



ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
Tuesday, October 14, 2025
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 CLERK MARY JANE BANKS
TREASURER DOUG MacDONALD
ASSISTANT CLERK LIZ HAZLETT
DIRECTOR OF DEVELOPMENT/PLANNING SERVICES (DPDS) MARK READE
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN
DIRECTOR OF OPERATIONS (DO) TIM COLWELL
DIRECTOR OF HUMAN RESOURCES (DHR) ASHLEY BURCHELL

ABSENT: CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN

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. Mackay French and seconded by Deputy Mayor Alexander the agenda be approved, with the following amendment:

- Item 13.2.1 be brought forward to follow Item 7.1

CARRIED.

4. ADOPTION OF MINUTES

- Regular Meeting 8 September 2025

MOVED by Counc. Mackay French and seconded by Counc. Lewis the Open Session Council minutes of September 8, 2025 be adopted as circulated.

CARRIED.

- Public Hearing 15 September 2025

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the Public Hearing minutes of September 15, 2025 be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

Deputy Mayor Alexander declared a conflict of interest with respect to Item 13.3 Riverside Drive Subdivision.

Couns. Boyle and Lewis declared a conflict of interest with respect to Item 13.1.1 1 North Street owing to their absence at the Public Hearing.

Couns. McGuire and Mackay French declared a conflict of interest with respect to Item 10.1 Cameron Road Rezoning owing to their absence at the Public Hearing.

Couns. Brown and Shea declared a conflict of interest with respect to the September 8, 2025 Council minutes.

Counc. Shea declared a conflict of interest with respect to Items 7.1. and 13.2.1 Rothesay High School Alice Production and Theatre Project.

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6. OPENING REMARKS OF COUNCIL

Mayor Grant shared the following opening remarks:

- Council and staff are wearing pink ribbons in support of October as Breast Cancer Awareness month
- Rothesay Intergenerational Community Complex (RICC) fundraisers
 - o McDonald's (October 3-5 – a success!)
 - o Fashion Show Fundraiser (October 15th)
 - o Rothesay High School RedHawks Battle at the Nest (November 14-16)
 - o Tim Horton's Smile Cookie campaign (November 17-23)
- Appreciation for staff's organization of the Wells Ball Field lights celebration
- The Rothesay Arena is open for the season
 - o Halloween Skate (October 26th)

Counc. McGuire spoke of the RICC fundraising committee, and the plan to move the thermometer to a more visible spot. He encouraged all to be excited about the project, noting this is the largest project for the Town aside from the Wastewater Treatment Facility. He added that the RICC will not just be for people with skates as it will house the Rothesay Hive and have a walking track.

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

7. DELEGATIONS

7.1 Rothesay High School Alice Production & Theatre Project Craig Lang

Jenny Shea (*see Item 13.2.1*)

Mayor Grant welcomed Mr. Lang. Mr. Lang thanked Council and noted Ms. Shea is unable to attend as she is at rehearsals for the production. Mr. Lang spoke of a goal to gather financial support of \$10,000 for his musical 'Alice' which will be performed by Rothesay High School (December 3-6). The proceeds of the production will go towards a legacy fund in support of a larger goal – to provide equipment and upgrade the decommissioned Rothesay High School cafeteria into a professional theatre space. Work is underway to create community awareness through a plan to re-establish the RHS Alumni Committee and engage the RHS Parent Committee.

Mr. Lang briefly spoke of his background, Ms. Shea's involvement, the musical – interest from other schools, the pitch deck, the importance of arts programs in schools, and past interest in creating a community theatre. He noted that tonight's main focus is to outline the overall goal but, if Council is interested, more information on the musical can be found at www.Alicethemusical.com.

Counc. Mackay French mentioned that all other schools have theatres except Rothesay High School. She stated, as a member of the RHS Parent Committee she is excited, noting it is a worthwhile project.

