

## **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 13<sup>th</sup>, 2021



**ROTHESAY**  
COUNCIL MEETING  
Town Hall Common Room  
Monday, December 8, 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 10 November 2025

**5. DECLARATION OF CONFLICT OF INTEREST**

**6. OPENING REMARKS OF COUNCIL**

**7. DELEGATIONS**

**7.1 Draft Strategic Plan (Thinkwell Research + Strategy)**

Allan Gates (*see Item 13.1.1*)

**7.2 2026 Capital Budget**

Treasurer MacDonald (*see Item 13.1.2*)

**8. CONSENT AGENDA**

8.1 17 November 2025 Letter to Minister Gauvin RE: Electric Scooters

8.2 17 November 2025 Saint John Regional Hospital Foundation Impact Report

8.3 19 November 2025 Letters (3) from Quispamsis RE: 2026 Budget

- Kennebecasis Regional Police Force
- Kennebecasis Valley Fire Department
- Kennebecasis Public Library

8.4 24 November 2025 Local Governance Commission NB Advisory RE: Closed Meetings – Code of Conduct and Conflict of Interest

8.5 1 December 2025 YSJ Announcement – new CEO Court Edeburn

**9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA**

**10. CORRESPONDENCE FOR ACTION**

10.1 24 November 2025 Email thread RE: Deer Management Program

**Refer to staff**

10.2 28 November 2025 Email from resident RE: Crosswalk on Marr Road

**Refer to staff for a response**

**ROTHESAY**

Regular Council Meeting  
Agenda

-2-

8 December 2025

**11. REPORTS****11.0 December 2025****Report from Closed Session**

- |      |                  |                                                                         |
|------|------------------|-------------------------------------------------------------------------|
| 11.1 | 3 September 2025 | Kennebecasis Valley Fire Department (KVFD) Board meeting minutes        |
|      | 30 June 2025     | KVFD Statement of Expense with Budget Variance                          |
|      | 19 August 2025   | KVFD Compliance Report                                                  |
|      | 31 December 2024 | KVFD Audited Financial Statements ( <i>previously distributed</i> )     |
|      | 3 September 2025 | KVFD Fire Chief's Report                                                |
|      | May 2025         | KVFD Response Report                                                    |
|      | June 2025        | KVFD Response Report                                                    |
|      | July 2025        | KVFD Response Report                                                    |
|      | 3 September 2025 | Memorandum RE: KV EMO                                                   |
|      | 3 September 2025 | Memorandum RE: Fire Prevention Update                                   |
| 11.2 | 15 October 2025  | Kennebecasis Public Library (KPL) Board meeting minutes                 |
| 11.3 | 31 October 2025  | Draft unaudited Rothesay General Fund Financial Statements              |
|      | 31 October 2025  | Draft unaudited Rothesay Utility Fund Financial Statements              |
|      | 31 October 2025  | Donation Summary                                                        |
|      | 27 November 2025 | Draft Finance Committee meeting minutes                                 |
|      |                  | ➤ 2026 General and Utility Capital Budgets ( <i>see Item 13.1.2</i> )   |
|      |                  | ➤ Capital Renewal Plan                                                  |
|      |                  | ➤ KV Food Basket donation                                               |
|      |                  | ➤ RICC donations – MOU with the Greater Saint John Community Foundation |
| 11.4 | 18 November 2025 | Draft Age Friendly Advisory Committee meeting minutes                   |
| 11.5 | 18 November 2025 | Parks and Recreation Committee Update                                   |
| 11.6 | 1 December 2025  | Draft Planning Advisory Committee meeting minutes                       |
|      |                  | ➤ Public Hearing 7 Maiden Lane                                          |
|      |                  | ➤ Public Hearing 15-17 Holland Drive                                    |
| 11.7 | November 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*

**13. NEW BUSINESS**

**13.1 BUSINESS ARISING FROM DELEGATIONS**

**13.1.1 Strategic Plan (Thinkwell Research + Strategy)**

Presentation                      Allan Gates  
3 December 2025                  Report prepared by CAO McLean

**13.1.2 2026 Capital Budgets**

27 November 2025      Memorandum from Treasurer MacDonald

**General Capital Fund**

- Highlights - General Capital Fund Budget
- 2026 Master General Capital Budget

**Utility Capital Fund**

- Highlights - Utility Capital Fund Budget
- 2026 Master Utility Capital Budget

**13.2 Reserve Motions 2025**

**General Fund**

3 December 2025                  Memorandum from Treasurer MacDonald

**Utility Fund**

3 December 2025                  Memorandum from Treasurer MacDonald

**13.3 Insurance Coverage**

3 December 2025                  Memorandum from Treasurer MacDonald

**13.4 Project #19152 – Rothesay Lite It Up – Wells Softball Field Project**

28 November 2025                  Memorandum from DRP Jensen  
3 November 2025                  Letter from the Regional Development Corporation

**13.5 Committee Appointments**

28 November 2025                  Memorandum from Nominating Committee

**14. NEXT MEETING**

**Regular meeting**                  Monday, January 12, 2026 at 7:00 p.m.

**15. ADJOURNMENT**

**think**  
**well**

RESEARCH+STRATEGY

# Rothesay Strategic Plan

For Discussion Only

## The Process

- Thinkwell was selected by Rothesay to develop its 2026-2031 Strategic Plan through a public tender process
- Thinkwell met with senior town staff individually and as a group to gather their insights
- Thinkwell met with the Mayor and most Council members to gather their insights
- A draft strategy was developed and reviewed by the CAO and presented to Council in draft form for review and consideration
- Thinkwell also developed a Communications Audit to assess the efficacy of the town's communications approach which included recommendations for improvement
- Based on feedback from Council, the plan will be revised

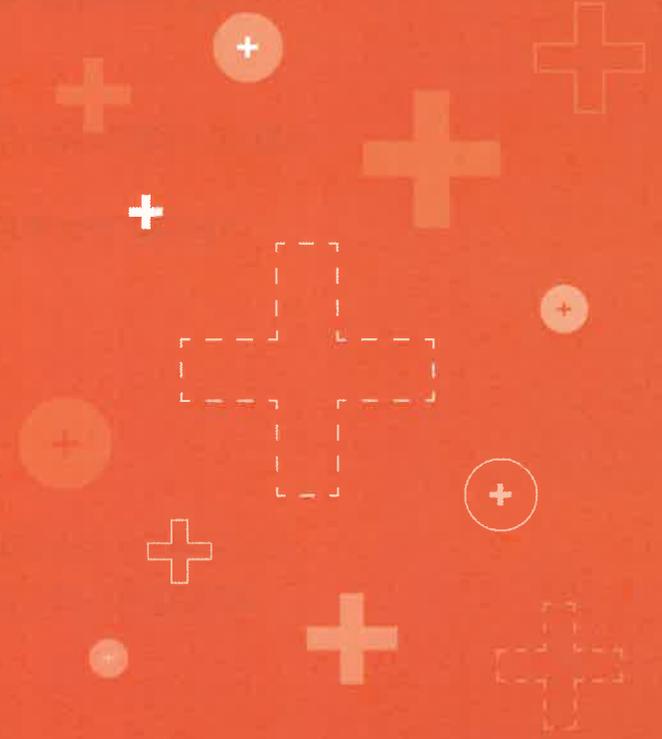
## Challenges + Opportunities

Rothesay is a well-run municipality offering quality services matched by fiscal prudence. The community has an enviable quality of life and is rightly viewed as one of the best places to live in the province

Challenges ahead:

- Managing growth while preserving community character
- Effectively managing ongoing operations and infrastructure renewal needs
- Ensuring housing diversity for all life stages (without changing character of the community)
- Delivering quality services (recreation, road maintenance, snow removal etc.) while maintaining fiscal discipline

# Strategic Plan Summary



# Vision and Mision

## **Vision Statement**

Rothesay is a vibrant and welcoming residential community that maintains its distinctive character while providing exceptional services and ensuring an outstanding quality of life for its residents.

## **Mission Statement**

The town of Rothesay delivers exceptional municipal services through strategic investment in recreation, infrastructure, and operational excellence, guided by fiscal prudence, transparent governance, and community-focused decision-making while preserving our residential community character.

## Guiding Principles

- **Community** - Putting residents' needs and quality of life first, with particular focus on creating vibrant spaces and programming that bring people together.
- **Heritage & Character** - We celebrate and preserve Rothesay's unique identity, history, and community values while thoughtfully integrating change that enhances rather than diminishes our distinctive character.
- **Fiscal Prudence** - Prudent stewardship of public resources through careful planning, responsible spending, and strategic investments.
- **Transparency** - Open, accountable governance and clear communication that builds trust between residents and municipal government.
- **Excellence** - Striving for the highest standards in all municipal services, from infrastructure to snow clearing and road maintenance to recreation programming and community facilities.
- **Innovation** - Embracing modern solutions and forward-thinking approaches to municipal challenges.
- **Sustainability** - Long-term planning for environmental and financial health that ensures our community thrives for generations to come.

# Strategic Framework

Four interrelated and interdependent strategic pillars:

**Pillar One: Operational Excellence** – building organizational capacity through leadership and innovation

**Pillar Two: Infrastructure Development** – supporting sustainable growth through strategic investment

**Pillar Three: Recreation** – building community through outstanding recreation facilities and programming

**Pillar Four: Housing** – creating diverse and accessible housing operations for all life stages

## Operational Excellence: Key Objectives

- Undertake a formal review of the structure of municipal operations and service delivery to ensure optimal alignment of staff and departments
- Establish strategic planning alignment ensuring all departmental activities connect to municipal objectives through integrated reporting and balanced scorecard metrics
- Enhance external and internal communications by hiring a Manager of Communications to provide strategic communication support and improve overall communications
- Establish a formal issues management process to identify and proactively respond to emerging issues
- Develop a formal crisis communications plan for the town that includes identifying a public alert system as well as a system for contacting key municipal staff after hours
- Implement a Human Resources performance management system including annual performance evaluations and structured semi-annual reviews to ensure accountability and professional development
- Modernize Human Resources infrastructure through updated job descriptions, formal orientation processes, and implementation of an HRIS system to support efficient employee management and policy compliance
- Establish formal cybersecurity policies and protocols to ensure the municipality is protected from a cyber intrusion

## Infrastructure Development: Key Objectives

- Construct critical transportation connections, specifically a collector road linking Fox Farm Road with Campbell Drive to remove traffic from Rothesay Road and Hampton Road without requiring travel on the highway
- Complete wastewater treatment facility upgrade on time and on budget, ensuring adequate capacity for future development while meeting environmental standards
- Expand the water supply capacity through the well fields and water treatment plant, better preparing the community for population growth without creating a water supply issue
- Implement a comprehensive stormwater management plan including developing a drainage manual, flood mitigation strategies, and climate-resilient infrastructure design for at-risk areas
- Implement asset management systems for proactive maintenance of roads, utilities, and municipal infrastructure using modern tools and performance tracking
- Plan strategic infrastructure capacity through comprehensive modeling and analysis to define sustainable growth thresholds and ensure infrastructure can support community vision
- Establish development standards and policies including updated construction criteria for subdivisions, private lanes policy implementation, and clear specifications for new developments

## Recreation: Key Objectives

- Successfully complete the Rothesay Intergenerational Community Complex (RICC) to serve as a community wellness hub, including a new arena, walking track, multi-use facility, indoor courts and a public café
- Establish seniors' recreation programming including dedicated space and age-appropriate activities, including a permanent home for the Rothesay HIVE in the RICC
- Establish regional trail connections linking Rothesay to Quispamsis' trail networks to expand access and reach
- Construct the Wells Connector to allow residents to safely traverse the highway and enjoy amenities on both sides of our community
- Continue providing quality recreation facilities and programming for youth and adult sports and activities
- Create safe active transportation routes to schools and town facilities by expanding the town's sidewalk and trail network in residential neighbourhoods
- Create accessible recreation spaces ensuring facilities serve all abilities and ages
- Explore the development of a multi-purpose facility for community performances and cultural events

## Housing: Key Objectives

- Diversify housing stock by encouraging development of multi-unit residential development in targeted areas, semi-detached homes, townhouses, secondary suites, secondary units, and garden units while maintaining community character through design guidelines limiting buildings to four stories maximum
- Support affordable housing initiatives through partnerships with federal and provincial programs, exploration of housing accelerator funding, and consideration of inclusionary zoning policies for new developments
- Enable aging-in-place solutions by promoting secondary unit development, supporting multi-generational housing options, and facilitating conversion of larger single-family homes to appropriate multi-unit configurations
- Address senior housing needs by supporting development of age-appropriate housing options, garden homes, and seek out partners to build a senior care facility in the town of Rothesay
- Facilitate strategic development projects including oversight of major initiatives like the Millennium Drive project ensuring proper integration with community infrastructure capacity and addressing any potentially negative impacts on current homes
- Address commercial and retail properties on Hampton Road by establishing a municipal fund to support more consistent architectural design and details to ensure buildings fit within the general Rothesay community character

## Measurement and Evaluation

- Key Performance Indicators (KPIs) have been developed for each strategic pillar
- Once the strategy is approved and adopted, a Balanced Scorecard will be developed to help manage the measurement and evaluation of progress on the plan's key objectives

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# Discussion

**think**  
**well**

RESEARCH+STRATEGY

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2025December08OpenSessionFINAL\_031

# ***Draft Capital Budgets 2026***

Discussion of Draft Budgets





# *Budget Process*

- Senior staff review Council capital priorities, projected 2025 financial results, funding sources, etc.
- Committee meetings (Works and Utility, Recreation), planning documents, assumptions, preliminary info reviewed by staff
- Review draft results with Finance Committee
- Project tendering, amendments, and final approval



2025December08OpenSessionFINAL\_033

# *Funding Assumptions*

- Funds available from “operating” – as approved during the operating budget process – General \$5,200,000 – Utility \$775,000
- Five year Gas Tax plan funding available
- Four year Capital Renewal funding available
- Other Capital Reserves if necessary, including amounts carried forward from 2025
- Funding from Developers as applicable
- Projects dependent upon grants to be obtained from Federal and Provincial governments
- New debt issued re major projects (to be approved by the MCBB)



- Capital Budgets Funding Summary

	Utility	General	Total	2025
• Operating	\$775,000	\$5,200,000	\$5,975,000	\$6,175,000
• CCBF	420,000	535,000	955,000	1,340,000
• CRF	-	870,000	870,000	-
• Grants	7,333,000	410,000	7,743,000	8,660,000
• Reserves	100,000	80,000	180,000	385,000
• Debt	<u>3,467,000</u>	<u>6,000,000</u>	<u>9,467,000</u>	<u>6,659,500</u>
• Total	<u>\$12,095,000</u>	<u>\$13,095,000</u>	<u>\$25,190,000</u>	<u>\$23,219,500</u>

- 2026 Estimates include some items carried forward from 2025.
- Some major projects are subject to debt approval and further planning



2025December08OpenSessionFINAL\_035

# 2026 Utility Capital and Funding

Projects	\$ (000)
Well field and Water Treatment Plant	\$565
Hillsview Crescent water line replacement	420
Wiljac utility projects (subject to financing)	800
Various small projects	210
Wastewater treatment facility (placeholder)	10,000
Francis Avenue lift station – carry forward	100
<b>Total Capital Expenditures</b>	<b>12,095</b>
Operating Funding	775
CCBF Reserve	420
Carry forward reserve	100
Grants	7,333
Debt	3,467
Total	\$12,095



# Draft General Capital 2026

2025December08OpenSessionFINAL\_036

	Description	\$ (000)
General Gov't.	Town Hall renos, IT	118
Protective	Included in operating budget	
Transportation	Street re-surfacing, drainage, fleet replacement, Vincent, Wiljac, PMHP, etc.	6,772
Recreation	RICC, Connector, ER park, Renforth cottage, equip.	<u>6,205</u>
Total		<u>13,095</u>



## ***Specific projects***

- Annual street surfacing program, including Campbell Drive PMHP
- Francis Avenue storm drainage
- Wiljac Improvements (subject to financing)
- Vincent Road intersection (subject to financing)
- Fleet replacement (paving equipment, one tonne truck, 5 work vehicles, and plow rigging carried forward from 2025)
- Hillsvieiw crescent - CCBF
- RICC – initial funds from operating re design
- Wells connector (subject to financing)
- Parks equipment (arena dehumidifier)
- East Riverside Water access project



- 2026 Street program
- Florence Drive
- Raymond Road
- Renforth Boat Ramp
- Weeden Avenue
- Grove Avenue (Hampton to Hghland)
- Appleby Drive
- High Cliff Court
- James Renforth Drive
- Burpee Avenue
- Hillsvievw Crescent
- Campbell Drive



2025 December 98 Open Session FINAL 039

# 2026 General Capital Funding

	Description	\$ (000)
Grants	CCBF and CRF	1,405
Reserves	Carry forward from 2025	80
Grants	PMHP	410
Operating	From Operating Fund	5,200
Debt	Subject to approval	<u>6,000</u>
Total		13,095



# ROTHESAY



November 17, 2025

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

T: 506-848-6600  
F: 506-848-6677

Rothesay@rothesay.ca  
www.rothesay.ca

Hon. Robert Gauvin  
Minister of Public Safety  
Marysville Place  
Floor 3  
PO Box 6000  
Fredericton, NB E3B 5H1

Dear Minister Gauvin:

**RE: Request to Amend the Motor Vehicle Act with Provisions for Electric Scooter Use**

I am writing to you in light of recent concerns in Rothesay regarding the use of electric motorized scooters, also known as e-scooters. As the popularity of electric scooters continues to grow across our community, the number of injuries and accidents involving pedestrians, motor vehicles, and property are beginning to rise. In our community, we are seeing these e-scooters being driven up to speeds of 40km/h on sidewalks, with multiple passengers, without helmets, and without lights or reflectors for nighttime visibility. Rothesay is formally requesting that the New Brunswick Department of Public Safety revise the Motor Vehicle Act to include regulations for safe use of electronic scooters.

Currently, New Brunswick's Motor Vehicle Act does not explicitly address electric scooters, leaving enforcement agencies, such as our Kennebecasis Regional Police Force, without the ability to ensure safe use. While some municipalities, such as Moncton, have proposed bylaws for rental operations, there is no province-wide standard for personal use. This gap creates uncertainty and potential safety risks for riders, pedestrians, and motorists alike.

Other provinces have taken proactive steps to regulate electric scooters. For example, Nova Scotia amended its Motor Vehicle Act to with provisions such as a minimum age requirement of 14, helmet use, and speed limits (maximum 32 km/h).

ROTHESAY

2025December08OpenSessionFINAL\_041

TO: Hon. Robert Gauvin

RE: E-Scooter Regulations in NB -2-

November 17, 2025

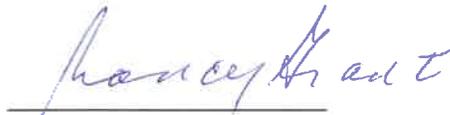
These measures promote safe and sustainable transportation options while reducing ambiguity for riders and law enforcement. We believe New Brunswick should adopt similar regulations, including:

- Defining electric scooters under the Motor Vehicle Act;
- Establishing minimum age and helmet requirements;
- Setting speed limits and equipment standards (lights, brakes, reflective material, warning bell/horn);
- Clarifying where e-scooters may operate (roads, bike lanes, multi-use paths) and prohibiting sidewalk use;
- Requirements for driver training; and
- Prohibiting passengers.

Introducing these regulations would enhance road safety for all users empower law enforcement to penalize unsafe use of e-scooters in New Brunswick communities.

Thank you for your consideration in this matter.

Sincerely,



Dr. Nancy Grant  
Mayor  
Rothesay

Cc: Town Clerk



November 17<sup>th</sup>, 2025

Mayor Dr. Nancy Grant  
Town of Rothesay  
70 Hampton Rd  
Rothesay, NB E2E 5L5



Dear Dr. Grant, Mayor,

Just over a year ago, thanks to your generosity, patients across New Brunswick began receiving care in **The J.T. Clark Family Foundation Ambulatory Clinic** — a reimagined space designed not just for treatment, but for comfort, privacy, and dignity at its heart.

Because of your support, care teams are now able to focus fully on their patients, work more collaboratively, and deliver truly personalized care. Families are experiencing the difference every day: shorter waits, better coordinated services, and care delivered in a space built for their needs. Your generosity has directly transformed how care is delivered, touching the lives of thousands across our province.

We are proud to share the enclosed **Impact Report**, highlighting the first-year impact of this incredible transformation. As you read the stories inside, I hope you feel the pride we do in what you've made possible — a clinic that sets a new standard for patient care.

Your belief in better care has changed what's possible at our hospital and continues to inspire what's next. Thank you for being part of this incredible journey and for helping ensure that every patient receives the care they deserve, right here at home.

With heartfelt gratitude,

**Anthony Enman**

Corporate Partnerships Officer

[Anthony.Enman@HorizonNB.ca](mailto:Anthony.Enman@HorizonNB.ca)

(506)-343-3844





## LETTER OF GRATITUDE FROM CEO

Just over a year ago, the doors reopened to a completely reimagined Ambulatory Clinic 1 — a space transformed through your vision, generosity, and belief in better care for New Brunswickers.

Thanks to your remarkable support, what was once a 7,000-square-foot space has more than doubled in size. Now spanning 14,700 square feet, The J.T. Clark Family Foundation Ambulatory Clinic is not only more spacious — it is more efficient, private, accessible, and thoughtfully designed to meet the needs of patients today and well into the future.

The transformation goes beyond bricks and mortar. With a thoughtful layout designed in collaboration with patients and staff, the new clinic streamlines care delivery, creates space for nurse-led services, and improves the flow of daily operations — helping to ensure patients are seen faster and in a more comfortable setting.

In its first year of operation, the results have been undeniable. Wait times are decreasing. Volumes are improving. And every day, patients across the province are experiencing the benefits of a clinic that reflects the standard of care they deserve.

This \$12 million project — our most ambitious campaign to date — was made possible because of you. Your generosity helped turn a long-standing vision into reality, and we are deeply grateful.

As you read through this report, we hope you feel proud of what we've accomplished together. Thank you for helping transform the way care is delivered at the Saint John Regional Hospital and for making a meaningful difference in the lives of so many.

With heartfelt appreciation,



Shannon Hunter  
President & CEO



## LETTER OF GRATITUDE FROM CATHY WALL

Dear Friends and Supporters,

It is with deep appreciation that I write to you on behalf of the Ambulatory Care team to share just how profoundly the renovation of our clinic space has impacted our patients, staff, and the overall delivery of care.

Before this transformation, our team worked in a space that was never originally designed for the volume and complexity of care we now provide. Staff shared space behind registration, treatment chairs were limited, and patients were often receiving care in hallways. We lacked private areas for physician dictation, had no formal nursing station, and didn't even have a call bell system for patients. It was functional — but far from ideal.

Today, because of your generosity and the vision of the Foundation and Mr. Clark, we are operating in a space that is not only beautiful and welcoming, but purpose-built to support safety, dignity, and healing. The changes are not just physical — they are transformational.

We now have a fully equipped treatment clinic with more space and better flow. Wider doorways accommodate stretchers and wheelchairs comfortably, and new bariatric-accessible bathrooms allow us to care for all patients with dignity. Our clinic now includes a private treatment space specifically designed for patients needing isolation, long-term treatment, or palliative care — something we were never able to offer before.

From a safety standpoint, the improvements are remarkable. Emergency equipment, including AEDs, is now located in every zone. We finally have a call bell system, which allows patients to reach us immediately when they need help — something we previously had to manage without. The space is now locked and secure, protecting both patients and staff and preventing wandering or confusion among vulnerable patients.

The improvements have significantly enhanced our staff's ability to provide timely, coordinated care. We now have a formal nursing station, giving nurses a dedicated space to chart privately and monitor patients directly. The layout reduces congestion and makes collaboration among staff easier and more efficient. Physicians also benefit from quiet, designated areas to complete their documentation — no more dictating in busy hallways.

Lighting, often an overlooked element in patient care, has also made a noticeable difference. We now have much brighter, procedure-appropriate lighting in patient rooms, as well as access to natural light, which makes a meaningful impact on the wellbeing of both patients and staff throughout the day.

Perhaps most importantly, this space sends a message to patients and their families: you matter. Your comfort, your privacy, and your safety matter. It shows that even in moments of vulnerability, stress, or grief, we have made room — literally and emotionally — for respect and compassion.

We are deeply grateful to the Foundation and the donors who made this possible. You didn't just renovate a clinic, you transformed how care is delivered, how patients are supported, and how staff are empowered to do their best work every single day.

With heartfelt thanks,

Cathy Wall, Nurse Manager  
Ambulatory Treatment Clinics and Diabetes Education Centres  
Saint John Area  
Horizon Health Network



## DONOR SPOTLIGHT: THE J.T. CLARK FAMILY FOUNDATION INC.

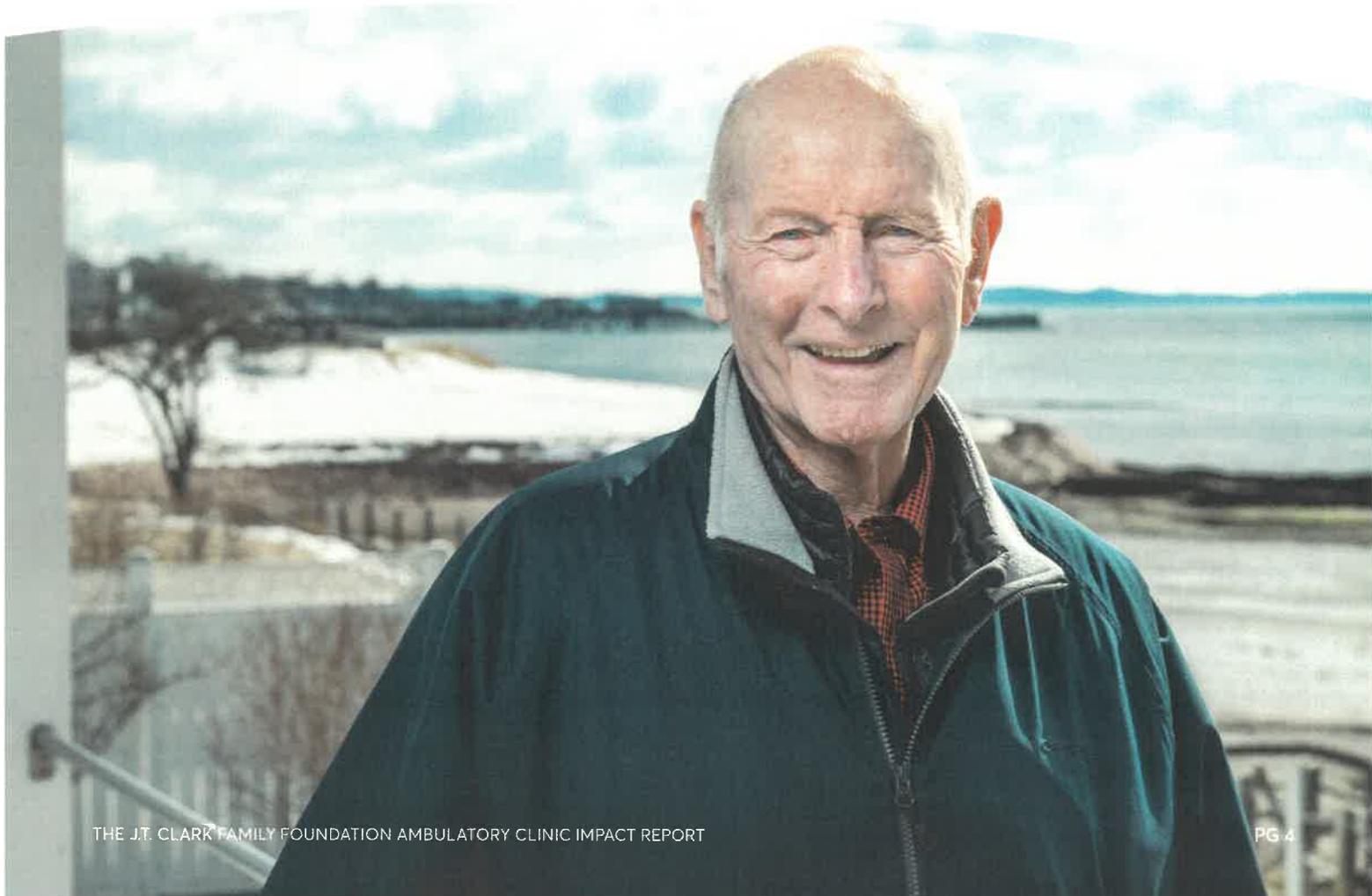
The Saint John Regional Hospital Foundation is profoundly grateful to The J.T. Clark Family Foundation Inc. for its extraordinary generosity in making a \$1 million lead gift, securing the successful close of the \$12 million Clinic 1 Expansion Campaign.

For more than two decades, The J.T. Clark Family Foundation Inc. has been a driving force for positive change, contributing to organizations dedicated to advancing health, education, community, and environmental initiatives across the Maritimes.

At the heart of this remarkable philanthropy is John T. Clark — a visionary business leader whose quiet humility is matched only by his steadfast commitment to building stronger, healthier communities. His leadership and generosity embody the very spirit of giving, leaving a lasting legacy that will benefit countless individuals for generations to come.

“ **John T. Clark**

*“A Merkel Cell Carcinoma, removed and repaired within 29 days, prompted our desire to bring the Clinic 1 Campaign to a close as a way to recognize the many professionals and staff who made this possible.”*



## A SPACE TRANSFORMED. CARE ELEVATED.

From the moment you step inside the new The J.T. Clark Family Foundation Ambulatory Clinic, the difference is undeniable. What was once a cramped, outdated space has been reimagined into an inviting, light-filled environment designed to support both exceptional care and patient comfort.

Spacious treatment rooms now accommodate both wheelchairs and stretchers, ensuring patients can move freely and receive care without unnecessary discomfort. Wide corridors and improved room layouts allow for safer, smoother navigation — for patients, families, and staff alike.

