

Town of Rothesay

Land Acknowledgement

We would like to respectfully acknowledge that our town of Rothesay exists on the traditional lands of the Wolastoqiyik / Maliseet and Mi'Kmaq whose ancestors, along with the Passamaquoddy / Peskotomuhkati Tribes / Nations signed Peace and friendship Treaties with the British Crown in the 1700s.

We respectfully acknowledge that The United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP) was adopted by the United Nations on September 13, 2007 and enshrined in law in Canada by Parliament on June 21, 2021 as Bill C-15.

We respectfully endorse the Calls to Action of the Truth and Reconciliation Commission of 2015 as it applies to our Municipal Government of the town of Rothesay.

- presented by the Honourable Graydon Nicholas
September 13th, 2021



ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, August 11, 2025
7:00 p.m.



PLEASE NOTE: Electronic means of communication may be used during the meeting.

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

4. ADOPTION OF MINUTES

- Regular Meeting 14 July 2025
- Public Meeting 21 July 2025

5. DECLARATION OF CONFLICT OF INTEREST

6. OPENING REMARKS OF COUNCIL

7. DELEGATIONS

- 7.1 KV EMO** Michael Boyle, KVFD Fire Chief/KV EMO Director (*see Item 13.2.1*)

8. CONSENT AGENDA

- 8.1 31 July 2025** Letter from Fundy Regional Service Commission RE: Funding Towards KV GO

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

10. CORRESPONDENCE FOR ACTION

- 10.1 14 July 2025** Email from CN RE: Rail Safety Week 2025 Proclamation request

Approve resolution.

- 10.2 28 July 2025** Email RE: Wheelchair Transport for KV

Refer to staff for a response.

11. REPORTS

11.0 August 2025

Report from Closed Session

- 11.1 21 May 2025** Kennebecasis Public Library Board Meeting Minutes

21 May 2025 Librarian's Report

18 June 2025 Kennebecasis Public Library Board Meeting Minutes

18 June 2025 Librarian's Report

31 December 2024 Kennebecasis Public Library Audited Financial Statements

- 11.2 22 May 2025** Fundy Regional Service Commission (FRSC) meeting minutes

- 11.3 25 June 2025** Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes

June 2025 KRPF Budget vs Actuals

July 2025 KRJBPC Chief's Report

- 11.4 30 June 2025 Draft unaudited Rothesay General Fund Financial Statements
- 30 June 2025 Draft unaudited Rothesay Utility Fund Financial Statements
- 30 June 2025 Donation Summary
- 28 July 2025 Draft Finance Committee meeting minutes
- 29 July 2025 Donation Requests
 - P.R.O. Kids
 - St. Joseph's Hospital Foundation
- 11.5 15 July 2025 Draft Planning Advisory Committee meeting minutes
 - 1 North Street – Rezoning
 - Millennium Drive/Campbell Drive Mixed Use Development (*see Item 13.1.1*)
- 5 August 2025 Draft Planning Advisory Committee meeting minutes
 - Riverside Drive/High Cliff Court Cash in Lieu of Land for Public Purposes
 - 1 North Street – Rezoning (*see above*)
- 11.6 23 July 2025 Draft Works and Utilities Committee meeting minutes
 - Jones Avenue – Speed concerns
 - Speed Bumps Policy
 - Mark Avenue – Road condition
 - Millennium Drive – Road condition
 - Carriage Way – Sidewalk
 - Traffic Calming Policy
- 11.7 23 July 2025 Draft Heritage Preservation Review Board meeting minutes
- 11.8 31 July 2025 Parks and Recreation Committee Update
- 11.9 July 2025 Monthly Building Permit Report

12. UNFINISHED BUSINESS

TABLED ITEMS

12.1 Rothesay Arena Open House (Tabled September 2021)

No action at this time

12.2 Marr Road/Chapel Road signalization (Tabled April 2024)

No action at this time

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

No action at this time

12.4 Cameron Road (Public Hearing June 16, 2025)

- 15 July 2025 Memorandum from DPDS Reade
- 12 June 2025 Memorandum from DPDS Reade
- DRAFT By-law 2-10-41

13. NEW BUSINESS

13.1 BUSINESS ARISING FROM PUBLIC MEETING

13.1.1 Millennium Drive/Campbell Drive (Public Meeting July 21, 2025)

6 August 2025	Memorandum from DPDS Reade
DRAFT	Amended Development Agreement
Various	PRE Public Meeting comments
Various	POST Public Meeting Comments
6 August 2025 (<i>rec'd</i>) Neighbourhood Petition	

13.2 BUSINESS ARISING FROM DELEGATIONS

13.2.1 KV EMO Program

17 June 2025	Letter from KVFD Chief/KV EMO Director Boyle
	KV EMO Emergency Management Program

Adopt the KV EMO Program

OPERATIONS

13.3 Dobbin Street Curb and Sidewalk

6 August 2025	Report submitted by CAO McLean
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13.4 Property purchase PID# 00258301

6 August 2025	Report submitted by CAO McLean
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13.5 Purchase and Installation of RRFB crosswalk systems for Hampton Road

6 August 2025	Report prepared by DO Colwell
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14. NEXT MEETING

Regular meeting	Monday, September 8, 2025 at 7:00 p.m.
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15. ADJOURNMENT

KV Emergency Measures Organization



Background



Emergency Management



WEATHER WARNING

Source:  

Thunderstorm capable of producing strong wind gusts, up to nickel-size hail and heavy rain this afternoon



Emergency Management





KV EMO EMERGENCY MANAGEMENT PROGRAM



Mission/Vision

The mission of the KV EMO is to keep people safe.

The vision of the KV EMO is:

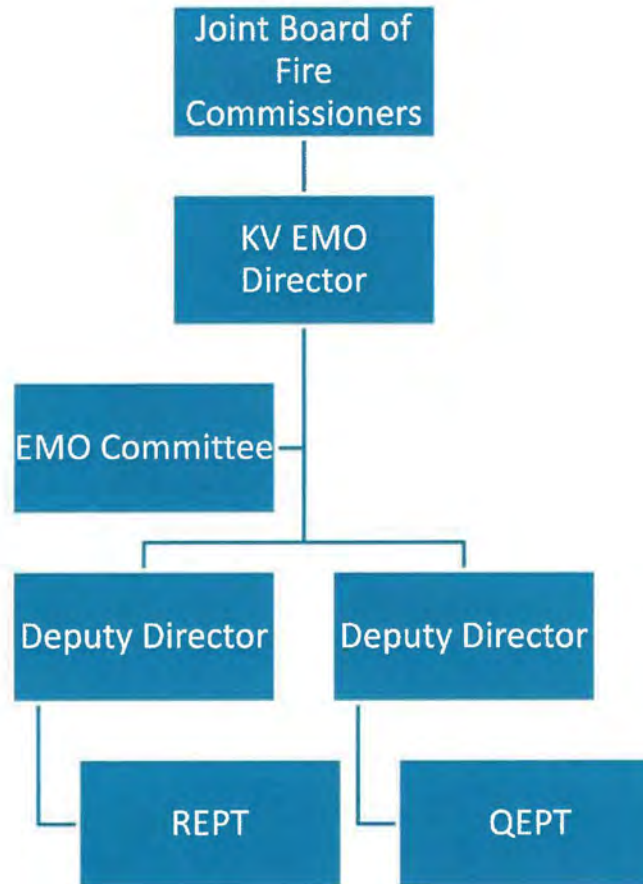
- To fully understand the risks and hazards that could impact the Kennebecasis Valley
- To prevent or lessen the probability of an event and mitigate the effects of an event
- To provide for the earliest possible coordinated response in the event of an emergency or disaster which impacts or has the potential to impact both municipalities
- To provide for the safety, health or welfare of the population and the protection of property and the environment in the event of such an occurrence
- To align emergency management planning with a collaborative approach to providing protective services

Concept

- The individual has a primary responsibility to protect their life and property and to prepare for and manage events and emergencies that impact their home and personal safety;
- When the individual is overwhelmed, the public safety agencies and municipalities have a responsibility to intervene;
- When the public safety agencies and/or municipalities are unable to cope with an event or emergency, the KV EMO takes over management and coordination of the event or emergency and finally,
- When the KV EMO is overwhelmed, the provincial EMO engages



KV EMO



KV EMO – Risk Assessment

All Hazards Risk Assessment

Defining Risk

Risk can be defined as the likelihood of an event to occur and the impact it may have. Or simply, it is the questions for a community to ask itself: how likely is it that something could happen, how bad could it be and are we prepared to manage it? But even considering that, the real questions should be: how can we prevent it or minimize the damage if it happens?

A risk assessment includes defining the risks in the community and prioritizing them by the likelihood of the event or the impact it could have. Understanding the risks faced by a community is the first critical step in taking action to mitigate the effects of a significant event.

Risk can be considered the product of two factors; the probability or likelihood of an event and the impact or consequence of an event which can include loss of life, property or disruption to the community.

$$\text{Risk} = \text{Probability} \times \text{Consequence}$$

Risk is also relative to the size of a community and its capability to respond. Events in smaller communities may affect less people than a large city but the disruption to the community may be greater.



Railway Accident

Probability	Impact	Risk Rating
Possible	Severe	High

In Canada, there are between 1000-1500 railway accidents annually. A railway accident has a defined definition, which includes the serious injury or death of a person or, where the train is involved in a grade-crossing collision, is involved in a collision or derailment carrying passengers, is involved in a collision or derailment carrying dangerous goods, an incident that causes a fire, or an incident that damages the train itself.



As previously discussed, the Kennebecasis Valley has a secondary rail line that runs east to west throughout the community. Although the schedule varies, there are typically at least two freight trains that pass through the community daily. The content of the freight cars also varies but considering the destination for the freight is industry in Saint John, it will often include crude oil, liquefied petroleum gas, and other industrial commodities.

KV EMO – Communications



KV EMO – People



KV EMO – Exercises, Evaluations and Corrective Actions



Kennebecasis Valley Fire Department
Policies, Procedures and Guidelines

Page 1 of 1

Section	Emergency Operations
Subject	After Action Review
Number	06 AARR
Type	Guideline
Fire Chief Approval	<i>Michael Boyle</i>
Date	January 2023
Purpose	To provide a framework for completing after action reviews on significant incidents.
Scope	This applies to all members.
Background	The AAR allows for the department to identify areas of strength, weakness, and improvement after significant incidents.
Guideline, Process, or Policy	<p>A formal AAR should be completed after an incident when:</p> <ul style="list-style-type: none"> • A structure fire resulted in a second alarm • A fatality has occurred • A firefighter was injured • Equipment or apparatus was significantly damaged • A high risk/low frequency event occurred • At the discretion of a chief officer or recommendation by a member

PUBLIC NOTICE

EMERGENCY MANAGEMENT EXERCISE

WEDNESDAY, OCTOBER 2, 2019

The public is advised that on Wednesday, October 2, from 10 a.m. to approximately 12 noon, there will be an Emergency Management Exercise (EMEX) at the South Shore Exhibition Grounds in Bridgewater.

The exercise is taking place thanks to a partnership between the Nova Scotia Department of Health and Wellness, the Nova Scotia Community College-Fundberg Campus, Town of Bridgewater and fire response partners and includes 35 x 35 foot Ambulances of the Canadian Ambulance, Emergency Management Organization NS (EMO NS), Bridport Emergency Management Organization, Bridport Safety and Communications, St. John Ambulance, Nova Scotia Health Authority (NSHA), the LVR and Emergency Health Services (EHS).

The exercise will feature a number of different components, including simulated patients and communication from first responders, staging of simulated vehicles, staging of the bridge of Main Street (Highway 104) and a helicopter and possibly simulating the landing of a life flight helicopter.

The goal of the Emergency Management Exercise is to test emergency protocols/procedures and practice the operational responses of personnel and agencies during an emergency event.

Moving forward...



KV EMO

Questions?



July 31, 2025

Town of Rothesay

70 Hampton Rd,
Rothesay, NB E2E 5Y2

SUBJECT: Funding Towards KV GO

Dear Mayor and Council of the Town of Rothesay,

On behalf of the Fundy Regional Service Commission (FRSC), I am excited to share that we have accessed \$25,000 in funding from the Economic and Social Inclusion Corporation (ESIC) to support a critical Fundy Region transportation initiative - KVGo.

ESIC provides funding to the FRSC for a range of community development projects each year. This year, \$25,000 was made available for future transportation initiatives which could be used towards the existing community transportation program or launch a new initiative aimed at improving transportation access for vulnerable populations, including individuals living with low income or disabilities. The KV Go demonstration project is well aligned with ESICs criteria. This demonstration project will enhance accessibility to essential destinations such as grocery stores, medical appointments, banks, and municipal facilities, for residents across both communities. We are confident that KVGo will also generate meaningful data which can be used to provide lessons learned for other transit initiatives across the Region.

In addition to this ESIC funding, there are other possible funding streams we may be able to assist with in the future. We recently submitted a proposal to the Regional Development Corporation to access funding for transit Demonstration projects and to develop a regional transit service plan. In turn, the FRSC intends to launch a call for proposals for regional climate

mitigation and adaptation initiatives to support the execution of each of FRSC's members existing plans. The FRSC was successful accessing funding through the Environmental Trust Fund for this initiative, which is well suited for transportation-related demonstration projects.

On behalf of the Fundy Regional Service Commission, we would like to extend our gratitude and congratulations to the Town of Quispamsis and Town of Rothesay for their work in pursuing KV Go, and for helping the Fundy Region in their pursuit of new transportation solutions.

Sincerely,



Phil Ouellette

CEO, Fundy Regional Service Commission

Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, July 15, 2025 8:20 AM
To: Liz Hazlett
Subject: FW: Rail Safety Week 2025 | Proclamation request
Attachments: Resolution_Canada_EN.pdf

From: Janet Drysdale <janet.drysdale@cn.ca>
Sent: Monday, July 14, 2025 2:55 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Rail Safety Week 2025 | Proclamation request

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Mayor Grant,

Rail Safety Week will take place across Canada from September 15 to 21, 2025.

For more than 20 years, CN has partnered with Operation Lifesaver Canada (OL) to raise public awareness about the dangers of crossing and trespassing on railway property. In recent years, we have seen disturbing spikes in deaths and serious injuries related to both. Inattention and distraction at crossings, risky behaviours on and around trains, the rise of homeless encampments along rail corridors, and mental health crises are all factors driving the recent, negative reversal in trendlines.

As valued neighbours and partners in promoting community safety, CN and OL together would like to ask your council to join us in raising awareness about the critical issue of rail safety by adopting the enclosed [proclamation](#).

Your leadership plays a vital role in educating the public about the risks associated with inattention at railway crossings and trespassing on train tracks and other rail infrastructure. Rail Safety is a shared responsibility, everyone has a role to play. By signing the proclamation and encouraging public engagement, your municipality will help foster a culture of safety and prevention and we would be honoured to publicly acknowledge your commitment to this cause.

If you have any questions or concerns, please contact Thomas Bateman, your local CN Public Affairs representative, at thomas.bateman@cn.ca.

For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at 1-888-888-5909
- For additional information about Rail Safety Week 2025 visit cn.ca/RailSafety or operationlifesaver.ca
- Let us know how you promote rail safety in your community by posting on cn.ca/RSW2025
- For any questions about this proclamation, please email RSW@cn.ca

- Visit cn.ca/RSW-toolkit to access the Rail Safety Toolkit which includes resources to help you further promote rail safety education in your community

Thank you in advance for your support.



Janet Drysdale

CN Senior Vice-President and
Chief Stakeholder Relations Officer



Shawn Will

CN Chief of Police and
Chief Security Officer



Chris Day

Operation Lifesaver
Interim National Director



RESOLUTION

IN SUPPORT OF RAIL SAFETY WEEK

WHEREAS *Rail Safety Week* is to be held across Canada from September 15 to 21, 2025;

WHEREAS, 261 railway crossing and trespassing incidents occurred in Canada in 2024; resulting in 68 avoidable fatalities and 58 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, indigenous communities, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor _____

seconded by Councillor _____

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 15 to 21, 2025.

From:
Sent: Wednesday, July 30, 2025 10:39 AM
To:
Subject: FW: wheelchair transport for KV

From:
Sent: Monday, July 28, 2025 1:02:03 PM
To: ehara@quispamsis.ca <ehara@quispamsis.ca>; Nancy Grant <nancygrant@rothesay.ca>
Cc:
Subject: wheelchair transport for KV

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

July 28/25

Hello Mayor O'Hara and Mayor Grant-

I'm here, from the "ole days" at KenVal Rehab. I've been somewhat out of commission for a year or two because of back surgeries, but I'm nestled back in my little garden home behind the brown Wesleyan church on Hampton Rd. in Quispam.

I'm predominantly in a wheelchair now, and I have discovered, much to my chagrin and disappointment, that there are no adequate and reasonable wheelchair transport systems out here to get me to appointments at hospitals or elsewhere! I have exhausted all avenues known to me, without success. As you may know, the ONLY wheelchair transport system available in the KV, for those of us NOT on social assistance, is through MyRide, and I have had to use it a few times with only 25-30% success. There is a serious lack of communication somewhere in their service and I have either missed important hospital appointments completely, or have gotten my ride after maybe 3-4 reminder calls while I'm actually waiting outside. I was 45 min late for one appointment last week. And they have only 1 aged van.

I have been in touch with KV Committee for Disabled Persons, and I'm told various options are not set up. Somewhere along the line, I was told that the towns looked at, and ?rejected!!! a possibility of partnership with the SJ Handi-Bus. I find that unacceptable in towns which are striving to be senior-friendly. Surely you see a need for transport. I know the survey for the KV Go transit trial sounds promising, but I don't know if it has wheelchair transport abilities and it doesn't help to get to hospitals.

Surely I am not the only person/senior who falls outside of social assistance and the availability of at least one service for those subsidized folks? Friends of mine are in their 70s and upwards, and they are well past being able to throw a wheelchair in the trunk and whisk me away, and my family lives away.

IF I am lucky enough for MyRide to actually show up, my trip to SJRH and back is basically \$100.

Please consider some type of partnership with a well-reviewed agency to provide these services. I'm writing directly to you and hoping you will forward this concern on to your appropriate councilors/departments.

Best Regards,

2025August11OpenSessionFINAL_041

 Virus-free www.avast.com

A meeting of the Board of Trustees, Kennebecasis Public Library was held on May 21st, 2025 at 6:30pm.

In Attendance: Ms. C. Hansen, Chair; Mrs. A. Watling, Treasurer; Ms. N. Emerson, Secretary; Mr. D. Shea, Mr. P. Smith, Mrs. C. Millican, Mr. J. Clarke, Mr. N. Donovan, Mr. A. Maxwell.

Regrets:

Absences:

Call to Order: Ms. Hansen called the meeting to order at 6:30 pm.

Approval of Agenda

Ms. Emerson noted two revisions to the agenda: postponing the presentation of the audit until the June meeting and adding discussion of the board legacy document. It was moved by Mrs. Millican to approve the amended agenda. Mrs. Watling seconded, and the motion carried.

Disposition of Minutes

Mrs. Watling moved to approve the minutes of the April 2025 regular meeting. Mr. Maxwell seconded, and the motion carried.

Communications

Ms. Emerson welcomes Mr. Maxwell back to the library board.

Ms. Emerson requests that a board member be available to attend the May 22 regional board forum in Saint John. Ms. Hansen will attend.

Report of the Librarian

Ms. Emerson presented her report to the board, including updates on staffing, collections, and programming.

Financial Statement

Mrs. Watling presented the financial report, outlining the expenditures far in 2025.

Facilities Management

Ms. Emerson presented Phil Shedd, the facility manager's monthly report of work completed and upcoming projects. Discussion ensued.

Mr. Clarke moved to accept the committee reports as presented. Mr. Donovan seconded, and the motion carried.

New and Unfinished Business

Student wages for Canada Summer Jobs: Mr. Clarke moves that Ms. Emerson may configure wage and term extensions as she determines to be in the library's best interest, provided she remains within budget. Mr. Maxwell seconds.

Fundraiser preparations:

- Food & drink: Mr. Donovan shares his and Mr. Smith's progress on developing a fundraising letter and will approach vendors before the June meeting.
- Promotions: On pause until promotional materials are finalized.
- People: Ms. Emerson will share the call for volunteers drafted by Mr. Clarke and Ms. Hansen with the library assistant to distribute among preexisting library volunteers before opening the call to the public. Mr. Donovan suggests offering the opportunity to volunteer to both towns' council members.

Board self-assessment: Mr. Donovan will compile results and present at the June meeting.

Board legacy document: The board accepts Mr. Clarke's drafted statement of purpose, and further develops the library's corporate calendar. Ms. Emerson will add a column identifying which board roles are responsible for specific functions.

Adjournment: As there was no other business, Ms. Hansen moved that the meeting be adjourned at 7:47 pm.

Next Meeting: The next meeting is scheduled for Wednesday, June 18th, 2025 at 6:30pm, in person at the library.

Respectfully submitted,

Norah Emerson

Library Director and Secretary to the Board



Librarian's Report May 2025

Staffing and Volunteers

The Regional Office continues their search for interested applicants for both the ASL4 (Circulation Supervisor) and Library Director positions for the library.

The two Summer Reading Club positions have been filled and began work on Tuesday, May 20. Their job term will run until August 23.

Two of the three positions the library was allotted through Canada Summer Jobs have been filled, and interviews for the third position will begin in June. These positions will begin work on July 2nd.

Programs

May is Asian Heritage Month: The library is hosting an art display from the Asian Heritage Society of New Brunswick for the month.

The library is also hosting a presentation on Mongolian culture on Saturday, May 24th, at 2:30 p.m.

Nursing Homes Without Walls held their first information session on May 13th, with plans to continue monthly as a caregiver support group. The library is currently expanding their partnership with NHWW to explore potential seniors' exercise classes and a grief café.

A seminar on Digital Literacy for seniors will be held at the library on Saturday, May 17th, from 10 a.m. – 1 p.m.

Collections

A new bicycle has been purchased from Millennium Cycle to replace the one stolen in 2023. The bicycle was provided at a discounted rate (thank you, Millennium Cycle!), and was purchased with local collections funds as the Collections Management Unit within NBPLS is allotted no funds to support object lending.

Promotions

No further updates at this time.

Respectfully Submitted,

Norah Emerson, Library Director and Secretary to the Board

A meeting of the Board of Trustees, Kennebecasis Public Library was held on June 18th, 2025 at 6:30pm.

In Attendance: Ms. C. Hansen, Chair; Mrs. A. Watling, Treasurer; Ms. N. Emerson, Secretary; Mr. D. Shea, Mr. P. Smith, Mrs. C. Millican, Mr. J. Clarke, Mr. N. Donovan, Mr. A. Maxwell.

Regrets:

Absences:

Call to Order: Ms. Hansen called the meeting to order at 6:34 pm.

Approval of Agenda

Ms. Hansen moved to approve the agenda. Mr. Maxwell seconded, and the motion carried.

Disposition of Minutes

Mrs. Watling moved to approve the minutes of the May 2025 regular meeting. Mr. Clarke seconded, and the motion carried.

Communications

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Ms. Emerson presented her report to the board, including updates on staffing, collections, and programming.

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Mrs. Watling presented the financial report, outlining the expenditures far in 2025.

Facilities Management

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- Admin:

Board self-assessment: Mr. Donovan presents the results of the self-assessment quiz.

Board legacy document: The board develops the Board Ongoing Works and Community Relationship Building section.

Adjournment: As there was no other business, Ms. Hansen moved that the meeting be adjourned at 8:07 pm.

Next Meeting: The next meeting is scheduled for Wednesday, September 17th, 2025 at 6:30pm, in person at the library.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board



Librarian's Report June 2025

Staffing and Volunteers

The Library Director role has been filled, and the estimated start of work date for the new director is in the middle of July. The search continues for the ASL4 role, which will be posted as an open competition (rather than an internal GNB competition).

Two of the three positions the library was allotted through Canada Summer Jobs have been filled, and interviews for the third position are underway. These positions will begin work on June 24th.

Programs

The library's partnership with Nursing Homes Without Walls continues as the first session of a Stretch and Balance Session for Seniors was held on June 10th.

The library's regular programs continue before the majority take a summer break. Programs that will pause include the Rug Hooking Group, Scrabble Club, and book clubs. Knit Wits, the painters' circle, Builders' Club, Storytime, and the baby playgroup will continue through the summer.

Sarah and Grace, our two Summer Reading Club Leaders, have drafted their schedule of programs for the summer and will launch the Summer Reading Club with a party on the afternoon of June 24th. If any board members wish to volunteer, their assistance would be very welcome!

Collections

No further updates at this time.

Promotions

Sarah and Grace have been visited all elementary schools in the area to promote the Summer Reading Club and encourage kids to visit the library during the summer.

Madaline represented the library at the Rothesay Age-Friendly Wellness Fair on June 2nd.

Respectfully Submitted,

Norah Emerson, Library Director and Secretary to the Board

KENNEBECASIS PUBLIC LIBRARY INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2024

KENNEBECASIS PUBLIC LIBRARY INC.

2025August11OpenSessionFINAL_049

DECEMBER 31, 2024

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INDEPENDENT AUDITORS' REPORT

To the Directors of the Kennebecasis Public Library Inc.

Qualified Opinion

We have audited the financial statements of the Kennebecasis Public Library Inc., (the "Library") which comprise the statement of financial position as at December 31, 2024, and the statements of operations, changes in net assets and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2024, and the results of its operations changes in net assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Qualified Opinion

In common with many charitable organizations, the Library derives revenues from the general public in the form of donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of revenues from donations was limited to the amounts recorded in the records of the Library and we were not able to determine whether any adjustments might be necessary to these revenues, annual deficit, assets and net assets.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

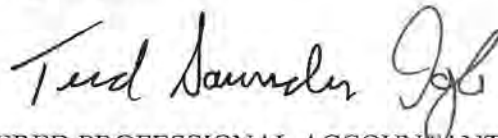
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Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicated with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick
June 18, 2025

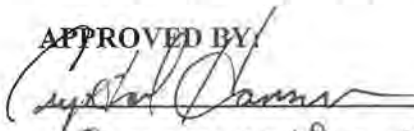
KENNEBECASIS PUBLIC LIBRARY INC.

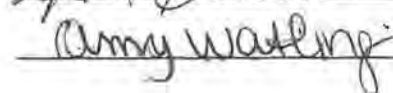
2025August11OpenSessionFINAL_052

STATEMENT OF FINANCIAL POSITION**AS AT DECEMBER 31, 2024**

	<u>2024</u>	<u>2023</u>
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 70,684	\$ 78,106
Accounts receivable		
General	780	1,556
Federal Government and its agencies (Note 4)	<u>13,174</u>	<u>10,307</u>
	<u>\$ 84,638</u>	<u>\$ 89,969</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 27,255	\$ 24,150
Deferred revenue (Note 5)	<u>29,829</u>	<u>31,364</u>
	<u>57,084</u>	<u>55,514</u>
NET ASSETS	<u>27,554</u>	<u>34,455</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 8)	6,120,630	6,119,516
Accumulated amortization (Note 8)	<u>(2,898,237)</u>	<u>(2,662,410)</u>
	3,222,393	3,457,106
Prepaid expenses	<u>11,483</u>	<u>9,313</u>
	<u>3,233,876</u>	<u>3,466,419</u>
ACCUMULATED SURPLUS	<u>\$ 3,261,430</u>	<u>\$ 3,500,874</u>
COMMITMENTS (Note 7)		

APPROVED BY:

 Director

 Treasurer

KENNEBECASIS PUBLIC LIBRARY INC.

2025August11OpenSessionFINAL_053

STATEMENT OF OPERATIONS**FOR THE YEAR ENDED DECEMBER 31, 2024**

	<u>2024</u> Budget (Note 10)	<u>2024</u> Actual	<u>2023</u> Actual
REVENUE			
Contributions by Municipalities - operating (Note 6)	\$ 254,118	\$ 254,117	\$ 230,861
Interest and sundry income	9,600	5,042	5,163
Donations (Note 5)	-	11,087	3,005
Grants	-	11,613	10,754
	<u>263,718</u>	<u>281,859</u>	<u>249,783</u>
EXPENDITURE			
Building and grounds maintenance (Note 7)	125,193	136,009	97,967
Insurance	9,311	9,190	8,464
Office	9,388	11,297	9,701
Wages	27,531	29,461	28,733
Professional development	2,000	56	163
Professional fees	13,286	13,385	12,725
Public relations	2,000	1,253	1,116
Program supplies	5,000	2,377	3,387
Utilities	52,985	59,643	50,868
Communications	8,188	8,320	8,122
Purchase of books and materials	-	11,087	3,005
Operating equipment and maintenance (Note 7)	7,905	2,178	1,335
Miscellaneous	1,190	1,220	1,745
Amortization	<u>235,827</u>	<u>235,827</u>	<u>238,138</u>
	<u>499,804</u>	<u>521,303</u>	<u>465,469</u>
ANNUAL DEFICIT FOR THE YEAR (Note 9)	\$ <u>(236,086)</u>	(239,444)	(215,686)
ACCUMULATED SURPLUS - BEGINNING OF YEAR		<u>3,500,874</u>	<u>3,716,560</u>
ACCUMULATED SURPLUS - END OF YEAR		<u>\$ 3,261,430</u>	<u>\$ 3,500,874</u>

KENNEBECASIS PUBLIC LIBRARY INC.

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STATEMENT OF CHANGES IN NET ASSETS**AS AT DECEMBER 31, 2024**

	<u>2024</u>	<u>2023</u>
Annual deficit	\$ (239,444)	\$ (215,686)
Acquisition of tangible capital assets	(1,114)	(6,318)
Amortization of tangible capital assets	<u>235,827</u>	<u>238,138</u>
	<u>(4,731)</u>	<u>16,134</u>
Acquisition of prepaid expenses	(11,483)	(9,313)
Use of prepaid expenses	<u>9,313</u>	<u>8,879</u>
	<u>(2,170)</u>	<u>(434)</u>
Increase (decrease) in net assets	(6,901)	15,700
Net assets - beginning of year	<u>34,455</u>	<u>18,755</u>
Net assets - end of year	\$ <u>27,554</u>	\$ <u>34,455</u>

KENNEBECASIS PUBLIC LIBRARY INC.

2025August11OpenSessionFINAL_055

STATEMENT OF CASH FLOWS**FOR THE YEAR ENDED DECEMBER 31, 2024**

	<u>2024</u>	<u>2023</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual deficit	\$ (239,444)	\$ (215,686)
Amortization of tangible capital assets	235,827	238,138
Accounts receivable - General	776	(1,216)
Accounts receivable - Federal Government and its agencies	(2,867)	51,747
Accounts payable and accrued liabilities	3,105	5,332
Deferred revenue	(1,535)	5,806
Change in prepaid expenses	<u>(2,170)</u>	<u>(434)</u>
	<u>(6,308)</u>	<u>83,687</u>
CAPITAL TRANSACTION		
Acquisition of tangible capital assets	<u>(1,114)</u>	<u>(6,318)</u>
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	<u>(7,422)</u>	<u>77,369</u>
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>78,106</u>	<u>737</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 70,684</u>	<u>\$ 78,106</u>

KENNEBECASIS PUBLIC LIBRARY INC.

2025August11OpenSessionFINAL_056

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

1. PURPOSE OF THE ORGANIZATION

Kennebecasis Public Library Inc. (the "Library") was incorporated without share capital under the laws of the Province of New Brunswick to establish, maintain and operate a public library for the benefit of the members of the communities of Rothesay and Quispamsis. These municipalities have each agreed to pay a proportional share, based on population, of the net budgeted operating costs of the Library on a monthly basis. The Library qualifies as a charitable organization and, as such, is exempt from income taxes. Books, reading materials and employee salaries paid by the Province of New Brunswick are not included in these financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Library are the representations of management prepared in accordance with Canadian generally accepted accounting principles for New Brunswick municipalities by the Department of Local Government, as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada.

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Library and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Library.

Significant aspects of the accounting policies adopted by the Library are as follows:

Reporting Entity

The financial statements reflect the assets, liabilities, revenues, expenditures and changes in net assets and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Library and which are owned or controlled by the Library. The operating results of the Friends of Kennebecasis Public Library (Note 6) are included in these financial statements.

Interdepartmental and organizational transactions and balances are eliminated.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains and losses reported in annual deficit. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale or issue of financial instruments are expensed when incurred.

KENNEBECASIS PUBLIC LIBRARY INC.

2025 August 11 Open Session FINAL_057

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Cash and Cash Equivalents

Cash and cash equivalents include cash balances on deposit with banks.

Revenue Recognition

Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred.

The contributions from the member municipalities are recognized when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and other income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenditures during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from those estimates.

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets; and
- the recoverability of tangible capital assets.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets, less any residual value when applicable, are amortized on a straight-line basis over their estimated useful lives as follows:

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	15 years
Building	20-40 years
Furniture and equipment	5 years

The Library regularly reviews its capital assets to eliminate obsolete items.

Economic Dependence

The Library receives funding from Quispamsis and Rothesay, which accounts for a significant portion of revenues.

KENNEBECASIS PUBLIC LIBRARY INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Asset Retirement Obligations

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations. As at December 31, 2024, no asset retirement obligations have been identified by management.

3. FINANCIAL INSTRUMENTS

The Library is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Library's risk exposure and concentration as of December 31, 2024:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Library is exposed to credit risk from its accounts receivable. The risk is minimized as the majority of the amounts receivable are due from the Federal Government.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Library is exposed to this risk mainly in respect of its receipt of funds from the contributing municipalities, patrons and other related sources, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the Library's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Library is not exposed to foreign currency risk as it does not hold foreign currencies.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is not exposed to interest rate risk as it does not have any interest bearing debt.

4. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2024</u>	<u>2023</u>
Canada Revenue Agency (HST refund)	\$ <u>13,174</u>	\$ <u>10,307</u>

KENNEBECASIS PUBLIC LIBRARY INC.

2025August11OpenSessionFINAL_059

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

5. DEFERRED REVENUE

The Library receives restricted donations specific to the purchase of books, materials and related supplies.

6. RELATED PARTY TRANSACTIONS

The Library is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Library. During the year, the Library recognized the following contributions from the Towns as revenue:

	<u>2024</u>	<u>2023</u>
Quispamsis	\$ 155,123	\$ 140,916
Rothesay	<u>98,994</u>	<u>89,945</u>
	<u>\$ 254,117</u>	<u>\$ 230,861</u>

7. COMMITMENTS

Controls & Equipment Ltd. - Building Automation & HVAC Service Agreement

In 2016, the Library committed \$3,622 payable over 2 semi annual installments to Controls & Equipment Ltd. commencing on December, 2016. This agreement shall continue from year to year with an annual increase in costs no greater than the inflation index as published by Statistics Canada. In 2024, the amount of \$3,426 was committed for the next year.

KONE Inc. - Elevator Maintenance Agreement

In 2014, the Library committed \$190 each month payable annually each June for a period of fifteen years to KONE Inc. commencing on June 1, 2014. Each June, monthly payments are subject to annual escalation based on industry labour and process costs. During the year, total payments of \$5,431 being made during the year. The minimum annual payment due over the next year is \$5,405.

Xtra - Photocopier Lease Contract

In 2023, the Library committed to a base amount of \$244 plus HST per month payable for 66 months commencing on July 27, 2023. During the year, total payments of \$3,475 were made. The minimum annual payment due over the next year is \$3,054.

Ultra Alarm Services - Fire Alarm Contract

In 2016, the Library committed \$563 for one year commencing on November 27, 2016. The agreement will be automatically renewed each year unless terminated by either party. During the year, total payments were made of \$548. The minimum annual payment due over the next year is \$544.

KENNEBECASIS PUBLIC LIBRARY INC.

2025August11OpenSessionFINAL_060

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

7. COMMITMENTS (cont'd)

Jani-King - Cleaning and Refuse Disposal

During the prior year, the Library committed \$3,550 plus HST per month for janitorial and refuse services for 2023, 2024 and 2025. During the year, total payments of \$44,425 were made. The minimum annual payment due over the next year is \$44,425.

Homestar - Snow Removal Contract

The Library committed \$9,825 plus HST per year for three years commencing in the fall of 2022 for snow removal. During the year, total payments of \$10,246 were made. The minimum annual payment due over the next year is \$10,246.

Homestar - Lawn Care Contract

The Library committed \$3,500 plus HST per year for 2023 - 2025. The agreement will be automatically renewed each year unless terminated by either party. During the year, total payments of \$3,650 were made. The minimum annual payment due over the next year is \$3,650.

KENNEBECASIS PUBLIC LIBRARY INC.

2025August11OpenSessionFINAL_061

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

8. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Land Improvements</u>	<u>Building</u>	<u>Furniture and Equipment</u>	<u>2024 Total</u>	<u>2023 Total</u>
COST						
Balance - beginning of year	\$ 337,544	\$ 250,572	\$ 5,005,485	\$ 525,915	\$ 6,119,516	\$ 6,118,214
Add: net additions during the year	-	-	-	1,114	1,114	6,318
Less: disposals during the year	-	-	-	-	-	(5,016)
Balance - end of year	<u>337,544</u>	<u>250,572</u>	<u>5,005,485</u>	<u>527,029</u>	<u>6,120,630</u>	<u>6,119,516</u>
ACCUMULATED AMORTIZATION						
Balance - beginning of year	-	175,403	2,004,408	482,599	2,662,410	2,429,288
Add: amortization during the year	-	16,705	201,936	17,186	235,827	238,138
Less: accumulated amortization on disposals	-	-	-	-	-	(5,016)
Balance - end of year	-	<u>192,108</u>	<u>2,206,344</u>	<u>499,785</u>	<u>2,898,237</u>	<u>2,662,410</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 337,544</u>	<u>\$ 58,464</u>	<u>\$ 2,799,141</u>	<u>\$ 27,244</u>	<u>\$ 3,222,393</u>	<u>\$ 3,457,106</u>

KENNEBECASIS PUBLIC LIBRARY INC.

2025August11OpenSessionFINAL_062

NOTES TO FINANCIAL STATEMENTS**DECEMBER 31, 2024****9. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)**

	General Operating Fund	Capital Fund	Total
2024 annual deficit	\$ (3,617)	\$ (235,827)	\$ (239,444)
Adjustments to annual surplus (deficit) for funding requirements			
Second previous year's surplus	259	-	259
Capital purchased through General Operating Fund	(1,114)	1,114	-
Amortization expense	-	235,827	235,827
Total adjustments to 2024 annual surplus (deficit)	(855)	236,941	236,086
2024 annual surplus (deficit) for funding requirements	\$ (4,472)	\$ 1,114	\$ (3,358)

KENNEBECASIS PUBLIC LIBRARY INC.

2025 August 11 Open Session FINAL_063

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

10. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget <u>General</u>	Amortization <u>TCA</u>	<u>Transfers</u>	<u>Total</u>
REVENUE				
Rothsay	\$ 98,994	\$ -	\$ -	\$ 98,994
Quispamsis	155,124	-	-	155,124
Surplus of second previous year	259	-	(259)	-
Interest and sundry income	<u>9,600</u>	<u>-</u>	<u>-</u>	<u>9,600</u>
	<u>263,977</u>	<u>-</u>	<u>(259)</u>	<u>263,718</u>
EXPENDITURE				
Building and grounds maintenance	125,193	-	-	125,193
Insurance	9,311	-	-	9,311
Office	9,388	-	-	9,388
Wages	27,531	-	-	27,531
Professional development	2,000	-	-	2,000
Professional fees	13,286	-	-	13,286
Program supplies	5,000	-	-	5,000
Public relations	2,000	-	-	2,000
Utilities	52,985	-	-	52,985
Communications	8,188	-	-	8,188
Operating equipment and maintenance	7,905	-	-	7,905
Miscellaneous	1,190	-	-	1,190
Amortization	<u>-</u>	<u>235,827</u>	<u>-</u>	<u>235,827</u>
	<u>263,977</u>	<u>235,827</u>	<u>-</u>	<u>499,804</u>
Deficit	\$ <u>-</u>	\$ <u>(235,827)</u>	\$ <u>(259)</u>	\$ <u>(236,086)</u>



Regular Board Meeting Minutes

Date: May 22, 2025, 10:00 a.m.
Location: FRSC Office
20 Broadview Ave., Saint John

MEMBERS PRESENT Jim Bedford, Mayor, Fundy St. Martins
Robert Doucet, Mayor, Hampton
Mary Schryer, Deputy Mayor, Quispamsis
Brittany Merrifield, Mayor, Grand Bay-Westfield
John MacKenzie, Deputy Mayor, Saint John
Bruce Dryer, Councillor, Fundy Rural District
Matthew Alexander, Deputy Mayor, Rothesay

MEMBERS ABSENT Libby O'Hara, Mayor, Quispamsis
Nancy Grant, Mayor, Rothesay

STAFF Phil Ouellette, CEO, Fundy Regional Service Commission
Cassie Silhanek, Recording Secretary, Fundy Regional Service Commission

Meeting Minutes of the Board of Directors of Fundy Regional Service Commission.

1. Closed Session

The Board proceeded to Closed Session as prescribed under section 68 of the Local Governance Act, SNB 2017, c 18.

THAT the Board proceed to Closed Session as prescribed under section 68 of the Local Governance Act, SNB 2017, c 18.

2. Order of Business

2.a Call to Order

Chair Bedford called the meeting to order at 9:41 a.m.

2.a.1 Land Acknowledgement

2.b Record of Attendance

It is noted that Mary Schryer is attending, online, for Director O'Hara and Matthew Alexander is in attendance, in person, for Director Grant.

Director Schryer noted a hard stop at 10:30 a.m.

2.c Approval of Agenda

Chair Bedford called for a motion to approve the agenda.

Resolution Number: RM-2025-050

Moved by: Director MacKenzie

Seconded by: Director Alexander

THAT the Board approve the May 22, 2025 agenda as presented.

Motion Carried

2.d Approval of Minutes

Chair Bedford called for approval of the minutes.

Director Schryer abstained, as she was not in attendance for the meetings.

Resolution Number: RM-2025-051

Moved by: Director Doucet

Seconded by: Director Merrifield

THAT the Board approve the April 3, 2025, and April 24, 2025 meeting minutes as presented.

Motion Carried

2.d.1 April 3, 2025

2.d.2 April 24, 2025

2.e Disclosure of Conflict of Interest

Chair Bedford called for acknowledgement of any conflicts of interest, there were none presented.

3. CEO Verbal Update

CEO Ouellette gave a verbal update to the Board.

Marc MacLeod, FRSC General Manager of the Landfill, answered questions from the Board on the Leachate Mitigation projects under way.

Director Dryer left the meeting at 9:43 a.m. and returned to the meeting at 9:44 a.m.

Cassie Silhanek, FRSC Recording Secretary, left the meeting at 9:46 a.m. and returned to the meeting at 9:47 a.m.

For more information, please see the recording on the website.

4. Annual General Meeting

CEO Ouellette started the Annual General Meeting off by explaining the four (4) items within this topic.

For more information, please see the recording on the website.

4.a 2024 Audited Financial Statements

Andrew Logan and Meghan Porter, from Teed Saunders Doyle, presented on the Financial Audit from the 2024 year, speaking to the Auditors Report within the Audited Financial Statements.

For more information, please see the recording on the website.

Resolution Number: RM-2025-052

Moved by: Director MacKenzie

Seconded by: Director Alexander

THAT the Board adopt the 2024 Audited Financial Statements as presented.

Motion Carried

4.b Appointment of Auditor

CEO Ouellette spoke to the topics within the report and read aloud the suggested motion.

Resolution Number: RM-2025-053

Moved by: Director Merrifield

Seconded by: Director Alexander

THAT the Board reappoints Teed Saunders Doyle as the auditor for the FRSC for the 2025 financial audit.

Motion Carried

4.c 2024 Annual Report

CEO Ouellette spoke briefly about the Annual Report

Director Merrifield noted that the FRSC staff did a fantastic job and thanks staff for their work.

Resolution Number: RM-2025-054

Moved by: Director Alexander

Seconded by: Director Doucet

That the Board receive and file the 2024 Annual Report as presented.

Motion Carried

4.d Election of Board Officers

CEO Ouellette noted that this vote is defined by 4.5.1 of the Procedural Bylaw and explained the rotation identified within.

For further information, please see the FRSC's Procedural By-Law on our website.

Resolution Number: RM-2025-055

Moved by: Director Merrifield

Seconded by: Director Schryer

THAT the Board appoints Mayor Robert Doucet as Chairperson from May 23, 2025, until May 23, 2026, or until the FRSC Board elects a new Chairperson.

Motion Carried

Resolution Number: RM-2025-056

Moved by: Director Merrifield

Seconded by: Director Alexander

THAT the Board appoints Deputy-Mayor John MacKenzie as Vice-Chairperson from May 23, 2025, until May 23, 2026, or until the FRSC Board elects a new Vice-Chairperson;

Motion Carried

Resolution Number: RM-2025-057

Moved by: Director Dryer

Seconded by: Director MacKenzie

THAT the Board appoints Mayor Jim Bedford as Past-Chair from May 23, 2025, until May 23, 2026, or until the FRSC Board elects a new Past-Chair.

Motion Carried

5. Consent Items

Resolution Number: RM-2025-058

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the receive and file the Planning and Building Inspection Monthly Report and the Community Development Needs Assessment and Action Plan as presented.

Motion Carried

5.a Planning & Building Inspection Monthly Report

Resolution Number: RM-2025-058

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the Board receive and file the Planning and Building Inspections Monthly Report as presented.

Motion Carried

5.b Community Development Needs Assessment and Action Plan

Resolution Number: RM-2025-058

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the Board approve the Community Development Needs Assessment and Action Plan as presented.

Motion Carried

6. Reports/Presentations

6.a Envision Saint John Review of Future KPI's

CEO Ouellette introduced Andrew Beckett, CEO of Envision Saint John, and his strategic plan and KPI's.

Director Dryer left the meeting at 10:30 a.m. and returned at 10:33 a.m.

Director Schryer left the meeting at 10:31 a.m.

Andrew Beckett spoke to the Board about the Strategic Plan and KPI's circulated within the agenda package and the need for approval from the FRSC Board.

Director Alexander left the meeting at 10:59 a.m.

Director MacKenzie left the meeting at 10:59 a.m.

For more information, please see the recording on the website.

Resolution Number: RM-2025-059

Moved by: Director Doucet

Seconded by: Director Merrifield

THAT the Board receive and file the Envision Saint John Review of Future KPI's reporting as presented.

Motion Carried

6.b Status Update Review of Fundy Regional Strategy and Formulation of 2026 FRSC Work Plan

Director Alexander returned to the meeting at 11:00 a.m.

Director MacKenzie returned to the meeting at 11:00 a.m.

CEO Ouellette spoke to the Workplan for 2026 and update to the Regional Strategy.

Director Dryer left the meeting at 11:01 a.m. and returned to the meeting at 11:03 a.m.

Resolution Number: RM-2025-060

Moved by: Director Dryer

Seconded by: Director MacKenzie

That the Board asks the FRSC to integrate feedback collected from the Board of Directors during its May 22nd, 2025, meeting associated with the update to the Fundy Regional Strategy and the formulation of the 2025 FRSC work plan, and report back in June with recommendations.

Motion Carried

7. Standing Items

7.a Committee Agendas

Resolution Number: RM-2025-061

Moved by: Director Alexander

Seconded by: Director Merrifield

THAT the Board receive and file the committee agendas presented.

Motion Carried

8. Adjournment

Chairperson Bedford called for a motion to adjourn.

Resolution Number: RM-2025-062

Moved by: Director MacKenzie

Seconded by: Director Doucet

THAT the Board adjourn the meeting at 11:12 p.m.

Motion Carried

Jim Bedford, Chairperson

Cassie Silhanek, Recording Secretary

Date



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF JUNE 25, 2025 @ 3:00 PM**

**MINUTES
REGULAR MEETING**

In Attendance:

BOARD MEMBER	POSITION
Kevin Darling	Chair/Provincial Representative
Kerrie Luck	Vice Chair/Quispamsis Representative
Mike Biggar	Quispamsis Representative
Andrea Wilbur	Quispamsis Representative
Tiffany Mackay French	Rothsay Representative
Donald Shea	Rothsay Representative
Robert Simonds	Rothsay Representative
John Buchanan	Rothsay Representative
Chief Mike Young	KRPF Chief of Police
Deputy Chief Mary Henderson	KRPF Deputy Chief
Insp. Anika Becker	KRPF Inspector
Insp. Colin Flynn	KRPF Inspector
Rebecca Moore	KRJBPC Secretary
ABSENT	
Vibhuti Harquail	Secretary/Quispamsis Representative

Chairperson Kevin Darling called the meeting to order at 3:04PM and opened the Regular Meeting.