Council appreciated Mr. Lang's interest in supporting his local community. In response to questions, Mr. Lang noted: he composed the songs/musical, the equipment will remain with the school and is expected to last for 50-100 years, and the long-term goal is for \$100,000. When questioned, he acknowledged that the small space is a challenge but is manageable.

Item brought forward.

13.2.1 Rothesay High School Alice Production & Theatre Project

Verbal Presentation

MOVED by Counc. Mackay French and seconded by Deputy Mayor Alexander Mr. Lang's presentation/request be referred to the Finance Committee.

ON THE QUESTION:

Mayor Grant noted the next Finance Committee meeting is scheduled for the end of October; a recommendation will be provided to Council at its regular November meeting.

CARRIED.

Mr. Lang thanked Council, acknowledging that resources are critical for all organizations.

Mayor Grant thanked Mr. Lang for his presentation.

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Counc. Shea returned to the meeting.

8. CONSENT AGENDA

- 8.1 16 September 2025 Letter from Premier Holt RE: Ministerial Task Force on Homelessness
- 8.2 16 September 2025 Letter from Minister Kennedy RE: Municipality Week NB
- 8.3 4 October 2025 97.3 The Wave Article RE: KVGSA & Wells Ball Field Lighting
- 8.4 6 October 2025 Approval letter RE: Rothesay Netherwood School Trick or Eat Food Drive
- 8.5 7 October 2025 Memorandum from Minister Kennedy RE: Final Allocations for Fiscal Capacity (Equalization) Funding and Capital Renewal Funding 2026 Notice of Allocation & Notice of Allocation by Entity

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander the consent agenda be received/filed.

CARRIED.

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

N/A

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

10. CORRESPONDENCE FOR ACTION

- 10.1 8 September 2025 Letter from Friends of Cameron Road RE: Concerns of Conduct & Procedural Fairness during Rezoning Public Hearing

MOVED by Counc. Shea and seconded by Counc. Boyle to send a response to the Friends of Cameron Road RE: Concerns of Conduct & Procedural Fairness during Rezoning Public Hearing.

ON THE QUESTION:

Counc. Shea mentioned that the letter includes references to a project that has yet to come to Council.

CARRIED.

Couns. Mackay French and McGuire returned to the meeting.

- 10.2 22 September 2025 Email from resident RE: Protocol for digging operations

MOVED by Counc. Mackay French and seconded by Deputy Mayor Alexander the email from resident RE: Protocol for digging operations dated 22 September 2025 be referred to staff for a response.

ON THE QUESTION:

Deputy Mayor Alexander proposed also sending the correspondence to the Works and Utilities Committee to consider a policy, if one is not in place.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the email from resident RE: Protocol for digging operations dated 22 September 2025 be referred to the Works and Utilities Committee to draft a policy.

CARRIED.

- 10.3 25 September 2025 Correspondence from KRPF RE: Electric Scooters

MOVED by Counc. Mackay French and seconded by Counc. Boyle the correspondence from the Kennebecasis Regional Police Force (KRPF) RE: Electric Scooters dated 25 September 2025 be referred to the Works and Utilities Committee.

ON THE QUESTION:

Council was happy to see this but raised concern that the age should be 14, instead of 16. Council stressed the need for an educational program that should begin in schools and outline the potential dangers.

CARRIED.

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10.4 2 October 2025 Email from CUPW RE: Request for resolution

It was proposed the item be received and filed as the Town, by practice, does not typically make proclamations. Counc. Shea added that it may be best if Council did not stray into the realm of union matters.

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the email from CUPW RE: Request for resolution dated 2 October 2025 be received/filed.

CARRIED.

10.5 7 October 2025 Email from resident RE: Kennebecasis Park Boat Launch

MOVED by Counc. McGuire and seconded by Counc. Mackay French the email from resident RE: Kennebecasis Park Boat Launch dated 7 October 2025 be referred to the Parks and Recreation Committee.

CARRIED.

