



ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
Monday, March 9, 2026
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

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
(electronic participation)
DIRECTOR OF OPERATIONS (DO) TIM COLWELL
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN
COMMUNICATIONS COORDINATOR JEREMY McLAUGHLIN

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 Counc. Lewis the agenda be approved, with the addition of Item 14.1 Special Council meeting (April 27th).

CARRIED.

4. ADOPTION OF MINUTES

➤ Regular Meeting 9 February 2026

MOVED by Counc. Shea and seconded by Counc. Boyle the Open Session Council minutes of February 9, 2026 be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

Deputy Mayor Alexander declared a conflict of interest with respect to Item 11.5 MCBB Application - Wiljac Street.

6. OPENING REMARKS OF COUNCIL

Mayor Grant shared the following opening remarks:

- Rothesay received a donor recognition award from the Kennebecasis Valley Food Basket
- Congratulations to the Rothesay High RedHawks – Southwest AA Regional Champions
- Appreciation to Parks and Recreation Department staff for keeping the Common ice surface open through March Break. The facility was busy all week.
- Public appreciation was received for Works Department staff and their work on winter road maintenance.
- Introduction of Jeremy McLaughlin, Communications Coordinator for the Town. Council and staff introduced themselves.

Counc. Lewis announced that Deputy Fire Chief Shawn White of the Kennebecasis Valley Fire Department (KVFD) has been promoted to the role of Fire Chief.

7. DELEGATIONS

N/A

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8. CONSENT AGENDA

- 8.1 6 February 2026 Letter from Dept. Transportation & Infrastructure RE: Cracksealing (PMHP)
- 8.2 19 February 2026 Letter to Kennebecasis Regional Police Force (KRPF) RE: Request for social media campaign (speeding)
- 8.3 19 February 2026 Letter to Highland Avenue residents RE: Exterior lights
- 8.4 24 February 2026 Epilepsy Awareness Day (March 26) proclamation request
- 8.5 27 February 2026 Letter to residents RE: Response to concerns related to use of Dunedin Road by construction traffic
- 8.6 March 2026 UMN Member Support: Property Tax Bills

MOVED by Counc. Shea 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 24 February 2026 Letter from resident RE: Ice-Fishing Parking on Cameron Road Beach
MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the letter from resident RE: Ice-Fishing Parking on Cameron Road Beach dated 24 February 2026 be referred to staff for a response.

ON THE QUESTION:

Council and staff empathized with the author's concerns, noting it seems some individuals have relocated from the Renforth Wharf area and continue to cause issues. Discussion ensued on unsuccessful efforts by the Town, in the past, to prohibit parking on Cameron Road beach. Public pushback, vandalism (removal of guardrail), and beach access rights have created challenges towards protecting the area. Council indicated that there is little that can be done as it appears police and public intentions to regulate the situation have also proven ineffective.

CARRIED.

- 10.2 20 February 2026 Letter from St. Paul's Church RE: Parking
MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the letter from St. Paul's Church RE: Parking dated 20 February 2026 be referred to staff for a response.

ON THE QUESTION:

CAO McLean advised that on-street parking was increased during a 2018 project to widen Church Avenue; however, as a public amenity, availability cannot be guaranteed by the Town. He mentioned that the Church has land available behind the building to create a dedicated parking lot. He offered that this would be the best option. Additionally, as a public facility, sometimes community members will host events at the Rothesay Common which are not scheduled by the Town. Council acknowledged that on-street parking cannot be guaranteed but offered that the request is reasonable as the Town can refrain from planning Town events on the Rothesay Common during Ash Wednesday, Good Friday, and Christmas each year. Mayor Grant mentioned that weather is also a factor as the event in question was rescheduled because of poor weather. CAO McLean agreed that a response can be sent acknowledging that the Town can work with the organization to schedule Town events around the aforementioned days.

CARRIED.

