



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall Common Room
Monday, May 12, 2025
7:00 p.m.



PRESENT: 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 OPERATIONS (DO) TIM COLWELL
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN

ABSENT: MAYOR NANCY GRANT

1. CALL TO ORDER

Deputy Mayor Alexander called the meeting to order at 7:06 p.m.

2. LAND ACKNOWLEDGEMENT

Deputy Mayor Alexander read the Rothesay Land Acknowledgement.

3. APPROVAL OF AGENDA

MOVED by Counc. Brown and seconded by Counc. Mackay French the agenda be approved, as circulated.

CARRIED.

4. ADOPTION OF MINUTES

➤ Regular Meeting 14 April 2025

MOVED by Counc. Lewis and seconded by Counc. Boyle the Open Session Council minutes of April 14, 2025 be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

Couns. Mackay French and Shea declared conflicts of interest with respect to Item 11.7 Planning Advisory Committee minutes.

DO Colwell declared a conflict of interest with respect to Item 13.1 Asphalt Resurfacing.

6. OPENING REMARKS OF COUNCIL

Deputy Mayor Alexander announced that Mayor Grant received an honorary doctorate degree from Mount Allison University today. This is her second honorary doctorate, her first was received from the University of New Brunswick Saint John in 2010. He relayed her message to the students encouraging them to 1. Always keep your passion for causes important to you; 2. Don't be afraid to reinvent yourself; 3. Keep your smalltown values with you always; and 4. Remember to care for yourself. He concluded by congratulating *Dr. Dr. Dr.* Nancy Grant.

Counc. McGuire spoke of the annual Spring Clean Up going on this week. He warned residents that some individuals use this as an excuse to steal items that have not been put out for the clean-up. For instance, recycling bins and bicycles left on a lawn have been stolen, and patio furniture on his deck was almost taken.

7. DELEGATIONS

N/A

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8. CONSENT AGENDA

- 8.1.1 26 April 2025 Response to St. Paul’s Church
- 8.1.2 25 April 2025 Email from St. Paul’s Church RE: Good Friday
- 8.2 24 April 2025 Letter RE: Good Friday (Easter on the Rothesay Common)
- 8.3 2 May 2025 Letter to MP Wayne Long RE: Congratulations
- 8.4 7 May 2025 Letter RE: Bradley Lake Community Centre

MOVED by Counc. Brown and seconded by Counc. Lewis the consent agenda be received/filed.
CARRIED.

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA
N/A

10. CORRESPONDENCE FOR ACTION

- 10.1 17 April 2025 Letter from resident RE: Request for speedbumps on Cameron Road
MOVED by Counc. Shea and seconded by Counc. Lewis the letter from resident RE: Request for speedbumps on Cameron Road dated 17 April 2025 be referred to the Works and Utilities Committee.
CARRIED.

- 10.2 28 April 2025 Invitation to 45th Annual Ceremonial Review – Sea & Army Cadets
The event is May 27th at 6:45 p.m. Council agreed to send regrets as no members are available to attend.

- 10.3 29 April 2025 Invitation to 2025 Asian Heritage Month Celebrations
Dates of the various events were shared. Counc. McGuire offered to attend the drop-in session on May 25th from 2:00-4:00 p.m.

- 10.4 2 May 2025 Invitation to Asian Heritage & Multicultural Eid Bazaar
The event is May 31st at 7:00 p.m. Council agreed to send regrets as no members are available to attend.

- 10.5 7 May 2025 Invitation to Fusion Saint John Meet and Greet Social
The event is May 21st from 6:00-7:30 p.m. Deputy Mayor Alexander offered to attend.

- 10.6 7 May 2025 Invitation to 83rd Annual Ceremonial Review – Air Cadets
The event is May 28th at 6:45 p.m. Counc. Lewis offered to attend.

11. REPORTS

- 11.0 May 2025 **Report from Closed Session**
➤ **Procedural By-law Amendment By-law 5-24-1**

MOVED by Counc. Boyle and seconded by Counc. Brown Council give 1st Reading by Title to By-law 5-24-1.
CARRIED.

