



ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
Monday, July 13, 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 7:02 p.m.

2. LAND ACKNOWLEDGEMENT

Mayor Alexander read the Rothesay Land Acknowledgement and spoke about “Two-Eyed Seeing” which is a guiding principle that encourages people to view the world through Indigenous, and Western, ways of knowing – recognizing the strengths and valuable insights of each. He shared the history of the principle and how it is of benefit in many industries.

3. APPROVAL OF AGENDA

MOVED by Counc. McGuire and seconded by Counc. Boyle the agenda be approved as circulated.
CARRIED.

4. ADOPTION OF MINUTES

➤ Regular Meeting 15 June 2026

MOVED by Deputy Mayor Mackay French and seconded by Counc. Brown the Open Session Council minutes of June 15, 2026 be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

Mayor Alexander declared a conflict of interest with respect to Item 12.3 79 Donlyn Drive.

6. OPENING REMARKS OF COUNCIL

Mayor Alexander shared the following opening remarks:

- A successful Canada Day celebration attended by Premier Holt, Minister Townsend, Minister Kennedy, and MP Wayne Long.
- A well attended celebration of the Jays Care Foundation investment in the Wells Softball Field lights. The event was held July 10th at the Irving Oil Fieldhouse due to weather.
- Condolences to the family and friends of Gerry Pond – a Rothesay resident, business leader, and member of the Order of New Brunswick and the Order of Canada.

Counc. McGuire mentioned that this was the first year since amalgamation that the Premier has attended the Rothesay Canada Day celebration. He suggested that a letter be sent thanking the Premier for attending the event.

7. DELEGATIONS

N/A

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8. CONSENT AGENDA

- 8.1 22 June 2026 Email from CN RE: Rail Safety Week 2026
- 8.2 23 June 2026 Horizon Health Quarterly Report to Communities
- 8.3 29 June 2026 Email from residents RE: Cameron Road and Ball Park Avenue
- 8.4 8 July 2026 Support letter for Saint John Newcomers Centre Future Engage Program at the Rothesay Hive

MOVED by Counc. Lewis and seconded by Counc. McGuire Item 8.3 be moved to Section 9.

CARRIED.

MOVED by Deputy Mayor Mackay French and seconded by Counc. Davis the consent agenda be received/filed.

CARRIED.

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

- 9.1 29 June 2026 Email from residents RE: Cameron Road and Ball Park Avenue

MOVED by Counc. McGuire and seconded by Deputy Mayor Mackay French Council request that the email from residents RE: Cameron Road and Ball Park Avenue be sent to the Planning Advisory Committee for their information and consideration during future development proposals in the vicinity of Cameron Road and Ball Park Avenue.

CARRIED.

10. CORRESPONDENCE FOR ACTION

- 10.1 24 June 2026 Shining Horizons Therapeutic Riding Association donation request

MOVED by Counc. Shea and seconded by Counc. Boyle the Shining Horizons Therapeutic Riding Association donation request dated 24 June 2026 be referred to the Finance Committee.

CARRIED.

- 10.2 30 June 2026 Request for 2029 Provincial-Municipal Highway Partnership (PMHP) Program applications

MOVED by Counc. Boyle and seconded by Counc. Lewis the request for 2029 Provincial-Municipal Highway Partnership (PMHP) Program applications dated 30 June 2026 be referred to staff.

CARRIED.

- 10.3 1 July 2026 Letter from residents RE: Islay Drive

MOVED by Counc. Shea and seconded by Counc. Brown the letter from residents RE: Islay Drive dated 1 July 2026 be referred to the Works and Utilities Committee.

CARRIED.

- 10.4 2 July 2026 Sky Athletics sponsorship request

MOVED by Counc. Lewis and seconded by Counc. Boyle the Sky Athletics sponsorship request dated 2 July 2026 be referred to the Finance Committee.

ON THE QUESTION:

Counc. McGuire inquired if a similar donation has already been made. Mayor Alexander noted that this can be reviewed by the Finance Committee.

