



ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
Monday, August 10, 2026
7:00 p.m.



PRESENT: MAYOR MATT ALEXANDER
DEPUTY MAYOR TIFFANY MACKAY FRENCH (*electronic participation*)
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
TOWN CLERK NEIL McKENNA
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
DIRECTOR OF HUMAN RESOURCES ASHLEY BURCHELL

1. CALL TO ORDER

Mayor Alexander called the meeting to order at 7:00 p.m.

2. LAND ACKNOWLEDGEMENT

Mayor Alexander read the Rothesay Land Acknowledgement and spoke about the Indigenous history of the Kennebecasis River. He spoke about how the River and its surrounding forests provided resources for families for generations, and served as a natural corridor connecting inland communities with the larger river and coastal systems.

3. APPROVAL OF AGENDA

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

CARRIED.

4. ADOPTION OF MINUTES

➤ Regular Meeting 13 July 2026

MOVED by Counc. Lewis and seconded by Counc. McGuire the Open Session Council minutes of July 13, 2026 be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

Mayor Alexander declared a conflict of interest with respect to Item 4, Adoption of Minutes.

Counc. Boyle declared a conflict of interest with respect to Item 4, Adoption of Minutes and Item 11.2.

Counc. Shea declared a conflict of interest with respect to Item 11.2 and Item 11.5.

DO Colwell declared a conflict of interest with respect to Item 13.3.

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6. OPENING REMARKS OF COUNCIL

Mayor Alexander shared the following remarks:

- On Thursday, Rothesay officially opened the Float Walk. The opening generated even more public interest than was expected, and finishing touches will be applied over the next few weeks.
- The Rothesay Yacht Club hosted a successful Regatta event, which featured sailors from clubs across Nova Scotia, Prince Edward Island, New Brunswick, and Québec.
- The “Taste of KV” event is happening this coming weekend. The event will take place on Saturday, August 15, from 4:00 PM to 8:00 PM at the Quispamsis Arts and Culture Park.
- On August 20th, A&W Restaurants will host a “Burgers to Beat MS” Day. \$2 from every Teen Burger sold on that day will be donated to MS Canada.
- Mayor Alexander thanked Councillor McGuire for attending the awards ceremony of the New Brunswick Tennis Open Championship on 26 July, and he thanked Councillor Brown for attending the Fundy Regional Service Commission meeting on 28 July.

7. DELEGATIONS

N/A

8. CONSENT AGENDA

- 8.1 24 July 2026 Invitation to A&W “Burgers to Beat MS” Day (August 20th)
8.2 24 July 2026 Rothesay Yacht Club Regatta Proclamation request

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

CARRIED.

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

10. CORRESPONDENCE FOR ACTION

- 10.1 16 July 2026 Email from resident RE: Concerns regarding e-bike and e-scooter
safety and enforcement

MOVED by Counc. McGuire and seconded by Counc. Brown the email from a resident dated 16 July 2026 regarding e-bike and e-scooter safety and enforcement be referred to the Works and Utilities Committee.

CARRIED.

- 10.2 16 July 2026 Email from resident RE: Peters Lane and Almon Lane
21 July 2026 Email from resident

MOVED by Counc. Shea and seconded by Counc. Boyle the emails from a resident dated 16 July 2026 and 21 July 2026 regarding Peters Lane and Almon Lane be referred to the Works and Utilities Committee.

CARRIED.

- 10.3 23 July 2026 Fundy Soccer Association donation request

MOVED by Counc. McGuire and seconded by Counc. Boyle the donation request Fundy Soccer Association from dated 23 July 2026 be referred to the Finance Committee.

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CARRIED.

10.4 4 August 2026 Letter from Rothesay Hive member RE: Rothesay Hive
MOVED by Counc. Lewis and seconded by Deputy Mayor Mackay French the letter from a resident dated 4 August 2026 regarding the Rothesay HIVE be referred to the Age Friendly Advisory Committee.

ON THE QUESTION:

Councillors expressed frustration at the negative tone and anonymous nature of the email.

YEA vote recorded from: Counc. Davis

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

DEFEATED.

11. REPORTS

11.0 August 2026 Report from Closed Session

Green and Inclusive Community Building (GICB) Application

MOVED by Counc. Shea and seconded by Counc. McGuire that a request be submitted to the Green and Inclusive Community Buildings (GICB) Fund to recategorize categorize the grant order to the Rothesay Intergenerational Community Complex (RICC) project from the “Renovation” category to the “New Build” category.

CARRIED.

