



ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
Monday, June 15, 2026
7:00 p.m.



PRESENT: MAYOR MATT ALEXANDER
DEPUTY MAYOR TIFFANY MACKAY FRENCH
COUNCILLOR HELEN BOYLE
COUNCILLOR DAVE BROWN
COUNCILLOR TYLER DAVIS
COUNCILLOR PETER J. LEWIS
COUNCILLOR BILL McGUIRE
COUNCILLOR DON SHEA

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
ASSISTANT TREASURER LAURA ADAIR
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 Alexander called the meeting to order at 7:01 p.m.

2. LAND ACKNOWLEDGEMENT

Mayor Alexander read the Rothesay Land Acknowledgement, and shared brief histories of the Wolastoqiyik, Maliseet, MiKmaq, Passamaquoddy and Peskotomuhkati tribes and nations. He suggested that Council members use this segment as a learning experience in future meetings.

3. APPROVAL OF AGENDA

MOVED by Counc. Lewis and seconded by Counc. Shea the agenda be approved as circulated.

CARRIED.

4. ADOPTION OF MINUTES

➤ Regular Meeting 13 April 2026

MOVED by Counc. Mackay French and seconded by Counc. Boyle the Open Session Council minutes of April 13, 2026 be adopted as circulated.

CARRIED.

➤ Special Meeting 27 April 2026

MOVED by Counc. McGuire and seconded by Counc. Lewis the Special Meeting minutes of April 27, 2026 be adopted as circulated.

CARRIED.

➤ Oath of Office notes 8 June 2026

MOVED by Counc. Mackay French and seconded by Counc. Boyle the Oath of Office notes of June 8, 2026 be received/filed.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

N/A

6. OPENING REMARKS OF COUNCIL

Mayor Alexander began by reflecting on Council's responsibility to serve the residents of Rothesay, be thoughtful in decision making processes, understand the big picture, and face challenges with difficult choices. He believes Council will be able to do so and provide high quality services to the Town while being fiscally responsible.

➤ Election of Deputy Mayor

MOVED by Counc. McGuire and seconded by Counc. Shea that Counc. Mackay French be elected Deputy Mayor of Rothesay, for the four-year term of office.

CARRIED.

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Mayor Alexander congratulated Deputy Mayor Mackay French. He shared the role's responsibilities, noting she is the 7th person to hold the position, and highlighted her experience and skills which suggests she will have a natural transition into the role.

Mayor Alexander shared the following opening remarks:

- Acknowledgement of Rothesay residents:
 - o Francis-Adrien Morneau, an award-winning New Brunswick author and teacher at Rothesay Netherwood School with his debut novel "The Light of Faded Stars"
 - o Former Mayor Dr. Nancy Grant, as a recipient of a Grace Annie Lockhart Sesquicentennial Pin
- Appreciation for local elementary schools and the annual Marigold Planting Program

Counc. Boyle spoke of a recent barbeque fundraiser to support a family that experienced a house fire. The event was a success and was supported by the Kennebecasis Regional Police Force, KV Oasis, and Rothesay High School.

Deputy Mayor Mackay French acknowledged upcoming graduations for local schools. She added that the weather is not ideal for the Rothesay High School prom tonight.

7. DELEGATIONS

N/A

8. CONSENT AGENDA

- 8.1 10 April 2026 Response to St. Paul's Anglican Church RE: Rothesay Common Parking
- 8.2 14 May 2026 Support letter for RNS Arena Refurbishment
- 8.3 18 May 2026 Counc. Shea memo RE: Voter Turnout
- 8.4 20 May 2026 Condolence letter to Irving family

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

CARRIED.

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

N/A

10. CORRESPONDENCE FOR ACTION

- 10.1 28 April 2026 Letter from Municipal Capital Borrowing Board RE: Wiljac Street Project Conditional approval

MOVED by Deputy Mayor Mackay French and seconded by Counc. Brown the letter from the Municipal Capital Borrowing Board RE: Wiljac Street Project Conditional approval dated 28 April 2026 be referred to staff for follow-up.

ON THE QUESTION:

CAO McLean advised that a Class A estimate was determined by the consultant following submission of an initial estimate to the Municipal Capital Borrowing Board (MCBB). The Class A estimate includes \$2.4 million dollars for the General Fund portion, and an increase from \$800,000 to \$1.4 million dollars for the Utility Fund portion. He mentioned that Council could return to the MCBB with the new estimate, or the additional \$600,000 could be funded next year in the 2027 capital program budget. He noted that the item will return to Council.

