



ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
Monday, March 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 DEVELOPMENT/PLANNING SERVICES (DPDS) MARK READE
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. and introduced DPDS Reade.

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, with the following amendments:

- Item 13.1.1 be brought forward to follow Item 7.1.
- Item 13.1.2 be brought forward to follow Item 7.2.

CARRIED.

4. ADOPTION OF MINUTES

- Regular Meeting 10 February 2025

MOVED by Counc. Mackay French and seconded by Counc. Boyle the Open Session Council minutes of February 10, 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:

- Condolences to Counc. McGuire and his family on the recent loss of his mother
- Condolences to KVFD Fire Chief Mike Boyle on the loss of his father-in-law in an accident
- Congratulations to the Rothesay High School (RHS) Lady RedHawks provincial AAA basketball champions
- Receipt of a CN Rail Safety Ambassador certificate for the Town
- Purple ribbons sported by Council in support of Epilepsy Purple Day on March 26th

Counc. McGuire commended the RHS Lady RedHawks, noting they are a AA school which makes it more impressive. Counc. Mackay French added that the RHS boys team did not win but also made it to the finals.

Counc. Mackay French congratulated the appointments of New Brunswick Senator Dawn Arnold, and Liberal leader and Prime Minister-designate Mark Carney. She also extended gratitude to Prime Minister Justin Trudeau on his service to Canada.

ROTHESAY

Regular Council Meeting
Minutes

-2-

10 March 2025

7. DELEGATIONS

7.1 Kennebecasis Regional Police Force (KRPF) Chief Gourdeau (*see Item 13.1.1*)

Mayor Grant welcomed Chief Gourdeau. Chief Gourdeau thanked Council, extended condolences to Counc. McGuire, and explained that he is here to answer any questions. No questions were raised. Chief Gourdeau mentioned his upcoming retirement and announced that a new chief was selected – a local community member, Mike Young, Acting Deputy Chief from the Saint John Police Force. Chief Gourdeau relayed that ADC Young will be a competent new chief owing to his experience, credentials, and familiarity with the community.

On behalf of Council, Mayor Grant thanked Chief Gourdeau for his service and support to the community. She wished him well and noted a formal thank-you will follow. Chief Gourdeau spoke of the KRPF's strong senior management team and noted the KRPF will be in good hands.

Mayor Grant thanked Chief Gourdeau, and he left the meeting.

Item brought forward.

13.1.1 Kennebecasis Regional Police Force (KRPF)

10 March 2025 Verbal Report from Chief Gourdeau

MOVED by Counc. Shea and seconded by Counc. Mackay French Chief Gourdeau's verbal report be received for information.

CARRIED.

7.2 Fundy Regional Service Commission (FRSC) CEO Ouellette (*see Item 13.1.2*)

Mayor Grant welcomed Mr. Ouellette. Mr. Ouellette thanked Council and gave a presentation highlighting the following:

- The FRSC is a member-driven organization, representing the needs of its seven members (local governments)
- 2024 Work Plan (57 of 74 actions were completed), including:
 - o Landfill Height Augmentation (saves \$20 million dollars, and extends the lifespan by 20 years)
 - o Improved communication with members – upgrades to website, annual summit, and newsletter
 - o 2029 Canada Games Bid
 - o Advocating for the interest of the region and maximizing provincial investment (\$3 million dollars)
 - o 2024 Regional Summit
- 2025 Work Plan:
 - o Agenda building with suggestions from local governments for regional efforts
 - o Identifying collaboration for cost efficiencies between local governments
 - o Building a foundation in the FRSC that will survive political change
 - o A “right-size” plan that focuses on impact and value over volume
 - o Development of a 2026 Work Plan and updating the FRSC Strategy by June 2025 to help with 2026 budget development
- New mandates: Public Safety, Community Development, and Transportation (small portion of budget)
 - o Clarification that 92% of the FRSC budget is for annual operations/service delivery
 - Landfill = 54% of budget
 - Regional Facilities = 23%
 - Envision Saint John = 15% (Economic Development and Tourism)
- 2025 Work Plan (continued)
 - o “Big Move” projects
 - Additional support for the unhoused
 - Recommendations to the Province on safe and efficient transportation of goods by rail
 - Regional Transportation – feasibility study, and a pilot program
 - 15 year “net-zero” strategy for the landfill