Municipal Capital Borrowing Board (MCBB) Application

MOVED by Counc. McGuire and seconded by Counc. Lewis that be it resolved that the Municipality of Rothesay submit to the Municipal Capital Borrowing Board an application for authorization to borrow money in an amount not to exceed \$10 million for the Rothesay Intergenerational Community Complex, for a 20-year term.

CARRIED.

Legacy Village Development – Agreement

MOVED by Counc. McGuire and seconded by Counc. Shea that Mayor and Council accept a contribution from the Regional Development Corporation (RDC) and Housing Infrastructure and Communities Canada (HICC) in the amount of \$2,336,198 for the Legacy Village Development project, and further that the Mayor and Assistant Town Clerk be authorized to enter into the agreement.

ON THE QUESTION:

Counc. Davis asked CAO McLean to provide a brief summary of the project. He explained that the Town applied for the funds to help to install water, sanitary, storm, sewer infrastructure, and sidewalk in support of Legacy Village, which will be a seniors housing facility run by the Sisters of Charity. He noted that no Town funds are being committed to the project, and that the

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Town is simply acting as an intermediary between the proponent and the provincial government to help the proponent receive provincial funding.

CARRIED.

PERSONNEL

➤ Building Inspector

MOVED by Counc. Davis and seconded by Counc. Shea that Rothesay Council, in accordance with section 71(2) of the Local Governance Act and Section 5.1 of the Rothesay Building By-Law hereby appoints Joe Estey as a building inspector for the town of Rothesay, for the administration and enforcement of By-Law No 4-99 The Rothesay Building By-Law, effective August 10, 2026. This appointment shall continue until he ceases to be an employee of the Planning and Development Services Department of the town of Rothesay, or until rescinded by Rothesay Council, whichever comes first.

CARRIED.

➤ Assistant Town Clerk

MOVED by Counc. Shea and seconded by Counc. Boyle that Rothesay Council appoint Brett McLean as Assistant Clerk, for a period not to exceed six months.

CARRIED.

11.1 23 April 2026 Fundy Regional Service Commission (FRSC) Board meeting minutes
25 June 2026 FRSC Board meeting minutes

MOVED by Counc. Brown and seconded by Counc. Lewis the Draft Fundy Regional Service Commission (FRSC) Board meeting minutes dated 23 April 2026 and 25 June 2026 be received/filed.

CARRIED.

11.2 30 June 2026 Draft unaudited Rothesay General Fund Financial Statements

MOVED by Counc. Shea and seconded by Counc. Boyle the draft unaudited Rothesay General Fund Financial Statements dated 30 June 2026 be received/filed.

CARRIED.

30 June 2026 Draft unaudited Rothesay Utility Fund Financial Statements

MOVED by Counc. Shea and seconded by Counc. Davis the draft unaudited Rothesay Utility Fund Financial Statements dated 30 June 2026 be received/filed.

CARRIED.

30 June 2026 Donation Summary

MOVED by Counc. Shea and seconded by Counc. Boyle the Donation Summary dated 30 June 2026 be received/filed.

CARRIED.

23 July 2026 Draft Finance Committee meeting minutes

MOVED by Counc. Lewis and seconded by Counc. Boyle the draft Finance Committee meeting minutes dated 23 July 2026 be received/filed.

CARRIED.

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➤ Shining Horizons

MOVED by Counc. Lewis and seconded by Counc. McGuire that Council approve a donation to Shining Horizons in the amount of \$1,200.00.

CARRIED.

➤ Athletics – All-Star Cheerleading Booster Club

MOVED by Counc. McGuire and seconded by Counc. Boyle that Council approve a donation to Sky Athletics – All-Star Cheerleading Booster Club.

DEFEATED.

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

➤ KV Old Boys

MOVED by Counc. Lewis and seconded by Counc. McGuire that Council approve a donation to KV Old Boys in the amount of \$500.00 to support their Country & Western Concert.

CARRIED.

Counc. Shea returned to the meeting.

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

➤ Fiona Boyd

MOVED by Deputy Mayor Mackay French and seconded by Counc. Lewis that Council approve a donation to Fiona Boyd in the amount of \$500.00 to support the Coady Institute – Feminist Leadership workshop in Nepal.

CARRIED.

Counc. Boyle returned to the meeting.

23 July 2026

Signing Authority

MOVED by Deputy Mayor Mackay French and seconded by Counc. McGuire that Council approve the Mayor, Deputy Mayor, Councillor Shea, CAO, Treasurer and Clerk as signing officers.

CARRIED.

23 July 2026

Lagoon Desludging – Sagamore Point

MOVED by Counc. Lewis and seconded by Counc. Shea that Council authorize a payment to Deibly Enterprises in the amount of \$431,989.43 including HST.