For the staff who work here every day, the change is transformative.

**“Cathy Wall,**  
Nurse Manager

*“This new space has transformed how we care for patients. With wider doorways for wheelchairs and stretchers, more accessible bariatric bathrooms, and emergency equipment like AEDs in every zone, patient safety and accessibility are front and center like never before.”*

**“Rebecca Johnson,**  
ATC Nurse

*“When I walked in, I thought, ‘Oh my gosh — this is fabulous!’ It’s so open and spacious... Here, we can truly care for patients with dignity and comfort.”*

## YOUR IMPACT BY THE NUMBERS

**45,000+**  
patient visits

**20+**  
Specialties

**40+**  
Dedicated Staff  
(Working together daily to deliver compassionate care.)

## SPECIALTIES

### Surgery side:

- High risk foot
- Plastic surgery
- Dermatology (laser)
  - Mohs
  - Urology
- General surgery
- Bleeding disorders
- Vascular surgery
  - Gynecology
  - Orthopedics

### Medicine side:

- Infectious disease
- Internal medicine
  - Respiriology
  - Rheumatology
  - Endocrinology
  - Neurology
- Urology Bladder instillations
- Hematology **and more!**



# UROLOGY CLINIC

## UROLOGY VISITS WITH COMFORT AND DIGNITY

For Urology patients, the most noticeable changes aren't about technology — they're about comfort and respect. Designated bathrooms near exam rooms offer privacy and ease, while the expanded space creates a calmer, more personal environment for each visit.

This seemingly small change has made a big difference, offering patients greater comfort and convenience during their visits.



**4,211**

Number of urology visits

**“Melissa Keating,**  
LPNA

*“We are so thankful for the new clinic. The new urology area provides more privacy for the patients. The new flow readers in the bathrooms have helped and the proximity of the bathrooms to the exam rooms is wonderful.”*



# MOHS MICROGRAPHIC SURGERY

## MOHS SURGICAL CLINIC – DOUBLING CAPACITY, HALVING WAIT TIMES.

In the new clinic, the MOHS Surgical Clinic has grown into a regional centre of excellence for advanced skin cancer treatment. MOHS surgery—considered the gold standard for treating complex or high-risk skin cancers—is now offered four days a week, doubling its previous availability.

A dedicated gift helped expand the team, boosting both capacity and productivity. In 2025 alone, 350 patients have already received life-saving treatment here. Wait times have been cut in half, with urgent cases treated within a month and lower-risk cancers within three months.

**“** **Dr. Robert Hayes,**  
MOHS Surgeon

*“One of the best aspects of the new clinic is the way in which the layout facilitates collaboration with other physicians. This multidisciplinary collaboration with plastic surgery, otolaryngology, urology, and infectious disease is frequently invaluable. The expansion of the Mohs surgery program is also attracting medical residents specifically to Saint John as a centre of excellence in medical education.”*



The expansion has also strengthened collaboration across specialties, attracted top medical talent, and made Saint John a destination for dermatology training.



# HAND THERAPY

## TRANSFORMING RECOVERY THROUGH HAND THERAPY

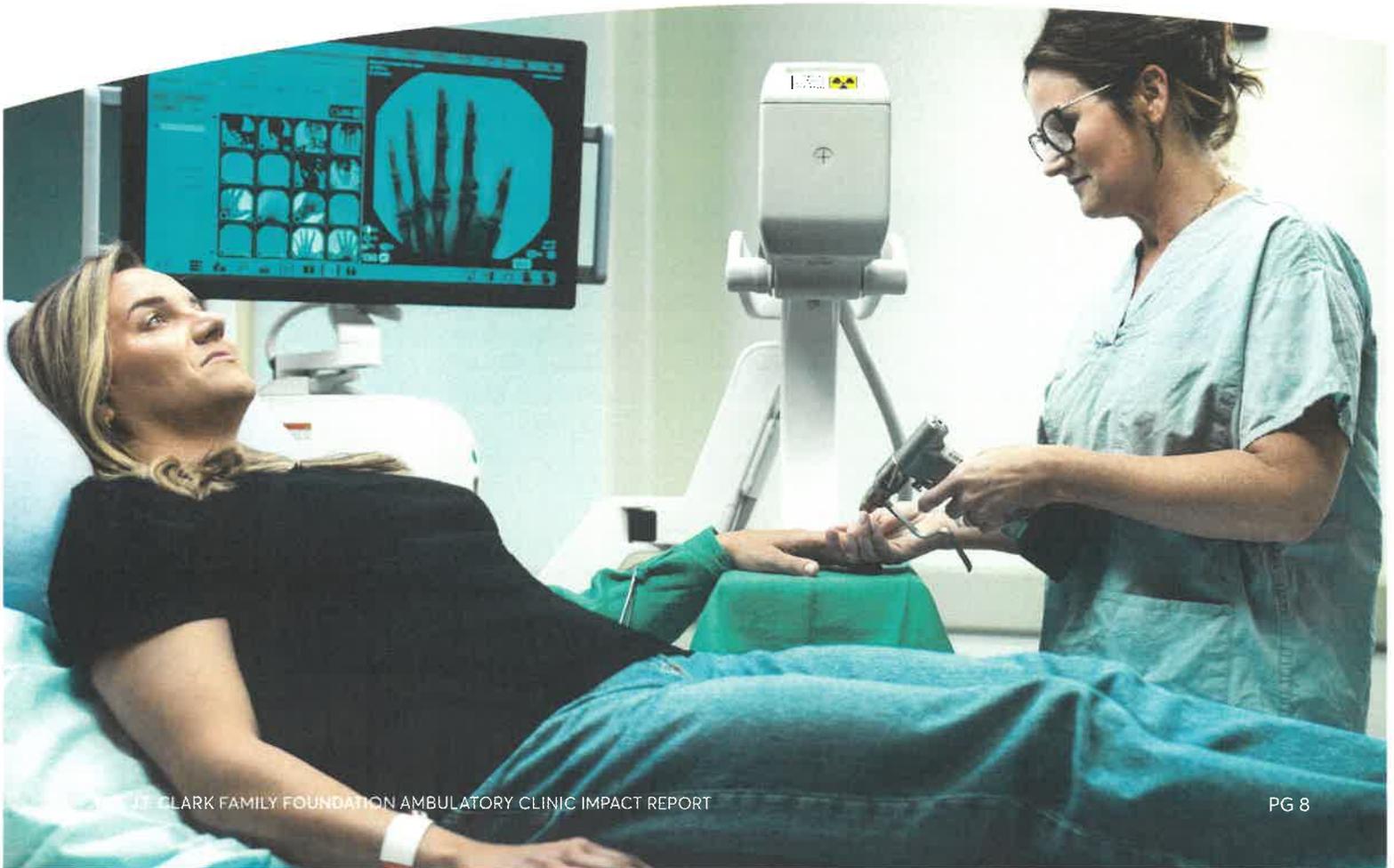
The hand therapy room has become a place where healing truly begins. Here, patients recovering from complex hand surgeries work with skilled Occupational Therapists to restore strength, mobility, and independence. Every exercise, splint, and cast adjustment is carefully designed to help patients regain the use of one of the most intricate and essential parts of the body — their hands.

What makes this space exceptional is its thoughtful design. Located just steps away from the exam rooms where plastic surgeons conduct follow-up appointments and the casting room, patients can seamlessly move between care providers in a single visit.



**Kate Nicolle, Carolyn Smith and Amanda Higgins,**  
Occupational Therapists

*"Our dedicated hand therapy space enhances the patient experience by providing specialized splinting, education and personalized treatments. This leads to more positive, effective and targeted outcomes. It fosters timely collaboration with the hand surgeons and other health team professionals. All together, this promotes a patient-centred flow of care ensuring a focused, therapeutic environment for optimal healing."*



## AMBULATORY TREATMENT CLINIC/IV DAY

### AMBULATORY TREATMENT CLINIC: SETTING A NEW STANDARD IN PATIENT-CENTRED CARE

The renovated Ambulatory Treatment Clinic (ATC) is more than a brighter, fresher space — it's a haven for patients facing some of their most challenging days. Each treatment chair now features a personal mini TV, offering comfort and a welcome distraction during long visits.

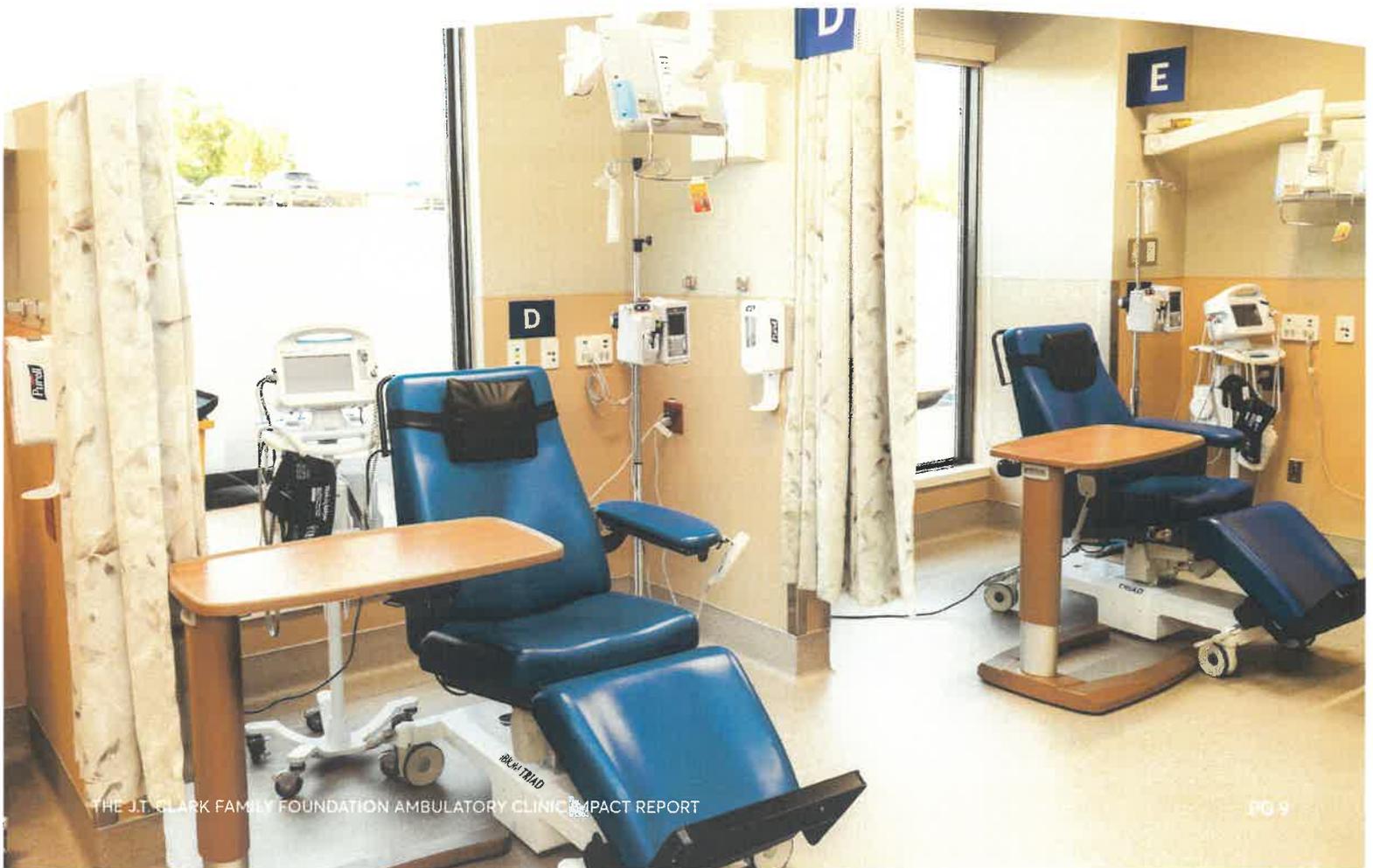
From the central nursing station, RNs can visually monitor every patient — an improvement that has significantly enhanced safety, especially in moments when quick action is critical. The addition of a dedicated private room for palliative or isolated care provides dignity and peace during life's most vulnerable moments, ensuring that patients and their families feel seen, respected, and cared for.



**Geraldine Burpee,**  
ATC Nurse

*"The new space is bright and inviting — it feels like a place where patients and staff can feel safe and cared for. That matters more than people realize."*

The transformation of the ATC space has made a deep impact on both patient care and staff workflow. It's a testament to how thoughtful design and community support can truly elevate the patient experience.



## THANK YOU FOR RAISING THE STANDARD OF CARE

This first year in the reimagined J.T. Clark Family Foundation Ambulatory Clinic has shown what's possible when vision meets generosity. Every patient who walks through these doors experiences care in a space designed with dignity, safety, and excellence at its core and that is because of you. Your generosity has not only built walls and widened hallways; it has improved efficiencies, reduced wait times, and given comfort when it's needed most. On behalf of our patients, their families, and the dedicated teams who serve them — thank you for believing in better care for New Brunswickers, and for helping make it a reality.



November 19, 2025

Chief Mike Young  
Kennebecasis Regional Joint Board of Police Commissioners  
126 Millennium Drive  
Quispamsis, NB E2E 6E6

Dear Chief Young:

On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentations on the proposed 2026 Kennebecasis Regional Joint Board of Police Commissioners Budget to the Joint Quispamsis and Rothesay Finance Committee on September 25, 2025 and on October 7, 2025

I am pleased to confirm the Quispamsis Town Council, at its November 18, 2025 Regular Meeting, approved the KRJBPC's 2026 Budget as part of its overall budget approval process. This included an allocation of \$5,413,981.00 as Quispamsis' proportionate share of the annual 2026 Police Budget.

The Town will continue with its normal practice of electronically depositing its payments into the KRJBPC's bank account on a monthly basis.

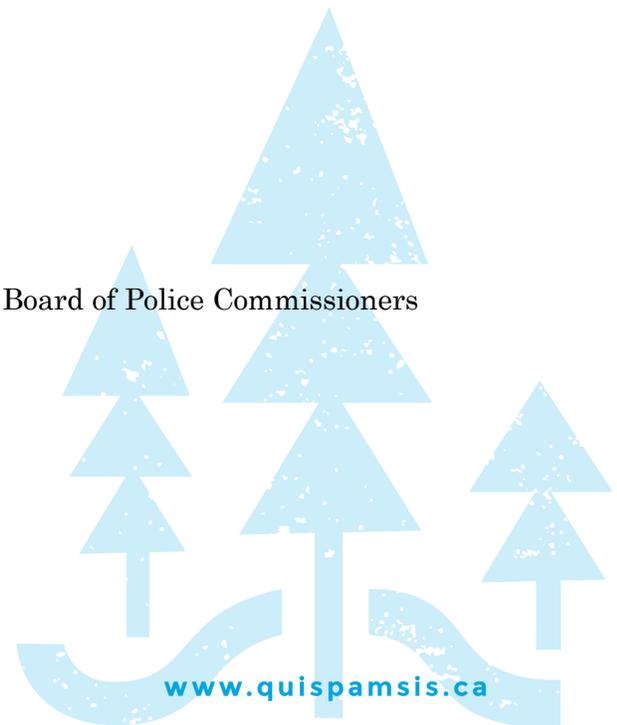
Trusting this meets with your approval and wishing you all the best in 2026!

Yours truly,



Lisa MacInnis  
Clerk

cc: Chair Kevin Darling, Kennebecasis Regional Joint Board of Police Commissioners  
Mayor & Council, Town of Rothesay



November 19, 2025

Chief Mike Boyle  
Kennebecasis Valley Fire Department Inc.  
7 Campbell Drive  
Rothesay, NB E2E 5B6

Dear Chief Boyle:

On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentations on the proposed 2026 Kennebecasis Valley Fire Department Inc.'s Budget to the Joint Quispamsis and Rothesay Finance Committee on September 25, 2025 and on October 7, 2025.

I am pleased to confirm the Quispamsis Town Council, at its November 18, 2025 Regular Meeting, approved the Kennebecasis Valley Fire Department Inc.'s 2026 Budget as part of its overall budget approval process. This included an allocation of \$4,115,488.00 representing Quispamsis' proportionate share of the 2026 annual operating Fire budget and \$130,821.00 representing Quispamsis' proportionate share of the 2026 annual capital Fire budget.

The Town will continue with its normal practice of electronically depositing its payments into the KVFD Inc.'s bank account on a monthly basis.

Trusting this meets with your approval and wishing you all the best in 2026!

Yours truly,



Lisa MacInnis  
Clerk

cc: Chair Kirk Miller, Kennebecasis Valley Fire Department Board of Directors  
Mayor & Council, Town of Rothesay



November 19, 2025

Pallvi Anand, Library Director  
Kennebecasis Public Library  
1 Landing Court  
Quispamsis, NB E2E 4R2

Dear Ms. Anand:

On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentations on the proposed 2026 Kennebecasis Public Library Budget to the Joint Quispamsis and Rothesay Finance Committee on September 25, 2025 and on October 7, 2025.

I am pleased to confirm the Quispamsis Town Council, at its November 18, 2025 Regular Meeting, approved the Kennebecasis Public Library's 2026 Budget as part of its overall budget approval process. This included an allocation of \$174,466.00 representing Quispamsis' proportionate share of the Annual 2026 Library budget.

The Town will continue with its normal practice of electronically depositing its payments into the Library's bank account on a monthly basis.

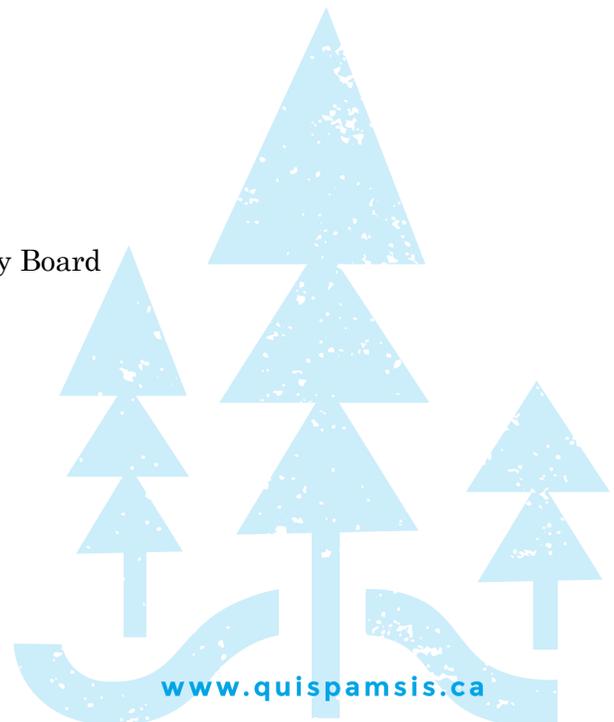
Trusting this meets with your approval and wishing you all the best in 2026!

Yours truly,



Lisa MacInnis  
Clerk

cc: Chair Crystal Hansen, Kennebecasis Public Library Board  
Mayor & Council, Town of Rothesay



## Advisory

**Date:** Monday, November 24, 2025

**To :** Association francophone des municipalités du Nouveau-Brunswick  
Union of New Brunswick Municipalities  
Association of Municipal Administrators of New Brunswick  
Northwest RSC, Restigouche RSC, Chaleur RSC, Acadian Peninsula RSC,  
Greater Miramichi RSC, Kent RSC, Southeast RSC, Kings RSC, Fundy RSC,  
Southwest New Brunswick Service Commission, Capital RSC, Western  
Valley RSC

**From :** Giselle Goguen, Chair  
Local Governance Commission

**Subject: Closed Meetings: Code of Conduct and Conflict of Interest**

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It has come to our attention that many local government councils are discussing and rendering decisions on code of conduct and conflict of interest complaints in closed meetings. The Commission has also viewed media reports about local governments classifying elected officials (mayors and councillors) as employees for the purposes of going into closed meetings to discuss and / or vote on alleged code of conduct by-law violations and alleged conflicts of interest provision violations. **This is not permitted under section 68 of the *Local Governance Act*.**

Mayors and councillors are not employees of local governments. Specifically, the *Local Governance Act* provides:

“84.1(1) A member of council is not eligible for appointment as an officer of the local government or for employment with the local government, including an appointment or employment for no remuneration, at any time while the person holds office as a member of council.”

Subsections 68(1) and 68(2) of the *Local Governance Act* set out the list of matters that may be discussed and decided in a closed meeting of council. **The list does not include code of conduct by-law or conflict of interest provision violation allegations.**

“68(1)A council meeting or a committee of council meeting may be closed to the public for the duration of the discussion if it is necessary to discuss

- (a) information of which the confidentiality is protected by law,
- (b) personal information as defined in the *Right to Information and Protection of Privacy Act*,
- (c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract,
- (d) the proposed or pending acquisition or disposition of land,
- (e) information that could violate the confidentiality of information obtained from the Government of Canada or from the government of a province or territory,
- (f) information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of local government business,
- (g) litigation or potential litigation affecting the local government or any corporation referred to in subsection 8(1), the local government’s agencies, boards or commissions including a matter before an administrative tribunal,
- (h) the access to or security of buildings and other structures occupied or used by the local government or access to or security of systems of the local government, including computer or communication systems,
- (i) information gathered by the police, including the Royal Canadian Mounted Police, in the course of investigating any illegal activity or suspected illegal activity, or the source of that information,
- (j) labour and employment matters, including the negotiation of collective agreements.

68(2) If a meeting is closed to the public under subsection (1), **no decision shall be made at the meeting except for decisions related to the following matters:**

- (a) procedural matters;**
- (b) directions to an officer or employee of the local government;**
- (c) directions to a solicitor for the local government.”** [Emphasis Added]

As noted above, we are aware that some local governments are discussing and / or deciding these issues in closed meetings because they appear to view them as human resource matters under subsection 68(1)(j), which covers “labour and employment matters, including collective agreement negotiations.”

As mayors and councillors are not employees of local governments, it is a violation of the *Local Governance Act* for local governments to be discussing and / or deciding these matters in closed meetings. This practice also denies public accountability and transparency not only to complainants, but also to the broader public served by elected officials.

A recent (2024) Labour and Employment Board decision here in New Brunswick that established that council members are not employees of the local governments they represent for the purposes of the *Employment Standards Act: Septon v Hanwell (Municipality)*, 2024 CanLII 47665 (NB LEB) ( <https://canlii.ca/t/k4vvb>).

In addition, the Commission has also taken the time to address the issue of council members not being employees in their decision: *A. MacGregor v. the Council of the Rural Community of Strait Shores* ( <https://www.lgcnb-cglnb.ca/wp-content/uploads/2025/04/Decision-Code-of-Conduct-MacGregor-and-Council-of-Strait-Shores.pdf>).

Given the above, local governments should review their mandatory code of conduct by-laws to ensure they are not requiring that alleged code of conduct by-law violations and conflict of interest provision violations be discussed and/ or decided in closed meetings. As mayors and councillors are not employees, council cannot invoke subsection 68(1)(j), or any other provision in subsection 68(1), of the *Local Governance Act* to justify deciding alleged code of conduct by-law violations and alleged conflict of

interest provision violations in closed meetings. These are not human resource or employment matters.

### Important Exception:

Subsection 5(2) of the *Code of Conduct Regulation – Local Governance Act*, which sets out the required contents of local government code of conduct by-laws, provides that some matters related to alleged code of conduct and conflict of interest violations, **specifically, investigation reports**, may discussed in closed meetings. Subsection 5(2) provides that:

“5(2) **If the report** deals with any of the matters referred to in subsection 68(1) of the Act, the public may be excluded from the meeting for the duration of the review under paragraph (1)(a).” [Emphasis Added]

As such, if, for example, a report contains advice from the local government’s solicitor, that information only could be discussed in a closed meeting pursuant to subsections 68(1) (f) of the *Local Governance Act*: “(f) information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of local government business”. However, **the entirety of council’s discussion of the matter must not be conducted in a closed meeting, and any decisions on these matters must be made in open meetings.**

### Regional Service Commissions:

The same principles and requirements outlined above apply equally to board members of Regional Service Commissions (RSCs), who are also elected officials. Where an RSC opts to enact a code of conduct by-law, it must comply with the *Code of Conduct Regulation – Regional Service Delivery Act*. That Regulation also sets out at subsection 5(2) what board members may discuss in closed meetings related to alleged code of conduct and conflict of interest violations:

“5(2) If the report deals with any of the matters referred to in subsection 68(1) of the *Local Governance Act*, the public shall be excluded from the meeting for the duration of the review under paragraph (1)(a).”

If you have questions around what may specifically be discussed in closed meetings or about the *Code of Conduct Regulation – Local Governance Act*, please direct them to the Local Government Branch of the Department of Environment and Local Government.

Sincerely,



Giselle Goguen B.A., LL.B

Chair and Commissioner of Local Governance Affairs



**FOR IMMEDIATE RELEASE**

**Saint John Airport Appoints Court Edeburn as New Chief Executive Officer**

**Saint John, NB — December 1, 2025** — The Saint John Airport (YSJ) Board of Directors is pleased to announce the appointment of **Court Edeburn** as its new Chief Executive Officer following a national search.

Court Edeburn is an award-winning transportation executive known for his commitment to customer service, community engagement, and operational excellence. His career spans senior leadership roles across multiple transportation sectors, where he has consistently delivered strong results in safety, employee experience, and performance.

“On behalf of the Board, I am thrilled to welcome Court to YSJ,” said **Susan Harley, Board Chair**. “His depth of operational experience and his people-focused leadership style make him the right person to guide the airport through its next phase of growth.”

Before joining YSJ, Court served as **Vice President of Operations and Chief Safety Officer at Rocky Mountaineer**, where he led significant improvements in reliability, safety, and organizational culture. In 2023, he received the **Railway Association of Canada Passenger Safety Award** for developing an industry-leading safety program.

Court previously held senior roles at **Air Canada**, including General Manager – Vancouver, General Manager – Prairies, and Director of Customer Experience – Toronto, overseeing some of the airline’s largest and most complex operations.

“I am honoured to join the Saint John Airport,” Edeburn said. “YSJ plays a vital role in the region’s connectivity and economic growth, and I look forward to working with the team and community to build on its momentum.”

Court Edeburn has started in his new role of CEO today, December 1<sup>st</sup>.

**About Saint John Airport (YSJ)**

The Saint John Airport Inc. is a community-based, not-for-profit corporation serving the air travel needs of residents of southwestern New Brunswick. The airport (YSJ) is a key element in the social development of the Greater Saint John region and a vital gateway to economic growth in New Brunswick. The Saint John Airport reinvests all profits back into the airport and local communities.

**Media Contact:**

Lori Carle  
Manager of Marketing & Public/Corporate Relations  
506-647-8898  
[lcarle@ysjsaintjohn.ca](mailto:lcarle@ysjsaintjohn.ca)

**From:** Liz Hazlett  
**Sent:** Monday, November 24, 2025 2:41 PM  
**To:** Liz Hazlett  
**Subject:** FW: Improved Deer Management Program in Rothesay

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**From:**  
**Sent:** Monday, November 24, 2025 1:56 PM  
**To:** Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>  
**Subject:** Re: Improved Deer Management Program in Rothesay

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

Dear Nancy Grant,

Thank you for your response. I will be following up with the province but I would like you to please respond to my request for the Town to include some public information on reasons for residents to avoid feeding the deer and actions being taken to address the overpopulation. I think a communication campaign would help address the present issue which is unique to certain municipalities like Rothesay and Saint John/Millidgeville, for example.

Kindest regards,

2746 Rothesay Road

Sent with [Proton Mail](#) secure email.

On Monday, November 10th, 2025 at 9:00 AM, Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)> wrote:

Good Morning ,

Thank you for your message regarding Rothesay's deer population.

As you are probably aware, deer population and management are the responsibility of the Province, and the Town has no jurisdiction in the issue. However, you have messaged Mayor and Council, so I have asked that your email be added to the Agenda for the December Council meeting.

Enjoy your day,  
Nancy

Dr. Nancy Grant  
Mayor

Any correspondence with ~~2025 Employees, age 50+, Selected 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.

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**From:**

**Sent:** Saturday, November 8, 2025 10:27:52 AM

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

**Subject:** Improved Deer Management Program in Rothesay

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Dear Mayor and Councilors of the Town of Rothesay,

I am a long-term Rothesay resident and have enjoyed living on Rothesay Road since 1999. I have seen the rise in deer population in our town grow from almost non-existent in the late 1990s to the current state, which can be characterized as an outright deer infestation. Over the years we have taken steps to install fencing on our property where possible and have been forced to limit most species of landscaping plantings as a result of the deer population in Rothesay. I have seen them firsthand being hit by vehicles while walking through the town, which leads to increased insurance costs for all of us, and their devastation of the gardens and overall landscaping beauty of the town are obvious to property owners and observers alike. Initiation of the Nuisance Deer Management program some years ago gave hope, but the problem seems just as prolific now as it was 10 years ago, and indeed may be worsening.

I generally refrain from making complaints, choosing instead to take steps to address the problem of nuisance deer on my property. That changed for me recently when two friends of ours from Rothesay contracted Lyme's disease. One still suffers from facial palsy and severe joint pain, and the other, a young fit man in his 40s, required hospitalization as a result of being infected by a tick bite. It is well known deer are carriers of ticks and that areas with high deer populations are typically tick infested. The real risk of this serious disease hit close to home for me when a few weeks ago I discovered a tick on my person several days after (ironically) installing metal deer fencing, even though I was well protected in terms of typical outdoor clothing. Thankfully the tick was discovered and removed in time and I was not infected with the bacteria that causes Lyme's disease. My two friends, however, were not so lucky.

Given the serious threat to public health from Lyme's disease stemming from excessive deer population in Rothesay, plus the insurance costs associated with vehicular collisions and overall damage to landscaping and property beautification, I am asking the Town to do more to control the deer population in Rothesay.

For one, may I propose the Town embark on an aggressive public education campaign to inform and educate the public on the dangers and risks associated with high deer populations in populated areas, citing risks like Lyme's disease and higher insurance costs. You are probably aware that some people in

our town are known to feed the deer, and this should be strongly discouraged. It is recommended to use social media and other means of promoting the message (website, KV newsletter, etc.), not an overly expensive or difficult task for the Town of Rothesay to undertake.