In response to an inquiry, CAO McLean advised that the Town owned properties, acquired for the project, are currently occupied in a temporary arrangement with the contractor to fulfill training program obligations until September.

CARRIED.

- 10.2 4 May 2026 Email from resident RE: Rothesay Intergenerational Community Complex (RICC)

MOVED by Counc. McGuire and seconded by Counc. Brown the email from resident RE: Rothesay Intergenerational Community Complex (RICC) dated 4 May 2026 be referred to staff for a response.

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ON THE QUESTION:

It was suggested that the regional recreation study be shared with the individual to show that Rothesay's ice surface needs are met based on the Town's population. Deputy Mayor Mackay French offered that while this may be the case, a second ice surface would be utilized by the ever-growing ice sports community. Counc. McGuire spoke of the construction and operational costs for the Rothesay Intergenerational Community Complex (RICC) project and cautioned that a second ice surface would not be feasible at this time.

CARRIED.

10.3 12 May 2026 Request for return of crosswalk signals to Highland Ave./Hampton Rd.
MOVED by Counc. Boyle and seconded by Counc. Brown the request for return of crosswalk signals to Highland Avenue/Hampton Road be referred to the Works and Utilities Committee.

ON THE QUESTION:

Discussion ensued, and concerns were raised regarding the proximity to the crosswalk adjacent to Town Hall, the significant cost, an infrequent need (only during emergencies), and that Provincial approval would also be required. It was noted that it is likely vehicles will stop at the existing crosswalk (Highland Ave./Hampton Rd.), without signalization, to allow a large crowd for a school evacuation to cross the street.

CARRIED.

10.4 2 June 2026 Email from resident RE: Plow damage on Carol Lane
MOVED by Counc. Shea and seconded by Counc. Lewis the email from resident RE: Plow damage on Carol Lane be referred to staff.

ON THE QUESTION:

In response to an inquiry, DO Colwell confirmed that the photographs show Town property.

CARRIED.

11. REPORTS

11.0 June 2026 Report from Closed Session
N/A

11.1 29 March 2026 Fundy Regional Service Commission (FRSC) Board meeting minutes
MOVED by Deputy Mayor Mackay French and seconded by Counc. McGuire the Fundy Regional Service Commission (FRSC) Board meeting minutes dated 29 March 2026 be received/filed.

CARRIED.

11.2 31 December 2025 Kennebecasis Valley Fire Department (KVFD) Audited Financial Statements
MOVED by Counc. Brown and seconded by Counc. Boyle the Kennebecasis Valley Fire Department (KVFD) Audited Financial Statements dated 31 December 2025 be received/filed.

CARRIED.

11.3 18 March 2026 Kennebecasis Public Library (KPL) Board meeting minutes
15 April 2026 KPL Board meeting minutes
MOVED by Counc. Shea and seconded by Counc. Brown the Kennebecasis Public Library (KPL) Board meeting minutes dated 18 March 2026 and 15 April 2026 be received/filed.

CARRIED.

11.4 21 April 2026 Draft Age Friendly Advisory Committee meeting minutes
MOVED by Counc. Boyle and seconded by Deputy Mayor Mackay French the Draft Age Friendly Advisory Committee meeting minutes dated 21 April 2026 be received/filed.

ON THE QUESTION:

Counc. Boyle summarized the minutes.

CARRIED.

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11.5 21 April 2026 Draft Parks and Recreation Committee meeting minutes
MOVED by Counc. McGuire and seconded by Counc. Davis the Draft Parks and Recreation Committee meeting minutes dated 21 April 2026, and the Parks and Recreation Update dated 20 May 2026 be received/filed.

ON THE QUESTION:

Counc. Boyle reminded all in attendance of the ongoing Foghorn Lime RICC-y Fundraiser for the Rothsay Intergenerational Community Complex (RICC).

CARRIED.

11.6 22 April 2026 Draft Works and Utilities Committee meeting minutes
MOVED by Counc. Brown and seconded by Counc. Lewis the Draft Works and Utilities Committee meeting minutes dated 22 April 2026 be received/filed.

CARRIED.