CARRIED.

23 July 2026

Dobbin Street Completion

MOVED by Counc. Lewis and seconded by Counc. Shea that Council authorize a payment to Galbraith Construction Ltd. in the amount of \$247,204.00.

CARRIED.

11.3 31 July 2026

Draft Parks and Recreation Committee meeting minutes

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MOVED by Counc. McGuire and seconded by Counc. Brown the Draft Draft Parks and Recreation Committee meeting minutes dated 31 July 2026 be received/filed.

CARRIED.

11.4 22 July 2026 Draft Works and Utilities Committee meeting minutes

MOVED by Counc. Brown and seconded by Counc. Boyle the Draft Parks and Recreation Committee meeting minutes dated 22 July 2026 be received/filed.

CARRIED.

➤ Highland Avenue/Hampton Road signal request

MOVED by Counc. Shea and Counc. Lewis that Council send a letter to the resident, thanking them for their email and advising that, due to the proximity of existing crosswalks along Hampton Road, the Town will not be installing an additional pedestrian crossing at the requested location.

CARRIED.

➤ Intersection at Hampton Road, Gondola Point Road, and Rothesay Road

MOVED by Counc. Brown and Counc. Boyle that Council contact the Kennebecasis Regional Police Force to conduct monitoring and enforcement at the Hampton Road, Gondola Point Road, and Rothesay Road intersection during peak afternoon hours of 4:00pm to 6:00pm and provide a report on any observed issues or incidents.

CARRIED.

➤ Islay Drive Road Conditions

MOVED by Counc. McGuire and Counc. Shea that Council send a letter to the resident explaining 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 Islay Drive did not meet the conditions for highest priority in 2026, however it will be reassessed along with other streets for inclusion with the annual resurfacing program for 2027.

CARRIED.

11.5 4 August 2026 Draft Planning Advisory Committee meeting minutes

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

CARRIED.

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

➤ 37 Chapel Road – Rezoning to R3

MOVED by Counc. Lewis and Counc. Davis that Council schedule a public hearing, in accordance with the Community Planning Act, SNB 2017, c. 19, for Monday, October 19, 2026 at the Bill McGuire Centre immediately following a public hearing, to consider the rezoning of an approximate 4.4-hectare parcel of land between Chapel Road and Campbell Drive (PID 00479212 & PID 00173443 (portion)) from Single Family Residential – Standard [R1B] to Attached Residential [R3].

ON THE QUESTION:

Counc. Lewis noted that there is significant public interest regarding this application and suggested

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that the public hearing be held at the Bill McGuire Centre.

CARRIED.

➤ Sagamore Heights – Rezoning to R2

MOVED by Counc. Lewis and Counc. McGuire that Council schedule a public hearing, in accordance with the Community Planning Act, SNB 2017, c. 19, for Monday, September 28, 2026 at the Bill McGuire Centre immediately following a public hearing, to consider the rezoning of an approximate 8.3-hectare portion of the remaining lands within the Sagamore Heights Development along Greenbrier Street and Maliseet Drive (PID 00245928) from Single Family Residential – Standard [R1B] to Two Family Residential Zone (R2).

ON THE QUESTION:

Counc. Lewis noted that there is significant public interest regarding this application and suggested that the public hearing be held at the Bill McGuire Centre.

CARRIED.

Counc. Shea returned to the meeting.

➤ 9 Clark Road - Rezoning to R2

MOVED by Counc. Lewis and Counc. Davis that Council schedule a public hearing, in accordance with the Community Planning Act, SNB 2017, c. 19, for Monday, October 19, 2026 at 7:00 p.m. at the Bill McGuire Centre, to consider the rezoning of 9 Clark Road (PIDs 30130454 & 00241778) from Single Family Residential – Standard [R1B] zone to the Two Family Residential Zone (R2).

CARRIED.

➤ 88 Hampton Road – Rezoning to Central Commercial (CC)

MOVED by Counc. Lewis and Counc. Shea that Council schedule a public hearing, in accordance with the Community Planning Act, SNB 2017, c. 19, for Monday, September 28, 2026 at 7:00 p.m. at the Bill McGuire Centre, to consider the rezoning of an approximate 0.70-hectare portion of 88 Hampton Road (PID 00245928) from Single Family Residential – Standard [R1B] to Central Commercial (CC) for the expansion of veterinary clinic services on the property.

CARRIED.