1. APPROVAL OF AGENDA:

Chairperson Kevin Darling asked for an approval of the agenda.

*It was moved by Don Shea and seconded by Rob Simonds that the Agenda for the Regular Meeting of June 25, 2025, be approved as presented. All in Favour. **MOTION CARRIED.***

2. LAND ACKNOWLEDGEMENT:

Insp. Anika Becker read Land Acknowledgement.

3. APPROVAL OF MINUTES OF MAY 28, 2025, REGULAR MEETING:

Chairperson Kevin Darling asked for a motion to approve the Minutes of the May 28, 2025, Regular Meeting.

*It was moved by Rob Simonds and seconded by Andrea Wilbur to accept the Minutes of May 28, 2025, Regular Meeting as presented. All in Favour. **MOTION CARRIED.***

4. DECLARATION OF CONFLICT OF INTEREST:

None seen.

5. CHIEFS REPORT:

Chief Young let his report stand as presented and highlighted the following:

- We are establishing better context for the numbers that are provided in the Chief's. We are always looking for feedback and input.
- Canine is currently non-deployable as he did not complete his annual validation. The provincial trainer will be validating him soon. When validation occurs, the board will be advised.
- We are watching the fleet budget closely. Deputy Chief Henderson advised that a committee took a deep dive into the fleet budget. Fuel consumption is being watched, and the increase could be because we introduced two new Durango's into the fleet in 2025. In relation to maintenance, we budgeted \$55,000 and we are currently at \$54,000. Two vehicles have transmission problems that are being repaired but the remainder of the vehicles are in good shape. We will use all this information in budgeting for the purchase of vehicles next year.

Questions:

- Mike Biggar inquired whether there was consideration of Town Bylaw enforcement being done in tandem with the police force when the Town believes there are safety concerns or problems that might arise. The chief advised that this does happen, but police are there solely for the purpose of preventing breach and safety purposes. For bylaws overall it is expensive for a police force to enforce especially when they go through the court process. Kevin Darling advised that a few years ago there was a request for us to look at having a bylaw enforcement unit in the KRPF building that would report to the police and if KRPF were to take on the Bylaw enforcement it would have budget implications for staffing, uniforms equipment, vehicle etc.
- Andrea inquired whether the IEU files listed in the CID report were in the valley and was advised that they were not but that we are part of the IEU team which ultimately does affect the drugs coming into the valley.
- Kevin Darling requested that upcoming dates for the Community Events Calendar be included so the board may be able to attend. Rebecca Moore will send out invites to the Board Members for community events.

*It was moved by Tiffany Mackay French and second by Kerrie Luck to receive and file the Chief's report as presented. All in favour. **MOTION CARRIED.***

6. COMMITTEE REPORTS:

Finance Committee

The Finance Committee did not meet.

Kevin Darling advised:

- We are running approximately a \$20,000 surplus
- The preparation for the 2026 budget has started and meetings will be scheduled over the next couple of months to get a draft ready for the Board by the end of August. The Board will have to meet toward the end of August or the beginning of September to review.

Questions:

- Kerrie Luck inquired whether the Owl had been repaired and was advised the KRPF IT Manager is working on a solution.
- Kerrie Luck inquired where in the budget the gate will be purchased. Kevin Darling advised the gate will be rolled into the building project. The final debenture number from the province has been received. The amount we receive is not the exact amount we signed for. The amount is discounted by the issuing fees that the bank/Province charges. We budgeted \$20,000 for the issuing fee; the actual amount was \$21,000. We will receive the money this week from the province and there will be enough money in that for the gate. The cost of the gate is \$36,000. We made approx. \$43,000 on interest as well as additional interest on the deposit received from Homestar which amounts to approximately \$5,000 so we are within \$2,000 for the total project.

It was moved by Don Shea and second by Tiffany Mackay French to receive and file the Chief's report as presented. All in favour. MOTION CARRIED.

Policy Committee

Kevin advised the Hiring Committee is reviewing how they are going to assess performance & criteria for the Chief. A format will be presented to the board at the next board meeting.

There is a plan in place for review of the Governance Document and the Police Committee plans to have suggested revisions to the board by the October 2025 board meeting.

Building & Grounds/Transportation Committee

The Building Committee did not meet.

D/C Henderson provided an update on the building expansion and advised:

- Insp. Flynn, Homestar & our Project Manager did a walkthrough of the building and grounds and identified a few small deficiencies that will be rectified, including:
 - Painting
 - Crack filling
 - Lighting repairs
 - Grass around wellness structure
- The Wellness structure is being well used as well as the new kitchen, gym and CID area. Members seem very happy in the new space.
- The gate/arm is going to be installed at the police vehicle entrance of the parking lot. Homestar will be installing the concrete pads for the arms and Royal Parking Service will be installing the arms. Hedging is being planted to provide more privacy. We are looking at options to possibly widen the driveway entrance.
- The deposit from Homestar will not be released until deficiencies are resolved.

7. CORRESPONDENCE

None

8. OLD BUSINESS:

None

9. NEW BUSINESS:

KRJBPC Social Media Presence

- Mike Biggar introduced the idea of the board having their own social media presence better educate the public on the role of the board, recruiting new board members, reporting of concerns about the police force, celebrating the wins of the police force, etc. and suggested we consider launching something in the fall.
- Tiffany MacKay French expressed concern as social media only works if there is engagement and it can become a site where there are lot of complaints about policing, and someone needs to be on top of it to manage. Also, members of the board are not qualified to answer policing questions.

- Rob Simonds advised he agreed with the benefits but does not agree with the concept and suggested there may be things we can do with the police and towns websites to create links, etc.
- Andrea Wilbur expressed concern about taking the board to social media as we do not have the ability to manage it well and it can turn into an echo chamber.
- Kerrie Luck advised she is open to the idea, but we need to identify why we want it and what we are trying to accomplish before we decide on what we use/need to meet our objectives.
- Kevin Darling advised he will send information from CAPG around this topic, and he will reach out to CAPG to see if they can provide links of other boards who have websites.
- Item will be re-tabled to the September Board Meeting.

10. IN CAMERA SESSION:

Moved to closed meeting

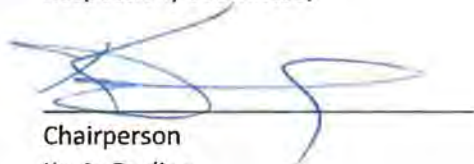
11. MOTION TO ADJOURN:

There being no further business to discuss, Chairperson Kevin Darling called for a motion to adjourn the Regular Meeting.

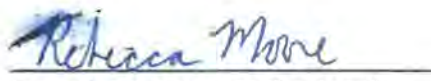
*It was moved by Tiffany Mackay French and seconded by Rob Simonds to adjourn the Regular Meeting. All in favour. **MOTION CARRIED.***

Adjourned 3:48: PM

Respectfully Submitted,



Chairperson
Kevin Darling



Executive Assistant to the Board
Rebecca Moore



Kennebecasis Regional Police Force Budget vs. Actuals: YTD June 2025

	YTD June 2025			2025
	Actual	Budget	over Budget	Annual Budget
Income				
Municipal Funding Rothesay	1,709,014.98	1,709,014.98	0.00	3,418,030.00
Municipal Funding Quispamsis	2,590,830.00	2,590,830.00	0.00	5,181,660.00
Prior Year Surplus	97,027.50	97,027.50	0.00	194,055.00
Other Primary Income	419,598.25	274,099.92	145,498.33	548,200.00
Total Income	4,816,470.73	4,670,972.40	145,498.33	9,341,944.80
EXPENSES				
Admin	559,762.73	525,326.58	34,436.15	1,050,652.59
Building	254,042.72	238,559.58	15,483.14	477,118.50
Crime Control	3,769,415.54	3,766,786.26	2,629.28	7,533,573.70
Vehicles	205,019.87	140,299.98	64,719.89	280,600.00
Total Expenses	4,788,240.86	4,670,972.40	117,268.46	9,341,944.80
Net Operating Income (Surplus/Deficit)	28,229.87	0.00	28,229.87	0.00



KENNEBECASIS REGIONAL JOINT BOARD OF
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT
JULY 2025

REGULAR REPORT

Training Report July 2025:

Dates	Course	Location	Member
July 17, 21-22	ETS Training	Saint John	Cpl. Aaron Haines Cpl. Mark Roberts Cst. Nick Dupuis

2025 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	478	430	429	453	440	486						
TOTAL FILES CREATED	271	195	218	215	218	236						
POPA/M Tickets/E Tickets	252	217	269	190	231	303						
Bylaw Tickets	6	13	2	1	8	0						
Crimes Against Persons	2	6	5	2	5	5						
Property Crime	18	11	8	14	15	18						
Other CC	7	0	6	2	4	3						
Traffic Collisions (Non-Injury)	51	29	26	32	27	26						
Fatal and Injury Traffic Collisions	3	2	1	0	2	3						
Intimate Partner Violence Files	22	20	34	16	20	22						
Impaired Driving (All categories)	11	9	12	1	8	7						
Mental Health Calls	13	18	12	11	11	8						

2024 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	388	417	407	389	480	452	436	534	490	467	398	439
TOTAL FILES CREATED	210	202	232	223	260	239	197	231	234	257	209	216
POPA/M Tickets/E Tickets	91	123	163	92	119	148	163	188	163	158	182	117
Bylaw Tickets	14	15	3	1	7	0	5	7	0	0	0	1
Crimes Against Persons	18	11	13	7	12	7	8	9	11	11	3	7
Property Crime	24	27	27	40	34	30	16	16	25	23	20	16
Other CC	6	6	7	8	6	7	7	7	8	4	2	3
Traffic Collisions (Non-Injury)	40	27	35	24	25	34	23	30	46	36	43	53
Fatal and Injury Traffic Collisions	0	2	1	5	6	7	5	3	4	4	2	4
Intimate Partner Violence Files	20	18	13	17	10	7	13	17	19	22	19	31
Impaired Driving (All categories)	5	4	9	14	8	5	11	8	9	7	2	1
Mental Health Calls	8	11	9	8	17	18	7	16	14	12	11	6

ABOUT OUR CRIME STATISTICS

POPA/M tickets/E tickets: Tickets have increased by 98.6% compared to the same period last year, from 736 last year to 1462 this year. This appears to be linked to the newly formed independent traffic unit.

Bylaw tickets: No significant change.

Crimes against persons: Has declined 63.2 % compared to the same period last year, from 68 incident last year to 25 this year. This could be linked to strategic deployment of patrols to high incident areas such as liquor establishments, as well as continued youth outreach and IPV prevention initiatives.

Property crime: Decreased by 53.8% compared to the same period last year, from 182 incidents last year to 84 this year. This could be linked to strategic patrols and increased officer visibility in high incident areas such as construction sites, businesses, and storage facilities.

Other CC: Decreased by 45% compared to the same period last year, from 40 incidents last year to 22 this year. This is difficult to pinpoint as "Other CC" encompasses a wide range of offences under the criminal code.

Traffic collisions (non-injury): No significant change.

Fatal and injury traffic collisions: Decreased by 47.6%, from 21 incident last year to 11 this year. This is most likely linked to increased enforcement by newly formed independent traffic unit.

Intimate partner violence: Increase by 57.6% from 85 last year to 134 this year. This could be linked to improved reporting due to public education and awareness. These also include "Other Family Violence" involving incidents between other family members.

Impaired Driving (all categories): No significant change.

Mental health calls: No significant change.

OUR STRATEGIC PRIORITIES

COMMUNITY SAFETY & CRIME PREVENTION

Sgt. Kelley McIntyre has started in her role as Community Engagement Sergeant and is working on a 90-day plan.

CRIME PREVENTION:

INTIMATE PARTNER VIOLENCE:

- Intimate Partner Violence policy assigned to Sgt. Kelley McIntyre for review and updates

YOUTH:

- July 16 – Parent information night at the Quality Inn – Quispamsis
- July 23 – Support a friend night at the Quality Inn - Quispamsis

TRAFFIC:

TRAFFIC STATS – JUNE 2025			
	TOTAL	TRAFFIC	PATROL
TICKETS	303	227	76
COLLISIONS	29	16	13
IMPAIRED DRIVING	7	3	4
RIDE	6	6	0

Files Generated by Traffic Members: 63

TRAFFIC COMPLAINTS		
Complaint Type	# of Complaints	STATUS
Traffic Complaints	27	6 complaints resulting in active files created 19 complaints that were resolved with immediate police action
On-line Traffic Complaint	2	Active
Suspended Drivers	5	All issued Court Dates
Parking Complaints	2	Active

COMMUNITY EVENTS CALENDAR**JULY 2025**

01-Jul-25	Cpl. James McKay Cst. Caleb Parlee Cst. Liam Dunn Cst. Owen Thompson Cdt. Cst. Hannah Blizzard Cdt. Cst. Liam Dalglish	Platoons	Canada Day Events
16-Jul-25	Sgt. Kelley McIntyre Cst. Nick Doucet Cst. Ryan Wlaker	Platoons	Parent & Caregiver Information Night
22-Jul-25	Cpl. Shawn Toner Aux. Cst. Rick Cleveland	Platoons	First Ride Program
23-Jul-25	Sgt. Kelley McIntyre Cst. Nick Doucet Cst. Ryan Wlaker	Platoons	Youth Night - "Support a Friend"

EMPLOYEE ENGAGEMENT AND WELL-BEING

WORKPLACE PROCEDURES AND PRACTICES

1. Administrative processes and workload review
 - Hiring Process
 - i. Jan 2025 Cadets – OJT underway graduation Aug. 29th, 2025
 - ii. July 2025 Intake – Online classes begin July 2025
 - iii. Jan 2026 Intake – Selection process to launch Aug/Sept 2025 – 1 Seat
 - HR Policies Review – Underway; New Civilian Employee Guidebook
2. Salary and Benefit Administration
 - ADP Enhanced HR Support implementation underway – Includes onboarding support; policy and training tracking; employee and engagement/communication support and more
3. Health & Safety
 - Health, Wellbeing and Performance Support Program – Individual health Assessments underway, weekly on-site strength training classes and training support underway

EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

- All 12 critical policies have been assigned for review/updates/development.
- All Sergeants and Corporals to pursue Commissioner of Oaths designation to improve response to files that require this service.
- Sgt. Forret (NWEST) to conduct shift briefings throughout the month of July on firearms seizures.

K9 UNIT:

- The K9 unit successfully completed their annual validation on July 8th.
- Signed up for free trial of Team Pro software – A tool for K9 units to enter records quickly, in real time and generate visual reports to log K9 training and deployment.

DIVERSITY, EQUITY AND INCLUSION:

- July 18 – PRUDE's Newcomer Women Leadership Cohort Graduation attended by Insp. Becker & Sgt. McIntyre.
- During the month of July, officers and staff are participating in anti-racism strategy research interviews.

IT UPDATE:

- Work continues with regular IT maintenance and building addition

CRIMINAL INVESTIGATION DIVISION (CID) – June 2025 Report

(CID) Sgt. Bennett, Cst. Lisson, Cst. Curren, Cst. MacDonald /vacant position				
Active Files (New this month)	On-going Files	Concluded and/or charged	Assist Patrol	Other
5 New Files <ul style="list-style-type: none">1 Sexual Assault1 B&E2 Fraud1 Assist other agency	18 Continued Investigations <ul style="list-style-type: none">6 Sexual Assaults2 Thefts4 B&E's3 Frauds1 Sexual Interference1 Other CC1 Luring	7 Files <ul style="list-style-type: none">3 Sexual Assaults1 Assist other Police Agency2 Frauds1 B&E	4 4 Files <ul style="list-style-type: none">3 Fraud1 Assault	<ul style="list-style-type: none">Cpl. Lisson attended CIT Training.Cst. Curren/Cst. MacDonald attended PTA in Fredericton.Cst. Curren attended Regional Intel Meetings in SJ.Sgt. Bennett coordinated training with RCMP's National Centre for Missing Persons and Unidentified Remains for Sept.Sgt. Bennett/Cpl. Lisson/Cst. Curren vacation weeks in July.Cst. MacDonald presented \$2520 to KVDVO for the charity hockey game that he had organized and had taken place in April.CID assisted RCMP with victim interview at KRPF.Sgt. Bennett completed registrations for offenders in National Sex Offender Registry.
Intelligence Cst. Curren				
Provincial Intel		Local Intel		
<ul style="list-style-type: none">Federal Focus on Fentanyl and the Canada/US border.Involved with Metal Theft working groupWeekly intel meeting/call with RCMP/Municipal agencies/Public Safety/CBSA (Provincial integrated intelligence)		<ul style="list-style-type: none">Community assessments team meetings with parole – biweeklyGeneral Intelligence file for patrol to add intel/street crime checks.Provincial and National Human Trafficking group.		
Forensic Identification Section (FIS) Cpl. Roberts				
Active Files (New this month)	On-going Files		Assist other agency	
<ul style="list-style-type: none">4 new filesSudden DeathTheftBreak/EnterSXA	<ul style="list-style-type: none">7 continued investigations3 Sexual Assault1 Theft1 B&E1 Sudden Deaths1 Other CC			
Integrated Enforcement Unit (IEU) Cst. MacEachern				
Active Files (recent)	Assist Patrol		Assist CID	Assist other Agency
<ul style="list-style-type: none">2 arrests/male and female. Charge with Possession for the Purpose Cocaine and Fentanyl.				

Town of Rothesay

General Fund Financial Statements

June 30, 2025

Attached Reports:

General Capital Fund Balance Sheet	G1
General Reserve Fund Balance Sheet	G2
General Operating Fund Balance Sheet	G3
General Operating Revenue & Expenditures	G4-G6
Variance Report	G7
Capital Summary	G8

Town of Rothesay

Balance Sheet - Capital General Fund

6/30/2025

ASSETS

Capital Assets - General Land	4,829,831
Capital Assets - General Fund Land Improvements	10,227,427
Capital Assets - General Fund Buildings	9,725,884
Capital Assets - General Fund Vehicles	6,146,966
Capital Assets - General Fund Equipment	4,531,094
Capital Assets - General Fund Roads & Streets	50,249,347
Capital Assets - General Fund Drainage Network	21,876,106
Capital Assets - Under Construction - General	(0)
	<u>107,586,655</u>

Accumulated Amortization - General Fund Land Improvements	(5,772,052)
Accumulated Amortization - General Fund Buildings	(3,391,516)
Accumulated Amortization - General Fund Vehicles	(3,878,462)
Accumulated Amortization - General Fund Equipment	(2,904,611)
Accumulated Amortization - General Fund Roads & Streets	(24,759,465)
Accumulated Amortization - General Fund Drainage Network	(8,740,459)
	<u>(49,446,564)</u>

\$ 58,140,091

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(133,500)
Total Long Term Debt	4,720,000

Total Liabilities \$ 4,586,500

Investment in General Fund Fixed Assets 53,553,591

\$ 58,140,091

2025August11OpenSessionFINAL_088

Town of Rothesay

Balance Sheet - General Fund Reserves

6/30/2025

ASSETS

BNS CCBF Interest Account	3,671,011
BNS General Operating Reserve #214-15	1,022,628
BNS General Capital Reserves #2261-14	2,143,554
BNS - RICC reserve	28,396
Gen Reserves due to/from Gen Operating	(0)
	<u>\$ 6,865,588</u>

LIABILITIES AND EQUITY

Def. Rev -CCBF Fund - General	2,897,035
Invest. in General Capital Reserve	1,732,126
General CCBF Funding	773,976
Invest. in General Operating Reserve	1,022,628
Invest. in Land for Public Purposes Reserve	179,806
Invest. in Regional Facilities	231,622
Invest. in RICC	28,396
	<u>\$ 6,865,588</u>

2025August11OpenSessionFINAL_089

Town of Rothesay

Balance Sheet - General Operating Fund

6/30/2025

CURRENT ASSETS

Cash	3,764,483
Receivables	24,252
HST Receivable	244,730
Inventory	53,389
Gen Operating due to/from Util Operating	(1,016,115)
Total Current Assets	<u>3,070,739</u>
Other Assets:	
Projects	<u>1,503,812</u>
TOTAL ASSETS	<u><u>4,574,551</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	386,751
Other Payables	875,389
Gen Operating due to/from Gen Reserves	0
Gen Operating due to/from Gen Capital	133,500
Accrued Sick Leave	50,200
Accrued Pension Obligation Y/E	(31,900)
Accrued Retirement Allowance	543,187
Def. Rev-Quispamsis/Library Share	35,420
TOTAL LIABILITIES	<u><u>1,992,547</u></u>

EQUITY

Retained Earnings	170,093
Surplus/(Deficit) for the Period	<u>2,411,911</u>
	<u><u>2,582,004</u></u>
	<u><u>4,574,551</u></u>

2025August11OpenSessionFINAL_090

Town of Rothesay

Statement of Revenue & Expenditure
6 Months Ended 6/30/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,971,283	1,971,283	11,827,698	11,827,698	0		23,655,395
Sale of Services	43,891	42,237	323,296	298,425	24,871		568,750
Services to Province of New Brunswic	0	0	0	20,000	(20,000)		80,000
Other Revenue from Own Sources	64,768	9,125	196,468	59,600	136,868		114,350
CORE Equalization	4,366	4,366	26,195	26,195	1		52,389
Conditional Transfers	0	0	64,084	1,750	62,334		46,750
Other Transfers	50,000	50,000	409,616	409,616	(0)		709,616
	<u>\$2,134,308</u>	<u>\$2,077,011</u>	<u>\$12,847,357</u>	<u>\$12,643,283</u>	<u>\$204,074</u>		<u>\$25,227,250</u>
EXPENSES							
General Government Services	594,155	556,387	2,074,718	1,997,746	(76,972)		3,161,057
Protective Services	507,635	499,980	3,653,712	3,620,949	(32,763)		6,651,330
Transportation Services	291,171	273,063	2,263,665	2,318,016	54,351		4,402,284
Environmental Health Services	73,537	79,583	464,036	498,500	34,464		995,000
Environmental Development	42,642	51,282	287,120	320,951	33,831		723,872
Recreation & Cultural Services	215,470	233,058	1,292,103	1,397,403	105,300		3,017,766
Fiscal Services	338,096	310,047	400,093	362,459	(37,634)		6,275,941
	<u>\$2,062,706</u>	<u>\$2,003,400</u>	<u>\$10,435,446</u>	<u>\$10,516,023</u>	<u>80,578</u>		<u>\$25,227,250</u>
Surplus (Deficit) for the Year	<u>\$71,602</u>	<u>\$73,611</u>	<u>\$2,411,911</u>	<u>\$2,127,260</u>	<u>\$284,651</u>		<u>\$ 0</u>

2025August11OpenSessionFINAL_092

Solid Waste Disposal Land Fill garbage	21,480	25,000	136,993	150,000	13,007	18	300,000
Solid Waste Disposal Landfill Compost	5,312	3,333	18,529	20,000	1,471		40,000
Solid Waste Collection Fero	43,990	51,250	276,570	307,500	30,930	19	615,000
Clean Up Campaign	2,756	0	31,945	21,000	(10,945)		40,000
Total Environmental Health Services	73,537	79,583	464,036	498,500	34,464		995,000

Environmental Development Services

Planning & Zoning							
Administration (Wages and benefits)	28,513	34,418	200,980	222,765	21,785	20	449,000
Administration	1,847	3,583	10,928	18,500	7,572		115,500
Planning Projects	0	833	1,525	5,000	3,474		10,000
	30,361	38,835	213,434	246,265	32,831		574,500
Envision Saint John	12,281	12,281	73,686	73,686	0		147,372
Tourism	0	167	0	1,000	1,000		2,000
	12,281	12,448	73,686	74,686	1,000		149,372
Total Environmental Development Service	42,642	51,282	287,120	320,951	33,831		723,872

Recreation & Cultural Services

Administration (wages and benefits)	34,497	31,993	216,482	206,802	(9,680)		423,000
Administration	1,996	3,175	48,660	51,550	2,890		70,600
RICC Fundraising	990	0	15,858	0	(15,858)	21	0
Rothsay Arena	25,352	32,117	215,471	208,477	(6,994)		409,500
Parks & Gardens	99,752	103,992	375,087	437,211	62,124	22	865,250
Playgrounds and Fields	10,399	13,250	42,232	70,000	27,768	23	149,000
Rothsay Common Rink	967	2,000	48,239	73,850	25,611	24	102,500
Memorial Centre	2,866	5,571	40,039	42,975	2,936		76,000
Wells Building	2,434	3,417	28,611	34,003	5,391		54,505
James Renforth	717	67	3,299	1,825	(1,474)		2,225
Beaches	5,281	4,500	5,798	6,500	702		66,500
Summer Programs	10,659	10,842	14,893	17,950	3,057		101,225
The Hive expenses	1,380	1,554	6,759	9,325	2,566		18,650
Regional Facilities Operating	0	0	158,454	158,454	0		329,491
Kennebecasis Public Library	8,080	8,080	48,482	48,482	0		96,963
Regional Facilities Capital	0	0	0	0	0		199,357
Special Events	10,098	12,500	23,740	22,500	(1,240)		45,500
PRO Kids	0	0	0	7,500	7,500	25	7,500
Total Recreation and Cultural Services	215,470	233,058	1,292,103	1,397,403	105,300		3,017,766

Fiscal Services

Debt Charges							
Interest	67,096	64,047	88,634	79,459	(9,175)	26	204,941
Debtenture Payments	246,000	246,000	283,000	283,000	0		671,000
	313,096	310,047	371,634	362,459	(9,175)		875,941

Transfers To:

Capital Fund for Capital Expenditures	0	0	0	0	0		5,400,000
Reserve Funds	25,000	0	28,459	0	(28,459)	27	0
	25,000	0	28,459	0	(28,459)		5,400,000

Total Fiscal Services

338,096	310,047	400,093	362,459	(37,634)		6,275,941
2,062,706	2,003,400	10,435,446	10,516,023	80,578		25,227,250

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Town of Rothesay

				Variance Report - General Fund	
		month ending		6/30/2025	
Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Arena Revenue	\$ 160,463	\$ 133,750	\$ 26,713	Higher than anticipated
2	Licenses & Permits	\$ 46,690	\$ 28,850	\$ 17,840	Refunded builder permit
3	Interest & Sundry	\$ 30,517	\$ 15,000	\$ 15,517	
4	Miscellaneous	\$ 95,053	\$ 5,000	\$ 90,053	Sale of equipment
5	Grant - Other	\$ 61,664	\$ -	\$ 61,664	\$52.7K from Girls Softball Well lighting
Expenses					
<i>General Government</i>					
6	Councillors	94,072	77,305	\$ (16,767)	\$6K error in budgeting for # councillors and \$6k travel
7	Other	3,198	18,651	\$ 15,453	Developmental seminars offset by councillors travel
8	Administration - Wages & Benefits	732,514	676,063	\$ (56,451)	Unbudgeted wage increase
9	Office Building	140,879	128,100	\$ (12,779)	Renovations to offices
10	Supplies	201,553	169,300	\$ (32,253)	Office furniture & stationery
11	Insurance	256,420	272,900	\$ 16,480	Lower than expected
<i>Protective Services</i>					
12	Other	33,257	500	\$ (32,757)	Fire Hydrant repair
<i>Transportation</i>					
13	Administration (Wages & Benefits)	815,987	862,701	\$ 46,714	Vacant position
14	Workshops, Yards & Equipment	363,731	448,801	\$ 85,070	timing
15	Culverts & Drainage Ditches	117,133	32,000	\$ (85,133)	Shed on Clark Rd & Drainage at 10 Beach
16	Snow & Ice Removal	725,214	755,791	\$ 30,577	Fuel adjustment was less than anticipated
17	Traffic Signals	43,030	14,000	\$ (29,030)	New LED audible signals at Hampton/Marr
<i>Environmental Health</i>					
18	Solid Waste Collection Fero	276,570	307,500	\$ 30,930	Budget for fuel escalation higher than actual
<i>Environmental Development</i>					
19	Administration (wages and benefits)	200,980	222,765	\$ 21,785	Vacant position
<i>Recreation & Cultural Services</i>					
20	RICC Fundraising	15,858	0	\$ (15,858)	RICC BBQ, wrapping 2 vehicles
21	Parks & Gardens	275,334	317,219	\$ 41,884	Vacant position and timing
22	Playgrounds and Fields	42,232	70,000	\$ 27,768	Timing, budgeted allocated monthly
23	Rothesay Common Rink	48,239	73,850	\$ 25,611	Wages and expenses lower than anticipated
24	PRO Kids	\$ -	\$ 7,500	\$ 7,500	Budgeted but not yet paid
<i>Fiscal Services</i>					
25	Interest	\$ 88,634	\$ 79,459	\$ (9,175)	PerfectMind credit card charges & BNS increased fees & Debenture cos
23	Reserve Funds	\$ 28,459	\$ -	\$ (28,459)	RICC donations transfer to reserve

2025August11OpenSessionFINAL_094

Town of Rothesay

Capital Projects
General Fund
6 Months Ended 6/30/2025

	ANNUAL BUDGET	CURRENT Y-T-D	Remaining Budget
General Government			
G 202*-001 Town Hall Improvements	85,000	31,145	53,855
G 202*-00* IT	21,500	0	21,500
Goldie Crt		73,824	(73,824)
Common Roof Replacement		21,488	(21,488)
Total General Government	106,500	126,457	75,355
Transportation			
T-2025-001 Asphalt (13)	2,398,000	87,135	2,310,865
Designated Highway - Hampton Road Paving	903,000	0	903,000
T-2024-00* Wiljac Improvements	1,700,000	415,819	1,284,181
T-202*-00* Fleet Replacement	866,000	224,874	641,126
T-202*-00* Buildings	71,000	33,325	37,675
T-2025-00* Renforth Property study	50,000	19,074	30,926
T-202*-00* Salt Storage Facility	185,000	153,913	31,087
Total Transportation	6,173,000	934,140	5,238,860
Recreation			
R-202*-00* Synthetic Turf	1,500,000	18,109	1,481,891
Wells Recreation Park Tennis court conversion	80,000	4,920	75,080
R-2022-004 Wells Bldg	60,000	17,676	42,324
Wells lighting	565,000	316,353	248,647
R-202*-00* Recreation Equipment	60,000	12,528	47,472
R-202*-00* Arena Renovation	105,000	32,644	72,356
R-2023-005 McGuire Centre Repairs	20,000	0	20,000
R-20**-00* Jordan Miller Park	15,000	0	15,000
R-2014-019 Wells Trail	2,800,000	0	2,800,000
Total Recreation	5,205,000	402,230	4,802,770
Carryovers			
T-2024-001 Asphalt	0	2,563	(2,563)
R-2020-007 Trail Development	0	3,336	(3,336)
T-2023-004 Intersection Improvement (Gondola/	0	29,261	(29,261)
R-202*-00* Recreation Master Plan	0	5,824	(5,824)
	0	40,984	(40,984)
Total	\$ 11,484,500	\$ 1,503,812	\$ 10,076,000

Funding	Total	Operating	Borrow	CCBF	Reserve	Grant
General Government	106,500	106,500				
Transportation	6,173,000	3,738,500	752,500	820,000	185,000	677,000
Recreation	5,205,000	1,555,000	2,800,000		200,000	650,000
	11,484,500	5,400,000	3,552,500	820,000	385,000	1,327,000

Town of Rothesay

Utility Fund Financial Statements

June 30, 2025

Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Capital Summary	U6

Town of Rothesay

Capital Balance Sheet

As at 6/30/2025

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	3,543,967
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	2,054,054
Capital Assets Utilities Equipment	813,621
Capital Assets Utilities Water System	30,232,286
Capital Assets Utilities Sewer System	28,886,973
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<hr/>
	66,025,916

Accumulated Amortization Utilites Buildings	(1,075,595)
Accumulated Amortization Utilites Water System	(10,742,911)
Accumulated Amortization Utilites Sewer System	(10,835,919)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(61,384)
Accumulated Amortization Utilites Equipment	(545,489)
Accumulated Amortization Utilites Roads & Streets	(30,793)
	<hr/>
	(23,334,121)

TOTAL ASSETS	<hr/> <hr/>
	42,691,795

LIABILITIES

Current:

Util Capital due to/from Util Operating	(291,066)
Util Capital due to/from Util Reserve	13,000
	<hr/>
Total Current Liabilities	(278,066)

Long-Term:

Long-Term Debt	9,120,725
	<hr/>
Total Liabilities	8,842,659

EQUITY

Investments:

Investment in Fixed Assets	33,849,136
	<hr/>
Total Equity	33,849,136

TOTAL LIABILITIES & EQUITY	<hr/> <hr/>
	42,691,795

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Town of Rothesay

Balance Sheet - Utilities Fund Reserves
6/30/2025

ASSETS

BNS Utility Capital Reserve # 00241 12	1,675,120
Util Reserve due to/from Gen Reserves	12,012
	<u>\$ 1,687,132</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	1,157,798
Invest. in Utility Operating Reserve	121,684
Invest. in Sewerage Outfall Reserve	407,651
	<u>\$ 1,687,132</u>

2025August11OpenSessionFINAL_099

Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 6/30/2025

ASSETS

Current assets:

Accounts Receivable Net of Allowance	1,286,347
Accounts Receivable - Misc.	127,813
Total Current Assets	<u>1,414,160</u>

Other Assets:

Projects	1,151,646
	<u>1,151,646</u>

TOTAL ASSETS	<u><u>\$ 2,565,806</u></u>
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LIABILITIES

Accrued Payables	15,664
Due from General Fund	(1,020,132)
Due to Capital Fund	291,066
Deferred Revenue	8,007
Total Liabilities	<u>(705,395)</u>

EQUITY

Surplus:

Opening Retained Earnings	32,335
Profit (Loss) to Date	3,238,866
	<u>3,271,201</u>

TOTAL LIABILITIES & EQUITY	<u><u>\$ 2,565,806</u></u>
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2025August11OpenSessionFINAL_100

Town of Rothesay
Utilities Operating Income Statement
6 Months Ended 6/30/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	298,680	279,050	634,909	598,000	36,909	1	1,160,000
Meter and non-hookup fees	17,935	15,500	35,330	31,000	4,330		62,000
Water Supply for Fire Prot.	0	0	335,000	335,000	0		335,000
Local Improvement Levy	0	0	61,132	59,000	2,132		59,000
Sewerage Services	0	0	2,439,831	2,400,000	39,831	2	2,400,000
Connection Fees	32,625	32,625	48,025	48,025	0		75,000
Interest Earned	12,142	8,750	62,054	52,500	9,554		105,000
Misc. Revenue	600	679	2,475	3,279	(804)		6,479
Infrastructure Grants	0	0	877,280	0	877,280	3	0
Transfer from Reserves	0	0	250,000	0	250,000	4	0
Surplus - Previous Years	0	0	40,521	40,521	0		40,521
TOTAL RECEIPTS	361,982	336,604	4,786,558	3,567,325	1,219,233		4,243,000
WATER SUPPLY							
Share of Overhead Expenses	20,000	20,000	120,000	120,000	0		240,000
Wages	16,242	20,833	129,061	125,000	(4,061)		250,000
Audit/Legal/Training	0	500	10,437	11,000	563		14,000
Other Water	30	167	(459)	1,000	1,459		2,000
Purification & Treatment	268,962	259,650	481,410	485,600	4,190		615,000
Transmission & Distribution	27,539	10,833	73,863	65,000	(8,863)		130,000
Power & Pumping	5,326	5,417	38,111	32,500	(5,611)		65,000
Billing/Collections	59	260	355	1,559	1,204		3,118
Water Purchased	0	0	333	876	543		1,750
Misc. Expenses	3,454	5,167	5,701	13,500	7,799		35,000
McGuire Road Operating	128	1,375	19,288	8,500	(10,788)	5	16,000
TOTAL WATER SUPPLY	341,740	324,202	878,099	864,535	(13,564)		1,371,868
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	30,000	30,000	180,000	180,000	0		360,000
Wages	31,250	31,250	187,500	187,500	0		375,000
Audit/Legal/Training	0	750	7,225	10,500	3,275		15,000
Collection System Maintenance	2,931	0	6,449	10,000	3,551		75,000
Sewer Claims	5,482	0	11,295	11,500	205		23,000
Lift Stations	6,168	4,900	86,080	57,650	(28,430)	6	85,000
Treatment/Disposal	8,103	7,667	54,159	66,800	12,641	7	125,000
Misc. Expenses	6,014	2,525	10,526	17,500	6,974		35,000
TOTAL SWGE COLLECTION & DISPO	89,948	77,092	543,233	541,450	(1,783)		1,093,000
FISCAL SERVICES							
Interest on Bank Loans	0	0	0	0	0		75,000
Interest on Long-Term Debt	80,621	67,868	101,388	88,635	(12,753)	8	260,532
Principal Repayment	28,000	28,000	28,000	28,000	0		592,600
Transfer to Reserve Accounts	0	0	0	0	0		75,000
Capital Fund Through Operating	0	0	0	0	0		775,000
TOTAL FISCAL SERVICES	108,621	95,868	129,388	116,635	(12,753)		1,778,132
TOTAL EXPENSES	540,309	497,161	1,550,720	1,522,620	(28,100)		4,243,000
NET INCOME (LOSS) FOR THE PER	(178,327)	(160,557)	3,235,838	2,044,705	1,191,132		0

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Town of Rothesay

Variance Report - Utility Operating
6/30/2025

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	634,909	598,000	36,909	Larger consumption compared to past Q's
2	Sewerage Services	2,439,831	2,400,000	39,831	Conservative budget
3	Infrastructure Grants	877,280	0	877,280	WWTP
4	Transfer from Reserves	250,000	0	250,000	Gas Tax capital
Water					
5	McGuire Road Operating	19,288	8,500	(10,788)	Concrete slab at 24 McGuire
Sewer					
6	Lift Stations	86,080	57,650	(28,430)	Install wet wizard, FV & Riverside upgrades
7	Treatment/Disposal	54,159	66,800	12,641	Timing
Fiscal Services					
8	Interest on Long-Term Debt	101,388	88,635	(12,753)	New debenture costs

2025August11OpenSessionFINAL_102

Town of Rothesay

Capital Projects
Utility Fund
6 Months Ended 6/30/2025

	Original BUDGET	Current Y-T-D	Remaining Budget
WATER			
W-2022-003 Filtration Bldg Water	375,000	471,259	(96,259)
W-2024-00* Treatment effluent tank re-lining	100,000	9,847	90,153
W-2024-00* Filter Bldg heat system upgrade	40,000	27,776	12,224
W-2025-00* Turnbull Court water	300,000	-	300,000
W-2025-00* Wiljac Improvement	800,000	-	800,000
W-2025-00* New Well	-	38,674	(38,674)
	<u>\$ 1,615,000</u>	<u>\$ 547,556</u>	<u>\$ - \$ 1,067,444</u>

SEWER			
S-2023- 004 WWTF Plant	10,000,000	\$ 445,869	9,554,131
S-2024-00* Frances Ave lift station replacement	120,000	\$ -	120,000
S-2023-002 Lagoon Dredging	0	\$ 72,739	(72,739)
Unbudgeted items:			
	<u>10,120,000</u>	<u>518,608</u>	<u>- 9,601,392</u>

Total Approved	<u>11,735,000</u>	<u>1,066,164</u>	<u>- 10,668,836</u>
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Carryovers

Funded from Reserves

W-2024-00* Production Wells TH90-1	-	40,331	(40,331)
W-2024-00* Storage bldg renovations	-	8,149	(8,149)
W-2022-001 Water Quantity/Quality	-	29,561	(29,561)
S-2021-008 WWTP Design Phase II	-	7,440	(7,440)
	<u>0</u>	<u>85,482</u>	<u>0 (85,482)</u>
	<u>11,735,000</u>	<u>1,151,646</u>	<u>- 10,583,354</u>

Funding:

	Total	Operating	Borrow	CCBF	Grants
Water	1,615,000	655,000	\$ 410,000	550,000	
Sewer	10,120,000	120,000	\$ 2,667,000	-	7,333,000
	<u>\$ 11,735,000</u>	<u>\$ 775,000</u>	<u>\$ 3,077,000</u>	<u>\$ 550,000</u>	<u>\$ 7,333,000</u>

Town of Rothesay

6/30/2025

219500-60

Donations/Cultural Support	Budget	Paid to date
KV3C (in kind)	2,500.00	-
NB Medical Education Trust	5,000.00	5,000.00
KV Food Basket	5,000.00	5,000.00
Fairweather Scholarship	1,000.00	1,000.00
Saint John Theatre Company	1,000.00	
Symphony NB	2,500.00	
sub	17,000.00	11,000.00
Other:	19,500.00	
Junior Achievement NB		300.00
RES - 50th Anniversary		300.00
Shining Horizons Therapeutic Riding Assoc.		1,200.00
YMCA - Red Triangle Gala		125.00
Royal Canadian Legion		1,000.00
RNS - 2025 Spring Art Show		500.00
You Can Ride for Two		500.00
Fundy Tree Trimming - grinding stumps		938.57
sub	19,500.00	4,863.57
	36,500.00	15,863.57
G/L Balance		15,863.57

TOWN OF ROTHESAY

FINANCE COMMITTEE

July 28, 2025

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander, Chairman (Chair)

Councillor Don Shea

Councillor Helen Boyle

Town Manager Brett McLean (entered meeting at 8:50am)

Treasurer Doug MacDonald

Financial Officer Laura Adair

The meeting was called to order at 8:25am.

The agenda was accepted (DS/NG)

Review of Minutes

The minutes of May 26, 2025 were accepted as presented (NG/DS)

June Financial Statements

- a) **General Fund** –G4 Statement of Revenue and Expenses. \$20K from Service NB is a timing issue. Contract has been signed therefore money should collected soon. Variances on G7, Grants – money received for softball lights. Another \$25K has been received. Arena revenue budgeted conservatively.

Councillor expense is negative variance due to error in budgeting process where one councillor was omitted by accident. Administrative wages has a negative balance due to adjustments that weren't budgeted. Town Hall expenses has a negative variance due to renovation. Culverts has a negative variance due to shed at Clark Road. RICC fundraising is new and mostly relates to wrapping of vehicles. Donations received for the RICC are being transferred to a reserve shown on #23.

Capital Projects – \$400K relates to the purchase of property associated with the Wiljac project.

- b) **Utility Fund** – Variances on pg U5 – water revenue higher than budgeted. New debenture costs will be reallocated against interim loan budget. Sewer project has delayed by regulatory issues and unlikely the debenture will be sought this fiscal year. Wiljac project unlikely to happen this year. Mayor Nancy Grant asked if the new water lines on Turnbull Court will wrap up the work required there. Treasurer Doug MacDonald replied it was best to ask CAO Brett McLean.

It was agreed **the financial statements for both funds should be referred to Council for approval (DS/HB).**

Donation Requests

Donation summary – Gift in kind was to Fundy Tree Trimming for the cost of cutting trees at the Golf course for the Woman's golf tournament.

- a. **BGBS Founders Group** – Committee agreed to ignore request as it a generic mass email with no real ask.
- b. **2025 PowWow funding \$500** – Finance Committee agree to donate \$500 (HB/DS)
- c. **Sunny Side Up – Sophia Recovery** – Treasurer Doug MacDonald to respond that Rothesay policy is to not purchase tables
- d. **PRO Kids - \$7,500** – Motion to **recommend to Council to donation \$7,500. (NG/HB)**
- e. **September for St. Joes** – Motion to **recommend to Council to donation \$1,000. (DS/HB)**
- f. **Hilary Pond Sponsorship** – Finance committee agree to donate \$500 (DS/HB)
- g. **Kennebecasis Rowing Club - \$3,000 - TABLED**

For Information

Debentures received – Received 2 debentures - \$450k Transportation related to Clark/Gondola Pt intersection and \$1.5M Sewer related to Sewer Plant

DTI 2027 PHMP funding request – no funding to be received in 2027

MCBB publication regulations– No longer required to advertise in newspaper for 2 consecutive days. Estimated costs savings are \$1,500/yr. Digital publication is now acceptable.

June Remittance report – all items filed.

Motion to accept and receive **items for information (HB/DS)**

Next Meeting

The next meeting is set for August 25, 2025.

The meeting adjourned at 9:00am.

Deputy Mayor Matt Alexander

Laura Adair, Recording Secretary



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Doug MacDonald
DATE	:	July 29, 2025
RE	:	Donation Requests

The finance committee recommends the following motion re donation request:

Council approve the request for a sponsorship from “Pro-Kids” for 2025 in the amount of \$7,500.

Council approve the request for a sponsorship from “September for St Joe’s” for 2025 in the amount of \$1,000.



Application for Rothesay Municipal Grant

Application Date: July 10, 2025

Address: 15 Market Square. Saint John, New Brunswick

Contact: Greg Cutler

Tel: 506-650-3763

Email: Gregory.cutler@saintjohn.ca

Organization Description: PRO Kids began in 2002, modeled after the original program developed in Thunder Bay, Ontario. The first Advisory Committee represented a cross section of expertise in health care, social services, corrections, and youth services along with financial supporters and community leaders. Their goal was simple: To provide assistance to as many children and youth as possible who are unable to participate in sport, art, recreation or cultural activities due to financial limitations.

Since its beginning, P.R.O. Kids has operated as a charitable program administered through the City of Saint John's Recreation Service. In 2005, the neighbouring towns of Grand Bay-Westfield, Rothesay and Quispamsis became program partners. Annual funds from the municipalities cover administrative costs, ensuring that all money raised for the charitable program goes directly to serving the families throughout Greater Saint John who need PRO Kids' support.

Amount Requested: \$7,500.00 (operational funding)

Description of proposed event or activity: P.R.O. Kids is a confidential service available to all children and youth in Saint John, Quispamsis, Grand Bay-Westfield and Rothesay. All administration costs are covered by these municipalities, allowing 100% of all donations to P.R.O. Kids to go directly to assisting the children and youth of our community.

Project Costs: Approximately \$230,000.00 annually.

Benefits to the Town of Rothesay: Positive Recreation Opportunities for Kids (P.R.O. Kids) is a charitable service operated by the City of Saint John that matches children and youth in financial need, with organized, registered recreation activities. P.R.O. Kids assists families with the cost of registration fee for their children. Each year, hundreds of local kids are given the opportunity to participate in the sports, recreation, arts or culture activity of their choice.



Doug MacDonald

From: Beverley Cote
Sent: July 22, 2025 1:51 PM
To: Doug MacDonald
Subject: FW: September for St. Joe's - featuring the second annual Pallet Build

The original email was dated June 19th, do you recall anything about it?

Bev

From: Scott, Andrea (HorizonNB) <Andrea.Scott@HorizonNB.ca>
Sent: July 22, 2025 8:37 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: RE: September for St. Joe's - featuring the second annual Pallet Build

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning, Mayor Grant,

I hope this message finds you well. I'm following up on the sponsorship invitation I sent last month for this year's **September for St. Joe's** campaign and **Kent Pallet Build**.

This year, we've combined these two meaningful initiatives to offer sponsors even greater visibility and impact—a month-long radio campaign *and* a high-energy community event—all in support of women's health at St. Joseph's Hospital.

Last year, the Town of Rothesay generously supported September for St. Joe's with a Bronze Sponsorship. We'd be honoured to have your partnership again this year, and I'd be happy to answer any questions or explore options with you.

Thank you for considering this opportunity—and for all you do to help build a healthier community.

Warm regards,
Andrea

Andrea Webster Scott
Marketing & Community Engagement
St. Joseph's Hospital Foundation
130 Bayard Drive, Saint John, NB E2L 3L6
Horizon Health Network / Réseau de santé Horizon
andrea.scott@horizonnb.ca
Tel. (506) 632-5497
Fax (506) 632-5594

From: Scott, Andrea (HorizonNB)

Sent: June 18, 2025 2:35 PM

To: Town of Rothesay <rothesay@rothesay.ca>

Subject: September for St. Joe's - featuring the second annual Pallet Build

Dear Mayor Grant,

We're reaching out a little later than usual this year, as our small team has been navigating a period of transition following the heartbreaking loss of our Executive Director. With renewed energy and deepened purpose, we're pleased to share this exciting opportunity with you... This year, we've rolled our **September for St. Joe's** campaign together with the **Kent Pallet Build**—giving your sponsorship greater visibility and even more community impact.