Town Clerk Banks read By-law 5-24-1 by title.

MOVED by Counc. Boyle and seconded by Counc. Shea Council give 2nd Reading by Title to By-law 5-24-1.
CARRIED.

Town Clerk Banks read By-law 5-24-1 by title.

- 11.1 19 March 2025 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
 - 23 April 2025 KRJBPC Chief’s Report
 - March 2025 KRPB Budget vs. Actuals
- MOVED** by Counc. Mackay French and seconded by Counc. McGuire the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes dated 19 March 2025, the KRJBPC Chief’s Report dated 23 April 2025, and the KRPB Budget vs Actuals dated March 2025 be received/filed.

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ON THE QUESTION:

Deputy Mayor Alexander asked why there was a temporary adjournment for over an hour. Counc. Mackay French mentioned this may have been because of a meeting with the Chief and subsequently Closed Session.

Deputy Mayor Alexander inquired about painting the existing building for \$37,000, more specifically why it was not initially planned to go to the Board. He suggested this is likely outside of the Chief's budgetary limit. Counc. Mackay French noted she will inquire and report back.

CARRIED.

11.2 31 December 2024 Kennebecasis Valley Fire Department (KVFD) Audited Financial Statements

MOVED by Counc. Lewis and seconded by Counc. Mackay French the Kennebecasis Valley Fire Department (KVFD) Audited Financial Statements dated 31 December 2024 be received/filed.

CARRIED.

11.3 31 March 2025 Draft unaudited Rothesay General Fund Financial Statements

MOVED by Counc. Shea and seconded by Counc. Lewis the draft unaudited Rothesay General Fund Financial Statements dated 31 March 2025 be received/filed.

CARRIED.

31 March 2025 Draft unaudited Rothesay Utility Fund Financial Statements

MOVED by Counc. Shea and seconded by Counc. Lewis the draft unaudited Rothesay Utility Fund Financial Statements dated 31 March 2025 be received/filed.

ON THE QUESTION:

Treasurer MacDonald advised that the March Utility Fund Financial Statements represent the first quarter of the year for water usage, and annual sewer charges. He reported that these revenues were higher than the amounts in the budget.

CARRIED.

31 March 2025 Donation Summary

MOVED by Counc. Shea and seconded by Counc. Mackay French the Donation Summary dated 31 March 2025 be received/filed.

CARRIED.

28 April 2025 Draft Finance Committee meeting minutes

MOVED by Counc. Shea and seconded by Counc. Boyle the Draft Finance Committee meeting minutes dated 28 April 2025 be received/filed.

CARRIED.

11.4 22 April 2025 Draft Parks and Recreation Committee update

MOVED by Counc. Boyle and seconded by Counc. Lewis the Draft Parks and Recreation Committee update dated 22 April 2025 be received/filed.

ON THE QUESTION:

Counc. Boyle announced that the Rothesay Intergenerational Community Complex (RICC) Fundraising Kick-off Barbeque was postponed and is now scheduled for Saturday, May 17th.

Counc. Lewis mentioned the progress of the lighting at the Wells Park. He inquired about the timeline for the parking lot/driveway lighting. DRP Jensen advised that completion of both projects is expected end of May/early June.

CARRIED.

11.5 22 April 2025 Draft Climate Change Adaptation Committee meeting minutes

MOVED by Counc. Boyle and seconded by Counc. Shea the Draft Climate Change Adaptation Committee meeting minutes dated 22 April 2025 be received/filed.

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ON THE QUESTION:

Deputy Mayor Alexander identified an error in Item 7.2, noting that the motion was moved by Mayor Grant, not K. Nixon.

CARRIED.

➤ Honorary

MOVED by Counc. McGuire and seconded by Counc. Brown the item be referred to staff for a recommendation in September/October, in conjunction with the required review of Council remuneration under By-law 2-18 for the new Council in May 2026.

CARRIED.