CARRIED.

11. REPORTS

11.0 July 2026 Report from Closed Session

➤ Outdoor Learning Space – Kennebecasis Park Elementary School

MOVED by Counc. Shea and seconded by Deputy Mayor Mackay French Rothesay Council hereby authorizes the Mayor and Clerk to enter into an encroachment agreement with the Anglophone South School District and/or the Province for the purpose of permitting an outdoor classroom at Kennebecasis Park Elementary School on Town owned land (PID 30106645).

CARRIED.

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- 11.1 22 April 2026 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
April 2026 KRPF Budget vs. Actuals
27 May 2026 KRPF Chief's Report
27 May 2026 KRJBPC meeting minutes
May 2026 KRPF Budget vs. Actuals
24 June 2026 KRPF Chief's Report

MOVED by Counc. Shea and seconded by Counc. Lewis the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes dated 22 April 2026, the KRPF Budget vs. Actuals dated April 2026, the KRPF Chief's Report dated 27 May 2026, the KRJBPC meeting minutes dated 27 May 2026, the KRPF Budget vs. Actuals dated May 2026, and the KRPF Chief's Report dated 24 June 2026 be received/filed.

CARRIED.

- 11.2 31 March 2026 RCMP J Division Quarterly Report

MOVED by Counc. Lewis and seconded by Deputy Mayor Mackay French the RCMP J Division Quarterly Report dated 31 March 2026 be received/filed.

CARRIED.

- 11.3 31 May 2026 Draft unaudited Rothesay General Fund Financial Statements

MOVED by Counc. Lewis and seconded by Counc. Shea the draft unaudited Rothesay General Fund Financial Statements dated 31 May 2026 be received/filed.

CARRIED.

- 31 May 2026 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 May 2026 be received/filed.

CARRIED.

- 31 May 2026 Donation Summary

MOVED by Counc. Shea and seconded by Deputy Mayor Mackay French the Donation Summary dated 31 May 2026 be received/filed.

CARRIED.

- Rothesay High School Fairweather Scholarship

MOVED by Deputy Mayor Mackay French and seconded by Counc. McGuire Council approve a donation to Rothesay High School in the amount of \$1,000.00 for the annual 2026 Fairweather Scholarship.

CARRIED.

- 11.4 6 July 2026 Draft Planning Advisory Committee meeting minutes

MOVED by Counc. Lewis and seconded by Counc. Shea the Draft Planning Advisory Committee meeting minutes dated 6 July 2026 be received/filed.

CARRIED.

- School Avenue – Public Street Vesting

MOVED by Counc. McGuire and seconded by Deputy Mayor Mackay French Council assent as per Section 88(2) of the *Community Planning Act*, to the creation and location of public streets Kaitlyn Street, School Street, Glen Court (name to be revised), and Gary Court (name to be revised) as shown on the Glengary Estates Subdivision tentative plan prepared by Hughes Surveys and Consultants dated September 15, 2023, for the subdivision of land (PIDs 30146708 and 30146674).

CARRIED.

MOVED by Counc. McGuire and seconded by Deputy Mayor Mackay French Council assent as per Section 88(7) of the *Community Planning Act*, to the creation of any required Local Government Service Easements within the lands shown on the Glengary Estates Subdivision tentative plan prepared by Hughes Surveys and Consultants dated September 15, 2023, for the subdivision of land (PIDs 30146708 and 30146674).

CARRIED.

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➤ 340 Renshaw Road – 2 Lot Subdivision
MOVED by Counc. Lewis and seconded by Counc. Shea Council accept \$9,417.60 as cash in lieu of land for public purposes (LPP) for the proposed building Lots 2026-1 and 2026-2 to be subdivided from 340 Renshaw Road (PID 00239350).
CARRIED.

11.5 June 2026 Monthly Building Permit Report
MOVED by Counc. Brown and seconded by Deputy Mayor Mackay French the June 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

Mayor Alexander declared a conflict of interest and left the meeting. Deputy Mayor Mackay French assumed the Chair.