Join us in celebrating and supporting **women's health** at St. Joseph's Hospital. Your partnership helps us rally our city around an urgent, meaningful cause—and we'd be honoured to have you with us.

With warmest regards,

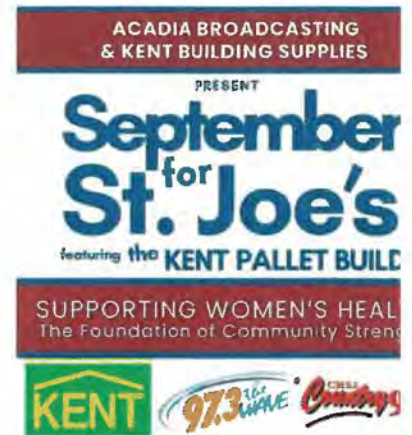
Andrea

It's back—**September for St. Joe's!** A month-long radiothon and community rally supporting priority needs at St. Joseph's Hospital. This year, it's all about **women's health**—because healthy women build strong communities.

The Kent Pallet Build returns—bold ideas, big heart, and community spirit, all powered by purpose.

Get involved. Give back. Because women's health can't wait.

SPONSORSHIP OPPORTUNITIES



TITLE SPONSOR: \$10,000

- Name in event title
- Name top of event logo
- Name top of banner in lobby

*With heartfelt thanks,
this sponsorship level is now reserved.*

- Social media posts
- Thank you on Foundation website and social media
- Speaking opportunity and recognition on-site at the Kent Pallet Build
- Two complimentary team sponsorships for the Kent Pallet Build

Gold Sponsorship: \$5,000

- Full colour logo on banner in Hospital lobby
- Name mention in 30 live announcer mentions per station
- Name mention in 30 promo's per station
- One recorded 20 second message explaining why you give
- One Live radio interview
- Full colour logo on all print material
- E-mails to Foundation contacts; 4 pre-event, 2 post event
- Logo and link on Foundation website
- Recognition on website and social media posts
- Post event thank you on website and social media
- Recognition on-site at the Kent Pallet Build
- One complimentary team sponsorship for the Kent Pallet Build

Pallet Build Team Sponsor: \$500

Team sponsors will be recognized on site at the pallet build and in social media promotion pre and post event.

Silver Sponsorship: \$2,500

- Recognition on banner in Hospital lobby
- Name mention in 15 live announcer mentions per station
- Name mention in 15 promo's per station
- Recorded 20 second message explaining why you give
- Full colour logo on select print material
- E-mails to Foundation contacts; 2 pre-event and 2 post event
- Recognition on Foundation website and social media posts
- Post event thank you on website and social media

Foundation Friends

For those who would like to help in other ways, we encourage a DIY fundraiser or workplace challenge in partnership with St. Joe's. Donations of any amount, and even social media sharing, will help bring us that much closer to our goal - ensuring quality healthcare for your family.



ROTHESAY
2025 August 11 Open Session FINAL_112
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Tuesday, July 15, 2025 at 5:30 p.m.



DRAFT

PRESENT: COUNCILLOR DON SHEA (*left at 5:40 p.m.*)
KELLY ADAMS
TYLER DAVIS
RALPH FORTE
MATTHEW GRAHAM, VICE-CHAIRPERSON
RHEAL GUIMOND, CHAIRPERSON
JON LEHEUP

DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE
TOWN CLERK MARY JANE BANKS
ASSISTANT CLERK LIZ HAZLETT

ABSENT: COUNCILLOR TIFFANY MACKAY FRENCH

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN

The meeting was called to order at 5:30 p.m.

1. APPROVAL OF THE AGENDA

MOVED by M. Graham and seconded by T. Davis the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of June 2, 2025

MOVED by T. Davis and seconded by M. Graham the Planning Advisory Committee meeting minutes of June 2, 2025 be adopted as circulated.

ON THE QUESTION:

J. LeHeup asked if Mr. Gillis had purchased the parcel in 2024. DPDS Reade advised a portion of the property – the back lot (fronting on Renshaw Road) – was purchased in 2024.

R. Forte mentioned that the next meeting should be *Tuesday*, July 15th not Monday.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

Counc. Shea declared a conflict of interest for Item 5.2 Millennium Drive/Campbell Drive.

4. NEW BUSINESS

4.1 1 North Street

James Mosher

OWNER:

Brady Corbett

PID:

00053736

PROPOSAL:

Rezoning to Two Family Residential [R2]

The applicant and owner were not in attendance. DPDS Reade explained that the request is to rezone the property from Single Family Residential [R1B] to Two Family Residential [R2]. The rezoning is being requested in conjunction with the sale of the property to legalize a second dwelling unit that exists in the building. He noted that the owner intends to live on the upper level and rent out the lower level (with access facing Parkdale Avenue).

Staff support the application as it aligns with the Municipal Plan, fits in with other two-unit properties either zoned R2, or R1B (non-conforming), in the surrounding neighbourhood, and meets the standards of the R2 Zone. Polling was conducted and responses were provided to the Committee. A sign was also posted on the property to notify the public of the application.

Counc. Shea inquired about the other two-unit properties, and egress from the lower-level unit. DPDS Reade confirmed there are nine two-unit properties in the immediate area. Five are zoned R2 and the intent is to change the zoning of the four non-conforming lots, during creation of the new Zoning By-law, to the R2 zone. This aligns with nearby zoning and housing types in the surrounding area. The application is before the Committee tonight because the property is being sold and both the seller and purchaser want to have the matter cleared up.

DPDS Reade continued, noting the door on the side of the house is the only exit for the lower-level unit. However, there were no concerns raised by the fire department. This is likely because the windows would suffice by building code standards which would be confirmed during the building permit process.

Casey Hoogeveen, 26 Chapel Road, stated his opposition to the project noting he submitted his comments to the Committee. DPDS Reade confirmed they were included in the agenda package.

Chairperson Guimond mentioned that members of the public will have a chance to comment at the public hearing, if scheduled by Council.

MOVED by Counc. Shea and seconded by T. Davis the Planning Advisory Committee hereby recommends that Rothesay Council schedule a public hearing to consider the rezoning of 1 North Street (PID 00053736) from Single Family Residential – Standard [R1B] to Two Family Residential [R2].

CARRIED.

5. OLD BUSINESS

TABLED ITEMS

5.1 4 Grove Avenue (PID 00258376) – Setback Variance *No action at this time*

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

5.2 Millennium Drive/Campbell Drive OWNER:

PID:

PROPOSAL:

zzap Consulting Inc.

Scott Brothers Ltd.

Sandra Jean Shea

30227086, 00173443

Development Agreement

The applicants were not in attendance. DPDS Reade advised the project has been discussed and the draft Development Agreement is now before the Committee for a recommendation to Council.

MOVED by M. Graham and seconded by T. Davis the Planning Advisory Committee recommends that Council enter into an agreement with Landmark Living Ltd. for the development of a mixed residential and commercial development on PID 30227086 and a portion of PID 00173443.

ON THE QUESTION:

M. Graham asked if the applicants now own the land. DPDS Reade noted they are in the final stages of acquisition.

R. Forte inquired about Section 5(e), more specifically, what it means when it says “*architectural features to activate the streetscape*.” DPDS Reade advised these are features such as windows and doors facing the street, or entrances with canopies, or porticos that signify doors, which create a nice appearance so that the building is not “turning its back to the street”.

R. Forte inquired about the development agreement and lighting. DPDS Reade indicated that this is not a boiler plate agreement as staff have explored best practices for similar projects. He added that lighting will be a responsibility of the developer. R. Forte raised a concern with Section 5(d)(iii), noting that lighting may be problematic in a project of such magnitude. Especially, in a suburban town where residents are accustomed to a visible night sky. He asked if it is unreasonable to include a request for lighting that minimizes glare, shadows, light pollution, and light trespass. DPDS Reade advised it is not unreasonable. When questioned, he advised that there are standards which can ensure this request is enforced. Furthermore, the density transition which proposes single-family homes adjacent to single-family homes should help with this issue.

Amending motion:

MOVED by R. Forte and seconded by T. Davis Section 5(d)(iii) be amended to read as follows:

“On-site lighting – that minimizes glare, shadows, light pollution, and light trespass, ~~and which protects our night sky~~ – of the main entrances, any outdoor amenity space, parking areas, and pedestrian walkways;”

ON THE QUESTION:

Town Clerk Banks cautioned that “which protects our night sky” may be ambiguous and unnecessary because of the words before it. She also suggested “the” be used in place of “our”. She offered that the lighting from neighbouring commercial properties such as Kent and Superstore may also impact the area. There was agreement from the mover and seconder to strike “which protects our night sky” from the motion.

Amending motion, CARRIED.

M. Graham asked if the agreement stipulates when the phases are to be completed. He pointed out that occupants of the first phase could run the risk of living in a construction zone for up to 30 years while the whole project is completed. It was noted construction traffic should also be considered as this has been a concern raised in the past for other developments (ex. Dunedin Road). In response to inquiries, DPDS Reade advised traffic signals would be triggered by the 3rd Phase, ownership of the roads would be transferred to the Town in phases, and a schedule can be added for a phasing plan and construction access plan.

When asked, Town Clerk Banks confirmed the public meeting is scheduled for Monday, July 21st at 7:00 p.m. at the Wells Building. DPDS Reade added discussion at the public meeting could also result in changes to the draft agreement.

Amending motion:

MOVED by M. Graham and seconded by R. Forte to add a schedule to the development agreement to include a phasing plan and construction access plan.

Amending motion, CARRIED.

MAIN motion, as amended, CARRIED.

There was a brief discussion about public attendance at the July 21st meeting. It was noted there does not seem to be as much interest as there was for other proposals for the property. This may be because a rezoning is not required, and there is a significant residential portion to the mixed-use development. K. Adams mentioned she has heard some interest from adjacent property owners. DPDS Reade noted the project was mentioned on the online discussion forum Skyscraper for developments in Atlantic Canada but there were no comments made. He added that the connection to the Wedgewood Drive area would be more of a pedestrian trail than a road which may mitigate some concerns of nearby residents.

6. CORRESPONDENCE FOR INFORMATION

N/A

7. DATE OF NEXT MEETING(S)

The Committee was polled for their availability for a meeting on July 28th to discuss the Zoning By-law. Most could attend and the intent is to provide a document in advance of the meeting.

The next meetings will be held on:

Special Meeting

Monday, July 28, 2025 at 5:30 p.m.

Regular Meeting

Tuesday, August 5, 2025 at 5:30 p.m.

8. ADJOURNMENT

MOVED by R. Forte and seconded by T. Davis the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:11 p.m.

CHAIRPERSON

RECORDING SECRETARY



2025 August 13 Open Session FINAL_116

ROTHESAY

MEMORANDUM



TO : Mayor Grant and Council
FROM : Planning Advisory Committee
DATE : 16 July 2025
RE : 1 North Street Rezoning (R1B to R2)

Recommendation:

- Council schedule a Public Hearing for **Monday, September 15, 2025 at 7:00 p.m.**, in accordance with the *Community Planning Act*, SNB 2017 c 19, to consider the rezoning of 1 North Street (PID 00053736) from Single Family Residential – Standard [R1B] to Two Family Residential [R2].

Background:

The Planning Advisory Committee passed the following motion at its regular meeting of Tuesday, July 15, 2025.

MOVED by Counc. Shea and seconded by T. Davis the Planning Advisory Committee hereby recommends that Rothesay Council schedule a public hearing to consider the rezoning of 1 North Street (PID 00053736) from Single Family Residential – Standard [R1B] to Two Family Residential [R2].

CARRIED.



2025 August 12 Open Session FINAL_117

ROTHESAY

MEMORANDUM



TO : Mayor Grant and Council
FROM : Planning Advisory Committee
DATE : 7 August 2025
RE : 1 North Street Rezoning (R1B to R2)

Background:

The Planning Advisory Committee passed the following motion at its regular meeting of Tuesday, August 5, 2025.

MOVED by Counc. Shea and seconded by M. Graham the Planning Advisory Committee hereby recommends that Rothesay Council enact By-law 2-10-42 to rezone land at 1 North Street (PID 00053736) from Single Family Residential – Standard [R1B] to Two Family Residential [R2].

CARRIED.



To: Chair and Members of the Rothesay Planning Advisory Committee

From: Mark Reade, P.Eng., RPP, MCIP – Director of Planning and Development Services

Date: Thursday July 31, 2025

Subject: Rezoning - Two Family Residential [R2]– 1 North Street (PID 00053736)

Applicant:	James Mosher	Property Owner:	Brady Corbett
Mailing Address:	1 North Street Rothesay, NB E2E 3L9	Mailing Address:	1 North Street Rothesay, NB E2E 3L9
Property Location:	1 North Street	PID:	00053736
Plan Designation:	Low Density Residential	Zone:	Single Family Residential – Standard [R1B]
Application For:	Rezoning to Two Family Residential [R2]		
Input from Other Sources:	Operations, KVFD		

Origin

At the July 15th, 2025, meeting of the Planning Advisory Committee, the Committee recommended Rothesay Council schedule a public hearing to consider the rezoning of the property at 1 North Street from Single Family Residential – Standard [R1B] to Two Family Residential [R2].

Council will discuss setting a Public Hearing at their meeting of August 11, 2025.

Background

A rezoning has been requested by the former owner who is selling the property. Discussions with the applicant indicate that the two units existed when they purchased the property in early 2024. The rezoning to R2, would legalize the two dwelling units that exist in the building.

The property is located at the southeast corner of Parkdale Avenue and North Street and is approximately 1453 square metres in area. The site has frontage on and driveways from both North Street and Parkdale Avenue and is served by municipal water and sanitary sewer. Service New Brunswick data indicates the building was constructed in 1975.

The building contains two dwelling units. One unit, located on the main storey, is accessed by an entrance on the North Street façade with a driveway from North Street providing parking. This dwelling unit has 3 bedrooms along with a kitchen, bathroom, living room, and laundry room. A second dwelling unit on the lower level is accessed via an entrance on the Parkdale Avenue façade with a driveway from Parkdale Avenue providing parking for this dwelling unit. Two bedrooms, a den, kitchen, bathroom, living room, and laundry room comprise this lower-level unit.

The surrounding neighbourhood, although having a larger portion of the area zoned R-1B, has five lots along North Street zoned R2 having two-unit dwellings. Another four lots in the immediate area zoned R-1B also have two-unit dwellings. In addition to these nine two-unit dwellings, the broader neighbourhood has housing forms and zoning which provide increased density with townhouse and multiple unit dwellings located in areas zone Attached Residential [R3] and Multi-Unit Residential [R4] to the east, north, and west.



Figure 1 – View of Site from North Street

Municipal Plan

The subject site is designated Low Density Residential in the Municipal Plan. These are predominant areas of single-unit residential dwellings that are typical of lower-density suburban areas. Although generally comprised of single-unit dwellings, the Municipal Plan provides for two-unit dwellings in these areas through policy LDR-2.

Policy LDR-2 Low Density Residential Uses: Allow within the Low Density Residential designation, a range of housing types where the dominant form is single family detached homes and other low-density forms of housing, including secondary suites, two unit semi-detached, secondary units, and duplex dwellings. Other compatible uses may be permitted in the Low Density Residential designation without amendment to the Municipal Plan including but not limited to neighbourhood convenience stores, public utilities, parks, municipal facilities, and where appropriate home occupations.

Plan policy also provides for a zoning framework that includes various R1 zones and the R2 zone within areas designated Low Density Residential.

The existing two-unit dwelling and proposed R2 zoning align with the Municipal Plan. In addition, the two-unit dwelling and proposed R2 zoning align with the surrounding neighbourhood context as both R2 zoning and two-unit dwellings are found in the immediate vicinity.

Zoning

A rezoning to Two Family Residential [R2] is required to legally provide for the existing two-unit dwelling. The building complies with the standards of the R2 zone.

Polling

Polling letters were sent to nearby residents in conjunction with the July report to the Planning Advisory Committee. Landowners within 100 metres of the subject site will be provided with written notification of the Public Hearing if Council sets a date for a Public Hearing.

Summary

Staff have reviewed the applicant's proposal and note the proposed rezoning aligns with the Municipal Plan and the site development conforms with the R2 zone standards. Given this, Staff recommend the site be rezoned to Two Family Residential [R2].

Recommendation:

It is recommended THAT the Planning Advisory Committee consider the following Motion:

- A. PAC HEREBY recommends that Council enact BY-LAW 2-10-42 to rezone land at 1 North Street (PID 00053736) from Single Family Residential – Standard [R1B] to Two Family Residential [R2].

Attachments:

Attachment 1: Draft By-Law 2-10-42



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP
Date: Thursday, July 31, 2025



ROTHESAY
2025 August 11 Open Session FINAL_121
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Tuesday, August 5, 2025 at 5:30 p.m.



DRAFT

PRESENT: COUNCILLOR DON SHEA
TYLER DAVIS
RALPH FORTE
MATTHEW GRAHAM, VICE-CHAIRPERSON
RHEAL GUIMOND, CHAIRPERSON

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE
TOWN CLERK MARY JANE BANKS
ASSISTANT CLERK LIZ HAZLETT

ABSENT: COUNCILLOR TIFFANY MACKAY FRENCH
KELLY ADAMS
JON LEHEUP

The meeting was called to order at 5:32 p.m.

1. APPROVAL OF THE AGENDA

MOVED by R. Forte and seconded by T. Davis the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of July 15, 2025

MOVED by Counc. Shea and seconded by R. Forte the Planning Advisory Committee meeting minutes of July 15, 2025 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. NEW BUSINESS

4.1 Riverside Drive	A.E. McKay Builders Ltd.
OWNER:	A.E. McKay Builders Ltd.
PID:	00240093
PROPOSAL:	Subdivision

Andrew McKay and Rick Turner were in attendance on behalf of A.E. McKay Builders Ltd. DPDS Reade summarized the report, highlighting alignment with the Municipal Plan, details about the access road, and conditional support for the proposal. The Committee inquired about a future road (Secondary Plan) and trail, utilities (water, sewer, power, communications), and the rate for cash-in-lieu of land for public purposes. Staff advised: there is sufficient land for a road in the area between the highway – which will be twinned with a trail; municipal services (water and sewer) will be available when the access road is fully developed; in the interim the property will have a well and septic service pending approval from the Department of Health; NB Power, Rogers, and Aliant connections will be extended from existing lots; a development permit would have been required to put the road in; and once the Zoning By-law review process is complete, the Subdivision By-law will be reviewed which will include discussion on the rate for cash-in-lieu of land for public purposes.

MOVED by M. Graham and seconded by T. Davis the Planning Advisory Committee approves the proposed access to Lot 25-01 subject to the following conditions:

- a. That the development served by the private access be limited to a maximum of two lots to be created from the area identified as Lot 25-01 on the Tentative Plan of Subdivision submitted with the application.
- b. That maintenance of the private access is the responsibility of the landowner(s) served by the access and that Rothesay provide no maintenance of this access.
- c. That a note be included on any Final Plans of Subdivision noting the Private Access serving lands within Lot 25-01 is not maintained by Rothesay and is to be maintained by the landowner(s) of the lands served by the access.
- d. That any costs to the future landowner(s) of Lot 25-01 associated with address changes, including but not limited to drivers licenses and mortgage documents, related to the eventual readdressing resulting from the construction of a Public Street to serve Lot 25-01 be the responsibility of the owner(s) of Lot 25-01 and not Rothesay.

ON THE QUESTION:

In response to an inquiry, CAO McLean indicated that garbage would be collected at the end of the access road (the intersection of Riverside Drive and High Cliff Court) until ownership of the road is transferred, and it becomes a public street. When questioned, Mr. McKay advised that work still needs to be done to clean up the road (ex. branches) and make it drivable.

CARRIED.

MOVED by Counc. Shea and seconded by R. Forte the Planning Advisory Committee recommend that Rothesay Council accept \$4,320 money-in-lieu of Lands for Public Purposes for the proposed Lot 25-01 off Riverside Drive.

CARRIED.

The applicant and their consultant left the meeting.

5. OLD BUSINESS

TABLED ITEMS

5.1 4 Grove Avenue (PID 00258376) – Setback Variance

No action at this time

5.2 1 North Street

James Mosher

OWNER:

Brady Corbett

PID:

00053736

PROPOSAL:

Rezoning to Two Family Residential [R2]

The applicant was not in attendance. DPDS Reade summarized the report, and noted that the matter was discussed last meeting and there was a recommendation that Council schedule a public hearing. Polling was conducted prior to the July meeting, and the public will be notified if Council schedules a public hearing. Staff recommend approval of the proposal by enacting By-law 2-10-42 to rezone land at 1 North Street, citing alignment with the Municipal Plan and surrounding neighbourhood.

ROTHESAY

Planning Advisory Committee
Minutes

2025 August 11 Open Session FINAL_123

-3-

5 August 2025

DRAFT

MOVED by Counc. Shea and seconded by M. Graham the Planning Advisory Committee hereby recommends that Rothesay Council enact By-law 2-10-42 to rezone land at 1 North Street (PID 00053736) from Single Family Residential – Standard [R1B] to Two Family Residential [R2].

CARRIED.

6. CORRESPONDENCE FOR INFORMATION
N/A

7. DATE OF NEXT MEETING(S)

The next meeting will be held on:

Regular Meeting

Tuesday, September 2, 2025 at 5:30 p.m.

8. ADJOURNMENT

MOVED by R. Forte and seconded by Counc. Shea the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:51 p.m.

CHAIRPERSON

RECORDING SECRETARY



2025 August 13 Open Session FINAL_124
ROTHESAY
MEMORANDUM



TO : Mayor Grant and Council
FROM : Planning Advisory Committee
DATE : 7 August 2025
RE : Riverside Drive Subdivision

Recommendation:

- Council accept \$4,320 money-in-lieu of Lands for Public Purposes for the proposed Lot 25-01 off Riverside Drive.

CARRIED.

Background:

The Planning Advisory Committee passed the following motions at its regular meeting of Tuesday, August 5, 2025.

MOVED by M. Graham and seconded by T. Davis the Planning Advisory Committee approves the proposed access to Lot 25-01 subject to the following conditions:

- a. That the development served by the private access be limited to a maximum of two lots to be created from the area identified as Lot 25-01 on the Tentative Plan of Subdivision submitted with the application.
- b. That maintenance of the private access is the responsibility of the landowner(s) served by the access and that Rothesay provide no maintenance of this access.
- c. That a note be included on any Final Plans of Subdivision noting the Private Access serving lands within Lot 25-01 is not maintained by Rothesay and is to be maintained by the landowner(s) of the lands served by the access.
- d. That any costs to the future landowner(s) of Lot 25-01 associated with address changes, including but not limited to drivers licenses and mortgage documents, related to the eventual readdressing resulting from the construction of a Public Street to serve Lot 25-01 be the responsibility of the owner(s) of Lot 25-01 and not Rothesay.

CARRIED.

MOVED by Counc. Shea and seconded by R. Forte the Planning Advisory Committee recommend that Rothesay Council accept \$4,320 money-in-lieu of Lands for Public Purposes for the proposed Lot 25-01 off Riverside Drive.

CARRIED.



To: Chair and Members of the Rothesay Planning Advisory Committee

From: Mark Reade, P.Eng., RPP, MCIP – Director of Planning and Development Services

Date: Tuesday July 29, 2025

Subject: Subdivision – Riverside Drive

Applicant:	A.E. McKay Builders Ltd.	Property Owner:	A.E. McKay Builders Ltd.
Mailing Address:	380 Model Farm Road Quispamsis, NB E2E 3L9	Mailing Address:	380 Model Farm Road Quispamsis, NB E2E 3L9
Property Location:	Riverside Drive (eastern terminus)	PID:	00240093
Plan Designation:	Low Density Residential	Zone:	Single Family Residential – Standard [R1B]
Application For:	Subdivision – Access other than a Public Street, assent to money-in-lieu of Lands for Public Purposes		
Input from Other Sources:	Circulated to KVFD, Power and Communications Utilities		

Origin

Rothesay's Planning Advisory Committee (PAC) has received an application from A.E. McKay Builders Ltd. for a one-lot subdivision in the vicinity of High Cliff Court and Riverside Drive. The lot would not abut a Public Street and would be served by a private access easement providing access from Riverside Drive.

Background

The property is located south of High Cliff Court and west of NB Route 1 and is a landlocked parcel in the Hillside Secondary Planning Area (Hillside South). The applicant owns the subject parcel and the two parcels to the north of the site that are located east of Riverside Drive and High Cliff Court. The applicant is proposing to subdivide Lot 25-01 shown on the attached Tentative Plan of Subdivision.

Initially a single unit dwelling would be constructed on the lot, with the lot subdivided in the future into an additional building lot for a family member of the purchaser of Lot 25-01. Lot 25-01 would be accessed via a 573-metre-long access easement from Riverside Drive.

Approval of the proposed access is required as Section 3.2 of the Subdivision By-law requires that lots must either abut a public street, or alternative access approved by the Planning Advisory Committee.



Figure 1 – View of proposed access from Riverside Drive

Municipal Plan and Secondary Plan

Land Uses

Development around the application is governed by Rothesay's Municipal Plan and the Hillside Secondary Plan, completed in 2019.

Within the Municipal Plan, the subject site is designated Parks and Conservation, with the surrounding lands designated as Low Density Residential. Policies OsC-2 and LDR-2 provide a framework for permitted land uses within these designations.

Policy OsC-2 Parks and Conservation Uses: Allow within the Parks and Conservation Designation a range of passive and active recreation uses, including but not limited to the following uses: trail, playground, beach, swimming pool, outdoor rink, sports field, stage, pavilion, clubhouse, community garden, park, dog park, and green space. Other compatible uses may be without amendment to this Plan, including public utilities and municipal facilities permitted in the Park and Conservation Designation.

Policy LDR-2 Low Density Residential Uses: Allow within the Low Density Residential designation, a range of housing types where the dominant form is single family detached homes and other low-density forms of housing, including secondary suites, two unit semi-detached, secondary units, and duplex dwellings. Other compatible uses may be permitted in the Low Density Residential designation.

Given the Municipal Plan is a policy-based document providing a generalized and broader-brush approach to land use designations, additional plan policies provide guidance in considering the boundaries between adjoining land uses on the Municipal Plan's Future Land Use Map. Policies IM-3

and IM-14 of the Plan provide guidance regarding the boundaries of land use designations in instances such as this where they are not separated by physical features such as roadways or watercourses.

Policy IM-3 Interpretation: Recognize that this Plan is enacted as a by-law and shall not be interpreted as a statute. Accordingly, the contents are statements of policy and shall be afforded a liberal interpretation with a view of furthering the policy objectives herein. Such an approach requires that this Plan not be subject to excessive meticulous interpretation, as might be expected in a jurisdictional examination of a statute. The Municipal Plan By-law is prepared and enacted by Council and is a wide-ranging document which establishes an extensive variety of policies to guide Rothesay Council, its appointees and Staff.

Policy IM-14 Adjoining Designations: Consider amendments to the Zoning By-law on lands that adjoin a different land use designation for a use that is permitted within the adjoining designation. Notwithstanding the above, no such considerations shall be given to properties where the designations are not adjoining.

This provides for other planning documents such as the Secondary Plan and Zoning By-law to take a more detailed approach to permitted land uses and development control.

The Hillside Secondary Plan has the subject site developed with low density development as shown in Figures 2 and 3.



Figures 2 and 3 – Secondary Plan Conceptual Layout and Land Use Plan

Access

Policies PS-1 and PS-2 of the Municipal Plan provide for private accesses such as the one proposed.

Policy PS-1 Private Streets: Prohibit development of new private streets, exclusive of private driveways.

Policy PS-2 Flag Lots: Restrict the design of flag lots in new subdivisions such that no more than three flag lots are contiguous to each other with all access through a common

right-of-way. The maintenance of the common right-of-way shall be attributed to all properties and documented through a private driveway agreement registered on the property title.

The application proposes a private driveway with fewer than three lots being served by the access, aligning with Policies PS-1 and PS-2.

Staff's professional opinion is that the proposal conforms to the Municipal Plan and Secondary Plan.

Zoning By-law

The site is zoned Single Family Residential – Standard (R1-B) with the proposed lot meeting the zone standards. A lot area of 4000 square metres is proposed which exceeds the minimum required lot size of 1350 square metres and allows for the future subdivision of Lot 25-01 into two lots.

Subdivision By-law

Access

The committee's approval of the proposed access is required in accordance with Section 3.2 of the Subdivision By-law.

3.2 Access

Every lot, block and other parcel of land within a subdivision shall abut a public street owned by the crown or a municipality. In cases where a lot does not abut a public street owned by the crown or municipality the Planning Advisory Committee may approve alternate access provided that the access is advisable for the development of the land.

The applicant has constructed the access to subgrade, and it will be surfaced with a finer aggregate material to provide an all-weather surface for vehicle passage. A photo of the access, constructed to subgrade, is provided below in Figure 4.



Figure 4 – Constructed access without surfacing.

Until such time as a Public Street is constructed to serve the lot and vested to the town, Rothesay's position is that any maintenance of the proposed access will be the responsibility of the landowner(s) served by the access. Staff recommend that a condition be imposed on the approval of the access that maintenance of the private access will be the responsibility of the landowner(s). It is also recommended that a notation be required on the final plan of subdivision noting the Private Access serving lands within Lot 25-01 is not maintained by Rothesay and is to be maintained by the landowner(s) of the lands served by the access.

Lands for Public Purposes

Rothesay's Subdivision By-law requires that as a condition of approval of a subdivision plan, land in the amount of ten percent (10%) of the area of the subdivision, is to be provided to the municipality or a sum of money be paid to the municipality in the amount of 8% of the market value of the proposed lot(s). When the subdivision plan is submitted for approval, Staff calculates the market value of the new lots using \$13.50 per square meter as stated in Schedule C of the By-law.

In this case, staff recommend taking 8% money-in-lieu of land for the application, with the \$ 4,320 payable at the time the final plan of subdivision is provided to the town for approval by the Development Officer.

Civic Addressing

The proposed lot will be given a civic address on Riverside Drive. When additional development occurs in the Secondary Plan area requiring the construction of a new Public Street to serve the proposed lot, the lot will be given a new address.

Staff recommend a condition that any costs associated with address changes for the future owner(s) of Lot 25-01, including but not limited to driver's licenses and mortgage documents, be the responsibility of the owner(s) of Lot 25-01 and not Rothesay.

Polling

Polling letters were sent to nearby residents to inform them of the application and solicit their comments. Any written correspondence received from the polling has been provided in the agenda packet.

Summary

Staff have reviewed the applicant's proposal and note the proposed access aligns with the Municipal Plan and Secondary Plan. Given this, Staff recommend that PAC approve the access subject to the recommended conditions and recommend that Rothesay Council accept money-in-lieu of Lands for Public Purposes for the proposed lot.

Recommendation:

Staff recommended THAT the Planning Advisory Committee consider the following Motions:

- A. The Planning Advisory Committee approves the proposed access to Lot 25-01 subject to the following conditions:

- a. That the development served by the private access be limited to a maximum of two lots to be created from the area identified as Lot 25-01 on the Tentative Plan of Subdivision submitted with the application.
 - b. That maintenance of the private access is the responsibility of the landowner(s) served by the access and that Rothesay provide no maintenance of this access.
 - c. That a note be included on any Final Plans of Subdivision noting the Private Access serving lands within Lot 25-01 is not maintained by Rothesay and is to be maintained by the landowner(s) of the lands served by the access.
 - d. That any costs to the future landowner(s) of Lot 25-01 associated with address changes, including but not limited to driver's licenses and mortgage documents, related to the eventual readdressing resulting from the construction of a Public Street to serve Lot 25-01 be the responsibility of the owner(s) of Lot 25-01 and not Rothesay.
- B. That the Planning Advisory Committee recommend that Rothesay Council accept \$4,320 money-in-lieu of Lands for Public Purposes for the proposed Lot 25-01 off Riverside Drive.

Attachments:

Map 1	Aerial Photo Location Map
Map 2	Future Land Use Map - Municipal Plan
Map 3	Zoning Map
Submission 1	Tentative Plan of Subdivision



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP
Date: Tuesday, July 29, 2025

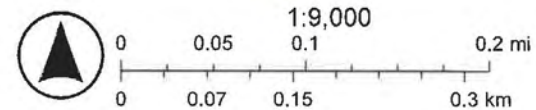
Riverside Drive / High Cliff Court

2025 August 11 Open Session FINAL_139



2025-07-23

 Subject Site



Riverside Drive / High Cliff Court - Future Land Use



2025-07-23

Subject Site

Future Land Use

Rural

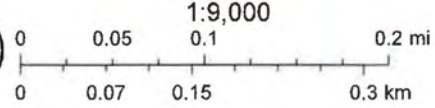
Medium Density

Park & Conservation

Low Density

Commercial

Institutional




High Cliff Court / Riverside Drive Zoning

2025 August 11 Open Session FINAL_133



2025-07-23

 Subject Site

Zoning

 R1B
 REC

 RU

1:9,000
0 0.05 0.1 0.2 mi
0 0.07 0.15 0.3 km





ROTHESAY
WORKS AND UTILITIES COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, July 23rd, 2025
5:30 p.m.



PRESENT: DEPUTY MAYOR ALEXANDER, CHAIRPERSON
COUNCILLOR DAVE BROWN
SHAWN CARTER, VICE CHAIRPERSON
STEPHEN ROSENBERG
SARAH RICHARDS
CYNTHIA VANBUSKIRK

DRAFT

CHIEF ADMINISTRATIVE OFFICER BRETT MCLEAN
DIRECTOR OF OPERATIONS TIM COLWELL
RECORDING SECRETARY DEBBIE KEYES

ABSENT: GEORGE THAMBI

Chairperson Alexander called the meeting to order at 5:31 p.m.

1. APPROVAL OF AGENDA

MOVED by Vice-Chairperson Carter and seconded by S. Rosenberg the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of June 18th, 2025.

MOVED by Counc. Brown and seconded by Vice-Chairperson Carter the minutes of June 18th, 2025 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

6.1 Solid Waste Tonnage Report

Counc. Brown raised the issue of the proper disposal of small green propane tanks. Many residents either hold onto them indefinitely or dispose of them incorrectly. While these tanks can be taken to the landfill, doing so requires a special trip, which may deter proper disposal. Refill kits are available and could help reduce waste if more people chose to reuse their tanks. An alternative solution could be the placement of clearly labeled well-managed collection bins—particularly during peak usage seasons. Even larger propane tanks, once expired, are often abandoned or improperly discarded. If not addressed, this issue could grow into a larger environmental and safety concern.

The Committee will explore options during upcoming Work and Utilities meetings.

6.2 Speed Radar Signs Report

Deputy Mayor Alexander received feedback from residents of Iona Avenue, they are very pleased with the speed radar sign, noting that it has been highly effective in encouraging drivers to slow down.

6.3 Council Priorities 2021-2026

RECEIVED FOR INFORMATION

7. CORRESPONDENCE FOR ACTION

7.1 2025 June 15 Email from resident RE: Jones Avenue speed concerns

MOVED by Counc. Brown, seconded by Vice-Chairperson Carter, to recommend to Council to send a letter to the resident expressing appreciation for her email and concerns, and informing her that the Town does not install speed bumps, but will temporarily install speed radar signs to capture data.

CARRIED.

MOVED by Counc. Brown, seconded by Vice-Chairperson Carter, to recommend to Council that staff prepare a policy for speed bumps.

CARRIED.

7.2 2025 June 16 Email from resident RE: Mark Avenue road conditions

DO Colwell had a conversation with the resident explaining that Mark Avenue was micro-surfaced in 2021. 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 Mark Avenue did not meet the conditions for highest priority in 2025, however it will be reassessed along with other streets for inclusion with the annual resurfacing program for 2026.

The Town is currently working at converting the chip sealed roads in Wells to paved streets and have completed 2.5kms in 2025.

MOVED by Counc. Brown and seconded by S. Rosenberg to recommend to Council to send a letter to the resident thanking him for his email and information, letting him know that the street was micro-surfaced in 2021 and was partially repaired then and it will be reassessed along with other streets for inclusion with the annual resurfacing program for 2026.

CARRIED.

7.3 2025 June 28 Email from resident RE: Millennium Drive road condition

CAO McLean clarified that due to upcoming development on Millenium Drive, the Town has decided to delay paving the road to avoid damage from construction activities. Paving will take place after the first phase of the new development is completed. Since Millenium Drive is shared by Rothesay and Quispamsis, the Town will address the potholes and surface deficiencies on Rothesay's portion using more permanent patching techniques.

MOVED by S. Rosenberg and seconded by Vice-Chairperson Carter to recommend to Council to send a letter to the resident thanking him for his email and for his concerns and that the Town will address the potholes and surface deficiencies on Rothesay's portion using more permanent patching techniques.

CARRIED.

ROTHESAY

Works and Utilities Committee 2025 August 11 Open Session FINAL_137

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23 July 2025

7.4 2025 July 09 Email from resident RE: Carriage Way sidewalk concern
DO Colwell spoke with the resident to explain that the decision to replace Millennium Drive with Carriageway was made last minute. Millennium Drive is being considered for potential large scale development, and the Town wants to avoid repaving the road only to have heavy construction traffic damage the new asphalt. CAO McLean explained the Town will look at the budget to allocate funds to install sidewalks on both Longwood Drive and Monaco Drive in the 2026-2027 budget.

MOVED by Counc. Brown, seconded by Vice-Chairperson Carter, to recommend to Council to send a letter to the resident expressing appreciation for his email and concerns, and informing him that the Town does not install speed bumps, and Longwood Drive and Monaco Drive will be looked at and possibly be added in the 2026-2027 budget for sidewalks.

CARRIED.

MOVED by Counc. Brown, seconded by S. Richards, to recommend to Council that staff prepare a policy for traffic calming in Rothesay.

CARRIED.

8. NEW BUSINESS

8.1 Discussion - Tree Canopies

CAO McLean stated that trees extending over sidewalks or roadways must have a minimum clearance of 16 feet, and any branches hanging below that height need to be trimmed. The trimming must be done manually, making it a very labour-intensive task. This task would exceed the capabilities of the Town's Public Works Department and would have to be put out as tender. Staff will have summer students measure and identify areas requiring tree trimming and report back to the Committee with a magnitude of the effort required.

8.2 Discussion – Ice Fishing – proper gating structures

CAO McLean has ordered a proper gating structure for the Renforth Wharf to prevent large fishing shacks and vehicles from entering the ice. The gate will consist of:

- Two 10-foot panels to create a 20-foot wide gate opening.
- A sonotube will be installed in the center with a removable section that allows the center to be pinned, preventing the gates from flapping loosely.
- Two 5-foot bollards will be installed, spaced 5 feet apart (for ATV access).

This setup includes two gate posts, with another post placed 5 feet away to prevent vehicles from driving around the gate. In total, six posts will be used. Two of them will be located 10 feet back from the gate line, allowing the gates to be pinned open at a 90° angle when needed. Expected delivery is before November 15th, 2025.

9. CORRESPONDENCE FOR INFORMATION

N/A

10. DATE OF NEXT MEETING:

The next meeting is tentatively scheduled for Wednesday, August 20th, 2025 at 5:30 pm.

ROTHESAY

Works and Utilities Committee 2025 August 11 Open Session FINAL_138

Minutes

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23 July 2025

11. ADJOURNMENT

MOVED by Counc. Brown and seconded by S. Richards the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:45 p.m.

CHAIRPERSON

RECORDING SECRETARY



2025 August 13 Open Session FINAL_139
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : July 23rd, 2025
RE : Jones Avenue Speed Concerns

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, July 23rd, 2025:

MOVED ... and seconded ...:

MOVED by Counc. Brown, seconded by Vice-Chairperson Carter, to recommend to Council to send a letter to the resident expressing appreciation for her email and concerns, and informing her that the Town does not install speed bumps, but will temporarily install speed radar signs to capture data.

CARRIED.



2025 August 13 Open Session FINAL_140

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : July 23rd, 2025
RE : New Policy for Speed Bumps

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, July 23rd, 2025:

MOVED ... and seconded ...:

MOVED by Counc. Brown, seconded by Vice-Chairperson Carter, to recommend to Council that staff prepare a policy for speed bumps.

CARRIED.



2025 August 13 Open Session FINAL_141
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : July 23rd, 2025
RE : Mark Avenue Road Conditions

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, July 23rd, 2025:

MOVED ... and seconded ...:

MOVED by Counc. Brown and seconded by S. Rosenberg to recommend to Council to send a letter to the resident thanking him for his email and information, letting him know that the street was microsurfaced in 2021 and was partially repaired then and it will be reassessed along with other streets for inclusion with the annual resurfacing program for 2026.

CARRIED.



2025 August 13 Open Session FINAL_142

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : July 23rd, 2025
RE : Millenium Drive Road Condition

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, July 23rd, 2025:

MOVED ... and seconded ...:

MOVED by S. Rosenberg and seconded by Vice-Chairperson Carter to recommend to Council to send a letter to the resident thanking him for his email and for his concerns and that the Town will address the potholes and surface deficiencies on Rothesay's portion using more permanent patching techniques.

CARRIED.



2025 August 13 Open Session FINAL_143
ROTHERSAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : July 23rd, 2025
RE : Carriageway Sidewalk Concern

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, July 23rd, 2025:

MOVED ... and seconded ...:

MOVED by Counc. Brown, seconded by Vice-Chairperson Carter, to recommend to Council to send a letter to the resident expressing appreciation for his email and concerns, and informing him that the Town does not install speed bumps, and Longwood Drive and Monaco Drive will be looked at and possibly be added in the 2026-2027 budget for sidewalks.

CARRIED.



2025 August 13 Open Session FINAL_144

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : July 23rd, 2025
RE : Policy for Traffic Calming in Rothesay

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, July 23rd, 2025:

MOVED ... and seconded ...:

MOVED by Counc. Brown, seconded by S. Richards, to recommend to Council that staff prepare a policy for traffic calming in Rothesay.

CARRIED.



ROTHESAY
2025 August 11 Open Session FINAL_145
HERITAGE PRESERVATION REVIEW BOARD MEETING
Town Hall Common Room
Wednesday, July 23, 2025
7:00 p.m.



DRAFT

PRESENT: COUNCILLOR TIFFANY MACKAY FRENCH
SHAWN CARTER, CHAIRPERSON
DREW MACARTNEY
CATHARINE MACDONALD
HOWARD PEARNS (*arrived at 7:05 p.m.*)

DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE
RECORDING SECRETARY LIZ HAZLETT

ABSENT: JON LEHEUP
RHEAL GUIMOND, VICE-CHAIRPERSON

The meeting was called to order at 7:02 p.m.

1. APPROVAL OF THE AGENDA

MOVED by Counc. Mackay French and seconded by D. Macartney the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of March 19, 2025

MOVED by D. Macartney and seconded by C. MacDonald the minutes of March 19, 2025 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS AND PRESENTATIONS

N/A

6. NEW BUSINESS

- | | | |
|-----|---|--|
| 6.1 | 12 Gondola Point Road
OWNER:
PID:
PROPOSAL: | The Old Medical Clinic
The Old Medical Clinic
00256677
Heritage Permit – Exterior Painting |
|-----|---|--|

Michael Black was in attendance on behalf of the Old Medical Clinic. DPDS Reade reviewed the report. He noted the application is for a Heritage Permit to paint the building's exterior with a new colour scheme. There was a brief discussion about Figure 1 – a recent photo, and Figure 2 – a black and white photo illustrating accents around the upper windows.

H. Pearn arrived at the meeting.

Mr. Black displayed a board with samples of each colour from Benjamin Moore as well as a dark brown stain that did not set well and will be reapplied. He noted the 'Quietly Violet' will replace the blue on the main exterior and 'Grandma's China' will replace the beige on the doors and windows.

A picture was shown of the Clinic sign which demonstrates that the use of purple can almost appear as black. When questioned, Mr. Black confirmed that the garage will be painted in the same colour scheme. He shared that repairs were undertaken for the windows, and the doors will be the first priority for painting. In response to inquiries, he anticipates painting will occur over a week to two-week period in September (weather permitting), and the veranda/rungs will not be painted. He expects the new colour scheme will be a better fit in the neighbourhood.

MOVED by Counc. Mackay French and seconded by D. Macartney the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit (Certificate of Appropriateness) for the repainting of the exterior of the buildings at 12 Gondola Point Road (PID 00256677) subject to the following condition(s):

A) The following colour scheme be employed:

- Benjamin Moore CSP-415 Quietly Violet Main Exterior
- Benjamin Moore CSP-540 Plum Martini Decorative accents around upper windows
- Benjamin Moore CSP-365 Grandma's China Door frames, window frames

CARRIED.

The Board thanked Mr. Black.

6.2 10 Hampton Road

OWNER:

PID:

PROPOSAL:

Day Nite Neon Signs Ltd.

Bank of Nova Scotia

00258863

Heritage Permit – Signage (freestanding & fascia)

DPDS Reade advised the applicant is not in attendance. They are based in Halifax, but can be contacted if questions arise. He reviewed the application, noting it is for a Heritage Permit to allow for the replacement of an existing freestanding commercial sign and installation of a new fascia sign. He advised the new freestanding sign will be 4.87 meters instead of 5.25 metres in length, remain roughly the same height, and the logo will be removed – it will only have text that reads 'Scotiabank'.

DPDS Reade advised that the plan is to keep the existing fascia sign – metal letters that read 'The Bank of Nova Scotia' and add a new wooden fascia sign depicting the logo. If approved, a staff-level variance can be granted to permit the additional sign. Staff believe the proposal is reasonable as only 7.2% of the façade area would be covered with both signs – which is well within the permitted maximum of 15%. He added that the additional fascia sign would animate a large blank portion of the front wall. When questioned, he noted the new signs would be made of wood, painted the corporate colour scheme of Scotiabank, and not illuminated.

MOVED by D. Macartney and seconded by H. Pearn the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit (Certificate of Appropriateness) for the replacement of the existing freestanding sign at 10 Hampton Road (PID 00258863) subject to the following condition(s):

- a) The new freestanding sign shall be constructed and installed as shown on the drawings submitted with the Application for the Certificate of Appropriateness.

CARRIED.

MOVED by H. Pearn and seconded by Counc. Mackay French the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit (Certificate of Appropriateness) for the addition of a new fascia sign at 10 Hampton Road (PID 00258863) subject to the following condition(s):

- a) The new fascia sign shall be constructed and installed as shown on the drawings submitted with the Application for the Certificate of Appropriateness.

CARRIED.

7. OLD BUSINESS
N/A

8. CORRESPONDENCE FOR INFORMATION
N/A

9. DATE OF NEXT MEETING(S)
The next meeting will be held on Wednesday, August 20, 2025.

10. ADJOURNMENT
MOVED by D. Macartney and seconded by H. Pearn the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:15 p.m.