Secondly, a more effective means of controlling the deer population should be developed and enacted as soon as possible. Although the Nuisance Deer Management Assistance Program had some effect, a more extensive cull is required, perhaps using a targeted bait-and-kill method on designated lands with significantly increased number of permits. Financial compensation could also be provided for deer removed to increase the size and effectiveness of the cull. Before doing this, the public education campaign described above is important to have in place in order to avoid and proactively address some of the negative reactions to be expected from some low-information residents that may oppose the cull.

Please act as soon as possible to address the deer overpopulation problem in Rothesay. Thank you for your time and attention to this matter.

Respectfully yours,

2746 Rothesay Road

Sent with [Proton Mail](#) secure email.

**Liz Hazlett**

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**From:** Liz Hazlett  
**Sent:** Thursday, December 4, 2025 9:21 AM  
**To:** Liz Hazlett  
**Subject:** FW: Safety Concern & Request for Sidewalk/Crosswalk Installation on Marr Road

**From:**  
**Sent:** Friday, November 28, 2025 4:20 PM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** Safety Concern & Request for Sidewalk/Crosswalk Installation on Marr Road

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[Learn why this is important](#)

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 hope you're doing well. My name is \_\_\_\_\_ and I am a resident of Marr Road, Rothesay.

I'm reaching out to express a safety concern regarding the lack of a sidewalk on one side of our road and to kindly ask the council to consider installing a sidewalk or at minimum, a protected crosswalk along this section such as the one previously placed by Tender Tots Daycare on Hampton Road.

Our road is a main route with homes and businesses on both sides, yet only one side currently has a sidewalk. For families like mine who live on the opposite side, walking to the nearest designated crossing point is extremely difficult and at times, dangerous. This concern becomes even more pressing during the winter months, when reduced visibility and icy shoulders make it unsafe for pedestrians, especially young children.

There is also a daycare located directly across the street, which increases daily foot traffic and heightens the potential for accidents. A crosswalk in front of the daycare or ideally, a sidewalk along our side of the road would significantly improve safety and accessibility for parents, children, and all nearby residents.

I would greatly appreciate it if the council could review this area and consider adding one of these safety measures. I am more than willing to provide additional details, photos, or speak with someone from your team about the issue.

Thank you so much for your time and for all the work you do to keep our community safe.

Warm regards,

14 Marr Road, Rothesay, New Brunswick

Sent from my iPhone

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING  
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB  
SEPTEMBER 3, 2025**

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Present: Chair Kirk Miller  
Vice Chair Dave Brown  
Treasurer Peter Lewis  
Commissioner Patricia Murray

John Jarvie, Administrator  
Chief Mike Boyle  
Deputy Chief Shawn White  
Division Chief Karen Trecartin  
Carlene MacBean, Executive Assistant

Absent: Commissioner Stéphane Bolduc  
Commissioner Noah Donovan

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1.0 Call to Order

Chair Miller called the meeting to order at 7:05 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by P. Murray and seconded by D. Brown, the agenda be approved as presented.

**CARRIED**

4.0 Conflict of Interest

None

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**5.0 Approval of Previous Minutes****5.1 June 11, 2025**

Moved by D. Brown and seconded by P. Murray, that the minutes of June 11, 2025 be approved as presented.

**CARRIED**

**6.0 Unfinished Business****6.1 Commission on Fire Accreditation International (CFAI)**

On August 5<sup>th</sup> in Denver, CO, a contingent from the KVFD presented in front of the twelve-member Commission on Fire Accreditation International (CFAI).

After a brief presentation by Chief Boyle and a series of questions from commission members, it was voted on to award the KVFD accredited agency status. After several years of work towards this achievement, the department is proud to announce that the KVFD is the first fire department in New Brunswick and one of only eight in Canada to hold accredited agency status.

Moving forward, the department will continue to work on making improvements to match the recommendations made by the peer team, who visited the department in April. The department will also provide an annual compliance report to the CFAI to ensure it is meeting its yearly obligations.

Moved by P. Murray and D. Brown to receive and file.

**CARRIED**

**7.0 Correspondence****7.1 Letter from Quispamsis re: KV EMO Emergency Management Program & Presentation from KV EMO Director**

Moved by P. Lewis and D. Brown to receive and file.

**CARRIED**

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7.2 Email from Resident re: Trail Closures

Moved by P. Lewis and D. Brown to receive and file.

**CARRIED**

8.0 New Business

None

9.0 Financial

9.1 Draft Financial Statements for the Month Ended June 30, 2025

Moved by P. Lewis and seconded by D. Brown to receive and file.

**CARRIED**

9.2 Budget Variance Analysis

Moved by D. Brown and seconded by P. Lewis to receive and file.

**CARRIED**

9.3 Compliance Report

Moved by D. Brown and seconded by P. Murray to receive and file.

**CARRIED**

9.4 Kennebecasis Valley Fire Department Inc Audited Financial Statements ended December 31, 2025 (signed)

As the official record, the signed audited financial statements ended December 31, 2025 were provided for record purposes. They have been forwarded to both municipalities and councils.

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12.0 Adjournment

Moved by D. Brown that the meeting be adjourned at 7:33 pm.

**Date of next meeting – November 12, 2025**

Respectfully submitted,

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
SECRETARY / TREASURER

**Kennebecasis Valley Fire Department Inc.**  
**Statement of Expense with Budget Variance**  
**For the 6-months ending June 30, 2025**

	BUDGET	ACTUAL	VARIANCES	BUDGET	
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2025	
			(Under Budget)		
<i>Line No</i> <b>REVENUE:</b>					
1	Members Contributions	\$3,722,654	\$3,722,656	\$2	\$6,913,500
2	Rebate of Property Tax (Misc. Revenue)	\$85,679	\$84,741	(\$938)	\$85,679
4	Revenue Fee Structure	\$0	\$0	\$0	\$0
5	Misc. Revenue	\$3,000	\$1,870	(\$1,130)	\$6,000
6	Interest Income C/A	\$12,500	\$18,164	\$5,664	\$25,000
7	Deficit 2nd previous year	\$62,765	\$62,765	\$0	\$62,765
8		\$3,886,598	\$3,890,196	\$3,598	\$7,092,944
<b>EXPENSES:</b>					
<b>ADMINISTRATION:</b>					
9	Admin. Wages and Benefits	\$376,546	\$364,158	(\$12,388)	\$747,800
10	Convention/dues/training	\$13,500	\$21,000	\$7,500	\$27,000
11	Administrative Agreement	\$6,000	\$5,000	(\$1,000)	\$12,000
12	Professional Services	\$16,819	\$16,641	(\$178)	\$33,638
13	CPSE Accreditation	\$10,623	\$18,373	\$7,751	\$21,245
14	Office supplies/Copy Machine/ S/C	\$5,605	\$6,276	\$671	\$11,210
15	Computer hardware/software/IT	\$28,700	\$27,990	(\$710)	\$39,000
16	Telephone/ Internet	\$8,652	\$8,536	(\$116)	\$17,304
17		\$466,445	\$467,974	\$1,529	\$909,197
<b>FIREFIGHTING FORCE:</b>					
18	Salaries Basic	\$1,681,550	\$1,399,181	(\$282,369)	\$3,363,100
19	Overtime	\$25,000	\$30,873	\$5,873	\$50,000
20	Force Benefits	\$479,154	\$403,545	(\$75,609)	\$900,500
21	Career Uniforms and maintenance	\$15,250	\$17,329	\$2,079	\$30,500
22	Medical and Fitness Testing	\$10,000	\$6,396	(\$3,604)	\$20,000
23	Employee Wellness	\$3,500	\$2,538	(\$962)	\$7,000
24	Career Recognition	\$2,000	\$0	(\$2,000)	\$4,000
25	Holiday Relief Wages and overtime	\$220,400	\$244,015	\$23,615	\$440,800
26	Holiday Relief Benefits	\$90,450	\$73,057	(\$17,393)	\$180,900
27		\$2,527,304	\$2,176,933	(\$350,371)	\$4,996,800

	BUDGET	ACTUAL	VARIANCES	BUDGET	
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2025	
<b>TELECOMMUNICATIONS:</b>					
28	Cellular Telephones	\$4,000	\$4,851	\$851	\$8,000
29	Communication Equipment	\$750	\$0	(\$750)	\$1,500
30	Maintenance / Repairs	\$0	\$0	\$0	\$700
31	Dispatch Service	\$132,300	\$140,211	\$7,911	\$264,600
32		\$137,050	\$145,062	\$8,012	\$274,800
<b>INSURANCE:</b>					
33	Insurance	\$84,898	\$84,214	(\$684)	\$84,898
34		\$84,898	\$84,214	(\$684)	\$84,898
<b>PREVENTION AND TRAINING:</b>					
35	Firefighter / Co. Officer Training	\$23,182	\$4,929	(\$18,253)	\$51,000
36	Fire Prevention	\$4,000	\$1,752	(\$2,248)	\$8,000
37	Public Education	\$1,800	\$64	(\$1,736)	\$3,600
38	Training Supplies	\$2,500	\$1,350	(\$1,150)	\$5,000
39		\$31,482	\$8,095	(\$23,387)	\$67,600
<b>FACILITIES:</b>					
40	Station 1 Operating	\$173,050	\$177,492	\$4,442	\$229,800
41	Station 2 Operating	\$84,150	\$85,256	\$1,106	\$114,000
42	Station Supplies	\$15,000	\$13,702	(\$1,298)	\$30,000
43		\$272,200	\$276,450	\$4,250	\$373,800
<b>FLEET:</b>					
44	Fuel Vehicle	\$19,000	\$13,869	(\$5,131)	\$38,000
45	Registration Vehicle	\$750	\$468	(\$282)	\$750
46	Vehicle Maint. & Repairs	\$45,000	\$46,561	\$1,561	\$90,000
47		\$64,750	\$60,898	(\$3,852)	\$128,750

	BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE	BUDGET 2025	
<b>OPERATIONS:</b>					
48	New Equipment	\$13,000	\$12,461	(\$539)	\$26,000
49	Maint. & Repairs Equip.	\$10,000	\$10,707	\$707	\$20,000
50	Maint. & Repairs Bunker Gear	\$3,250	\$840	(\$2,410)	\$6,500
51	Medical Supplies	\$6,500	\$4,828	(\$1,672)	\$13,000
52	Fire Fighting Supplies	\$3,500	\$1,933	(\$1,567)	\$7,000
53	H&S/Cause determination	\$3,000	\$341	(\$2,659)	\$6,000
54		\$39,250	\$31,112	(\$8,138)	\$78,500
<b>EMO:</b>					
55	EMO	\$33,658	\$272	(\$33,386)	\$67,315
		\$33,658	\$272	(\$33,386)	\$67,315
<b>WATER COSTS:</b>					
56	Water Costs - Quispamsis	\$2,944	\$1,475	(\$1,469)	\$5,887
57	Water Costs - Rothesay	\$15,298	\$7,664	(\$7,634)	\$30,596
58		\$18,242	\$9,139	(\$9,103)	\$36,483
<b>OTHER:</b>					
59	Miscellaneous	\$2,500	\$2,441	(\$59)	\$5,000
60	Retirement Allowance	\$34,900	\$34,900	\$0	\$69,800
61		\$37,400	\$37,341	(\$59)	\$74,800
62	Operating Cost Total	\$3,712,678	\$3,297,489	(\$415,188)	\$7,092,943
63	(DEFICIT) SURPLUS FOR THE PERIOD	\$173,920	\$592,706	\$418,786	\$0

**Kennebecasis Valley Fire Department Inc.**

Budget Variances Analysis greater than \$5,000  
 For the 6-months ending June, 2025

Line #	Description	Budget YTD	Actual YTD	Variance	Details
6	Interest Income	\$12,500	\$18,164	\$5,664	Above budgted interest earned on surplus funds not paid out for new CBA
9	Admin. Wages and Benefits	\$376,546	\$364,158	(\$12,388)	Significant reduction in WSNB Premiums (50% lower than budgeted)
10	Convention/dues/training	\$13,500	\$21,000	\$7,500	Timing
13	CPSE Accreditation	\$10,623	\$18,373	\$7,751	Timing
18	Salaries Basic	\$1,681,550	\$1,399,181	(\$282,369)	Cumulative effectn no new CBA retro payment since Jan. 1, 2024. Employee on disability
20	Force Benefits	\$479,154	\$403,545	(\$75,609)	Significant reduction in WSNB Premiums (50% lower than budgeted)
25	Holiday Relief Wages & Overtime	\$220,400	\$244,015	\$23,615	As required
26	Holiday Relief Benefits	\$90,450	\$73,057	(\$17,393)	Significant reduction in WSNB Premiums (50% lower than budgeted)
31	Dispatch Service	\$132,300	\$140,211	\$7,911	Under budgeted
35	Firefighter/Co. Officer Training	\$23,182	\$4,929	(\$18,253)	Timing
49	Maintenance & Repair Equip.			\$0	
55	EMO	\$33,658	\$272	(\$33,386)	As required
57	Water Costs - Rothesay	\$15,298	\$7,664	(\$7,634)	As required
	<b>Material Variances</b>	<b>\$3,089,160</b>	<b>\$2,694,568</b>	<b>(\$394,592)</b>	

**Kennebecasis Valley Fire Department Inc.**

Invoices over \$5,000  
 For the months of May - June 2025

Non-Recurring Monthly Invoices	Amount	Description
None		



**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: finance.kvfire.ca

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TO: Finance Committee  
FROM: Ron Catchick  
DATE: August 19, 2025  
RE: Compliance Report

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The following Government remittances have been remitted for the months of January – July, 2025 in accordance with the appropriate regulation:

Payroll taxes (CPP, EI, income tax withheld) –remittances filed every two weeks

HST rebate claim - remitted semi-annually – February 18, 2025 claim filed and received (next claim due June 30, 2025) and will be filed before end of August 2025.

WHSCC – remitted monthly –payment remitted

A handwritten signature in black ink, appearing to be "Ron Catchick", is written over a horizontal line.

Ron Catchick  
Finance Administrator



# Kennebecasis Valley Fire Department

*Fire Chief's Report to the Joint Board of Fire Commissioners*

## **Significant Incidents**

### August 19<sup>th</sup>

Firefighters, police and paramedics responded to a motor vehicle collision in the afternoon between a motorcycle and commercial vehicle on the French Village Road in Rothesay. Sadly, as the result of the collision, there was one fatality.

### August 16<sup>th</sup>

In the early hours of August 17<sup>th</sup>, firefighters were dispatched to a collision involving an off-road vehicle on the Bradley Lake Road in Quispamsis. Two occupants of the vehicle were injured, one with critical injuries. While returning from this incident, firefighters were requested by police to attend another off-road vehicle accident, also on the Bradley Lake Road where one person was injured.



### August 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>

At the request of the Office of the Fire Marshal, KVFD firefighters were deployed to Moncton to assist with the Irishtown wildland fire. Two firefighters and a chief officer were deployed on these dates from 6 am until 10 pm each day. They assisted with fire control and water supply.



July 27<sup>th</sup>

Simonds Fire Department requested mutual aid for a water rescue just before 1 pm; a windsurfer on Third Lake had capsized and required rescue. KVFD firefighters used our rescue boat to rescue an individual from a wooded area off the lake where they swam to after capsizing.

July 5<sup>th</sup>

Just before noon, firefighters were dispatched to a motor vehicle collision on the Rothesay Road. A vehicle lost control and collided with a power pole, snapping it in half. The vehicle came to a rest on the railroad tracks and caught fire; however, the lone occupant of the vehicle only had minor injuries.



The road and tracks remained closed for several hours while the vehicle was removed and the lines and pole repaired.

June 9<sup>th</sup>

Just after 5 pm, firefighters were dispatched to a structure fire in Rothesay on Maiden Lane. Upon arrival, firefighters found a fire on the back deck that was extending into the roof of the home; however, a quick response and extinguishment of the fire prevented major damage to the inside of the house.



**Aerial Operator Certification**

Congratulations go to Firefighter Brian Hunter, our latest member to achieve certification to operate our ladder truck, Quint 1. Firefighters who earn this certification undergo extensive theory, practical testing and driver training. This specialized program focuses on aerial operations and builds on their prior experience with other fire apparatus. Thank you to Captain Doug Barrett, Firefighter Bruce Leblanc and the members of B platoon for assisting with Brian's training.



**Junior Firefighters Camp**

During the second week of July, the KVFD hosted our very popular summer Junior Firefighter Camp. We welcomed 25 Junior Firefighters, ages 10 to 12, for three days of learning and fun at the fire station. Participants learned about essential skills like hands-only CPR, first aid for burns, kitchen safety, and smoke alarm awareness through interactive activities. This blend of education and engaging experiences equips our youth to stay safe, handle emergencies, and carry fire safety knowledge into adulthood. The camp's continued success reflects KVFD's commitment to building a safer, more prepared community.



### **Joint Ladder Training**

On June 11<sup>th</sup>, the KVFD hosted a ladder truck orientation night with fire departments from around the area. KVFD Quint 1 and Hampton Ladder 4 were set up and allowed firefighters from other departments the experience to climb and be orientated to the functions of a ladder truck. The evening began with a short theory presentation and was followed by a three-hour practical session.



### **Certificate in Project Management**

Congratulations to Deputy Chief Shawn White on completion of the Certificate in Project Management from the University of New Brunswick. This certificate is a professionally-focused, flexible program designed for individuals involved in any aspect of project work. Accredited by the Project Management Association of Canada (PMAC), graduates are eligible to sit for the Certified Project Coordinator (CPC) exam.



**Response Report May**

<b>Response Type Description</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>3 Year Average</b>	<b>2025</b>
Alarm No Fire - accidental miscellaneous	1	2	1	1.3	4
Alarm No Fire - detector activated	3	4	3	3.3	5
Alarm No Fire - miscellaneous	0	0	0	0.0	7
Alarm No Fire - smoke or steam mistaken	1	2	1	1.3	1
Alarm No Fire - sprinkler surge or discharge	0	2	0	0.7	0
Alarm No Fire - unknown odours	1	0	0	0.3	0
Building Collapse	0	0	0	0.0	0
Chimney Fire	0	0	0	0.0	0
Explosion - no fire	0	0	0	0.0	0
False Alarm - miscellaneous	0	0	1	0.3	1
False Alarm - municipal alarm system	0	0	0	0.0	0
False Alarm - verbal report to fire station	1	0	0	0.3	0
Fire/explosion - dollar loss	4	2	2	2.7	4
Gas Leak - miscellaneous	0	0	0	0.0	0
Gas Leak - propane	0	0	0	0.0	0
Gas Leak - refrigerant	0	0	1	0.3	1
Gas Leak - response to carbon monoxide detector alarm	0	3	0	1.0	2
Home Accident	0	0	0	0.0	0
Incident Situation Unclassified	0	0	0	0.0	0
Industrial Accident	0	0	0	0.0	0
Public Hazard - gasoline or fuel spill	3	0	0	1.0	0
Public Hazard - hazardous object removed	0	0	0	0.0	0
Public Hazard - miscellaneous	0	2	0	0.7	0
Public Hazard - power line down	5	2	0	2.3	1
Public Hazard - toxic chemical spill	0	0	0	0.0	0
Public Service - animal rescue	0	0	0	0.0	0
Public Service - assist police or other agency	1	2	1	1.3	1
Public Service - citizens locked in or out	0	0	0	0.0	0
Public Service - citizens trapped in elevators	0	2	0	0.7	0
Public Service - first aid	51	43	61	51.7	45
Public Service - Flooding	0	0	0	0.0	0
Public Service - mutual aid	1	0	1	0.7	0
Public Service- miscellaneous	3	1	1	1.7	0
Rescue - Miscellaneous	2	0	2	1.3	2
Resuscitation Call - dead on arrival	0	0	0	0.0	0
Rubbish/grass fire - no dollar loss	3	3	9	5.0	0
Rupture - water pipes	0	0	0	0.0	3
Vehicle Accident	9	4	11	8.0	5
<b>Total</b>	<b>89</b>	<b>74</b>	<b>95</b>	<b>86.0</b>	<b>82</b>

## Response Report June

<u>Response Type Description</u>	2022	2023	2024	3 Year Average	2025
Alarm No Fire - accidental miscellaneous	7	0	7	4.67	10
Alarm No Fire - detector activated	10	1	6	5.67	1
Alarm No Fire - miscellaneous	2	4	2	2.67	2
Alarm No Fire - smoke or steam mistaken	0	1	0	0.33	2
Alarm No Fire - sprinkler surge or discharge	0	0	0	0.00	0
Alarm No Fire - unknown odours	0	0	1	0.33	0
Building Collapse	0	0	0	0.00	0
Chimney Fire	0	0	0	0.00	0
Explosion - no fire	0	0	0	0.00	0
False Alarm - miscellaneous	1	2	1	1.33	0
False Alarm - municipal alarm system	0	0	0	0.00	0
False Alarm - verbal report to fire station	0	0	0	0.00	0
Fire/explosion - dollar loss	3	2	2	2.33	6
Gas Leak - miscellaneous	0	1	0	0.33	0
Gas Leak - propane	0	0	1	0.33	2
Gas Leak - refrigerant	0	0	0	0.00	0
Gas Leak - response to carbon monoxide detector alarm	3	3	0	2.00	4
Home Accident	0	0	0	0.00	0
Incident Situation Unclassified	0	1	1	0.67	0
Industrial Accident	0	0	0	0.00	0
Public Hazard - gasoline or fuel spill	1	0	3	1.33	1
Public Hazard - hazardous object removed	1	0	0	0.33	0
Public Hazard - miscellaneous	1	1	3	1.67	1
Public Hazard - power line down	3	1	3	2.33	1
Public Hazard - toxic chemical spill	0	0	0	0.00	0
Public Service - animal rescue	1	0	0	0.33	0
Public Service - assist police or other agency	1	1	0	0.67	1
Public Service - citizens locked in or out	0	0	0	0.00	0
Public Service - citizens trapped in elevators	0	0	0	0.00	0
Public Service - first aid	54	56	48	52.67	40
Public Service - Flooding	1	2	0	1.00	0
Public Service - mutual aid	1	0	0	0.33	0
Public Service- miscellaneous	1	1	1	1.00	2
Rescue - Miscellaneous	0	2	2	1.33	3
Resuscitation Call - dead on arrival	0	0	0	0.00	0
Rubbish/grass fire - no dollar loss	1	5	3	3.00	8
Rupture - water pipes	0	0	0	0.00	0
Vehicle Accident	9	19	18	15.33	8
<b>Total</b>	<b>101</b>	<b>103</b>	<b>102</b>	<b>102.00</b>	<b>92</b>

## Response Report July

<u>Response Type Description</u>	2022	2023	2024	3 Year Average	2025
Alarm No Fire - accidental miscellaneous	2	5	3	3.33	4
Alarm No Fire - detector activated	2	6	6	4.67	4
Alarm No Fire - miscellaneous	3	3	2	2.67	1
Alarm No Fire - smoke or steam mistaken	0	0	0	0.00	1
Alarm No Fire - sprinkler surge or discharge	0	0	0	0.00	1
Alarm No Fire - unknown odours	1	0	0	0.33	1
Building Collapse	0	0	0	0.00	0
Chimney Fire	0	0	0	0.00	1
Explosion - no fire	0	0	0	0.00	0
False Alarm - miscellaneous	0	4	1	1.67	1
False Alarm - municipal alarm system	0	0	1	0.33	0
False Alarm - verbal report to fire station	0	0	0	0.00	0
Fire/explosion - dollar loss	5	2	4	3.67	1
Gas Leak - miscellaneous	0	1	0	0.33	0
Gas Leak - propane	1	0	0	0.33	0
Gas Leak - refrigerant	0	0	0	0.00	0
Gas Leak - response to carbon monoxide detector alarm	0	3	3	2.00	0
Home Accident	1	0	0	0.33	0
Incident Situation Unclassified	0	0	0	0.00	0
Industrial Accident	0	0	0	0.00	0
Public Hazard - gasoline or fuel spill	1	0	0	0.33	0
Public Hazard - hazardous object removed	0	0	0	0.00	0
Public Hazard - miscellaneous	1	1	0	0.67	1
Public Hazard - power line down	3	0	0	1.00	2
Public Hazard - toxic chemical spill	0	0	0	0.00	0
Public Service - animal rescue	0	0	1	0.33	0
Public Service - assist police or other agency	0	1	0	0.33	0
Public Service - citizens locked in or out	0	1	0	0.33	1
Public Service - citizens trapped in elevators	0	0	0	0.00	0
Public Service - first aid	68	44	50	54.00	48
Public Service - Flooding	0	0	0	0.00	0
Public Service - mutual aid	2	1	0	1.00	2
Public Service- miscellaneous	2	2	2	2.00	1
Rescue - Miscellaneous	2	1	0	1.00	1
Resuscitation Call - dead on arrival	0	0	0	0.00	0
Rubbish/grass fire - no dollar loss	7	1	4	4.00	8
Rupture - water pipes	0	0	0	0.00	0
Vehicle Accident	13	12	13	12.67	12
<b>Total</b>	<b>114</b>	<b>88</b>	<b>90</b>	<b>97.33</b>	<b>91</b>



# Kennebecasis Valley Fire Department

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## *Office of the Fire Chief*

To: Joint Board of Fire Commissioners  
From: Fire Chief Mike Boyle  
Re: KV EMO  
Date: September 3<sup>rd</sup>, 2025

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The summer has proven to be a busy time for KV EMO. With the wildfire situation, KV EMO activated to Level 1, Active Monitoring, for the first time ever. The last week of August, representatives from both towns, police and fire met six times via web conference to discuss the situation and actions. After each briefing, a report was shared with each town council as well as town staff.

During the wildfire risk, several area parks were closed and from August 11<sup>th</sup> to 13<sup>th</sup>, the KVFD had firefighters deployed to assist with the fires outside of Moncton.

Unrelated to the fire risk, but timely, Chief Boyle gave a final overview of the KV EMO to each council in August, where the completed *KV EMO Emergency Management Program* was adopted.

On August 19<sup>th</sup>, at the request of Minister of Local Government Aaron Kennedy, Chief Boyle gave an online presentation to municipal CAO's, fire chiefs and emergency managers from across the province. The presentation provided information on emergency management principles and the process of establishing a municipal EMO.



# Kennebecasis Valley Fire Department

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*Office of the Fire Chief*

To: Joint Board of Fire Commissioners  
From: Division Chief Karen Trecartin  
Re: Fire Prevention Update  
Date: September 3, 2025

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## **Community Wildfire Resiliency Plan - Grant Application Update**

As discussed at the June Board meeting, the KVFD has applied for funding through a provincial grant program to have a Community Wildfire Resiliency Plan (CWRP) completed. A CWRP is a strategic framework designed to help communities prepare for and respond to wildfires. It typically includes:

1. Risk Assessment: Identifying areas within the community that are most vulnerable to wildfires.
2. Mitigation Strategies: Implementing measures to reduce wildfire risks, such as creating defensible spaces, improving building codes, and managing vegetation.
3. Emergency Response: Developing plans for evacuation, firefighting, and communication during a wildfire event.
4. Community Engagement: Educating and involving community members in wildfire preparedness and resilience efforts.

These plans are essential for enhancing the overall resilience of communities against the increasing threat of wildfires. The grant application was submitted at the end of June. We received two quotes and selected the lowest one at a value of \$72,334.50. The last update received was that our application has been sent to the Minister of Public Safety to be signed. Once we receive confirmation our application has been accepted with funding approved, the consultants will begin the field work. The department would fund the initial cost, with Board approval, and would be compensated for the total amount through the grant program.

This Community Wildfire Resiliency Plan will evaluate our local wildfire environment and describe the general challenges of the area due to fuel, topography and weather. Field work will be completed on municipal and public land within the wildland urban interface (WUI) to confirm fuel typing and threat rating to prioritize fuel treatment. The consultants will review our Emergency Management Plan and detail critical infrastructure. After the field work is completed, a strategic plan will be provided using the FireSmart seven disciplines: education, legislation and planning, development considerations, interagency cooperation, cross training, emergency planning, and vegetation and fuels management.

### **Fire Prevention Bylaw – Draft Changes / Additions**

In an effort to address recent challenges regarding inspections, building occupancy and hydrants, the items listed below are part of the first proposed draft changes and additions to the fire prevention bylaw. As this is the first stage of the process, town staff are assisting with reviewing these items to ensure no contradictions exist within other town bylaws.

#### **ADOPTION OF CODES/STANDARDS - (House keeping change)**

3. Except as modified by this By-law, ~~it is declared that the most recent edition of The National Fire Code, plus any codes/standards referenced therein, is in force in the Municipality.~~ the latest edition of the National Fire Code of Canada, as adopted by the Province of New Brunswick including any amendments hereto, plus any codes/standards referenced therein are in force in the Municipality and are hereby adopted as the standard for all work undertaken in the town.

#### **INSPECTIONS AND REMEDIAL ORDERS (Addition of these items)**

9. A Fire Prevention Officer may, at all reasonable times enter upon any land or into any building or premises for the purpose of conducting an inspection to determine compliance with this By-law, the National Fire Code, the Fire Prevention Act, or any regulations thereunder.
10. Where a Fire Prevention Officer identifies a condition that, in their reasonable opinion, constitutes a fire hazard, increases the risk of fire, or violates this By-law, the National Fire Code, the Fire Prevention Act, or any regulations thereunder, the Fire Prevention Officer may issue an Order to the Owner requiring the Owner to take such remedial actions as the Fire Prevention Officer deems necessary to eliminate the hazard or ensure compliance.
11. The Order shall be in writing and shall:
  - a) Describe the location of the property;
  - b) Specify the nature of the fire hazard or violation;
  - c) Outline the required remedial actions;
  - d) Set a reasonable time period for compliance, considering the severity of the risk;

and

e) Advise of the right to appeal, if applicable.