ROTHESAY

Regular Council Meeting
Minutes

-3-

10 March 2025

- “Added Value or further impact” projects
 - Maximizing federal and provincial funding
 - Priorities for climate mitigation strategies
 - Revisiting the funding formula for Regional Facilities (capital)
 - New Regional Solid Waste Committee
 - Review of regional enforcement pilot

Mr. Ouellette concluded by encouraging local governments to share matters that may merit from a regional effort. He cautioned that not everything can benefit from a regional lens, as it can be a slow process and there are limits to the FRSC’s budget and capacity. He invited feedback on the initial ideas for the 2026 Work Plan and Strategy updates. He added that another Regional Summit is planned for the fall of 2025.

Mayor Grant reported that Deputy Mayor Alexander has been appointed to the Public Safety Committee. She mentioned that the workload of the FRSC is ever-expanding. Counc. Shea asked if the interest in supporting the unhoused came from a regional or local level. Mr. Ouellette prefaced by stating the FRSC does not have the resources or desire to inherit the mandate which is provincial jurisdiction. He continued by noting the FRSC’s support, such as best practices and guidance, would help local governments, for instance Saint John, that have undertaken efforts to address the issue.

Counc. Shea asked if Saint John had approved the development off Westmorland Road. DPDS Reade reported that third reading and enactment from Saint John Council did occur for the development.

Mayor Grant thanked Mr. Ouellette, and he left the meeting.

Item brought forward.

13.1.2 Fundy Regional Service Commission (FRSC)

10 March 2025 Presentation

MOVED by Counc. Boyle and seconded by Counc. Shea the Fundy Regional Service Commission (FRSC) presentation be received/filed.

CARRIED.

8. CONSENT AGENDA

8.1 27 February 2025 Letter from ice-fisher RE: Please reconsider Renforth decision

8.2 28 February 2025 Email from ice-fisher RE: Barricades

8.3 3 March 2025 Email from Minister Dornan RE: KV Health Clinic

MOVED by Counc. Mackay French and seconded by Counc. Brown the consent agenda be received/filed.

CARRIED.

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

N/A

10. CORRESPONDENCE FOR ACTION

10.1 18 February 2025 Letter from Horizon Health RE: Family Health Teams

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the letter from Horizon Health RE: Family Health Teams dated 18 February 2025 be referred to the CAO.

CARRIED.

10.2 25 February 2025 Letter from resident RE: Church/Grove/Hampton Traffic Lights

MOVED by Counc. Shea and seconded by Counc. Mackay French the letter from resident RE: Church/Grove/Hampton Traffic Lights dated 25 February 2025 be referred to the Works and Utilities Committee.

CARRIED.

11. REPORTS

11.0 March 2025

Report from Closed Session

N/A

ROTHESAY

Regular Council Meeting
Minutes

-4-

10 March 2025

- 11.1 12 December 2024 Fundy Regional Service Commission (FRSC) meeting minutes
18 December 2024 FRSC meeting minutes

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the Fundy Regional Service Commission (FRSC) meeting minutes dated December 12 and 18, 2024 be received/filed.

CARRIED.

- 11.2 9 October 2024 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes
31 August 2024 KVFD Statement of Expense with Budget Variance
30 September 2024 KVFD Compliance Report
9 October 2024 KVFD Fire Chief's Report
September 2024 KVFD Response Report
12 February 2025 KV EMO Emergency Management Program

MOVED by Counc. Lewis and seconded by Counc. Boyle the Kennebecasis Valley Fire Department (KVFD) Board meeting minutes dated 9 October 2024, the KVFD Statement of Expense with Budget Variance dated 31 August 2024, the KVFD Compliance Report dated 30 September 2024, the KVFD Fire Chief's Report dated 9 October 2024, the KVFD Response Report dated September 2024, and the KV EMO Emergency Management Report dated 12 February 2025 be received/filed.

ON THE QUESTION:

CAO McLean spoke of the progress and collaboration on the EMO Plan as it moves closer to being finalized.

CARRIED.

- 11.3 15 January 2025 Kennebecasis Public Library (KPL) Board meeting minutes
15 January 2025 KPL Librarian's Report

MOVED by Counc. Shea and seconded by Counc. Boyle the Kennebecasis Public Library (KPL) Board meeting minutes dated 15 January 2025, and the KPL Librarian's Report dated 15 January 2025 be received/filed.