CHAIRPERSON

RECORDING SECRETARY

Parks & Recreation Committee

July/August Update for Committee

July 31, 2025

Soccer & Baseball Fields	Fields are busy evenings and weekends.
Arthur Miller Upper Field Replacement	Project was completed on July 25 th .
Wells Softball Field Lighting Project	Project is underway. Completion date August 22 nd .
Wells Parking Lot Lighting	Project completed July 31 st .
Wells Tennis Courts Conversion to Pickleball	Project completed July 30 th .
Concert in the Common	<p>Concerts have been well attended. They continue each Thursday night until Aug 28th. For more details, including the full line up, visit:</p> <p>https://www.rothesay.ca/recreation/seasonal-programs/concert-in-the-common/</p>
Playground Programs	<p>Rothsay Playground Programs began on June 23rd and will run until August 22nd at KPark Elementary, Rothsay High School and Wells Recreation Park. Registration opened in May. More information can be found here:</p> <p>https://www.rothesay.ca/recreation/seasonal-programs/playground-programs/</p>
Beaches	<p>KPark and Renforth Beaches opened on June 23rd and will close on August 22nd. Lifeguards are on duty at K-Park Beach: Monday to Friday from 11:00AM until 5:00PM and Renforth Beach: Monday to Sunday from 11:00AM until 5:00PM.</p>
Canada Day	Celebrations for Canada's 158th Birthday on Tuesday, July 1st were very successful with over 1000+ people in attendance.
Sunset Yoga Session	Our Sunset Yoga Sessions are back for another summer! Join us for relaxing and rejuvenating community yoga sessions this summer. Take your "Me Time" and enjoy

	<p>the picturesque sunset on the Kennebecasis River at Renforth Rotary Park (141 James Renforth Drive).</p> <ul style="list-style-type: none"> • Tuesday, August 12th 7-8pm • Tuesday, September 2nd 7-8pm <p>No experience is necessary! Yoga sessions are for people of all ages and abilities. Please bring your own yoga mat. Participants have the chance to win a \$50 Yoga Haus gift card raffle draw at each session!</p>
12 Weeks/12 Walks	<p>It's once again time to hit the trails and explore our beautiful Kennebecasis Valley. Join KV WALKERS this summer on Monday evenings (6:30pm) to explore existing trails and to meet others along the way. Everyone is welcome and it's free of charge – choose your pace and bring a friend along. Most walks are 1 hour in length and start the week of June 9 to August 25. For more information visit: https://www.rothesay.ca/event/kv-walkers-2025-walks/</p>
Walk 'n Talk with David Goss – Rothesay Common	<p>The Walk 'n Talk event with David Goss on Tuesday, July 29th was very successful with over 60 people in attendance. It was a lovely evening for all.</p>
Through the Lens	<p>The 12th Annual Through the Lens Photo Contest is now accepting entries! For more information about the photo contest, visit: https://www.rothesay.ca/recreation/seasonal-programs/through-the-lens/</p>
Rothesay HIVE	<p>For more information about the Rothesay HIVE including the calendar, newsletter, and more visit: https://www.rothesay.ca/recreation/rothesay-hive/.</p> <p>Rothesay Hive Facebook Group: 1,279 Members</p> <p>Rothesay Hive Registered Members 2025: 211 Members</p>
Other	<p>Subscribe to our quarterly e-newsletter for Rothesay news, events, and more directly to your inbox by following this link and providing your information: https://mailchi.mp/rothesay/r-insider</p>



2025August11OpenSessionFINAL_150

BUILDING PERMIT REPORT

7/1/2025 to 7/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
07/29/2025	BP2025-00058	44 FRANCES AVE	DETACHED GARAGE	\$55,000.00	\$398.75
07/04/2025	BP2025-00086	47 BALLPARK AVE	ABOVE GROUND POOL	\$25,000.00	\$181.25
07/09/2025	BP2025-00089	111 BIRCH CRES	DECK	\$5,000.00	\$36.25
07/09/2025	BP2025-00090	111 BIRCH CRES	SIDING AND WINDOWS	\$40,000.00	\$290.00
07/04/2025	BP2025-00094	2 IAN CRES	DETACHED GARAGE	\$30,000.00	\$217.50
07/02/2025	BP2025-00095	6 WINDERMERE CRT	SIDING	\$3,400.00	\$29.00
07/02/2025	BP2025-00096	10 WINDERMERE CRT	SIDING	\$7,400.00	\$58.00
07/14/2025	BP2025-00097	1 USHER CRT	DECK	\$80,000.00	\$580.00
07/11/2025	BP2025-00098	26 BURNETT TERR	WINDOWS	\$13,500.00	\$101.50
07/18/2025	BP2025-00099	2 EDGEMONT LN	ADDITION	\$120,000.00	\$870.00
07/18/2025	BP2025-00100	22 MONACO DR	ADDITION	\$200,000.00	\$1,450.00
07/21/2025	BP2025-00102	230 ERISKAY DR	SCHOOL BUILDING	\$428,000.00	\$3,103.00
07/09/2025	BP2025-00104	65 GONDOLA POINT RD	DECK	\$45,000.00	\$326.25



ROTHESAY

2025 August 11 Open Session FINAL 151

BUILDING PERMIT REPORT

7/1/2025 to 7/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
07/11/2025	BP2025-00105	3 KILDARE CRT	ATTACHED GARAGE	\$48,000.00	\$348.00
07/10/2025	BP2025-00107	78 HIGHLAND AVE	RENOVATION	\$3,000.00	\$21.75
07/15/2025	BP2025-00108	13 ISAAC ST	SOLAR	\$31,146.52	\$232.00
07/15/2025	BP2025-00109	14 DOBBIN ST	SIDING	\$3,000.00	\$21.75
07/18/2025	BP2025-00110	8 JAMES ST	DETACHED GARAGE	\$30,000.00	\$217.50
07/21/2025	BP2025-00111	241 ERISKAY DR	ABOVE GROUND POOL	\$20,000.00	\$145.00
07/18/2025	BP2025-00112	217 GONDOLA POINT RD	DECK	\$5,000.00	\$36.25
07/18/2025	BP2025-00113	217 GONDOLA POINT RD	DECK	\$5,000.00	\$36.25
07/21/2025	BP2025-00114	31 PARKDALE AVE	DECK	\$16,000.00	\$116.00
07/29/2025	BP2025-00115	194 GONDOLA POINT RD	DECK	\$6,700.00	\$50.75
07/29/2025	BP2025-00117	65 GONDOLA POINT RD	FENCE	\$15,000.00	\$108.75
07/30/2025	BP2025-00119	40 BIRCH CRES	ACCESSORY STRUCTURE	\$1,000.00	\$20.00



ROTHESAY



2025 August 11 Open Session FINAL 152

BUILDING PERMIT REPORT

7/1/2025 to 7/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$1,236,146.52	\$8,995.50
Summary for 2025 to Date:				\$8,935,220.97	\$64,931.50

2024 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$9,787,216.00	\$71,519.50
Summary to Date:	\$16,896,060.80	\$124,203.50



ROTHESAY

MEMORANDUM



TO : Mayor Grant and Council
FROM : Mark Reade, P.Eng., RPP, MCIP
Director of Planning and Development Services
DATE : 15 July 2025
RE : Cameron Road Rezoning
PIDs 00064402, 00064337, 00246868, 30019590

RECOMMENDATION:

- Council give Reading, in its Entirety, to By-law 2-10-41
- Council give 3rd Reading and Enactment to By-law 2-10-41

BACKGROUND:

The application has been reviewed by the Planning Advisory Committee and the Committee passed the following motions at its regular meeting of Monday, June 2, 2025:

MOVED by R. Forte and seconded by T. Davis the Planning Advisory Committee recommend that Council enact By-law 2-10-41 to rezone land at 7, 9, and 11 Cameron Road (portions of PIDs 000644402, 00064337, 00246868, 30019590) from Single Family Residential – Standard [R1B] to Rezoning to Two Family Residential ([R2].

CARRIED.

MOVED by R. Forte and seconded by T. Davis the Planning Advisory Committee recommends that Council assent to any Local Government Services Easements that may be required for the proposed subdivision.

CARRIED.

Council held a public hearing on Monday, June 16, 2025.

Council gave 1st and 2nd Reading by Title to By-law 2-10-41 at its regular meeting on Monday, July 14, 2025.

Attachment: 12 June 2025

Special Voting Requirements Memorandum



70 Hampton Road
Rothesay, NB
E2E 5L5

Rothesay Council
June 16, 2025

TO: Brett McLean, P.Eng., CAO

SUBMITTED BY:

Mark Reade, P. Eng., RPP, MCIP, Director of Planning & Development Services

DATE: 2025 June 12

SUBJECT: Rezoning Portion of 7, 9, and 11 Cameron Road - *Community Planning Act* voting requirements

INFORMATION REPORT

ORIGIN

A rezoning application from Don-More Surveys & Engineering Ltd. on behalf of LTS Investments Inc. for a portion of 7, 9, and 11 Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590).

BACKGROUND

A Public Hearing is scheduled for June 16, 2025, for a rezoning application to rezone a portion of 7, 9, and 11 Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590) from Single Family Residential – Standard [R1B] Two Family Residential [R2].

Following the Public Hearing, at their next two meetings, Rothesay Council will vote on the required three readings of the amending by-law for the rezoning.

Normally, approval of the rezoning would require a majority of the Councillors present at the meeting to vote in favour of the amending by-law, with the Mayor not voting as provided in By-law 5-24 A By-Law of the Local Government of Rothesay Respecting the Procedure and Organization of Council (the Rothesay Procedural by-law). **However, there are provisions in the *Community Planning Act* that specifically apply in this case affecting the number of affirmative votes required to enact the by-law, and providing that the Mayor may vote.**

On this application, area residents have submitted a petition in opposition to the rezoning. This petition has been signed by owners of 56.3% of the area defined as the area affected by the by-law and within 100 metres of the area to be rezoned. Section 113 of the *Community Planning Act* provides the following:

- 113 *If a written objection to a proposed by-law to amend a zoning by-law or zoning provisions in a rural plan under section 33 or 44 is signed by the owners of at least one-third of the area of the land within the area affected by the by-law and within 100 m of that area, but not including land owned by a person who made application*

for the amendment, and is presented to the council not fewer than two days before the hearing required by section 111, the by-law shall not become valid unless a majority of the members of the council vote in favour of making the by-law.

In this case, the threshold of one-third of area landowners cited in Section 113 is met through a petition received within the required time frame.

Given this, for the amending by-law to be approved by Rothesay Council, a majority of the members of the council must vote in favour of the by-law. The *Community Planning Act* defines council as follows:

“council” means the mayor and councillors of a local government.

As a result, 5 votes are required in support of the amending by-law for it to be approved.

Section 109(4) of the *Community Planning Act* also provides that the Mayor may vote in cases such as this, even if as in the case of Rothesay, Council has a Procedural by-law that does not allow for the Mayor to vote.

109(4) Despite any by-law, unless otherwise ineligible, the mayor or a presiding officer of the council may vote once on a motion if a majority vote of the members of council is required.

CONCLUSION

Should Rothesay Council elect to approve the rezoning, five votes are required to support the amending by-law, and the Mayor may vote on the matter.

ATTACHMENTS

Attachment A – Cameron Rd. Petition Signatures 100m Buffer

Not included



**BY-LAW 2-10-41
A BY-LAW TO AMEND THE ZONING BY-LAW
(No.2-10 Rothesay)**

The Council of the town of Rothesay, under authority vested in it by the Community Planning Act, SNB 2017, c. 19, and amendments thereto, hereby amends By-Law 2-10 “Rothesay Zoning By-Law” and enacts as follows:

That Schedule A, entitled “Zoning” as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch, identified as Attachment “2-10-41”.

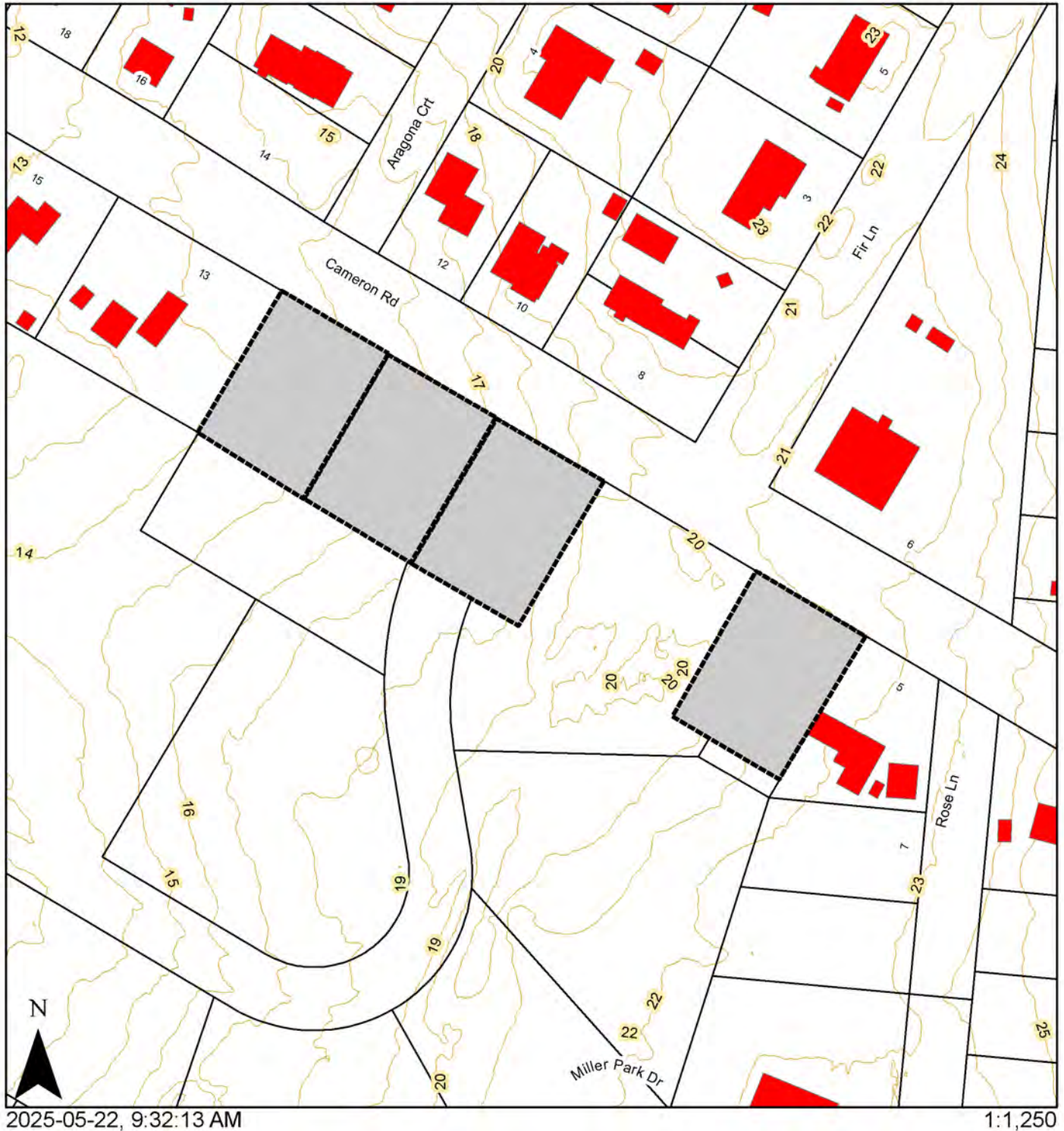
The purpose of the amendment is to rezone a portion of lands located at 7,9 and 11 Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590) from Single Family Residential – Standard (R1B) to Two Family Residential (R2) to allow for the development of four, two-unit dwellings.

FIRST READING BY TITLE	:	14 July 2025
SECOND READING BY TITLE	:	14 July 2025
READ IN ENTIRETY	:	
THIRD READING BY TITLE AND ENACTED	:	

MAYOR


CLERK

Attachment A - Bylaw 2-10-41
PIDs 64337, 64402, 246868, 30019590




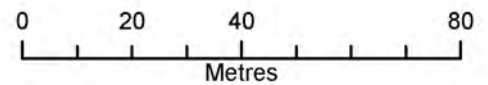
2025-05-22, 9:32:13 AM

1:1,250

 Subject Properties

Buildings

 Residential



The Town of Rothesay does not warrant the accuracy or completeness of the information, text, graphics, links or other items contained within the material.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
August 11, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

Mark Reade, Director of Planning and Development Services

DATE: 2025 August 6

SUBJECT: **Mixed-use Development Proposal – Millennium Drive at Campbell Drive**

RECOMMENDATION REPORT

RECOMMENDATION

Council HEREBY authorizes the Mayor and Clerk to enter into a development agreement, as amended, with Landmark Living Inc. for the development of a mixed-use development at the intersection of Millenium Drive and Campbell Drive (PID 30227086 and a portion of PID 00173443).

ORIGIN

On July 15, 2025, the Rothesay PAC reviewed an application by zzap Consulting Inc. on behalf of Landmark Living Inc. to construct a mixed residential and commercial development on lands in the northeast corner of the Millennium Drive / Campbell Drive intersection. Scott Brothers Ltd. (PID 30227086) and Sandra Jean Shea (portion of PID 00173443) currently own the lands.

The proposal would include 1277 dwelling units and 8715 square metres of commercial space. A mix of building forms is proposed including: 34 single detached units, 144 stacked townhouse units, 9 mid-rise residential buildings and 7 mixed-use buildings.

In reviewing the application, PAC passed a Motion recommending Council enter into a Development Agreement.

MOVED by M. Graham and seconded by T. Davis the Planning Advisory Committee recommends that Council enter into an agreement with Landmark Living Inc. for the development of a mixed residential and commercial development on PID 30227086 and a portion of PID 00173443.

The Committee also recommended amendments to the agreement, including one to Section 5(d)(iii) regarding lighting, and inclusion of a phasing plan and construction access plan within the agreement.

MOVED by R. Forte and seconded by T. Davis Section 5(d)(iii) be amended to read as follows:

“On-site lighting – that minimizes glare, shadows, light pollution, and light trespass, and which protects our night sky – of the main entrances, any outdoor amenity space, parking areas, and pedestrian walkways;”

ON THE QUESTION:

Town Clerk Banks cautioned that “which protects our night sky” may be ambiguous and unnecessary because of the words before it. She also suggested “the” be used in place of “our”. She offered that the lighting from neighbouring commercial properties such as Kent and Superstore may also impact the area. There was agreement from the mover and seconder to strike “which protects our night sky” from the motion.

Amending motion, CARRIED.

MOVED by M. Graham and seconded by R. Forte to add a schedule to the development agreement to include a phasing plan and construction access plan.

Amending motion, CARRIED.

MAIN motion, as amended, CARRIED.

Council held a Public Meeting on Monday, July 21, 2025, at 7:00 p.m. at the Wells Community Centre, 75 French Village Road, where the applicant presented their development proposal to the public and the Public provided comments.

Staff have revised the development agreement to incorporate the Committee’s amendments.

Rothesay

DEVELOPMENT AGREEMENT

Land Titles Act, S.N.B. 1981, c.L-1.1, s.24

Parcel Identifier of Parcels Burdened by Agreement: 30227086, 00173443

Owner of Land Parcels: **Landmark Living Inc.**
1 Malabean Lane
Rothesay, New Brunswick
E2E 2G2 (Hereinafter called the "Developer")

Agreement with: **Rothesay**
70 Hampton Road
Rothesay, New Brunswick
E2E 5L5 (Hereinafter called the "Town")

a body corporate under and by virtue of the Local Governance Act, RSNB 2021, Chapter 18, located in the County of Kings and Province of New Brunswick

WHEREAS the Developer is the registered owner of certain lands located at the intersection of Campbell Drive and Millenium Drive (PIDs 30227086 and 00173443), and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands").

AND WHEREAS the Developer is now desirous of entering into a development agreement to allow for the development of a mixed-use development including a maximum of 1277 dwelling units and 8715 square metres of commercial floor area as described in Schedules A through F. (herein after called the "Project")

AND WHEREAS Rothesay Council did, on xxxxx xx, 2025 authorize the Mayor and Clerk to enter into a Development Agreement with Landmark Living Inc. to develop a mixed-use development on the Lands.

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in the consideration of the mutual covenants and agreements herein expressed and contained, the parties hereto covenant and agree as follows:

- 1. The Developer agrees that the total area of ground floor commercial uses in the development shall not exceed 8715 square metres and that the total number of residential units situated on the Lands shall not exceed 1277 dwelling units.

Schedules

- 2. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with the following Schedules attached to this Agreement:
 - a) Schedule A Legal Description of Parcels
 - b) Schedule B - Site Plan
 - c) Schedule C - Building Topology Plan
 - d) Schedule D - Proposed Subdivision Layout
 - e) Schedule E - Building and Landscape Design Elements
 - f) Schedule F – Phasing and Construction Access Plan

Site Development

- 3. The Developer agrees that except as otherwise provided for herein the use of the Lands shall comply with the requirements of the Rothesay Zoning

By-Law and Subdivision By-Law, as may be amended from time to time.

4. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with Schedules B, C, and E in addition to the following requirements:
 - a) Notwithstanding the requirements of the Millenium Park (MP) zone, building heights within the development are limited to a maximum of four stories and limited to a maximum height of 20 metres. This provides for storey heights of 4 metres for ground floor commercial uses and between 3 metres and 3.5 metres for upper residential floors with an overall building height in the 17 to 20 metre range.
 - b) Parking to be in general conformance of the Rothesay Zoning By-Law.
 - c) Loading and unloading areas for all buildings on the subject property shall be developed in accordance with the requirements of the Rothesay Zoning By-Law.
 - d) Any signage must meet all of the requirements of By-Law No. 3-10 A By-Law Respecting Signage In Rothesay, as may be amended from time to time, and all signage requires a sign permit.
 - e) All landscaped areas shall be covered with live material including trees, shrubs, groundcover or sod or other natural materials to the satisfaction of the Development Officer.
 - f) Prior to issuance of a building permit for any structure on the subject property or a development permit, a site plan shall be provided detailing the development subject to the building or development permit application as well an updated conceptual site plan for the development of the entire subject property.
 - g) Prior to the issuance of the building permit for the first structure on the subject property, a conceptual storm water management plan for the entire property shall be provided to the satisfaction of the Town Engineer or their designate.
 - h) Increases in the permitted gross floor area of the overall development and any proposed use not specifically listed as a permitted or conditional use may be considered by amendment to this agreement.
 - i) Nothing in this agreement shall prohibit or in any way limit the Developer's right to apply for a variance pursuant to the provisions of the *Community Planning Act*.
 - j) The provision of single-unit dwellings along the northern boundary of the site, as proposed by the developer, is considered to conform to the buffering requirements of the Millenium Park (MP) zone notwithstanding the requirements of the Millenium Park (MP) zone for landscaped buffering and development of garden homes adjacent to areas of existing residential development.
 - k) The developer is required to provide and maintain a sufficient number of either affordable or accessible dwelling units within the development in accordance with the policy direction established in the Municipal Plan to allow for the increased density of 13% beyond that permitted in the Millenium Park (MP) zone.
 - l) Buildings may be situated on individual lots, notwithstanding the standards of the Millenium Park (MP) zone, including those related to lot area and lot coverage.

- m) Costs for the installation of municipal infrastructure to support the development along with the upgrading of any downstream municipal infrastructure are the Developer's cost and responsibility to complete.

Architectural Guidelines

5. The Developer agrees that an objective of this development is to provide a high quality and visually attractive development, which exhibits an architectural design that reinforces the community character and that is generally consistent with the existing building styles in Rothesay. The Developer agrees to ensure the following:
 - a) The architectural design of the buildings shall be, in the opinion of the Development Officer, generally in conformance with Schedules C and E.
 - b) All exterior mounted ventilation and related mechanical equipment, including roof mechanical units, shall be concealed by screening in a manner to reduce clutter, noise, and negative impacts on the architectural character of the building.
 - c) Exterior elevations of buildings within the development are to have a cohesive design incorporating elements including but not limited to similar colours, siding materials and door and window proportions and trim, subject to the approval of the Development Officer.
 - d) Buildings oriented onto a public or private street shall have entrances oriented towards the public or private street and contain a prominent main entrance that incorporates:
 - i. A covered entrance with weather protection;
 - ii. Pedestrian connectivity to the public sidewalk and to the parking area;
 - iii. On-site lighting that minimizes glare, shadows, light pollution, and light trespass, of the main entrances, any outdoor amenity space, parking areas, and pedestrian walkways;
 - iv. The use of materials, colours, massing, and/or landscaping to make the entrance clearly identifiable to residents and visitors.
 - e) Ground floors of the multi-unit residential and mixed-use buildings must incorporate large windows, balconies, or architectural features to activate the streetscape. Front façades of these buildings must be articulated with various architectural elements such as balconies, windows, and material changes to break up the mass of the building.
 - f) Facades of the mixed-use and multi-unit residential buildings facing a public street must have an overall fenestration ratio of not less than 15%.
 - g) Street facing facades of ground-floor commercial areas within a building must have a fenestration ratio of not less than 50%
 - h) Pedestrian connectivity shall be incorporated into the site design, connecting all building entrances with public sidewalks, parking areas, and common amenity spaces.
 - i) For sites incorporating multiple residential buildings, connectivity shall exist between the separate buildings.
 - j) Stacked Townhouses incorporating garages shall not have a garage door that exceeds 75 percent of the building façade width.

- k) Front façades of the stacked townhouse units shall be articulated or incorporate differentiation in materials or specific design elements to denote individual townhouse units.
- l) No roof shall be designed or oriented to direct snow, ice or rainwater onto a public or private street or sidewalk.

Subdivision

- 6. The Developer will be required to submit a Tentative Plan of Subdivision for the vesting of Public Streets and any required Local Government Services Easements in accordance with the Provisions of the *Community Planning Act, SNB 2017, c19*.
- 7. The creation of new lots within the development through the subdivision process will be subject to the payment of money in lieu of Land for Public Purposes. The amount of the payment will be determined by the Development Officer at the time the Tentative Plan of Subdivision is approved, in accordance with the Subdivision By-Law.
- 8. Any necessary easements be granted gratuitously to Rothesay or other utilities.

Environmental Permitting

- 9. The Developer shall obtain the required permits from the Department of Environment and Local Government including but not limited to a Watercourse and Wetland Alteration permit, and a successful exemption allowing the development of commercial uses over a portion of the Carpenter Pond Watershed. Copies of these approvals shall be submitted to the Development Officer prior to the issuance for the first building or development permit for the proposed development.

Storm Water

- 10. The Developer shall carry out, subject to inspection and approval by Town representatives, the installation of a storm water system. The design of such system will be required to be approved by the Town prior to the issuance of any building or development permits for the development. The Developer agrees to accept responsibility for all costs associated such installation including the following:
 - a. Construction, to Town standards, of a storm water system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water from the entire developed portion of the lands to a predetermined location selected by the Developer's Engineer and approved by the Town Engineer or their designate; and
 - b. The Developer agrees to submit such plans for approval as required by the Town, conforming with the Town's design schematics and construction standards, unless otherwise acceptable to the Town Engineer or their designate, prior to commencing any work on the storm water system.
- 11. The Developer agrees that all roof leaders, down spouts, and other storm water drains from the building, parking lot and landscape features shall not be directed or otherwise connected or discharged directly to the Town's storm water or sanitary collection system.
- 12. The Developer agrees to provide to the Town Engineer or their designate written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Municipal Streets

13. All proposed streets be designed generally in accordance with the guidelines of the Transportation Association of Canada and to the satisfaction of the Development Officer and the Town Engineer or their designate.
14. The Developer shall carry out, subject to inspection and approval by Rothesay representatives, and pay for the entire actual cost of the following:
 - a. surveying and staking of lots and streets;
 - b. rough grading of streets to profiles approved by Rothesay;
 - c. fine grading of streets to profiles approved by Rothesay;
 - d. hard surfacing of the streets as shown on the plans to Rothesay specifications; sub-grade standards, compaction and finish as approved by Rothesay's Engineer, in writing, before final hard surfacing may be installed;
 - e. supply and maintenance of for a period of two (2) years the topsoil, sod, landscaping and the planting of street trees calculated as no more than one tree for each 10 metres measured along the linear centre line of the public street right of way, planted on location(s) approved by Rothesay and where such street trees are as follows:
 - i. Not smaller than six centimetres (6 cm) in diameter measured at a point being 2 metres above the root ball such trees species as approved by Rothesay.
 - ii. Inspected by Rothesay 12 months from time of planting and again then at 24 months. The Developer shall replace trees identified for replacement during warranty inspections.
 - f. Engineering design and inspection of those works referred to in clauses b), c), d), and e) of this section.
15. The Developer agrees to provide signed documentation and progress reports from a practicing Professional Engineer, licensed in New Brunswick ensuring that applicable codes and standards have been met and that the work was completed and utilizing such materials as in accordance with the terms of this Agreement and approved specifications.
16. The Developer agrees to provide as-built drawings that delineate all public infrastructure to be submitted to Rothesay in compliance with the minimum standards and requirements specified in Rothesay's Digital Data Submission Standards for Infrastructure and Construction Drawings.
17. Rothesay reserves the right to assign or rename public street names, notwithstanding that names may not correspond with existing names.
18. The Developer agrees that all items, materials, pipes, fittings, and other such infrastructure following acceptance of delivery on site by the Developer shall remain the full responsibility of the Developer against their accidental breakage or vandalism until Rothesay accepts the completed works.
19. The Developer agrees to restore all disturbed or damaged areas of the public street and right of way to the satisfaction of Rothesay's Engineer following installation of the required municipal services.

Municipal Sidewalks

20. The Developer shall carry out and pay for the entire actual cost of sidewalks and associated barrier curbing as required to comply with Town standards within the Public Street rights-of-way to be developed, subject to inspection

and approval by the Town Engineer or their designate, including the engineering design and inspection of the works.

Intersection Improvements

21. The Developer is responsible for the following transportation network improvements as identified in the traffic impact study completed for the development:
 - a) Construction of an eastbound left turn lane with a storage length of 40 metres at the Site Access A / Millennium Drive intersection. This is required at Phase 1 of the development.
 - b) Construction of an eastbound left turn lane with a storage length of 25 metres at the Site Access B / Millennium Drive intersection. This is required at Phase 3 of the development.
 - c) Installation of traffic signals at the intersection of Millennium Drive and Site Access A. This is required at Phase 3 of the development.
22. The Town and Developer agree that the design and construction of the intersection and related improvements shall be solely determined by the Town.

Water Supply

23. The Developer shall pay the Town a payment of \$412,550.89 for the costs of extending servicing to PID 30227086 in addition to any costs payable for the extension of services to the portion of PID 00173443 that is part of the subject site. These payments are due prior to the issuance of the building permit for the first building in the development.
24. The Developer agrees to connect to the Town's nearest and existing water system at a point to be determined by the Town Engineer or their designate and utilizing methods of connection approved by the Town Engineer or their designate.
25. The Town agrees to supply potable water for the purposes and for those purposes only for a maximum of 1277 dwelling units and 8715 square metres of commercial floor area and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
26. The Developer agrees to pay the Town a fee for connection of the buildings to the Town water system including sprinkler feed to the Town water system calculated in the manner set out in By-Law 1-18, Rothesay Water By-Law as amended from time to time, to be paid to the prior to the issuance of the building permit for each building.
27. The Developer agrees that the Town does not guarantee and nothing in this Agreement shall be deemed a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water.
28. The Developer agrees that all connections to the Town water mains shall be approved and inspected by the Town Engineer or their designate prior to backfilling and that the operation of water system valves is the sole responsibility of the Town.
29. The Developer agrees to comply with the Town's Water By-Law and furthermore that a separate water meter shall be installed, at their expense, for each residential and commercial connection made to the Town's water system.

30. The Developer agrees that the Town may terminate the Developer's connection to the Town water system in the event that the Town determines that the Developer is drawing water for an unauthorized purpose or for any other use that the Town deems in its absolute discretion or if an invoice for water service is more than 90 days in arrears.
31. The Developer agrees to provide, prior to the occupation of any building in the development, written certification of a Professional Engineer, licensed to practice in New Brunswick that the connection to the Town water system that serves said building has been satisfactorily completed and constructed in accordance with the Town specifications.
32. The developer is responsible for the maintenance of any private hydrants in the development.

Sanitary Sewer

33. The developer agrees to connect to the existing sanitary sewer system at a point to be determined by the Town Engineer or their designate and utilizing methods of connection approved by the Town Engineer or their designate.
34. The Developer agrees to pay the Town a fee for connection to the Town sewer system calculated in the manner set out in By-Law 1-15 Rothesay Sewage By-Law, as amended from time to time, to be paid to the Town prior to the issuance of the building permit for the first building to be constructed in the development.
35. The Developer agrees to carry out subject to inspection and approval by Town representatives and pay for the entire actual costs of Engineering design, supply, installation, inspection and construction of all service lateral(s) necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units.
36. The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Town, with each such plan meeting the requirements as described in the Town specifications for such development.
37. The Developer agrees that connection to the Town sanitary sewer system shall be supervised by the Developer's engineer and inspected by the Town Engineer or their designate prior to backfilling and shall occur at the sole expense of the Developer.

Retaining Walls

38. The Developer agrees that dry-stacked segmental concrete (masonry block) gravity walls shall be the preferred method of retaining wall construction for the purpose of erosion control or slope stability on the Lands and furthermore that the use of metal wire basket cages filled with rock (gabions) is not an acceptable method of retaining wall construction.
39. The Developer agrees to obtain from the Town a Building Permit for any retaining wall, as required on the Lands, in excess of 1.2 metres in height and that such retaining walls will be designed by a Professional Engineer, licensed to practice in New Brunswick.

Indemnification

40. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.⁰⁰) including a project wrap-up liability policy (with no less than

24 months coverage after project completion). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

Notice

41. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to **Landmark Living Inc.**, 1 Malabeam Lane, Rothesay, New Brunswick, E2E 2G2 and to the Town if delivered personally or by prepaid mail addressed to **ROTHESAY**, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-Laws

42. The Developer agrees to be bound by and to act in accordance with the By-Laws of the Town as amended from time to time and such other laws and regulations that apply or that may apply in the future to the site and to activities carried out thereon.

Termination and Phasing

43. The Town reserves the right and the Developer agrees that the Town has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not been completed on or before **INSERT DATE being a date 20 years (240 months) from the date of Council's decision to enter into this Agreement.** The development will be completed in accordance with the Phasing Plan provided in Schedule F. Access to the site for the purposes of construction shall be managed by the Developer and their contractors in a manner that minimizes impacts on the Town's infrastructure, area residents, and residents of the development. The construction access for the various phases shall be subject to the approval by the Town. Accordingly, the Agreement shall have no further force or effect and henceforth the development of the Lands shall conform to the provisions of the Rothesay Zoning By-law.
44. The Developer agrees that should the Town terminate this Agreement the Town may call the Letter of Credit described herein and apply the proceeds to the cost of completing the work or portions thereof as outlined in this Agreement. If there are amounts remaining after the completion of the work in accordance with this Agreement, the remainder of the proceeds shall be returned to the Institution issuing the Letter of Credit. If the proceeds of the Letter of Credit are insufficient to compensate the Town for the costs of completing the work mentioned in this Agreement, the Developer shall promptly on receipt of an invoice pay to the Town the full amount owing as required to complete the work.

Security & Occupancy

45. The Town and Developer agree that Final Occupancy of the proposed building(s), as required in the Building By-Law, shall not occur until all conditions above have been met to the satisfaction of the Development Officer and an Occupancy Permit has been issued.
46. Notwithstanding the storm water management plan prepared for the development and Schedule E of this Agreement, the Town agrees that the Occupancy Permit may be issued provided the Developer supplies a security deposit in the amount of one hundred twenty percent (120%) of the estimated cost to complete the required storm water management and landscaping. The security deposit shall comply with the following conditions:

- a. security in the form of an automatically renewing, irrevocable letter of credit issued by a chartered bank dispensed to and in favour of Rothesay;
- b. Rothesay may use the security to complete the work as set out in the storm water management plan prepared for the development and Schedule E of this Agreement including landscaping or storm water works not completed within a period not exceeding six (6) months from the date of issuance of the Occupancy Permit;
- c. all costs exceeding the security necessary to complete the work as set out in the storm water management plan prepared for the development and Schedule E of this Agreement shall be reimbursed to Rothesay; and
- d. any unused portion of the security shall be returned to the Developer upon certification that the work has been completed and acceptable to the Development Officer.

Failure to Comply

47. The Developer agrees that after sixty (60) days written notice by the Town regarding the failure of the Developer to observe or perform any covenant or condition of this Agreement, then in each such case:
- (a) The Town shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default and the Developer hereby submits to the jurisdiction of such Court and waives any defense based upon the allegation that damages would be an adequate remedy;
 - (b) The Town may enter onto the Lands and perform any of the covenants contained in this Agreement or take such remedial action as is considered necessary to correct a breach of the Agreement, whereupon all reasonable expenses whether arising out of the entry onto the Lands or from the performance of the covenants or remedial action, shall be a first lien on the Lands and be shown on any tax certificate issued under the Assessment Act;
 - (c) The Town may, by resolution of Council, discharge this Agreement whereupon this Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Zoning By-Law; and/or
 - (d) In addition to the above remedies, the Town reserves the right to pursue any other remediation under the *Community Planning Act* or Common Law in order to ensure compliance with this Agreement.

Entire Agreement

48. This Agreement contains the whole agreement between the parties hereto and supersedes any prior agreement as regards the lands outlined in the plan hereto annexed.

Severability

49. If any paragraph or part of this agreement is found to be beyond the powers of the Town Council to execute, such paragraph or part or item shall be deemed to be severable and all other paragraphs or parts of this agreement shall be deemed to be separate and independent therefrom and to be agreed as such.

Reasonableness

50. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement.

This Agreement shall be binding upon and endure to the benefit of the Parties hereto and their respective heirs, administrators, successors and assigns.

IN WITNESS WHEREOF, each of the parties set out below has caused this Agreement, made in duplicate, to be duly executed by its respective, duly authorized officer(s) as of _____, 2025.

Landmark Living Inc.

Witness:

Developer Name

Rothestay

Witness:

Nancy E. Grant, Mayor

Witness:

Mary Jane E. Banks, Clerk

Development Agreement - Campbell Drive
at Millennium Drive -2025 August 6

Landmark Living Inc.

SCHEDULE A

PID: | **30227086, 00173443**

24-085 | MILLENNIUM DRIVE DEVELOPMENT | APPENDIX B - PROPOSED SITE PLAN

LEGEND

- PROJECT BOUNDARY
- ADJACENT PROPERTY BOUNDARY
- PROPOSED INTERNAL BOUNDARY
- PROPOSED PROPERTY BOUNDARY
- WETLAND (BIOLOGICAL DIVERSITY AND NATURAL / BARE SOIL COVER BUFFER)

BUILDING STATISTICS

BUILDING	FLOOR AREA (SQ FT)	PROPOSED (SQ FT)	CONVENTIONAL (SQ FT)
1	4	10	10
2	4	10	10
3	4	10	10
4	4	10	10
5	4	10	10
6	4	10	10
7	4	10	10
8	4	10	10
9	4	10	10
10	4	10	10
11	4	10	10
12	4	10	10
13	4	10	10
14	4	10	10
15	4	10	10
16	4	10	10
17	4	10	10
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89	4	10	10
90	4	10	10
91	4	10	10
92	4	10	10
93	4	10	10
94	4	10	10
95	4	10	10
96	4	10	10
97	4	10	10
98	4	10	10
99	4	10	10
100	4	10	10
TOTAL			

[illegible]

24-085 | MILLENNIUM DRIVE DEVELOPMENT | APPENDIX F - SUBDIVISION PLAN

LEGEND

- SITE BOUNDARY
- ADJACENT PROPERTY BOUNDARY
- EXISTING INTERNAL BOUNDARY
- PROPOSED PROPERTY BOUNDARY
- WETLAND/STREAMAL ENVIRONMENT
- WETLAND/STREAMAL COURSE BUFFER

SITE STATISTICS:

PREL. LOT AREA	16.2 ACRES
PREL. LOT AREA	16.2 ACRES
TOTAL AREA	16.2 ACRES
SITE AREA	16.2 ACRES
EXISTING ZONE	MILLERWOOD PARK (M)

NOTES:

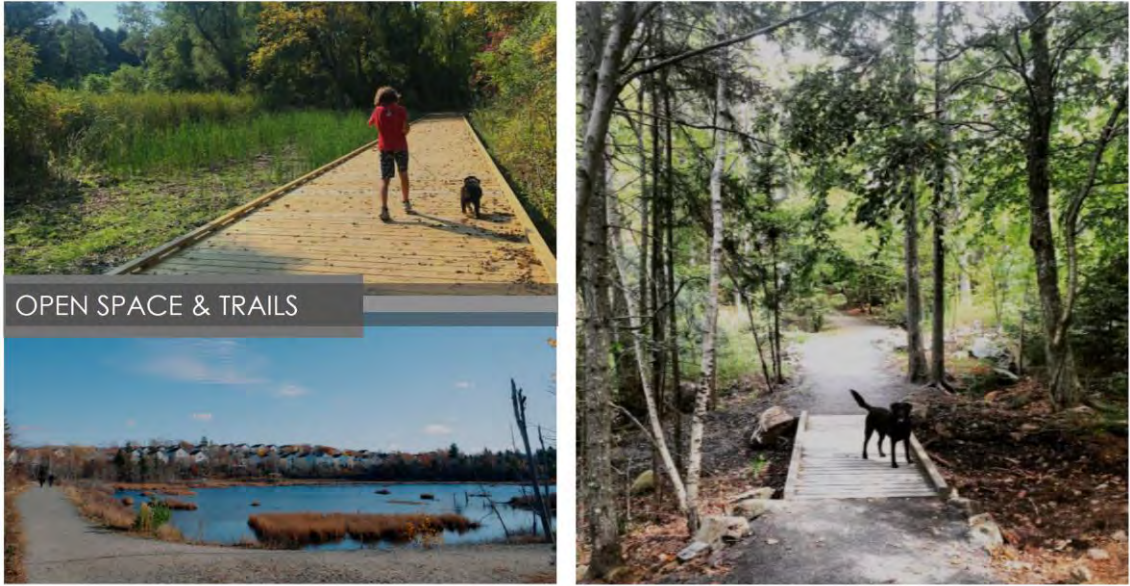
- SUBJECT TO SURVEY, PROPERTY LINES AND TOPOGRAPHIC FEATURES ARE SHOWN UNLESS OTHERWISE NOTED.
- SEE SUBJECT TO REGULATORY REVIEW.

SOURCES:

- PROPERTY LINES AND TOPOGRAPHIC FEATURES ARE FROM TECHNICAL SURVEYING (2018).

Scale: 0 20 40 60 80 100 Feet

Schedule E - Building and Landscape Design Elements







Stacked Townhouses





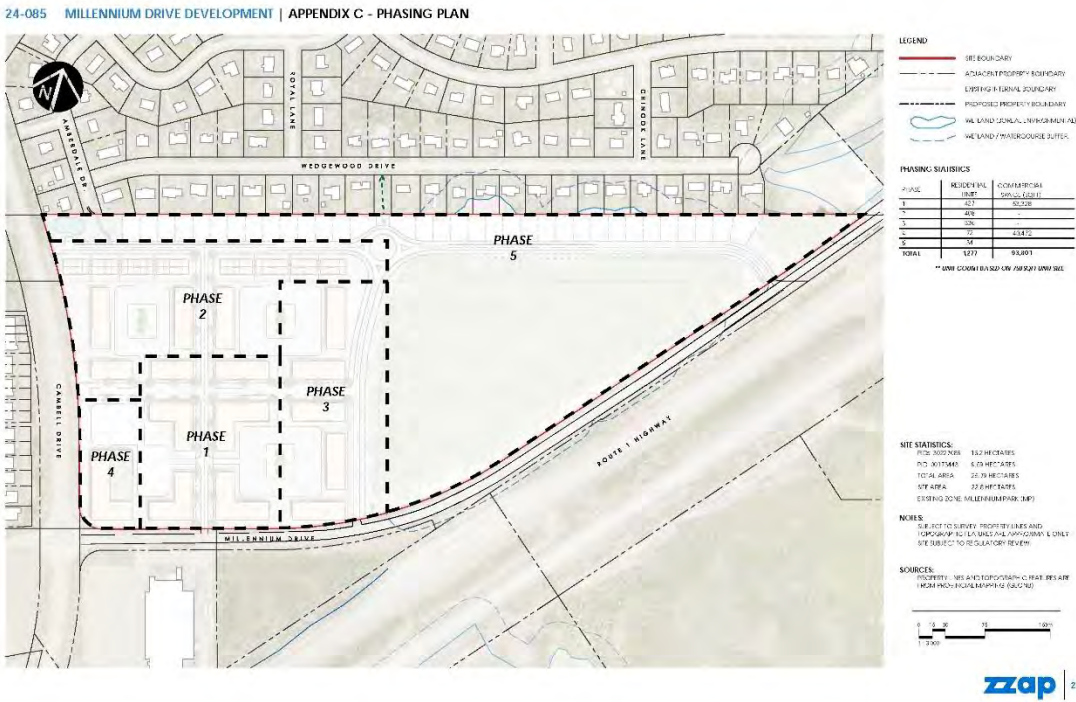
Preliminary Building Design



Development Agreement - Campbell Drive
at Millennium Drive -2025 August 6

Landmark Living Inc.

Schedule F – Phasing and Construction Access Plan



Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: Developer Name and Address
Office Held by Deponent: **Director**
Corporation: Landmark Living Inc.

Place of Execution: Rothesay, Province of New Brunswick.
Date of Execution: _____, 2025

I, **DEVELOPER NAME – OFFICER OF LANDMARK LIVING INC.**, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
- 2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
- 3. the signature “**DEVELOPER NAME – OFFICER OF LANDMARK LIVING INC.**” subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
- 4. the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
- 5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,
in the County of Kings,)
and Province of New Brunswick,)
This ____ day of _____, 2025)

BEFORE ME:)
)
)

Commissioner of Oaths)

DEVELOPER

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: **MARY JANE E. BANKS**
Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Deponent: Clerk

Corporation: **Rothesay**

Other Officer Who Executed the Instrument: **NANCY E. GRANT**
Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2025

I, **MARY JANE E. BANKS**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
6. That the attached instrument was executed by me and **NANCY E. GRANT**, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
7. The signature "**NANCY E. GRANT**" subscribed to the within instrument is the signature of Nancy E. Grant, who is the Mayor of the town of Rothesay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
8. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
9. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of
Rothesay, in the County of Kings,)
and Province of New Brunswick,)
This ____ day of _____, 2025)

BEFORE ME:)
)
)
)

Commissioner of Oaths)

MARY JANE E. BANKS

From: [Mark Reade](#)
To: [Mary Jane Banks](#)
Subject: FW: Millennium Drive Development
Date: Wednesday, July 16, 2025 10:01:50 AM
Attachments: [Millenium Site Plan zzap.pdf](#)
[image001.png](#)

From: Mark Reade <markreade@rothesay.ca>
Sent: July 4, 2025 5:05 PM
To:
Subject: RE: Millennium Drive Development

as a follow up to our call, the site plan that has the single family dwellings along the northern boundary is attached.

Mark

From:
Sent: July 3, 2025 9:58 AM
To: Mark Reade <markreade@rothesay.ca>
Subject: Re: Millennium Drive Development

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

thanks

Great

On Thu, 3 Jul 2025 at 08:43, Mark Reade <markreade@rothesay.ca> wrote:
a PDF of the site plan is attached.

I will give you a call later this morning.

Mark



ROTHESAY
Mark Reade, P. Eng., RPP, MCIP
Director of Planning and Development Services
Direct: 506-848-6609
T: 506-848-6600
F: 506-848-6677
E-Mail: markreade@rothesay.ca

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

From:

Sent: July 2, 2025 3:01 PM

To: Mark Reade <markreade@rothesay.ca>

Subject: Fwd: Millennium Drive Development

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Mr. Reade

I am going to be going away for two weeks so I need some basis questions answered on the Millennium Drive development so I do not have to write a letter.

Could you give me a call at _____ for a 5 minutes discussion

Note I still want a layout drawing I can read as indicated below.

----- Forwarded message -----

From:

Date: Sat, 28 Jun 2025 at 14:01

Subject: Millennium Drive Development

To: <markreade@rothesay.ca>

Mr. Reade

Please provide me with a Millennium Drive Development Site Plan you can read as opposed to the one you have on your website which cannot be increased in size.

1 Royal Lane

24-085 MILLENNIUM DRIVE DEVELOPMENT | APPENDIX B - PROPOSED SITE PLAN



LEGEND

- SITE BOUNDARY
- ADJACENT PROPERTY BOUNDARY
- EXISTING INTERNAL BOUNDARY
- PROPOSED PROPERTY BOUNDARY
- WETLAND (BOREAL ENVIRONMENTAL)
- WETLAND / WATERCOURSE BUFFER

BUILDING STATISTICS

BUILDING	HIGHT (STOREYS)	RESIDENTIAL UNITS	COMMERCIAL SPACE (SQFT)
1.1	4	77	9,625
1.2	4	87.5	10,650
1.3	4	77	9,625
1.4	4	87.5	10,650
1.5	4	42	5,490
1.6	4	56	6,889
2.1	4	72	-
2.2	4	72	-
2.3	4	72	-
2.4	4	48	-
-	-	-	-
3.2	4	72	-
3.3	4	64	-
3.4	4	64	-
3.5	4	72	-
3.6	4	64	-
4.1	1	0	40,472
4.2	3	72	-
Stacked townhouses	-	144	-
Single family	-	34	-
TOTAL		1,277	93,801

** UNIT COUNT BASED ON 750 SQFT UNIT SIZE

SITE STATISTICS:
PID: 30227086 16.2 HECTARES
PID: 00173443 9.59 HECTARES
TOTAL AREA 25.79 HECTARES
SITE AREA: 22.8 HECTARES
EXISTING ZONE: MILLENNIUM PARK (MP)

NOTES:
SUBJECT TO SURVEY, PROPERTY LINES AND TOPOGRAPHIC FEATURES ARE APPROXIMATE ONLY.
SITE SUBJECT TO REGULATORY REVIEW.