12.3 79 Donlyn Drive (PID 30305577) – Development Agreement (Tabled April 2026)
7 July 2026 Report prepared by DPDS Reade
DRAFT Discharge Agreement
DRAFT Development Agreement
20 April 2026 Report prepared by DPDS Reade (*previously distributed*)
8 July 2026 79 Donlyn Drive 18 Unit - Recap
MOVED by Counc. Lewis and seconded by Counc. Shea 79 Donlyn Drive (PID 30305577) be removed from the table.
CARRIED.

MOVED by Counc. Lewis and seconded by Counc. Shea that Council authorize the *Deputy* Mayor and Clerk to enter into the attached Discharge Agreement to discharge Development Agreement # 33687865 associated with PID 30305577.

ON THE QUESTION:
Counc. Brown reiterated a prior concern that the numbers/measurements are not legible. He stated that he cannot make an informed decision if the information cannot be read. CAO McLean advised that Council is not being asked to approve the dimensions since staff have already vetted this information. He clarified that Council’s role is to decide whether to approve, or not approve, the application based on general conformity with Town by-laws (ex. number of units and fit on the property). Counc. Brown mentioned that the information was legible in the past. Since the Mayor has declared a conflict of interest on the item, it was suggested that the Deputy Mayor be authorized to enter into the agreements.
YEA votes recorded from: Deputy Mayor Mackay French, and Councs. Boyle, Davis, Lewis, McGuire, and Shea.
NAY vote recorded from: Counc. Brown
CARRIED.

MOVED by Counc. Lewis and seconded by Counc. Shea that Council authorize the *Deputy* Mayor and Clerk to enter into the attached Development Agreement with 753221 NB Inc. for the development of a multiple unit building on PID 30305577 as shown on the plans submitted with the application and contained in the Development Agreement.
YEA votes recorded from: Deputy Mayor Mackay French, and Councs. Boyle, Davis, Lewis, McGuire, and Shea.
NAY vote recorded from: Counc. Brown
CARRIED.

Mayor Alexander returned to the meeting and resumed the Chair.

13. NEW BUSINESS

13.1 T-2026-003 Frances Avenue Culvert tender award

13 July 2026 Report prepared by DO Colwell

MOVED by Counc. Shea and seconded by Deputy Mayor Mackay French that Rothesay Mayor and Council award Contract T-2026-003 Frances Avenue Culvert to the low tenderer, L. Sanford and Sons Ltd., at a price of \$260,424.84 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.

13.2 Regular Recaps of Public Council Meetings

7 July 2026 Memorandum from Counc. Davis

MOVED by Counc. Davis and seconded by Counc. Shea that Council direct the CAO to work with communications staff to develop a process for producing and publishing engaging and plain-language recaps of public council meeting agenda items and council decisions on the town's official communications channels, with implementation to begin no later than Council's regular September meeting.

ON THE QUESTION:

Counc. Davis expanded on his memorandum noting that it would make information more accessible to the public. He added that this is a common practice for other communities. CAO McLean agreed and clarified that the information provided would be "highlights" and would not be considered an official record of Council.

CARRIED.

13.3 Federation of Canadian Municipalities (FCM) Conference Report

6 July 2026 Report submitted by Deputy Mayor Mackay French, Counc. Boyle,
Counc. Davis, and CAO McLean

MOVED by Deputy Mayor Mackay French and seconded by Counc. Boyle the report submitted by Deputy Mayor Mackay French, Counc. Boyle, Counc. Davis, and CAO McLean dated 6 July 2026 be received/filed.

ON THE QUESTION:

Counc. Davis commended Deputy Mayor Mackay French for her work on the report.

CARRIED.

14. NEXT MEETING

The next meeting is scheduled as follows:

Regular meeting Monday, August 10, 2026 at 7:00 p.m.

15. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:34 p.m.

Original signed by Mayor
MAYOR

Original signed by Assistant Clerk
ASSISTANT CLERK