ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
Tuesday, October 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
TOWN CLERK NEIL McKENNA
DIRECTOR OF DEVELOPMENT/PLANNING SERVICES (DPDS) MARK READE
DIRECTOR OF TECHNOLOGY/ASSET MANAGEMENT MICHAEL KEAN
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 legacy of Day Schools in New Brunswick.

3. APPROVAL OF AGENDA

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

CARRIED.

4. ADOPTION OF MINUTES

- Regular Meeting 10 August 2026

MOVED by Counc. Lewis and seconded by Deputy Mayor Mackay French the Open Session Council minutes of August 10, 2026, be adopted as circulated.

CARRIED.

- Regular Meeting 14 September 2026

MOVED by Counc. Brown and seconded by Deputy Mayor Mackay French the Open Session Council minutes of September 14, 2026, be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

Counc. Boyle declared a conflict of interest with respect to Item 8.1 (Consent Agenda).
Counc. Lewis declared a conflict of interest with respect to Item 11.9 (50 Chatwin Street).
Counc. Shea declared a conflict of interest with respect to Item 11.9 (Chapel Road).

6. OPENING REMARKS OF COUNCIL

Mayor Alexander shared the following remarks:

He attended the 100th anniversary flag raising for the Royal Canadian Legion, and also attended the 80th anniversary celebration of Branch 58. Councilor Brown recently attended a Regional Services Commission meeting, and he went to the Fire Department's open house. Deputy Mayor Mackay French attended the Saint John Region Chamber of Commerce's "State of the Region" event and reminded residents about the intergenerational fashion show happening on Wednesday, October 14 in support of the RICC.

7. DELEGATIONS

N/A

8. CONSENT AGENDA

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

8.1 21 September 2026 Email from Fiona Boyd thanking Town for support

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

CARRIED.

Counc. Boyle returned to the meeting.

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

N/A

10. CORRESPONDENCE FOR ACTION

10.1 22 September 2026 Email from resident RE. K Park Boat Launch

MOVED by Counc. McGuire and seconded by Deputy Mayor Mackay French the email from a resident RE. K Park Boat Launch dated 22 September 2026 be referred to the Parks and Recreation Committee.

CARRIED.

10.2 25 September 2026 Letter from resident RE. weir near retention pond

MOVED by Counc. Lewis and seconded by Counc. Boyle the email from a resident RE. the weir near retention pond Boat Launch dated 25 September 2026 be referred to the Works and Utilities Committee.

CARRIED.

10.3 5 October 2026 Email from resident RE. East Riverside Kingshurst Park & FloatWalk concern

MOVED by Counc. McGuire and seconded by Counc. Shea the email from a resident RE. the East Riverside Kingshurst Park & FloatWalk concern dated 5 October 2026 be referred to the Works and Utilities Committee.

CARRIED.

10.4 6 October 2026 Email from resident RE. East Riverside Kingshurst Park parking

MOVED by Deputy Mayor Mackay French and seconded by Counc. Boyle the email from a resident RE. a East Riverside Kingshurst Park parking concern dated 6 October 2026 be referred to the Works and Utilities Committee.

CARRIED.

10.5 6 October 2026 Email from resident RE. Kennebecasis Valley Woodworking Club

MOVED by Counc. Boyle and seconded by Counc. Brown from resident RE. the Kennebecasis Valley Woodworking Club dated 6 October 2026 be referred to the Works and Utilities Committee.

CARRIED.

10.6 10 September 2026 Email from Rothesay Netherwood School – "Trick or Eat"

MOVED by Counc. Boyle and seconded by Counc. Lewis the email from Rothesay Netherwood School ("Trick or Eat") dated 10 September 2026 be referred to the Clerk's Office.

CARRIED.

11. REPORTS

11.0 October 2026 Report from Closed Session

No reports from Closed session were received.

11.1 8 April 2026 KVFD Board – Meeting Minutes

MOVED by Counc. Lewis and seconded by Counc. Brown the KVFD Board meeting minutes dated 8 April 2026 be received/filed.

CARRIED.

11.2 24 September 2026 Joint Finance Committee meeting minutes

MOVED by Deputy Mayor Mackay French and seconded by Counc. Shea the Joint Finance Committee meeting minutes dated 24 September 2026 be received/filed.

CARRIED.

11.3 14 September 2026 P.R.O. Kids – Application for Rothesay Municipal Funding (2027)

MOVED by Counc. Lewis and seconded by Counc. Brown the P.R.O. Kids – Application for Rothesay Municipal Funding 2027 application dated 14 September 2026 be received/filed.

CARRIED.

11.4 23 September 2026 Draft Finance Committee meeting minutes
MOVED by Deputy Mayor Mackay French and seconded by Counc. McGuire the draft Finance Committee meeting minutes dated 23 September 2026 be received/filed.

CARRIED.