SOURCES:
PROPERTY LINES AND TOPOGRAPHIC FEATURES ARE FROM PROVINCIAL MAPPING (GEONB)



2025August11OpenSessionFINAL_183

From: [Mark Reade](#)
To: [Mary Jane Banks](#)
Subject: FW: Automatic reply: Mixed Development for millennium wedgewood and Campbell drive
Date: Wednesday, July 16, 2025 8:31:10 AM

From:
Sent: July 7, 2025 10:00 AM
To: Mark Reade <markreade@rothesay.ca>
Subject: Re: Automatic reply: Mixed Development for millennium wedgewood and Campbell drive

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Perfect, that's very helpful the site map made it look like a road was coming through.

Thank you for the quick response, I will share a lot of people on Wedgewood very happy with this proposed development.

On Jul 7, 2025, at 9:49 AM, Mark Reade <markreade@rothesay.ca> wrote:

there is no road connection to Wedgewood proposed from the roundabout. When Weddgewood was developed, there appears to have been a road allowance that was created at this location. It would make sense for a pedestrian walkway at this location.

Mark

Get [Outlook for iOS](#)

From:
Sent: Saturday, July 5, 2025 7:14:45 AM
To: Mark Reade <markreade@rothesay.ca>
Subject: Re: Automatic reply: Mixed Development for millennium wedgewood and Campbell drive

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Proposal!!!
Sent from my iPhone

On Jul 4, 2025, at 5:44 PM, Mark Reade <markreade@rothesay.ca> wrote:

I will be away from the office until Monday, July 14 and will have limited access to e-mail and voicemail messages.

If your call is urgent, please contact our office at 506 848 6600.

Mark

Any correspondence with employees, agents, or elected officials of the town of Rothesay may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6. Records may be shared with internal departments, external agencies or may be publicly released at a Town Council or Committee meeting. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB, E2E 5L5

From:
To: [Rothesay Info](#)
Cc:
Subject: Millennium Drive Mixed -USE Development Proposal
Date: Monday, July 14, 2025 4:14:34 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Mayor Grant, Members of Council, and the Director of Planning and Development,

I would like to first extend my appreciation to Mark Reade for his quick response and answers to the questions I had regarding this proposed development once I became aware of it from a neighbour who had had seen the notice on the town website. (Please note although I live on Wedgewood, I did not receive a notice regarding this proposal until Wednesday July 9, I do believe affected residents should be made aware before announcements are made publicly or as quickly as possible)

I will be attending the meeting on July 21st to gain a better understanding of the intent of this proposal, however based on what I have read, and the responses to my questions from Mr. Reade, I am at least initially very much in favour of this proposed development. I feel this is exactly the type of development we need on Millennium Drive and I have very happy that it would appear much thought has been put into this proposal to allay concerns those of us in the area have had with past proposals.

Having a pedestrian walkway from the proposed development to Wedgewood Drive will significantly assist in maintaining the quiet, peaceful, "walk-friendly" community that I have had the privilege of living in for the last 29 years. This walkway will also assist in ensuring we do not have a the concern of increased traffic and speeding that is still an issue on Donalyn, reducing the need for traffic calming measures on Wedgewood. (On that note it would be appreciated if the town could at least explore that option for Donalyn in the future,)

Ensuring that any new houses that build on the single dwelling lots are connected to the Town of Rothesay's water supply will ease concerns for those of us on Wedgewood who have our own water wells.

I'm quite interested in understanding what type of commercial development with residential development will be included in this development and look forward to learning more on July 21.

Sincerely,

From:
To: [Rothesay Info](#)
Subject: Response to Millennium Drive Development Proposal
Date: Sunday, July 13, 2025 8:49:21 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,

I am writing to respond to the Millennium Drive Development Proposal and to express my refusal regarding the project due to its potential impact on our property.

My family and I reside at 12 Wedgewood Drive in Rothesay, and we are concerned about having close neighbors directly behind our property. This development could compromise our privacy, obstruct our beautiful view of the environment, and pose a risk of water pollution to our well. Additionally, we don't want to increase traffic on our currently quiet street.

We were also hoping to purchase land behind our yard to build a house for our relatives.

Furthermore, I would like to inquire if there is any possibility of considering the purchase of houses only near my property? My family and I would consider this option if there is a good deal that could adequately compensate for the potential impacts on our property.

Thank you, and I look forward to your response.

From:
To: [Rothesay Info](#)
Cc: [Jeff Cyr](#)
Subject: Speaking at the Public Hearing
Date: Tuesday, July 15, 2025 10:34:37 AM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning,

This is an email to advise you that Jeff Cyr from the Envision Saint John office will be appearing at the Public Hearing on Monday, July 21st to speak in favour of the Millennium Drive rezoning application. Mark Reade recommended that we send an email to this address to inform you of our interest in speaking to this file. We will not need to make a formal presentation, only a few words of support.

Thanks in advance,
Jody Kliffer

Envision Saint John
Real Estate and Development Manager
(506)898-0020

From:
To: [Rothesay Info; Mark Reade](#)
Subject: Millenium Drive Mixed-Use Development Proposal
Date: Tuesday, July 15, 2025 1:54:19 PM
Attachments: [Rothesay.pdf](#)
[Rothesay 2.pdf](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Mark Reade and to whom within the Town Clerk.

My name is [REDACTED] I came across a letter addressing a development proposal near my residence on Wedgewood Drive. This is in relation to the **Millenium Drive Mixed-Use Development Proposal** that is proposed by **Landmark 661 Ltd.**

I have some questions / concerns as a resident in this zoning area. Some of these concerns are based off my experience and professional background. For reference, I am a professional geologist with accredited standing within multiple provinces. I have multiple degrees in science majoring in biology, chemistry, and geology. I have recently been the technical leader of a large-scale open pit mine in northern Alberta regularly addressing environmental impacts from our mining operation. I have also worked in mining in British Columbia often addressing environmental and remediation concerns as the Senior Geologist overseeing special projects and the exploration / in-pit drilling programs. As a person with mixed indigenous ancestral background, I have been requested to work as a liaison in my previous titles with the local indigenous communities towards stewardship and partnership within the mining and exploration activities. Finally, I was placed on a special assignment in 2016 tasked with implementing a loss reduction program throughout a 15,000-employee workforce that led to the reduction of Total Recordable Injury Rates from 0.71 the previous year prior to implementation to 0.29 two years after implementation, and a cost saving of ~\$51.5 million dollars through the first three years. I have recently moved home in December of 2024 to take on a role within the government of New Brunswick for the geological surveys branch within the Department of Natural Resources. To be clear, this e-mail is as a resident within the zone of impact, however I wanted to give credence to my professional qualifications related to my concerns.

Concern 1

My first concern is related to the topography of this development zone area. The development zone sits at ~77 masl that naturally slopes to the west – northwest at ~ 6-7 meters per 100 meters. This is towards Wedgewood drive and the corresponding neighborhood with the slope increasing towards the west. The development zone appears to be at an inflection point for the surrounding topography as it is flat lying towards the east – northeast.

The vegetation within the development zone aids in trapping / collecting water in the area and acts as a buffer for wind. This provides aid in erosional mitigation for the communities to the west – northwest of the development zone from natural run off along the inflection point. The proposal indicates clear cutting this zone, thereby effectively removing this natural mitigation from erosion. Exasperating this issue is that many of the dwellings along this community are on drilled wells; thereby more at risk for contaminate from development activities and run-off. Being that this project is residential **and** commercial; there is serious

misgivings. To sustainably develop, we need to be good stewards to the land we temporarily occupy and ensure we are not causing irreparable harm.

As such, there appears to be three major concerns from the clear cutting along the inflection of the development zone:

1. Run off erosional concerns leading to slope stability problems from the dwellings in Wedgewood and the corresponding neighborhood.
2. Contamination of the drinking water source (drilled wells) within Wedgewood and the corresponding neighborhoods downstream of the development zone.
3. Elimination of the tree line opens the residences for increase wind and associated residential damages to property. We have personally experienced the impacts of loss of tree line from both development and forest fires while living in a northern Alberta community and while in British Columbia. The result was a lower quality of life for the home-dweller with increased costs associated with repairs and maintenance of their dwellings.

Is there mitigation plans put in place to offset these concerns?

Concern 2

My second concern is related to noise and light pollution that Wedgewood Drive specifically will be experiencing. The combinational effect of removing the tree line while building directly to the east (behind) Wedgewood Drive will subsequently increase the noise and light pollution residents within Wedgewood Drive will experience. The tree line has buffered the lights and noise coming from Highway 1 and Millenium Drive. This has significant concern for me as both a father of 3 toddlers and as a mixed-race aboriginal man. Our experience has been that development has forged ahead in the past without properly addressing concerns associated with the quality of life and impacts to the people of the land.

Has there been plans or engineering controls brought forth to address these new pollutions and safeguards set up so that the residents of the area can continue to enjoy their properties?

Has the aboriginal community been consulted in this project development?

Concern 3

My third concern is related to the addition of a connector road onto Wedgewood drive with a proposed roundabout. What is the actual value of this proposed road? There are three connector sources currently on Wedgewood that take residents out to the communities. A strong appeal to Wedgewood Drive for the local residents is the isolation from the main drives that it currently has. This provides families the ability to walk the community safely with their children knowing that traffic coming onto the street is very deliberate (drivers don't "wander" onto Wedgewood drive). The additional connector road proposed does not seem to have any intrinsic value and will only lead to negative repercussions to the residents of Wedgewood Drive.

There is also a significant general safety concern with this development project. Wedgewood Drive and the corresponding neighborhoods are a safe and enjoyable place to live. We have felt secure with our decision to move to this neighborhood this past

December and love how "close" the neighborhood feels. The increased traffic from the commercial and residential development zone will reduce the safety factor that Wedgewood Drive has traditionally enjoyed. This is the primary reason we decided to purchase in this area. There are numerous studies that can be cited showing how theft, burglary, and serious crime increases with urban development. I do not see an effective way to combat this issue, however I would be interested in hearing what the development project group has proposed to address this.

Concern 4

The last concern is related to property value. Wedgewood drive has been a sought after residential location larger due to the isolated tranquility combined with the quality homes. This has enabled people to sell their properties at a premium. My home will have less property value with the development directly behind my backyard of tightly packed residential (single attached and family) and commercial complexes. I have witnessed many homes in Fort McMurray lose large scale property value and resale from these types of developments.

A hypothetical example: We bought our house for \$100.00 in December 2024. Project development is approved and immediately my home resale value is \$75.00. Similarly, home sale prices increase on average of 7% annually whereas Wedgewood Drive and surrounding receive 3.5%. This means that by December 2025 my house would have been worth \$107.00 prior to development approval but now it is worth ~ \$78.00 and will continue with a 3.5% vs. 7% rise in house resale value annually. Clearly this is not a desirable outcome.

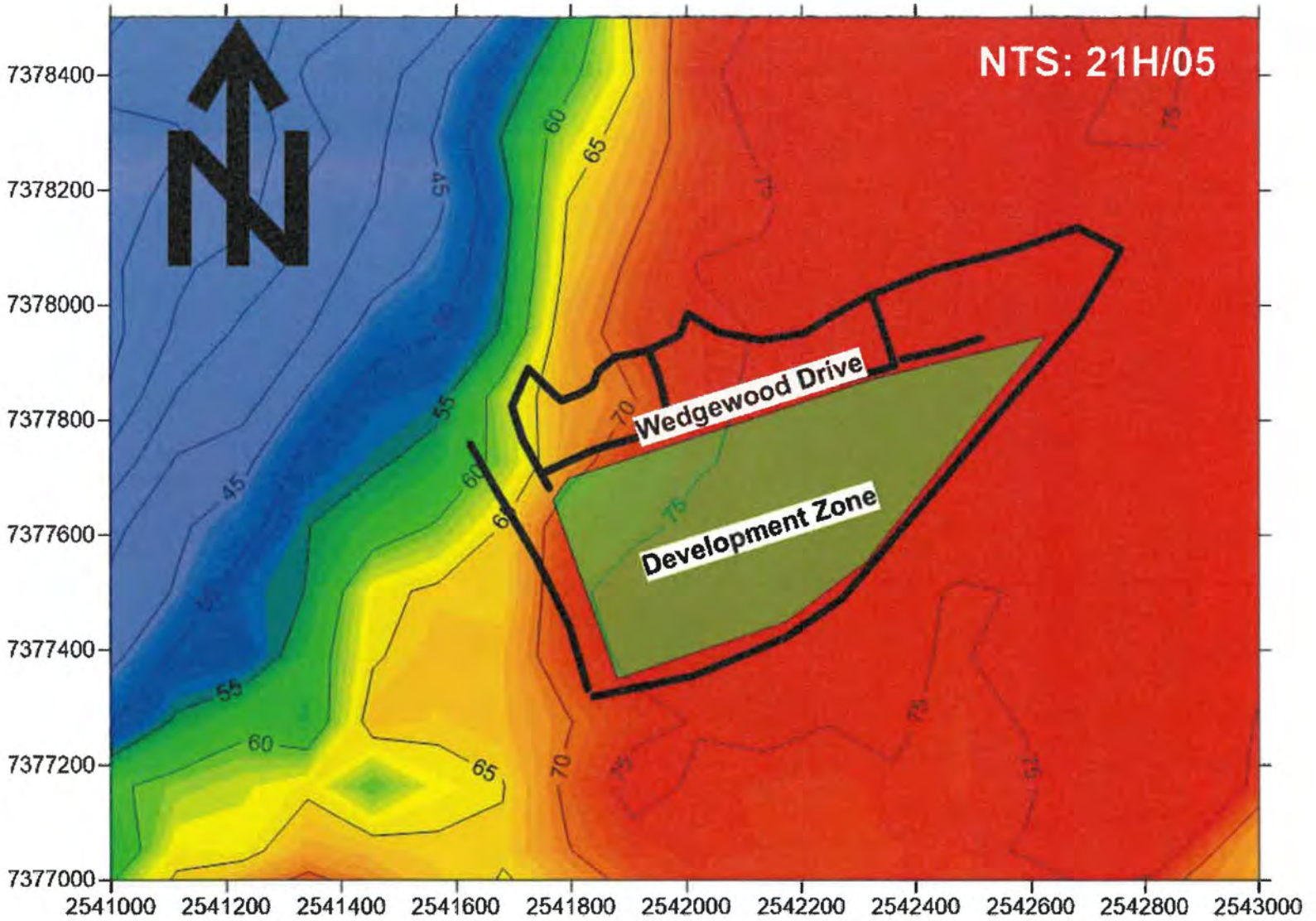
I am cognizant of this being a hypothetical example, however there are economic assessment that can be completed when relevant data becomes available and there are traditional studies of similar markets that can be reviewed showing this trend.

With the above in mind:

Will the development financially compensate the residents of Wedgewood for the lower quality of life due to higher costs associated with house maintenance and repair from wind & water erosion, noise & light pollution, and will the developers provide financial compensation for any aquifer contamination? Historically we have witnessed and have been victims of developers filing for bankruptcy rather than paying to address the liabilities they have caused to residents / property owners. Numerous close friends have had to default on payments and declare bankruptcy due to property development companies finding ways to default on their environmental and economical responsibilities. Will the town of Rothesay provide financial assurance to the residents impacted by this development in the case of water contamination or repairs needed on their property caused by development? Are there safeguards already being developed for the concerns outlined in this e-mail?

Thank you very much for your time and attention to this matter. I have attached a PDF that shows the topography of the area of concern and the inflection point of where the topography starts to dip within the development zone. Please do not hesitate to reach out to me with any follow up questions associated with this e-mail, and I look forward to the meeting on July 21st.

Yours in trust.



**Topography Elevation
(masl)**

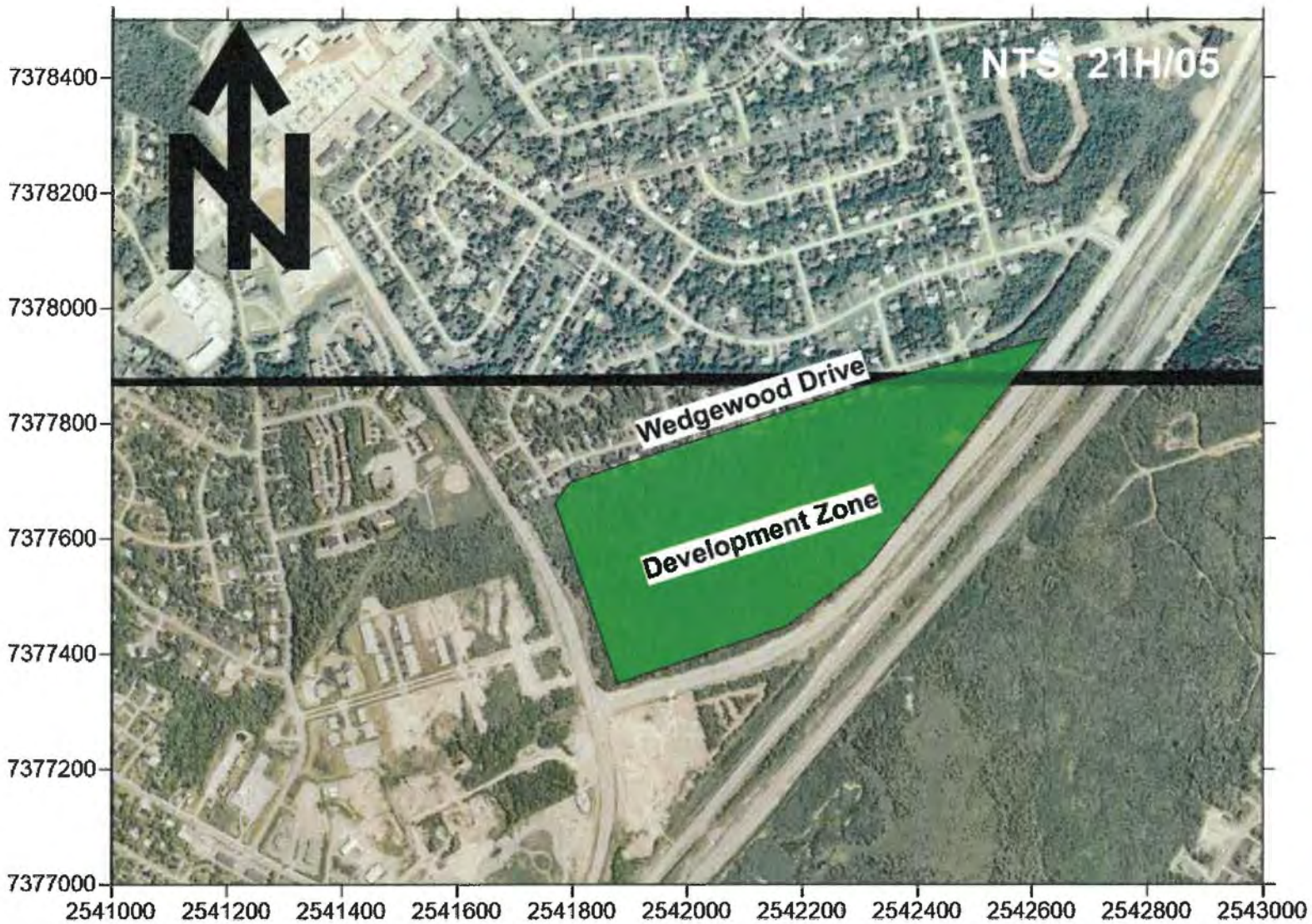


Current Community Roads

Planned Development Zone

John Dinan, P.Geo.

July 15, 2025



From:
To: [Rothesay Info](#)
Subject: Development proposal
Date: Tuesday, July 15, 2025 2:24:42 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon

My name is _____ and I live at 6 Wedgewood drive. The concern I have with such a large development is the potential loss of my well. I would like to see the developer assist in covering some of the cost of hooking Wedgewood drive residents up to the town water system .

Regards

From: [Mark Reade](#)
To: [Mary Jane Banks](#)
Subject: FW: Millenium proposal
Date: Wednesday, July 16, 2025 8:38:09 AM
Attachments: [Millenium Site Plan zzap.pdf](#)

-----Original Message-----

From: Mark Reade <markreade@rothesay.ca>
Sent: July 16, 2025 8:37 AM
To:
Subject: RE: Millenium proposal

the larger photo is attached.

Mark

-----Original Message-----

From:
Sent: July 14, 2025 3:12 PM
To: Mark Reade <markreade@rothesay.ca>
Subject: Millenium proposal

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon Mark, thanks for returning my calls.

I would appreciate it if you send me the larger picture of the zzap Consulting proposal. I found I couldn't read the printing on the one online or in the mail. If I enlarged it, it just got blurry. And I don't know what some of the markings mean, such as the broken green line, which I think refers to a trail, but can't be sure where it goes.

I wanted to ask about the timeline for sending written comments to the town. I was surprised that the deadline for written comments comes before the public meeting, rather than after, thinking the information from it would allow for more informed comments, if the purpose is pass on to council any areas we feel are important relative to the development agreement.

I'm cautiously optimistic about this development, the residential nature fits better with both the town plan and the existing neighbourhood than the previous box store plan. It is, however, very dense residential and would doubtless require some infrastructure changes. 1277 "dwelling units" is hard to imagine in that space. I'm assuming the hope is to have good walkability to service providers close by, which Millennium and Campbell don't currently offer. Also adequate parking, etc.

I've looked at some projects this consulting company has worked on, and their design looks very appealing. I look forward to seeing the larger picture, and then the information available at the public meeting.

Sent from my iPad

24-085 MILLENNIUM DRIVE DEVELOPMENT | APPENDIX B - PROPOSED SITE PLAN



LEGEND

- SITE BOUNDARY
- ADJACENT PROPERTY BOUNDARY
- EXISTING INTERNAL BOUNDARY
- PROPOSED PROPERTY BOUNDARY
- WETLAND (BOREAL ENVIRONMENTAL)
- WETLAND / WATERCOURSE BUFFER

BUILDING STATISTICS

BUILDING	HIGHT (STOREYS)	RESIDENTIAL UNITS	COMMERCIAL SPACE (SQFT)
1.1	4	77	9,625
1.2	4	87.5	10,650
1.3	4	77	9,625
1.4	4	87.5	10,650
1.5	4	42	5,490
1.6	4	56	6,889
2.1	4	72	-
2.2	4	72	-
2.3	4	72	-
2.4	4	48	-
-	-	-	-
3.2	4	72	-
3.3	4	64	-
3.4	4	64	-
3.5	4	72	-
3.6	4	64	-
4.1	1	0	40,472
4.2	3	72	-
Stacked townhouses	-	144	-
Single family	-	34	-
TOTAL		1,277	93,801

**** UNIT COUNT BASED ON 750 SQFT UNIT SIZE**

SITE STATISTICS:

PID: 30227086 16.2 HECTARES
PID: 00173443 9.59 HECTARES
TOTAL AREA 25.79 HECTARES
SITE AREA: 22.8 HECTARES
EXISTING ZONE: MILLENNIUM PARK (MP)

NOTES:

SUBJECT TO SURVEY, PROPERTY LINES AND TOPOGRAPHIC FEATURES ARE APPROXIMATE ONLY.
SITE SUBJECT TO REGULATORY REVIEW.

SOURCES:

PROPERTY LINES AND TOPOGRAPHIC FEATURES ARE FROM PROVINCIAL MAPPING (GEONB)



From:
To: [Rothesay Info](#)
Subject: Millennium Drive expansion
Date: Wednesday, July 16, 2025 3:54:22 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello, I have a few questions on the new proposed development as I live on Wedgewood Drive.

1. Well impacts. Assuming this development will be on town water, I'm still concerned about the impacts to our well water. Have or will studies be done to assess the impact.
2. 1277 units. Will there be studies on the impact of the traffic on Millennium Drive? Assuming each dwelling has one car if not 2, that's a lot of traffic even with 3 new entrances/exits. The town should consider widening Millennium Drive and adding sidewalks.
3. The green space to the right of the development, will this remain a green space?
4. From the drawing it looks like there are two walking paths connecting to Wedgewood Drive vs a connecting street. I would like to confirm these will remain as walking paths.

Thank you - 15 Wedgewood Drive

Sent from my iPhone

From:
To: [Rothesay Info](#)
Subject: Millennium Proposal
Date: Wednesday, July 16, 2025 9:07:24 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Town Clerk

Being a resident whose property directly abuts the property, I have questions and concerns around the construction schedule for the above mentioned proposal.

How soon do you expect the construction to begin?

Will the single family lots be developed in the first phase?

Will the entire site be cleared in the first phase phase?

How long will it take to complete the entire project?

Will the developer be prepared to entertain questions re schedule at the public presentation?

On another note will the project include a cross walk or pedestrian lights on Campbell Drive to allow new and existing residents access to the Superstore complex?

And will the project include sidewalks on Millennium Drive?

Thank you in advance for considering my questions!

From:
To: [Rothesay Info](#)
Subject: Millenium Park proposal
Date: Tuesday, July 22, 2025 10:18:34 AM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi there,

Thank you for providing the opportunity for the public to hear the proposal from the zzap group on their plan with Millenium Park.

** Could you make their Powerpoint presentation sharable to the public so people who couldn't attend the meeting have a chance to be more informed? I appreciate you extending the written comments/concerns to the Town until August 11th- could you also post this publicly so we all know about this??

I echo the proposed action plans from the former hydrologist and engineers from Wedgewood - to conduct a water shelf study prior to accepting this proposal. I am highly concerned about increased flooding onto my Wedgewood property, about this project ruining well water quality, about pollution destroying the delicate ecosystem of the larger wetland that this sits on (not just their designed 'no build' zone). Increased pollution of all kinds (light, noise, gas/diesel, garbage) affecting our peaceful neighbourhood. All this pollution flushing right down into a wetland, or in my backyard right into my home. Also snow removal sounds very difficult in this high density plan.

I am concerned for safety. Wedgewood Dr is known for having very young families reside there- with no planned barriers or greenspaces, our young curious children will wander right into the construction zone or when developed, its heavy traffic. I'd have no peace of mind anymore to let my children play outside. My little girl has big plans with her daddy to build a treehouse together in our backyard; she and her next-door best friend regularly cross our backyard woods to meet each other. Our privacy and safety have meant the world to us. So no, I absolutely do not accept their Phase 5 plan to build single townhouses right on my property line with virtually no greenspace to speak of, as well as that second route along the watershed to open onto Millenium that would have cars/trucks right behind my property going through a roundabout.

I also support the motion from one of the residents at the meeting that the Town of Rothesay do not build on their existing green space lot between 20 and 22 Wedgewood. No one wants a road or even a path there to connect us with this new project. Can there be a formal acknowledgement that this is wetland (there's a pond there) and the Town leaves that alone for the forest and wetland help mitigate/absorb the effects of clearcutting and run-off, and general greenspace to buffer any impact to 20 and 22 Wedgewood?

I would to see the Town negotiate more greenspace in general before approving this plan.

Also, many of us feel that overall population density in Millenium park on such a small landmass is too high for Rothesay to support (sewage, traffic/road/sidewalk, not to speak of schools, doctors and services a population needs that are already hard to access). That particular corner (Millenium and Campbell) is so unsafe and I cannot fathom adding that

volume of traffic to it. Not a good space at all to propose this high density design on- maybe another lot, or spread out the developments across the Town? Or negotiate less buildings/more greenspace.

The Town of Rothesay's values highlight the importance of green spaces, room to play, healthy environment and ecosystems. Let's look at this proposal through this lens and see if there's not a better way to use this land?

22 Wedgewood Dr.
Rothesay

From:
To: [Rothesay Info](#)
Cc: [Mark Reade](#)
Subject: Development Proposal - Application Request re: PID30227086
Date: Tuesday, July 22, 2025 12:01:37 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning,

This email is in response to the meeting held last night, July 21, 2025, at 7:00 p.m. at the Wells Community Centre, 75 French Village Road around the application received from zzap Consulting Inc. on behalf of Landmark 661 Ltd. for 22.8 hectares (56.4 acres) of land that would allow for the development of a mixed-used development on lands bounded by Campbell Drive, Millennium Drive and Wedgewood Drive.

I am not opposed to development and recognize that the Town of Rothesay needs it, but it was quite clear from last night's presentation that there are a lot of gaps in this proposal, and it seemed premature to have this presented to Council as it is far from ready. Having lived at 9 Wedgewood Drive for at least 27 years now, I am at this time, ***opposed to this proposal*** submitted for a variety of reasons, all of which were stated very clearly last night and should be noted in the minutes from the meeting.

One thing to note is:

1. How is the public to provide their comments "*until Wednesday, July 16, 2025*" when we were not privy to the presentation until Monday, July 21, 2025, for the Council meeting on August 11, 2025??

/ 9 Wedgewood Drive

From: [Mark Reade](#)
To: ; [Rothesay Info](#)
Cc: [Rothesay Info](#)
Subject: RE: Development Proposal - Application Request re: PID30227086
Date: Thursday, July 24, 2025 10:48:46 AM
Attachments: [image001.png](#)

, you can send comments to me or to rothesay@rothesay.ca before August 6, and they will be forwarded to Council for their consideration.

Mark



ROTHESAY

Mark Reade, P. Eng., RPP, MCIP

Director of Planning and Development Services

Direct: 506-848-6609

T: 506-848-6600

F: 506-848-6677

E-Mail: markreade@rothesay.ca

70 Hampton Road

Rothesay, NB

Canada E2E 5L5

From:
Sent: July 22, 2025 12:01 PM
To: Rothesay Info <rothesay@rothesay.ca>
Cc: Mark Reade <markreade@rothesay.ca>
Subject: Development Proposal - Application Request re: PID30227086

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/ 9 Wedgewood Drive

From: [Mary Jane Banks](#)
To: [Mary Jane Banks](#)
Subject: FW: support for new millennium dr. development
Date: Wednesday, August 6, 2025 3:26:38 PM

From:

Sent: Wednesday, July 23, 2025 10:24:39 AM

To: Nancy Grant <nancygrant@rothesay.ca>; Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Bill McGuire <billmcguire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Don Shea <donshea@rothesay.ca>

Subject: support for new millennium dr. development

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi my name is . I'm a physician who moved here in 2022 with my spouse and our now two young children. I just wanted to write and let you know that I support the new development on Millennium Dr. I know a lot of times when these projects are proposed the only people you hear from are those who live close to the development who come up with a thousand reasons to oppose the project (it will change the character of the neighborhood, too much traffic, etc.) The people you won't hear from are our potential new neighbors who are currently priced out of the town, the retired couple who is stuck in their 6 bedroom house who would prefer to downsize, or the potential employees of the new businesses.

As far as I can see, this project adds some variety to Rothesay's housing stock (badly needed), increases density (needed), and hopefully makes things a touch more affordable. I'd encourage you to expeditiously move forward with this project. Thanks for your time!

From:
To: [Rothesay Info: Mark Reade](#)
Subject: Re: Millenium Drive Mixed-Use Development Proposal
Date: Thursday, July 24, 2025 5:50:17 PM

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Good afternoon.

I was deeply saddened to hear the mayor tell the news how the developer has answered our queations on a radio news article. It seems more clear that our voices or scientific concerns do not matter.

It was clear that the developer nor design group have a clear undeestanding of the hydrogeological conditions of this area, nor how it will impact the drilled wells. It is clear from what was shown that drainage has not been addressed and there is a higher than not probability this will have impacts on our watwr quality AND erosional concerns. The fact the engineer spoke on the development being ona granular deposit as a statement If risk mitigation negates that granukar deposits are often aquifer sources or transport mechanisms for groundwater; which is needed for drilled wells. Secondly, this group was continually wrong about the local topography, indicating a lack of awareness of the geological conditions and potential hazards of this development.

The comments made by the mayor imply that our concerns do not matter, or are simply not enough of a concern. Unfortunatley, this has clear negative potential to us.

I am deeply saddened to see things being pushed ahead on a clear agenda that has strong potential to resonate harmful reprucussions to those surrounding it.

Thank you.

8 Wedgewood Drive

On Tue, Jul 15, 2025, 1:53 PM

wrote:

Hello Mark Reade and to whom within the Town Clerk.

My name is . I came across a letter addressing a development proposal near my residence on Wedgewood Drive. This is in relation to the **Millenium Drive Mixed-Use Development Proposal** that is proposed by **Landmark 661 Ltd.**

I have some questions / concerns as a resident in this zoning area. Some of these concerns are based off my experience and professional background. For reference, I am a professional geologist with accredited standing within multiple provinces. I have multiple degrees in science majoring in biology, chemistry, and geology. I have recently been the technical leader of a large-scale open pit mine in northern Alberta regularly addressing environmental impacts from our mining operation. I have also worked in mining in British Columbia often addressing environmental and remediation concerns as the Senior Geologist overseeing special projects and

the exploration / in-pit drilling programs. As a person with mixed indigenous ancestral background, I have been requested to work as a liaison in my previous titles with the local indigenous communities towards stewardship and partnership within the mining and exploration activities. Finally, I was placed on a special assignment in 2016 tasked with implementing a loss reduction program throughout a 15,000-employee workforce that led to the reduction of Total Recordable Injury Rates from 0.71 the previous year prior to implementation to 0.29 two years after implementation, and a cost saving of ~\$51.5 million dollars through the first three years. I have recently moved home in December of 2024 to take on a role within the government of New Brunswick for the geological surveys branch within the Department of Natural Resources. To be clear, this e-mail is as a resident within the zone of impact, however I wanted to give credence to my professional qualifications related to my concerns.

Concern 1

My first concern is related to the topography of this development zone area. The development zone sits at ~77 masl that naturally slopes to the west – northwest at ~ 6-7 meters per 100 meters. This is towards Wedgewood drive and the corresponding neighborhood with the slope increasing towards the west. The development zone appears to be at an inflection point for the surrounding topography as it is flat lying towards the east – northeast.

The vegetation within the development zone aids in trapping / collecting water in the area and acts as a buffer for wind. This provides aid in erosional mitigation for the communities to the west – northwest of the development zone from natural run off along the inflection point. The proposal indicates clear cutting this zone, thereby effectively removing this natural mitigation from erosion. Exasperating this issue is that many of the dwellings along this community are on drilled wells; thereby more at risk for contaminate from development activities and run-off. Being that this project is residential **and** commercial; there is serious misgivings. To sustainably develop, we need to be good stewards to the land we temporary occupy and ensure we are not causing irreparable harm.

As such, there appears to be three major concerns from the clear cutting along the inflection of the development zone:

1. Run off erosional concerns leading to slope stability problems from the dwellings in Wedgewood and the corresponding neighborhood.
2. Contamination of the drinking water source (drilled wells) within Wedgewood and the corresponding neighborhoods downstream of the development zone.
3. Elimination of the tree line opens the residences for increase wind and associated residential damages to property. We have personally experienced the impacts of loss of tree line from both development and forest fires while living in a northern Alberta community and while in British Columbia. The result was a lower quality of life for the home-dweller with increased costs associated with repairs and maintenance of their dwellings.

Is there mitigation plans put in place to offset these concerns?

Concern 2

My second concern is related to noise **and** light pollution that Wedgewood Drive specifically will be experiencing. The combinational effect of removing the tree line while building directly to the

east (behind) Wedgewood Drive will subsequently increase the noise and light pollution residents within Wedgewood Drive will experience. The tree line has buffered the lights and noise coming from Highway 1 and Millenium Drive. This has significant concern for me as both a father of 3 toddlers and as a mixed-race aboriginal man. Our experience has been that development has forged ahead in the past without properly addressing concerns associated with the quality of life and impacts to the people of the land.

Has there been plans or engineering controls brought forth to address these new pollutions and safeguards set up so that the residents of the area can continue to enjoy their properties?

Has the aboriginal community been consulted in this project development?

Concern 3

My third concern is related to the addition of a connector road onto Wedgewood drive with a proposed roundabout. What is the actual value of this proposed road? There are three connector sources currently on Wedgewood that take residents out to the communities. A strong appeal to Wedgewood Drive for the local residents is the isolation from the main drives that it currently has. This provides families the ability to walk the community safely with their children knowing that traffic coming onto the street is very deliberate (drivers don't "wander" onto Wedgewood drive). The additional connector road proposed does not seem to have any intrinsic value and will only lead to negative repercussions to the residents of Wedgewood Drive.

There is also a significant general safety concern with this development project. Wedgewood Drive and the corresponding neighborhoods are a safe and enjoyable place to live. We have felt secure with our decision to move to this neighborhood this past December and love how "close" the neighborhood feels. The increased traffic from the commercial **and** residential development zone will reduce the safety factor that Wedgewood Drive has traditionally enjoyed. This is the primary reason we decided to purchase in this area. There are numerous studies that can be cited showing how theft, burglary, and serious crime increases with urban development. I do not see an effective way to combat this issue, however I would be interested in hearing what the development project group has proposed to address this.

Concern 4

The last concern is related to property value. Wedgewood drive has been a sought after residential location larger due to the isolated tranquility combined with the quality homes. This has enabled people to sell their properties at a premium. My home will have less property value with the development directly behind my backyard of tightly packed residential (single attached and family) **and** commercial complexes. I have witnessed many homes in Fort McMurray lose large scale property value and resale from these types of developments.

A hypothetical example: We bought our house for \$100.00 in December 2024. Project development is approved and immediately my home resale value is \$75.00. Similarly, home sale prices increase on average of 7% annually whereas Wedgewood Drive and surrounding receive 3.5%. This means that by December 2025 my house would have been worth \$107.00 prior to development approval but now it is worth ~ \$78.00 and will continue with a 3.5% vs. 7% rise in house resale value annually. Clearly this is not a desirable outcome.

I am cognizant of this being a hypothetical example, however there are economic assessment that can be completed when relevant data becomes available and there are traditional studies of similar markets that can be reviewed showing this trend.

With the above in mind:

Will the development financially compensate the residents of Wedgewood for the lower quality of life due to higher costs associated with house maintenance and repair from wind & water erosion, noise & light pollution, and will the developers provide financial compensation for any aquifer contamination? Historically we have witnessed and have been victims of developers filing for bankruptcy rather than paying to address the liabilities they have caused to residents / property owners. Numerous close friends have had to default on payments and declare bankruptcy due to property development companies finding ways to default on their environmental and economical responsibilities. Will the town of Rothesay provide financial assurance to the residents impacted by this development in the case of water contamination or repairs needed on their property caused by development? Are there safeguards already being developed for the concerns outlined in this e-mail?

Thank you very much for your time and attention to this matter. I have attached a PDF that shows the topography of the area of concern and the inflection point of where the topography starts to dip within the development zone. Please do not hesitate to reach out to me with any follow up questions associated with this e-mail, and I look forward to the meeting on July 21st.

Yours in trust.

From: [Mary Jane Banks](#)
To: [Mary Jane Banks](#)
Subject: FW: Support for Millennium Drive Development
Date: Wednesday, August 6, 2025 3:18:46 PM

From:
Sent: Friday, July 25, 2025 9:24:06 AM
To: Nancy Grant <nancygrant@rothesay.ca>; Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Bill McGuire <billmcguire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Don Shea <donshea@rothesay.ca>
Subject: Support for Millennium Drive Development

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,

My name is _____ and I'm a member of the Rothesay PAC. As you know the Millennium Drive project has come before the PAC several times and we've had time to digest the details over the last few months. I support the project and feel we have a rare opportunity to significantly improve the diversity of our housing stock, provide options for seniors wanting to downsize, new and younger residents who may prefer to rent and new businesses providing more goods and services. It would also be refreshing to see a project with a more compact community design make more efficient use of town land and increase our tax base, all while minimally disrupting nearby residents. The PAC and council often only hear from neighbors who have various complaints or concerns about a new project, some of which are valid and need attention. I'd also urge you to consider the benefits to those who very rarely attend public meetings or take the time to write. I believe the development will be a net positive for the community and hope you will vote in favor of the development agreement at the council meeting next month.

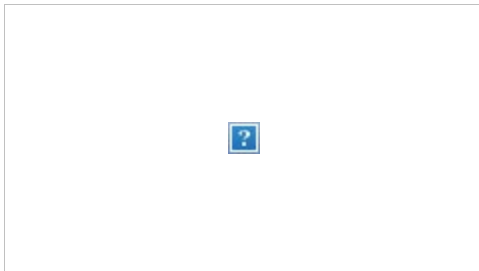
Cheers,

From: [Mark Reade](#)
To: [Liz Hazlett](#); [Mary Jane Banks](#)
Subject: FW: Whole new neighbourhood proposed for Rothesay, with 1,277 housing units | CBC News
Date: Wednesday, August 6, 2025 12:13:45 PM

From:
Sent: July 26, 2025 8:18 PM
To: mark.leger@cbc.ca
Cc: Mark Reade <markreade@rothesay.ca>
Subject: Fw: Whole new neighbourhood proposed for Rothesay, with 1,277 housing units | CBC News

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<https://www.cbc.ca/news/canada/new-brunswick/rothesay-development-housing-units-1.7594282>



[Whole new neighbourhood proposed for Rothesay, with 1,277 housing units](#)

Developer Ali Kamkar has submitted an ambitious plan to create a neighbourhood that has apartment buildings, small homes and townhouses in a vibrant area with commercial businesses and green spaces.

www.cbc.ca

Good afternoon, Mr. Leger,

I read with interest your article, around the Mixed-Use Development Proposal located on the lands bounded by Campbell Drive, Millennium Drive and Wedgewood Drive.

As you are probably aware, and quite possibly you attended, there was a public meeting held on Monday, July 21, 2025, at the Wells Community Centre, in French Village. There was quite a contingency of residents from these areas as well as from Donlyn Drive, Chappel Road, Amberdale Drive etc.

I found the reporting about this proposal quite biased as there are no comments on the several issues brought forward by the residents at the meeting. The concerns out of the Q&A period following the presentation by the application would / should be accessible from the Town of Rothesay Town Clerk as it was an Open Session (public) meeting of Council.

I am sure if you contact Mr. Mark Reade, Director of Planning and Development for the Town of Rothesay, at (506) 848-6609 or email markreade@rothesay.ca he should be able to provide you with the concerns brought up by the residents of these areas to capture **all** of the information around the "Whole new neighbourhood ... "

From: [Mark Kamkar](#)
To: [Mark Kamkar](#)
Subject: Development Proposal - Millennium Drive
Date: Wednesday, August 6, 2025, 12:15:36 PM

From: [Mark Kamkar](#)
Sent: Wed Jul 23, 2025 8:52 AM
To: Mark Kamkar <markkamkar@mkrealtygroup.ca>
Subject: Development Proposal - Millennium Drive
We received these on Wedgewood Drive yesterday with same last name as developer

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**MEHRAB KAMKAR
REALTOR®**

(647)-868-0407
mehrab@mkrealtygroup.ca



From:
To: [Mark Reade](#)
Cc: [Rothesay Info](#)
Subject: Re: Millenium Drive Mixed-Use Development Proposal
Date: Wednesday, July 30, 2025 1:02:44 PM
Attachments: [image001.png](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Mark;

Does this mean I will not be receiving any answers associated with queations pertaining to development that has potential to direcetly impact my property?

The owner of the development spoke to me at the meeting. He informed me any questions should be directed to you and council.

Who am I to contact to resolve outstanding queations? It seems like the lack of transparency is leading to angst among many in the commuinity that has concerns.

Thank you.

On Wed, Jul 30, 2025, 9:31 AM Mark Reade <markreade@rothesay.ca> wrote:

your e-mails will be forwarded to Council for their consideration.

Mark



ROTHESAY
Mark Reade, P. Eng., RPP, MCIP

Director of Planning and Development Services

Direct: 506-848-6609

T: 506-848-6600

F: 506-848-6677

E-Mail: markreade@rothesay.ca

[70 Hampton Road](#)

[Rothesay, NB](#)

From:

Sent: July 30, 2025 9:23 AM

To: Rothesay Info <rothesay@rothesay.ca>; Mark Reade <markreade@rothesay.ca>

Subject: Re: Millenium Drive Mixed-Use Development Proposal

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning.

I have yet to hear any response to either of me emails.

Is this typical? I am suprised to hear media claiming that the developer has addreased our concerns (interview with the mayor) while no responses have been commuunicated addressing the concerns brought up in the town hall meeting or via email correspondance.

What is the expected pathway for commuunication? Does it typically take 3 weeks to respond or is it typical for the response to come after the council decides on the path on August 11th?

Thank you for your upcoming response.

Thu, Jul 24, 2025, 5:49 PM

wrote:

Good afternoon.

I was deeply saddened to hear the mayor tell the news how the developer has answered our queations on a radio news article. It seems more clear that our voices or scientific

concerns do not matter.

It was clear that the developer nor design group have a clear understanding of the hydrogeological conditions of this area, nor how it will impact the drilled wells. It is clear from what was shown that drainage has not been addressed and there is a higher than not probability this will have impacts on our water quality AND erosional concerns. The fact the engineer spoke on the development being on a granular deposit as a statement of risk mitigation negates that granular deposits are often aquifer sources or transport mechanisms for groundwater; which is needed for drilled wells. Secondly, this group was continually wrong about the local topography, indicating a lack of awareness of the geological conditions and potential hazards of this development.

The comments made by the mayor imply that our concerns do not matter, or are simply not enough of a concern. Unfortunately, this has clear negative potential to us.

I am deeply saddened to see things being pushed ahead on a clear agenda that has strong potential to resonate harmful repercussions to those surrounding it.

Thank you.

8 Wedgewood Drive

On Tue, Jul 15, 2025, 1:53 PM

> wrote:

Hello Mark Reade and to whom within the Town Clerk.

My name is . I came across a letter addressing a development proposal near my residence on Wedgewood Drive. This is in relation to the ***Millenium Drive Mixed-Use Development Proposal*** that is proposed by ***Landmark 661 Ltd.***

I have some questions / concerns as a resident in this zoning area. Some of these concerns are based off my experience and professional background. For reference, I am a professional geologist with accredited standing within multiple provinces. I have multiple degrees in science majoring in biology, chemistry, and geology. I have recently been the technical leader of a large-scale open pit mine in northern Alberta regularly addressing environmental impacts from our mining operation. I have also worked in mining in British Columbia often addressing environmental and remediation concerns as the Senior Geologist overseeing

special projects and the exploration / in-pit drilling programs. As a person with mixed indigenous ancestral background, I have been requested to work as a liaison in my previous titles with the local indigenous communities towards stewardship and partnership within the mining and exploration activities. Finally, I was placed on a special assignment in 2016 tasked with implementing a loss reduction program throughout a 15,000-employee workforce that led to the reduction of Total Recordable Injury Rates from 0.71 the previous year prior to implementation to 0.29 two years after implementation, and a cost saving of ~\$51.5 million dollars through the first three years. I have recently moved home in December of 2024 to take on a role within the government of New Brunswick for the geological surveys branch within the Department of Natural Resources. To be clear, this e-mail is as a resident within the zone of impact, however I wanted to give credence to my professional qualifications related to my concerns.

Concern 1

My first concern is related to the topography of this development zone area. The development zone sits at ~77 masl that naturally slopes to the west – northwest at ~ 6-7 meters per 100 meters. This is towards Wedgewood drive and the corresponding neighborhood with the slope increasing towards the west. The development zone appears to be at an inflection point for the surrounding topography as it is flat lying towards the east – northeast.

The vegetation within the development zone aids in trapping / collecting water in the area and acts as a buffer for wind. This provides aid in erosional mitigation for the communities to the west – northwest of the development zone from natural run off along the inflection point. The proposal indicates clear cutting this zone, thereby effectively removing this natural mitigation from erosion. Exasperating this issue is that many of the dwellings along this community are on drilled wells; thereby more at risk for contaminate from development activities and run-off. Being that this project is residential **and** commercial; there is serious misgivings. To sustainably develop, we need to be good stewards to the land we temporary occupy and ensure we are not causing irreparable harm.

As such, there appears to be three major concerns from the clear cutting along the inflection of the development zone:

1. Run off erosional concerns leading to slope stability problems from the dwellings in Wedgewood and the corresponding neighborhood.
2. Contamination of the drinking water source (drilled wells) within Wedgewood and the corresponding neighborhoods downstream of the development zone.
3. Elimination of the tree line opens the residences for increase wind and associated residential damages to property. We have personally experienced the impacts of loss of tree line from both development and forest fires while living in a northern Alberta community and while in British Columbia. The result was a lower quality of life for the home-dweller with increased costs associated with repairs and maintenance of their dwellings.

Is there mitigation plans put in place to offset these concerns?