12. The Order shall be served on the Owner personally, by registered mail to the Owner's last known address, or by posting it conspicuously on the property.
13. Failure to comply with an Order within the specified time is an offence under this By-law. The Fire Prevention Officer may take any necessary actions to remedy the condition at the Owner's expense if the Order is not complied with, and such costs shall be recoverable as a debt owed to the Municipality.
14. An Owner may appeal an Order issued under this By-law to the Fire Marshal in accordance with Sections 14 or 15 of the Fire Prevention Act, as applicable. The appeal does not stay the Order unless the Fire Marshal directs otherwise.

#### **GENERAL PROVISIONS (Additions of these items)**

19. Owners shall ensure that fire lanes, hydrants, and emergency access routes are kept clear of obstructions, including vehicles, snow, or vegetation. The Fire Chief or his/her designate may order removal of obstructions at the Owner's expense.
20. No person shall store, place, or allow the accumulation of combustible materials, including but not limited to brush piles, overfilled garbage bins, or other debris, within 7.6 meters (25 feet) of any building or structure, unless such storage complies with the National Fire Code. A Fire Prevention Officer may issue an Order under Section 10 requiring the removal or relocation of such materials to eliminate a fire hazard.

#### **BUILDING APPROVAL (New Section)**

37. No person shall occupy or permit the occupancy of a building or portion thereof, not including a private residence, that is newly constructed, renovated, or undergoing a change of use requiring a building permit under the National Building Code or town, without first obtaining consent by final inspection certificate from a town building inspector and written approval from the Fire Chief confirming compliance with fire safety requirements.
38. The Fire Chief shall not grant occupancy approval unless, following the conditions stated in, or any amendments to the New Brunswick Office of the Fire Marshal Bulletin # 2023-01 Occupancy for New and Renovated Buildings are met and following an inspection by a Fire Prevention Officer and including the following documents where applicable.
  - a) Letters of assurance from engineers, architects, etc, signing off on the field reviews they have conducted and authorizing compliance with the building code per their specific project responsibility.

- b) Integrated testing of all fire protection systems, including but not limited to fire alarms, sprinklers, and emergency lighting, has been completed, with all required documentation submitted to the Fire Chief;
  - c) Approvals and permits for provincial compliance regarding elevators, electrical, plumbing, etc. are completed,
  - d) Fire extinguishers have been installed and maintained in accordance with NFPA 10 *Standard for Portable Fire Extinguishers*;
  - e) All life safety equipment, including but not limited to exit signs, emergency lighting, fire doors, and suppression systems, are fully operational and ready for use;
  - f) All walls are drywalled and crack-filled to ensure integrity of fire-rated assemblies; and
  - g) All fire separations, including fire-rated walls, floors, ceilings, and doors, are complete and compliant with the National Fire Code.
39. The owner shall notify the Fire Chief in writing at least five (5) business days prior to requesting an occupancy inspection, providing evidence of compliance with Section 38.
40. The Fire Chief may withhold approval if any condition in Section 38 is not met and may issue an Order under Section 10 requiring remedial actions.
41. Occupancy of a building without approval under this section is an offence under this By-law.
42. Occupancy before completion of a project maybe provided by the authority having jurisdiction in writing provided all terms and conditions stated by a Fire Prevention Officer have been completed, no unsafe condition exists or will exist because of work being undertaken or not completed and section 37 and 38 have been adhered to.

#### **PRIVATE HYDRANTS (New Section)**

49. The owner or occupier of property that has a private hydrant shall ensure that the hydrant is maintained in good working condition at all times and that inspection servicing and testing of the hydrant is carried out by a person qualified to perform these services.
- a) Not less than once a year have the hydrant flushed, drained and threads, outlets and caps greased with waterproof grease;
  - b) Not less than once a year have all components of the private hydrant inspected, serviced and tested to NFPA 25 Standard;
  - c) Keep the ground surface around the private hydrant clear of shrubs, trees, structures and other obstructions of any kind to within 1 metre in order to facilitate use of the hydrant by the department;

- d) Maintain the service records for the private hydrant for not less than two years;
- e) Notify the fire department any time the hydrant is out of service, covered with a black bag to signify it non-operational and then the bag removed once returned to service.

A meeting of the Board of Trustees, Kennebecasis Public Library was held on October 15<sup>th</sup>, 2025, at 6:30pm.

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

**Regrets:** Mr. J. Clarke

**Absences:**

**Call to Order:** Ms. Hansen called the meeting to order at 06:36 pm.

### **Approval of Agenda**

It was moved by Mrs. Millican to approve the agenda. Mr. A Maxwell seconded, and the motion carried.

### **Disposition of Minutes**

Ms. Cindy moved to approve the minutes of the October 2025 regular meeting. Mr. A Maxwell seconded, and the motion carried.

### **Communication**

The Board members were informed about the Regional Forum meeting on November 4 and the NBLTA Trustee's Day on October 18.

### **Report of the Librarian**

Ms. Anand 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**

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

Mr. Don Shea moved to accept the committee reports as presented, Mr. P Smith, seconded, and the motion carried.

## **New and Unfinished Business**

### **Contracts Renewal:**

After review, snow clearing and lawncare contracts were awarded to Homestar Inc., and for janitorial services, the Librarian will obtain the appropriate account to publish the tender on NBON.

### **Review Room Rental Rates**

Effective November 2025, new bookings in the non-profit category will be charged as follows: Children's Activity Room – CAD 75 per 4 hours (previously CAD 50); Multi-Purpose Room – CAD 50 per 4 hours (previously CAD 45).

The motion to approve these changes was moved by Mrs. C. Hansen, seconded by Mrs. Amy Watling, and carried.

### **Review of the Fundraiser Cancellation**

The Board reviewed the cancelled fundraiser, noting that the lack of an online ticketing option, low participation, and coordination demands were key barriers, and agreed future events should focus on family-friendly activities.

**Adjournment:** As there was no other business, Ms. Hansen moved that the meeting be adjourned at 07:58 pm.

**Next Meeting:** The next meeting is scheduled for Wednesday, November 19, 2025, at 6:30pm, in person at the library.

Respectfully submitted,

Pallvi Anand

Library Director and Secretary to the Board

# Town of Rothesay

## General Fund Financial Statements

October 31, 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

10/31/2025

## 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	(120,500)
Total Long Term Debt	4,720,000

Total Liabilities \$ 4,599,500

Investment in General Fund Fixed Assets 53,540,591

\$ 58,140,091

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# Town of Rothesay

Balance Sheet - General Fund Reserves  
10/31/2025

## ASSETS

BNS CCBF Interest Account	4,145,808
BNS General Operating Reserve #214-15	1,033,460
BNS General Capital Reserves #2261-14	2,176,179
BNS - RICC reserve	54,026
	<u>\$ 7,409,473</u>

## LIABILITIES AND EQUITY

Def. Rev -CCBF Fund - General	2,897,035
Invest. in General Capital Reserve	1,750,478
General CCBF Funding	1,248,773
Invest. in General Operating Reserve	1,033,460
Invest. in Land for Public Purposes Reserve	191,625
Invest. in Regional Facilities	234,076
Invest. in RICC	54,026
	<u>\$ 7,409,473</u>

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## Town of Rothesay

Balance Sheet - General Operating Fund

10/31/2025

## CURRENT ASSETS

Cash	1,229,937
Receivables	38,819
HST Receivable	702,880
Inventory	53,389
Gen Operating due to/from Util Operating	(577,546)
Total Current Assets	<u>1,447,479</u>
Other Assets:	
Projects	<u>6,654,365</u>
TOTAL ASSETS	<u><u>8,101,844</u></u>

## CURRENT LIABILITIES AND EQUITY

Accounts Payable	991,280
Other Payables	922,000
Gen Operating due to/from Gen Capital	120,500
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>2,630,687</u>

## EQUITY

Retained Earnings	170,093
Surplus/(Deficit) for the Period	<u>5,301,065</u>
	<u>5,471,157</u>
	<u><u>8,101,844</u></u>

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# Town of Rothesay

Statement of Revenue &amp; Expenditure

10 Months Ended 10/31/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,971,283	1,971,283	19,712,830	19,712,829	0		23,655,395
Sale of Services	70,017	44,487	501,891	443,625	58,266		568,750
Services to Province of New Brunswic	0	0	55,672	60,000	(4,328)		80,000
Other Revenue from Own Sources	34,299	9,125	428,830	96,100	332,729		114,350
CORE Equalization	4,365	4,366	43,658	43,658	0		52,389
Conditional Transfers	49,771	0	153,380	46,750	106,630		46,750
Other Transfers	50,000	50,000	609,616	609,616	(0)		709,616
	<u>\$2,179,735</u>	<u>\$2,079,261</u>	<u>\$21,505,875</u>	<u>\$21,012,578</u>	<u>\$493,297</u>		<u>\$25,227,250</u>
<b>EXPENSES</b>							
General Government Services	254,761	279,097	2,921,937	2,767,057	(154,880)		3,161,057
Protective Services	523,139	519,957	5,706,769	5,671,024	(35,745)		6,651,330
Transportation Services	318,536	287,625	3,477,030	3,495,909	18,879		4,402,284
Environmental Health Services	122,874	98,583	797,794	835,833	38,039		995,000
Environmental Development	55,311	66,339	474,905	619,637	144,732		723,872
Recreation & Cultural Services	322,500	286,754	2,407,987	2,463,407	55,420		3,017,766
Fiscal Services	(9,955)	625	418,388	364,959	(53,429)		6,275,941
	<u>\$1,587,166</u>	<u>\$1,538,981</u>	<u>\$16,204,810</u>	<u>\$16,217,827</u>	<u>13,017</u>		<u>\$25,227,250</u>
Surplus (Deficit) for the Year	<u>\$592,569</u>	<u>\$540,280</u>	<u>\$5,301,065</u>	<u>\$4,794,751</u>	<u>\$506,314</u>		<u>\$ (0)</u>

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### Town of Rothesay

Statement of Revenue & Expenditure  
10 Months Ended 10/31/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	6,478	3,333	42,024	33,333	8,691		40,000
Wells Canopy revenue	1,739	1,000	12,359	10,000	2,359		12,000
Town Hall Rent	9,369	10,133	96,139	101,333	(5,194)		121,600
Community Garden revenue	0	0	906	1,000	(94)		1,000
Fox Farm Rental revenue	0	1,950	13,650	19,500	(5,850)		23,400
Arena Revenue	38,858	23,358	199,790	157,733	42,057	1	245,500
Recreation Programs	13,573	4,713	137,023	120,725	16,298	2	125,250
	<b>70,017</b>	<b>44,487</b>	<b>501,891</b>	<b>443,625</b>	<b>58,266</b>		<b>568,750</b>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	9,920	4,792	190,258	48,017	142,241	3	57,600
Recycling Dollies & Lids	0	0	0	42	(42)		42
Interest & Sundry	4,290	2,500	57,531	25,000	32,531	4	30,000
Miscellaneous	19,089	833	166,333	8,333	157,999	5	10,000
Fire Dept. Administration	1,000	1,000	10,000	10,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<b>34,299</b>	<b>9,125</b>	<b>428,830</b>	<b>96,100</b>	<b>332,729</b>		<b>114,350</b>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	2,420	1,750	670		1,750
Grant - Other	12,500	0	99,164	0	99,164	6	0
Grant - Students	37,271	0	51,795	45,000	6,795		45,000
	<b>49,771</b>	<b>0</b>	<b>153,380</b>	<b>46,750</b>	<b>106,630</b>		<b>46,750</b>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	109,616	109,616	(0)		109,616
Utility Fund Transfer	50,000	50,000	500,000	500,000	0		600,000
	<b>50,000</b>	<b>50,000</b>	<b>609,616</b>	<b>609,616</b>	<b>(0)</b>		<b>709,616</b>
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	4,428	4,583	43,586	45,833	2,248		55,000
Councillors	13,698	12,884	151,156	128,842	(22,314)	7	154,610
Regional Service Commission 9	3,825	3,825	38,246	38,246	0		45,895
Other	500	3,108	4,570	31,084	26,514	8	37,301
	<b>22,451</b>	<b>24,401</b>	<b>237,557</b>	<b>244,005</b>	<b>6,448</b>		<b>292,806</b>
<b>Administrative</b>							
Administration - Wages & Benefits	166,537	151,638	1,241,721	1,134,765	(106,955)	9	1,397,409
Office Building	12,486	12,417	187,080	178,217	(8,863)		203,500
Supplies	38,529	11,050	328,712	198,500	(130,212)	10	210,600
Solicitor	4,484	0	37,995	35,323	(2,672)		50,000
Professional Fees	0	15,800	84,370	100,000	15,630	11	100,000
Other	7,784	7,383	109,833	105,832	(4,002)		116,598
	<b>229,819</b>	<b>198,288</b>	<b>1,989,711</b>	<b>1,752,636</b>	<b>(237,075)</b>		<b>2,078,107</b>
<b>Other General Government Services</b>							
Website/Other	0	0	1,528	3,000	1,472		3,000
Community Communications (Team)	1,937	55,833	4,378	63,833	59,456	12	65,500
Civic Relations	0	0	2,362	1,500	(862)		1,500
Insurance	0	0	257,816	272,900	15,084	13	272,900
Donations	500	575	18,364	18,439	75		36,500
Cost of Assessment	0	0	388,127	388,127	0		388,127
Property Taxes - L.P.P.	0	0	19,653	18,617	(1,036)		18,617
Fox Farm Rental Expenses	54	0	2,441	4,000	1,559		4,000
	<b>2,492</b>	<b>56,408</b>	<b>694,669</b>	<b>770,416</b>	<b>75,747</b>		<b>790,144</b>
<b>Total General Government Services</b>	<b>254,761</b>	<b>279,097</b>	<b>2,921,937</b>	<b>2,767,057</b>	<b>(154,880)</b>		<b>3,161,057</b>
<b>Protective Services</b>							
<b>Police</b>							
Police Protection	284,836	284,836	2,848,358	2,848,358	0		3,418,030
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<b>284,836</b>	<b>284,836</b>	<b>2,851,158</b>	<b>2,851,158</b>	<b>0</b>		<b>3,420,830</b>
<b>Fire</b>							
Fire Protection	234,746	234,746	2,480,116	2,480,116	0		2,890,000
Water Costs Fire Protection	0	0	335,000	335,000	0		335,000
	<b>234,746</b>	<b>234,746</b>	<b>2,815,116</b>	<b>2,815,116</b>	<b>0</b>		<b>3,225,000</b>
<b>Emergency Measures</b>							
EMO Director/Committee	0	0	0	1,000	1,000		1,000
	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>		<b>1,000</b>
<b>Other</b>							
Animal & Pest Control	430	292	4,111	2,917	(1,194)		3,500
Other	3,126	83	36,384	833	(35,551)	14	1,000
	<b>3,556</b>	<b>375</b>	<b>40,495</b>	<b>3,750</b>	<b>(36,745)</b>		<b>4,500</b>
<b>Total Protective Services</b>	<b>523,139</b>	<b>519,957</b>	<b>5,706,769</b>	<b>5,671,024</b>	<b>(35,745)</b>		<b>6,651,330</b>
<b>Transportation Services</b>							
<b>Common Services</b>							
Administration (Wages & Benefits)	191,851	188,298	1,435,516	1,456,441	20,925	15	1,723,500
Workshops, Yards & Equipment	40,585	55,500	526,648	683,311	156,664	16	801,261
Engineering	0	0	9,975	7,500	(2,475)		7,500
	<b>232,436</b>	<b>243,798</b>	<b>1,972,138</b>	<b>2,147,252</b>	<b>175,114</b>		<b>2,532,261</b>
<b>Roads &amp; Streets</b>							
Crosswalks & Sidewalks	13,597	3,700	57,236	57,000	(236)		67,000
Culverts & Drainage Ditches	1,505	710	32,018	35,082	3,064		36,850
Street Cleaning & Flushing	20,708	0	178,771	95,000	(83,771)	17	100,000
Snow & Ice Removal	0	0	9,890	10,000	110		10,000
	<b>(3,710)</b>	<b>18,138</b>	<b>757,123</b>	<b>822,429</b>	<b>65,306</b>	18	1,267,000
	<b>32,100</b>	<b>22,548</b>	<b>1,035,037</b>	<b>1,019,511</b>	<b>(15,526)</b>		<b>1,480,850</b>
Street Lighting	14,836	15,833	147,707	158,333	10,627		190,000
<b>Traffic Services</b>							
Street Signs	1,538	0	7,935	20,000	12,065	19	20,000
Traffic Lanemarking	0	0	38,676	40,000	1,325		40,000
Traffic Signals	1,783	1,000	53,914	18,000	(35,914)	20	20,000
Railway Crossing	4,386	4,300	48,644	22,600	(26,044)	21	26,000
	<b>7,707</b>	<b>5,300</b>	<b>149,168</b>	<b>100,600</b>	<b>(48,568)</b>		<b>106,000</b>
<b>Public Transit</b>							
Public Transit - Comex Service	0	0	68,004	68,005	0		90,673
Public Transit - Other	146	146	5,960	2,208	(3,752)		2,500
Public Transit - KV Go	31,312	0	99,016	0	(99,016)	22	0
	<b>31,458</b>	<b>146</b>	<b>172,980</b>	<b>70,213</b>	<b>(102,768)</b>		<b>93,173</b>
<b>Total Transportation Services</b>	<b>318,536</b>	<b>287,625</b>	<b>3,477,030</b>	<b>3,495,909</b>	<b>18,879</b>		<b>4,402,284</b>

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<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill garbage	29,861	25,000	233,881	250,000	16,119	23	300,000
Solid Waste Disposal Landfill Compost	3,987	3,333	33,181	33,333	153		40,000
Solid Waste Collection Fero	87,254	51,250	496,911	512,500	15,589		615,000
Clean Up Campaign	0	19,000	31,945	40,000	8,055		40,000
Food Cycler	1,773	0	1,877	0	(1,877)		0
<b>Total Environmental Health Services</b>	<b>122,874</b>	<b>98,583</b>	<b>797,794</b>	<b>835,833</b>	<b>38,029</b>		<b>995,000</b>
<b>Environmental Development Services</b>							
Planning & Zoning							
Administration (Wages and benefits)	40,654	50,475	325,225	376,494	51,269	24	449,000
Administration	2,376	2,583	22,275	110,333	88,058	25	115,500
Planning Projects	0	833	4,594	8,333	3,739		10,000
	<b>43,030</b>	<b>53,892</b>	<b>352,095</b>	<b>495,161</b>	<b>143,065</b>		<b>574,500</b>
Envision Saint John	12,281	12,281	122,810	122,810	0		147,372
Tourism	0	167	0	1,667	1,667		2,000
	<b>12,281</b>	<b>12,448</b>	<b>122,810</b>	<b>124,477</b>	<b>1,667</b>		<b>149,372</b>
<b>Total Environmental Development Service</b>	<b>55,311</b>	<b>66,339</b>	<b>474,905</b>	<b>619,637</b>	<b>144,732</b>		<b>723,872</b>
<b>Recreation &amp; Cultural Services</b>							
Administration (wages and benefits)	49,827	46,837	365,709	349,618	(16,091)	26	423,000
Administration	2,293	3,175	57,606	64,250	6,644		70,600
RICC Fundraising	3,945	0	22,382	0	(22,382)	27	0
Rothsay Arena	48,627	38,394	341,842	338,221	(3,622)		409,500
Parks & Gardens	90,257	74,324	743,686	757,938	14,252	28	865,250
Playgrounds and Fields	13,027	21,050	100,370	127,500	27,130	29	149,000
Rothsay Common Rink	2,321	2,250	62,850	81,800	18,950	30	102,500
Memorial Centre	16,285	5,471	64,603	64,959	355		76,000
Wells Building	2,377	3,417	40,121	47,671	7,550		54,505
James Renforth	318	67	3,901	2,092	(1,809)		2,225
Beaches	0	0	53,322	66,500	13,178	31	66,500
Summer Programs	1,360	1,242	95,087	99,942	4,854		101,225
The Hive expenses	2,122	1,554	11,742	15,542	3,799		18,650
Regional Facilities Operating	79,227	79,227	316,907	316,907	0		329,491
Kennebecasis Public Library	8,080	8,080	80,803	80,803	0		96,963
Regional Facilities Capital	0	0	0	0	0		199,357
Special Events	2,534	1,667	39,556	42,167	2,611		45,500
PRO Kids	0	0	7,500	7,500	0		7,500
<b>Total Recreation and Cultural Services</b>	<b>322,500</b>	<b>286,754</b>	<b>2,407,987</b>	<b>2,463,407</b>	<b>55,420</b>		<b>3,017,766</b>
<b>Fiscal Services</b>							
Debt Charges							
Interest	1,085	625	93,640	81,959	(11,681)	32	204,941
Debtenture Payments	0	0	283,000	283,000	0		671,000
	<b>1,085</b>	<b>625</b>	<b>376,640</b>	<b>364,959</b>	<b>(11,681)</b>		<b>875,941</b>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		5,400,000
Reserve Funds	(11,040)	0	41,749	0	(41,749)	33	0
	<b>(11,040)</b>	<b>0</b>	<b>41,749</b>	<b>0</b>	<b>(41,749)</b>		<b>5,400,000</b>
<b>Total Fiscal Services</b>	<b>(9,955)</b>	<b>625</b>	<b>418,388</b>	<b>364,959</b>	<b>(53,429)</b>		<b>6,275,941</b>
	1,587,166	1,538,981	16,204,810	16,217,827	13,017		25,227,250

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## Town of Rothesay

## Variance Report - General Fund

Note #	Actual	month ending Budget	10/31/2025 Better/(Worse)	Description of Variance
<b>Revenue</b>				
1	\$ 199,790	\$ 157,733	\$ 42,057	Higher than anticipated
2	\$ 137,023	\$ 120,725	\$ 16,298	Revenue higher than anticipated
3	\$ 190,258	\$ 48,017	\$ 142,241	Higher than anticipated
4	\$ 57,531	\$ 25,000	\$ 32,531	Conservative budget
5	\$ 166,333	\$ 8,333	\$ 157,999	Sale of equipment
6	\$ 99,164	\$ -	\$ 99,164	\$52.7K from Girls Softball Well lighting
<b>Expenses</b>				
<i>General Government</i>				
7	151,156	128,842	\$ (22,314)	\$6K error in budgeting for # councillors and \$6k travel
8	4,570	31,084	\$ 26,514	Developmental seminars offset by councillors travel
9	1,241,721	1,134,765	\$ (106,955)	Unbudgeted wage increase
10	328,712	198,500	\$ (130,212)	12K Office furniture remaining IT
11	84,370	100,000	\$ 15,630	Timing
12	4,378	63,833	\$ 59,456	\$50k not spent on study
13	257,816	272,900	\$ 15,084	Lower than expected
<i>Protective Services</i>				
14	36,384	833	\$ (35,551)	Fire Hydrant repair
<i>Transportation</i>				
15	1,435,516	1,456,441	\$ 20,925	Vacant position
16	526,648	683,311	\$ 156,664	timing
17	178,771	95,000	\$ (83,771)	Shed on Clark Rd & Drainage at 10 Beach
18	757,123	822,429	\$ 65,306	Fuel adjustment was less than anticipated
19	7,935	20,000	\$ 12,065	timing
20	53,914	18,000	\$ (35,914)	New LED audible signals at Hampton/Marr
21	48,644	22,600	\$ (26,044)	Work done by Galbraith to keep pillars Kpark
22	99,016	0	\$ (99,016)	Unbudgeted expense
<i>Environmental Health</i>				
23	233,881	250,000	\$ 16,119	Budget for fuel escalation higher than actual
<i>Environmental Development</i>				
24	325,225	376,494	\$ 51,269	Vacant position
25	22,275	110,333	\$ 88,058	Software and bylaw enforcement
<i>Recreation &amp; Cultural Services</i>				
26	365,709	349,618	\$ (16,091)	Wage increases after budget
27	22,382	0	\$ (22,382)	RICC BBQ, wrapping 2 vehicles
28	743,686	757,938	\$ 14,252	Vacant position and timing
29	100,370	127,500	\$ 27,130	Timing, budgeted allocated monthly
30	62,850	81,800	\$ 18,950	Wages and expenses lower than anticipated
31	\$ 53,322	\$ 66,500	\$ 13,178	Wages lower than anticipated
<i>Fiscal Services</i>				
32	\$ 93,640	\$ 81,959	\$ (11,681)	PerfectMind credit card charges & BNS increased fees & Debenture cos
33	\$ 41,749	\$ -	\$ (41,749)	RICC donations transfer to reserve

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Town of Rothesay

Capital Projects  
General Fund

10 Months Ended 10/31/2025

	ANNUAL BUDGET	CURRENT Y-T-D	Remaining Budget	
<b>General Government</b>				
12010560	G 202* 001 Town Hall Improvements	85,000	63,299	21,701
12010760	G 202* 00* IT	21,500	0	21,500
	Goldie Crt		106,482	(106,482)
	Common Roof Replacement		21,488	(21,488)
	<b>Total General Government</b>	<b>106,500</b>	<b>191,269</b>	<b>43,201</b>
<b>Transportation</b>				
12020960	T-2025-001 Asphalt (13)	2,398,000	2,664,784	(266,784)
12023660	Designated Highway - Hampton Road Paving	903,000	941,623	(38,623)
12017560	T-2024-00* Wiljac Improvements	1,700,000	429,233	1,270,767
12028460	T-202*-00* Fleet Replacement	866,000	559,178	306,822
12028260	T-202*-00* Buildings	71,000	33,325	37,675
12012560	T-2025-00* Renforth Property study	50,000	19,074	30,926
12026460	T-202*-00* Salt Storage Facility	185,000	153,913	31,087
	<b>Total Transportation</b>	<b>6,173,000</b>	<b>4,801,131</b>	<b>1,371,869</b>
<b>Recreation</b>				
12026360	R-202*-00* Synthetic Turf	1,500,000	921,311	578,689
12014060	Wells Recreation Park Tennis court conversion	80,000	93,382	(13,382)
12028860	R-2022-004 Wells Bldg	60,000	65,691	(5,691)
	Wells lighting	565,000	425,806	139,194
12028560	R-202*-00* Recreation Equipment	60,000	23,276	36,724
12028760	R-202*-00* Arena Renovation	105,000	81,457	23,544
12029060	R-2023-005 McGuire Centre Repairs	20,000	0	20,000
12016560	R-20**00* Jordan Miller Park	15,000	0	15,000
12023360	R-2014-019 Wells Trail	2,800,000	0	2,800,000
	<b>Total Recreation</b>	<b>5,205,000</b>	<b>1,610,922</b>	<b>3,594,078</b>
<b>Carryovers</b>				
12029360	T-2024-001 Asphalt	0	3,116	(3,116)
12020760	R-2020-007 Trail Development	0	4,167	(4,167)
12029260	T-2023-004 Intersection Improvement (Gondola/c	0	29,261	(29,261)
12028960	R-202*-00* Recreation Master Plan	0	5,824	(5,824)
12022160	Clark Rd/Gondola Point Rd Intersection Design	0	8,677	(8,677)
		0	51,044	(51,044)
<b>Total</b>	<b>\$ 11,484,500</b>	<b>\$ 6,654,365</b>	<b>\$ 4,958,105</b>	

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
<b>Total</b>	<b>11,484,500</b>	<b>5,400,000</b>	<b>3,552,500</b>	<b>820,000</b>	<b>385,000</b>	<b>1,327,000</b>

# Town of Rothesay

## Utility Fund Financial Statements

October 31, 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 10/31/2025

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

LIABILITIES

## Current:

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

## Long-Term:

Long-Term Debt	9,120,725
	<hr/>
Total Liabilities	8,829,659

EQUITY

## Investments:

Investment in Fixed Assets	33,862,136
	<hr/>
Total Equity	33,862,136
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>42,691,795</u></u>

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# Town of Rothesay

Balance Sheet - Utilities Fund Reserves  
10/31/2025

## ASSETS

BNS Utility Capital Reserve # 00241 12	1,704,748
	<u>\$ 1,704,748</u>

## LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	1,169,973
Invest. in Utility Operating Reserve	122,964
Invest. in Sewerage Outfall Reserve	411,811
	<u>\$ 1,704,748</u>

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# Town of Rothesay

Utilities Fund Operating Balance Sheet  
As at 10/31/2025

## ASSETS

Current assets:	
Accounts Receivable Net of Allowance	1,012,414
Accounts Receivable - Misc.	127,813
Total Current Assets	<u>1,140,227</u>
Other Assets:	
Projects	<u>1,355,522</u>
	1,355,522
 TOTAL ASSETS	 <u><u>\$ 2,495,748</u></u>

## LIABILITIES

Accrued Payables	15,664
Due from General Fund	(577,546)
Due to Capital Fund	291,066
Deferred Revenue	8,007
Total Liabilities	<u>(262,810)</u>

## EQUITY

Surplus:	
Opening Retained Earnings	32,335
Profit (Loss) to Date	<u>2,726,223</u>
	<u>2,758,558</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>\$ 2,495,748</u></u>