- 10.3 27 February 2026 Fundy Regional Service Commission letter RE: Municipal Capital Borrowing Board (MCBB) Application
Mayor Grant provided background and Council agreed to provide comments to the Mayor before April 23rd.

11. REPORTS

- 11.0 March 2026 **Report from Closed Session**
N/A

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11.1 4 December 2025 Fundy Regional Service Commission (FRSC) Board meeting minutes
MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French the Fundy Regional Service Commission (FRSC) Board meeting minutes dated 4 December 2025 be received/filed.

ON THE QUESTION:

Mayor Grant expanded on Item 5C. She spoke of her request to remove a reference in the report that singled out Rothesay as having issues of “NIMBY-ism”. She raised concern that this does not provide great optics for Rothesay, and the Board agreed that all municipalities face this issue.

CARRIED.

11.2 19 November 2025 Kennebecasis Public Library (KPL) Board meeting minutes
MOVED by Counc. Shea and seconded by Counc. Boyle the Kennebecasis Public Library (KPL) Board meeting minutes dated 19 November 2025 be received/filed.

CARRIED.

11.3 12 November 2025 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes
30 September 2025 KVFD Statement of Expense with Budget Variance
4 November 2025 KVFD Compliance Report
September 2025 KVFD Monthly Incident Report
October 2025 KVFD Monthly Incident Report
17 September 2025 KV EMO Committee minutes
2025 Emergency Preparedness Plan for Dam Safety (Mactaquac Generating Station)

MOVED by Counc. Lewis and seconded by Counc. Shea the Kennebecasis Valley Fire Department (KVFD) Board meeting minutes dated 12 November 2025, the KVFD Statement of Expense with Budget Variance dated 30 September 2025, the KVFD Compliance Report dated 4 November 2026, the KVFD Monthly Incident Report dated September and October 2025, the KV EMO Committee minutes dated 17 September 2025, and the Emergency Preparedness Plan for Dam Safety (Mactaquac Generating Station) dated 2025 be received/filed.

CARRIED.

11.4 26 November 2025 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
28 January 2026 KRJBPC Police Chief Report
28 January 2026 KRJBPC meeting minutes
25 February 2026 KRJBPC Police Chief Report
December 2025 KRJBPC Budget vs. Actuals

MOVED by Counc. Mackay French and seconded by Counc. Shea Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes dated 26 November 2025, the KRJBPC Police Chief Report dated 28 January 2026, the KRJBPC meeting minutes dated 28 January 2026, the KRJBPC Police Chief Report dated 25 February 2026, and the KRJBPC Budget vs. Actuals dated December 2025 be received/filed.

ON THE QUESTION:

Mayor Grant asked if an Intimate Partner Violence (Teen Dating Awareness) presentation was also provided to Rothesay High School, and not just Kennebecasis Valley High School (KVHS). Counc. Mackay French noted she is not sure and advised she would follow up with the Department.

CARRIED.

11.5 31 January 2026 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 2026 be received/filed.

ON THE QUESTION:

Treasurer MacDonald confirmed that these are the initial financial statements of the year so there is not much to report.

CARRIED.

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31 January 2026 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 2026 be received/filed.

ON THE QUESTION:

Treasurer MacDonald echoed his comment that these are the initial financial statements of the year so there is not much to report, and utility charges will be issued in March.

CARRIED.

25 February 2026 Draft Finance Committee meeting minutes
MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle the Draft Finance Committee meeting minutes dated 25 February 2026 be received/filed.

CARRIED.

➤ NB Medical Education Foundation

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea Council approve the request for a scholarship via NB Medical Education Foundation in the amount of \$5,000.

ON THE QUESTION:

Mayor Grant explained that it is a recurring annual donation used to help bring doctors back to the region.

CARRIED.

➤ 1st Gondola Point Scouts

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle Council approve the request for a donation to 1st Gondola Point Scouts in the amount of \$5,000.

DEFEATED.

