



# ROTHESAY

COUNCIL MEETING  
Rothesay Town Hall Common Room  
**Monday, February 10, 2025**  
**7:00 p.m.**



**PRESENT:** MAYOR NANCY GRANT  
DEPUTY MAYOR MATT ALEXANDER  
COUNCILLOR HELEN BOYLE  
COUNCILLOR DAVE BROWN  
COUNCILLOR PETER J. LEWIS (*electronic participation*)  
COUNCILLOR TIFFANY MACKAY FRENCH  
COUNCILLOR BILL McGUIRE  
COUNCILLOR DON SHEA

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

## 1. CALL TO ORDER

Mayor Grant called the meeting to order at 7:00 p.m.

## 2. LAND ACKNOWLEDGEMENT

Deputy Mayor Alexander read the Rothesay Land Acknowledgement.

## 3. APPROVAL OF AGENDA

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the agenda be approved.

**CARRIED.**

## 4. ADOPTION OF MINUTES

➤ Regular Meeting 13 January 2025

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French the Open Session Council minutes of January 13, 2025 be adopted as circulated.

**CARRIED.**

## 5. DECLARATION OF CONFLICT OF INTEREST

N/A

## 6. OPENING REMARKS OF COUNCIL

Mayor Grant shared the following opening remarks:

- Appreciation for Town staff's work organizing the Rothesay Common Winter Carnival on Saturday, February 8<sup>th</sup>. The event was well-attended.
- Announcement of a public meeting hosted by NB Power at the Wells Community Building Tuesday, February 11<sup>th</sup> from 6:00 – 8:00 p.m.

Counc. McGuire offered condolences to the Watt family on the recent passing of Jim Watt, former mayor of Gondola Point.

## 7. DELEGATIONS

N/A

## 8. CONSENT AGENDA

- |     |                  |   |
|-----|------------------|---|
| 8.1 | 23 December 2024 | Letter from Quispamsis to Kennebecasis Regional Joint Board of Police Commissioners RE: budget approval |
| 8.2 | 20 January 2025  | Letter from Quispamsis to Kennebecasis Public Library RE: budget approval                               |
| 8.3 | 20 January 2025  | Letter from Quispamsis to Kennebecasis Valley Fire Department Inc. RE: budget approval                  |
| 8.4 | 24 January 2025  | Information Letter from National Farmers Union – NB   |

**Moved to Section 9**

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- 8.5 February 2025 Message from Minister Kennedy RE: Fiscal Reform Update  
8.6 3 January 2025 Thank you letter from Junior Achievement New Brunswick  
8.7 17 January 2025 Letter to sanitary sewer users RE: Wastewater Treatment Facility Upgrade  
8.8 5 February 2025 Email from NB Power RE: Public Meeting  
**MOVED** by Counc. Mackay French and seconded by Counc. Boyle Item 8.4 be moved to Section 9.  
**CARRIED.**

**MOVED** by Counc. Boyle and seconded by Counc. Shea the consent agenda be received/filed.  
**CARRIED.**

### **9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA**

9.1 24 January 2025 Information Letter from National Farmers Union – NB  
Counc. Mackay French stated that given the National Farmers Union – NB’s recent outreach and growing interest from residents in food security and self-sufficiency, she proposed examining policies around urban agriculture in Rothesay. Many municipalities now allow backyard chickens and have updated regulations around gardens. With rising food costs, she suggested exploring how Rothesay can support residents who wish to produce their own food while maintaining appropriate standards for the community.

**MOVED** by Counc. Mackay French and seconded by Counc. Boyle staff prepare a comprehensive report on urban agriculture policies for Rothesay, specifically examining:

1. Regulations for backyard chicken keeping
2. Current garden regulations and potential updates
3. Best practices from other New Brunswick municipalities
4. Input from the National Farmers Union NB
5. Public health and safety considerations
6. Potential impacts on property values and neighbourhoods

The report should include recommendations for policy updates that would enable responsible urban agriculture while preserving Rothesay’s character.

**CARRIED.**

### **10. CORRESPONDENCE FOR ACTION**

10.1 31 January 2025 Correspondence from resident RE: Access to Renforth Ice Fishing  
**MOVED** by Counc. Shea and seconded by Deputy Mayor Alexander the correspondence from resident RE: Access to Renforth Ice Fishing dated 31 January 2025 be referred to the CAO for a response.

#### **ON THE QUESTION:**

Counc. Lewis noted it is a well written email with good points. He spoke of the current situation and hopes a solid plan can be determined for next year to allow everything to run smoothly.

**CARRIED.**

10.2 16 January 2025 Letter from the Canadian Union of Postal Workers RE: Industrial Inquiry Commission Reviewing Canada Post  
**MOVED** by Counc. Brown and seconded by Deputy Mayor Alexander the letter from the Canadian Union of Postal Workers RE: Industrial Inquiry Commission Reviewing Canada Post dated 16 January 2025 be referred to the CAO for a response.

