor is willing to complete the work and the intent is to do so once the WAWA permit is received, but this is weather dependent; staff have contacted the Department of Environment regularly for updates; the timeline for completion is estimated at 2-3 weeks; and it is not recommended that portions of the project be started (where the WAWA permit is not required) as this could create issues for other properties.

Council and staff shared the Holden’s frustration, noting that delays owing to WAWA permit processes are not uncommon for projects.

Mayor Grant thanked Mrs. Holden, and the Holdens left the meeting.

Item brought forward.

9.2.1 Storm Drainage - Goldie Court/Scotiabank

1 November 2024 Email from Alice Holden

MOVED by Counc. Boyle and seconded by Counc. Lewis the email from Alice Holden dated 1 November 2024 be referred to the Works and Utilities Committee.

CARRIED.

4.2 Kennebecasis Regional Police Force (KRPf) Police Chief Gourdeau (*see Item 9.2.2*)

Mayor Grant welcomed Police Chief Gourdeau. Chief Gourdeau explained that he is here to fulfill a new initiative to meet with the two town councils regularly to answer any questions.

Council inquired, and Chief Gourdeau provided responses on:

Fireworks – not a lot of complaints are received, and there are challenges with enforcement if the complaint is not related to public property (ex. access to private property).

Distracted Driving – special operations are conducted to combat distracted driving, however there are nuances in the court system which makes proving these violations difficult.

Changes under Chief Gourdeau’s management – the addition of four front-line positions; a K9 Unit; a Human Resources position; an IT Specialist; a Finance Officer; a Strategic Plan; improvements to service delivery, crime prevention, and officer wellness initiatives; a productive relationship between the Police Force and Board; acquisition of new equipment; expansion of services to assist other organizations; a focus on regular skill improvement; recognition of member achievements; and well-deserved promotions.

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Building Expansion Timeline – the original date of completion was for November 15, 2024 but this has been delayed until the first week of February.

Electric or Motorized bicycles – tickets are issued and sometimes the problem can stem from a lack of parental control

Street sign safety (overgrowth) – this is a municipal issue but problems will be relayed to the Town if noticed by the KRPF.

There was a brief discussion about the achievements of female members of the KRPF, more specifically, the first female Deputy Chief (Henderson), and Inspector Becker.

When asked, there was consensus from Council that these update sessions can be provided on a quarterly basis.

Mayor Grant thanked Chief Gourdeau and he left the meeting.

Item brought forward.

9.2.2 Kennebecasis Regional Police Force (KRPF)

Verbal Update Police Chief Gourdeau

5. CORRESPONDENCE FOR ACTION
N/A

6. CORRESPONDENCE – FOR INFORMATION

6.1 15 October 2024 Thank you letter from St. Joseph’s Hospital Foundation
MOVED by Counc. Lewis and seconded by Counc. Shea the thank you letter from St. Joseph’s Hospital Foundation dated 15 October 2024 be received/filed.

CARRIED.

7. REPORTS

7.0 November 2024 Report from Closed Session
N/A

7.1 25 July 2024 Fundy Regional Service Commission (FRSC) meeting minutes
5 September 2024 FRSC meeting minutes
27 September 2024 FRSC meeting minutes
MOVED by Counc. Shea and seconded by Counc. Boyle the Fundy Regional Service Commission (FRSC) meeting minutes dated 25 July 2024, 5 September 2024, and 27 September 2024 be received/filed.

ON THE QUESTION:
Mayor Grant summarized the minutes.

CARRIED.

7.2 18 September 2024 Kennebecasis Public Library (KPL) Board meeting minutes
September 2024 KPL Librarian’s Report
MOVED by Counc. Shea and seconded by Counc. Mackay French the Kennebecasis Public Library (KPL) Board meeting minutes dated 18 September 2024, and the Librarian’s Report dated September 2024 be received/filed.

ON THE QUESTION:
Counc. Shea relayed that he was unable to attend the meeting.