➤ Cameron Road – speed data

MOVED by Counc. Davis and seconded by Counc. Brown that DO Colwell share speed data with the resident, same as how was done with the residents of Gibbon Road in Fall of 2025.

CARRIED.

➤ Ellis Drive – road repairs

MOVED by Counc. Davis and seconded by Counc. Brown to send a letter to the resident explaining that the Town employs third-party consultants to do road condition surveys and that information is utilized to set priorities for street work each year. The condition of Ellis Drive did not meet the conditions for highest priority in 2026, however it will be reassessed along with other streets for inclusion in the annual resurfacing program for 2027. In the meantime, potholes and surface deficiencies on Ellis Drive will be repaired.

CARRIED.

11.7 4 May 2026 Draft Planning Advisory Committee meeting minutes
MOVED by Counc. Shea and seconded by Counc. Lewis the Draft Planning Advisory Committee meeting minutes dated 4 May 2026 be received/filed.

CARRIED.

11.8 May 2026 Monthly Building Permit Report
MOVED by Counc. Boyle and seconded by Deputy Mayor Mackay French the May 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

12.3 79 Donlyn Drive (PID 30305577) – Development Agreement (Tabled April 2026)
No action at this time

13. NEW BUSINESS

13.1 Council Appointments to Committees

9 June 2026 Memorandum from Mayor Alexander

MOVED by Counc. Lewis and seconded by Counc. Brown Council ratify the Council appointments to Committees, as presented by Mayor Alexander.

CARRIED.

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13.2 Rothesay Annual Report

DRAFT 2025 Annual Report

MOVED by Counc. Brown and seconded by Counc. Lewis to approve the draft 2025 Rothesay Annual Report.

ON THE QUESTION:

CAO McLean advised that the 2024 Audited Financial Statements were included in error. A revised copy, with the 2025 Audited Financial Statements, was distributed to Council prior to the meeting and will be forwarded to the Province and posted to the website.

CARRIED.

13.3 T-2026-004 Hillsvieview Crescent Water and Sewer Tender Award

10 June 2026 Report submitted by CAO McLean

MOVED by Counc. Lewis and seconded by Counc. Brown Rothesay Mayor and Council award Contract T-2026-004 Hillsvieview Crescent Water and Sewer to the low tenderer, Steele Trucking Ltd., at a price of \$1,099,510.73 inclusive of HST, as calculated based on the estimated quantities and further that the Mayor and Clerk be authorized to execute the necessary contract documents.

CARRIED.

13.4 Future Capital from Operating for the Rothesay Intergenerational Community Complex (RICC) Project

11 June 2026 Memorandum from Assistant Treasurer Adair

MOVED by Counc. McGuire and seconded by Deputy Mayor Mackay French Council approve in principle to commit \$2M of capital from operating funds in 2027 and 2028 to Recreation for the Rothesay Intergenerational Community Complex project.

ON THE QUESTION:

Assistant Treasurer Adair advised that the typical amount budgeted for capital each year is approximately \$5.5 million dollars. If approved, roughly 40% would be dedicated to the RICC project.

CAO McLean reviewed an updated funding breakdown for the project, which outlines funding from federal and provincial levels of government, borrowing, community donations, reserves, and capital from operating allocations. With this plan there would be a total commitment of \$33,050,000, and he is confident that the remaining \$5 million dollars can be funded by current promising discussions for additional federal contributions – which could be higher than \$5M – or through the Town (either direct funding or additional borrowing). He added that Council will be able to say the project will not have a bearing on the tax rate. Discussion ensued on other grants that may be available, and CAO McLean mentioned that both MLA Townsend and MP Long support the project and have provided helpful options. When questioned, CAO McLean confirmed that the Recreation budget is not the only area of municipal operations that will be used for the project, other areas such as Operations will contribute as well. Counc. Davis asked if there might be an opportunity through the Build Communities Strong Fund. CAO McLean advised this avenue is being explored.

CARRIED.

14. NEXT MEETING

The next meeting is scheduled as follows:

Regular meeting

Monday, July 13, 2026 at 7:00 p.m.

15. ADJOURNMENT

MOVED by Counc. Lewis and seconded by Counc. McGuire the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:47 p.m.

Original signed by Mayor

Original signed by Assistant Clerk

MAYOR

Assistant CLERK