11.5 31 August 2026 Draft unaudited Rothesay General Fund Financial Statements
MOVED by Counc. Shea and seconded by Counc. Brown the draft unaudited Rothesay General Fund Financial Statements dated 31 August 2026 be received/filed.

CARRIED.

31 August 2026 Draft unaudited Rothesay Utility Fund Financial Statements
MOVED by Counc. Shea and seconded by Counc. Boyle the draft unaudited Rothesay Utility Fund Financial Statements dated 31 August 2026 be received/filed.

CARRIED.

23 September 2026 Donation Motions

- New Brunswick Medical Education Foundation

MOVED by Deputy Mayor Mackay French and seconded by Counc. Lewis that Council approve a donation request in the amount of $5,200 to the New Brunswick Medical Foundation.

CARRIED.

- Federal Ministers Event

MOVED by Deputy Mayor Mackay French and seconded by Counc. Lewis that Council approve the purchase of two ticket for the Federal Minister Event.

CARRIED.

11.6 25 August 2026 Draft Heritage Committee meeting minutes
MOVED by Counc. Shea and seconded by Counc. Lewis the draft Heritage Committee meeting minutes dated 25 August 2026 be received/filed.

ON THE QUESTION:
Counc. Shea asked why the Committee had met enough times to meet the by-law requirements. Discussion ensued, and Counc. Davis noted that the Committee only meets when it has received applications.

CARRIED.

11.7 22 September 2026 Draft Parks and Recreation meeting minutes
Committee Update
MOVED by Counc. Boyle and seconded by Counc. McGuire the draft Parks and Recreation Committee meeting minutes dated 22 September 2026 be received/filed.

CARRIED.

11.8 23 September 2026 Draft Works and Utilities Committee meeting minutes
MOVED by Counc. Brown and seconded by Deputy Mayor Mackay French the draft Works and Utilities Committee meeting minutes dated 23 September 2026 be received/filed.

CARRIED.

- Peter's Lane parking

MOVED by Deputy Mayor Mackay French and seconded by Counc. Lewis that Council refer the letter from the resident back to the Works and Utilities Committee for further review.

ON THE QUESTION:
Deputy Mayor Mackay French stated that she did not agree with the original recommendation from the Works and Utilities Committee to send a letter back to the resident indicating that staff are of the opinion that there was no issue requiring action, citing her own past experiences trying to find parking. Councillors discussed possible solutions, including ideas such as posting signage. Concerns regarding accessibility were also raised.

CARRIED.

- Intersection at Hampton Road, Marr Road, and Clark Road

MOVED by Deputy Mayor Mackay French and seconded by Counc. Brown that Council send a letter to the resident explaining that staff is looking into improvements, and one of the improvements is considering changing the phasing of intersection signalization timing.

ON THE QUESTION:
Counc. Davis asked if Town staff were actively looking into implementing signalization. DO Colwell answered that changes to the signalization had been completed as of two weeks earlier. He also stated that measures would continue to be taken moving forward.

CARRIED.

- Power outage concern

MOVED by Counc. McGuire and seconded by Counc. Lewis Chat council send a letter to the resident explaining the matter falls outside of the Town's jurisdiction, and we suggest the resident contact NB Power directly.

CARRIED.

- Request for gate - Colonsay Place/Charles Crescent

MOVED by Deputy Mayor Mackay French and seconded by Counc. Brown that Council send a letter to the resident explaining staff will investigate a more permanent measure to control vehicle access while maintaining accessibility.

CARRIED.

- Speed Radar Signs Report

MOVED by Deputy Mayor Mackay French and seconded by Counc. Brown that Council direct staff to regularly provide radar speed data to the KRPF and request a response regarding any follow-up or enforcement undertaken.

ON THE QUESTION:
Mayor Alexander clarified for Council that the data is received from flashing signs around the community, and that the Works and Utilities Committee reviews the data monthly.

CARRIED.

- E-Scooters concern

MOVED by Counc. Lewis and seconded by Counc. Davis that Council send a letter to the residents stating that Rothesay and Quispamsis are working jointly with the Kennebecasis Regional Police Force to create a local by-law in conjunction with the province to regulate the use of e-bikes and e-scooters.

CARRIED.

11.9 5 October 2026 Draft Planning Advisory Committee meeting minutes

MOVED by Counc. Shea and seconded by Counc. Lewis the draft Planning Advisory Committee meeting minutes dated 5 October 2026 be received/filed.

CARRIED.

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

- 50 Chatwin Street – Cash in Lieu of LPP

MOVED by Deputy Mayor MacKay French and seconded by Counc. Shea that Council accept cash in lieu of Land for Public Purposes for the subdivision of 50 Chatwin Street to create Lot 26-01.

CARRIED.

Counc. Lewis returned to the meeting.