## 2025December08OpenSessionFINAL\_104

Town of Rothesay  
Utilities Operating Income Statement  
10 Months Ended 10/31/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	(15)	0	977,495	893,000	84,495	1	1,160,000
Meter and non-hookup fees	(924)	0	52,972	46,500	6,472		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	(1,845)	0	2,436,936	2,400,000	36,936	2	2,400,000
Connection Fees	100	0	64,075	75,000	(10,925)	3	75,000
Interest Earned	11,722	8,750	109,102	87,500	21,602	4	105,000
Misc. Revenue	225	600	5,025	5,479	(454)		6,479
Infrastructure Grants	0	0	877,280	0	877,280	5	0
Transfer from Reserves	0	0	250,000	0	250,000	6	0
Surplus - Previous Years	0	0	40,521	40,521	0		40,521
<b>TOTAL RECEIPTS</b>	<b>9,263</b>	<b>9,350</b>	<b>5,209,539</b>	<b>3,942,000</b>	<b>1,267,539</b>		<b>4,243,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	20,000	20,000	200,000	200,000	0		240,000
Wages	37,396	20,833	217,017	208,333	(8,683)		250,000
Audit/Legal/Training	982	500	13,851	13,000	(851)		14,000
Other Water	0	167	(22)	1,667	1,689		2,000
Purification & Treatment	36,783	13,150	651,649	582,650	(68,999)	7	615,000
Transmission & Distribution	14	10,833	82,578	108,333	25,755	8	130,000
Power & Pumping	3,499	5,417	52,981	54,167	1,186		65,000
Billing/Collections	59	260	592	2,598	2,007		3,118
Water Purchased	0	0	741	1,460	719		1,750
Misc. Expenses	0	1,667	5,701	31,667	25,965	9	35,000
McGuire Road Operating	1,480	1,000	26,188	13,000	(13,188)	10	16,000
<b>TOTAL WATER SUPPLY</b>	<b>100,212</b>	<b>73,827</b>	<b>1,251,276</b>	<b>1,216,875</b>	<b>(34,401)</b>		<b>1,371,868</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	30,000	30,000	300,000	300,000	0		360,000
Wages	31,250	31,250	312,500	312,500	0		375,000
Audit/Legal/Training	184	750	7,409	13,500	6,091		15,000
Collection System Maintenance	115	15,000	10,602	70,000	59,398	11	75,000
Sewer Claims	144	5,750	22,714	23,000	286		23,000
Lift Stations	6,055	4,250	104,494	75,850	(28,644)	12	85,000
Treatment/Disposal	6,894	7,667	82,871	107,667	24,795	13	125,000
Misc. Expenses	249	2,525	11,320	29,950	18,630	14	35,000
<b>TOTAL SWGE COLLECTION &amp; DISPC</b>	<b>74,891</b>	<b>97,192</b>	<b>851,911</b>	<b>932,467</b>	<b>80,555</b>		<b>1,093,000</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	0	12,753	75,000	62,247	15	75,000
Interest on Long-Term Debt	0	435	137,341	137,776	435		260,532
Principal Repayment	0	0	230,035	229,600	(435)		592,600
Transfer to Reserve Accounts	0	0	0	0	0		75,000
Capital Fund Through Operating	0	0	0	0	0		775,000
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>435</b>	<b>380,129</b>	<b>442,376</b>	<b>62,247</b>		<b>1,778,132</b>
<b>TOTAL EXPENSES</b>	<b>175,103</b>	<b>171,453</b>	<b>2,483,316</b>	<b>2,591,718</b>	<b>108,401</b>		<b>4,243,000</b>
<b>NET INCOME (LOSS) FOR THE PER</b>	<b>(165,840)</b>	<b>(162,103)</b>	<b>2,726,223</b>	<b>1,350,282</b>	<b>1,375,940</b>		<b>0</b>

# Town of Rothesay

Variance Report - Utility Operating  
10/31/2025

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
<b>Revenue</b>					
1	Sale of Water	977,495	893,000	84,495	Larger consumption comaped to past Q's
2	Sewerage Services	2,436,936	2,400,000	36,936	Conservative budget
3	Connection Fees	64,075	75,000	(10,925)	Timing
4	Interest Earned	109,102	87,500	21,602	Conservative budget
5	Infrastructure Grants	877,280	0	877,280	WWTP
6	Transfer from Reserves	250,000	0	250,000	Gas Tax capital
<b>Water</b>					
7	Purification & Treatment	651,649	582,650	(68,999)	Well#1 replace motor & pump
8	Transmission & Distribution	82,578	108,333	25,755	Timing
9	Misc. Expenses	5,701	31,667	25,965	Timing
10	McGuire Road Operating	26,188	13,000	(13,188)	Concrete slab at 24 Mcguire
<b>Sewer</b>					
11	Collection System Maintenance	10,602	70,000	59,398	Timing
12	Lift Stations	104,494	75,850	(28,644)	Install wet wizard, FV & Riverside upgrades
13	Treatment/Disposal	82,871	107,667	24,795	Timing
14	Misc. Expenses	11,320	29,950	18,630	Timing
<b>Fiscal Services</b>					
15	Interest on Bank Loans	12,753	75,000	62,247	Budgeted for new debenture costs

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Town of Rothesay

Capital Projects

Utility Fund

10 Months Ended 10/31/2025

	Original BUDGET	Current Y-T-D	Remaining Budget
<b>WATER</b>			
12031430 W-2022-003 Filtration Bldg Water	375,000	481,106	(106,106)
12046630 W-2024-00* Treatment effluent tank re-lining	100,000	-	100,000
12046730 W-2024-00* Filter Bldg heat system upgrade	40,000	27,776	12,224
12050230 W-2025-00* Turnbull Court water	300,000	287	299,713
12050330 W-2025-00* Wiljac Improvement	800,000	-	800,000
12050430 W-2025-00* New Well	-	56,009	(56,009)
	<u>\$ 1,615,000</u>	<u>\$ 565,178</u>	<u>\$ - \$ 1,049,822</u>
<b>SEWER</b>			
12046130 S-2023- 004 WWTF Plant	10,000,000	\$ 445,892	9,554,108
12047030 S-2024-00* Frances Ave lift station replacement	120,000	\$ -	120,000
12050130 S-2023-002 Lagoon Dredging	0	\$ 181,747	(181,747)
Unbudgeted items:			
12049830 Emergency sewer repair Rothesay Rd	0	\$ 14,235	(14,235)
	<u>10,120,000</u>	<u>641,873</u>	<u>- 9,478,127</u>
<b>Total Approved</b>	<u>11,735,000</u>	<u>1,207,051</u>	<u>- 10,527,949</u>
<b>Carryovers</b>			
Funded from Reserves			
12046330 W-2024-00* Production Wells TH90-1	-	103,320	(103,320)
12046430 W-2024-00* Storage bldg renovations	-	8,149	(8,149)
12031230 W-2022-001 Water Quantity/Quality	-	29,561	(29,561)
12044130 S-2021-008 WWTP Design Phase II	-	7,440	(7,440)
	<u>0</u>	<u>148,470</u>	<u>0 (148,470)</u>
	<u>11,735,000</u>	<u>1,355,522</u>	<u>- 10,379,478</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

2025-10-31

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
Hilary Pond		500.00
St Josephs hospital foundation		1,000.00
Powow - City of SJ		500.00
KV Old boys		500.00
Royal Canadian Legion		
Fresh Start		
YMCA		
RHS		
	sub 19,500.00	7,363.57
	36,500.00	18,363.57
G/L Balance		18,363.57

# TOWN OF ROTHESAY

FINANCE COMMITTEE

November 27, 2025

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander, Chairman

Councillor Helen Boyle

Councillor Don Shea

CAO Brett McLean

Treasurer Doug MacDonald

Financial Officer Laura Adair

The meeting was called to order at 8:00am. The agenda was accepted with the addition for Minutes and Donations KV Food Basket (HB/DS)

## **Review of Minutes**

The minutes of October 27, 2025 were accepted as presented (DS/HB)

## **October Internal Financial statements**

General - financial statements and variance reports were reviewed. Treasurer Doug MacDonald no new variances to report. Variances remain the magnitude of the variances have increased. Wording on variance report for License and Permit to be corrected. RICC reserve donations reconciled at month end, timing of donation transfer to reserve will show up in November. Tax receipts will be written at year end for all donations.

Treasurer Doug MacDonald indicated he anticipates a small surplus once all allocation for capital funding have been completed at year end. A motion for reserve transfer will be submitted at the next Council meeting.

Utilities – financial statements and variance reports were reviewed with no major updates. Treasurer Doug MacDonald noted variances remain the same previously. Grant money received for 2024 capital on WWTP will be allocated to reserve for expenditures to be incurred in 2026.

Wiljac capital expenditure relates to design work by Englobe Engineering. The purchase of house on Wiljac was recorded at approx. \$412k which included \$172K that has been set up as a payable to the developer should they incur future developing costs.

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

## **Draft 2026 Capital Budgets**

### **a) General Fund**

Brief memo regarding capital projects reviewed. Projects to be funded by borrowed money are preliminary estimates only and will require design work to determine actual costs prior to any borrowing application. Council would be required to pass a motion for each step in the process.

Major projects include: Vincent road intersection and related upgrades, Wiljac road expansion, and the first phase of RICC building. Councillor Don Shea asked if operating money budgeted in for RICC building would be spent in 2026. CAO Brett McLean indicated that he anticipates to begin in the Spring of 2026.

Renforth property – renovate 900 sqft cottage into washrooms, maybe showers and a canteen.

### **b) Utility Fund**

Capital from Operating is \$775K funds. Major project to be funded by borrowing is the WWTP. Money raised in 2025 for the tank relining will be set aside in a reserve to be used in 2026.

It was agreed **the 2026 draft capital budgets for both funds should be referred to Council for approval (HB/DS).**

### **c) Capital Renewal Fund Plan – 2026 to 2029**

The Capital Renewal Fund is a funding component created under the Community Funding Act of New Brunswick. Its purpose: to help municipalities and local governments (the “eligible communities”) pay for **capital projects** — meaning infrastructure renewal or replacement, rather than day-to-day operations.

It is estimated Rothesay will receive approx. \$870k in 2026 for renewal project. The Director of Operations has submitted a plan for 2026-2029 for various street reconstruction. It needs to be approved by council. It can be amended in the future.

It was agreed to **recommend the document entitled Rothesay 2026-2029 Capital Renewal Plan (CRP) for the capital renewal funding (CRF) allocation be adopted. (NG/HB).**

**Donation Summary and Request**

- a. **Rothesay Ballet School – Agreed to donate \$500 (HB/DS)**
- b. **Scouts – \$5,000 - TABLED** Treasurer Doug MacDonald emailed but has not received a response
- c. **Kennebecasis Rowing Club - \$3,000 TABLED**
- d. **KV Food Basket \$1,000 – Motion to recommend to Council to donate \$1,000 (NG/HB)**

**MOU re Securities with GSJCF**

Draft Agreement re securities with the GSJCF to be submitted to Council for approval.

**Committee agree to recommend to Council to sign MOU agreement re Securities with GSJCF.**

**For Information:**

- a) **2026 Operating Budget Approvals - received**
- b) **September remittance report – all items filed.**

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

**Next Meeting**

The next meeting is set for Thursday January 29, 2025 at 9:00am. The meeting adjourned at 9:05am.

\_\_\_\_\_  
Deputy Mayor Matt Alexander, Chairman

\_\_\_\_\_  
Financial Officer Laura Adair



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# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Doug MacDonald  
DATE : November 25, 2025  
RE : Capital Renewal Plan

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The finance committee recommends the following motion:

The document entitled Rothesay 2026-2029 Capital Renewal Plan (CRP) for the capital renewal funding (CRF) allocation be adopted.



2026 - 2029 Capital Renewal Funding  
2026 - 2029 Fonds affectés au renouvellement des immobilisations

Entities	Actual Allocation	Estimated Allocations		
Entités	Allocation réelle	Allocations estimées		
Name/Nom	2026	2027 est.	2028 est.	2029 est.
Alnwick	\$ 50,159.69	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Arcadia	\$ 96,598.63	\$ 110,000.00	\$ 120,000.00	\$ 140,000.00
Bathurst	\$ 744,821.72	\$ 950,000.00	\$ 1,160,000.00	\$ 1,370,000.00
Beaurivage	\$ 242,118.78	\$ 300,000.00	\$ 360,000.00	\$ 420,000.00
Beausoleil	\$ 57,958.68	\$ 60,000.00	\$ 60,000.00	\$ 70,000.00
Belle-Baie	\$ 455,536.93	\$ 580,000.00	\$ 700,000.00	\$ 820,000.00
Belledune	\$ 125,785.83	\$ 150,000.00	\$ 170,000.00	\$ 190,000.00
Bois-Joli	\$ 247,076.39	\$ 310,000.00	\$ 370,000.00	\$ 430,000.00
Butternut Valley	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Campbellton	\$ 627,199.07	\$ 800,000.00	\$ 980,000.00	\$ 1,150,000.00
Campobello Island	\$ 50,555.37	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Cap-Acadie	\$ 279,143.11	\$ 350,000.00	\$ 420,000.00	\$ 490,000.00
Caraquet	\$ 513,694.41	\$ 650,000.00	\$ 790,000.00	\$ 930,000.00
Carleton North	\$ 341,342.78	\$ 430,000.00	\$ 520,000.00	\$ 610,000.00
Central York	\$ 64,958.54	\$ 70,000.00	\$ 70,000.00	\$ 80,000.00
Champdoré	\$ 158,890.19	\$ 190,000.00	\$ 220,000.00	\$ 260,000.00
Dieppe	\$ 2,727,530.25	\$ 3,530,000.00	\$ 4,340,000.00	\$ 5,150,000.00
Doaktown	\$ 169,353.78	\$ 200,000.00	\$ 240,000.00	\$ 280,000.00
Eastern Charlotte	\$ 163,961.66	\$ 200,000.00	\$ 230,000.00	\$ 270,000.00
Edmundston	\$ 1,382,840.88	\$ 1,780,000.00	\$ 2,190,000.00	\$ 2,590,000.00
Five Rivers	\$ 113,300.36	\$ 130,000.00	\$ 150,000.00	\$ 170,000.00
Fredericton	\$ 5,335,877.53	\$ 6,910,000.00	\$ 8,520,000.00	\$ 10,120,000.00
Fredericton Junction	\$ 105,169.43	\$ 120,000.00	\$ 140,000.00	\$ 160,000.00
Fundy Albert	\$ 188,677.70	\$ 230,000.00	\$ 270,000.00	\$ 310,000.00
Fundy Shores	\$ 56,607.87	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
Fundy-St. Martins	\$ 65,799.67	\$ 70,000.00	\$ 80,000.00	\$ 80,000.00
Grand Bay-Westfield	\$ 228,915.26	\$ 280,000.00	\$ 340,000.00	\$ 390,000.00
Grand Lake	\$ 198,078.70	\$ 240,000.00	\$ 290,000.00	\$ 330,000.00
Grand Manan	\$ 170,453.86	\$ 210,000.00	\$ 240,000.00	\$ 280,000.00
Grand-Bouctouche	\$ 299,946.54	\$ 370,000.00	\$ 450,000.00	\$ 530,000.00
Grand-Sault / Grand Falls	\$ 512,368.05	\$ 650,000.00	\$ 790,000.00	\$ 930,000.00
Hampton	\$ 315,633.36	\$ 390,000.00	\$ 480,000.00	\$ 560,000.00
Hanwell	\$ 92,276.87	\$ 100,000.00	\$ 120,000.00	\$ 130,000.00
Hartland	\$ 177,871.36	\$ 220,000.00	\$ 250,000.00	\$ 290,000.00
Harvey	\$ 82,372.42	\$ 90,000.00	\$ 100,000.00	\$ 110,000.00
Hautes-Terres	\$ 142,247.57	\$ 170,000.00	\$ 200,000.00	\$ 230,000.00

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Name/Nom	2026	2027 est.	2028 est.	2029 est.
Haut-Madawaska	\$ 195,063.49	\$ 240,000.00	\$ 280,000.00	\$ 330,000.00
Heron Bay / Baie-des-Hérons	\$ 278,997.80	\$ 350,000.00	\$ 420,000.00	\$ 490,000.00
Île-de-Lamèque	\$ 199,450.67	\$ 240,000.00	\$ 290,000.00	\$ 330,000.00
Kedgwick	\$ 129,669.82	\$ 150,000.00	\$ 180,000.00	\$ 200,000.00
Lakeland Ridges	\$ 57,563.15	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
Maple Hills	\$ 93,833.13	\$ 110,000.00	\$ 120,000.00	\$ 130,000.00
McAdam	\$ 168,971.99	\$ 200,000.00	\$ 240,000.00	\$ 280,000.00
Memramcook	\$ 304,296.78	\$ 380,000.00	\$ 460,000.00	\$ 530,000.00
Miramichi	\$ 1,551,391.19	\$ 2,000,000.00	\$ 2,460,000.00	\$ 2,910,000.00
Miramichi River Valley	\$ 91,465.40	\$ 100,000.00	\$ 120,000.00	\$ 130,000.00
Moncton	\$ 7,761,661.26	\$ 10,060,000.00	\$ 12,410,000.00	\$ 14,740,000.00
Nackawic-Millville	\$ 107,188.93	\$ 120,000.00	\$ 140,000.00	\$ 160,000.00
Nashwaak	\$ 63,092.07	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00
Neguac	\$ 245,736.54	\$ 300,000.00	\$ 360,000.00	\$ 420,000.00
New Maryland	\$ 459,670.45	\$ 580,000.00	\$ 710,000.00	\$ 830,000.00
Nouvelle-Arcadie	\$ 93,875.57	\$ 110,000.00	\$ 120,000.00	\$ 130,000.00
Oromocto	\$ 513,597.22	\$ 650,000.00	\$ 790,000.00	\$ 930,000.00
Quispamsis	\$ 973,819.41	\$ 1,250,000.00	\$ 1,530,000.00	\$ 1,810,000.00
Riverview	\$ 1,703,107.64	\$ 2,200,000.00	\$ 2,700,000.00	\$ 3,200,000.00
Rivière-du-Nord	\$ 98,948.28	\$ 110,000.00	\$ 130,000.00	\$ 140,000.00
Rothsay	\$ 867,609.38	\$ 1,110,000.00	\$ 1,360,000.00	\$ 1,610,000.00
Saint Andrews	\$ 299,414.96	\$ 370,000.00	\$ 450,000.00	\$ 530,000.00
Saint John	\$ 7,682,504.74	\$ 9,960,000.00	\$ 12,280,000.00	\$ 14,590,000.00
Saint-Quentin	\$ 133,047.04	\$ 160,000.00	\$ 180,000.00	\$ 210,000.00
Salisbury	\$ 158,617.98	\$ 190,000.00	\$ 220,000.00	\$ 260,000.00
Shediac	\$ 561,637.12	\$ 710,000.00	\$ 870,000.00	\$ 1,020,000.00
Shippagan	\$ 247,223.35	\$ 310,000.00	\$ 370,000.00	\$ 430,000.00
Southern Victoria	\$ 151,502.92	\$ 180,000.00	\$ 210,000.00	\$ 240,000.00
St. Stephen	\$ 493,695.76	\$ 630,000.00	\$ 760,000.00	\$ 900,000.00
Strait Shores	\$ 72,399.13	\$ 80,000.00	\$ 90,000.00	\$ 90,000.00
Sunbury-York South	\$ 50,119.75	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Sussex	\$ 367,695.99	\$ 460,000.00	\$ 560,000.00	\$ 660,000.00
Tantramar	\$ 525,841.07	\$ 670,000.00	\$ 810,000.00	\$ 960,000.00
Three Rivers	\$ 135,057.97	\$ 160,000.00	\$ 190,000.00	\$ 210,000.00
Tobique Valley	\$ 78,924.06	\$ 90,000.00	\$ 100,000.00	\$ 110,000.00
Tracadie	\$ 551,884.00	\$ 700,000.00	\$ 850,000.00	\$ 1,010,000.00
Tracy	\$ 53,975.60	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
Upper Miramichi	\$ 69,518.90	\$ 80,000.00	\$ 80,000.00	\$ 90,000.00
Vallée-des-Rivières	\$ 154,507.88	\$ 190,000.00	\$ 220,000.00	\$ 250,000.00
Valley Waters	\$ 96,387.53	\$ 110,000.00	\$ 120,000.00	\$ 140,000.00
Woodstock	\$ 346,910.84	\$ 440,000.00	\$ 530,000.00	\$ 620,000.00

Name/Nom	2026	2027 est.	2028 est.	2029 est.
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**Note:** The Capital Renewal Funding is managed independently of the operating budget process and, as with other funding programs such as the CCBF, **should not be reflected in any operating budget figures.**

**Note :** Les fonds affectés au renouvellement des immobilisations sont gérés indépendamment du processus budgétaire opérationnel et, tout comme d'autres programmes de financement tels que le FDCC, **ne doivent pas être inclus dans les chiffres du budget opérationnel.**

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NB Capital Renewal Plan Breakdown

**2026**

Street	Scope	Length	Width	Area (m2)	Cost per m2	Subtotal	Contingency (10%)	Engineering (15%)	Extended Amount	Extended amount + 2% inflation/year	Extended Amount plus non-rec HST (4.288%)
Florence Dr	Pulverize and reconstruct	1020	7.5	7650	\$ 65.00	\$ 497,250.00	\$ 49,725.00	\$ 74,587.50	\$ 621,562.50	\$ 633,993.75	\$ 661,179.40
Raymond Rd	Pulverize and reconstruct	411	7.5	3082.5	\$ 65.00	\$ 200,362.50	\$ 20,036.25	\$ 30,054.38	\$ 250,453.13	\$ 255,462.19	\$ 266,416.41
<b>TOTAL</b>											<b>\$ 927,595.81</b>
NB CRF Committed amount											\$ 867,609.38
Remaining											\$ 59,986.43

**2027**

Street	Scope	Length	Width	Area (m2)	Cost per m2	Subtotal	Contingency (10%)	Engineering (15%)	Extended Amount	Extended amount + 2% inflation/year	Extended Amount plus non-rec HST (4.288%)
Dolan Road	Mill and Pave, Base repairs	1320	7	9240	\$ 45.00	\$ 415,800.00	\$ 41,580.00	\$ 62,370.00	\$ 519,750.00	\$ 530,145.00	\$ 552,877.62
Hooper Drive	Pulverize and reconstruct	295	7	2065	\$ 70.00	\$ 144,550.00	\$ 14,455.00	\$ 21,682.50	\$ 180,687.50	\$ 184,301.25	\$ 192,204.09
Hutson St	Pulverize and reconstruct	560	7	3920	\$ 70.00	\$ 274,400.00	\$ 27,440.00	\$ 41,160.00	\$ 343,000.00	\$ 349,860.00	\$ 364,862.00
<b>TOTAL</b>											<b>\$ 1,109,943.70</b>
NB CRF Estimated amount											\$ 1,110,000.00
Remaining											-\$ 56.30

**2028**

Street	Scope	Length	Width	Area (m2)	Cost per m2	Subtotal	Contingency (10%)	Engineering (15%)	Extended Amount	Extended amount + 2% inflation/year	Extended Amount plus non-rec HST (4.288%)
Bradley lake Road	Pulverize and reconstruct	2135	7	14945	\$ 70.00	\$ 1,046,150.00	\$ 104,615.00	\$ 156,922.50	\$ 1,307,687.50	\$ 1,360,518.08	\$ 1,418,857.09
<b>TOTAL</b>											<b>\$ 1,418,857.09</b>
NB CRF Estimated amount											\$ 1,360,000.00
Remaining											\$ 58,857.09

**2029**

Street	Scope	Length	Width	Area (m2)	Cost per m2	Subtotal	Contingency (10%)	Engineering (15%)	Extended Amount	Extended amount + 2% inflation/year	Extended Amount plus non-rec HST (4.288%)
Wanda Crescent	Pulverize and reconstruct	1469	7	10283	\$ 70.00	\$ 719,810.00	\$ 71,981.00	\$ 107,971.50	\$ 899,762.50	\$ 954,835.16	\$ 995,778.49
Ryan Drive	Pulverize and reconstruct	1039	7	7273	\$ 70.00	\$ 509,110.00	\$ 50,911.00	\$ 76,366.50	\$ 636,387.50	\$ 675,339.51	\$ 704,298.06
<b>TOTAL</b>											<b>\$ 1,700,076.56</b>
NB CRF Estimated amount											\$ 1,610,000.00
Remaining											\$ 90,076.56

## Capital Renewal Plan 2026 - 2029

Rothesay

2025-11-24

Please fill out the information below and email to CRF-FRI@gnb.ca by December 15, 2025. If you have questions or need assistance, please reach out to a member of our team using the email above.

### Instructions:

Provide details for each project underneath the respective project name; project category, description, location, output indicators, timeline and funding allocation. Ensure all information is accurate and up to date. Avoid leaving any fields blank. If certain details are unavailable, use "TBD" (To Be Determined).

## TABLE OF CONTENTS

- Certified copy of resolution
- Projects (automatically populated from project details below)
  - 1 Street Reconstruction - Various Streets
  - 2 Street Reconstruction - Various Streets
  - 3 Bradley Lake Road Reconstruction
  - 4 Street Reconstruction - Various Streets
  - 5 <INSERT PROJECT NAME>
  - 6 <INSERT PROJECT NAME>
  - 7 <INSERT PROJECT NAME>
  - 8 <INSERT PROJECT NAME>
  - 9 <INSERT PROJECT NAME>
  - 10 <INSERT PROJECT NAME>

## LOCAL GOVERNMENT RESOLUTION

202X - XXX Moved by councilor: \_\_\_\_\_ and seconded by councilor \_\_\_\_\_ "that the document entitled <INSERT LEGAL NAME OF LOCAL GOVERNMENT> 2026-2029 Capital Renewal Plan (CRP) for the capital renewal funding (CRF) allocation be adopted".

Motion Carried

I certify that the above resolution of the council of \_\_\_\_\_ was adopted while in regular/special session on <MONTH> <DAY>, 202X.

<INCLUDE SEAL>

Clerk Signature: \_\_\_\_\_  
<Legal Name of Local Government>

**PROJECT DETAILS**

**1) Street Reconstruction - Various Streets**

**Project category:** Road Transport  
 Refer to Appendix A for category descriptions.

**Project description (be concise):**  
 - Pulverize existing chipseal and gravel base  
 - add gravel base and install new base and seal asphalt  
 - repair culverts and ditches as required  
 - shouldering  
 - Engineering

**Project Location (write coordinates same as Google Maps):** [www.google.com/maps](http://www.google.com/maps)  
 Enter coordinates for point(s) (ex: buiding) or linear path(s) (ex: road), as applicable  
 Latitude (40s) /Longitude (-60s): (e.g. Latitude 45.123456 / Longitude - 66.123456)  
**NOTE:** For capacity building projects, leave the table blank. For additional rows, fill out a separate Excel sheet.

Project location	Single location or starting point		Ending point (linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				
Florence Drive	45.384493	-65.932981	45.375892	-65.931450
Raymond Road	45.385455	-65.931463	45.382304	-65.929974

**Proposed Output indicators**  
 Select all applicable output indicators associated with the project category selected above.  
 Length (km) of reconstructed roads  
 Length (km) of ditches renewed  
 Number of culverts renewed

**Projected start and end dates**

Projected start date: 2026-05-01  
 Projected end date: 2026-09-30  
 YYYY-MM-DD

**Project funding allocation**

Indicate the projected amount to be spent, in the proper year, for each applicable funding source. If the construction goes beyond 2029, include the remaining project funding in 2029. The plan is to be updated annually to detail the funding in future years.

	CRF Contribution	Municipal	CRF Interest	Other (ex: other provincial funding, federal funding, community fundraising, private sector funding)	Total Cost
2026	\$ 867,609	\$ 56,349			\$ 923,958
2027					\$ -
2028					\$ -
2029					\$ -
<b>Grand Total</b>	<b>\$ 867,609</b>	<b>\$ 56,349</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 923,958</b>

**Other funding sources**

	Other (automatic fill)	Describe other funding sources, if applicable
Example	230,000 \$	Federal funding program name, \$200,000; Community fundraising, \$30,000; etc.
2026	\$ -	
2027	\$ -	
2028	\$ -	
2029	\$ -	

## 2) Street Reconstruction - Various Streets

**Project category:** Road Transport  
 Refer to Appendix A for category descriptions.

**Project description (be concise):**  
 Hutson Street and Hooper Drive:  
 - Pulverize existing chipseal and gravel base  
 - add gravel base, install new base and seal asphalt, and shouldering  
 - repair culverts and ditches as required  
 Dolan Road:  
 - Mill and pave seal asphalt, base asphalt repairs, and shouldering  
 - ditching and culvert replacement where necessary

**Project Location (write coordinates same as Google Maps):** [www.google.com/maps](http://www.google.com/maps)  
 Enter coordinates for point(s) (ex: buiding) or linear path(s) (ex: road), as applicable  
 Latitude (40s) /Longitude (-60s): (e.g. Latitude 45.123456 / Longitude - 66.123456)  
**NOTE:** For capacity building projects, leave the table blank. For additional rows, fill out a separate Excel sheet.

Project location	Single location or starting point		Ending point (linear project only)	
Project location (e.g street location)	Latitude	Longitude	Latitude	Longitude
Dolan Road	45.373760	-65.973055	45.364395	-65.965071
Hutson Street	45.392202	-65.940150	45.389331	-65.934216
Hooper Drive	45.386894	-65.924771	45.388361	-65.927683

**Proposed Output indicators:**  
 Select all applicable output indicators associated with the project category selected above.

Length (km) of reconstructed roads
Length (km) of ditches renewed
Number of culverts renewed

**Projected start and end dates:**

<b>Projected start date:</b> <span style="border: 1px solid black; padding: 2px;">2027-05-01</span> YYYY-MM-DD	<b>Projected end date:</b> <span style="border: 1px solid black; padding: 2px;">2027-08-31</span> YYYY-MM-DD
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**Project funding allocation:**

Indicate the projected amount to be spent, in the proper year, for each applicable funding source. If the construction goes beyond 2029, include the remaining project funding in 2029. The plan is to be updated annually to detail the funding in future years.

	CRF Contribution	Municipal	CRF Interest	Other (ex: other provincial funding, federal funding, community fundraising, private sector funding)	Total Cost
2026					\$ -
2027	\$ 1,110,000	\$ -			\$ 1,110,000
2028					\$ -
2029					\$ -
<b>Grand Total</b>	<b>\$ 1,110,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,110,000</b>

**Sources of other funding:**

	Other (automatic fill)	Describe other funding sources, if applicable
Example	230,000 \$	Federal funding program name, \$200,000; Community fundraising, \$30,000; etc.
2026	\$ -	
2027	\$ -	
2028	\$ -	
2029	\$ -	

### 3) Bradley Lake Road Reconstruction

**Project category:** Road Transport

Refer to Appendix A for category descriptions.