10.6 8 October 2025 Request for amendment to Dunedin/Higginson Development Agreement

MOVED by Counc. Mackay French and seconded by Counc. Lewis the request for an amendment to the Dunedin/Higginson Development Agreement dated 8 October 2025 be referred to staff for a recommendation.

ON THE QUESTION:

Mayor Grant summarized the request. Counc. Mackay French asked that the staff report include an explanation for what the author was referring to regarding the other developer. DPDS Reade advised that the Planning Advisory Committee granted approval to another developer to construct a private access road, for a one-lot subdivision off Riverside Drive.

Counc. McGuire commented that Council approved the project, subject to a specific condition to appease residents. The condition required that construction vehicles use the Hillside Trail to access the site. Contractors are refusing to travel this route citing safety and equipment concerns, therefore this is no longer a viable option. Counc. McGuire suggested that there is no need to delay the project as Council has already approved it. He added that other large vehicles travel up Dunedin Road such as garbage, oil, and plow trucks. Mayor Grant noted that the agreement (Clause 16) would need to be amended to grant the request.

CARRIED.

10.7 8 October 2025 Kennebecasis Crimestoppers 2026 donation request

MOVED by Counc. Shea and seconded by Counc. Boyle the Kennebecasis Crimestoppers 2026 donation request dated 8 October 2025 be referred to the budget process.

CARRIED.

11. REPORTS

11.0 October 2025 Report from Closed Session
N/A

11.1 31 August 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 August 2025 be received/filed.

ON THE QUESTION:

Deputy Mayor Alexander noted there were no changes from the previous month aside from unbudgeted supplies. Treasurer MacDonald advised that the next Finance Committee meeting is scheduled for October 27th.

CARRIED.

31 August 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 August 2025 be received/filed.

CARRIED.

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31 August 2025 Donation Summary
MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle the Donation Summary dated 31 August 2025 be received/filed.
CARRIED.

22 September 2025 Draft Finance Committee meeting minutes
MOVED by Deputy Mayor Alexander and seconded by Counc. Shea the Draft Finance Committee meeting minutes dated 22 September 2025 be received/filed.
CARRIED.

- Honorarium
 See Item 13.5

- Council Remuneration
 See Item 13.6

25 September 2025 Draft Joint Finance Committee meeting minutes
26 September 2025 Letters (3) to Joint Entities RE: Requested revision to draft budgets
7 October 2025 Draft Joint Finance Committee meeting minutes
 ➤ Revised Draft 2026 Budgets

- Kennebecasis Public Library
- Kennebecasis Regional Police Force
- Kennebecasis Valley Fire Department

Mayor Grant briefly explained the purpose of the Joint Finance Committee. The meetings alternate between both towns, and this year Rothesay was the host. She noted that following the September meeting the three entities were asked to revise their budgets with a maximum increase of 3% to align with municipal financial constraints. The Kennebecasis Valley Fire Department was asked to reinstate \$10,000, previously removed under training, as this did not bring the total budget increase over the requested 3%.

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle the Draft Joint Finance Committee meeting minutes dated 25 September 2025, the letters (3) to Joint Entities RE: Requested revision to draft budgets dated 26 September 2025, the Draft Joint Finance Committee meeting minutes dated 7 October 2025, and the Revised Draft 2026 Budgets (3) be received/filed.

ON THE QUESTION:
Deputy Mayor Alexander mentioned that, of all three, the Kennebecasis Regional Police Force (KRPF) was the only organization that did not comply with the requested revision. The votes were unanimous for the Kennebecasis Public Library and Kennebecasis Valley Fire Department budgets, but not the KRPF budget.

Discussion ensued, and Treasurer MacDonald confirmed that Council will approve Rothesay’s share of the budgets at its regular meeting in November.
CARRIED.

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

11.2 16 September 2025 Draft Age Friendly Advisory Committee meeting minutes
MOVED by Counc. Boyle and seconded by Counc. Shea the Draft Age Friendly Advisory Committee meeting minutes dated 16 September 2025 be received/filed.

