



# ROTHESAY

COUNCIL MEETING  
Rothesay Town Hall Common Room  
**Monday, April 13, 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  
DIRECTOR OF OPERATIONS (DO) TIM COLWELL  
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN

## 1. CALL TO ORDER

Mayor Grant called the meeting to order at 7:07 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. Shea the agenda be approved, with the addition of an addendum for Item 11.5 *Traffic Calming Guide (February 2026)*.

**CARRIED.**

## 4. ADOPTION OF MINUTES

- Regular Meeting 9 March 2026

**MOVED** by Counc. Shea and seconded by Deputy Mayor Alexander the Open Session Council minutes of March 9, 2026 be adopted as circulated.

**CARRIED.**

- Public Meeting 16 March 2026

**MOVED** by Counc. Lewis and seconded by Counc. Boyle the Public Meeting minutes of March 16, 2026 be adopted as circulated.

**CARRIED.**

## 5. DECLARATION OF CONFLICT OF INTEREST

DO Colwell declared a conflict of interest with respect to Item 13.6 Sagamore Point – Lagoon Infill Material.

## 6. OPENING REMARKS OF COUNCIL

Mayor Grant shared the following opening remarks:

- Congratulations to Deputy Mayor Alexander as Mayor-Elect.
- Volunteer Recognition Night was a success
  - Those unable to attend were invited to the Open House on April 30<sup>th</sup>
- Upcoming fundraisers for the Rothesay Intergenerational Community Complex (RICC):
  - Fashion Show (April 14<sup>th</sup>)
  - Fill the Floor for the RICC – Bottle Drive (May 31<sup>st</sup>)
    - Donations will be matched up to \$2,500

Mayor Grant thanked Council and staff for their support over her tenure with the Town. She concluded by wishing that the Town will continue to: 1. work together as a group; 2. protect Rothesay's identity; and 3. listen to residents.

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Council took turns thanking the Mayor for her commitment, service, and leadership with the Town. Deputy Mayor Alexander was also congratulated on his upcoming role as Mayor-Elect. Mayor Grant mentioned that a photo of the current Council was taken prior to the meeting and should be shared.

## 7. DELEGATIONS

N/A

## 8. CONSENT AGENDA

- 8.1 24 February 2026      Rothesay & Quispamsis letter to the Kennebecasis Regional Joint Board of Police Commissioners RE: KRPF Financial Management Policy
- 8.2 17 March 2026      Thank you letter to Rothesay High School RE: RICC Pancake Breakfast
- 8.3 17 March 2026      Letter from Dept. of Transportation & Infrastructure (DTI) RE: 2028 Approval for Southridge Rd.
- 8.4 26 March 2026      GNB Memo RE: Local Government Orientation/Continuous Learning Program
- 8.5 30 March 2026      Authorization for the 2026 Heart & Stroke Foundation annual door-to-door campaign
- 30 March 2026      Letter from the Heart & Stroke Foundation

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

**CARRIED.**

## 9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

N/A

## 10. CORRESPONDENCE FOR ACTION

- 10.1 2 April 2026      Email from resident RE: Request for update on Kennebecasis Park Boat Launch
- 7 October 2025      Email from resident

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Lewis the email from resident RE: Request for update on Kennebecasis Park Boat Launch dated 2 April 2026 and the email from resident dated 7 October 2025 be referred to the Parks and Recreation Committee.

### ON THE QUESTION:

When questioned, DRP shared that the matter was discussed at the Parks and Recreation Committee. He and DO Colwell advised that it would be considered a capital project and would need to be included in the budget. Completing the project would require a Watercourse and Wetland Alteration (WAWA) Permit, damming/dewatering the area, and awarding the work to a contractor as Town resources would only provide a short-term solution. Council expressed concern that it is a Town asset that has fallen into disrepair and asked if the portion up to the water could be fixed in the meantime. DO Colwell cautioned that this would create a dangerous drop-off and permits would still be required. CAO McLean mentioned that the cost of repairing a smaller boat launch on Shipyard Road was explored and was estimated at \$550,000. He advised that there is no room in the budget as significant capital recreation funds have been committed to the Rothesay Intergenerational Community Complex (RICC) project. When asked, staff agreed to investigate if anything can be done by Town resources in the short term.

**CARRIED.**

## 11. REPORTS

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

- 11.1 29 January 2026      Fundy Regional Service Commission (FRSC) Board meeting minutes
- 26 February 2026      FRSC meeting minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Brown the Fundy Regional Service Commission (FRSC) Board meeting minutes dated 29 January 2026 and 26 February 2026 be received/filed.



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Council spoke in favour of changing the vegetation so that the tall grass does not impede visibility as it has. CAO McLean advised this would be done. He explained that the medians were revegetated two years ago to mimic East Riverside-Kingshurst Park, and once the grass reached full growth last year it was evident that there was an issue. Mayor Grant agreed that the medians have improved traffic safety, but the grass should be removed. CAO McLean shared that the median project had received an award at a Transportation Association of Canada (TAC) conference.

**CARRIED.**

11.5 18 March 2026 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 18 March 2026 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander summarized the minutes, highlighting the interest in educating residents on strategies to conserve water to avoid a drought this summer.

**CARRIED.**

- Traffic Calming/KRPF Quarterly Report request
  - *ADDENDUM – Traffic Calming Guide (2026 February)*

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Boyle that the traffic calming guide report prepared by Director of Operations Colwell be ~~considered by Council for implementation~~ implemented and that a letter be sent to the KRPF requesting that a quarterly report be provided back to the Town on speeding complaints received and traffic or speed radar reports be provided.