**Project description (be concise):**

- Pulverize existng asphalt
- Install new base and seal asphalt
- Shouldering
- Culvert replacements
- reditching
- Engineering

**Project Location (write coordinates same as Google Maps):** [www.google.com/maps](http://www.google.com/maps)  
 Enter coordinates for point(s) (ex: buiding) or linear path(s) (ex: road), as applicable  
 Latitude (40s) /Longitude (-60s): (e.g. Latitude 45.123456 / Longitude - 66.123456)  
**NOTE:** For capacity building projects, leave the table blank. For additional rows, fill out a separate Excel sheet.

Project location	Single location or starting point		Ending point (linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				
Bradley Lake Road	45.375430	-65.920659	45.391956	-65.908721

**Proposed Output indicators:**

Select all applicable output indicators associated with the project category selected above.

Length (km) of reconstructed roads

Number of culverts renewed

Length (km) of ditches renewed

**Projected start and end dates:**

**Projected start date:** 2028-05-01  
 YYYY-MM-DD

**Projected end date:** 2028-08-31  
 YYYY-MM-DD



**Project funding allocation:**  
 Indicate the projected amount to be spent, in the proper year, for each applicable funding source. If the construction goes beyond 2029, include the remaining project funding in 2029. The plan is to be updated annually to detail the funding in future years.

	CRF Contribution	Municipal	CRF Interest	Other (ex: other provincial funding, federal funding, community fundraising, private sector funding)	Total Cost
2026					\$ -
2027					\$ -
2028	\$ 1,360,000	\$ 58,857			\$ 1,418,857
2029					\$ -
<b>Grand Total</b>	<b>\$ 1,360,000</b>	<b>\$ 58,857</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,418,857</b>

**Sources of other funding:**

	Other (automatic fill)	Describe other funding sources, if applicable
Example	230,000 \$	Federal funding program name, \$200,000; Community fundraising, \$30,000; etc.
2026	0 \$	
2027	0 \$	
2028	0 \$	
2029	0 \$	



**Project funding allocation:**

Indicate the projected amount to be spent, in the proper year, for each applicable funding source. If the construction goes beyond 2029, include the remaining project funding in 2029. The plan is to be updated annually to detail the funding in future years.

	CRF Contribution	Municipal	CRF Interest	Other (ex: other provincial funding, federal funding, community fundraising, private sector funding)	Total Cost
2026					\$ -
2027					\$ -
2028					\$ -
2029	\$ 1,610,000	\$ 90,077			\$ 1,700,077
<b>Grand Total</b>	<b>\$ 1,610,000</b>	<b>\$ 90,077</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,700,077</b>

**Sources of other funding:**

	Other (automatic fill)	Describe other funding sources, if applicable
Example	230,000 \$	Federal funding program name, \$200,000; Community fundraising, \$30,000; etc.
2026	\$ -	
2027	\$ -	
2028	\$ -	
2029	\$ -	

**5) <INSERT PROJECT NAME>**

**Project category:**   
 Refer to Appendix A for category descriptions.

**Project description (be concise):**

**Project Location (write coordinates same as Google Maps):** [www.google.com/maps](http://www.google.com/maps)  
 Enter coordinates for point(s) (ex: building) or linear path(s) (ex: road), as applicable  
 Latitude (40s) /Longitude (-60s): (e.g. Latitude 45.123456 / Longitude - 66.123456)  
**NOTE:** For capacity building projects, leave the table blank. For additional rows, fill out a separate Excel sheet.

Project location	Single location or starting point		Ending point (linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				

**Output indicators:**  
 Select all applicable output indicators associated with the project category selected above.

**Projected start and end dates:**

**Projected start date:**  **Projected end date:**   
 YYYY-MM-DD YYYY-MM-DD

**Project funding allocation:**  
 Indicate the projected amount to be spent, in the proper year, for each applicable funding source. If the construction goes beyond 2029, include the remaining project funding in 2029. The plan is to be updated annually to detail the funding in future years.

	CRF Contribution	Municipal	CRF Interest	Other (ex: other provincial funding, federal funding, community fundraising, private sector funding)	Total Cost
2026					\$ -
2027					\$ -
2028					\$ -
2029					\$ -
<b>Grand Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**Sources of other funding:**

	Other (automatic fill)	Describe other funding sources, if applicable
Example	230,000 \$	Federal funding program name, \$200,000; Community fundraising, \$30,000; etc.
2026	\$ -	
2027	\$ -	
2028	\$ -	
2029	\$ -	

**6) <INSERT PROJECT NAME>**

**Project category:**

Refer to Appendix A for category descriptions.

**Project description (be concise):**

**Project Location (write coordinates same as Google Maps):** [www.google.com/maps](http://www.google.com/maps)  
 Enter coordinates for point(s) (ex: building) or linear path(s) (ex: road), as applicable  
 Latitude (40s) /Longitude (-60s): (e.g. Latitude 45.123456 / Longitude - 66.123456)  
**NOTE:** For capacity building projects, leave the table blank. For additional rows, fill out a separate Excel sheet.

Project location	Single location or starting point		Ending point (linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				

**Output indicators:**

Select all applicable output indicators associated with the project category selected above.

**Projected start and end dates:**

**Projected start date:**   
 YYYY-MM-DD

**Projected end date:**   
 YYYY-MM-DD

**Project funding allocation:**

Indicate the projected amount to be spent, in the proper year, for each applicable funding source. If the construction goes beyond 2029, include the remaining project funding in 2029. The plan is to be updated annually to detail the funding in future years.

	CRF Contribution	Municipal	CRF Interest	Other (ex: other provincial funding, federal funding, community fundraising, private sector funding)	Total Cost
2026					\$ -
2027					\$ -
2028					\$ -
2029					\$ -
<b>Grand Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**Sources of other funding:**

	Other (automatic fill)	Describe other funding sources, if applicable.
Example	230,000 \$	Federal funding program name, \$200,000; Community fundraising, \$30,000; etc.
2026	\$ -	
2027	\$ -	
2028	\$ -	
2029	\$ -	

**7) <INSERT PROJECT NAME>**

**Project category:**

Refer to Appendix A for category descriptions.

**Project description (be concise):**

**Project Location (write coordinates same as Google Maps):** [www.google.com/maps](http://www.google.com/maps)

Enter coordinates for point(s) (ex: buiding) or linear path(s) (ex: road), as applicable  
 Latitude (40s) /Longitude (-60s): (e.g. Latitude 45.123456 / Longitude - 66.123456)

**NOTE:** For capacity building projects, leave the table blank. For additional rows, fill out a separate Excel sheet.

Project location	Single location or starting point		Ending point (linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				

**Output indicators:**

Select all applicable output indicators associated with the project category selected above.

**Projected start and end dates:**

**Projected start date:**   
 YYYY-MM-DD

**Projected end date:**   
 YYYY-MM-DD

**Project funding allocation:**

Indicate the projected amount to be spent, in the proper year, for each applicable funding source. If the construction goes beyond 2029, include the remaining project funding in 2029. The plan is to be updated annually to detail the funding in future years.

	CRF Contribution	Municipal	CRF Interest	Other (ex: other provincial funding, federal funding, community fundraising, private sector funding)	Total Cost
2026					\$ -
2027					\$ -
2028					\$ -
2029					\$ -
<b>Grand Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**Sources of other funding:**

	Other (automatic fill)	Describe other funding sources, if applicable
Example	230,000 \$	Federal funding program name, \$200,000; Community fundraising, \$30,000; etc.
2026	\$ -	
2027	\$ -	
2028	\$ -	
2029	\$ -	

**8) <INSERT PROJECT NAME>**

**Project category:**   
 Refer to Appendix A for category descriptions.

**Project description (be concise):**

**Project Location (write coordinates same as Google Maps):** [www.google.com/maps](http://www.google.com/maps)  
 Enter coordinates for point(s) (ex: building) or linear path(s) (ex: road), as applicable  
 Latitude (40s) /Longitude (-60s): (e.g. Latitude 45.123456 / Longitude - 66.123456)  
**NOTE:** For capacity building projects, leave the table blank. For additional rows, fill out a separate Excel sheet.

Project location	Single location or starting point		Ending point (linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				

**Output indicators:**  
 Select all applicable output indicators associated with the project category selected above.

**Projected start and end dates:**

**Projected start date:**  **Projected end date:**   
 YYYY-MM-DD YYYY-MM-DD

**Project funding allocation:**

Indicate the projected amount to be spent, in the proper year, for each applicable funding source. If the construction goes beyond 2029, include the remaining project funding in 2029. The plan is to be updated annually to detail the funding in future years.

	CRF Contribution	Municipal	CRF Interest	Other (ex: other provincial funding, federal funding, community fundraising, private sector funding)	Total Cost
2026					\$ -
2027					\$ -
2028					\$ -
2029					\$ -
<b>Grand Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**Sources of other funding:**

	Other (automatic fill)	Describe other funding sources, if applicable, using format:
Example	230,000 \$	Federal funding program name, \$200,000; Community fundraising, \$30,000; etc.
2026	\$ -	
2027	\$ -	
2028	\$ -	
2029	\$ -	

**9) <INSERT PROJECT NAME>**

**Project category:**

Refer to Appendix A for category descriptions.

**Project description (be concise):**

**Project Location (write coordinates same as Google Maps):** [www.google.com/maps](http://www.google.com/maps)

Enter coordinates for point(s) (ex: buiding) or linear path(s) (ex: road), as applicable  
 Latitute (40s) /Longitude (-60s): (e.g. Latitude 45.123456 / Longitude - 66.123456)

**NOTE:** For capacity building projects, leave the table blank. For additional rows, fill out a separate Excel sheet.

Project location	Single location or starting point		Ending point (linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				

**Output indicators:**

Select all applicable output indicators associated with the project category selected above.

**Projected start and end dates:**

**Projected start date:**   
 YYYY-MM-DD

**Projected end date:**   
 YYYY-MM-DD

**Project funding allocation:**

Indicate the projected amount to be spent, in the proper year, for each applicable funding source. If the construction goes beyond 2029, include the remaining project funding in 2029. The plan is to be updated annually to detail the funding in future years.

	CRF Contribution	Municipal	CRF Interest	Other (ex: other provincial funding, federal funding, community fundraising, private sector funding)	Total Cost
2026					\$ -
2027					\$ -
2028					\$ -
2029					\$ -
<b>Grand Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**Sources of other funding:**

	Other (automatic fill)	Describe other funding sources, if applicable
Example	230,000 \$	Federal funding program name, \$200,000; Community fundraising, \$30,000; etc.
2026	\$ -	
2027	\$ -	
2028	\$ -	
2029	\$ -	

**10) <INSERT PROJECT NAME>**

**Project category:**

Refer to Appendix A for category descriptions.

**Project description (be concise):**

**Project Location (write coordinates same as Google Maps):** [www.google.com/maps](http://www.google.com/maps)

Enter coordinates for point(s) (ex: buiding) or linear path(s) (ex: road), as applicable  
 Latitude (40s) /Longitude (-60s): (e.g. Latitude 45.123456 / Longitude - 66.123456)

**NOTE:** For capacity building projects, leave the table blank. For additional rows, fill out a separate Excel sheet.

Project location	Single location or starting point		Ending point (linear project only)	
	Latitude	Longitude	Latitude	Longitude
Project location (e.g street location)				

**Output indicators:**

Select all applicable output indicators associated with the project category selected above.

**Projected start and end dates:**

**Projected start date:**   
 YYYY-MM-DD

**Projected end date:**   
 YYYY-MM-DD

**Project funding allocation:**

Indicate the projected amount to be spent, in the proper year, for each applicable funding source. If the construction goes beyond 2029, include the remaining project funding in 2029. The plan is to be updated annually to detail the funding in future years.

	CRF Contribution	Municipal	CRF Interest	Other (ex: other provincial funding, federal funding, community fundraising, private sector funding)	Total Cost
2026					\$ -
2027					\$ -
2028					\$ -
2029					\$ -
<b>Grand Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**Sources of other funding:**

	Other (automatic fill)	Describe the sources of other funding, if applicable
Example	230,000 \$	Federal funding program name, \$200,000; Community fundraising, \$30,000; etc.
2026	\$ -	
2027	\$ -	
2028	\$ -	
2029	\$ -	

**Funding Allocation Summary Table for All Projects**

	CRF Contribution	Municipal	CRF Interest	Other	Total Project Cost
	\$ 4,947,609	\$ 205,283	\$ -	\$ -	\$ 5,152,892



2025December08OpenSessionFINAL\_138

# ROTHESAY MEMORANDUM



---

TO : Mayor and Council  
FROM : Doug MacDonald  
DATE : November 27, 2025  
RE : Donation Requests

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The finance committee recommends the following motion re donation requests:

Council approve the request for a sponsorship from the KV Food in the amount of \$1,000.

Greetings from the Kennebecasis Valley Food Basket!

We are in our 40<sup>th</sup> year of operation and our client numbers continue to grow monthly. We served approximately 4,500 clients in 2024, an increase of 15% over 2023. Our year to date client numbers in 2025 are about 10% higher than 2024. Food costs, which make up close to 65% of our annual budget continue to grow. We are also nearing the completion of the renovation and expansion of our existing facility. With Increasing client numbers, higher food costs and a building expansion and renovation underway, we decided to launch a fundraising event.

We are planning another Beatles Tribute at the Imperial Theater in January 2026. A talented group of Valley musicians are volunteering their time to perform at the “Come Together for the KV Food Basket” Beatles Tribute show at the Imperial Theater on January 17, 2026. If you were at the 2024 Come Together Tribute, you know what a fantastic show this will be. We are offering sponsorship opportunities at different levels as seen in the attachment to assist in our fundraising efforts.

Please consider one of the options listed based on your interest and ability to donate. If you are able to purchase tickets and attend the event that is equally important. Tickets are \$30.00 for Students and \$40.00 for Adults, all fees included and available online [imperialtheatre.ca](https://imperialtheatre.ca).

Your donation and/or purchase of show tickets will be vital to the success of this fundraising endeavor for an extremely worthy cause. Please join the fun!

Thank you for your consideration.

Brian Rignanesi, Board Chair

KV Food Basket  
346 Hampton Road  
Quispamsis NB



### Sponsorship Opportunities

**PRESENTING \$5,000**

- Imperial Theatre **Marquee** on show day
- Exclusivity
- Option to bring greetings
- Verbal recognition during show
- Verbal mention on Radio
- Recognition on Kennebecasis Valley Food Basket Facebook page and web site (kvfoodbasket.ca)
- Logo on social media posts
- 10 VIP tickets

**GOLD \$2,000**

- Verbal recognition during show
- Verbal mention on radio
- Recognition on Kennebecasis Valley Food Basket Facebook page and web site (kvfoodbasket.ca)
- Logo on social media posts
- 6 VIP tickets

**Silver \$1,000**

- Verbal recognition during show
- Recognition on Kennebecasis Valley Food Basket Facebook page and web site (kvfoodbasket.ca)
- Logo on social media posts
- 4 VIP tickets

**Bronze \$500**

- Verbal recognition during show
- Recognition on Kennebecasis Valley Food Basket Facebook page and web site (kvfoodbasket.ca)
- Logo on social media posts
- 2 VIP tickets

Sponsors confirmed by December 15th will have logo placed on printed posters



# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Doug MacDonald  
DATE : November 25, 2025  
RE : RICC Donations

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The finance committee recommends the following motion:

**Council authorize the Mayor and Clerk to execute the Memorandum of Understanding with the Greater Saint John Community Foundation to manage RICC donations of marketable securities.**

In addition to the agreement the following would be communicated to each donor by the Community Foundation.

*Thank you for your donation to support the Rothesay Intergenerational Community Complex (RICC), a community development initiative to enhance the recreational infrastructure in the town of Rothesay. The project includes the construction of a new arena, the revitalization of the existing 50-year-old Rothesay Arena, and a connection between both buildings.*

*The Greater Saint John Community Foundation is pleased to accept your donation. Once received, we will transfer your contribution to the town of Rothesay, less any applicable deductions.*

*We recognize that the town of Rothesay may already be aware of your generous support. To ensure we respect your privacy preferences, we would like to confirm two things with you:*

- 1. May we share your name with the town of Rothesay, identifying you as a donor to the RICC?*
- 2. May we share the amount of your donation with the town of Rothesay as a contribution to the RICC?*

*Thank you for your thoughtful support of this important community initiative.*

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("**MOU**"), dated as of the \_\_\_ day of December, 2025 (the "**Effective Date**") sets forth certain understandings between The Greater Saint John Community Foundation (the "**Community Foundation**"), a body corporate having its head office in Saint John, NB, and Rothesay ("**Rothesay**"), a body corporate, having its head office in Rothesay, NB, relating to the acceptance of donations of publicly traded securities to support the Rothesay Intergenerational Community Complex ("**RICC**"). The Community Foundation and Rothesay are sometimes referred to individually as a "**Party**" and collectively as the "**Parties**".

### WHEREAS:

- A. Rothesay wishes to raise funds through public donations to support the RICC, a community development initiative to enhance the recreational infrastructure in Rothesay. The project includes the construction of a new arena, the revitalization of the existing 50-year-old Rothesay Arena, and a connection between both buildings.
- B. Rothesay is a qualified donee as defined by the *Income Tax Act* and is able to provide official donation receipts to donors. However, Rothesay requests the Community Foundation's assistance in receiving and receipting donations of publicly traded securities for the RICC.

### NOW THEREFORE THE PARTIES HAVE AGREED AS FOLLOWS:

#### 1. Purpose of the Memorandum

- 1.1 The purpose of this MOU is to set out the basic terms by which the Community Foundation will receive donations of publicly traded securities, administer donation receipts, and disburse funds to Rothesay in support of the RICC.
- 1.2 This MOU is a binding agreement and shall be legally binding upon and enforceable against the Parties hereto and their successors and permitted assigns.

#### 2. Administration of Donations

- 2.1 The Community Foundation will receive donations of publicly traded securities for the RICC and will issue donation receipts to donors.

2. The Community Foundation will sell all publicly traded securities received for the RICC and will provide Rothesay with the net sale proceeds resulting from the sales during the Term of this MOU, less a 3% administrative fee which shall be deducted funds disbursed (the “**Grant**”).
  - 2.2 Rothesay will receive an annual accounting of all donations received at the end of the Community Foundation’s fiscal year of December 31st, no later than thirty (30) days after the end of said fiscal year.
  - 2.4 The Community Foundation will provide the Grant in accordance with paragraph 2.2, to Rothesay on or before June 15<sup>th</sup> and December 15<sup>th</sup>, 2026.
3. Term and Termination
  - 3.1 The Term of this MOU shall commence as of the Effective Date and end on December 31, 2026, unless terminated earlier in accordance with the MOU or otherwise agreed between both Parties (the “**Term**”). After the expiry of the initial Term, the Parties may consider a renewal or extension if agreed upon by both Parties.
  - 3.2 If either Party neglects or fails to perform its obligations as outlined in this MOU, the other Party may give written notice of the default under the MOU and, entirely without prejudice to any other rights, remedies, or claims it may have under this MOU or otherwise, terminate this MOU forthwith.
4. General Provisions
  5. Costs and Expenses: Each Party shall bear all expenses incurred by it in connection with this MOU except where otherwise expressly set out herein.
  6. No Partnership: No partnership is created by this MOU. Nothing contained herein shall or shall be deemed to constitute the Parties hereto as partners nor as agent of the other nor any other relationship whereby either could be held liable for any act or omission of the other. Neither Parties shall not have any authority to act for the other Party to incur any obligation on behalf of the other Party save as specifically provided by this MOU.
    - 4.1 Time of the Essence: Time shall be of the essence of this MOU.

- 4.2 Governing Law: This MOU shall be governed by the laws of the Province of New Brunswick
7. Successors and Assigns: This MOU may not be assigned by a Party without the prior written consent of the other Parties. The rights and liabilities of each Party shall enure to the benefit of their respective successors and permitted assigns.
8. Notices: Any notice, demand, request, consent or approval which is required or permitted to be given or made by one Party or other Party pursuant to any provisions of this MOU shall be valid and effective if delivered personally at, or if sent by prepaid courier, telecopy, electronic mail or other similar means of prepaid recorded communication to the respective parties as follows:

(a) If to Rothesay: Brett McLean, CAO

70 Hampton Road

Rothesay, NB E2E 5L5

Email: Brett McLean, CAO

With Copy To: Doug MacDonald, Treasurer

Email: dougmacdonald@rothesay.ca

(b) If to the Community Foundation:

President and CEO  
PO Box 20061  
Brunswick Square  
Saint John, NB E2L 5B2

Email: kelly@sjfoundation.ca

9. Counterparts: This MOU may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument. Counterparts may be executed either in original, electronic or faxed form and the Parties adopt any signatures received electronically as original signatures of the Parties.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the date set forth above.

SIGNED, SEALED & DELIVERED

ROTHESAY

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
THE GREATER SAINT JOHN  
COMMUNITY FOUNDATION:

Kelly Evans, President & CEO  
Per:



# ROTHESAY

AGE-FRIENDLY ADVISORY COMMITTEE

2025 December 08 Open Session (FINAL) 147  
Rothesay Town Hall Common Room  
Tuesday, November 18, 2025 at 10 am



**PRESENT:** MAYOR NANCY GRANT, *ex-officio member*  
COUNCILLOR HELEN BOYLE  
DIANE O'CONNOR, CHAIRPERSON  
WILLA MAVIS, VICE CHAIRPERSON  
NANCY HASLETT  
JILL JENNINGS  
DR. SHAWN JENNINGS  
ROBERT TAYLOR  
DIANNE TAYLOR  
DOAA HIGAZY

DRAFT

AGE-FRIENDLY & COMMUNICATIONS COORDINATOR KIRSTIN DUFFLEY  
RECREATION COORDINATOR ALEX HOLDER  
RECORDING SECRETARY ÉLIANE KNOX

**ABSENT:** ANGELA MORSE  
CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN  
RICC CAMPAIGN COORDINATOR KERI FLOOD  
HIGH SCHOOL REPRESENTATIVE (Vacant)

Chairperson O'Connor called the meeting to order at 10:02 am.

## 1. APPROVAL OF AGENDA

**MOVED** by N. Haslett and seconded by Counc. Boyle the agenda be approved as circulated with the following addition:

- Item 6.2 Non-Rider Survey

**CARRIED.**

## 2. APPROVAL OF MINUTES

### 2.1 Meeting minutes of November 18, 2025

**MOVED** by R. Taylor and seconded by Vice Chairperson Mavis the minutes of October 21, 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. UNFINISHED BUSINESS

### 6.1 2025 Annual Action Plan Status Report

The Committee reviewed the new requirement to submit an annual Action Plan Status Report to the province. Although the Age-Friendly Action Plan now spans five years, a yearly update must be provided, including identifying a “champion” responsible for each action item.

K. Duffley explained that the champion’s role is flexible, mainly to help share information with the public, act as a point person within the community, or support initiatives as needed. Staff support will also be available.

Chairperson O’Connor confirmed she will serve as champion for communications/publication.

N. Haslett volunteered to champion outdoor spaces and buildings (Rothesay Intergenerational Community Complex - RICC).

D. Higazy volunteered to champion affordable and accessible housing, which the Committee agreed was a good fit, especially as a bridge to newcomers.

K. Duffley emphasized that the level of involvement is up to each champion, and the primary requirement is to be the champion listed on the provincial form.

Mayor Grant arrived at 10:06 am.

### 6.2 Non-Rider Survey

K. Duffley announced that the KV Go non-rider survey will launch at 1:00 pm today. It will run until December 16<sup>th</sup>, with both online and paper copies (available at Town Hall). The rider survey closed yesterday. The purpose of the new survey is to gather input from residents who did not use the bus service. When asked about changes in ridership, K. Duffley explained that she does not have the data. The information is with Quispamsis, and the intention is to hire a consultant to analyze all survey results, review ridership numbers, and prepare a final report with recommendations for future demonstration projects or improvements.

Committee members discussed noticing smaller on-demand transit vehicles in Saint John. These mini-bus vans have been operating for about a year, run by Saint John Transit, and can be booked as needed for a modest fee. They also noted that an on-demand system might help residents who live off main routes and could be relevant to KV Go planning.

K. Duffley shared that about 100 responses were received for the rider survey, and the Committee hopes for strong participation from non-riders. Chairperson O’Connor suggested hosting an in-person focus group during a Future Engage morning session to gather feedback from both riders and non-riders, noting that real-time conversations can provide valuable insights that surveys may miss.

## 7. NEW BUSINESS

### 7.1 Age-Friendly Programming Update

#### Rothesay HIVE

- The Rothesay HIVE was nominated and a finalist for the Saint John Region Chamber's Outstanding Business Awards for the Community Impact Award. Although we did not take home the award, we were honored to be recognized among amazing community champions.
- Current Offerings: Exercise Classes (5), Tai Chi (Wells), Latin Line Dancing, Book Club, Garden Club, Walking Club, Mahjong & Bridge Games, Card and Board Games, Coffee & Chats, Movie Matinees, Presentations, and lending libraries.
- Grief Café: Working on a new collaboration as our volunteer leader has moved on. K. Duffley said she is now collaborating with the Compassionate Grief Centre, which operates |Grief Cafés throughout southern New Brunswick and provides counseling services. They will give a presentation in December, with the goal of relaunching the Grief Café in the new year. The organization is not-for-profit and can connect individuals in crisis to additional support.
- Upcoming Presentation: RSV and Shingles with Rothesay PharmaChoice, Thursday, November 20<sup>th</sup> at 2 pm.
- The Rothesay HIVE Garden Club has concluded for another season. Throughout the summer they planted and harvested Beans (20.75 pounds), Carrots (40.5 pounds), and Tomatoes (115.9 pounds). All their produce was donated to the KV Food Basket. Since the garden club started in 2022, they have donated over 538 pounds of produce! Thank you to our volunteer leader Worker Bee, Krisann, for all her work this season!
- December calendar will be released this Friday, November 21<sup>st</sup>.
- The Rothesay HIVE's last day of operation for 2025 will be December 19<sup>th</sup> and will re-open for the new year on Monday, January 5, 2026.

#### Rothesay HIVE Members

- **Rothesay HIVE Facebook Group:** 1,359 members
- **Rothesay HIVE Members as of now in 2025:** 263 members
- Rothesay HIVE Members in 2024: 205 members
- Rothesay HIVE Members in 2023: 162 members
- Rothesay HIVE Members in 2022: 126 members

#### Renforth Seniors Exercise Classes

- The Renforth Seniors Exercise Classes are still being offered at the Bill McGuire Centre on Mondays and Wednesdays from September to June each year. November classes were cancelled due to instructor unavailability. Classes are on hold until the New Year due to instructor unavailability.

### Saint John Newcomers Centre Programs

- Future Engage is on Thursday mornings from 10 am-12 pm.
- Conversational English Chats is on Wednesdays from 3 pm-4 pm.
- **Contact:** Sydney MacEachern sydney.maceachern@sjnewcomers.ca / (506) 721-1325

Chairperson O'Connor recapped recent Future Engage activities. Jim Wilson visited on November 6<sup>th</sup> and drew a strong turnout of about 25 participants. A Newcomer Speed Chat event also took place, which began quietly but grew into meaningful conversation. Although no older adults had registered in advance, eight attended, joining twelve newcomers from various countries (including Somalia, Sudan, and Morocco). A map brought by a Rothesay HIVE member helped spark dialogue. The event was emotional but positive, with seniors offering warm support.

Members reflected on the emotional difficulty some newcomers face due to traumatic migration experiences. D. Taylor suggested training on how to sensitively engage with individuals who have experienced trauma. This led to discussion about cultural competency training offered by the Saint John Newcomer Centre. D. Higazy explained that the Centre has a certified trainer and provides tailored workshops for many sectors, including healthcare, legal services, schools, and community groups. Covering appropriate communication, boundaries, and cultural awareness.

The Committee agreed it would be valuable to offer this training at the Rothesay HIVE, ideally in January before the next newcomer engagement session. Arrangements will be made through Sydney MacEachern at the Newcomer Centre. Additional discussion touched on newcomer parents, children's integration in schools and daycare, and the strong supports available within the school system.

Overall, the Committee members expressed enthusiasm for continuing these intergenerational, cross-cultural events, supported by appropriate training to ensure sensitive and respectful interactions.

Chairperson O'Connor reviewed several upcoming and ongoing community activities as follows:

#### Upcoming Future Engage Thursday Session

This Thursday at 10 am, dietitian Sarah O'Hara from Archstone will present on bone health and nutrition. Future Engage sessions run every Thursday from 10 am to 12 pm, always with food provided, often healthy options from the Newcomer Centre.

#### December Programming

- Joe McIntyre, a drummer, will be interviewed at an upcoming session.
  - David Goss will speak during the first week of December about stories from his new Christmas book.
  - Two additional December sessions are still being planned, and suggestions are welcome.
-

### Age-Friendly Communities Network

A Zoom session will be held December 3<sup>rd</sup> featuring Dr. Louise Como on seniors and climate change. These meetings allow communities to share updates, and Rothesay is recognized as a leader in age-friendly initiatives.

### Media Update

Keri Flood recently gave an interview on CBC's Information Morning discussing the RICC project and addressing challenging questions about funding, goals, and community involvement. Plans are in place to try to arrange another interview for her on *Shift*.

### Upcoming Community Event – “Taste of KV”

Taking place November 29<sup>th</sup> from 2 to 6 pm at the Bill McGuire Centre, before the Santa Claus Parade. Organized by Shamim Nahid and Imram Khan in partnership with the RICC, it will feature Christmas and multicultural vendors and is free to attend.

### Seniors Directory Updates

Discussion took place to clarify that the Seniors Directory listing community organizations is produced by the Human Development Council (formerly with the Seniors Resource Centre). A summer student recently updated the discount list, and copies will be shared. A separate seniors' discount directory exists at the Rothesay HIVE, originally compiled by Chairperson O'Connor. The group agreed it should be updated and digitized for easier future revisions.