ON THE QUESTION:
Counc. Boyle and Mayor Grant summarized the minutes, highlighting the fashion show scheduled for October 15th, and the mindfulness movement classes at Rothesay High School. Mayor Grant mentioned the continuing growth of the Rothesay Hive and the plan to expand its space through the Rothesay Intergenerational Community Complex (RICC) project.

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Deputy Mayor Alexander spoke of a CBC report last week that discussed KV Go. He noted that not a lot of data is expected this year. Ridership is expected to increase next year when students are sent a letter to better inform them about the service. It was noted the last day for the service this year will be November 10th. Mayor Grant mentioned that nurses from the extra-mural program have ridden the buses with the intent to provide comments on how to improve the experience for seniors.

CARRIED.

Counc. Brown returned to the meeting.

11.3 16 September 2025 Draft Parks and Recreation Committee meeting minutes

➤ Parks and Recreation Update

MOVED by Counc. Boyle and seconded by Counc. Mackay French the Draft Parks and Recreation Committee meeting minutes and the Parks and Recreation Update dated 16 September 2025 be received/filed.

ON THE QUESTION:

Counc. Boyle summarized the minutes, highlighting that the Rothesay Arena will open for its 54th season, and the 27th annual Christmas Parade will occur on November 29th.

Counc. Mackay French spoke of safety concerns and complaints received about the sandbox on the Rothesay Common. DRP Jensen advised the matter came up at the Committee meeting. Staff are aware and are looking into solutions.

Counc. McGuire mentioned that the Wells tennis courts have become more popular since their transition into pickleball courts. He commended the decision to make the change.

CARRIED.

11.4 6 October 2025 Draft Planning Advisory Committee meeting minutes

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the Draft Planning Advisory Committee meeting minutes dated 6 October 2025 be received/filed.

CARRIED.

➤ 110-112 Hampton Road – Subdivision (Public Street Vesting)

MOVED by Counc. Lewis and seconded by Counc. Shea Council assent to the Tentative Subdivision Plan with respect to the vesting of a 42 square meter portion of PID 30350912 as a Public Street, as shown on the subdivision plan titled Avigna Pharma Corporation Subdivision, prepared by DMSE, dated August 13, 2025 (Dwg: 25132SDT).

ON THE QUESTION:

DPDS Reade explained that construction of the right turn slip lane will occur in conjunction with construction of the approved restaurant (Wendy’s). The 42 square meter portion of land will be vested as a public street, and a subdivision plan will be registered.

CARRIED.

11.5 September 2025 Monthly Building Permit Report

MOVED by Counc. Mackay French and seconded by Counc. Shea the September 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

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

Couns. Boyle and Lewis left the meeting owing to their absence at the Public Hearing.

13. NEW BUSINESS

13.1 BUSINESS ARISING FROM PUBLIC HEARING (SEPTEMBER 15TH)

13.1.1 1 North Street Rezoning PID 00053736

16 September 2025 Memorandum from DPDS Reade
DRAFT By-law 2-10-42

Mayor Grant provided background.

MOVED by Counc. Mackay French and seconded by Counc. Shea Council give 1st Reading, by Title, to By-law 2-10-42 “A By-law to Amend the Zoning By-law”.

CARRIED.

Town Clerk Banks read By-law 2-10-42 by title.

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire Council give 2nd Reading, by Title, to By-law 2-10-42 “A By-law to Amend the Zoning By-law”.

CARRIED.

Town Clerk Banks read By-law 2-10-42 by title.

Couns. Boyle and Lewis returned to the meeting.

13.2 BUSINESS ARISING FROM DELEGATIONS

13.2.1 Rothesay High School Alice Production & Theatre Project

Verbal Presentation

Dealt with above.

Deputy Mayor Alexander declared a conflict of interest and left the meeting.