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

➤ Municipal Capital Borrowing Board (MCBB) Applications – Wiljac Street

- General
- Utility

MOVED by Counc. Mackay French and seconded by Counc. Lewis the Municipal Capital Borrowing Board Applications – Wiljac Street (General and Utility) be received/filed.

ON THE QUESTION:

Mayor Grant explained that the applications were previously approved by Council.

CARRIED.

Deputy Mayor Alexander returned to the meeting.

11.6 February 2026 Monthly Building Permit Report

MOVED by Counc. Lewis and seconded by Counc. McGuire the February 2026 Monthly Building Permit Report be received/filed.

CARRIED.

12. UNFINISHED BUSINESS

TABLED ITEMS

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

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

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12.3 15-17 Chapel Road (Holland Hills) – Rezoning

4 February 2026	Memorandum from Town Clerk Banks
7 January 2026	Recommendation from Planning Advisory Committee
DRAFT	By-law 2-10-43
DRAFT	Development Agreement
4 March 2026	Report prepared by DPDS Reade

MOVED by Deputy Mayor Alexander and seconded by Counc. Mackay French 15-17 Chapel Road (Holland Hills) – Rezoning be removed from the table.

CARRIED.

Mayor Grant provided background.

MOVED by Counc. Shea and seconded by Counc. Lewis Council give 1st Reading, by Title, to By-law 2-10-43, “A By-law to Amend the Zoning By-law”.

ON THE QUESTION:

DPDS Reade summarized his report, highlighting that there will be impacts in terms of the shadow study and traffic. With respect to shadow studies, larger communities have guidelines regarding assessing the degree of overall impacts, whereas in the case of Rothesay, it is at the discretion of Council. Traffic on Chapel Road was monitored and found to be reasonable in terms of volume but raised some concerns about speeding. DPDS Reade reviewed the development approvals since 2020. He concluded by sharing that the Town is currently undertaking projects to improve and expand water and sewer infrastructure capacity to prepare for potential future growth.

Deputy Mayor Alexander, and Councs. McGuire, Boyle, Brown, and Mackay French expressed concern that the findings identified: a shadow impact on adjacent townhomes throughout several months of the year, existing traffic and speed concerns, and an oversubscription of apartment building projects in the Town. Counc. Mackay French suggested that traffic could also be problematic without another route to stream traffic towards the main collector roads.

Counc. Lewis agreed there are traffic and shadow study concerns, but noted it is likely the Marr Road/Chapel Road intersection will require traffic signals and it is an ideal location for apartment buildings. When questioned, CAO McLean confirmed that the agreement for 99 Chapel Road also includes a developer contribution clause towards signalization of the Marr Road/Chapel Road intersection. However, these clauses have a five year term and 99 Chapel Road may be reaching the end of its term. Counc. Shea asked if a traffic circle is eligible under these clauses. CAO McLean advised it is not, the wording relates to signalization. He added that there would need to be buy-in from the developers to revise the agreements to include a traffic circle.

Counc. Boyle spoke of the need for garden homes, acknowledging that they may not be as feasible to build as apartment buildings but would be preferable. Counc. Mackay French agreed.

Mayor Grant cautioned that Rothesay’s population growth – following the pandemic – seems to be declining, as well as immigration.

YEA votes recorded from: Councs. Lewis and Shea.

NAY votes recorded from: Deputy Mayor Alexander, and Councs. Boyle, Brown, Mackay French, and McGuire.

DEFEATED.

12.4 Subdivision By-law Amendment 4-10-01

13 February 2026	Memorandum from Town Clerk Banks
DRAFT	By-law 4-10-01

Mayor Grant provided background.

MOVED by Counc. McGuire and seconded by Counc. Mackay French Council give Reading in its Entirety to By-law 4-10-01, “A By-law to Amend the Subdivision By-law”.

CARRIED.

Town Clerk Banks read By-law 4-10-01 in its entirety.

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MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis Council give 3rd Reading, by Title and Enactment to By-law 4-10-01, "A By-law to Amend the Subdivision By-law".

CARRIED.