Concern 2

My second concern is related to noise **and** light pollution that Wedgewood Drive specifically will be experiencing. The combinational effect of removing the tree line while building directly to the east (behind) Wedgewood Drive will subsequently increase the noise and light pollution residents within Wedgewood Drive will experience. The tree line has buffered the lights and noise coming from Highway 1 and Millenium Drive. This has significant concern for me as both a father of 3 toddlers and as a mixed-race aboriginal man. Our experience has been that development has forged ahead in the past without properly addressing concerns associated with the quality of life and impacts to the people of the land.

Has there been plans or engineering controls brought forth to address these new pollutions and safeguards set up so that the residents of the area can continue to enjoy their properties?

Has the aboriginal community been consulted in this project development?

Concern 3

My third concern is related to the addition of a connector road onto Wedgewood drive with a proposed roundabout. What is the actual value of this proposed road? There are three connector sources currently on Wedgewood that take residents out to the communities. A strong appeal to Wedgewood Drive for the local residents is the isolation from the main drives that it currently has. This provides families the ability to walk the community safely with their children knowing that traffic coming onto the street is very deliberate (drivers don't "wander" onto Wedgewood drive). The additional connector road proposed does not seem to have any intrinsic value and will only lead to negative repercussions to the residents of Wedgewood Drive.

There is also a significant general safety concern with this development project. Wedgewood Drive and the corresponding neighborhoods are a safe and enjoyable place to live. We have felt secure with our decision to move to this neighborhood this past December and love how "close" the neighborhood feels. The increased traffic from the commercial **and** residential development zone will reduce the safety factor that Wedgewood Drive has traditionally enjoyed. This is the primary reason we decided to purchase in this area. There are numerous studies that can be cited showing how theft, burglary, and serious crime increases with urban development. I do not see an effective way to combat this issue, however I would be interested in hearing what the development project group has proposed to address this.

Concern 4

The last concern is related to property value. Wedgewood drive has been a sought after residential location larger due to the isolated tranquility combined with the quality homes. This has enabled people to sell their properties at a premium. My home will have less property value with the development directly behind my backyard of tightly packed residential (single attached and family) **and** commercial complexes. I have witnessed many homes in Fort McMurray lose large scale property value and resale from these types of developments.

A hypothetical example: We bought our house for \$100.00 in December 2024. Project development is approved and immediately my home resale value is \$75.00. Similarly, home sale prices increase on average of 7% annually whereas Wedgewood Drive and surrounding receive 3.5%. This means that by December 2025 my house would have been worth \$107.00 prior to development approval but now it is worth ~ \$78.00 and will continue with a 3.5% vs.

7% rise in house resale value annually. Clearly this is not a desirable outcome.

I am cognizant of this being a hypothetical example, however there are economic assessment that can be completed when relevant data becomes available and there are traditional studies of similar markets that can be reviewed showing this trend.

With the above in mind:

Will the development financially compensate the residents of Wedgewood for the lower quality of life due to higher costs associated with house maintenance and repair from wind & water erosion, noise & light pollution, and will the developers provide financial compensation for any aquifer contamination? Historically we have witnessed and have been victims of developers filing for bankruptcy rather than paying to address the liabilities they have caused to residents / property owners. Numerous close friends have had to default on payments and declare bankruptcy due to property development companies finding ways to default on their environmental and economical responsibilities. Will the town of Rothesay provide financial assurance to the residents impacted by this development in the case of water contamination or repairs needed on their property caused by development? Are there safeguards already being developed for the concerns outlined in this e-mail?

Thank you very much for your time and attention to this matter. I have attached a PDF that shows the topography of the area of concern and the inflection point of where the topography starts to dip within the development zone. Please do not hesitate to reach out to me with any follow up questions associated with this e-mail, and I look forward to the meeting on July 21st.

Yours in trust.

From:
To: [Rothesay Info: don.shea@rotheay.ca](mailto:don.shea@rotheay.ca)
Subject: Millennium Drive High Density Housing Proposal
Date: Thursday, July 31, 2025 8:46:54 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

I am writing to express sincere concern with the high density housing proposal for Millenium Drive. I am a resident of 3 Royal Lane for the last 20 years and never planned to move into city style high population density areas. The thought of 1277 dwelling units supporting in excess of 20% of the entire town population literally beside my home is extremely concerning. Affordable housing of that density In higher population areas, crime is more prevalent, noise is certainly more prevalent and the traffic choke points on Millenium and Campbell drive would be miserable to negotiate.

This speaks nothing to the portions of the agreement that leave the developer blameless should our well water be compromised. I've heard before the town say it's our fault that we didn't join the town water supply in lieu of wells. I was not a resident when this was decided and it's not an option now. On this reason alone, I would want to see a full geological study on what the impact of this huge development or buildings and pavement have on our natural water collection sources and I would want to see an avenue of recourse should water be impacted. For example does this mean we sue the town for poor planning if the developer is off the hook ??

On the plans it also shows a roundabout near Wedgwood. Is the intent that this would become a traffic vent at some point that channels up to 3000 people directly down my street for a shortcut to downtown ?? Car traffic alone would ruin the peaceful existence we have.

I moved to a quiet area of Rothesay, not on the main road for a peaceful existence in a lovely town. Beautiful mature lots, quiet streets, etc... we don't even have sidewalks or street lights. I did not chose to move to east side of Saint John into an apartment complex and I'm certain many others feel the same. This development will ruin property values, endanger wells and create huge impediments to local traffic

I would like the town to place this development on hold pending more consultation with residents and something that fits into the current environment and how it was originally planned.

Don, I've copied you on this note with the understanding that you have recused yourself in this process. As a resident of the area and my town representative this isn't the time to recuse, it's the time to represent.

Sincerely,

3 Royal Lane
Rothesay, NB

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2025August11OpenSessionFINAL_219

From: [Mary Jane Banks](#)
To: [Mary Jane Banks](#)
Subject: FW: 48 Wedgewood Drive: Millennium Drive Mixed Use Development Proposal
Date: Wednesday, August 6, 2025 3:20:54 PM

From:

Sent: Thursday, July 31, 2025 2:53:09 PM

To: Nancy Grant <nancygrant@rothesay.ca>; Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Bill McGuire <billmcguire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Don Shea <donshea@rothesay.ca>; Brett McLean <brettmclean@rothesay.ca>

Subject: 48 Wedgewood Drive: Millennium Drive Mixed Use Development Proposal

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good day,

After attending the Public Meeting on July 21, 2025, I felt compelled to offer my perspective on the proposal put forth by the developer. I currently reside at 48 Wedgewood Drive, at the extreme east southeast end of Wedgewood, adjacent north of the last single family property indicated on Figure 2 - Site Plan, and also attached. I have lived here since August 14th, 1999. As such, I have had numerous interactions with Rothesay Town Council, probably far more than the average property owner has had to experience almost anywhere else in Rothesay. I don't enjoy this stuff, not whatsoever. I've been party to Walmart proposals (x2, both rejected), a town water proposal (15 - 20K out of pocket, rejected), a Shannex proposal (rejected, moved to Quispamsis), a Reid & Reid Storage proposal (accepted optimistically, boy was I wrong) and now this from a numbered company who ostensibly has had great success with a similar venture in Victoria, BC.

I don't believe any of you aside from Don Shea (a resident of Wedgewood) were on council in 2006 when the Wal-Mart proposal (#1 or #2?) was put to council vote. It was narrowly rejected 4/3 with one of the dissenting votes cast by a council member who's name escapes me. I do recall that she was a school bus driver and in discussions afterwards, she pointedly explained that she could not in good conscience support the Wal-Mart proposal, simply by putting herself in any homeowner's position who would be most affected. She made a tough but exemplary choice that day, as many of us felt the momentum was not in our favor. Truly remarkable character that councilor, I wish I could come up with her name. I hope you consider this perspective on August 11th.

This bit of history aside, and nineteen (19) years later, I feel this development proposal will probably never directly affect me as currently designed, scheduled and constructed, if approved by council. I don't expect to be living at this address in 20 plus years but I will have to get reasonable market value when the time comes to move. Part and parcel to that end requires an

adequate source of potable water. That may be put into jeopardy when the required water table issues south of Wedgewood have to be dealt with to permit above ground development. My understanding is the developer had/has no intent to develop east of the roundabout but provided speculative details on the Site Plan to satisfy the Town's request. Is this in fact true?

The existing lowland wet conditions shown on Figure 2 are pervasive through the back yards of almost every property the entire distance from the proposed roundabout (22 Wedgewood) to the eastern end of Wedgewood Drive (48 Wedgewood). At some point, whether with this developer or the next one, the naturally low, wet conditions will have to be dealt with. I'm curious as to what the Town's requirements will be for the developer to implement sitework for the single family dwellings and street access without further complicating the water drainage issue for the current properties on south Wedgewood? I would have to believe that unless the business climate becomes far more palatable for development, the 2nd large stage will never become reality. The cost of dealing with the existing water table will be far too prohibitive to finance the sitework alone.

With regards to the development itself I would like to make an additional point. I take my life into my own hands and walk a 6 Kilometer loop, 2-3 times per week through the subdivision from Wedgewood to Summer Court behind Quispamsis Elementary. I would say half the driving public, maybe more, completely ignore the 30-40 Km/hr speed limit in the subdivision, yet there are no sidewalks on any streets anywhere on my route, including Donlyn Drive and Cedar Ridge Blvd..

These are both main arteries between Hampton Road and Millennium Dr. and there are no sidewalks on Millennium either. The traffic on both Cedar Ridge and Donlyn will surely escalate with the addition of this new development. My question might be whatever happened to the standard sidewalk on a main subdivision street? I see a lot of baby strollers and dog walkers every time I walk but I fear it will take a catastrophe and an awful lot of tears and finger pointing after the fact for the message to be fully received. Infrastructure like sidewalks should have been addressed long ago but in order to stay afloat with the addition of 3-4 thousand more people it won't be a "nice to have", it will be a "must".

I implore you to consider the total infrastructure investment that will be required if a project of this magnitude is allowed to proceed. Architectural renderings are lovely but rarely is the finished product truly reflective of the rendering when you consider the overall impact to the community.

Thank you,

48 Wedgewood Drive

Rothsay, NB

2025August11OpenSessionFINAL_221



From: [Mary Jane Banks](#)
To: [Mary Jane Banks](#)
Subject: FW: Landmark / Millenium Development
Date: Wednesday, August 6, 2025 3:29:07 PM
Attachments: [image.png](#)

From:
Sent: Friday, August 1, 2025 10:24 AM
To: Helen Boyle <helenboyle@rothesay.ca>
Cc: Nancy Grant <NancyGrant@rothesay.ca>
Subject: Landmark / Millenium Development

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Helen,

I am the person who spoke to you at the Town Meeting re above. I've been away and haven't been able to write until now. I'm copying in Nancy as I know her, and a neighbour told me Nancy was on CBC recently, extolling the virtues of this project, so I think it's critical Nancy is aware of this.

I just wanted to reiterate my concerns about the developer and to assure that the Town has done its due diligence on **Landmark Premiere Properties Ltd.**, which appears to be the company behind the brand "Landmark Living", as evidenced by the website www.landmarkliving.ca.

I did some light digging into the various entities mentioned in the documentation made available to the meeting attendees, being Landmark Living Inc., Landmark Living Ltd., Landmark 661 Ltd., and the various addresses they seem to be attached to, being 1 Malabeam Lane, Rothesay and 661 Millidge Ave, Saint John. (Note, the mention of three different entities in the documentation is what cued my interest in researching this further.)

An interesting sidebar: The online [Yellow Pages](#) cite **Landmark Living Inc.**'s address and phone number as 661 Millidge Avenue, Saint John, 506-634-7755. That phone number also seems registered to "**Landmark Storage NB**" as searching for that number in Google, results in a page for [Landmark Storage NB](#) (aka Landmark Self-Storage). It appears Landmark Storage NB was founded in [2023](#) and is privately-held by Ali Kamkar, of [Mahkam Living Ltd.](#) Mr. Kamkar, who apparently lives in Rothesay, is behind a (defunct??) development in Quispamsis called Elmtree Hill Development at 258 Hampton Road.

It appears that Landmark Premiere Properties is not a publicly traded company and there doesn't seem to be any person indicated as "owner" in my internet searches. However, documents indicate **Yuxia "Helen Chan" Sun** as its CEO and key guarantor for major loans and mortgages connected to the company. My "discussions" with Chat GPT tell me that **"Landmark Premiere Properties is entangled in at least three concurrent insolvency/foreclosure proceedings, with cumulative lender claims exceeding \$120 million, excluding accrued interest."** and that **Helen Chan** is listed in several court proceedings regarding receivership and foreclosure on properties of developments such as the one being proposed to Rothesay. See Chat's summary table below:

Proceeding	Entities Involved	Debt Amount	Role of Helen Chan Sun	Nature of Proceeding
Shawn Oaks (Oak Street, Vancouver)	Trez Capital, Peterson Group	~\$99 million	CEO, personal guarantor	Receivership: Lenders petitioned the BC Supreme Court to appoint a receiver to seize control of the property and sell it due to mortgage default on a multi-phase development project.
Heather Street (Oakridge parcels)	Lanyard Investments, City Mortgage Investment Corp.	~\$14.9 million	CEO, personal guarantor	Foreclosure: Lenders filed for judicial sale of the three adjacent properties, alleging non-payment and breach of mortgage terms.
Guildford Place (Surrey retail site)	Phoenix Mortgage Investment Corp., Ziqiang Fan	~\$5.8 million	CEO, personal guarantor	Foreclosure: Plaintiffs initiated proceedings to repossess and force sale of the retail property after default on the loan.
BC Court Order (Dec 2024)	BC Supreme Court Registrar	~\$3 million (in that case)	Personally named debtor	Debt enforcement ruling: Court rejected Chan's claims of financial hardship and ordered her to pay \$300,000/month to satisfy an outstanding debt, citing inconsistent testimony and evidence of high personal wealth.

Also Please see some articles from an online reporter of Canadian Real Estate News re Landmark Premiere Properties:

- https://storeys.com/shawn-oaks-vancouver-landmark-premiere-receivership/?utm_source=chatgpt.com
- https://storeys.com/surrey-landmark-premiere-cenyard-foreclosure/?utm_source=chatgpt.com
- https://storeys.com/landmark-premiere-properties-oakridge-heather-vancouver/?utm_source=chatgpt.com
- <https://storeys.com/cenyard-landmark-premiere-guildford-burquitlam/>
- <https://storeys.com/surrey-landmark-premiere-cenyard-foreclosure/>
- <https://storeys.com/matchpoint-development-lightstone-chloe->

[vancouver-receivership/](#)

I don't pretend to have done a foolproof or comprehensive research but it seems to me that a deeper dive on the underlying developer and its worthiness may be called for? Alternatively, perhaps there are little or no repercussions to buyers/renters or the Town, with respect to a developer that may default on a project in the middle of it?

I leave this all with you.

For the record, I love the project - it speaks to what I know as progress and development. I'd live there in a heartbeat! I just want to assure that the Town and future residents of the project are properly protected. I hope my quickie research proves perhaps inconsequential.

6 Markton Drive
Rothesay

4 Wedgewood Drive
Rothesay, NB
E2E 3P9



August 8, 2025

Mayor Nancy Grant and Members of Rothesay Town Council
Town of Rothesay
70 Hampton Road
Rothesay, NB
2E 5L5

Re: Millenium Drive Mixed-Use Development Proposal

Dear Mayor Grant and Town Councillors:

We are writing to let you know we approve of the above noted development. We feel this mixed-use development will be a bonus to the Town and its growth.

Our only concern with the project deals with the water. As you know most area residents are on wells and town sewer. With this new development we hope the developer and the Town give the water issue the consideration it deserves. If this development does affect our wells, it will be the responsibility of the town of Rothesay to go after the developer and their insurance carrier to pay for connecting Wedgewood Drive residents to Rothesay water. If this does not happen then it falls to the Town of Rothesay to pay for the water hookup. The Wedgewood drive residents should not bear this cost.

Respectfully submitted,

From:
To: [Nancy Grant](#)
Cc: [Matthew Alexander](#); [Tiffany Mackay French](#); [Bill McGuire](#); [Dave Brown](#); [Helen Boyle](#); [Peter Lewis](#); [Don Shea](#); [Brett McLean](#); [Mary Jane Banks](#)
Subject: Re: Request to speak on an Agenda Item as a member of the public- Millennium Drive Mixed-Use development
Date: Tuesday, August 5, 2025 12:26:27 PM

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Mayor Grant,

Thank you for your quick response and reassurance. I will be sure to pass this along to anyone who brings up these concerns.

Sincerely,

Sent with [Proton Mail](#) secure email.

On Tuesday, August 5th, 2025 at 12:22 PM, Nancy Grant <NancyGrant@rothesay.ca> wrote:

Good Morning ,

Thank you for your message.

First, let me assure you that Mayor and Council always read, consider, and take seriously, comments received from residents in any situation of proposed development. We will certainly do so in this situation.

Also, it is my understanding that at the June 21 Public Meeting, the Deputy mayor extended the period for comments to be received: I believe comments will be accepted until noon tomorrow, Wednesday Aug. 6. Perhaps you could share that information with fellow residents.

Thank you, and enjoy this lovely day,
Nancy

Dr. Nancy Grant
Mayor

Any correspondence with employees, agents, or elected officials of the town of Rothesay may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6.

From:
Sent: Tuesday, August 5, 2025 11:03:44 AM
To: Nancy Grant <nancygrant@rothesay.ca>; Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French

2025August11OpenSessionFINAL_227

<tiffanymackayfrench@rothesay.ca>; Bill McGuire <billmcguire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Don Shea <donshea@rothesay.ca>

Cc: Brett McLean <BrettMcLean@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>

Subject: Fw: RE: Request to speak on an Agenda Item as a member of the public-Millennium Drive Mixed-Use development

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Mayer and Town Council Members,

My email today is to raise a community disagreement with the CAO that the *"The public has already had a dedicated opportunity to be heard on this issue in a duly advertised and chaired meeting on July 21st"*.

The reason for this disagreement is the residents feel the deadline for written comment of the Millenium Drive development proposal was July 16th, and the public meeting being held on July 21st, a week later. Many residents feel any public comments offered at this meeting did not have the due process of proper time and allotted reflection of the facts and details presented to have adequate and meaningful public feedback.

Where multiple residents have been denied the opportunity to speak to the matter at the August 11th Council meeting, I sincerely plead you take the time to read and deliberate the many written comments and concerns of the existing residents before making a final decision on entering into a developer's agreement for this proposal.

I thank you for your time and dedication to the community.

Sincerely,

Resident of 46 Wedgewood Drive.

Sent with [Proton Mail](#) secure email.

----- Forwarded Message -----

From: Mary Jane Banks <MaryJaneBanks@rothesay.ca>

Date: On Friday, August 1st, 2025 at 10:35 AM

Subject: RE: Request to speak on an Agenda Item as a member of the public-Millennium Drive Mixed-Use development

To:

CC: Brett McLean <BrettMcLean@rothesay.ca>

Good morning.

Further to your request to appear before Rothesay Council, I have been advised of the following by CAO McLean:

The public has already had a dedicated opportunity to be heard on this issue in a duly advertised and chaired meeting on July 21st. Council is only considering the terms of a developers agreement on August 11th

I have been advised there will be no delegations at the August Council meeting related to this matter.

Mary Jane E. Banks, BComm, NACLA II

Town Clerk – Rothesay

Director of Administrative Services

70 Hampton Road

Rothesay, NB E2E 5L5

p (506)848-6664

f (506)848-6677

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From:

Sent: Friday, August 1, 2025 7:08 AM

To: Rothesay Info <rothesay@rothesay.ca>

Subject: Request to speak on an Agenda Item as a member of the public-Millennium Drive Mixed-Use development

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links,

especially from unknown senders.

Hello Town Clerk,

Please consider this email a formal request to speak on the agenda of the Millennium Drive mixed-use development proposal as a member of the public. If you could please let me know the format and the time allotted for speaking, this would tremendously help. Thank you for your consideration.

46 Wedgewood Drive

Rothesay, NB

E2E 3P8

Sent with [Proton Mail](#) secure email.

From: [Mary Jane Banks](#)
To: [Mary Jane Banks](#)
Subject: FW: Request to speak on an Agenda Item as a member of the public- Millennium Drive Mixed-Use development
Date: Wednesday, August 6, 2025 2:35:24 PM

From: Matthew Alexander <MatthewAlexander@rothesay.ca>
Sent: Tuesday, August 5, 2025 2:11 PM
To: Nancy Grant <NancyGrant@rothesay.ca>
Cc: Tiffany Mackay French
<TiffanyMackayFrench@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Dave Brown
<davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis
<PeterLewis@rothesay.ca>; Don Shea <DonShea@rothesay.ca>; Brett McLean
<BrettMcLean@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Re: Request to speak on an Agenda Item as a member of the public- Millennium Drive Mixed-Use development

That is correct Nancy. At the meeting, a resident brought up the quick turnaround for submitting comments. Therefore, I indicated that comments would still be received to provide additional opportunity for feedback.

This meeting was different than a public hearing. This was a meeting where the developer had an opportunity to present their proposal to the public and receive feedback. The lands are already properly zoned to allow for this type of development. The only thing being considered by Council is the “developer’s agreement” and the conditions attached thereto.

The most recent Municipal Plan document would describe the Millennium Drive lands and the zoning attached to them.

Thanks,

Matt

Matt Alexander

Deputy Mayor, Rothesay

Any correspondence with employees, agents, or elected officials of the town of Rothesay may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6.

The information in this message sent today (and any attachments) is private and confidential and is intended for the sole use of the recipient(s). If you are not the intended recipient or a person responsible for delivering this message to the intended

recipient, or if you believe you have received this message in error, you are notified that any use of the information is strictly prohibited. Please notify the sender immediately by replying to the message and then delete the message from your email provider.

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Nancy

Dr. Nancy Grant
Mayor

Any correspondence with employees, agents, or elected officials of the town of Rothesay may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6.

From:

Sent: Tuesday, August 5, 2025 11:03:44 AM

To: Nancy Grant <nancygrant@rothesay.ca>; Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Bill McGuire <billmcguire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Don Shea <donshea@rothesay.ca>

Cc: Brett McLean <BrettMcLean@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>

Subject: Fw: RE: Request to speak on an Agenda Item as a member of the public-Millennium Drive Mixed-Use development

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown

senders.

Hello Mayer and Town Council Members,

My email today is to raise a community disagreement with the CAO that the *"The public has already had a dedicated opportunity to be heard on this issue in a duly advertised and chaired meeting on July 21st"*.

The reason for this disagreement is the residents feel the deadline for written comment of the Millenium Drive development proposal was July 16th, and the public meeting being held on July 21st, a week later. Many residents feel any public comments offered at this meeting did not have the due process of proper time and allotted reflection of the facts and details presented to have adequate and meaningful public feedback.

Where multiple residents have been denied the opportunity to speak to the matter at the August 11th Council meeting, I sincerely plead you take the time to read and deliberate the many written comments and concerns of the existing residents before making a final decision on entering into a developer's agreement for this proposal.

I thank you for your time and dedication to the community.

Sincerely,

Resident of 46 Wedgewood Drive.

Sent with [Proton Mail](#) secure email.

----- Forwarded Message -----

From: Mary Jane Banks <MaryJaneBanks@rothesay.ca>

Date: On Friday, August 1st, 2025 at 10:35 AM

Subject: RE: Request to speak on an Agenda Item as a member of the public- Millennium Drive Mixed-Use development

To:

CC: Brett McLean <BrettMcLean@rothesay.ca>

Good morning.

Further to your request to appear before Rothesay Council, I have been advised of the following by CAO McLean:

The public has already had a dedicated opportunity to be heard on this issue in a duly advertised and chaired meeting on July 21st. Council is only considering the terms of a developers agreement on August 11th

I have been advised there will be no delegations at the August Council meeting related to this matter.

Mary Jane E. Banks, BComm, NACLA II

Town Clerk – Rothesay

Director of Administrative Services

70 Hampton Road

Rothesay, NB E2E 5L5

p (506)848-6664

f (506)848-6677

Before printing, please think about the environment. Respectez l'environnement, réfléchissez avant d'imprimer

From:

Sent: Friday, August 1, 2025 7:08 AM

To: Rothesay Info <rothesay@rothesay.ca>

Subject: Request to speak on an Agenda Item as a member of the public-Millennium Drive Mixed-Use development

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Town Clerk,

Please consider this email a formal request to speak on the agenda of the Millennium Drive mixed-use development proposal as a member of the public. If you could please let me know the format and the time allotted for speaking, this would tremendously help. Thank you for your consideration.

46 Wedgewood Drive

Rothsay, NB

E2E 3P8

Sent with [Proton Mail](#) secure email.

From:
To: [Rothesay Info](#)
Subject: Millenium Drive Mixed-Use Development Proposal
Date: Wednesday, August 6, 2025 3:18:20 AM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To Whom It May Concern,

I am writing to formally express my opposition to the proposed commercial and residential development project behind Wedgewood Drive. While I acknowledge the intention to support growth and infrastructure in our area, the outlined plan raises significant concerns that directly affect the well-being of local residents, the environment, and essential services.

Below are the primary issues associated with the development:

Environmental Impact

- The scale of construction will introduce substantial noise, airborne dust, and dirt into our community.
- Increased traffic and ongoing heavy machinery movement will result in elevated pollution levels, erosion, and wind disruption.
- Snow banks from the site may worsen pollution runoff and impede visibility or pedestrian access.

Water Safety & Drainage

- The project risks contaminating nearby water wells used by residents, posing serious health hazards.
- Stormwater runoff and altered drainage patterns raise the likelihood of flooding and erosion.
- The added pressure on water infrastructure may reduce long-term reliability and water quality for existing homes.

Infrastructure & Traffic

- The influx of vehicles—both during and after construction—will overload nearby roads, especially those connecting to the city.
- The projected population increase may strain our sewer systems and lead to costly upgrades or service disruptions.
- Limited street capacity in Wedgewood and neighbouring areas risks traffic bottlenecks and safety hazards for pedestrians and children.

Privacy, Safety, & Crime

- The close proximity of new structures eliminates visual barriers and encroaches on the privacy of current residents.
- Light pollution from commercial lighting will disturb nighttime routines and reduce residential comfort.
- A denser population often correlates with higher crime rates, putting local families and property at greater risk.

Parking Concerns

- Proposed underground parking may not accommodate the real demand, leading to spillover into residential zones.
- Safety and ventilation in underground structures require long-term management and could become points of failure if neglected.

I kindly urge the planning committee to reconsider the scope and location of this project, and to actively consult with affected residents prior to advancing further development steps. The long-term consequences of this plan must be weighed against the irreversible changes it imposes on our community's character, safety, and sustainability.

Thank you for taking the time to review these concerns. I welcome any opportunity to discuss alternatives or to participate in future community consultations.

--

From:
To: [Rothesay Info](#)
Subject: Planned development Millennium drive
Date: Wednesday, August 6, 2025 10:43:32 AM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Mayor and Council Members, as a resident of Rothesay (63 Donlyn Dr), I am voicing my concerns with regards to the proposed housing development on Millennium drive. Many valid concerns regarding drainage, well water, traffic, green space, town infrastructure, and phased approval were voiced at the previous information session of July 21 which need to be addressed prior to any approval. The immense size and the extended phased approach of this development will have a huge impact on both the immediate area and the town of Rothesay. I feel It would be irresponsible and negligent for this town council to approve fully, all phases of this development without addressing the residents' concerns. The approval process needs to be limited to phase one of the project. This will ensure that the Town has control measures in place to ensure the developer follows through with the plan as agreed. It would be irresponsible to approve a 20 year housing development plan knowing that this council will not be in place to ensure that it proceeds as planned. We all know that there will be many changes in a development that is phased in over 20 years. We all know that the look and feel of this development will definitely change over 20 years. Why leave these headaches to future councils and residents to sort out. Please first address the residents' concerns and then proceed with an approval process one phase at a time. This will allow the project to progress in a way that the residents and council intended this land to be developed. Thank you.

Rothesay resident
63 Donlyn Dr

Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5

For Consideration to the Council of the Town of Rothesay Concerning the Millennium Drive Mixed-Use Development Proposal

August 5th, 2025

Dear Mayor and Council Members,

As a resident of Rothesay and part of the Neighborhood directly abutting the proposed high density development on Millennium and Campbell Drive, I would like to bring to your attention my concerns with the proposal, the adverse impacts that will or may be felt by the immediate residents and greater Town as a whole and my opinion that the Proposal does not fully align with the Municipal Plan for the Town. My concerns and the concerns brought to my attention by other Residents have led me to the conclusion that the Town should not enter into a Developers Agreement for this specific proposal and that the Developer and Town should reconsider a development that better fits within the context of the community and better aligns with the Municipal Plan. My desire is that Council take the time to deliberate these concerns and be softly reminded that although the Municipal plan is considered a fluid, living document *"it does require that decisions not be made that would contradict or be inconsistent with the policy that is within the Plan."*

Concern for Adverse impacts to well water:

The residents on Wedgewood Drive and beyond are currently serviced by private wells and municipal sewer. One of the main concerns of myself and the residents is the potential and risk for the aquifer that we rely on to be adversely affected by contamination, recharge or a drop in water table. These concerns were not addressed or accounted for at the public meeting from the Developer or Town Officials. The drafted Developer's Agreement that was made available to the public further makes no mention of mitigating or accounting for adverse impacts of the wells of the adjacent neighborhood. As such, any loss of the reliability of our potable water due to the development would leave the residents with no recourse other than a potential class action civil case that could take years to resolve, all the while being without reliable or safe water unless the town were to intervene. Some of these concerns were brought up at the July 21st public hearing and the developer's Consultant conceded that developments of this size typically will impact the water table. Mr. Reade, the Towns lead Planner also stated that Council can look at that *"if they want to."* I feel that the lack of consideration on this matter from the PAC and the Developers may directly contradict the Municipal Plan which explicitly states:

"Many residents use private wells as their source of potable water that are connected to undergroundwater sources known as aquifers. These sources of water are recharged through water

permeation through the soil over long periods of time from precipitation and water runoff. As these aquifers are located deep beneath the soil and rock layers, the recharge area is large and is also highly susceptible to contamination from various sources, including bacteria, pesticides and herbicides, petroleum products, and other contaminants. Council recognizes the value of these natural assets in our community and their importance in serving residents with a potable water source”

“As a result the source of the water and water quality will be impacted by the area it is collected. For the purpose of ensuring that Rothesay has access to clean, safe, potable ground water, the following policy shall require Council participate in a joint municipal groundwater monitoring program with the Town of Quispamsis in an effort to protect groundwater sources.”

Council Shall:

Policy GWP-2:

“Groundwater Management: Regulate land uses which have a measureable negative impact on the groundwater resources of Rothesay. The provision of federal and provincial Acts, regulations and programs in Canada and New Brunswick set clear standards and guidelines for how groundwater and water sources shall be protected and used. Rothesay is no exception, and Council recognizes the value these groundwater sources are to the Town. Accordingly, Council shall require that all federal and provincial Acts, regulations, and programs are implemented and followed. “

Council Shall:

Policy GWP-3:

“Groundwater Protection: Require that all federal and provincial Acts, regulations, and programs for the conservation and protection of groundwater and source water in Rothesay are complied with prior to the issuance of any development control permits.”

Further to this concern, it is also my understanding from the collective memory of my neighbors that a groundwater study was performed around a previous development proposal in that past, that may have shown adverse impacts on the well water. Not knowing the contents of this study, I have put in an RTIPA request on July 27th, 2025 to the Town to have this information released to me to better understand the potential impacts of development. My request was also to have the information from the study expedited to me to better equip my comments, however that request was not fulfilled at the time this letter has been written.

Concern For Adverse Impacts to Adjacent Property:

The proposed Phase 5 of the project as presented at the public hearing on June 21st had shown single family lots directly abutting the properties on Wedgewood Drive. A large portion of the proposed single family lots are also skirting a provincially recognized Wetland. The wet area however extends past the designated zone as I myself have witnessed when I walked the property when I first moved to the neighborhood in 2017. The land directly abutting the lots on a large portion of Wedgewood Drive is flat, poorly drained with poor soil and wet for most of the year. In my own property, my backyard is not

useable until midsummer due to the nature of the poor drainage and wet area behind my lot. Development of this property directly abutting the lots would require removal of existing soil and the building up of lots that would negatively impact the pre-established neighborhood, damaging trees and causing a potential for further drainage issues. In addition to these adverse effects, envisioning heavy earthworks and construction directly abutting the lots on Wedgewood Drive with no buffer zone to the pre-established neighborhood would make living conditions unbearable for many for the duration of construction. The adjacent neighborhood would have a net loss to their quality of life and the enjoyment of their properties not to mention the loss of property value and resale value of their homes. I believe this phase (Phase 5) of the proposed development is also in contradiction to the Municipal Plan's vision, objectives and goals which states:

"Development regulation and land use planning will ensure these uses do not detract from the existing character and or qualities of Rothesay; particularly, the importance is the quality of life of residents and their neighborhoods."

Concerns for the Level of Density and Adverse Impact to the Overall Community:

The mixed-use development has a proposed 1277 dwelling units, primary located on a portion of the 54 acre lot being mostly concentrated in the West side at the corner of Millennium and Campbell Drive. This could represent more than 3000 new residents concentrated in one corner of the Town of approximately 12000 people, or a 25% increase of the Town's current population based on the most recent census data. It is difficult for me to imagine a density of this magnitude in the Town of Rothesay without it adversely impacting the quality of life, existing character and unique aspects that make Rothesay one of the greatest places to live in Atlantic Canada. Developments of this magnitude are seen in larger urban settings around Toronto, Vancouver and Montreal and the examples of this project as shown by the developers at the public hearing were all from larger urban centers that already had populations well over a million people. I feel a high density urban development of this magnitude does not fit within the context of the community or the intent of the Municipal Plan that is advertised and characterized as a *"a quiet suburban community"* on the Town's website.

The increase of a potential of 2000 vehicles onto Campbell and Millennium Drive and within the Town all from one development site is also hard to imagine as a daily commuter to Saint John. The impacts of the massive increase in traffic relative to the existing Town would adversely impact the greater community and their quality of life. The lack of Pedestrian infrastructure on Millennium Drive and Donlynn Drive to handle an increase of population and traffic of this magnitude should also not be overlooked. At the public hearing, the public was told that a Phase 1 traffic study had been conducted but the study revealed nothing further past the initial phase. I believe the Developer's team should have at least revealed to the Residents and the Town the true traffic impact that a full build out of this project would look like before seeking to enter into a Developer's Agreement with the town.

Another aspect to consider is if our current schools, public services and amenities have the capability or capacity to handle this level of population growth or if new schools and services would need to be built or upgraded to accommodate.

Although the population growth this proposal would bring to the Town may seem attractive at first, I believe this level unprecedented growth will degrade the quality of life of the existing residents which may contradict the Municipal Plan that states:

“Rothesay has a reputation as a community with an excellent quality of life and for that reason growth should planned to that which improves the quality of life for our residents. By improving and maintaining quality of life, residents will want to stay here. In fact, much of what makes this place special cannot be measured in standard economic or demographic statistics.”

Additional and Final Comments:

I do recognize that the existing zoning allows for a commercial or high density development project on this site, and that certain aspects of the proposal may align with the Municipal Plan on paper. However, as mentioned in my previous comments, the addition of 25% on the Town’s Population on one corner, the lack of consideration of adverse well water impacts and adverse impacts to the adjacent neighborhood and the lack of studies showing the full impact to the immediate neighborhood and broader community from the build out of the proposed development project from Town Officials and the developers team I believe is in a general contradiction to the vision and character of the town and in contradiction with many polices and intent of the Municipal Plan. My many conversation with neighbors and residents over the past couple of weeks have largely been in agreement with the statements and points made in this letter.

It is worth noting that the large majority of residents I’ve interacted with are not “anti-development” but desire to see a more modest development project on the site that is not as disruptive as the one currently being proposed and that better fits the context of the Town of Rothesay.

Despite the advice of the PAC, I would caution Council to not enter with haste into a Developers Agreement for this specific proposal that is lacking consideration for the many concerns brought forth by myself and other residents and for a development project that is not fully aligned with the Municipal Plan.

In addition to these concerns brought forth, my plea is that Council motion, if possible, to not enter into a Developers Agreement for this proposed development and that PAC and the developers reconsider a development that is better suited within the context of the Community, better aligned with the Municipal Plan and takes into consideration the issues brought forward by myself and the other residents of the Town.

I thank you for your hard work, time, and dedication to our Community.

Sincerely,

Resident of 46 Wedgewood Drive

Town of Rothesay
70 Hampton Road,
Rothesay, NB
E2E 5L5

RE: For Consideration to the Council Members of the Town of Rothesay - *Millennium Drive Mixed-Use Development Proposal*

For the August 11th Council Meeting:

Dear Mr. Reade, Town Clerk, and Members of Council,

In response to the Public Meeting– Millennium Drive Mixed-Use Development Proposal, the Undersigned Residents of the neighboring community hereby oppose the development proposal by Landmark Living Ltd and zzap Consulting Inc. on PID 30227086 and a portion of PID 00173443 as presented at the Public Hearing on July 21st, 2025. We strongly advise Council to consider the public voice and take into consideration the impacts of this proposal to the adjacent residents and neighborhood on Wedgewood Drive as well as the greater Town of Rothesay.

The development of 1277 Dwelling Units potentially representing upwards of 3000 new residents (+ 24 percent of the Town's current population) situated on a fractional portion of 56 Acres is a population density unprecedented for our Town. A development of this size would undoubtedly cause major disruptions to the quality of life, traffic flow and property values of the adjacent residents, who will also be expected to endure 20 years of development in their backyards. This development upon completion, will be more than 40 times as dense as Rothesay, based on the current population and area of the town. (Calculations are based upon a 12,000 vs 3,000 and 8,500 vs 56, of Town vs Development in populations and acreage, respectively).

While this density is not unlike the metrics of developments in many metro areas, this plan does not seem consistent with the vision for the area. In the Town's own words "Rothesay is one of the most attractive living environments in Atlantic Canada and seeks to provide exemplary levels of service to its citizens. It is a quiet suburban community...".

The uncertainty of well contamination and recharge is a major concern that was not addressed or accounted for at the public hearing nor is there any explicit clause or wording to account for these concerns within the Developers Agreement. To this effect, the Town or the residents would have no recourse if the adjacent wells were to become contaminated, unusable or adversely affected. This should be a top priority of the Town to ensure the residents are not without potable or adequate water due to any development on the site. Without water, residential property is rendered worthless.

We are also of the opinion that the proposed Phase 5 development will undoubtedly damage any trees and/or property adjacent to the development, as many are sitting in or adjacent to the flat low lying wet areas with poor or no drainage. Please consider that building up of these rear lots to accommodate for phase 5 development **with no buffer zone** may negatively and irreversibly affect many of the adjacent properties in addition to enduring non-stop construction and noise pollution directly abutting the properties on Wedgewood Drive. Clearcutting for the development will also increase the noise pollution already experienced from the highway and truck traffic on Route 1 for the existing residents.

Please consider that the negative effects of this urban development will be felt by the greater Town outside of the adjacent neighborhood with a potential for 2000 extra vehicles trying to commute in and out of Campbell and Millennium Drive at peak rush hour times. We envision this will put an unnecessary burden and frustration on the existing residents of Rothesay and for the potential 3000 new residents also.



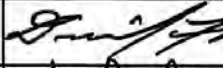
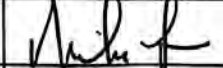
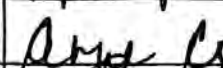

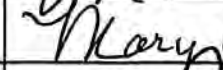
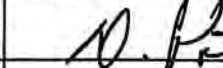
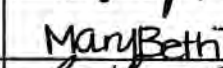
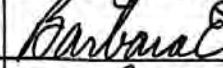
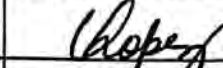
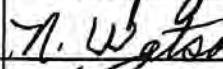


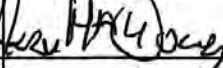
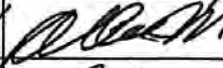
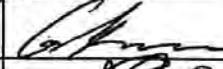


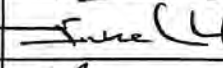
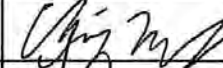
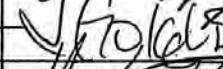
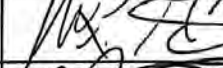


We are also of the opinion that the unprecedented urban design and scale of the proposed development will undoubtedly change the character of the Town that we've all come to experience, enjoy and love as the best place to live in Atlantic Canada.

Please consider the above a supplement to the many written concerns submitted by the residents.

As our representatives and as the Stewards of our Town, it is with strong conviction that we encourage you to vote to oppose the recommendation of the Planning Advisory Committee to enter into an Agreement with the Developer (Landmark Living Inc.) for the proposed development for the reasons outlined above and for the other concerns that have been written to you individually in varying or more detail.

Yours Truly,

Name	Signature	Address
Nick Landry	Nick Landry	46 Wedgewood Drive
Bruce Krina	Bruce Krina	48 Wedgewood Drive
Barb Williams	Barb Williams	2 Wedgewood Dr
John Williams	John Williams	2 Wedgewood Dr
Krista McGarney	Krista McGarney	14 Wedgewood Dr
Miri Davidov	Miri Davidov	12 Wedgewood Drive
Naphne Hays	Naphne Hays	9 Wedgewood Drive
Michael Davidov	Michael Davidov	12 Wedgewood Drive
Whitney Landry	Whitney Landry	46 Wedgewood Drive
David Bennett	David Bennett	41 Wedgewood Dr
Leah Bennett	Leah Bennett	41 Wedgewood Dr
Meghan Bennett	Meghan Bennett	41 Wedgewood Dr
Brienna Bennett	Brienna Bennett	41 Wedgewood Dr
Daniel Ray	Daniel Ray	43 Wedgewood Dr
Debbie Kitor	Debbie Kitor	39 Wedgewood Dr

Name	Signature	Address	
Tammy Moore		44 Wedgewood Dr	Rothsay
DAVID UMOORE		44 Wedgewood dr	Rothsay
Dave Ferrick		35 Wedgewood Dr.	
Mike Corrigan		33 wedge wood Dr	Rothsay
Anne Corrigan		33 Wedgewood Dr.	
Brian Childs		36 Wedgewood Dr	
Mary Childs		36 Wedgewood Dr.	
Dora Potts		25 WEDGEWOOD DR.	
MaryBeth Taylor		28 Wedgewood Dr.	
Owen J. Dunn		19 Wedgewood Dr.	
Karina Lopez-Corido		16 Wedgewood Dr.	
Nancy Watson		10 Wedgewood Dr.	
John Dinan		8 Wedgewood Dr.	
Aundrea Dinan		8 Wedgewood Dr.	
Gene Allan		28 Amberc	
Alan McDevitt		28 Amberc	
Greg Hamming		60 Donlyn Dr.	
Adam Hubley		61 Donlyn Dr.	
Bruce Wood		63 Donlyn Dr.	
Michael O'Keefe		64 Donlyn Dr.	
Jim M...		70 Donlyn Dr.	
J. Goldsmith		67 Donlyn Dr.	
M. ...		67 Donlyn Dr.	
MATT DRAKE		59 DONLYN DR.	
Searra J Hilland		59 Donlyn Dr	

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~~2025 August 11 Open Session FINAL 2#7~~
Kennebecasis Valley Fire Department Inc.
Chief Michael Boyle Deputy Chief Shawn White

7 Campbell Drive, Rothesay, NB E2E 5B6
Phone (506) 848-6601 Fax (506) 848-6608
Email: admin@kvfire.ca

Dr. Nancy Grant
Mayor
Town of Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5

June 17th, 2025

Dear Mayor Dr. Nancy Grant and Members of Rothesay Council:

I am pleased to share with you the final version of the Emergency Management (EM) Program for the Kennebecasis Valley EMO. The EM Program has been developed through the KV EMO Committee, following best practices and the CSA standard *Z1600 Emergency and Continuity Management*. The Joint Board of Fire Commissioners fully reviewed and formally endorsed the EM Program at its meeting on June 11th.

I am confident it reflects a practical, scalable, and coordinated approach to emergency preparedness and response for our greater community. It outlines key roles, responsibilities, and procedures that will support our municipal readiness and resilience during both planned and unforeseen events. The plan provides for ample training opportunities and exercises as well as a full review every two years.

I welcome the opportunity to present the final Emergency Management Program to Rothesay Council at its August 11th, 2025 meeting. This presentation will include an overview of the key components of the plan, clarify expectations, and allow for any questions as we move toward an active, modern and prepared response capability for the Kennebecasis Valley.

Thank you for your continued support of our emergency preparedness efforts and I look forward to appearing before Council in August. If there is another preferred time, please advise at your earliest convenience.

Thank you,

Michael Boyle

Michael Boyle, MEd, BIS, ECFO
Fire Chief/KV EMO Director
Kennebecasis Valley Fire Department

KV EMO EMERGENCY MANAGEMENT PROGRAM



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Amendment List

Amendment No.	Revised By	Details	Date
1			
2			
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Purpose and Profile

In 2022, with the hiring of a new fire chief, this position was also assigned the role of director of “KV EMO”, an organization that did not formally exist prior to the development of this program. Besides the main goal of identifying, mitigating, responding to and recovering from disasters and significant incidents, this program is intended to formalize the relationship amongst the two municipalities, the fire department and the police department in jointly managing emergency measures in the Kennebecasis Valley.

While this program identifies and measures risk, it is cumbersome and unrealistic to attempt to identify every possible risk the community faces. Likewise, it is difficult to develop a program for every type of event that could happen in the community and it is important to avoid the trap of overplanning; there is an old military saying that goes “no plan survives contact with the enemy”.

The response portion of this program is intentionally generic; the approach to a flood, fire, storm or train derailment are all the same, just the variables change. However, this does not mean that each stakeholder in this document should not plan and train to manage different types of events and emergencies. Emergencies and disasters can be sudden, dynamic and scary and following a rigid plan can paradoxically make things worse. Solid training in incident command and emergency management is how emergencies are managed effectively. This program also assumes that each stakeholder is an expert in their field; the program does not dictate how the police, works departments, water departments, fire department or others should manage their operations.

This program has been written with the capacity of the community in mind; it is unlikely that the KV EMO could support a fully functional and robust emergency operations centre that large municipalities could manage. It should also be noted that while this program will be implemented in 2025, it may take several years of testing, revision and practice for it to evolve into a fully functional program.

This program has been developed with the Canadian Standards Association (CSA) Z-6100 Emergency and Continuity Management Standard used as a starting point. This standard was developed in conjunction with Public Safety Canada and other stakeholders and is based on the National Fire Protection Association (NFPA) 1600 *Standard on Continuity, Emergency, and Crisis Management*.

Michael Boyle
KV EMO Director
May, 2025

Introduction

The development of the Kennebecasis Valley Emergency Measures Organization (KV EMO) is a joint effort between Rothesay and the Town of Quispamsis to identify, prevent and if needed, respond to large-scale emergency events that occur within the communities. The primary mission of the KV EMO is to keep people safe through preparation for, response to and recovery from emergencies and disasters that can impact the community. This collaborative approach to emergency management complements the existing model of providing protective services and allows the participating municipalities to plan, coordinate and pool resources on a regional basis in order to enable more effective responses to emergency situations.

The emergency management model is situated between the provincial and municipal levels of emergency management and allows for the development of emergency protocols which may specify mutual assistance agreements between communities, provide assistance in developing and maintaining local emergency measures programs and facilitating training initiatives for emergency responses. It also facilitates a better coordinated response in emergencies affecting more than one municipality.

The concept of emergency management for the KV EMO is one of a progressive and scalable approach:

- The individual has a primary responsibility to protect their life and property and to prepare for and manage events and emergencies that impact their home and personal safety;
- When the individual cannot help themselves, the public safety agencies and municipalities have a responsibility to intervene;
- When the public safety agencies and/or municipalities are unable to cope with an event or emergency, the KV EMO takes over management and coordination of the event or emergency and finally,
- When the KV EMO is overwhelmed, the provincial EMO engages

The purpose of this program is to provide for the needs our citizens whenever they are threatened or experience a catastrophic severe weather event or an incident resulting from flood, fire, spill or other emergency that places our citizens in danger.

The mission of the KV EMO is to keep people safe.