### ON THE QUESTION:

Council briefly discussed modifying the wording to be more succinct. CAO McLean commended DO Colwell on the detailed report which explains the pros and cons of each option.

Counc. Boyle asked if there will be penalties for non-compliance with water conservation efforts. Deputy Mayor Alexander said no and explained that the initiative is just for an educational campaign.

**CARRIED.**

11.6 7 April 2026 Draft Planning Advisory Committee meeting minutes  
**MOVED** by Counc. Shea and seconded by Counc. Lewis the Draft Planning Advisory Committee meeting minutes dated 7 April 2026 be received/filed.

**CARRIED.**

11.7 March 2026 Monthly Building Permit Report  
**MOVED** by Counc. Mackay French and seconded by Counc. McGuire the March 2026 Monthly Building Permit Report be received/filed.

**CARRIED.**

## 12. UNFINISHED BUSINESS

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### 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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## 13. NEW BUSINESS

### 13.1 2025 Rothesay Hive Annual Report

25 March 2026 Memorandum from K. Duffley  
2025 Rothesay Hive Annual Report

**MOVED** by Counc. Boyle and seconded by Deputy Mayor Alexander the memorandum from K. Duffley dated 25 March 2026, and the 2025 Rothesay Hive Annual Report be received/filed.

#### ON THE QUESTION:

It was noted the facility has grown significantly, in membership and activities, over the past few years.

**CARRIED.**

### 13.2 Purchase of Asphalt Roller – Public Works

8 April 2026 Report prepared by DO Colwell

**MOVED** by Counc. Lewis and seconded by Counc. Brown Rothesay Mayor and Council authorize the Director of Operations to issue a purchase order to Atlantic Coastal Equipment at a value of \$55,660 inclusive of HST for the purchase of an asphalt roller that is currently being rented by the Public Works Department.

#### ON THE QUESTION:

CAO McLean clarified that the rent-to-own unit purchased was brand new when the Town began using it. When questioned, DO Colwell confirmed that the previous unit could be sold either for parts or as a whole. CAO McLean added that the engine was rebuilt.

**CARRIED.**

### 13.3 Rothesay Road Sewer Shed Study

8 April 2026 Report prepared by DO Colwell

**MOVED** by Counc. McGuire and seconded by Deputy Mayor Alexander that the proposal submitted by Englobe Corp. in the amount of \$40,000 plus HST to perform a capacity study of the sanitary sewer shed along the Rothesay Road corridor from Kennebecasis Park to the Fairvale Lagoon *be accepted, and authorize the Director of Operations to issue a purchase order in that regard.*

#### ON THE QUESTION:

CAO McLean clarified that this does not relate to the past project to connect the Kennebecasis Park lagoon to the Sagamore Point lagoon. Instead, this project relates to connecting the infrastructure in-between and along the corridor. DO Colwell added that the purpose of the project is also to ensure that the infrastructure will be able to handle the current and future capacity needs (ex. Hillside South development area) when the transition to the new wastewater treatment plant occurs. Mayor Grant commented that the item is underbudget, and was sole-sourced because of the company's familiarity with the Town's system.

**CARRIED.**

### 13.4 Engineering Design Services W-2026-006 New Well House and Raw Water Transmission Mains

8 April 2026 Report prepared by DO Colwell

**MOVED** by Counc. McGuire and seconded by Deputy Mayor Alexander that the proposal submitted by CBCL Limited in the amount of \$128,500 plus applicable HST for the detailed design of 'W-2026-006 New Well House and Raw Water Transmission Mains', be accepted, and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

#### ON THE QUESTION:

Mayor Grant summarized the report.

**CARRIED.**

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**13.5 Transfer of Closed Portions of Salmon Crescent and Clark Road**

8 April 2026 Report prepared by ~~DO Colwell~~ DPDS Reade

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire Rothesay transfer the portions of stopped up and closed Public Street right-of-way of Salmon Crescent and Clark Road to the adjacent landowners of PID 00241745 and PID 00242255, and that the Mayor and Town Clerk be authorized to execute any documents necessary to effect the transfer.

ON THE QUESTION:

Mayor Grant summarized the report.

**CARRIED.**

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

**13.6 Sagamore Point – Lagoon Infill Material**

9 April 2026 Report prepared by CAO McLean

**MOVED** by Counc. McGuire and seconded by Counc. Lewis Rothesay Mayor and Council accept the proposal submitted by Galbraith Construction Ltd. in the amount of \$1,275,000 plus HST, for the supply of infill material for the Sagamore Point Lagoon Cell #1, based on estimated quantities, and further that the CAO be authorized to issue a purchase order in that regard.

ON THE QUESTION:

Mayor Grant summarized the report.

**CARRIED.**

**14. NEXT MEETING**

The next meetings are scheduled as follows:

<b>Special meeting</b>	Monday, April 27, 2026 at 5:00 p.m.
<b>Election Day</b>	Monday, May 11, 2026
<b>Oath of Office Ceremony</b>	<i>To be determined</i>
<b>Regular meeting</b>	Monday, June 8, 2026 at 7:00 p.m.

**15. ADJOURNMENT**

**MOVED** by Counc. McGuire and seconded by Counc. Boyle the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 8:00 p.m.

*Original signed by Mayor*

*Original signed by Assistant Clerk*

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MAYOR

\_\_\_\_\_  
CLERK