CARRIED.

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7.3 24 September 2024 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
 23 October 2024 KRJBPC Chief’s Report
 September 2024 KRJBPC Budget vs. Actuals
 23 October 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 24 September 2024, the KRJBPC Chief’s Report dated 23 October 2024, the KRJBPC Budget vs. Actuals dated September 2024, and the KRJBPC Building Expansion Update dated 23 October 2024 be received/filed.

ON THE QUESTION:
There was a brief discussion about the location of the group home.

CARRIED.

7.4 30 September 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 30 September 2024 be received/filed.

ON THE QUESTION:
Deputy Mayor Alexander reviewed the variance report.

CARRIED.

 30 September 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 30 September 2024 be received/filed.

ON THE QUESTION:
Deputy Mayor Alexander reviewed the variance report.

CARRIED.

 30 September 2024 Donation Summary
MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the Donation Summary dated 30 September 2024 be received/filed.

ON THE QUESTION:
Deputy Mayor Alexander reported that 56% of the budget has been spent to date. Mayor Grant identified an error where the donation amounts for the Judo Club and KV Old Boys should be switched.

CARRIED.

 23 October 2024 Draft Finance Committee meeting minutes
MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the draft Finance Committee meeting minutes dated 23 October 2024 be received/filed.

CARRIED.

 ➤ NB Medical Education Trust
MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle Council approve the request for a sponsorship request from NB Medical Education Trust for 2025 in the amount of \$5,000.

CARRIED.

7.5 22 October 2024 Draft Age Friendly Advisory Committee meeting minutes
MOVED by Counc. Boyle and seconded by Counc. Lewis the draft Age Friendly Advisory Committee meeting minutes dated 22 October 2024 be received/filed.

CARRIED.

 ➤ Rothesay Age Friendly Community Survey Data
MOVED by Counc. Boyle and seconded by Counc. Lewis the Rothesay Age Friendly Community Survey Data be received/filed.

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ON THE QUESTION:

Council noted it is an extensive survey and commended those involved for receiving 143 responses. Main themes in the survey were outgrowing the space available in the Rothesay Hive, accessibility, and housing (need for smaller housing options – ex. cluster housing). Staff reported submitting a proposal to the Dalhousie University Planning School for assistance with developing a plan for the former ballfield on Scribner Crescent. Staff are waiting to see if the students are interested in pursuing the project. Discussion ensued on trying to convey the Town's interest in diverse housing options, such as cluster housing, to developers. It was noted this can sometimes be done through development incentives in by-laws.

CARRIED.

7.6 22 October 2024 Draft Parks and Recreation Committee meeting minutes

➤ Parks and Recreation Update

MOVED by Counc. McGuire and seconded by Counc. Mackay French the draft Parks and Recreation Committee meeting minutes and update dated 22 October 2024 be received/filed.

CARRIED.

7.7 23 October 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 23 October 2024 be received/filed.

CARRIED.

➤ Pedestrian Safety

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French Council send a letter to the resident letting him know that most of the deficiencies have been looked after and the crosswalk lights on Hampton Road are under review.

CARRIED.

➤ Golf Club Court

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle Council send a letter to the individual and acknowledge his concerns and explain that the Town only installs "children playing" signs at Town owned recreation facilities such as playgrounds and for the resident to have a discussion with his neighbors about safer driving habits and ensure the neighborhood remains a safe place for everyone.

CARRIED.

7.8 4 November 2024 Draft Planning Advisory Committee meeting minutes

MOVED by Counc. Shea and seconded by Counc. Mackay French the draft Planning Advisory Committee meeting minutes dated 4 November 2024 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander noted he will declare a conflict of interest if Council wishes to discuss 7 Jersey Lane. There was no interest in speaking on the matter.

CARRIED.