**CARRIED.**

10.3 4 February 2025 Email RE: World Hemophilia Day (April 17)  
**MOVED** by Counc. Boyle and seconded by Counc. Mackay French the Email RE: World Hemophilia Day (April 17) dated 4 February 2025 be added to the social media annual messaging list.

**CARRIED.**

# Regular Council Meeting Minutes

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11.0 February 2025 Report from Closed Session

- **71 Elizabeth Parkway (PID 00235515)**

Treasurer MacDonald advised that these are the preliminary statements that are subject to minor adjustments, and subject to the upcoming annual audit.

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He highlighted a surplus of \$137,000, no major changes in the variance report, and the capital expenditures summary.

**CARRIED.**

31 December 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 December 2024 be received/filed.

### ON THE QUESTION:

Treasurer MacDonald reiterated similar comments to the General Fund Statements, more specifically, that these are the preliminary statements that are subject to minor adjustments, and subject to the upcoming annual audit.

He highlighted the revenue and expense report with a surplus of \$31,000, and the capital expenditures summary.

**CARRIED.**

23 January 2025 Draft Finance Committee meeting minutes  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle the Draft Finance Committee meeting minutes dated 23 January 2025 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander summarized the minutes.

**CARRIED.**

#### ➤ KV Food Basket

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French Council approve a donation to the Kennebecasis Valley Food Basket Inc. to support 2025 operating costs in the amount of \$5,000.00.

### ON THE QUESTION:

Treasurer MacDonald explained that in the past the Town has supported the organization indirectly through contributions to Quispamsis for operating costs. The organization has since acquired the property and the request is for a direct contribution instead.

**CARRIED.**

11.3 21 January 2025 Draft Age Friendly Advisory Committee meeting minutes  
**MOVED** by Counc. Boyle and seconded by Counc. McGuire the Draft Age Friendly Advisory Committee meeting minutes dated 21 January 2025 be received/filed.

**CARRIED.**

11.4 21 January 2025 Draft Parks and Recreation Committee meeting minutes

#### ➤ Parks and Recreation Update

**MOVED** by Counc. Boyle and seconded by Counc. McGuire the Draft Parks and Recreation Committee meeting minutes, and the Parks and Recreation update dated 21 January 2025 be received/filed.

### ON THE QUESTION:

Counc. Boyle encouraged all to participate in the Winterfest KV Brewskis & Frostbites Winter Adventure from January 18<sup>th</sup> – March 9<sup>th</sup>. Maps for stamps can be found at the front desk of Rothesay Town Hall.

**CARRIED.**

11.5 22 January 2025 Draft Works and Utilities Committee meeting minutes  
**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the Draft Works and Utilities Committee meeting minutes dated 22 January 2025 be received/filed.

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ON THE QUESTION:  
Deputy Mayor Alexander summarized the minutes. Mayor Grant noted she is pleased to see the plan for solar-powered lighting on Sierra Avenue. When questioned, CAO McLean confirmed there are 10 lights, and the membrane installation has been completed. Mayor Grant commended staff on completing the intensive process for the membrane installation.

CARRIED.

11.6 January 2025 Monthly Building Permit Report  
MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the January 2025 Monthly Building Permit Report be received/filed.

CARRIED.

11.7 5 February 2025 Capital Projects Summary  
MOVED by Counc. Mackay French and seconded by Counc. Boyle the Capital Projects Summary dated 5 February 2025 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 Private Lanes Policy (Tabled July 2022)  
No action at this time

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

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

13. NEW BUSINESS  
ADMINISTRATION/FINANCE

13.1 Local Improvement Levy – Kennebecasis Park  
1 February 2025 Memorandum from Town Clerk Banks  
10 February 2025 Warrant of Assessment  
MOVED by Deputy Mayor Alexander and seconded by Councillor Boyle:

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2025 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 3-00.

Local Improvement By-law #	Amount to be collected
By-law 4-00	\$ 58,880.73

CARRIED.

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**13.2 Local Improvement Levy – Mulberry Lane**

1 February 2025            Memorandum from Town Clerk Banks  
10 February 2025        Warrant of Assessment

**MOVED** by Deputy Mayor Alexander and seconded by Councillor Shea:

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2025 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 1-19.

Local Improvement By-law #	Amount to be collected	
By-law 1-19-01	\$ 4,708.33	<b>CARRIED.</b>

**OPERATIONS**

**13.3 2025 Asphalt Resurfacing Program (Engineering)**

29 January 2025            Report prepared by CAO McLean

Mayor Grant summarized the report.

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the proposal submitted by Brunswick Engineering in the amount of \$225,154.75 including HST for design and construction management of the 2025 Asphalt Resurfacing Program be accepted, and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

**ON THE QUESTION:**

CAO McLean advised that Carriage Way was added in lieu of Millennium Drive. It is proposed that Millennium Drive be deferred because of several major developments under consideration for the area that would have adverse effects on newly placed asphalt. Treasurer MacDonald added that the matter will be brought to Council to adjust the current Canada Community Building Fund (CCBF) program to reflect the change. Counc. Mackay French noted she is pleased to see Brock Court (including storm drainage) on the list.