13.3 Riverside Drive Subdivision – A.E. McKay Builders – Money-in-lieu of Land for Public Purposes

2 October 2025 Report prepared by DPDS Reade

Mayor Grant summarized the report noting the change in cash-in-lieu of land for public purposes is because the developer has proposed a larger lot.

MOVED by Counc. Shea and seconded by Counc. McGuire Council rescind the motion passed at the regular meeting of August 11, 2025 relating to the acceptance of money-in-lieu of Land for Public Purposes for the A.E. McKay Builders Riverside Drive Subdivision, more specifically the following:

***MOVED** by Counc. Shea and seconded by Counc. Lewis Council accept \$4,320 money-in lieu of Lands for Public Purposes for the proposed Lot 25-01 off Riverside Drive.*

CARRIED.

CARRIED.

MOVED by Counc. Lewis and seconded by Counc. McGuire Council accept \$8,666 money-in-lieu of Lands for Public Purposes for the proposed Lot 25-01 off Riverside Drive.

CARRIED.

Deputy Mayor Alexander returned to the meeting.

13.4 Green and Inclusive Community Buildings (GICB) Fund Agreement

8 October 2025 Report prepared by Town Clerk Banks
Mayor Grant explained that the matter relates to a forthcoming agreement, for a \$7 million-dollar federal contribution towards renovation of the Rothesay Arena into a field house. She noted the motions sound different than usual but are required for the agreement.

MOVED by Counc. McGuire and seconded by Counc. Mackay French Rothesay, as a local government established under the *Local Governance Act*, SNB 2017, c.18, has the authority and capacity to enter into and execute the Green and Inclusive Community Buildings (GICB) Fund agreement with Canada.

CARRIED.

MOVED by Counc. McGuire and seconded by Counc. Shea under the authority of section 4 of the *Local Governance Act*, SNB 2017, c.18, the Mayor and Clerk of Rothesay have official signing authority on behalf of the local government to sign the Contribution Agreement and/or subsequent claim and reporting documents.

CARRIED.

Treasurer MacDonald clarified that the agreement is still under negotiation; the motions are just one step in the process.

13.5 Committee member – Honorarium

9 October 2025 Memorandum from Town Clerk Banks
DRAFT By-law 2-18-1 and Schedule A
MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French Council give 1st Reading, by Title, to By-law 2-18-1 “A By-law Respecting the Remuneration of Council Members and Committee Members”.

CARRIED.

Town Clerk Banks read By-law 2-18-1 by title.

MOVED by Counc. Shea and seconded by Counc. Boyle Council give 2nd Reading, by Title, to By-law 2-18-1 “A By-law Respecting the Remuneration of Council Members and Committee Members”.

CARRIED.

Town Clerk Banks read By-law 2-18-1 by title.

13.6 Council Remuneration

9 October 2025 Memorandum from Town Clerk Banks
Mayor Grant summarized the memorandum and noted a 2% annual increase is proposed for a total of 8% over the next four years.

MOVED by Counc. McGuire and seconded by Counc. Shea Council adopt a revised schedule to Remuneration By-law 2-18 for the next Council term 2026-2030 as follows:

EFFECTIVE DATE:	June 1, 2026	June 1, 2027	June 1, 2028	June 1, 2029
Mayor	\$51,000.00	\$52,020.00	\$53,060.40	\$54,121.60
Deputy Mayor	\$26,010.00	\$26,530.20	\$27,060.80	\$27,602.00
Councillor	\$23,460.00	\$23,929.20	\$24,407.80	\$24,895.95

CARRIED.

14. NEXT MEETING

The next meetings are scheduled as follows:

Budget Session	Tuesday, October 28, 2025 at 6:00 p.m.
Regular meeting	Monday, November 10, 2025 at 7:00 p.m.

15. ADJOURNMENT

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle the meeting be adjourned.
CARRIED.

The meeting adjourned at 8:00 p.m.

Original signed by Mayor

MAYOR

Original signed by Clerk

CLERK