ON THE QUESTION:

Praise was given to the Library, noting another full-time position has been added to the staff complement.

CARRIED.

- 11.4 22 January 2025 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
26 February 2025 KRJBPC Chief's Report
5 March 2025 KRPF 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 22 January 2025, the KRJBPC Chief's Report dated 26 February 2025, and the KRPF Building Expansion Update dated 5 March 2025 be received/filed.

CARRIED.

- 11.5 31 December 2024 RCMP J Division Quarterly Report Q3

MOVED by Counc. Mackay French and seconded by Deputy Mayor Alexander the RCMP J Division Quarterly Report Q3 dated 31 December 2024 be received/filed.

CARRIED.

- 11.6 31 January 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 January 2025 be received/filed.

CARRIED.

- 31 January 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 January 2025 be received/filed.

CARRIED.

ROTHESAY

Regular Council Meeting
Minutes

20 February 2025 Draft Finance Committee meeting minutes
MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle the Draft Finance Committee meeting minutes dated 20 February 2025 be received/filed.
CARRIED.

➤ Kennebecasis Trail Association (KTA)
MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council approve the request for sponsorship from the Kennebecasis Trail Association for 2025 in the amount of \$5,700.

ON THE QUESTION:
Deputy Mayor Alexander explained the rationale for the recommendation against the request is that there are several trails within the Town to maintain and the proposed lands are privately owned and located in Quispamsis.
DEFEATED.

➤ Shining Horizons Therapeutic Riding Association
MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French Council approve a donation to Shining Horizons Therapeutic Riding Association in the amount of \$1,200 to sponsor two Rothesay residents.

ON THE QUESTION:
Treasurer MacDonald confirmed he contacted the organization, and the proposed donation is for two Rothesay residents – similar to the previous donation made by the Town. Mayor Grant added that there are Rothesay residents who volunteer with the organization.
CARRIED.

11.7 14 February 2025 Draft Parks and Recreation Committee update
MOVED by Counc. Boyle and seconded by Deputy Mayor Alexander the Draft Parks and Recreation Committee update dated 14 February 2025 be received/filed.
CARRIED.

11.8 February 2025 Monthly Building Permit Report
MOVED by Counc. Shea and seconded by Counc. McGuire the February 2025 Monthly Building Permit Report be received/filed.
CARRIED.

11.9 5 March 2025 Capital Projects Summary
MOVED by Deputy Mayor Alexander and seconded by Counc. Brown the Capital Projects Summary dated 5 March 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

ROTHESAY

Regular Council Meeting
Minutes

-6-

10 March 2025

13. NEW BUSINESS

13.1 BUSINESS ARISING FROM DELEGATIONS

13.1.1 Kennebecasis Regional Police Force (KRPF)

10 March 2025 Verbal Report from Chief Gourdeau

Dealt with above.

13.1.2 Fundy Regional Service Commission (FRSC)

10 March 2025 Presentation

Dealt with above.

DEVELOPMENT

13.2 Urban Agriculture in Rothesay

25 February 2025 Report prepared by DPDS Reade

MOVED by Counc. Mackay French and seconded by Deputy Mayor Alexander Council direct staff to include the following as a component of the Town's updated Zoning By-law:

- Regulations related to the keeping of chickens in residential zones, and
- A requirement that food gardens with edible plantings be in the rear yard only.

CARRIED.

13.3 14-16 Watercrest Lane

27 February 2025 Report prepared by DPDS Reade

MOVED by Counc. Mackay French and seconded by Counc. Brown Council direct staff to examine providing the ability for secondary dwelling units in the residential area east of Route 1 (Rothesay East) in conjunction with the preparation of the Town's updated Zoning By-law.

ON THE QUESTION:

Counc. Shea asked for clarification on "Rothesay East". DPDS Reade advised this is the area east of Route 1 which includes French Village, Wells, and Barsa. Counc. Mackay French asked if this could be considered for other areas of Rothesay as well. DPDS Reade advised it is permitted in certain areas under the Municipal Plan but not currently for lands designated Rural. The Zoning By-law is currently under review, along with potential Municipal Plan amendments, and the matter will be considered during this process. Counc. Lewis thanked staff for looking into this, noting it would be beneficial for seniors.

CARRIED.