### Recreation Updates

A. Holder provided updates on upcoming community holiday events. The Santa Claus Parade is scheduled for November 29<sup>th</sup> (storm date: November 30<sup>th</sup>). There are currently 32 parade entries, which is typical, with a few more expected before the registration deadline. The parade begins at 6 pm and will also be livestreamed.

The Mayor's Tree Lighting will take place on December 10<sup>th</sup> at 7 pm at the Rothesay Common, weather permitting. If ice conditions are not suitable, it will be postponed to the following week. The event will feature a performance by Rock 'n' Roll Cowgirl, and NB Power will be providing gingerbread cookies. There will also be a brief update on the RICC project during the event.

The 32 parade entries include all registrants, not just floats and additional entries such as RICC's own float and possibly Quispamsis's are still expected.

### Rothesay Gardening Club

Mayor Grant highlighted the value of the Rothesay gardening club's ongoing produce donations to the food basket and suggested increasing public awareness of their efforts. She recommended taking a year-end photo of a donation and sharing the total amount of produce donated to help promote the initiative.

K. Duffley noted that the club donates throughout the growing season and that photos are posted online and included in the Rothesay HIVE's Annual Report but agreed to ensure broader promotion.

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Chairperson O'Connor offered to help by sharing the story on the radio if provided with key details. The group agreed that the upcoming holiday season, when food drive awareness is high, would be an ideal time to publicize the gardening club's contributions.

N. Haslett emphasized how critical food bank donations are at this time of year, noting that inventories are often depleted heading into Christmas and even more so in the new year. She shared that last year the U13–U18 AAA female hockey divisions collected three truckloads of food during their event at the Quispamsis qplex, which the KV Food Basket said arrived at the perfect time. The need for donations, she noted, “never ends.”

Chairperson O'Connor agreed, adding that February and March are often the hardest months for food banks because donations typically slow down after Christmas.

A discussion followed about how the Rothesay HIVE and the Town could support more off-season food drives.

K. Duffley explained that the Town already includes food collection at all community events, such as the Mayor's Tree Lighting, hockey events, the fashion show, and the wellness fair—and that Town Hall hosted a holiday collection box last year, which filled up quickly. She said she will look at setting up the foyer collection again this year, since it allows donations even when the Rothesay HIVE is closed.

R. Taylor noted the KV Food Basket's newly expanded space is now in active use, though some work is still being completed, and encouraged others to visit.

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#### **8. CORRESPONDENCE FOR ACTION**

N/A

#### **9. CORRESPONDENCE FOR INFORMATION**

N/A

#### **10. DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, December 16, 2025, at 10 am.

#### **11. ADJOURNMENT**

**MOVED** by N. Haslett and seconded by Counc. Boyle the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 10:42 am.

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CHAIRPERSON

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RECORDING SECRETARY

# Parks & Recreation Committee

## November Update for Committee

November 18<sup>th</sup>, 2025

<b>Rothesay Arena</b>	Regular schedule.
<b>Rothesay Common Rink</b>	Projected opening first full week of December. Weather permitting.
<b>KV Santa Claus Parade</b>	The Towns of Rothesay and Quispamsis will be hosting the 27th Annual KV Santa Claus Parade on Saturday, November 29 <sup>th</sup> , 2025 (storm date of November 30 <sup>th</sup> , 2025). The parade will commence at 6pm at KVHS and will travel along the Hampton Road to the Marr Road, Clark Road intersection. We currently have <b>29</b> groups/organizations registered to participate in the parade this year. For more information about the parade visit the Facebook page: <a href="https://www.facebook.com/kvsantaclausparade">https://www.facebook.com/kvsantaclausparade</a>
<b>Mayor’s Tree Lighting</b>	The 11 <sup>th</sup> Annual Mayor’s Tree Lighting at the Rothesay Common is scheduled for Wednesday, December 10 <sup>th</sup> (weather dependent). There will be live music from Rock n’ Roll Cowgirl. Stop by for a skate on the ice, a walk around the Common, or just to enjoy the sights and sounds of the holiday season in the heart of Rothesay. NB Power will be handing out gingerbread cookies and will be serving hot chocolate. We will be accepting non-perishable food items in support of the KV Food Basket at this event!
<b>Fundy Winterfest 2025</b>	Recreation staff from Rothesay, Quispamsis, Hampton, Saint John, Grand Bay-Westfield and Fundy – St. Martins have started the planning for Fundy Winterfest 2026. All six communities will host fun winter events, activities, contests, and more for you and your family to enjoy from January 17 <sup>th</sup> to March 8 <sup>th</sup> , 2026! Find your hats and mitts – you won’t want to miss out on this Greater Saint John Winter experience! #FundyWinterfest For more information visit: <a href="https://www.facebook.com/FundyWinterfest">https://www.facebook.com/FundyWinterfest</a>
<b>Rothesay Hive</b>	<p>The Rothesay HIVE was nominated and a finalist for the Saint John Region Chamber’s Outstanding Business Awards for the Community Impact Award. Although we did not take home the award, we were honored to be recognized among amazing community champions.</p> <p>Current Offerings: Exercise Classes (5), Tai Chi (Wells), Latin Line Dancing, Book Club, Garden Club, Walking Club, Mahjong &amp; Bridge Games, Card and Board Games, Coffee &amp; Chats, Movie Matinees, Presentations, and lending libraries.</p> <p>Grief Café: Working on a new collaboration as our volunteer leader has moved on.</p>

	<p>Upcoming Presentation: RSV and Shingles with Rothesay PharmaChoice, Thursday, November 20th at 2:00PM.</p> <p>The Rothesay Hive’s last day of operation for 2025 will be Friday, December 19 and will re-open for the new year on Monday, January 5, 2026. For more information including the calendar, newsletter, and more visit: <a href="https://www.rothesay.ca/recreation/rothesay-hive/">https://www.rothesay.ca/recreation/rothesay-hive/</a>.</p> <p><b>Rothesay Hive Facebook Group: 1,359 Members</b></p> <p><b>Rothesay Hive Registered Members:</b></p> <ul style="list-style-type: none"> <li>• Current: 263 Members (as of November 14, 2025)</li> <li>• Past: 2022 - 124 Members, 2023 - 162 Members, 2024 - 205 Members</li> </ul>
<p><b>Rothesay HIVE Garden Club</b></p>	<p>The Rothesay Hive Garden Club has concluded for another season. Throughout the summer they planted and harvested Beans (20.75 pounds), Carrots (40.5 pounds), and Tomatoes (115.9 pounds). All their produce was donated to the KV Food Basket. Since the garden club started in 2022, they have donated over 538 pounds of produce! Thank you to our volunteer leader Worker Bee, Krisann, for all her work this season!</p>
<p><b>Renforth Senior Exercise Classes</b></p>	<p>Classes are on hold until the New Year due to instructor unavailability.</p>
<p><b>Other</b></p>	<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:  <a href="https://mailchi.mp/rothesay/r-insider">https://mailchi.mp/rothesay/r-insider</a></p> <p>Add your event to the Rothesay Community Calendar by following this link:  <a href="https://www.rothesay.ca/events/community/add">https://www.rothesay.ca/events/community/add</a></p>



**ROTHESAY**  
 2025December08OpenSessionFINAL\_155  
 PLANNING ADVISORY COMMITTEE MEETING  
 Rothesay Town Hall Common Room  
 Monday, December 1, 2025 at 5:30 p.m.



**PRESENT:** COUNCILLOR DON SHEA  
 COUNCILLOR PETER LEWIS  
 KELLY ADAMS  
 TYLER DAVIS  
 RALPH FORTE  
 MATTHEW GRAHAM, VICE-CHAIRPERSON  
 RHEAL GUIMOND, CHAIRPERSON  
 JON LEHEUP

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

**ABSENT:** CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN  
 ASSISTANT CLERK LIZ HAZLETT

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

**1. APPROVAL OF THE AGENDA**

**MOVED** by R. Forte and seconded by T. Davis the agenda be approved as circulated, with the following additions:

- Item 4.2 1 December 2025 Email RE: comments on 13-17 Holland Drive*
- Item 4.3 1 December 2025 Email from Hughes Survey RE: request to table (Appleby Drive extension)*

**CARRIED.**

**2. ADOPTION OF MINUTES**

**2.1** Regular Meeting of November 3, 2025

**MOVED** by Counc. Lewis and seconded by K. Adams the Planning Advisory Committee meeting minutes of November 3, 2025 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. NEW BUSINESS**

**4.1 7 Maiden Lane**

**Rothesay Netherwood School**

OWNER: James Kenneth Irving Estate, Mary-Jean Harriet Irving In Trust,  
 William David Jamieson in Trust

PID: 30364731 & 30168363

PROPOSAL: Rezoning – R1A & R1D to Institutional Major [INSMA]

Matt Stevens, RNS Facilities Manager, was in attendance on behalf of Rothesay Netherwood School. DPDS Reade gave a brief summary and noted the following: rezoning from R1-A and R1D to INSMA, existing buildings will be converted to RNS Centre for Excellence, will function as a community-facing educational space providing credit and non-credit courses, conforms to the Municipal Plan and the standards of the INSMA zone and will require a Development Officer variance for the side yard setback.

# ROTHESAY

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Mr. Stevens noted the following: the request is to rezone the property to Institutional as an extension of RNS, coursework will possibly include SAT prep, financial literacy, English language courses and mathematics.

The following people spoke: Steve Haines, Janet Haines, Allan Rombault and Blair MacDonald. Concerns raised were related to traffic, parking, use of the facility, addition of buildings and financial implications on property tax revenue. It was suggested consideration be given to using the front driveway on Rothesay Road to access the site. Mr. Stevens advised there would be at most six employees on site and traffic would be intermittent and varying and there will be no parking on Maiden Lane. He noted they could consider access from Rothesay Road. He also advised if a larger space is needed, they would use the school property and there are no plans to make the property a sports facility.

Committee members asked about a review by the KV Fire Department and traffic/parking concerns. DPDS Reade advised no concerns were raised by the Fire Department and permit approvals will be subject to building code and fire code considerations should the rezoning be approved. He also indicated that, in his opinion, there would not be significant generation of additional traffic.

**MOVED** by T. Davis and seconded by R. Forte the Planning Advisory Committee recommend that Rothesay Council schedule a public hearing to consider the rezoning of 7 Maiden Lane (PIDs 30364731 & 30168363) from Single-Family Residential – Traditional [R1D] and Single-Family Residential – Large Service [R1A] to Institutional Major [INSMA].

**CARRIED.**

Chairperson Guimond thanked Mr. Stevens and he left the meeting.

## 4.2 15-17 Holland Drive Andrew Baskin

OWNER: Andrew Baskin  
PID: 00065094 & 00056614  
PROPOSAL: Rezoning R1B to R4

Mr. Jacob Kilpatrick, P. Eng, Engineering by Houghton and Mr. Andrew Baskin were in attendance. DPDS Reade gave a brief summary and noted the following: the request is to rezone 15-17 Holland Drive from R1-B to R4 to allow for two, 48-unit buildings, buildings will be on separate lots with underground parking and shared surface parking, the proposal aligns with Residential High Density designation and generally meets the standards of R4 zone, variances include those for density, parking, side yard setbacks and height.

Mr. Kilpatrick, P.Eng. gave a presentation and noted the following: the project name is Chapel Crest Community, rezoning is for phases 2 and 3 of the project, increase in number of units to 102 (original application for 96), 140 parking spaces will be provided, Chapel Road will be extended to a cul-de-sac as there is insufficient room to go through Holland Drive to Hampton Road, the developer will contribute to traffic signals at Chapel Road and Marr Road intersection, phase 2 is expected to begin in the Fall of 2026 and phase 3 in the Spring of 2027, project aligns with policy HDR-4 of the Municipal Plan, total project is 150 units with 30 units designated as affordable, and will generate over \$400,000 in annual property tax revenue for the Town. Mr. Kilpatrick also noted there has been minimal disturbance in the area with the construction of phase 1, the infrastructure necessary is readily available and the updated traffic study indicates no significant traffic condition failures.

The following people spoke: Patrick Thomas, Scott Cochrane and Casey Hoogeveen. The following comments were made: noise and light pollution, increased traffic flow and disruption, Chapel Road and Parkdale Avenue being used now as a through street shortcut to Hampton Road and an additional three hundred vehicles will aggravate the problem, will the Town be proactive and install traffic lights at Chapel Road and Marr Road in advance of the development. DPDS Reade advised traffic lights would only be installed with certain standards are met and he cannot commit the Town to the expenditure at this time, noting the standards would not likely be met until there is additional development on Marr Road.

R. Forte, Counc. Lewis and Counc. Shea raised concerns about the height of the buildings, traffic issues, the traffic study, and affordability. Mr. Baskin spoke to the CMHC standard for affordable rent as \$1500 and commented that his current property on Scribner Crescent has two-bedroom units and the range is \$1300 - \$1600. M. Forte questioned the height of the building and Mr. Kilpatrick indicated the topography suggests the building adjacent to 19 Chapel Drive would not appear that tall.

J. Kilpatrick, P. Eng noted he was not the Traffic Engineer who completed the study but his review of the study indicated the following: Marr Road is considered “high” and Chapel Road is considered “moderate”. The challenge arises that the installation of traffic lights at Chapel/Marr would create a larger disruption on traffic flow on Marr Road. He commented that studies are based on empirical data over a number of years and this project would generate about 50-60 vehicles during rush hour, at the most. It was noted Parkdale Avenue provides another option in addition to Chapel Road.

T. Davis asked about pedestrian access from the development to Sobeys and Canadian Tire. It was noted that could be reviewed but the topography makes it difficult. Counc. Lewis indicated the buildings look to be 5 storeys high. Mr. Baskin advised the peak roof is bonus space and would create a loft area. Counc. Lewis advised Council has indicated in the past that four storeys is a maximum height and suggested this be reviewed with the architect.

R. Forte questioned the information in the traffic study, noting there was reference to lower traffic counts because of COVID and the data was updated with data from a study in Fredericton. He also referenced additional development that has taken place in the general area, including on Dobbin Street/Salmon Crescent since the 2021 original study. Mr. Kilpatrick advised growth factors were factored into the updated data but could not confirm if the developments referenced were included. He noted the report indicates that traffic lights at Chapel Road/Marr Road would not be warranted until 2032.

R. Forte noted he voted against phase 1 of the project mainly because of the proximity to the R1B zone adjacent to the development. He referenced a recent project on Millidge Avenue that is a similar situation with a tall building abutting small, single-family properties. Mr. Kilpatrick commented he is familiar with the project in Saint John and noted the topography and vegetation in the area of the proposed development will provide some relief. He also indicated the Municipal Plan has identified this area as conducive to higher density development.

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**MOVED** by Counc. Lewis and seconded by K. Adams the Planning Advisory Committee schedule a public hearing to consider the rezoning of 15-17 Holland Drive (PIDs 00065094 & 00056614) from Single Family Residential – Standard [R1B] to Multi-Unit Residential (R4).

ON THE QUESTION:

R. Forte asked if both Council members felt they had enough information to conduct a public hearing. Both confirmed they were comfortable in proceeding.

**CARRIED.**

Chairperson Guimond thanked Mr. Kilpatrick and Mr. Baskin, and they left the meeting.

<b>4.3</b>	<b>Appleby Drive &amp; Higginson Avenue</b>	<b>Andrew McKay</b>
	OWNER:	A.E. McKay Builders
	PID:	30175467 & 30175475
	PROPOSAL:	Subdivision

*Meeting addendum:*

1 December 2025      Email from Hughes Surveys RE: Request to table application

DPDS Reade advised a request had been received earlier today from R. Turner, Hughes Surveys, on behalf of the developer, to table the application to allow for additional discussion with Town representatives on a couple of matters in the draft development agreement. He noted that, should the Committee decide to table the application, residents within 100 metres will receive notification when the matter comes back to the Committee. M. Graham suggested it may be helpful for staff to hear some comments from the residents in attendance to take back to the developer. C. Chiasson and T. Mueller requested to speak to the Committee. Counc. Lewis indicated he would be making a tabling motion because the Committee needs additional information going forward and this will provide an opportunity for the Town and developer to work out what needs to be done and, rather than repeating the same thing next month, allow them to work out the final layout and bring it back to the Committee and to the residents. C. Chiasson requested clarification on whether discussions will be with one developer or more. Counc. Lewis advised it was the information provided and is one developer. He reiterated that staff and the developer need to work out the details and come back to the Committee, residents and Council. C. Chiasson commented that the original proposal was 16 lots, then 7 lots and is now 18 lots. T. Mueller asked to address the Committee before the tabling motion was made. He noted new information had come to his attention today and he requested the opportunity to share it with the Committee as an informed decision requires input from the neighbourhood as well. K. Adams asked for clarification on the process. Town Clerk Banks clarified there is no discussion on a tabling motion. M. Start asked for clarification as to why the matter was on the agenda if there was additional information needed.

DPDS Reade advised it is related to additional discussion between the Town and the proponent, not additional information. R. Guimond indicated the Committee does not have all the information it needs to proceed at this time.





# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Planning Advisory Committee  
DATE : 3 December 2025  
RE : Rezoning Application – 7 Maiden Lane  
(PIDs 30364731 and 30168363)

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## **RECOMMENDATION:**

Council schedule a public hearing, in accordance with the *Community Planning Act*, SNB 2017, c. 19, for **Monday, January 19, 2026 at 7:00 p.m.**, to consider the rezoning of 7 Maiden Lane (PIDs 30364731 & 30168363) from Single-Family Residential – Traditional [R1D] and Single-Family Residential – Large Service [R1A] to Institutional Major [INSMA].

## **BACKGROUND:**

The Rothesay Planning Advisory Committee passed the following motion at its regular meeting on Monday, December 1, 2025:

**MOVED** by T. Davis and seconded by R. Forte the Planning Advisory Committee recommend that Rothesay Council schedule a public hearing to consider the rezoning of 7 Maiden Lane (PIDs 30364731 & 30168363) from Single-Family Residential – Traditional [R1D] and Single-Family Residential – Large Service [R1A] to Institutional Major [INSMA].

**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:** Wednesday November 26, 2025

**Subject:** Rezoning – Institutional Major [INSMA]– 7 Maiden Lane (PIDs 30364731 and 30168363)

<b>Applicant:</b>	Rothesay Netherwood School	<b>Property Owner:</b>	James Kenneth Irving Estate, Mary-Jean Harriet Irving In Trust, William David Jamieson In Trust
<b>Mailing Address:</b>	40 College Hill Road Rothesay, NB E2E 5H1	<b>Mailing Address:</b>	39 Newport Road Rothesay, NB E2H 1T6
<b>Property Location:</b>	7 Maiden Lane	<b>PID:</b>	30364731 & 30168363
<b>Plan Designation:</b>	Traditional Area - PID 30364731 Low Density Residential - PID 30168363	<b>Zone:</b>	Single Family Residential – Traditional [R1D] – PID 30364731  Single Family Residential - Large Serviced [R1A] - PID 30168363
<b>Application For:</b>	Rezoning to Institutional Major [INSMA]		
<b>Input from Other Sources:</b>	Operations, KVFD, Utilities, KRPF, NBDELG		

### Origin

Rothesay has received an application from Rothesay Netherwood School to rezone the property at 7 Maiden Lane (30364731 and 30168363) (see attached). The applicant is seeking a rezoning from Single Family Residential – Traditional [R1D] (PID 30364731) and Single Family Residential - Large Serviced [R1A] (PID 30168363) to Institutional Major [INSMA].

The applicant is seeking the rezoning to permit the conversion of the existing site and buildings to the RNS Centre for Excellence. This facility will function as a community-facing educational space offering a range of credit and non-credit courses including the following:

- Mathematics, Science and English enrichment
- SAT preparation
- Financial literacy
- Leadership development
- Outdoor education and environmental stewardship
- Global citizenship programming
- English Language Immersion programs for international families.

**Background**

The site is 3.69 hectares in area with frontage on both Rothesay Road and Maiden Lane. It is comprised of two parcels of land, PID 30364731 containing a large dwelling and chapel and a smaller, and PID 30168363, an adjacent landlocked parcel to the east. The existing main building has a gross floor area of approximately 1983 square metres (21,340 square feet). The site is heavily treed along the Rothesay Road frontage.

The property was the original location of the Netherwood School for girls, which merged with Rothesay Collegiate School to later form Rothesay Netherwood School. The original Netherwood School chapel is located on the subject site.

The surrounding neighbourhood is primarily residential with larger single-unit dwellings dating from the early-1900s along Rothesay Road and Maiden Lane. More contemporary development, including dwellings constructed since the 1950's is located along Maiden Lane. Although the lot sizes are larger, the area contains a mix of lot sizes with smaller lot sizes in the Maiden Lane area. Shadow Lawn Inn, a long-standing inn, and restaurant is located north of the subject site at 3180 Rothesay Road.

Surrounding properties along Rothesay Road are zoned Single Family Residential – Traditional [R1D]. Lands to the northeast along Maiden Lane are Single Family Residential - Large Serviced [R1A].



**Figure 1 – View of Site from Rothesay Road**

## **Municipal Plan**

Most of the site (PID 30364731) is designated as Traditional Area in the municipal plan with the smaller parcel in the northeast portion of the site (PID 30168363) designated as Low Density Residential.

Policies LDR-2 and TA-2 of the Municipal Plan provide a framework for permitted land uses in these areas.

*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.*

*Policy TA-2 Traditional Area Uses: Allow within the Traditional Area designation, a range of dwelling types including single-detached family homes, garden homes, duplexes, row houses, Townhomes, two-unit, and semi-detached dwellings; as well as commercial and institutional uses. Additional compatible uses include, but are not limited to public utilities, parks, and municipal facilities.*

The proposed use is considered an institutional land use. While both future land use designations are focused on residential development, the Low Density Residential Designation provides for other compatible uses to be developed without amendment to the Municipal Plan while the Traditional Area designation contemplates institutional uses outright. In addition, Policy IT-6 provides an overarching framework for additional institutional land uses throughout the plan area.

*Policy IT-6 Institutional Infill: Consider, notwithstanding any other institutional policy, institutional development that provides Rothesay with services that may be appropriate throughout the entire Plan area; accordingly, Council may consider government offices and buildings, assisted living facility, daycare, sports complex, nursing home, retirement complex, medical clinic, or health and emergency services through the rezoning and development agreement process where such development demonstrates compliance with the following requirements:*

- a) Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;*
- b) The subject lands are in close proximity to one or more of the following land uses: commercial, medium or high-density residential;*
- c) Sufficient on-site parking is provided; and*
- d) The building is designed to a high quality that is consistent with community values and architectural best practices.*

Staff note the proposal aligns with Policy IT-6 of the Municipal Plan through compliance with the criteria provided in the policy:

- **Proximity to collector or arterial streets and transit routes** – the site is located along Rothesay Road.
- **Proximity to commercial, medium, or high-density residential land uses** – the site is located approximately 250 metres south of the commercial area at the Rothesay Road / Hampton Road intersection.
- **On site Parking** – the internal roadways and developed areas of the site provide parking areas for the proposed uses.
- **Architectural Design** – the existing building, a former estate dwelling, was designed by architect Gordon Ridgely. Staff consider it to be representative of the surrounding architectural context along this section of Rothesay Road.

Staff also note the proposal aligns with the broader land use concept of adaptive reuse. This is the process of repurposing existing buildings for new uses which promotes sustainability and preserves cultural heritage. Finding a new land use for building, such as a large private dwelling that is the subject of the application, or the more common example of repurposing an institutional building such as a place of worship, is often a challenging process given the size and configuration of the building being repurposed. The proposal aligns with the broader concept of adaptable reuse.

Based on the above assessment, the proposed rezoning conforms to the Municipal Plan.

### **Zoning**

A rezoning to Institutional Major [INSMA] is required for the proposal. From discussions with the applicant, no expansions are planned to the building or changes planned to the site.

A school is a permitted use within the Institutional Major [INSMA] zone, and an office and dormitory are conditional uses (subject to the Committee's approval) within the zone. Staff do not have a concern with the use of the property for office or dormitory uses and note that building permits will be required given the change in code occupancy.

A variance is required to reduce the minor side yard setback from 9 metres to approximately 7.4 meters to accommodate existing conditions between the south wall of the existing building and adjacent property line. Staff will issue a Development Officer Variance should the rezoning be approved.

### **Polling**

Polling letters were sent to nearby residents to inform them of the application and solicit their comments on the rezoning. Any written correspondence received from the polling has been provided in the agenda packet. Consistent with the Committee's polling policy, Staff will place a sign on the property should Council elect to schedule a Public Hearing.

### **Agency Circulation Comments**

The application was circulated to internal town departments and external agencies, and no significant issues were identified with the proposal. It was noted that a mapped wetland is shown on PID 30168363. Given no changes are proposed for the site, the presence of a wetland is not considered to be an issue affecting the development.

**Summary**

Staff have reviewed the applicant's proposal and note the proposed rezoning aligns with the Municipal Plan. Given this, Staff recommend that PAC recommend that Rothesay Council schedule a Public Hearing for the rezoning application.

**Recommendation:**

It is recommended THAT the Planning Advisory Committee:

- A. Recommend that Rothesay Council schedule a public hearing to consider the rezoning of 7 Maiden Lane (PID 30364731 and PID 30168363) from Single Family Residential – Traditional [R1D] and Single Family Residential - Large Serviced [R1A] to Institutional Major [INSMA].

**Attachments:**

- Map 1                      Aerial Photo Location Map
- Map 2                      Future Land Use Map - Municipal Plan
- Map 3                      Zoning Map
- Attachment 1            Applicant's Proposal



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP  
Date: Wednesday November 26, 2025

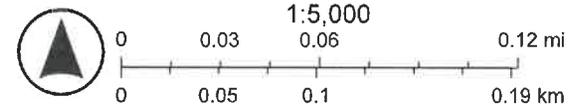
# 7 Maiden Lane Air Photo

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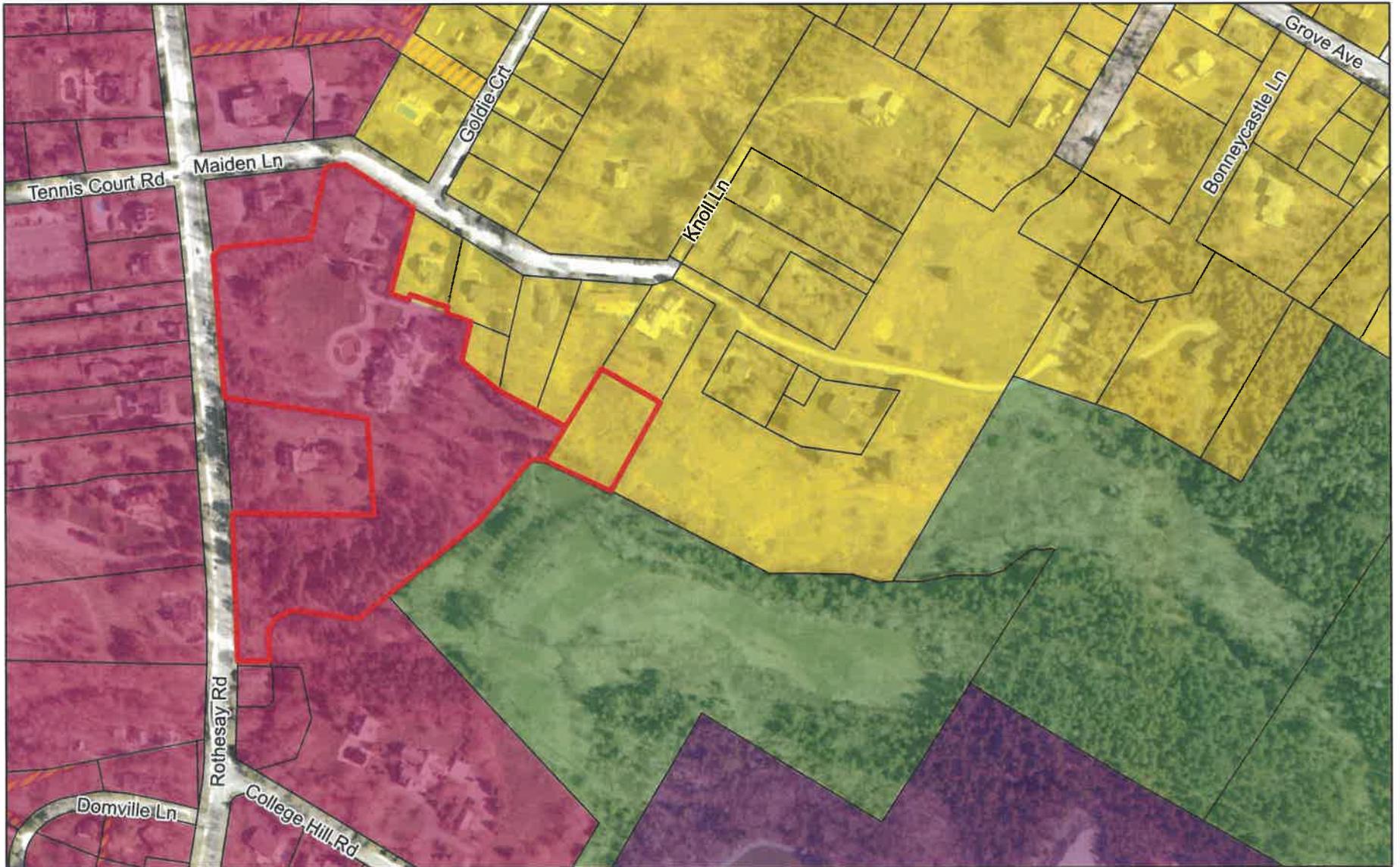