The vision of the KV EMO is:

- To fully understand the risks and hazards that could impact the Kennebecasis Valley
- To prevent or lessen the probability of an event and mitigate the effects of an event
- To provide for the earliest possible coordinated response in the event of an emergency or disaster which impacts or has the potential to impact both municipalities
- To provide for the safety, health or welfare of the population and the protection of property and the environment in the event of such an occurrence
- To align emergency management planning with a collaborative approach to providing protective services

“There are risks and costs to a plan of action. But they are far less than the long-range risks and costs of comfortable inaction.” – John F. Kennedy

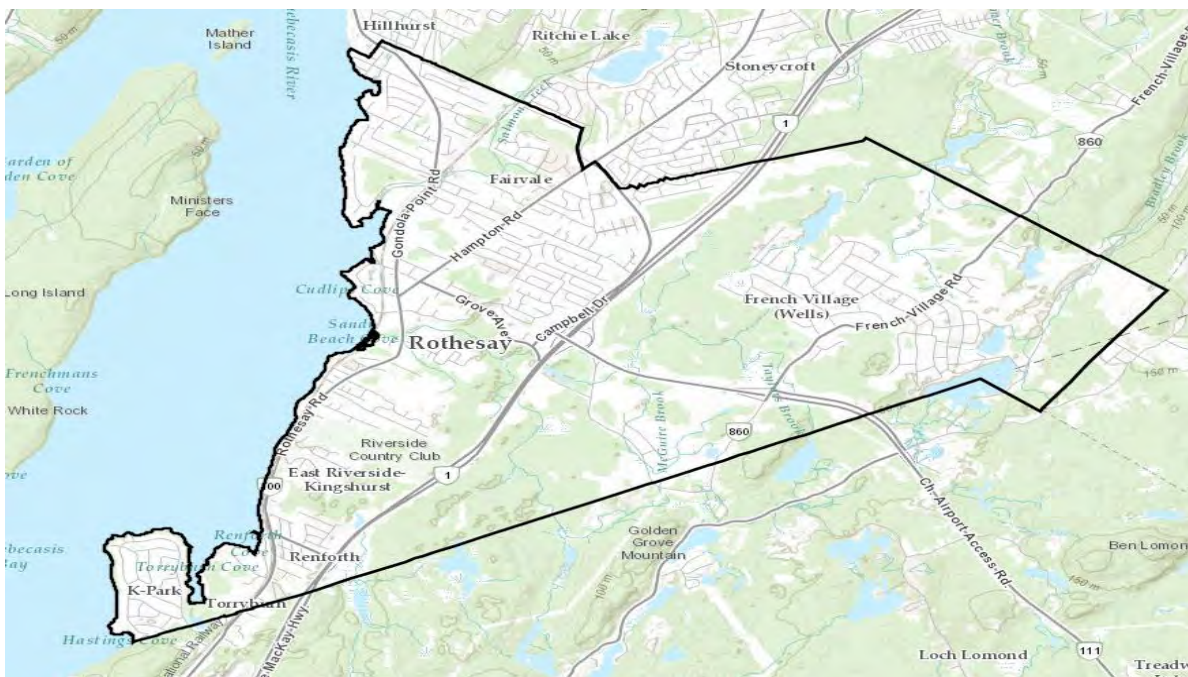
Geographical Profile

Rothesay

Rothesay is situated along the Kennebecasis River and borders Saint John to the west and Quispamsis to the east. A major highway, part of the provincial highway system identified as Route 1 (known as the MacKay highway), runs alongside the community and separates the majority of the community from the French Village area of Rothesay. There is also a secondary rail line operated by CN Railway that runs through the heart of the community.

Rothesay is largely a residential community however it has seen increase in commercial properties over the past decade as well as the recent construction of several large apartment buildings and the construction of a large complex focused on older adults which includes apartments and garden homes. Between the 2011 and 2021 census' data, Rothesay has maintained a steady population of approximately 12 000.

The Rothesay town boundary is illustrated below:

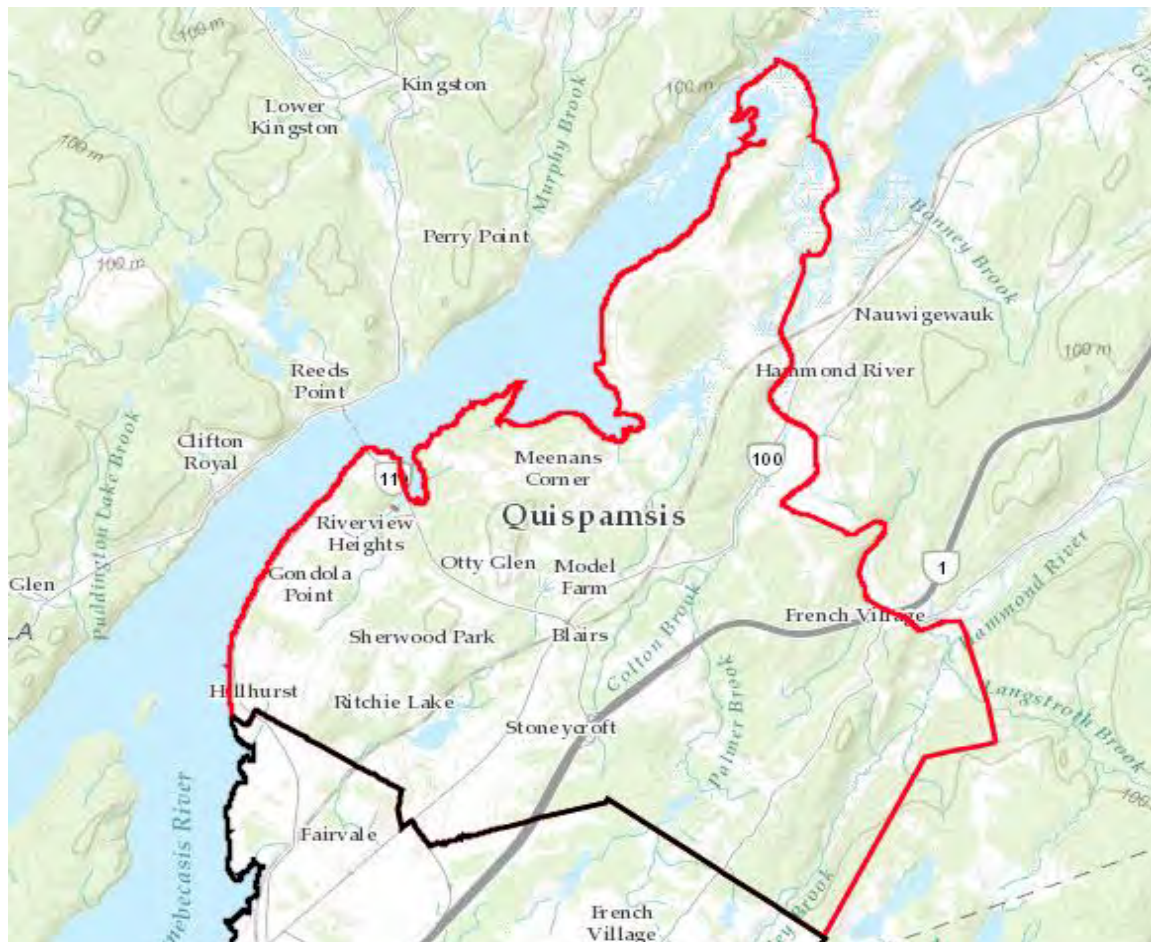


Town of Quispamsis

The Town of Quispamsis is situated along the Kennebecasis River and borders Rothesay along the southwest, local service districts to the east, and the town of Hampton to the north. Similar to Rothesay, the MacKay highway intersects the town and the secondary rail line operated by CN Railway runs through the community near many residential areas.

The Hammond River, a tributary of the Kennebecasis River, runs through the northeast area and is crossed by bridge at 4 separate locations within the town.

Quispamsis has seen an increase in population changing from 15, 239 in 2006, 18,245 in 2016 and 18 786 in 2021.



Critical Infrastructure

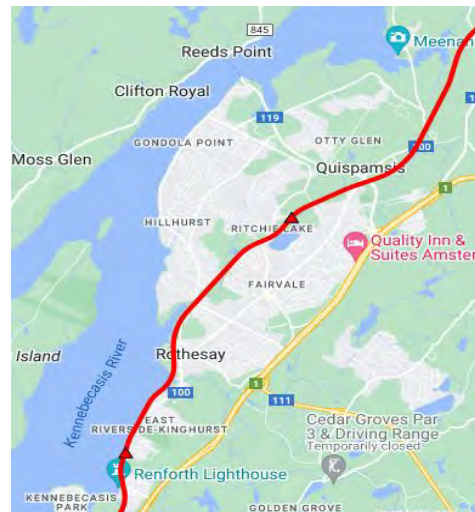
Critical infrastructure includes roadways, water systems, power and municipal facilities. The department has worked with both municipalities to identify critical infrastructure in the community. Roadways, water systems and municipal facilities are maintained by each town through their public works and facilities departments. The power infrastructure is maintained by the public entity NB Power.

There are several schools that are operated by the Anglophone South School District, one by the District scolaire francophone Sud and also some private schools. Major health care facilities include the Kingsway Nursing Home and Parkland in the Valley, a residential complex that ranges from independent senior's apartments to a nursing home. Critical infrastructure in the Kennebecasis Valley can be categorized by type including transportation, utilities, communication, health care and government facilities.

Transportation Infrastructure

The major transportation infrastructure is Route 1, known as the MacKay Highway, that runs east to west through the community splitting the majority of the community on one side and the French Village area on the other. The other major transportation routes include provincial Route 100 which runs down the main thoroughway, the Hampton Road and arterials that connect the community to the airport and the ferries that operate between the community and the Kingston Peninsula. The majority of the residential streets are not laid out in a typical grid pattern, but rather in a less conventional manner with many of the streets not continuing directly through a neighbourhood and including many cul-de-sacs.

The rail line also runs east to west and is maintained by CN Rail. The majority of trains that use this line are operated by NB Southern Railway with cargo trains carrying product for industry and shipping in Saint John. These trains may carry LPG, wood products and other products.



Route 1 and CN Rail (in red)

Utilities

Utilities within the community includes water and sewer, power and communication.

In Quispamsis, the utility department provides health and environmental protection to residents of Quispamsis by ensuring water and sewer infrastructure needs are met and systems are operating in accordance to provincial and federal guidelines. Services provided by the utility include supply, treatment, storage and distribution of potable water, maintenance of hydrants to accommodate fire protection, and environmental protection provided through sewage collection and treatment. Water is supplied from deep well aquifers at two wellfields and there is a water tower located on Landmark Lane for storage and distribution.

Quispamsis has also been expanding their water system (including their fire hydrant network) although based on the geography of the town most areas still use wells. Wastewater is collected at 12 lift stations and treated at the Longwood Lagoon.

In Rothesay, approximately 30% of town residents are connected to the town water system which is supplied by a wellfield at



Carpenter's Pond, treated at a microfiltration plant at McGuire Road and pumped through two water storage reservoirs, including water towers off of Route 1, to the distribution piping network. The town also has a significant hydrant network in its commercial areas. The fire hydrant network is discussed later in this document. Approximately 70% of Rothesay residents are connected to the town sewer system which conveys collected sewage to three lagoons, one at Maliseet Drive and two near Kennebecasis Park.

Power is supplied by the provincial power company, NB Power with home heating in the community supplied by power (baseboard, heat pump), propane, oil or wood heat. There is no natural gas in the community. NB Power has three large substations located on the Marr Road in Rothesay, and on the French Village Road and Meenan's Cove Road in Quispamsis.

The communication lines, including phone and internet, are maintained by Bell Aliant, a national communications company with a large substation on the Gondola Point Road in Rothesay and smaller ones throughout the community.

Health Care Infrastructure

There are no primary care health facilities in the community. Health care in southern New Brunswick is provided by Horizon Health, a provincially operated system. There is a clinic at a strip mall on the Hampton Road that provides diagnostic testing with the major health care center, the Saint John Regional Hospital, located in the north end of Saint John.

There are two major long-term care/assisted living facilities; Kingsway Nursing Home and Parkland in the Valley. Kingsway Care Centre, operated by the Kings Way LifeCare Alliance located on Route 119 in Quispamsis and Parkland in the Valley, located on Millennium Drive in Quispamsis. Parkland in the Valley consists of three buildings; independent living, assisted living and long-term care.



Kingsway Care Centre



Parkland in the Valley

Educational Infrastructure

There are several schools in both Rothesay and Quispamsis that include elementary, middle and high schools. The majority of these schools are operated by the provincial government with some private elementary schools. RCS Netherwood is private school with ages ranging from middle school to high school with a large campus in Rothesay.

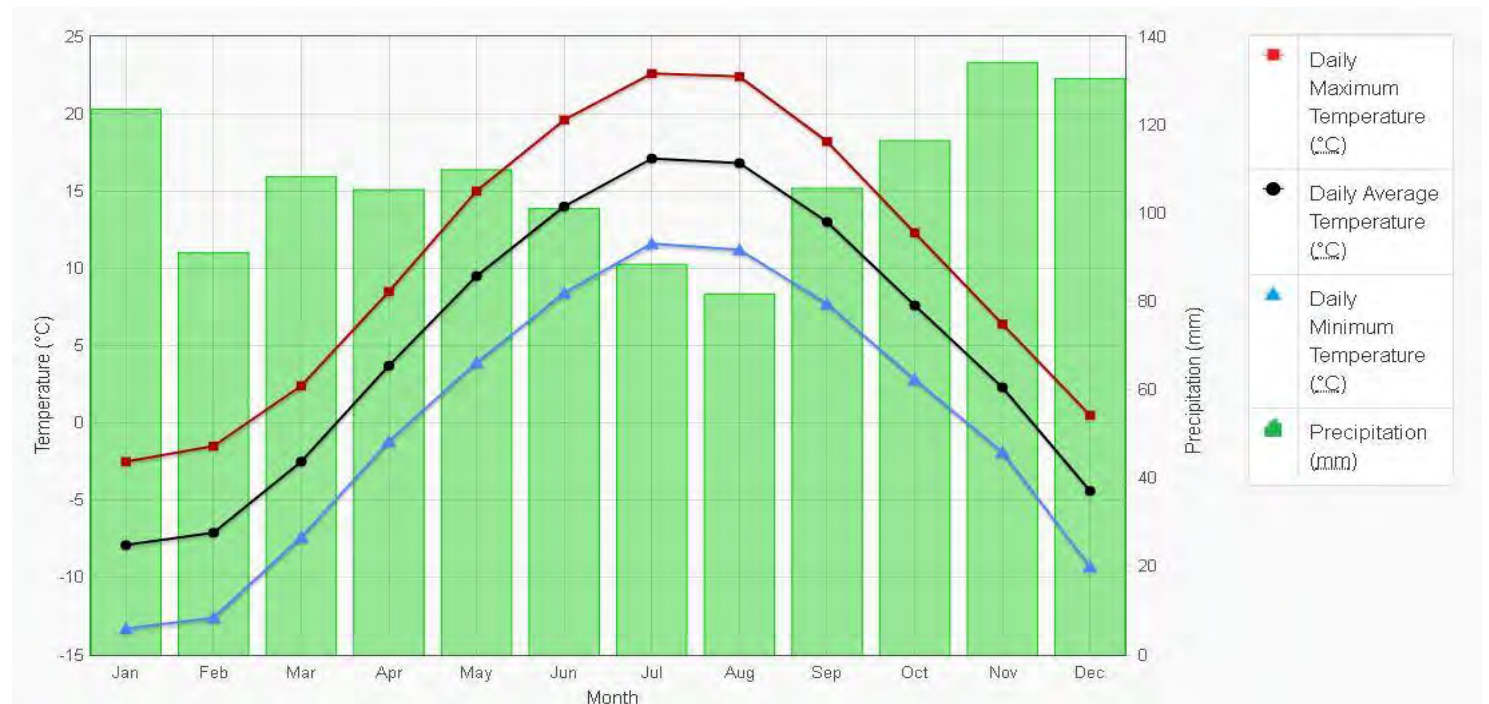
Government and Community Infrastructure

Both towns operate a town hall that includes the administration offices and council chambers for each. The Rothesay Town Hall is located on the Hampton Road and the Quispamsis Town Hall is located on Landing Court in Quispamsis. Each town has a hockey arena and community centers that include the Bill McGuire Centre and the Wells Community Building in Rothesay and the Meenan's Cove Beach House in Quispamsis. There is a works garage on Salmon Crescent in Rothesay and another on Municipal Drive in Quispamsis. A major sports and community facility is the Qplex, located on Randy Jones Way in Quispamsis. In addition to a hockey arena, this facility also houses a day care center, community rooms and an outdoor pool.

Climate and Geography

The Kennebecasis Valley is located in southern New Brunswick and is situated along the Kennebecasis River, about 17 kilometers from the Bay of Fundy, with this proximity greatly impacting the weather of the area. The community is surrounded by heavily forested areas which are part of the Acadian Forest.

The surrounding area is mostly rolling hills with no true mountains although some areas do provide steep slopes. There are several bodies of water including lakes, rivers, and bogs and the community naturally slopes down towards the Kennebecasis River.



Clearly distinguishable seasons characterize the climate. Winters are snowy and cold, and summers are generally mild and pleasant. The area has a blend of climates typical of a coastal area. January is generally the coldest month and July is the warmest; however, influxes of moist Atlantic air produce mild spells in winter and periods of cool weather in summer.

The table above demonstrates the monthly average temperatures and precipitation however the daily temperature and rain/snowfall can vary greatly, particularly in the winter months. The average snowfall for the winter months is about 52 centimeters per month, but this can also vary greatly with some storms dropping as much as 40-50 centimeters in a single storm.

Program Management

CSA Z1600 Emergency and Continuity Management

This Standard is applicable, in whole or in part, regardless of an organization's size or purpose. This standard provides requirements for a continual improvement process to develop, implement, evaluate, maintain, and improve an emergency and continuity management program that addresses the components of prevention and mitigation, preparedness, response, and recovery.

Canadian public and private sector stakeholders have an interest in ensuring that emergency and continuity management programs evolve to be consistent and have the potential to be international in scope and application. This Standard, adapted from the NFPA 1600, *Standard on Disaster/Emergency Management and Business Continuity Programs*, remains consistent with the Government of Canada's, *An Emergency Management Framework for Canada*. This Standard grew out of the strong commitment of both CSA Group and the NFPA to work collaboratively to promote awareness, knowledge, and application of Standards and industry best practices in the community and the workplace. This Standard provides the requirements to develop, implement, evaluate, maintain, and continually improve an emergency and continuity management program for prevention and mitigation, preparedness, response, and recovery.

Collaborative Approach

All municipalities in New Brunswick have the potential to be affected by any number of both natural and human caused disasters or emergencies and that is the same for the Kennebecasis Valley. With the region's substantial transport network, susceptibility to river freshets and floods and abundant forested areas, both Rothesay and the Town of Quispamsis have agreed to a collaborative approach for their responses to disasters and emergencies. The coordinated approach allows for effective sharing of essential information with internal and external stakeholders, the community and the media to have a successful response and organized recovery from the disaster or emergency.

This Emergency Management Program was solely developed for the Kennebecasis Valley Emergency Measures Organization and is not intended, created or intended to replace protocols or procedures for managing the normal day to day common occurrences that are managed routinely by emergency services and/or municipal departments. The program does, however, outline the responsibilities, designates duties and directs the actions of key personnel.

Emergency Management Legislation

Federal

Public Safety Canada is responsible for the national emergency management system and in the event that there is a nationally declared emergency, the federal government may or will activate its Federal Emergency Response Plan and it will coordinate emergency management activities

among government institutions and in cooperation with the provinces and territories through their regional offices.

Provincial

The Province of New Brunswick is responsible for provincial emergency management that ensures the safety of all New Brunswickers through the Emergency Measures Act. The Act provides the Minister of Public Safety the authority over all matters respecting emergency planning, preparedness, response, mitigation, recovery for emergencies in the province. Subject to the approval of the Minister, the Emergency Measures Organization may do the following:

- (a) review and approve, or require modification to, Provincial and municipal emergency measures plans;
- (b) make surveys and studies to identify and record actual and potential hazards which may cause an emergency or disaster;
- (c) make surveys and studies of resources and facilities to provide information for the effective preparation of emergency measures plans;
- (d) conduct public information programs related to the prevention and mitigation of damage by disaster;
- (e) conduct training and training exercises for the effective implementation of emergency measures plans;
- (f) procure food, clothing, medicines, equipment and goods of any nature or kind for the purposes of emergencies and disasters; and
- (g) authorize or require the implementation of an emergency measures plan.

Additionally, the Minister may:

- (a) divide the province into districts and subdistricts for the purposes of this Act;
- (b) after consultation with a municipality, designate the boundaries of the municipality to include areas adjacent to it for the purposes of this Act;
- (c) require municipalities to prepare emergency measures plans, including mutual assistance programs, and to submit them to the Emergency Measures Organization for review for adequacy and integration with the Provincial emergency measures plans;
- (d) establish procedures for the prompt and efficient implementation of emergency measures plans; and
- (e) require any person to develop emergency measures plans in conjunction with the Emergency Measures Organization or the municipalities to remedy or alleviate any hazard to persons, property or the environment that is or that may be created by
 - (i) a condition that exists or may exist on the person's property,
 - (ii) the person's use of property,
 - (iii) an operation in which the person is or may be engaged, or

(iv) a process that the person is or may be utilizing.

Municipal

Within the Provincial Emergency Measures Act, each municipality:

- (a) shall establish and maintain a municipal emergency measures organization,
- (b) shall appoint a director of the municipal emergency measures organization and prescribe his or her duties, which shall include the preparation and coordination of emergency measures plans for the municipality,
- (c) shall appoint a committee consisting of members of its council to advise it on the development of emergency measures plans,
- (d) shall prepare and approve emergency measures plans,
- (e) may pay the expenses of members of the committee appointed under paragraph (c),
- (f) may enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency measures plans, and
- (g) may appropriate and expend sums approved by it for the purposes of this section.

Bylaws

Both Rothesay and the Town of Quispamsis have established bylaws in regard to the KV EMO.

CSA Z1600 Emergency and Continuity Management



Plan-Do-Check-Act (PDCA) Continuous Improvement Model

In establishing and maintaining the Emergency Response Program, the “Plan-Do-Check-Act” (PDCA) model established by CSA Z1600 will be followed.

Plan

- Establish leadership and commitment – Towns have committed to the program through bylaws and financial commitment
- Program coordination and committee – fire chief acts as the KV EMO Director and will develop, implement, evaluate and maintain the program the KV EMO committee will be part of the governance structure

- Program administration – this document will serve as a guide to the EMO program and shall include a vision, scope, mission statement, roles and responsibilities and enabling authority for the program. It is approved by the senior management of the organization; and will be communicated to key stakeholders
- Laws and authorities – bylaws have been enacted to establish the KV EMO and will be updated as required
- Financial management – financial management of the KV EMO falls under the Director. The Director in turn reports to the Joint Board of Fire Commissioners
- Goals and Objectives – program plan identifies the goals, using broad general statements of desired accomplishments. The objectives developed from these goals include measurable activities that should be accomplished within identified time frames
- Records management – records shall be maintained for the implementation of the emergency and continuity management program, events and actions taken to prevent and mitigate, prepare for, respond to, and recover from an incident, training and monitoring activities, changes or improvements made to the prevention and mitigation, preparedness, response, continuity and recovery strategies
- Planning – establish a planning process to develop, implement, evaluate, and maintain its emergency and continuity management program
- Risk assessment and impact – identify sources of risk, areas of impact, events that have or could impact an organization, the surrounding area, or the critical infrastructure supporting the organization

DO

- Implement strategies – develop and implement response strategies with a focus on progression through activation levels and the responsibilities of each organization and key members
- Incident management team – identify IMT members and potential roles
- Communication and warning – implement communication plan and follow warning escalation plan
- Resource management – manage the annual EMO budget and ensure that required resources for KV EMO are available
- Training – identify required training for all members and develop training plan
- Operational procedures – develop operational procedures for each potential EOC/ICS team member for each activation level
- Facilities – conduct an audit of facilities and determine capability for use during EMO events as EOC or centre/shelter

Check

- Evaluation – conduct scheduled evaluations to validate conformance to strategies, plans, and procedures, and have the results documented
- Exercises and tests – conduct exercises to validate individual essential elements, interrelated elements or the entire plan and have the results documented
- Audit and review – conduct audits and reviews at planned intervals to determine conformance and effectiveness of the implementation and maintenance of the program and its component parts

- Corrective action – take corrective actions on deficiencies, gaps, and limitations identified and documented during the program evaluation, exercises, tests, and audit and review processes

Act

- Senior management review – senior management shall review the emergency and continuity management programs at planned intervals
- Continual improvement – ensure that the program review process incorporates ongoing analysis and evaluation, as well as corrective action planning and review

KV EMO Governance and Structure

The KV EMO Emergency Management Program was designed and developed in accordance with best practices provided by New Brunswick EMO and with assistance from the Colchester Emergency Measures Organization.

The Fire Chief (or designate) shall perform the role of Director of the KV EMO and fulfill the duties of the position. The Fire Chief, as KV EMO Director, will report to the Fire Department Administrator and Joint Board of Fire Commissioners. The Fire Chief/EMO Director will prepare and deliver regular updates to the municipal councils through the Fire Board at each board meeting.

When the KV EMO is activated, coordination of emergency response is delegated to the EMO director. The director or designate will act on behalf of both municipalities as coordinator of all emergency services and resources used in the emergency.

The KV EMO will maintain an EMO advisory committee that will be comprised of members from the Kennebecasis Valley Fire Department, Kennebecasis Regional Police Force and from each municipality. Each municipality will provide a deputy director and at minimum one additional committee member. Committee members will serve for two years as part of the committee with the terms of reference for the committee to be developed upon the formation of the committee.

Under this program, each municipality shall:

- Be responsible for the direction and control of the municipal emergency response unless the incident would be better managed as a coordinated EMO event;
- Appoint a deputy director as part of the KV EMO;
- Approve the emergency management program developed by KV EMO for their municipality;
- Jointly establish, equip and maintain an Emergency Operations Centre (EOC);
- Maintain an emergency preparedness team reporting to the deputy director of KV EMO for their municipality;
- Provide funding on an annual basis to support training, exercises and initiatives

Each municipality, the Kennebecasis Regional Police Force and Kennebecasis Valley Fire Department shall:

- Maintain a roster of qualified personnel with appropriate training;
- Develop a business impact analysis;
- Follow a hazard mitigation program;

- Develop a continuity of operations plan.

Organizational Structure and Roles

EMO Director

- Fire Chief of KVFD; responsible for the overall management of KVEMO
- Reports to municipal councils through Joint Board of Fire Commissioners

Deputy EMO Director

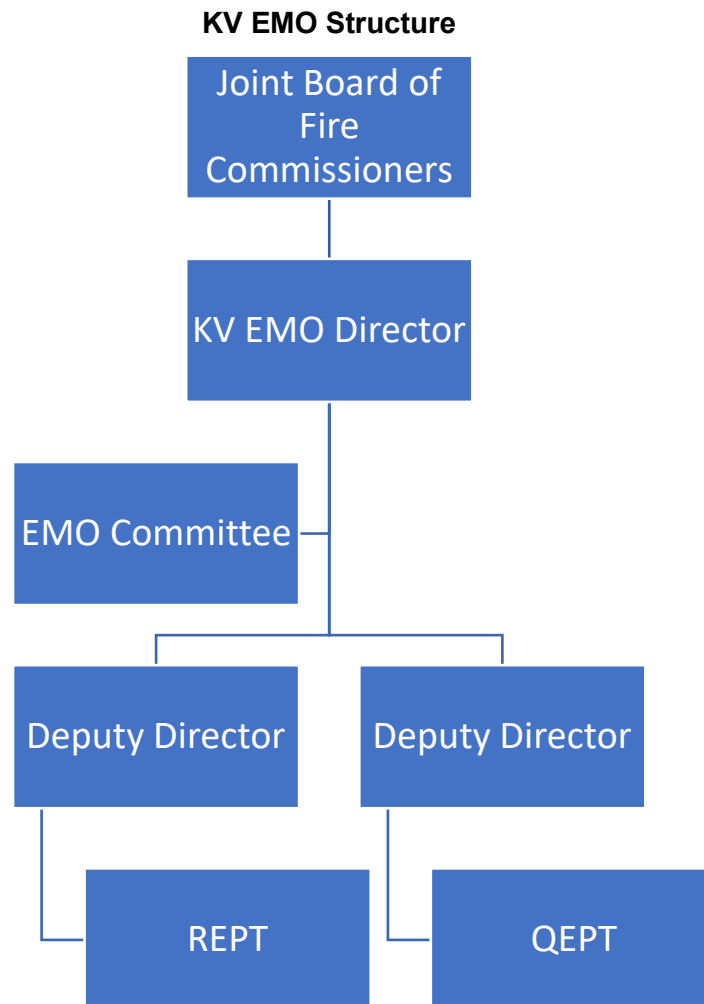
- Responsible for managing their municipal emergency preparedness team; assuming EMO director duties in their absence

EMO Committee – (Recommendations and Long-Term Planning)

- Assist with evaluation of program
- Participate in ICS/EMO structure
- Responsible for continuously analyzing risks which expose the towns to the potential for extensive disruption of activities such as natural, technological, or human-caused or other
- Provide recommendations/updates to emergency preparedness and response programs;
- Review emergency response program every two years

Emergency Preparedness Team – (Preparation, Program Implementation)

- Collaborate on emergency preparedness strategies and initiatives designed to enhance preparedness and improve the ability to respond to emergencies
- Manage and mitigate the effects of an emergency or disaster within the town
- Review existing policies and procedures and implement changes to mitigate emergencies and disasters
- Prepare and annually review contingency plans and procedures
- Assist with hazard mitigation identification
- Develop and follow hazard mitigation project plan



Theory of Operation

The KV EMO Emergency Management Program works on the theory that residents are responsible for their own safety and for protecting their property through maintenance, repair and preparation for disasters and emergencies. This is reiterated through the NB EMO message of residents being prepared to be self-sufficient during an emergency event for up to 72 hours.

For emergencies that are beyond the capacity of residents, there is an expectation that fire, police, works departments, etc. will be ready to respond and manage most emergency incidents and weather events. Examples may include:

- A fire in a home is managed by the fire department
- A winter storm is managed by town works departments
- A spring freshet is managed by the municipal emergency preparedness teams
- A significant social event is managed by the police department

These types of events may only require that the event is monitored by key personnel from police, fire, the municipalities and/or the KV EMO.

For events that are beyond the capability of any of these organizations, that has more than one site/location, or has the potential for becoming a significant event or emergency, the KV EMO will engage through either a partial or full activation of this program.

Presumptions

The Emergency Management Program must make some presumptions to be true for the program's execution.

Incident Presumptions

- a) An incident that affects one municipality is likely to impact the other, even if through a secondary impact where resources are pulled into one municipality impacting the service levels of the other.
- b) An emergency incident or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- c) Some community members who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the KV EMO.
- d) The sequence of events in an emergency incident or disaster is unpredictable, therefore, the program should be utilized as a guidance document and adapted accordingly for the specific needs of the emergency incident or event.
- e) The fundamental priorities for KV EMO during an emergency incident or disaster are:
 - The preservation of life and the protection of people
 - The protection and restoration of property and infrastructure
 - Stabilization of the emergency incident or disaster
 - Recovery fulfilled to pre-incident conditions
- f) During a large-scale event or disaster, operations will be coordinated through the either a partial or full activation of the Emergency Operations Centre (EOC).
- g) The greater the complexity, impact, and geographic scope of an emergency, the more likely a multi-agency response will be required.
- h) Extended incidents that require 24-hour operation will most likely be divided into two operational periods of shifts of 12 hours each. Staffing should be programmed accordingly.
- i) The program may be used for non-emergency events, such as large social gatherings for example, high school proms or Canada Day events.

Program Presumptions

- a) All municipal departments, police, and fire departments will be familiar with the program and their specific responsibilities within it.
- b) The Emergency Management Program will be reviewed and updated at least every two years by the KV EMO Committee. A record of changes will be maintained.

- c) The program will be exercised at least once annually through an in-person exercise or tabletop exercise. An in-person exercise will take place at least once every two years.

Financial Management

The KV EMO shall develop financial and administrative procedures to support the program before, during, and after an emergency or a disaster. These procedures will help ensure that financial decisions are expedited in accordance with authorization limits and fiscal policy.

These procedures shall include the following:

- Defined responsibilities for program finance authority
- Procurement procedures
- Accounting systems to track and document costs
- Management of funding from external sources

All Hazards Risk Assessment

Defining Risk

Risk can be defined as the likelihood of an event to occur and the impact it may have. Or simply, it is the questions for a community to ask itself: how likely is it that something could happen, how bad could it be and are we prepared to manage it? But even considering that, the real questions should be: how can we prevent it or minimize the damage if it happens?

A risk assessment includes defining the risks in the community and prioritizing them by the likelihood of the event or the impact it could have. Understanding the risks faced by a community is the first critical step in taking action to mitigate the effects of a significant event.

Risk can be considered the product of two factors; the probability or likelihood of an event and the impact or consequence of an event which can include loss of life, property or disruption to the community.

$$\text{Risk} = \text{Probability} \times \text{Consequence}$$

Risk is also relative to the size of a community and its capability to respond. Events in smaller communities may affect less people than a large city but the disruption to the community may be greater.



Risk Assessment Methodology

In order to identify and measure the risks in the community, this document uses a risk assessment process that includes elements from the National Fire Protection Association (NFPA), the Manitoba Office of the Fire Commissioner, and *Community Risk Assessment: Standards of Cover 6th Edition* from the Commission on Fire Accreditation International. This two-axis methodology measures risk by identifying the probability of an event versus the consequence (or impact) of the event. Risk can also be measured by the historical data of specific events to predict future events.

The probability of an event is the likelihood that a hazard will result in an incident, based on historical data and also by using the following scale:

Probability

Descriptor	Indicative Chance of Occurrence (5-year period)	Description
Unlikely	2%-25%	<ul style="list-style-type: none"> Not expected to occur and/or no recorded incidents No recent incidents in comparable organizations or communities May occur once every 100 years
Possible	26%-50%	<ul style="list-style-type: none"> Might occur at some time with few and/or infrequent events Very few incidents in comparable organizations or communities Likely to occur every 1 to 5 years
Probable	51%-75%	<ul style="list-style-type: none"> Regular recorded incidents and strong anecdotal evidence Incidents in comparable organizations or communities Likely to occur more than once annually
Highly Probable	76%-100%	<ul style="list-style-type: none"> Recurrent and regular incidents weekly/monthly incidents

The consequence of an event is the estimation of the loss that will be experienced by the community and/or its citizens. The consequence of events can be measured using the following table:

Descriptor	Description of Impact (May include one or more descriptors, but does not require all)
Minor	<ul style="list-style-type: none"> • Small number of people affected (<10) • Minor displacement of people for a short timeframe • Minor localized disruption to community service or infrastructure • Minor impact on environment
Moderate	<ul style="list-style-type: none"> • Limited number of people affected (11-50) • Medical treatment required and/or hospitalization • Few fatalities if any • Small number of people displaced for an extended period • Localized damaged that is mitigated by routine arrangements • Some short term/minor impacts on the environment • Normal community function with some short-term effects
Significant	<ul style="list-style-type: none"> • Significant number of people affected • Lifesaving intervention required • Multiple fatalities • Large number of people displaced for an extended period • External resources required to manage the incident • Community partially functioning; some services unavailable • Significant environmental impact with medium to long-term effects
Severe	<ul style="list-style-type: none"> • Very large number of people affected (>100) • Multiple fatalities, large number of people requiring medical treatment and hospitalization • General widespread displacement for a prolonged duration • Extensive damage to properties and infrastructure • Community unable to function without external support • Significant, long-term environmental impact

Risk Determination

Risks can be measured by comparing the probability versus the impact along with the historical data of incidents and the potential for future incidents. Based on these variables, risk can be measured as low, moderate, high, or maximum.

- **Maximum Risk** – These risks have the greatest community impact and may result in severe property damage to significant infrastructure and large residential buildings, large economic loss through loss of tax revenue, loss of community value, interest, or attraction, and significant emotional loss (community fear, sadness)
- **High Risk** – These risks are classed as significant either due to the potential for a large loss of life, property or community disruption.
- **Moderate Risk** – These risks are less significant, however may cause upset and inconvenience in the short-term. They are more likely to occur than high or maximum risk incidents but generally have less impact and are of a shorter duration.
- **Low Risk** – These risks are either unlikely to occur or are not significant in the amount of impact.

Risk Rating Matrix

Probability	Highly Probable	Moderate	High	Maximum	Maximum
	Probable	Low	Moderate	High	Maximum
	Possible	Low	Moderate	Moderate	High
	Unlikely	Low	Low	Moderate	Moderate
		Minor	Moderate	Significant	Severe
Consequence					

Natural Events

Natural events refer to any type of weather or atmospheric event. While there are many types of significant natural events, only those that are realistic to this community will be discussed. So, what is the likelihood of a naturally occurring event having a significant impact on the area?

One way to measure this is by the amount of disaster financial assistance (DFA) events that have occurred in the province over the last 30 years.

1990 – 1999

- Six natural disasters occurred
- 27.3 million was spent on disaster recovery activities



2000 – 2009

- Ten natural disasters occurred
- 50 million was spent on disaster recovery activities

2010 – 2017

- Ten natural disasters occurred
- 125 million was spent on disaster recovery activities

2017 – 2023

- 11 natural disasters occurred
- 244 million was delivered in disaster financial assistance

This trend highlights the fact that weather is changing and storms are happening more frequently and with greater severity. The Kennebecasis Valley is especially prone to significant snow, rain, and wind events. Most significant weather events that could impact the community come with advanced warning, sometimes hours and usually days before the event. The public relies heavily on first responders and town staff during emergencies, and the more substantial the incident or the disaster, the greater the need for assistance delivered by the municipalities and public safety organizations.



Significant Winter Storms

Probability	Impact	Risk Rating
Probable	Moderate	Moderate

The Kennebecasis Valley, due to its geography and with its proximity to the Bay of Fundy, is susceptible to many different types of winter storms. Although winter storms typically have not created a substantial challenge for the community, they can pose significant challenges, especially when snowfall amounts exceed 30 or more centimeters or meet blizzard criteria.

During heavy snowfall events, police, fire and EMS are challenged as the total time to complete an emergency call is increased due to road conditions; what may be an average demand for service during a significant winter storm could realistically be considered a higher demand when this is considered.

There is also the consideration that depending on the type and severity of an event, public works may focus on key roadways and in extreme circumstances, may temporarily cancel all road clearing activities.

Maritime Snowmageddon

The winter of 2014/2015 set records in New Brunswick for snowfall and temperature. January, February and March were the coldest in 68 years. "Big storms" numbered seven or more with snowfall totals reaching almost 500 cm by mid-March whereas a typical season would feature two or three.

Significant Rain and Wind Events

Probability	Impact	Risk Rating
Probable	Moderate	Moderate

In contrast to winter storms, powerful wind and rain events cause a significant increase in the demand for service for the fire and works departments.

Emergency calls for flooded basements, road closures, downed power lines, and for other damage caused from wind/rain events affect the operational readiness of the emergency services/works and there is a threshold where action is necessary to meet the demand for service while maintaining readiness for other emergencies.

Hurricane Arthur July 5, 2014

Hurricane Arthur transformed into a powerful post-tropical storm over the Maritime provinces. The storm brought powerful wind gusts and heavy rain to Quebec, New Brunswick, Nova Scotia and Prince Edward Island. The most amount of rain was received in St. Stephen, New Brunswick where it rained 143 mm. The powerful winds generated by the storm downed trees and power lines throughout the Maritimes causing power outages, property damage and infrastructure damage. The KVFD responded to 66 emergency calls in a 48-hour period during this storm, compared to what on average would be six calls in the same timeframe.

While some 911 calls during a storm may not be considered “emergencies”, they could pose a threat to either homeowner, the general public, and first responders mostly from the threat of electrocution. Water in homes can impact electrical systems in the home and damaged power lines and poles can pose a significant threat to anyone nearby.

Major Flooding/Freshet

Probability	Impact	Risk Rating
Possible	Moderate	Moderate

Flooding is the most frequent natural hazard in Canada and the communities of the Kennebecasis Valley are not immune to this hazard. As discussed previously, the Kennebecasis River runs along both Rothesay and Quispamsis with several residential areas located near the water’s edge.

Flood forecasting typically gives ample warning and in New Brunswick, the government provides a river watch program that gives current and forecasted levels on the river systems in the province.

2018 Spring Freshet

In 2018, the communities of the Kennebecasis Valley were impacted by some of the worst flooding in the history of the Province. Several areas of the community and dozens of homes were impacted by the flooding with some residents displaced for several days. The sewer system in Rothesay was disabled and raw sewage was directed into the river. The KVFD assisted with evacuating some residents by boat and responded to several service calls during the incident. A large volunteer effort was engaged to prepare sand bags to help protect area homes.

Significant flooding is unique in some ways to other types of hazards, mostly from the slow onset and long duration of the event.

Flooding also disproportionately affects a community; while part of a community is in crisis the other part is functioning normally meaning that the municipalities and public safety agencies must not only deal with a disaster but also needs to maintain its normal operations outside of the flood zone.

Flooding is generally accompanied by poor weather conditions. Significant flood events can be complex, and they can occur at any time day or night and last for an uncertain period of time. Responders may have to work in dangerous conditions, there may be considerable numbers of people displaced from their homes and there may be considerable business, infrastructure and utility interruption.

Major flooding can have major impacts on a community that vary throughout the different stages of the flooding. At the onset of flooding, residents may become trapped from the flood water either due to not evacuating when advised to do so or when the flooding is worse than predicted. Fire departments may be required to evacuate residents by boat and respond to safety issues such as floating propane cylinders or electrical issues in homes.

Human Caused Events

Human caused events refer to events that are caused either by accident, neglect or with intent; for example, an improperly discarded cigarette causing a forest fire or an individual intentionally causing harm to a large group of others. The potential for a disastrous event happening in the Kennebecasis Valley caused by people is best measured by identifying what events have impacted other communities in Canada.

Some of these include:

- 2001 – four children killed and several injured in a bus crash in Sussex
- 2008 – “Boys in Red” van crash killed seven and injured four in Bathurst
- 2013 – 47 killed in the Lac-Mégantic train derailment
- 2014 – five RCMP officers are shot and three killed during a shooting spree in Moncton
- 2016 – 88 000 residents are evacuated from Fort McMurray from a devastating wildfire
- 2018 – Four killed including two police officers at a shooting in Fredericton
- 2020 – 22 killed and three injured during shooting spree in rural Nova Scotia



Communications/Power Infrastructure

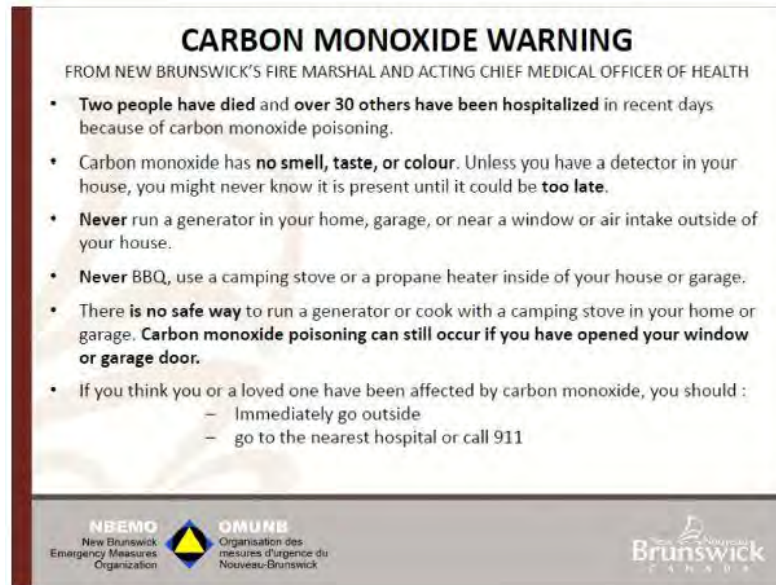
Probability	Impact	Risk Rating
Possible	Moderate	Moderate

The Kennebecasis Valley will often experience power outages but the extent of the outage typically depends on the cause. A transformer malfunction may affect a neighbourhood for less than a day while a major wind or ice storm can cause an outage that impacts a large part of the community for an extended period of time. The risk from a prolonged power outage is usually from the actions of residents themselves; using candles for lighting or unsafe use of generators and barbecues. During the January ice storm of 2017, where parts of New Brunswick were without power for nearly two weeks,

there were two deaths and 49 illnesses caused by carbon monoxide.

In August of 2017, a major cell network and internet outage affected Atlantic Canada after there was accidental damage done to fibre lines during a construction project.

The outage lasted almost five hours and there was confusion at the outset of the outage of what methods of communication worked and what did not; the radio system, landline system, and 911 network all remained intact but it took a process of trial and error to determine this.



Active Shooter/Violent Threat

Probability	Impact	Risk Rating
Rare-Probable	Moderate/Significant	High

Unfortunately, the likelihood of violence taking place in otherwise safe and quiet communities is becoming more and more a reality. It is difficult to assign an accurate "likelihood" rating to this type of event because the lack of any past violent incidents is not an accurate predictor of future events. The Kennebecasis Valley has never experienced a mass shooting event; but neither had Moncton, Fredericton, Mayerthorpe Alberta, La Roche Saskatchewan, or Quebec City, Quebec prior to the shootings in these communities.

Although these are all Canadian examples, there is one incident in the United States that stands out which is the Sandy Hook Elementary school shooting where 20 children, as well as six adult staff members were fatally shot. Newton, Connecticut, where this school is located, is a town with a population of 27 000 residents.

However, this does not mean that there have not been any potential or significant events in the Valley. In February of 2014 a man in his

2014 Moncton Shooting

In Moncton on June 4th 2014, a 24-year-old male from the city shot five officers from the Royal Canadian Mounted Police (RCMP), killing three and severely injuring two. A manhunt was launched and continued overnight and into June 5th. On June 6th, the male assailant was found and taken into custody, ending a manhunt that lasted over 28 hours. The shooting was the deadliest attack on the RCMP since the Mayerthorpe tragedy in 2005 that left four RCMP officers dead, and also Moncton's first homicide since 2010.

twenties was shot and killed by Kennebecasis Regional Police officers after he attacked officers with a knife.

In July of 2015, there was a report of a gunman in a wooded area between Fairvale Elementary School and Oakville Acres. And in April of 2020, a lone gunman killed 22 people including an RCMP officer during a shooting spree over a 13-hour period in several rural communities in Nova Scotia.

Aviation Accidents

Probability	Impact	Risk Rating
Unlikely	Significant	Moderate

In Canada, there are approximately 250 aircraft accidents annually with about 4.5 million hours of flying activity. Compared to other forms of transportation such as roadways and railways, aviation has a much smaller occurrence of accidents.

When aviation accidents do occur, more than 80 percent of happen within the first three minutes of takeoff or in the eight minutes before landing. Although the Kennebecasis Valley does not have an airport, the Saint John Airport is only ten kilometers from the center of the community, and certain approaches for the runways are directly over the valley.

This airport has two carriers that operate from it: Air Canada (and Air Canada Express) and Flair Airlines. More than 250 000 passengers fly through the airport annually. The airport also has a private flying club.

Aviation accidents can be many incidents rolled into one including fire, hazmat, confined spaces, and entrapment. And although the KVFD and KRPf are not a primary response agency for an accident at the airport, there is a high probability that they may be requested as mutual aid agencies, especially considering the proximity to the airport.

Air Canada Flight 646

In December of 1997, an Air Canada flight attempting a “go-around” crashed in poor weather conditions. While attempting the go-around, the aircraft stalled and impacted the runway and rolled off the runway into a ditch. A tree cut into the fuselage into the first five rows of seating. Although there were no fatalities, there were serious injuries and some passengers needed to be extricated with hydraulic rescue tools.



Pandemic/Communicable Disease

Probability	Impact	Risk Rating
Unlikely	Severe	Moderate

Prior to 2020, it is realistic that a pandemic would not be included as part of a risk assessment, mostly because of the relative infrequency of widespread disease events that would impact an entire community, province or country. Although there had been disease events in the past decades that have included swine flu, SARS, and other respiratory diseases a pandemic had not affected this community for many years, if ever. The COVID-19 pandemic impacted the operations of the municipalities, fire and police departments through staff illness, delivery of programs and significantly altered the protective equipment requirements for all staff and altered the medical protocols for the fire departments EMS program. Pandemics, as witnessed by recent outbreaks such as COVID-19, have the capacity to significantly disrupt social, economic, and healthcare systems.