**CARRIED.**

**13.4 Bedrock Well Investigation**

29 January 2025            Report prepared by CAO McLean

Mayor Grant summarized the report.

**MOVED** by Counc. Shea and seconded by Counc. McGuire Rothesay Mayor and Council accept the revised proposal submitted by Hydrostrata Engineering & Environmental, in the amount of \$52,450 plus HST, to conduct quality and quantity testing of two Bedrock Wells in the Carpenter Pond Wellfield.

**ON THE QUESTION:**

CAO McLean advised this is the next step in exploration for additional water in the Carpenter Pond well field. There is potential that while under the same geographical area it may be a different aquifer outside of the well field limits. He clarified that the recommendation is to conduct quality and quantity testing, and if acceptable, the matter will return to Council to convert them into production wells and undertake a modeling study.

**CARRIED.**

**13.5 Equipment Supply – Boom Flail Mower**

29 January 2025            Report prepared by CAO McLean

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the quote from Atlantic Coastal Equipment Ltd. in the amount of \$74,503.90 including HST, for the purchase of a Boom Flail Mower be accepted and further that the CAO be authorized to issue a purchase order in that regard.

**ON THE QUESTION:**

Mayor Grant summarized the report. In response to an inquiry, CAO McLean clarified that \$74,503.90 is the cost including HST, whereas \$67,564.02 is the cost to the Town with the HST rebate.

**CARRIED.**

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### **13.6 Equipment Supply – Wood Chipper**

3 February 2025      Report prepared by CAO McLean

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the quote from Vermeer Canada Inc., in the amount of \$84,812.50 including HST, for the purchase of a wood-chipper be accepted and further that the CAO be authorized to issue a purchase order in that regard.

#### **ON THE QUESTION:**

CAO McLean advised quotes were requested for a diesel-powered wood-chipper as the Town maintains a diesel fueling station and thus receives a discounted price for diesel. Two of the three quotes were for gasoline powered chippers.

**CARRIED.**

### **13.7 Contract R-2025-002 Wells Park Roadway and Parking Lot Lighting**

10 February 2025      Report prepared by DRP Jensen

**MOVED** by Counc. McGuire and seconded by Counc. Shea Council award Contract R-2025-002 Wells Park Roadway and Parking Lot Lighting to the low tenderer, Ferro-Chem-Crete Ltd., at the tendered price of \$100,846.95 (including HST), and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

#### **ON THE QUESTION:**

Mayor Grant summarized the report. CAO McLean advised the conduit and bases for the lights were installed as part of the parking lot project in 2024. The recommendation is for the purchase of the light standards and wiring. Counc. Lewis noted he is pleased about the project as the lights and camera security system will protect the new Wells Building from potential issues such as vandalism. It was noted the lighting for the Wells Park Softball Field (Item 13.8) is underbudget therefore funds can be reallocated to cover the excess cost of this project.

**CARRIED.**

### **13.8 Contract R-2025-003 Wells Park Softball Field Lighting**

10 February 2025      Report prepared by DRP Jensen

**MOVED** by Counc. McGuire and seconded by Counc. Shea Council award Contract R-2025-003 Wells Park Softball Field Lighting to the low tenderer, Greystone Ltd., at the tendered price of \$458,562.50 (including HST), and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

#### **ON THE QUESTION:**

CAO McLean advised that conduits were installed in 2024, and this is the cost to install bases and wiring. He confirmed a donation is expected, and there could be potential funding from a grant. Counc. McGuire and Brown commented on the turnout and variety of bids, for this project and the roadway/parking lot lighting (Item 13.7).

**CARRIED.**

## **COUNCIL REQUESTS**

### **13.9 14-16 Watercrest Road**

3 February 2025      Email and presentation

It was proposed the matter be referred to staff for the Planning Advisory Committee as it requires discussion and would involve changes to the Municipal Plan and Zoning By-law.

Counc. Lewis indicated support for the project, noting the property is suitable as it is a lot that was formed from two parcels, and it aligns with the Town's interest in allowing seniors to remain in the community.

**MOVED** by Counc. Mackay French and seconded by Deputy Mayor Alexander 14-16 Watercrest Road be referred to staff for the Planning Advisory Committee.

#### **ON THE QUESTION:**

Council agreed that the matter should be explored further, especially since times have changed and so have housing needs/trends.

**CARRIED.**

**14. NEXT MEETING**

The next meeting is scheduled as follows:

**Regular meeting**      Monday, March 10, 2025 at 7:00 p.m.

**15. ADJOURNMENT**

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

The meeting adjourned at 7:47 p.m.

*Original signed by Mayor*  
\_\_\_\_\_  
MAYOR

*Original signed by Clerk*  
\_\_\_\_\_  
CLERK