- 9 Clark Road – Single Family Residential [R1B] to Two Family Residential [R2]

MOVED by Counc. Shea and seconded by Counc. Lewis that Council enact **BY-LAW 2-10-46** to rezone land located at 9 Clark Road being an approximate 1394 square metre parcel of land (PIDs 30130454 and 00241778) from Single Family Residential – Standard Zone (R1B) to Two Family Residential Zone (R2).

ON THE QUESTION: CAO McLean clarified that rezoning the property would not automatically make it a legal two-unit building, as the structure did not meet all the legal requirements.

CARRIED.

MOVED by Counc. Shea and Counc. Lewis that Council pursuant to the provisions of Section 59 of

the *Community Planning Act*, impose the following condition on the parcel of land having an area of approximately 1394 square metres, located at 9 Clark Road, also identified as PIDs 30130454 and 00241778:

a. That the two parcels of land, PIDs 30130454 and 00241778, be consolidated.

CARRIED.

- Cameron Road – Rezoning to Attached Residential [R3]

MOVED by Counc. Lewis and seconded by Counc. Shea that the recommendation from the Planning Advisory Committee on Cameron Road (lands south of #5, 7, 9, and 11) be received/filed.

CARRIED.

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

- Chapel Road – Single Family Residential –Standard Zone [R1B] to Attached Residential [R3]

MOVED by Counc. Davis and seconded by Counc. Lewis that Council hereby cancels the public hearing scheduled for Monday, October 19th, 2026 to consider rezoning of an approximate 4.4-hectare parcel of land between Chapel Road and Campbell Drive (PID 00479212 and PID 00173443 (portion)) from Single Family Residential – Standard [R1B] to Attached Residential [R3].

CARRIED.

Counc. Shea returned to the meeting.

11.10 September 2026 Monthly Building Permit Report

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

13. NEW BUSINESS

13.1 BUSINESS ARISING FROM PUBLIC HEARING (SEPTEMBER 28TH)

13.1.1 88 Hampton Road Rezoning PID 00245928 (portion)
28 September 2026 Minutes from Public Hearing

29 September 2026 Memorandum from DPDS Reade
DRAFT By-law 2-10-43
Mayor Alexander provided background.

MOVED by Deputy Mayor Mackay French and seconded by Counc. Lewis that Council give 1st Reading, by Title, to By-law 2-10-43 "A By-law to Amend the Zoning By-law".

CARRIED.

Town Clerk McKenna read By-law 2-10-43 by title.

MOVED by Deputy Mayor Mackay French and seconded by Counc. Lewis that Council give 2nd Reading, by Title, to By-law 2-10-43 "A By-law to Amend the Zoning By-law".

CARRIED.

Town Clerk McKenna read By-law 2-10-43 by title.

13.2 **KVFD - Request for Additional Operating funds**

7 October 2026 Memorandum from CAO McLean
7 October 2026 2026 Cash Injection Calculation

MOVED by Counc. Lewis and seconded by Counc. Shea that Rothesay Mayor and Council authorize the Treasurer to issue a payment to the Kennebecasis Valley Fire Department, (KVFD), in the amount of $281,484, which represents Rothesay's portion of the $699,091.00 budget shortfall in 2026.

ON THE QUESTION:
Treasurer Adair explained that the Fire Department had recently settled their contract negotiations, and that the Department is now facing a large deficit as the funds had been paid out. She further advised that if the cash injection were approved, it would save the Fire Department from having to carry a deficit forward into 2028. CAO McLean noted that the Town of Quispamsis had also agreed to this arrangement. Counc. Shea asked where the funds would be drawn from, with CAO McLean answering that they would come from operational revenue.

CARRIED.

13.3 **KRPF – Fleet Request**

7 October 2026 Memorandum from CAO McLean

MOVED by Counc. Brown and seconded by Counc. Shea that Rothesay Mayor and Council authorize the Kennebecasis Regional Police Force (KRPF) to fund the purchase of one additional patrol vehicle from the 2026 Operating surplus.

ON THE QUESTION:
Counc. Brown asked whether the Town of Quispamsis had agreed with the request. CAO McLean confirmed that they had agreed. Counc. Lewis expressed frustration at the KRPF's management of their fleet.

CARRIED.

13.4 **Frances Avenue Lift Station Control Panel Replacement**
7 October 2026 Memorandum from CAO McLean

MOVED by Counc. McGuire and seconded by Counc. Shea that Rothesay Mayor and Council authorize the Director of Operations to issue a purchase order to Shadcomm at a price of $29,756.25 inclusive of HST, for the purchase of a new control panel for the Francis Avenue Lift Station.

CARRIED.

14. NEXT MEETING

The next meeting is scheduled as follows:

Budget Session Tuesday, October 27, 2026 at 7:00 p.m.
Regular meeting Monday, November 9, 2026 at 7:00 p.m.

15. ADJOURNMENT

MOVED by Deputy Mayor Mackay French and seconded by Deputy Counc. Lewis 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