11.6 23 April 2025 Draft Works and Utilities Committee meeting minutes

MOVED by Counc. McGuire and seconded by Counc. Lewis the Draft Works and Utilities Committee meeting minutes dated 23 April 2025 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander briefly provided background on the Private Lanes Policy discussion. He noted the matter has been discussed for a few years, and there are 46 private lanes in Rothesay – historically 19 have received services, while 27 have not. The intent was to create a fair policy, which in this case would allow for the continuation of services to the 19 lanes. The matter will be discussed further under Item 12.4.

In response to an inquiry, CAO McLean reported drainage work has begun near 10 Hampton Road (Scotiabank). The property owners of 16 Goldie Court had initially asked to come to Council but agreed it was not necessary once they were notified that work has begun.

CARRIED.

➤ Private Lanes Policy See Item 12.4

Couns. Mackay French and Shea declared a conflict of interest and left the meeting.

11.7 5 May 2025 Draft Planning Advisory Committee meeting minutes

MOVED by Counc. McGuire and seconded by Counc. Lewis the Draft Planning Advisory Committee meeting minutes dated 5 May 2025 be received/filed.

CARRIED.

Couns. Mackay French and Shea returned to the meeting.

➤ Cameron Road Rezoning R1B to R2 – Public Hearing

MOVED by Counc. Shea and seconded by Counc. Mackay French Council schedule a Public Hearing for Monday, June 16, 2025 at 7:00 p.m., in accordance with the *Community Planning Act*, SNB 2017 c 19, to consider rezoning a portion of 7, 9, and 11 Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590) from Single Family Residential – Standard [R1B] to Rezoning to Two Family Residential [R2].

CARRIED.

11.8 April 2025

Monthly Building Permit Report

MOVED by Counc. Boyle and seconded by Counc. Lewis the April 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

12.4 Private Lanes Policy (Tabled July 2022)
23 April 2025 Memorandum from the Works and Utilities Committee
REVISED Draft Private Lanes Policy
MOVED by Counc. Brown and seconded by Counc. Shea the Private Lanes Policy be removed from the table.

CARRIED.

MOVED by Counc. Mackay French and seconded by Counc. McGuire Council adopt the revised Private Lanes Policy, dated 8 May 2025; more specifically that includes the recommended changes from the Works and Utilities Committee; *and Appendices A and B be updated to reflect these changes.*

ON THE QUESTION:
There was a brief discussion noting Appendices A and B, and the maps, need to be updated to reflect the recommended changes as there are some errors, for instance Knoll Lane and Bartlett Lane are in the wrong appendix. Deputy Mayor Alexander read the recommendation from the Committee. Councs. Mackay French and McGuire, as mover and seconder of the motion on the floor, agreed to add “*and Appendices A and B be updated to reflect these changes*”.

CARRIED.

For the benefit of the members in the audience, it was clarified that there would be no changes to service provision on Golden Pond Lane.

DO Colwell declared a conflict of interest and left the meeting.

13. NEW BUSINESS

13.1 Contract T-2025-001A: Asphalt Resurfacing
7 May 2025 Report prepared by CAO McLean

MOVED by Counc. Lewis and seconded by Counc. Shea Council award Contract T-2025-001A: Asphalt Resurfacing to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$3,889,904.90 (including HST), as calculated based on estimated quantities and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ON THE QUESTION:
Counc. Mackay French asked if the project for Brock Court will be the last piece to resolve drainage issues in the area. CAO McLean confirmed it concludes drainage work on Town owned land in the area, but any issues on private property would need to be resolved by homeowners. Counc. Brown stated he was happy to see three quotes received.

CARRIED.

DO Colwell returned to the meeting.

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13.2 Wells Pickleball Courts

12 May 2025 Report prepared by DRP Jensen
MOVED by Counc. McGuire and seconded by Counc. Lewis Council award contract R-2025-004: Wells Pickleball Courts in the amount of \$97,099.91 (including hst) to Pro Sport Surfacing Inc. and further that the Director of Parks and Recreation be authorized to issue a purchase order in that regard.

CARRIED.

14. NEXT MEETING

The next meeting is scheduled as follows:

Regular meeting Monday, June 9, 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 7:38 p.m.

Original signed by Deputy Mayor

DEPUTY MAYOR

Original signed by Clerk

CLERK