Town Clerk Banks read By-law 4-10-01 by title.

13. NEW BUSINESS

13.1 Committee Appointments

4 March 2026 Memorandum from Nominating Committee

MOVED by Counc. Lewis and seconded by Counc. Boyle Council approve the following Committee appointments and terms:

PARKS AND RECREATION COMMITTEE

Nadia Dobbin (RHS student) December 31, 2027 (*new appointment*)

AGE FRIENDLY ADVISORY COMMITTEE

Jennifer Shea (RHS representative) December 31, 2027 (*new appointment*)

CARRIED.

13.2 Rothesay Strategic Plan 2026-2031

3 March 2026 Report prepared by CAO McLean
2026-2031 Rothesay Strategic Plan

MOVED by Counc. McGuire and seconded by Counc. Boyle the 2026-2031 Rothesay Strategic Plan be adopted as a guideline.

ON THE QUESTION:

CAO McLean relayed that the only changes, since the draft was received by Council late last year, was the addition of graphics and a balance scorecard. It was suggested the Plan be adopted as a guideline. In response to an inquiry, CAO McLean advised the Strategic Plan will be available online once adopted by Council. He read the Vision and Mission Statement. Mayor Grant expressed appreciation for the concluding statement noting that the major challenge for Rothesay is managing growth while maintaining its community character.

CARRIED.

13.3 Rothesay Arena – Dehumidifier Replacement

25 February 2026 Report prepared by R. Kincade

MOVED by Counc. Mackay French and seconded by Deputy Mayor Alexander Mayor and Council accept the bid submitted by CIMCO in the amount of \$102,953.75 including HST for the supply and installation of the replacement for two dehumidifiers at the Rothesay Arena.

ON THE QUESTION:

Mayor Grant suggested removing the word "new" in the recommendation as it is unnecessary. Deputy Mayor Alexander asked if the new dehumidifiers will be of value once the new arena is constructed. CAO McLean estimated that the lifespan of the units is ten years and they could be sold to other facilities or retained for future use if no longer needed.

CARRIED.

13.4 SCADA System Upgrades

4 March 2026 Report prepared by DO Colwell

MOVED by Counc. McGuire and seconded by Counc. Lewis Rothesay Mayor and Council authorize the Director of Operations to issue a purchase order to Graybar Canada at a value of \$27,291.41 inclusive of HST for the purchase of FactoryTalk and Win911 software and support; and authorize the Director of Operations to issue a purchase order to Actemium at a value of \$81,040.50 inclusive of HST to perform the work of updating the Town's SCADA server and software, and remote site study to determine upgrades required.

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ON THE QUESTION:

Mayor Grant summarize the report, highlighting that the company was sole-sourced for their longstanding experience with the Town’s system; and the cost overrun will be covered by cost-savings from the water tank repair project. DO Colwell advised the cost appears significant but it is a labour intensive process to reprogram the system over a 3-month timeline.

CARRIED.

13.5 Well TH90-1 Access Road

4 March 2026 Report prepared by DO Colwell

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire Rothesay Mayor and Council authorize the Director of Operations to issue a purchase order to QM Construction Ltd. at a value of \$66,470.00 inclusive of HST to install an access road to well TH90-1 in the Carpenter Pond Wellfield.

CARRIED.

14. NEXT MEETING

Meeting Addendum:

14.1 Special Council meeting

MOVED by Counc. Brown and seconded by Counc. McGuire Council hold a special meeting on Monday, April 27, 2026 at 5:00 p.m.

ON THE QUESTION:

Mayor Grant noted the purpose of the meeting is to award the annual asphalt program contract.

CARRIED.

The next meetings are scheduled as follows:

- Public meeting** Monday, March 16, 2026 at 7:00 p.m.
- Regular meeting** Monday, April 13, 2026 at 7:00 p.m.
- Special meeting** Monday, April 27, 2026 at 5:00 p.m.

15. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 8:05 p.m.



MAYOR



CLERK