➤ 6 Camden Court (PID 30263925) – Cash in lieu of LPP

MOVED by Counc. Shea and seconded by Counc. Boyle Council accept \$2,106 as cash-in-lieu of Land for Public Purposes for the proposed Lot 24-2 to be subdivided from 6 Camden Court (PID 30263925) and impose the condition that a separate well system from that providing potable water to 6 Camden Court (PID 30263925) be installed at the proposed Lot 24-2 to service future residential development.

CARRIED.

➤ 7 Stack Road (PID 30231765) – Rezoning

See Item 9.1.1

7.9 October 2024 Monthly Building Permit Report

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

CARRIED.

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7.10 8 November 2024 Capital Projects Summary
MOVED by Counc. Boyle and seconded by Counc. Shea the Capital Projects Summary dated 8 November 2024 be received/filed.

ON THE QUESTION:
Mayor Grant commented on the new lights installed around the exterior of Town Hall. Town Manager Jarvie advised these lights were installed under the eaves as a means to light Town Hall different colours, on short notice, at the request of community organizations – which has become a regular occurrence.
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 9.1.1 and 9.1.2 owing to her absence at the Public Hearings.

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM PUBLIC HEARINGS

9.1.1 7 Stack Road (PID 30231765) - Rezoning
5 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.

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council give 1st Reading, by Title, 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.

MOVED by Counc. Shea and seconded by Counc. Lewis Council give 2nd Reading, by Title, 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.

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

5 November 2024	Memorandum from Town Clerk
8 October 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.

MOVED by Counc. Shea and seconded by Counc. McGuire Council give 1st Reading, by Title, 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.

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander Council give 2nd Reading, by Title, 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.

9.2 BUSINESS ARISING FROM DELEGATIONS

9.2.1 Storm Drainage - Goldie Court/Scotiabank

1 November 2024	Email from Alice Holden
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Dealt with above.

9.2.2 Kennebecasis Regional Police Force (KRPF)

Verbal Update	Police Chief Gourdeau
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Dealt with above.

Counc. Mackay French returned to the meeting.

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

5 November 2024	Memorandum from Town Clerk
DRAFT	By-law 4-24

Mayor Grant mentioned the by-law is in response to legislative changes.

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander Council give 1st Reading, by Title, 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.

MOVED by Counc. Shea and seconded by Counc. Boyle Council give 2nd Reading, by Title, 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.

MOVED by Counc. Shea and seconded by Counc. Mackay French Council authorize staff to post draft By-law 4-24 to the Town website in lieu of Reading in its Entirety, prior to Enactment.

CARRIED.

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

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

Mayor Grant mentioned the by-law is in response to legislative changes. She thanked the Town Clerk noting the by-law has been a tremendous undertaking. She listed the attachments to the by-law, highlighting that a separate Code of Conduct By-law is forthcoming.

MOVED by Counc. McGuire and seconded by Counc. Shea Council give 1st Reading, by Title, to By-law 5-24 “A By-law of the Local Government of Rothesay Respecting the Procedure and Organization of Council”.

ON THE QUESTION:
Counc. Mackay French asked that a reference to Council priorities be added to Section 3.1 (Schedule C – Code of Ethics for Appointees) so that Committee members are aware of how to act in the best interest of Rothesay residents.

CARRIED.

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

MOVED by Counc. McGuire and seconded by Counc. Shea Council authorize staff to post draft By-law 5-24 to the Town website in lieu of Reading in its Entirety, prior to Enactment.

CARRIED.

10. NEXT MEETING

MOVED by Counc. Mackay French and seconded by Counc. Shea to schedule a Special Meeting for Monday, November 25, 2024 at 6:00 p.m.

CARRIED.

The next meetings are scheduled as follows:

Special meeting	Monday, November 25, 2024 at 6:00 p.m.
Regular meeting	Monday, December 9, 2024 at 7:00 p.m.

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 8:12 p.m.

original signed by Mayor

MAYOR

original signed by Clerk

CLERK