OPERATIONS

13.4 Rooftop HVAC Unit Replacement – Master Drive Works Facility

5 March 2025 Report prepared by CAO McLean

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle Council accept the submission from Black & MacDonald for the installation of a rooftop HVAC unit for the Master Drive Public Works Facility (office wing) in the amount of \$24,417.00 plus HST and further that the CAO be authorized to issue a purchase order in that regard.

ON THE QUESTION:

Mayor Grant summarized the report and asked if sole-sourcing was used for the quote. CAO McLean advised it was as Black and MacDonald completed the other three portions of the project, and the quote was in line with estimates. Additionally, only one quote was received for the roof portion. The quote seems high but there was no interest from other companies.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council accept the submission from Dowd Roofing to rebuild and reflash the rooftop plinth for the HVAC unit for the Master Drive Public Works Facility (office wing) in the amount of \$10,000.00 plus HST and further that the CAO be authorized to issue a purchase order in that regard.

CARRIED.

ROTHESAY

Regular Council Meeting
Minutes

-7-

10 March 2025

RECREATION

13.5 R2025-001A: Arthur Miller Upper Field Turf Replacement

10 March 2025 Report prepared by DRP Jensen

MOVED by Counc. McGuire and seconded by Counc. Shea Mayor and Council award contract R2025-001A: Arthur Miller Upper Field Turf Replacement in the amount of \$885,500.00 including HST, to GTR Turf Inc., and further that the Director of Parks and Recreation be authorized to issue a purchase order in that regard.

ON THE QUESTION:

Mayor Grant summarized the report, noting the turf has exceeded its life expectancy and the project is underbudget which will help with the next item. Counc. McGuire was happy to see the item come in underbudget but was surprised at the difference between the bids from a Nova Scotia company and Quebec company. When questioned, DRP Jensen advised there is an eight-year warranty with the project. CAO McLean added that a consulting company will complete a final inspection and sign off on the project.

CARRIED.

13.6 R2025-001B: Arthur Miller Upper Field Drainage Work Tender

10 March 2025 Report prepared by DRP Jensen

MOVED by Counc. Mackay French and seconded by Counc. Shea Mayor and Council award contract R2025-001B: Arthur Miller Upper Field Drainage Work in the amount of \$137,425.00 including HST, to TerraEx Inc., and further that the Director of Parks and Recreation be authorized to issue a purchase order in that regard.

CARRIED.

COUNCIL

13.7 NB Power Information Session

10 March 2025 Verbal Report from Councillor Boyle

Mayor Grant thanked Counc. Boyle for attending the session. Counc. Boyle noted lots of information was available and the event was well attended. She reported that: maps will be provided to the Town showing where tree trimming will occur; in 2024, power was available in Rothesay 99.86% of the time; the major reason for power outages is vegetation; efforts will be made to notify individuals of tree trimming and accommodate resident requests; a 1-800 number is available for customers to call regarding bill concerns; and a longer billing period and cold winter were the causes of higher bills.

MOVED by Counc. Boyle and seconded by Deputy Mayor Alexander the NB Power Information Session documents be received/filed.

ON THE QUESTION:

Counc. Brown added that vegetation is the biggest problem but NB Power mentioned that it is not their job to argue with customers. As most of the vegetation is in the road right-of-way, he asked if the Town is working with NB Power. CAO McLean advised work has begun and the Town provides assistance by clearing large timbers.

CARRIED.

13.8 Made in Canada First Procurement Policy

5 March 2025 Memorandum from Deputy Mayor Alexander

Deputy Mayor Alexander summarized his memorandum.

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French:

WHEREAS the United States has imposed or threatened 25% tariffs on most Canadian exports, 10% on energy products, and potential additional tariffs on steel and aluminium;

AND WHEREAS numerous Canadians and Canadian businesses rely on exports to the United States;

BE IT RESOLVED that Rothesay Council directs staff to develop a Made in Canada First municipal procurement policy that demonstrates a firm commitment to supporting Canadian businesses first in response to imposed or threatened tariffs by the United States.

ON THE QUESTION:
Counc. Mackay French, Counc. McGuire, and Mayor Grant expressed support for the recommendation.
CARRIED.

14. NEXT MEETING

The next meeting is scheduled as follows:

Regular meeting Monday, April 14, 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 8:03 p.m.

Original signed by Mayor

MAYOR

Original signed by Clerk

CLERK