The risk factors associated with a pandemic are manifold and must be considered comprehensively. Firstly, the transmissibility of the virus plays a crucial role in determining the scale and pace of the outbreak. Highly contagious viruses can spread rapidly within a community, leading to an exponential increase in cases. Secondly, the effectiveness of preventive measures, such as vaccination campaigns, social distancing, and personal hygiene practices, is crucial in limiting the transmission of the virus.

Identifying and addressing the needs of vulnerable population groups is paramount in pandemic preparedness. Certain individuals and communities may be more susceptible to severe illness or have limited access to healthcare services. These vulnerable groups may include the elderly, individuals with pre-existing medical conditions, immunocompromised individuals, low-income communities, and marginalized populations. Understanding the specific challenges faced by these groups and developing targeted interventions to protect and support them is crucial for equitable pandemic response.

Railway Accident

Probability	Impact	Risk Rating
Possible	Severe	High

In Canada, there are between 1000-1500 railway accidents annually. A railway accident has a defined definition, which includes the serious injury or death of a person or, where the train is involved in a grade-crossing collision, is involved in a collision or derailment carrying passengers, is involved in a collision or derailment carrying dangerous goods, an incident that causes a fire, or an incident that damages the train itself.



As previously discussed, the Kennebecasis Valley has a secondary rail line that runs east to west throughout the community. Although the schedule varies, there are typically at least two freight trains that pass through the community daily. The content of the freight cars also varies but considering the destination for the freight is industry in Saint John, it will often include crude oil, liquefied petroleum gas, and other industrial commodities.

A railway accident can be challenging in that the accident may not be the main problem for the community; it may result in a hazardous materials incident, fire, technical rescue, or restricted roadway access.

The primary example of the last point is the crossing leading into Kennebecasis Park, where an accident would cut off the main (and only) roadway into the neighbourhood. However, this only becomes an emergency if one of the previous problems is significantly impacting that part of the community. Otherwise, it becomes an issue of access for the residents and for works and emergency services to respond to any other emergencies in K-Park. The importance of size-up is again a crucial factor in response; non-intervention may be the preferred course of action when large volumes of flammable liquids are involved. Rail accidents involving flammable liquids on fire require a specialized response, a solid knowledge of the products involved, and a knowledge of the high-risk hazards and the firefighting techniques specific to such fires.

Wildland Fires

Probability	Impact	Risk Rating
Probable	Significant	High

The Kennebecasis Valley, like most of New Brunswick, is a heavily forested area, specifically on the outer boundaries of the community which are at a particular risk to a wildland fire. A wildland fire, often referred to as a brush, grass, or forest fire, for the purpose of this document, is meant to include any fire that occurs in nature and does not involve any type of structure.

Because of the geography of both Rothesay and Quispamsis each town can be considered a “wildland-urban interface community” (WUI) which is defined as areas where homes are built near or among lands prone to wildland fires.

The threat of a wildland fire (forest fire) in portions of the Kennebecasis Valley is significant. New Brunswick typically experiences 145 forest fires a year, however by mid-2023 had already surpassed the 10-year average for the number of fires provincially.

Wildland fires typically require more staffing and resources than a typical fire department would have available, so these fires require coordination and cooperation amongst a wide variety of agencies.

Historically, municipal fire departments have been specifically trained and equipped to suppress fires in structures but during a response to a wildfire most municipal fire departments are often overwhelmed by fires greater than an acre in size or when more than one structure is threatened.

The possibility of losing homes to a wildland fire can have as much of an impact on responders and the community as it does to the actual loss.

May 2023 Forest Fires

In the spring of 2023, a significant wildland fire occurred in the Halifax area of Nova Scotia. Fires destroyed about 200 buildings, including 151 homes, and forced the evacuation of more than 16,400 people. While this was happening, a wildland fire in the St. Andrews area of New Brunswick It burned more than 1,300 acres, or about 540 hectares, destroyed one home and forced the evacuation of about 300 others. Firefighters from across southern New Brunswick assisted with the firefighting efforts.



IT/Cyber Attack

Probability	Impact	Risk Rating
Possible	Significant	Moderate

Critical infrastructure is still a prime target for both cybercriminals and state-sponsored actors alike, often targeted through cyber-attacks. Cyber attacks can vary and may include malware, Denial-of-Service (DoS) and other means to paralyze or disrupt the IT systems of an organization. As organizations and governments continue to move to technology-based systems for everything from building security, payroll systems and traffic lights, the risk of cyber attacks rises.

The global threat landscape has altered in the past few years. There has been a significant increase in attacks on public infrastructure, healthcare systems, and educational institutions signaling the criminals' bold attempts at institutional-level disruption. Not only have criminals gotten more sophisticated and advanced, but they have also become more coordinated in their attacks on the system. Institutions must take proactive steps to secure their digital infrastructure to prevent, mitigate, and remediate such attacks.

2020 Cyber Attack

In November 2020, cybercriminals who unleashed a ransomware attack that forced the City of Saint John to disconnect itself from the rest of the online world. Rather than pay a ransom, the city opted to rebuild its cyber networks from scratch, a process which took over two years to complete.

Hazard Mitigation

Hazard mitigation is the action taken to prevent or reduce the long-term risk and effects of hazards, such as floods, earthquakes, wildfires, or pandemics. Hazard mitigation can include structural measures, such as building codes, levees, or firebreaks, or non-structural measures, such as land use planning, policy development, education, or insurance. Hazard mitigation can be applied at different levels, from individual properties to entire regions, and can involve different sectors, such as public, private or nonprofit. The main benefits of hazard mitigation are saving lives, reducing injuries, protecting assets, enhancing recovery and promoting sustainability.

Hazard mitigation is important because disasters can have devastating and lasting consequences for communities, especially for vulnerable and marginalized groups. Disasters can cause death, injury, displacement, disease, trauma, and economic loss and can undermine social cohesion and environmental quality. Hazard mitigation can help reduce these impacts by enhancing the resilience and adaptability of communities to cope with and recover from disasters. Hazard mitigation can also support the achievement of broader development goals, such as poverty reduction, climate change adaptation and disaster risk reduction.

There are different methods and tools for mitigating hazards, depending on the type, level, and context of the risk. Hazard mitigation involves evaluating the possible mitigation options in terms of feasibility, effectiveness, cost, benefits and trade-offs. Although the response to a disaster or large-scale incident is the major focus of this program, hazard mitigation is also

important and will be an ongoing process. Hazard mitigation for the KV EMO will be managed by each municipality through their emergency preparedness teams and by the police and fire departments through the development of a continuity of operations plan.

Implementation

Emergency Program Activation

Incidents that happen on a day-to-day occurrence in the community are usually handled by the police, fire department, ambulances, and local hospitals. These accidents and incidents may seem to be major emergencies to those individuals involved, but may not affect the safety, property, and environment of the surrounding community.

Should an incident occur where the size, potential hazard, or seriousness of the emergency appears beyond the capability of the responsibility of the first response agencies, or, if an event is planned that may overwhelm the towns or police/fire, then the senior officer (Incident Commander) or municipal senior staff may request the activation of this program.

There are no firm criteria for the implementation of the program, but it could generally be considered when the situation meets one or more the following criteria:

- a) There is a threat of significance to human health, property and/or the environment within the Kennebecasis Valley;
- b) Evacuation of all or part of the region is/may be required;
- c) The KV has an unusual requirement for volunteer, provincial or federal resources/services for emergency response;
- d) There is need to activate any agreement(s) negotiated by the KV EMO;
- e) Additional resources are needed to answer public/media inquiries;
- f) Any Provincial or Federal Emergency Response Plans(s) affecting the region have been activated.

If the magnitude of the emergency or disaster require actions beyond normal procedures, then the KV EMO Director or designate, with consultation with the Municipal CAO(s) may advise the municipalities that a Local State of Emergency be declared in accordance with the authority given to the KV EMO by provincial legislation. However, the EOC may activate without the need for a Declaration of a State of Local Emergency.

This program has three levels of activation, as demonstrated below:

Activation Phases



Level 1 – Monitoring

At the monitoring level, the KV EMO is aware of a possible event, such as a threatened civil disruption, or an event that will happen but with minor impact, such as a severe storm warning. At this level, the focus is on information sharing which would include information on the predicted event and any operational changes from police, fire and the towns. There is typically no incident commander during this level and the information sharing is managed by the KV EMO Director or designate. Communication typically happens via email but may also take place through an in-person meeting or online video conference (Microsoft Teams).

The KV EMO would move to Level 1, Monitoring in the following examples:

- A small, localized incident
- All KV agencies involved in an incident
- A potential threat (storm warning, etc.)
- Where multi-agency cooperation is required
- KV EMO notified by NB EMO of an increase in status for an event that could also impact the community

It is expected that KV EMO will move to Level 1, Monitoring 5-10 times annually.

For a Level 1 (Monitoring) activation, the following should occur:

- When any member of the police, fire or municipalities become aware of an event that may require monitoring, they shall contact the KV EMO Director by phone or email
- The KV EMO Director or designate shall:
 - Gather as much information as possible on the event
 - Share information on event with program stakeholders via email, including town CAO's, fire/police chiefs, NB EMO

- Request information from stakeholders on operational changes (e.g., staffing changes)
- Request contact information for key personnel from stakeholders for time period of event
- Hold meetings as required, in-person or virtually
- Communicate operational periods for information updates (typically 12 or 24 hours)
- Share updates as applicable (EMO, weather, etc.)
- Utilize communications plan as required for public information
- Communicate when Level 1 is deactivated

Note: ICS forms are typically not required during a Level 1 activation, however the EMO director or designate should keep a record of the event.

Level 2 Partial EOC Activation

A Level 2 Partial EOC activation falls between monitoring and a full EOC activation and can vary in size, complexity and location. The EOC may be at the established KV EMO EOC or a temporary EOC may be established at a suitable location or, a virtual EOC can be established. There should be an incident commander at the incident site and if there is more than one site, there should be an incident command for each. A partial EOC activation can be done pre-emptively or through an emergency activation. Staffing for a partial EOC activation will be dictated by the incident; the EOC Director will decide on the number of staff required and whether they fill EOC section roles or remain in their normal operational roles.

The KV EMO will move to Level 2, Partial Activation in the following examples:

- Several agencies, including external ones, involved in an incident
- An incident with two or more locations
- Evacuations of a small part of the community required
- Major scheduled event
- Discretion of KV EMO Director or designate

It is expected that KV EMO will move to Level 2, Partial Activation 1-3 times annually.

For a Level 2 (Partial) activation, the following should occur:

- When an incident commander or any member of the police, fire or municipalities become aware of an event that may require a partial activation of the EOC, they shall contact the KV EMO Director or designate by phone
- The KV EMO Director or designate shall:
 - Gather as much information as possible on the event
 - Assume or assign the role of EOC director
 - Assign section chief/operational roles as required
 - With information from incident commander and EOC staff, identify main problems and develop priorities.
 - Develop incident objectives using “SMART” characteristics.
 - Develop strategies and tactics for managing the incident
 - Communicate operational periods for information updates (typically 12 or 24 hours but may vary based on incident dynamics)

- At a minimum, utilize ICS forms 201 (Incident briefing) and 202 (Incident Objectives). Other forms may be used as needed
- Utilize communications program as required for public information
- Communicate when Level 2 is deactivated

Level 3 Full EOC Activation

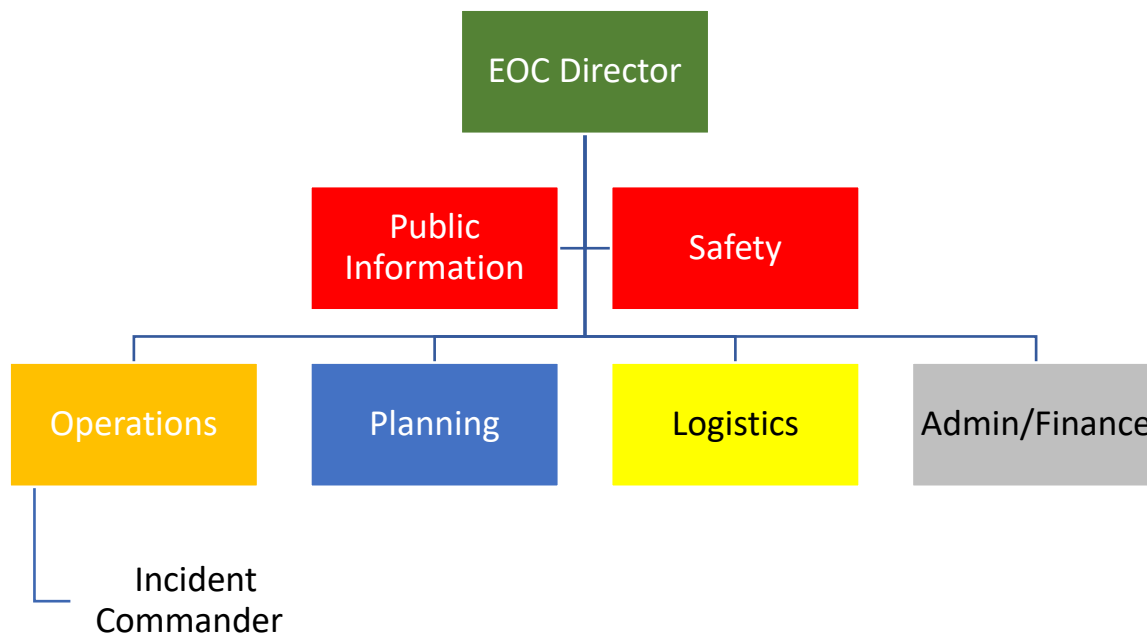
A Level 3 Full Activation is the highest level of activation and will involve several members from each stakeholder in this program. The EOC will be established at the main EOC at Municipal Drive in Quispamsis. There should be an incident commander at the incident site and if there is more than one site, there should be an incident command for each. A full EOC activation can be done pre-emptively or through an emergency activation. Staffing for a full EOC activation will at a minimum include an EOC Director, operations section chief, planning section chief, logistics section chief and finance section chief. Other roles, such as safety, PIO and roles under each section will be filled as required.

The KV EMO will move to Level 3, Full Activation in the following examples:

- Several agencies, including external ones, involved in a major incident
- An incident with multiple locations
- Evacuations of a large part of the community
- Major incident/disaster at the regional level
- When a state of local emergency has been declared for any reason
- Discretion of KV EMO Director or designate

It is expected that KV EMO will move to Level 3, Full Activation once every 2-5 years. The infrequency of a full activation requires regular training and exercises.

The possible EOC staffing and hierarchy is demonstrated below:



For a Level 3 (Full) activation, the following should occur:

- When an incident commander or any member of the police, fire or municipalities become aware of an event that may require a full activation of the EOC, they shall contact the KV EMO Director or designate by phone
- The KV EMO Director or designate shall:
 - Gather as much information as possible on the event
 - Notify EMO committee, municipal EPT
 - Report to the EOC and assume the role of EOC director
 - Assign section chief roles
 - With information from incident commander and EOC staff, identify main problems and develop priorities.
 - Follow "Planning P"
 - Develop incident objectives using "SMART" characteristics.
 - Develop strategies and tactics for managing the incident
 - Utilize ICS forms 201 (Incident briefing) and 202 (Incident Objectives)
 - Ensure operational program is being developed by operations section using ICS form 215, Operational Planning
 - Ensure ICS form 215A, Incident Safety Analysis is being developed (Operations or safety)
 - Prepare for and hold planning meeting
 - Develop incident action plan, execute the plan and evaluate progress
 - Communicate operational periods for information updates (typically 12 or 24 hours)
 - Utilize communications plan as required for public information

Ddeceactivation

The EOC Director is responsible for the EOC deactivation. The director considers the requirements of termination from the beginning of the event. Criteria for terminating EOC operations may include:

- Individual EOC functions are no longer required;
- State of Local Emergency is lifted;
- Coordination of response activities and/or resources is no longer required; and
- Incident has been contained and emergency personnel have returned to regular duties.

The Planning Section will supervisor and coordinate the demobilization process, under the direction of the EOC Director.

Communications Plan

The communications plan has two main goals; to educate the internal stakeholders on their role within the KV EMO and to ensure effective, timely, and coordinated communications before or during an emergency to protect public safety and provide clear, accurate information to the residents of the Kennebecasis Valley. Communications from an EMO standpoint has varying layers of communication:

- Issues management – can include preventative messaging (e.g., 72-hour preparedness) or includes a situation that has arisen and from which there is the potential for escalation into a larger emergent situation. However, there is no need to execute widespread crisis communications at this time e.g., a storm warning is in effect
- Risk communications - escalation of an event has occurred, rising the level of communications required from issues management to risk communications. This requires a higher level of communications output, though still not to the extent of a full crisis. This often requires preparatory communications; in case the situation continues to worsen. For example, the storm is significant, and there are elements present that could further escalate weather to a point where residents and response agencies need to take action
- Crisis Communications – a clear and imminent danger is occurring, for example evacuations are required due to a wildfire or an active, violent threat is occurring that could impact a large number of individuals. This flow of issue-risk-crisis communication is a typical path for a developing crisis, though not all crises progress in the same manner. There are times at which an unanticipated event results in the issues and/or risk phases being skipped, though this is not particularly common

Key Roles and Responsibilities

- KV EMO Director – overall responsibility for KV EMO communications. Will coordinate ongoing issues management communication and manage risk/crisis communications for full-activation EMO events
- KV EMO Deputy Director – responsible for developing and delivering risk/crisis communications for monitoring/partial activation events that impact their municipality

- Public Information Officer (PIO) – as part of EOC staff, develops and disseminates information to the public, manages social media accounts

Audiences

Internal

- Rothesay Town Council
- Quispamsis Town Council
- Kennebecasis Valley Fire Department
- Kennebecasis Regional Police Force
- Rothesay staff
- Quispamsis staff

External

- Residents and General Public
- New Brunswick EMO
- Business and Commercial Entities
- Media
- Non-Governmental Organizations (NGOs) and Community Groups
- Schools and district

Challenges

Emergency public information is different than routine communications that are often released by municipal units. The release of emergency public information has a specific purpose and that is to prompt a specific response for risk and crisis communication, rather than raising awareness through preventative messaging.

This type of communication often encounters challenges and barriers. The barriers can be formed as it can be difficult for people to process the messages during an emergency. The challenges can be from the stress of the event and changes to people's routines. Language and literacy barriers need to be overcome when crafting a message. Some populations may have English as their second language and unfortunately, there are people in the community that may have some obstacles with literacy comprehension.

Emergency communications must be timely and appropriate. If official answers are not available, rumour and speculation quickly fill the void. The void then becomes filled with whomever chooses to provide it and the emergency management team must disseminate correct information and counter any misinformation that has been circulated.

Communication Tools

As the emergency information strategy is being developed, the KV EMO Director and Emergency Preparedness Team(s) will evaluate all the available communication options for the message delivery based on the level of the event (issues management, risk, crisis).

- In-person events – these events such media briefings can be used to provide information to the public and the media. Briefings are a powerful tool to communicate and distribute emergency information
- Print media – print media is a communication platform that is experiencing some significant changes as the physical printed page is transitioning to websites. Regardless of the method of how the information is distributed, it is not a good tool if the emergency information is time critical. It can be a good tool if in-depth information needs to be circulated that is not time sensitive
- Broadcast media – television and radio can be used to present information quickly through the Alert Ready Emergency Alert System, public service announcements (PSA) and news programming
- Social media and Internet – these mediums can provide immediate message delivery over a wide range of formats. Websites can deliver many types of media and accessibility features, but the public needs to access the site. Social media includes web-based and mobile technologies that can deliver instantaneous messaging to those who have access

General Communication Guidelines

Timeliness

- Deliver information as quickly as possible to ensure public safety
- Provide frequent updates as new information becomes available

Accuracy

- Ensure all information is accurate and verified before dissemination; generally, information will be relayed from NB EMO
- Correct any misinformation or inaccuracies promptly

Clarity

- Use clear, simple language that can be easily understood by the general public
- Avoid jargon, technical terms, and acronyms unless they are explained

Consistency

- Ensure all messages are consistent across all communication channels
- Coordinate with other agencies and departments to align messaging
- Once the KV EMO is established, any messaging from the towns, fire or police should follow the EMO model

Actionable Information

- Provide clear, actionable instructions that the public can follow to ensure their safety
- Include details on what actions are required, when they should be taken, and how to perform them

Develop and maintain pre-written templates and key messages that can be quickly adapted during an emergency.

Emergency Messaging Guidelines

- Provide a brief summary of the current situation
- Include essential details such as the type of emergency, affected areas, and immediate risks
- Clearly outline what the public needs to do to stay safe
- Include instructions for shelter-in-place or other protective actions, to the extreme of evacuation
- Provide information on available resources such as shelters, medical assistance, and emergency supplies
- Include contact information for further assistance
- Regularly update the public with new information as the situation evolves
- Use a consistent schedule for updates whenever possible
- Include statements from key officials to provide authoritative information
- Ensure these statements are aligned with the overall communication strategy

Evacuation and Sheltering

Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.

The community must be prepared to conduct both small-scale (e.g., single facility or limited local) and large-scale (e.g., extensive local and regional) evacuations at all times of the day both from known hazard areas and from unexpected incident locations.

Pre-Emptive Evacuation

- Given adequate warning about a hazard, sufficient resources, and a likely threat, it will be advisable to conduct pre-emptive evacuations
- A pre-emptive evacuation may be undertaken when if delayed, conditions (weather or other hazard) would impede evacuation

No Notice Evacuations

- It may be advisable to carry out an evacuation even while a threat is facing a community
- With an evacuation of this type, decision may need to be made with limited information
- Decision-makers, such as the Incident Commander, must be willing to make decisions with whatever information is available at the time. They may have little or no time to wait

for additional information because any delay may have a significant impact on public safety

- Evacuations of this nature are done when life safety is at extreme risk. Such an evacuation poses increased risk to all involved
- To acquire resources and expedite the evacuation normally requires extraordinary measures (i.e., a State of Local Emergency has been declared)
- Emergency responders may require personal protective equipment, as responder safety will be critical
- Provincial or Federal assets may be required to facilitate an evacuation of this type

Post Incident Evacuations

- After a threat has already impacted a community (i.e., flooding), it may be necessary to:
- Remove residents from an environment that is no longer able to support them, or
- Prevent or mitigate the onset of additional consequences leading to a prolonged or new emergency.

Partial Evacuations

- Partial evacuations typically are localized to a specific area of a municipality and may be caused by fires, hazardous material incidents, etc.
- There is often on-scene activity by emergency response personnel who may direct the evacuation.

Shelter In-Place

- This is a precaution aimed to keep residents safe while remaining indoors.
- Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building.

When considering the decision-making process as it relates to evacuations, the following factors need to be evaluated:

Risk analysis of the underlying cause of the incident such as toxicity of substances, explosive characteristics of substance(s), reactivity characteristics of substance(s), wind direction, topography, fire.

- The number of persons to be evacuated.
- The approximate number of persons requiring special assistance to evacuate.
- Debris and damaged infrastructure.
- Egress routes.
- Time of day.
- Available lead time.
- Safety of emergency workers.
- Potential risk to evacuees during movement.
- Availability of resources to support the movement of evacuees.

Facilities

At first, residents are encouraged to seek shelter with friends, family, hotels or other alternate accommodations. There are three types of emergency facilities that may be established:

Comfort Centres

Comfort Centres, sometimes known as Warming or Cooling Centres, are primarily used for residents who are remaining in their homes but do not have full services such as electricity, heat, water etc. The centre can provide a place to go to get light meals, pick up small amounts of needed items and attend to personal hygiene matters. Comfort Centres are normally operated by the municipality.

Reception Centres

During an evacuation situation, residents can use a reception centre to provide a safe area of refuge to assess their individual situation and make temporary plans. In a reception centre, displaced residents can meet with evacuation officials to discuss personal needs and other issues such as security of the evacuation area, re-entry procedures, etc. It is normally at a reception centre that a determination is made on how many residents do not have alternate temporary housing arrangement. If there are enough residents needing overnight accommodation, an emergency shelter may be set up. A reception centre may be open overnight, but by its definition, it does not offer sleeping accommodations. It is normally only used at the beginning of an event and sometimes it may turn into a shelter if the facility it is in meets the needs of the evacuees. There is no requirement to have the reception centre and the emergency shelter in the same facility.

Emergency Shelters

When enough residents are unable to remain in their homes and no other source of temporary housing, an emergency shelter may be established. The Shelter is provided by the municipality and is managed through agreement with the Canadian Red Cross. It operates on a 24/7 basis and provides all emergency social services including overnight sleeping arrangements. Essentially, the shelter turns into the evacuated resident's home. Therefore, more attention is placed on security and issues around comfort and personal services that will be needed over the time the shelter is operational. Shelters have more requirements for personal space, washrooms, expanded personal hygiene areas, as well as feeding. Food preparation may be done on site if the facility is properly equipped or may be prepared off-site and served at the shelter. A designated emergency shelter will also have to meet the applicable fire codes and requirements by the Canadian Red Cross.

Re-Entry Decision

The decision of when to permit residents to return to the affected area will be made cooperatively between the EOC and municipalities in the impacted areas based upon the three scenarios above. The decision to allow re-entry will be based on an overall evaluation of the situation, including the following major factors:

- Access – Following a major event a survey (ground or aerial) of the impacted areas should be conducted immediately to identify and prioritize the most seriously damaged

areas of the locality. This can determine the level of damage to major routes into the area and help to determine the time needed for debris clearance from those routes.

- Essential Emergency Services – Emergency Service agencies that have been moved to safety prior to an evacuation need to return to their service areas.
- Water Levels – Floodwaters have receded from most of the area.
- Wildfire Areas – Wildfire activity is controlled and no longer a threat to the public.
- Public Health – Water and sewer services are operating, or reasonable accommodations are in place or available.
- Subsistence – Food is available or made available in the impacted area.
- Utilities – Electricity, water, telephone, and propane services are operating, or information is available about when they will be available in the affected area or reasonable accommodations are in place or available.
- Existing services can support the people already in the impacted area as well as an additional influx of people.

Exercises, Evaluations and Corrective Actions

Training

The KV EMO Director is responsible for coordinating annual training including staff training, tabletop and in-person exercises and scenarios. A minimum of one training exercise shall be conducted annually with an in-person exercise happening every two years. An after-action review will be conducted after each training exercise or activation at any level.

Each stakeholder, including both municipalities, police and fire departments are responsible for ensuring they have adequate staff trained to the appropriate ICS level, EOC training and other training courses. The KV EMO Director will coordinate training of individuals with assistance by the deputy directors.

Program Evaluation

The program will be reviewed and updated every two years by the KV EMO Director and with input from the EMO committee and municipal EPT. The program will also be updated as required as discrepancies, errors or omissions are noted when the program is used for a real-world event or during training exercises.

A copy of the program will be sent to each municipality and the police and fire departments. Revised programs will be sent as needed.

Definitions

Change management — the application of a structured process and set of tools for leading the people side of change to achieve a desired outcome.

Note: Change management can also be understood as the process by which organizations minimize resistance to change through the involvement of all impacted stakeholders.

Continuity management — an integrated process involving the development and implementation of activities that provides for the continuation and/or recovery of critical service delivery and business operations in the event of a disruption.

Continuity plan — documented collection of procedures and information that is developed, compiled, and maintained in readiness for use in an incident to enable an organization to continue to deliver its critical activities at an acceptable pre-defined level.

Crisis management — the ability of an organization to manage incidents that have the potential to cause significant security, financial, or reputational impacts.

Disaster recovery plan — the document that defines the resources, actions, tasks, and data required to manage the technology recovery effort.

Emergency management — an ongoing process to prevent, mitigate, prepare for, respond to, and recover from an incident.

Evacuation — an emergency response procedure for the movement of people, animals, and/or materials from dangerous or potentially dangerous areas to a safe place.

Note: During a fire scene, “evacuation” refers to the emergency evacuation of firefighters due to unsafe conditions. “Remove” is the command given in reference to removing occupants from a building or hazard area.

Hazard — a potentially damaging physical event, phenomenon, or human activity that could cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation.

Impact analysis — the process of analyzing activities and the effect that a disruption might have upon them.

Incident — a situation that might be or could lead to, a disruption, loss, emergency, or crisis.

Incident management system — a standardized way to manage events or incidents through the combined use of personnel, facilities, equipment, procedures, and communications operating within a common organizational structure.

Infrastructure — a system of facilities, equipment, and services needed for the operation of an organization.

Lockdown — an emergency response procedure used in a serious emergency situation where the threat is inside the building, or on or very near to the property, and results in a state of containment or restriction. A lockdown minimizes access and visibility in an effort to shelter individuals present in the facility in secure locations.

Maximum tolerable period of disruption (MTPD) — the time it would take for adverse impacts, which might arise as a result of not providing a product/service or performing an activity, to become unacceptable.

Note: *MTPD is also referred to as “maximum allowable outage” (MAO) and “maximum tolerable outage” (MTO) as related in best practice and standards documents.*

Minimum continuity objective (MCO) — the minimum level of activities that are acceptable to the organization to achieve its objectives during a disruption.

Mitigation — the actions taken pro-actively to reduce the risks and impacts posed by incidents.

Mutual aid/mutual assistance agreement — a pre-arranged agreement developed between two or more organizations to render assistance to the parties of the agreement.

Note: The term “mutual aid/mutual assistance agreement” includes cooperative agreements, partnership agreements, memoranda of understanding, intergovernmental compacts, and other terms commonly used to describe the sharing of resources.

Preparedness — the measures taken in advance of an incident to ensure an effective response and recovery.

Prevention — the measures taken to avoid an incident or stop it from occurring.

Recovery — the activities and programs designed to return conditions to a level that is acceptable to the organization following an incident.

Recovery point objective (RPO) — the point to which the information used by an activity must be restored to enable the activity to operate on resumption.

Recovery time objective (RTO) — the time goal set for the restoration and recovery of functions or resources based on the acceptable down time in case of a disruption of operations.

Note: *It is less than the maximum tolerable period of disruption. It can be applied to target time sets such as*

a) resumption of product or service delivery after an incident;

b) resumption of performance of an activity after an incident;

c) resumption of an operational process crucial to the organization's delivery of goods and services; and) recovery of an IT system or application after an incident.

Response — the actions taken immediately before, during, or after an incident to manage its consequences.

Resilience — the adaptive capacity of an organization in a complex and changing environment.

Risk — the combination of the likelihood and the consequence of a specified hazard(s) being realized, with reference to the vulnerability, proximity, or exposure to the hazards, which affects the likelihood of adverse impact.

Risk assessment — the overall process of risk identification, risk analysis, and risk evaluation.

Shelter (sheltering) — an emergency response procedure used by people to take cover from a threat (i.e., severe weather, seismic events, or other natural hazards).

Shelter-in-place (SIP) — an emergency response procedure used in situations where the threat or incident is internal or external to a facility or location and the people use the space(s) within the facility or location as an “insulator” against the threat.

Note: The threat can be safety (i.e., chemical spill, airborne hazardous material, etc.), security/human-related (i.e., active assailant, protest, etc.), or animal.

Situational analysis — the process of evaluating the severity and consequences of an incident.

Situational awareness — the continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to prepare and respond appropriately.

Supply chain — a network of individuals, entities, activities, information, resources, and technology involved in creating and delivering a product or service from supplier to end user.

Threat — the presence of a hazard and an exposure pathway.

Note: Threats could be natural, human caused (intentional or non-intentional), or technological.

Vulnerability — the conditions determined by physical, social, economic, and environmental factors or processes, which increase the susceptibility of an organization to the impact of hazards.

Note: It is a measure of how well prepared and equipped an organization is to minimize the impact of or cope with hazards.

Roles and Responsibilities

EMO Director

- Fire Chief of KVFD; responsible for the overall management of KVEMO

Deputy EMO Director

- Responsible for managing their municipal emergency preparedness team; assuming EMO director duties in their absence

EMO Committee – (Governance, Oversight and Long-Term Planning)

- Provide advice and recommendations to the KV EMO
- Advise on emergency plans and policies
- Promote community engagement and awareness
- Provide input on risk assessment and hazard mitigation
- Support public communication
- Assist with post incident evaluation and program evaluation
- Assist with evaluation of program
- Responsible for continuously analyzing risks which expose the towns to the potential for extensive disruption of activities such as natural, technological, or human-caused or other
- Provide recommendations/updates to emergency preparedness and response programs;
- Review emergency response program every two years

Emergency Preparedness Team – (Preparation, Program Implementation)

- Collaborate on emergency preparedness strategies and initiatives designed to enhance preparedness, improve the ability to respond to emergencies, and mitigate the effects of an emergency or disaster within the towns
- Review existing policies and procedures and implement changes to mitigate emergencies and disasters
- Prepare and annually review contingency programs and procedures
- Assist with hazard mitigation identification
- Develop and follow hazard mitigation project program

Most incidents or events require a division of labour to accomplish these tasks. The organization of the Incident Command system is built around five major management activities.

Command

- Sets objectives and priorities, has overall responsibility at the incident or event

Operations

- Conducts tactical operations to carry out the plan, develops the tactical objectives, organization, and directs all resources

Plan

- Develops the action plan to accomplish the objectives, collects and evaluates information. Maintains resource status

Logistics

- Provides support to meet incident needs, provides resources and all other services needed to support the incident

Finance / Administration

- Monitors costs related to incident, provides accounting, procurement, time recording, and cost analyses.

EOC Commander

This position is filled by the KV EMO Director or designate, and has overall authority and responsibility for the activities of the EOC which include:

- Assess the Situation – Gather information about the emergency. Assess the magnitude and severity of the situation to determine the appropriate level of EOC activation.
- Support Site(s) – Provide support to Incident Commanders and Support Agencies, and ensure that all actions are coordinated within the established priorities.
- Develop / Approve Action Programs – Prepare EOC action plan based on an assessment of the situation and available resources. Set priorities and response objectives for affected areas.
- Inform Others – In consultation with the Information Officer, assist emergency information actions using the best methods of dissemination. Approve press releases and other public information materials.
- Manage the EOC – Establish the appropriate EOC staffing level and continuously monitor organizational effectiveness.
- Liaise with the Incident Commander - Confirm the geographical boundaries of the emergency area.
- Confirming the adequacy of the expenditure limits.

Safety Officer

- Ensures good risk management practices are applied throughout the response and recovery and that every function within the ECC considers the management of risk.
- Identifies liability and loss exposures to personnel and property.
- Provides informed opinion on probabilities and potential consequences of future events and matters related to legal obligations and how they may be applicable to the actions of KV EMO during an emergency
- Provides advice on health and safety issues and if required.

Public Information Officer

- Establishes and maintains media contacts.
- Prepares news/social media releases, coordinating interviews, news conferences, and/or media briefings.
- Develops public information materials, providing messaging for use by EOC staff.
- Establishes communications strategies for internal and external purposes.
- Monitors media and information source
- Liaises and coordinates messages with other internal and external Public Information Officers
- Ensures public safety information is provided in accessible formats as required by provincial legislation.

Operations Section Chief

The EOC Operations Section Chief coordinates resource requests, resource allocations, and response operations in support of Incident Commanders at one or more sites.

- Maintain Communications – Establish communication links with incident command posts and the ECC if activated
- Participate in ECCMT Meetings – Prepare section objectives for presentation at meetings, at least once in each operational period
- Coordinate Response – Direct the coordination of operations in cooperation with other Support Agencies
- Coordinate Resource Requests – Collect and coordinate resource requests from site(s), working with the EOC Logistics Section
- Share Operational Information – Collect and distribute operational information to the planning section, the EOC Information Officer, and other EOC Section
- Manage the Operations Section – Establish the appropriate Operations Section or divisions and continuously monitor organizational effectiveness

Planning Section Chief

The Planning Section is responsible to:

- Assess the Situation – Gather information about the emergency. Collect, analyze, and display situation information. Prepare periodic situation reports
- Manage the Planning Section – Establish the appropriate Planning Section Unit and continuously monitor organizational effectiveness
- Participate in Meetings – Prepare section objectives for presentation meetings, at least once in each operational period
- Managing Display Boards - Ensure that the situation unit is maintaining current information for the situation report
- Anticipate Future Events – Conduct advance planning activities to forecast possible events and requirements beyond the current operational period.
- Track Resources – Track resources assigned to the EOC and to the Incident Commanders through the EOC and mutual aid
- Keep Records – Document and maintain paper and electronic files on all EOC activities.
- Plan for EOC Demobilization – Set out a schedule for demobilization and assist Section Chiefs in debriefing EOC personnel as they leave
- Plan for Recovery – Initiate recovery efforts at the earliest time and develop planning for short-term and long-term recovery appropriate to the needs
- Coordinate Technical Specialists – Provide technical support services to sections and branches, as required
- Prepare After Action Report – Coordinate the assembly of lessons learned from contributions from staff and from Support Agency representatives

Logistics Section Chief

- Manage the Logistics Section – Establish the appropriate Logistics Section Units and continuously monitor organizational effectiveness

- Provide Telecommunication and Information Technology Services – Support use of telecommunication and information technology in EOC.
- Support EOC – Provide and maintain EOC facilities, including all utilities, food, water, and office supplies
- Supply Equipment and Material Resources to Sites – Coordinate all requests for resources from initiation to delivery to support operations section
- Participate in ECCMT Meetings – Prepare section objectives for presentation at meetings, at least once in each operational period
- Coordinate Personnel – Acquire and assign personnel with the appropriate qualifications to support site requests. Develop systems to manage convergent volunteers
- Arrange Transportation – Coordinate transportation requests in support of response operations.

Finance and Administration Section Chief

- Record Personnel Time – Collect and process on-duty time for all EOC personnel, including volunteers and Support Agency representatives. Ensure uninterrupted payrolls for all employees.
- Coordinate Purchasing – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts
- Coordinate Compensation and Claims – Process workers' compensation claims within a reasonable time.
- Participate in Meetings – Prepare section objectives for presentation at meetings, at least once in each operational period
- Record Costs – Maintain financial records for response and recovery throughout the event. Keep the EOC Commander, staff and elected officials aware of the current fiscal situation
- Maintain Records – Ensure that all financial records are maintained throughout the event or disaster



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
August 11, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
Brett McLean, P. Eng., CAO

DATE: August 6, 2025

SUBJECT: Dobbin Street Curb and Sidewalk

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the CAO to:

- 1) Add curb and sidewalk along the entirety of Dobbin Street as part of the T-2025-001A Asphalt Resurfacing project.

BACKGROUND

Dobbin Street does not have curb or sidewalk. Many requests have been received from the public over the years requesting that a sidewalk be installed along this street. The proximity to schools and high pedestrian volume from the nearby schools and apartment buildings make a sidewalk desirable on this street. The connection to existing sidewalk along Sierra Avenue will form part of this project to add even more traffic to this neighborhood pedestrian Corridor.

DISCUSSION

As part of the work, a new concrete curb and 1.8m wide sidewalk will be constructed on the west side of Dobbin Street. The work will include the installation of catch basins to collect surface runoff from Dobbin Street, reinstatement of asphalt in front of the newly installed curb and regrading of driveway aprons.

FINANCIAL IMPLICATIONS

The cost of the work is anticipated to be \$365,000.00 based on estimated quantities. The unit prices for curb and sidewalk contained in the current contract T-2025-001A were subject to public tendering through the New Brunswick Opportunities Network. This curb and sidewalk installation project along Dobbin Street was included in the 2025 General Fund Capital Budget in the amount of \$380,000, however it was not included in the original scope of work for Contract T-2025-001A.

Report Reviewed by:  _____
Doug MacDonald, Treasurer

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
August 11, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

Brett Mclean, CAO

DATE: August 6, 2025

SUBJECT: Property Purchase re. PID 00258301

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the CAO to purchase PID 00258301 from the owner 619699 NB Inc. for the total sum of \$10,000.00.

ORIGIN

PID 00258301 is a remnant parcel from a larger property acquisition that resulted in the creation of the Sagamore Heights Subdivision.

BACKGROUND

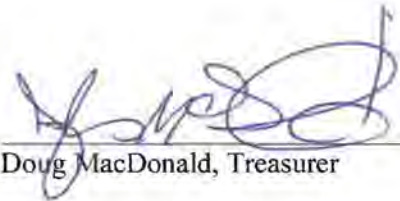
The owners of the Sagamore Heights Subdivision, when originally acquiring the land for their subdivision, acquired several unattached, remnant parcels of land. These remnants included a water lot adjacent to the Sagamore Point Sewer Lagoon as well as lands adjacent to the rail overpass along Gondola Point Road which were turned over to the Town as part of the rezoning process for the subdivision. PID 00258301 is the final remnant parcel still belonging to the subdivision developers. Local realtors have attempted to market the property for the developers to no avail. The property is a conforming building lot, however much of it is encumbered by the rail line right of way and the rail "crash zone".

DISCUSSION

The Developers of Sagamore Heights Subdivision and owners of PID 00258301 have offered to sell the property to the Town for the all inclusive price of \$10,000. Given the nature of the property, the issues that development of the property as a residential home address could cause and the fact that the property is contiguous with the Sagamore Point Lagoon site, staff are of the opinion that the price is reasonable and that there is value in the Town acquiring the property.

FINANCIAL IMPLICATIONS

This property acquisition was not included in the 2025 Utility Fund Capital Program, however if approved by Council the purchase will be funded from the Utility Capital Reserve.

Report Reviewed by:  _____
Doug MacDonald, Treasurer

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).



PIDs 30226476 & 00258301

0 10 20 40 60 80
Metres




70 Hampton Road
Rothsay, NB
E2E 5L5 Canada

Rothsay Council
August 11, 2025

TO: Mayor Grant and Members of Rothsay Council

SUBMITTED BY:


Brett McLean, P. Eng., CAO

DATE: August 6, 2025

SUBJECT: Purchase and Installation of RRFB crosswalk systems for Hampton Road

RECOMMENDATION

It is recommended that Rothsay Mayor and Council authorize the Director of Operations to:

- 1) Issue a purchase order to Signalisation Kalitech Inc. at a value of \$60,193.30 inclusive of HST for the purchase of four (4) RRFB systems;
- 2) Issue a change order to Morehouse Electrical Ltd at a value of \$18,400.00 inclusive of HST on the Hampton Road Street Lighting Installation project to perform the electrical work associated with the installation of the RRFB systems.

ORIGIN

There have been numerous complaints this year about pedestrian safety on Hampton Road and the visibility of the four crosswalks that cross Hampton Road.

Staff are recommending the installation of Rectangular Rapid Flashing Beacon (RRFB) crosswalk systems at each of these four crosswalks in conjunction with the four new streetlights being installed.

BACKGROUND

Hampton Road between Marr Road and Oakville Lane contains four crosswalks. There have been a number of complaints about vehicles not stopping for pedestrians, with much of the complaints being directed at visibility.

The Transportation Association of Canada (TAC) has criteria for determining crosswalk treatments based on average daily traffic and the posted speed limit. Their criteria for these four crosswalks would indicate that a regular signed and painted crosswalk is sufficient; however, what the criteria does not factor is the concept of driver workload. Driver workload is a term used in traffic engineering to describe the number of stimuli a driver needs to sense, interpret, and react to as they travel along a given portion of roadway. This can include features in the road such as signage, line markings, driveways, road geometry, and off-road features such as parking lots, business signs, and roadside attractions. With a high density of driveways, businesses, and landscaping features, Hampton Road presents a high driver workload, and it can become very easy to become distracted on this portion of roadway and miss a pedestrian approaching a crosswalk. It is for this reason that staff believe that the RRFB systems are necessary at these four crosswalks.

Council has already approved a lighting project which will see the installation of four double-masted light standards to improve visibility at these crosswalks at night, and these light poles are expected to be installed and working before school starts in September. The purpose of the RRFB installations is to alert drivers to stop for pedestrians at the four crosswalks, regardless of time of day.

At each crosswalk, the system will contain 3 sets of dual flashing beacons, so the driver will see three beacons at each crosswalk: one on the opposite side of the road, one in the center island, and one on the right side of the road. Each crossing will contain a solar powered unit on the south side of the road, a hardwired unit mounted to the new light posts in the center of the island, and hardwired unit on the North side of the road. Where the units on the north side of the road will be installed directly over an existing street lighting circuit, it made sense to tap into this existing circuit and power these units using AC power. The work on the North side of the road will also see the installation of four in-ground junction boxes, which will facilitate the installation of underground wiring for the center light posts when the time comes to do this work (Currently the center light posts will be fed from overhead power until next time Hampton Road is repaved). Only seven additional aluminum poles are required, and one existing light post in front of Vito's is close enough to the crosswalk that the unit can be installed on this pole. The poles will be 12' tall, 4" diameter, and be black powder-coated aluminum. Push buttons on either side of the road will offer a tactile and audible warning to visually impaired users when the beacons have been activated. Figure 1 below shows an example of how the configuration will look at the crosswalk near Sierra Avenue.



Figure 1: Example crosswalk configuration at crosswalk near Sierra Avenue

DISCUSSION

Staff requested quotes for the RRFB systems from five different suppliers and received four quotes with the brand of RRFB system noted in parentheses noted below. Kalitec's quote includes seven black powder coated poles with a decorative base, while the other three supplier's quotes did not include poles. A quote for black powder coated PoleLite aluminum poles from Mallard Forestry Equipment Inc was received to supplement the three quotes that did not supply poles. The equipment supply quotes were as follows:

Purchase and Installation of RRFB systems for Hampton Road
Council Report

- 4 -

August 11, 2025

Item	RRFB Systems Supply	Aluminum Black Powder Coated Poles	TOTAL (Excl. HST)
Kalitech (Kaliflash)*	\$52,342.00	included	\$52,342.00
Absolute Traffic & Sign Solutions (TAPCO)	\$34,774.64	\$10,893.75	\$45,668.39
Roadway Traffic Supplies (LaneLight Inc.)*	\$47,672.00	\$10,893.75	\$58,565.75
Sojourn Signs (Carmanah)	\$70,420.00	\$10,893.75	\$81,313.75

* Canadian made brands

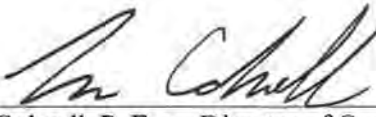
Although Kalitech's quote was not the lowest price, they are the only eastern Canadian owned and made brand, while the TAPCO brand quoted by Absolute is American. This recommendation to use Kalitech's quote aligns with the Town's commitment to buy Canadian where possible. The Kaliflash system quoted by Kalitech is also recommended by staff because it allows better adaptability should the Town wish to switch the solar-powered units on the south side of the road from solar powered to hardwired. Finally, Kalitech's poles are included in their quote for an all-in-one comprehensive solution.

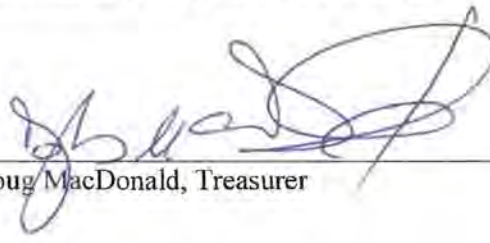
The Town's public works department will pour the seven concrete pole bases itself, same as it is doing for the four light standards in the center islands. Every effort will be made to have these additional concrete bases poured before school starts in September.

FINANCIAL IMPLICATIONS

The total cost to the Town including the rebated HST will be **\$78,051.22**, as itemized below. The public works 2025 operating budget contains a \$10,000 line item for crosswalks, none of which has been used yet. The concrete light bases cast by Town forces will be paid for under this budget. It is requested that funds for the RRFB systems, black powder-coated poles, and electrical change order come from the 2025 General Fund Reserve.

Item	Price (Excl. HST)	Price (incl. 15% HST)	Cost to Town incl. rebated HST (4.288%)
RRFB systems and pole supply (Kalitech)	\$52,342.00	\$60,193.30	\$54,586.42
Change order to Morehouse Electrical on Lighting Project	\$16,000.00	\$18,400.00	\$16,686.08
TOTAL FROM 2025 GENERAL FUND RESERVE	\$68,342.00	\$78,593.30	\$71,272.50
Town Budget for Concrete Light Bases (from 2025 operating budget)	\$6,500.00	\$7,475.00	\$6,778.72
GRAND TOTAL	\$74,842.00	\$86,068.30	\$78,051.22

Report Prepared by: 
Tim Colwell, P. Eng., Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).