11.6 July 2026 Monthly Building Permit Report

MOVED by Counc. Brown and seconded by Deputy Mayor Mackay French the July 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

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12.2 Draft by-law amendments RE: Consumer Fireworks (Tabled September 2024)

No action at this time

13. NEW BUSINESS

13.1 Provincial Municipal Highway Partnership (PMHP) Program 2028-2030

5 August 2026 Report prepared by DO Colwell
2028-2030 PMHP Program

MOVED by Council. Brown and seconded by Council. McGuire that Rothesay Mayor and Council adopt the document entitled Rothesay Three-Year Plan for the PMHP Program 2028-2030.

ON THE QUESTION:

Council. Davis asked about the Hampton Road project, and wondered if staff had considered the idea of establishing a multi-use path by the portion of the sidewalk that will have to be repaired. DO Colwell replied that the right of way in the area is completely maxed out, which would make it very difficult for a multi-use path to be installed.

CARRIED.

13.2 Well TH90-1 Final Hydrogeological Assessment and EIA Approval Report

5 August 2026 Report prepared by DO Colwell

MOVED by Council. Lewis and seconded by Council. McGuire that Rothesay Mayor and Council issue a purchase order in the amount not exceeding \$35,000 plus HST to Sullivan's Well Drilling to provide pump testing services.

MOVED by Council. Lewis and seconded by Council. Brown that Rothesay Mayor and Council issue a purchase order in the amount not exceeding \$45,000 plus HST to Hydrostrata Engineering and Environmental Inc. to author a report to the NB Department of Environment EIA branch to obtain the Approval to Operate Well TH90-1 as a production well.

CARRIED.

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

13.3 Sagamore Point – Lagoon Infill

5 August 2026 Report prepared by CAO McLean

MOVED by Council. McGuire and seconded by Council. Lewis that Rothesay Mayor and Council authorize a full and final payment to Galbraith Construction Ltd. in the amount of \$562,062.50 including HST, for the infill of the Sagamore Point Lagoon Cell #1.

CARRIED.

DO Colwell returned to the meeting.

13.4 Encroachment Agreement - 38 Elizabeth Parkway

5 August 2026 Memorandum from DPDS Reade
DRAFT Encroachment Agreement

MOVED by Council. McGuire and seconded by Council. Brown that Council authorize the Mayor and

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Clerk to enter into an encroachment agreement with Wendy Klohn (the Owner), associated with 38 Elizabeth Parkway (PID 00235531), to permit the cleaning of the existing path and the installation of stairs to provide access to the river over Town-owned lands, and to permit the installation of a floating wharf on lands abutting the river (PID 00234575), subject to the Owner obtaining all required Provincial and Municipal permits and complying with any applicable conditions.

ON THE QUESTION:

Counc. Brown sought clarification that all liability concerns would be addressed, and that the Owner would have insurance. CAO McLean confirmed that the Town would not be liable.

CARRIED.

13.5 Encroachment Agreement - 67 Elizabeth Parkway

5 August 2026

Memorandum from DPDS Reade

DRAFT

Encroachment Agreement

MOVED by Counc. Davis and seconded by Counc. Shea that Council authorize the Mayor and Clerk to enter into an encroachment agreement with Sharon L. Laidlaw (the Owner) associated with 67 Elizabeth Parkway (PID 00234336) to stabilize the bank and construct stone steps to access the river and over Town-owned lands abutting the river and to permit the installation of a floating wharf on lands abutting the river (PID 00234575), subject to the Owner obtaining all required Provincial and Municipal permits and complying with any applicable conditions.

CARRIED.

13.6 Community Survey

6 August 2026

Memorandum from Communications Coordinator McLaughlin

2026

Rothesay Community Survey

MOVED by Counc. Boyle and seconded by Counc. Lewis the Rothesay Community Survey be received/filed.

ON THE QUESTION:

Counc. Davis asked if the results of the survey would be shared public by the Town. Staff confirmed that they would do so on the Town's communication channels.

CARRIED.

13.7 Assumption Life – MAC – Goguen Champlain Community Fund Application

4 August 2026

Memorandum from K. Flood

21 July 2026

RICC Community Walking Track Wellness Initiative application

MOVED by Counc. Lewis and seconded by Counc. Shea that Council approve the following resolution: "That Rothesay Town Council endorses and supports the RICC Community Walking Track Wellness Initiative and authorizes the submission of this resolution in support of the Town's application to the Assumption Life - MAC -Goguen Champlain Community Fund."

CARRIED.

14. NEXT MEETING

The next meeting is scheduled as follows:

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Regular meeting

Monday, September 14, 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 7:55 p.m.

Original signed by Mayor

Original signed by Assistant Clerk

MAYOR

ASSISTANT CLERK