2025-11-18

-  Subject Site
-  Property\_Owner
-  Encumbrance
-  Street



2025December08OpenSessionFINAL\_167  
7 Maiden Lane Future Land Use



2025-11-18

Subject Site

Property\_Owner

FutureLandUse

Low Density

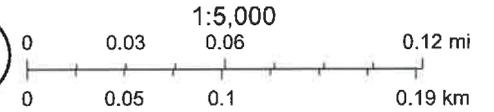
Park & Conservation

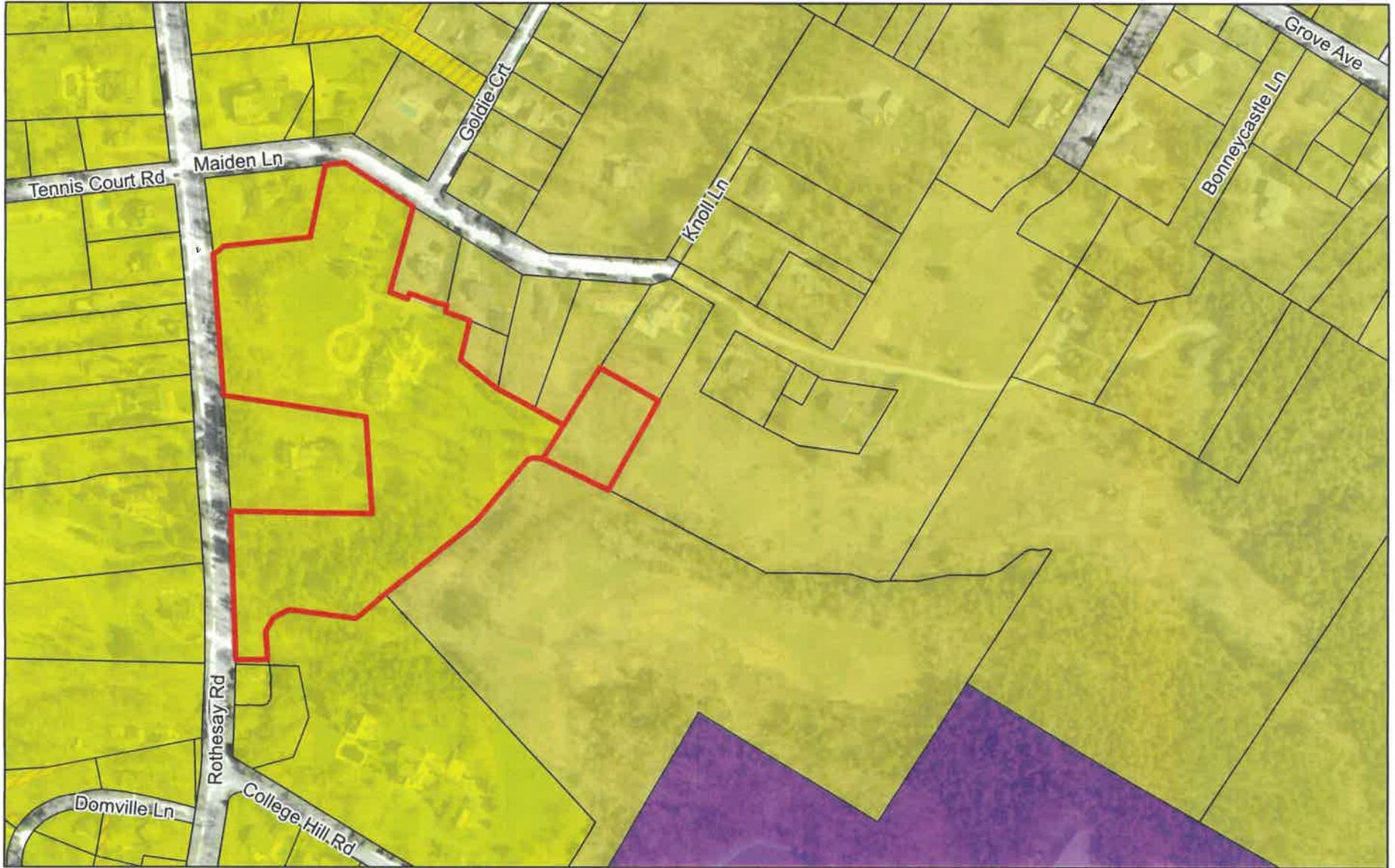
Traditional Area

Institutional

Street

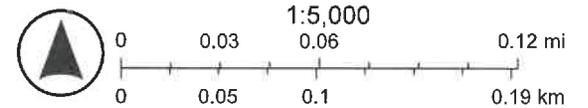
Encumbrance





2025-11-18

- |                                                                                                    |                                                                                         |                                                                                           |                                                                                                 |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|  Subject Site   | <b>Zoning</b>                                                                           |  R1D   | <b>Street</b>                                                                                   |
|  Property_Owner |  R1A |  INSma |  Encumbrance |



# Town of Rothesay

## PAC - Rezoning Application Proposal

**PID(s): 30353221 & 30168363**

**Property: 7 Maiden Lane**

**Applicant: Rothesay Netherwood School (RNS)**

**Current Zoning: Residential**

**Requested Zoning: Institutional**

**Application Status: Conditional on Rezoning Approval**

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### 1. Introduction and Purpose of Application

Rothesay Netherwood School respectfully submits this **conditional rezoning application** for the properties identified as PID 30353221 and PID 30168363, located at 7 Maiden Lane. The properties are currently zoned **Residential**, and RNS is seeking a change to **Institutional** to establish **The RNS Centre for Excellence**.

**This application is made on a conditional basis. Rothesay Netherwood School will only proceed with acquiring the property if rezoning to Institutional is approved by the Town.** The School cannot undertake the proposed project without the zoning change.

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### 2. Historical Significance of the Property

The 7 Maiden Lane property is historically significant within the Rothesay community and additionally to the story that is RNS.

- It was the **original location of Netherwood School for girls**, one of the two founding institutions that merged with **Rothesay Collegiate School** to later form **Rothesay Netherwood School**.
- The site retains the **original Netherwood School chapel**, a meaningful heritage structure associated with the region's educational history.

Rezoning would ensure that the property continues to be used for an educational purpose consistent with its origins and longstanding cultural importance.

### 3. Project Overview

The **RNS Centre for Education** will act as a community-facing educational space offering a range of **credit and non-credit courses**, including areas such as:

- Mathematics, Science, and English enrichment
- SAT preparation
- Financial literacy
- Leadership development
- Outdoor education and environmental stewardship
- Global citizenship programming
- English Language Immersion programs for International Families

The Centre restores the site's traditional educational role and expands learning opportunities for both students and community members.

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### 4. Rationale for Rezoning from Residential to Institutional

**4.1 Restoration of Historical Educational Use** - Institutional zoning aligns with the property's original purpose as a site of education and preserves its heritage character.

**4.2 Compatibility with Adjacent Uses** - The property is easily connected to the existing RNS facilities and is naturally suited to integration within the broader school campus.

**4.3 Community Benefit and Program Expansion** - The Centre will:

- Offer enhanced educational opportunities for the Rothesay and surrounding community
- Support skill development and competencies for youth in the community
- Strengthen community–school ties
- Be an appropriate addition to the school in its 150th year

**4.4 Low-Impact Use** - The proposed use is low-intensity and educational in nature, with limited impact on surrounding residential neighbourhoods.

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## 5. Servicing, Traffic, and Site Considerations

- **Servicing:** The property is already serviced by municipal water and sewer.
  - **Traffic:** Programming will have limited impact; the property's existing transportation and parking systems will sufficiently support the Centre.
  - **Site Preservation:** The historic chapel, main building, and surrounding landscape will be maintained and respected.
- 

## 6. Community, Educational, and Heritage Impact

Approval of the rezoning will:

- Enhance relationship with an already strong community partner
  - Protect and reactivate a historically significant educational property
  - Enable programming that benefits both RNS students and the broader Rothesay community
  - Expand access to independent school education for Atlantic Canadian students
- 

## 7. Conclusion

Rothesay Netherwood School respectfully requests that the Town approve the rezoning of PID 30353221 and PID 30168363 from **Residential** to **Institutional**.

**This is a conditional application: RNS will only proceed with acquiring the property and moving forward with the project if rezoning approval is granted.**

Rezoning supports heritage preservation, educational advancement, and long-term community benefit.

RNS appreciates the Town's consideration and welcomes the opportunity to provide additional information or participate in further discussion as needed.

**Liz Hazlett**

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**From:** Mary Jane Banks  
**Sent:** Thursday, November 27, 2025 11:44 AM  
**To:** Liz Hazlett  
**Subject:** Fw: Rezoning of 7 Maiden Lane concerns

Mary Jane Banks  
Town Clerk

Sent from my Bell Samsung device over Canada's largest network.

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**From:**  
**Sent:** Thursday, November 27, 2025 11:12:05 AM  
**To:** Rothesay Info <Rothesay@rothesay.ca>  
**Subject:** Rezoning of 7 Maiden Lane concerns

[Some people who received this message don't often get email from important at <https://aka.ms/LearnAboutSenderIdentification> ]

Learn why this is

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We have a few concerns and questions regarding the rezoning application of 7 Maiden Lane.

The main concern would be the increase in traffic on Maiden Lane .It is a very narrow road and it certainly could not hold a lot of traffic. As it is now ,it is sometimes extremely hard to get out onto the Rothesay Road because of the increase in traffic along that road.

Another concern is what are the present and future plans for the property and structures.  
Will there be any additional buildings built on the property or any changes to the environment .

Will there be sporting events held on the property leading to increased traffic and noise ,much like rugby fest held in the fall at RNS?

We also have a few questions as to how many students will there be at any one time, parking facilities for students and staff, what will be the function of the school during the summer months.

Basically we would like some more information on what the present and the future use would be.

Sincerely,

7 Knoll Lane

Sent from my iPad



# ROTHESAY MEMORANDUM



---

TO : Mayor and Council  
FROM : Planning Advisory Committee  
DATE : 3 December 2025  
RE : Rezoning Application – 15-17 Holland Drive  
(PIDs 00065094 and 00056614)

---

## **RECOMMENDATION:**

Council schedule a public hearing, in accordance with the *Community Planning Act*, SNB 2017, c. 19, for **Monday, January 19, 2026, immediately following a Public Hearing**, to consider the rezoning of 15-17 Holland Drive (PIDs 00065094 & 00056614) from Single Family Residential – Standard [R1B] to Multi-Unit Residential (R4).

## **BACKGROUND:**

The Rothesay Planning Advisory Committee passed the following motion at its regular meeting on Monday, December 1, 2025:

**MOVED** by Counc. Lewis and seconded by K. Adams the Planning Advisory Committee schedule a public hearing to consider the rezoning of 15-17 Holland Drive (PIDs 00065094 & 00056614) from Single Family Residential – Standard [R1B] to Multi-Unit Residential (R4).

**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, November 25, 2025

**Subject:** Rezoning – Multi-Unit Residential [R4]– 15-17 Holland Drive

<b>Applicant:</b>	A.C. Baskin Investments Inc.	<b>Property Owner:</b>	A.C. Baskin Investments Inc. & Holland Hills Developments Ltd
<b>Mailing Address:</b>	18 Kildare Court Rothesay, NB E2H 1C4	<b>Mailing Address:</b>	18 Kildare Court Rothesay, NB E2H 1C4
<b>Property Location:</b>	15-17 Holland Drive	<b>PID:</b>	00065094, 00056614
<b>Plan Designation:</b>	High Density Residential	<b>Zone:</b>	Single Family Residential – Standard [R1B]
<b>Application For:</b>	Rezoning to Multi-Unit Residential [R4]		
<b>Input from Other Sources:</b>	Operations, KVFD, KRPF, Utilities, NBDELG		

**Origin:**

Rothesay's Planning Advisory Committee (PAC) has received an application from A.C. Baskin Investments Inc. to rezone a parcel of land having an approximate area of 8110 square meters located along Holland Drive (PIDs 00065094 and 00056614). The applicant is seeking a rezoning from Single Family Residential – Standard [R1B] to Multi-Unit Residential [R4].

**Background:**

The adjacent parcel to the north was rezoned from Single Family Residential – Standard [R1B] to Multi-Unit Residential [R4] in 2023 to allow for the development of a four storey, 48-unit building. This building is currently under construction.

To provide for the proposed development, the applicant is requesting a rezoning to Multi-Unit Residential [R4], to allow for the development of two, additional 48-unit buildings. The property is designated High Density Residential in the Municipal Plan which provides a future land use context for the proposed building form. This section of Holland Drive serviced with both sanitary sewer and water.



**Figure 1 – View of site from Holland Drive**

**Municipal Plan:**

The subject site is designated High Density Residential in the Municipal Plan. These are areas in proximity to arterial / collector streets and commercial areas where the dominant form of development is envisioned to be multi-storey apartment or condominium dwellings. This area of Rothesay was designated as a future high-density residential area in the Municipal Plan given its proximity to major commercial uses (Canadian Tire and Sobeys), and Hampton Road. Development of a higher density residential use on the site will promote pedestrian connectivity and ease of access for future residents. The proximity to Rothesay’s commercial areas also reduces sprawl and creates a more walkable neighbourhood.

Policy HDR-2 of the Municipal Plan guides development in this designation.

*Policy HDR-2 High-density Residential Uses: Allow within the High-density Residential designation, a mix of housing of types where the dominant form is an apartment or condominium dwelling. Other compatible uses may be permitted in the High-density designation without amendment to the Municipal Plan, including but not limited to parks, municipal facilities, public utilities, clustered residential housing, and attached dwellings.*

In addition to conforming to Policy HDR-2 of the Municipal Plan, Staff note the proposal aligns with accepted good planning practice for the location of higher density residential

developments<sup>1</sup> as outlined in policy HDR-4 of the Plan. These criteria include the location and size of the site, servicing availability, traffic impacts, and site and building design considerations.

DESIGN CRITERIA	STAFF COMMENT
<p><b>Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;</b></p>	<p>The proposed buildings will be located approximately 260 meters from Hampton Road.</p> <p>A traffic impact statement was prepared for the development. Consistent with the development agreement for the adjacent property, staff will include clauses to secure capital cost contributions towards the following infrastructure improvements in the development agreement for the subject site:</p> <ul style="list-style-type: none"> <li>• Future signalization at the intersection of Marr Road and Chapel Road should Rothesay proceed with the installation of traffic signals at this intersection, and</li> <li>• any additional sidewalk or pedestrian crossing facilities that may be required.</li> </ul>
<p><b>The maximum density does not exceed 100 square meters of land per apartment unit;</b></p>	<p>The site has a total area of 8109 square meters. While the proposed density of 118 units per hectare exceeds the 100 units per hectare cap in the Municipal Plan, policies R-1 and R-2 of the Municipal Plan allow for the increased density that is proposed.</p>
<p><b>Subject lands are adequate in size relative to the intensity and scale of the proposed land development;</b></p>	<p>The proposed building would be in a mixed-use development area containing major commercial uses and a variety of medium and low-density residential uses. The site can accommodate the proposed buildings along with required parking, landscaping, and setbacks.</p>
<p><b>The subject lands do not exceed 1 acre in total area (or 40 apartment units);</b></p>	<p>Notwithstanding, the 40-unit / acre (100 units/hectare) maximum density, Policies R-1 and R-2 of the Municipal Plan permit Council to consider an increase in density by 2 percent for every apartment unit meeting affordability standards or constructed as an accessible unit beyond Provincial accessibility requirements with a maximum density increase of 20%. The density proposed by the applicant will require 9 affordable units.</p>
<p><b>Underground parking is provided;</b></p>	<p>The proposal includes underground parking in each of the buildings. A surplus of parking is provided, and Staff will require the surface parking lots to be reduced</p>

<sup>1</sup> Policy HDR-4 of the Municipal Plan contains such criteria which are meant to guide the assessment of multiple unit residential development on lands designated as Commercial in the Municipal Plan. The site can be considered adjacent to lands designated as Commercial on the Municipal Plan’s Future Land Use map due to property configuration. In addition, it is the professional opinion of staff that the criterial provided in policy HDR-4 provide good design principles for higher density residential development such as that proposed in the application.

DESIGN CRITERIA	STAFF COMMENT
<p><b>Require the developer provide a technical wind and shadow study, to be completed by a certified professional, to ensure the proposed development does not generate excessive wind or cast a shadow on abutting properties or public road right-of-way that would detract from the quality, enjoyment, or use of the space.</b></p>	<p>by 8 spaces to comply with the standards of the Zoning By-Law.</p> <p>The developer has not provided a technical shadow study of the proposed building.</p>
<p><b>Require the developer to complete a traffic impact assessment for the proposed development on the surrounding area completed by a qualified transportation engineer or other technical specialist;</b></p>	<p>Staff have reviewed the traffic study and will include provisions in the development agreement regarding network improvements.</p>
<p><b>Excellence in site design best practices addressing features such as Crime Prevention through Environmental Design (CPTED) principles, urban design, and high quality landscaping; and</b></p>	<p>Staff believe that the proposed building in this mixed-use neighbourhood achieves good design as the scale, bulk and height of the building is appropriate to the existing or desired future character of Hampton Road and surrounding buildings.</p>
<p><b>A building design of high quality that is consistent with community values and architectural best practices.</b></p>	<p>Design modifications are required for the surface parking area and front entrances of the buildings.</p>

The proposal conforms to the Municipal Plan, Affordability and site design issues will be components of the Development Agreement.

**Zoning:**

A rezoning to Multi-Unit Residential [R4] is required to accommodate the proposal. The proposed development aligns with the requirements of the Zoning By-Law, with the following variances identified:

- A variance is required to increase the driveway widths from 5 metres to 6 metres.
- A variance is required to increase the height of both buildings from 15 metres to 17.12 metres.
- A variance is required to increase the minor side yard of the southern building from 10 metres to 12.15 metres.
- A variance is required to decrease the drive aisle width in the parking lots from 7.5 metres to 6.5 metres.

Staff are supportive of these variances and will issue Development Officer variances should Council approve the rezoning.

The proposed density and number of units will require the provision of 9 affordable dwellings units in accordance with the Municipal Plan. While the R4 zone requires a maximum density of 50 units per hectare (200 square metres of lot area per residential unit), the Municipal Plan provides for a density of 100 units per hectare (100 square metres of lot area per residential unit), which can be increased by up to 20% if affordable housing is provided. Under New Brunswick planning legislation, where a conflict exists between the Municipal Plan and a Zoning By-law, the Municipal Plan prevails. Provision of the required affordable housing will be a requirement of the Development Agreement.

An initial review of the drawings submitted has identified the following issues:

- **Architectural Design** – Staff are supportive of the architectural design. However, additional prominence from an architectural standpoint is required for the pedestrian entries on the facades facing Holland Drive. A covered entry or portico are design elements that could be added to the street-facing facades.
- **Parking Area** – Staff are supportive of the above variances related to site circulation and access and note the parking lot will function as a shared parking area. This will be subject to the Development Agreement and a separate agreement between the individual building owners should the buildings be owned through separate corporate entities. An additional variance is required to allow parking to straddle the lot line separating the two parcels.

Certain design elements of the proposed surface parking do not conform to the standards of the by-law and require additional redesign:

- The parking area does not meet the requirements for the required area of landscaped islands and trees for the size of the parking area.
- A pedestrian connection is required through the landscaped island separating the two portions of the parking lot.
- The 8 spaces at the front of the parking area are within the required front yard setback and must be eliminated.
- The number of parking spaces within a row is greater than the maximum permitted by the by-law.

#### **Development Agreement:**

A rezoning to R4 would be subject to Council's discretionary approval and be subject to the approval of a Development Agreement pursuant to Section 59 of the *Community Planning Act*. From the initial review of the application, Staff have identified the following elements for inclusion in the Development Agreement:

- a) a legal subdivision plan;
- b) engineering drawings for site servicing and any necessary off-site infrastructure upgrades;
- c) a storm water management plan; and
- d) landscaping and architectural plans and details

Consistent with Rothesay's approval process, the draft Development Agreement will be provided to the Committee with the Staff Recommendation on the application once Council has set the required Public Hearing Date for the rezoning.

#### **Polling**

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

Should Council elect to set a public hearing date Staff will send out polling letters to notify the area landowners of the application, and the date of the public hearing. Signage will also be provided in accordance with PAC's Polling Policy.

**Summary**

Staff have reviewed the applicant's proposal and have determined that at the preliminary stage, the proposed project conforms to the Municipal Plan and aligns with the intent of the Multi-Unit Residential [R4] zone and Zoning By-Law. Given this, it is recommended that a Public Hearing date be set by Rothesay Council.

Staff will provide a recommendation and draft development agreement for PAC's consideration and recommendation prior to the Public Hearing.

**Recommendation:**

It is recommended THAT the Planning Advisory Committee:

- A. Recommend that Rothesay Council schedule a public hearing to consider the rezoning of 15-17 Holland Drive (PIDs 00065094 and 00056614) from Single Family Residential – Standard [R1B] to Multi-Unit Residential (R4).

**Attachments:**

- Map 1                      Aerial Photo Location Map
- Map 2                      Future Land Use Map - Municipal Plan
- Map 3                      Zoning Map
- Attachment 1            Site and Building Plans
- Attachment 2            Building Renderings
- Attachment 3            Traffic Impact Study

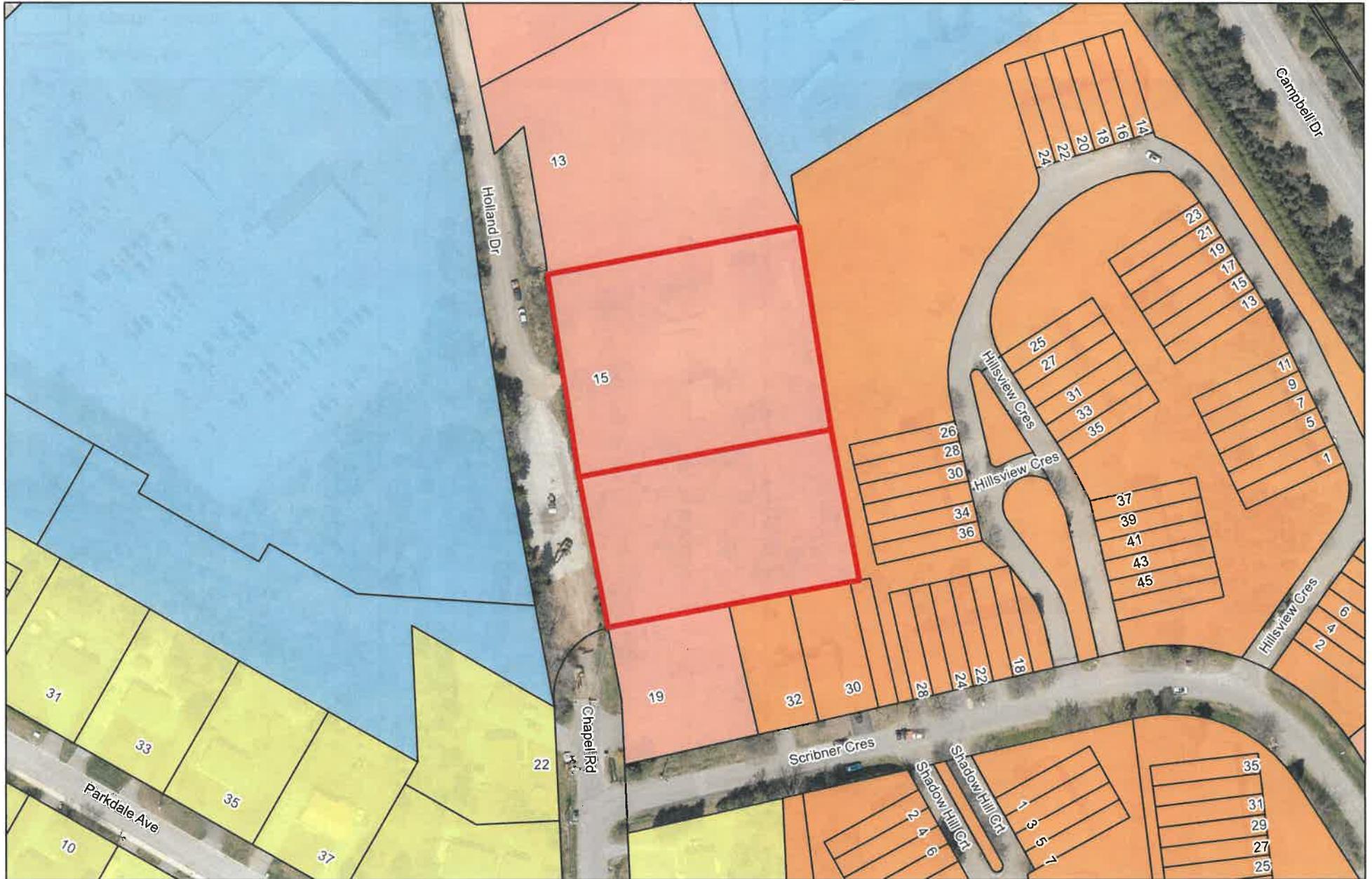


Report Prepared by: Mark Reade, P.Eng., RPP, MCIP  
Date: Tuesday, November 25, 2025



# 15 & 17 Holland Drive Future Land Use

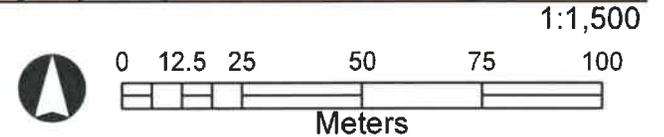
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**Subject Site** (Red outline)  
**Property\_Owner** (Black outline)

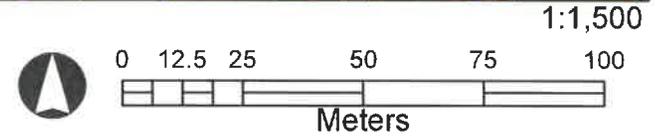
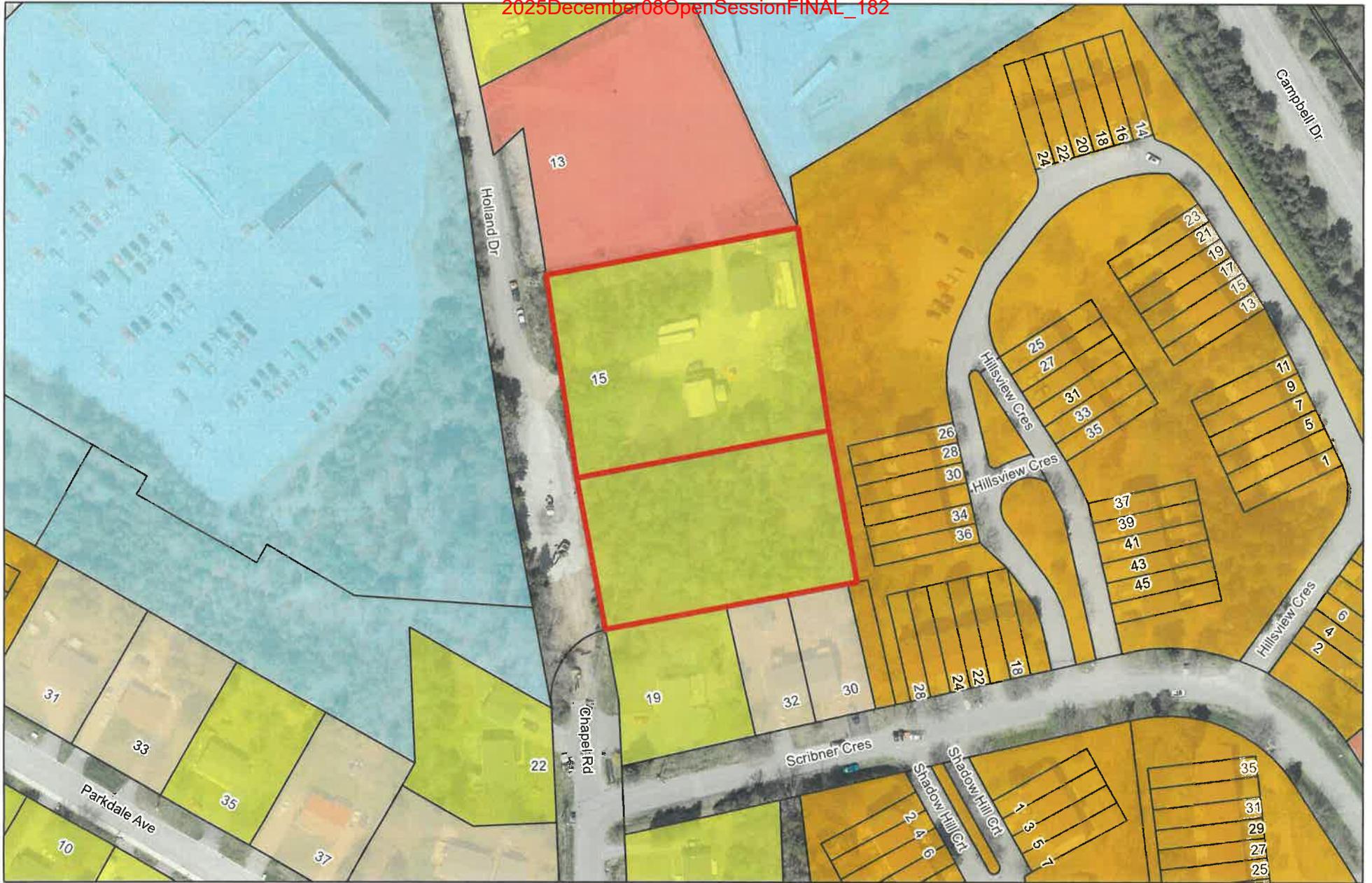
**Future Land Use**

- Low Density (Yellow)
- Commercial (Blue)
- High Density (Orange)
- Medium Density (Light Orange)



# 15 & 17 Holland Drive Zoning

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Rev #	Description	Date



**spitfire**  
 DESIGN CO.  
 91 Lake Street, Newbury Heights, OH 43054  
 Fax: (614) 855-3777

Client: **A.C. Baskin Investments**  
 Project: **PHASE 2 - MULTI RES**  
 Project File: 13 Holland Dr., North Bay, NB

Schematic Elevations (1/2)

Date: OCTOBER 28, 2025  
 Checked by: B.O.  
 Drawn by: A.R.P.L. / Revision: 00  
 Status: AS NOTED  
 Sheet: A3.1 / Page: 43/50



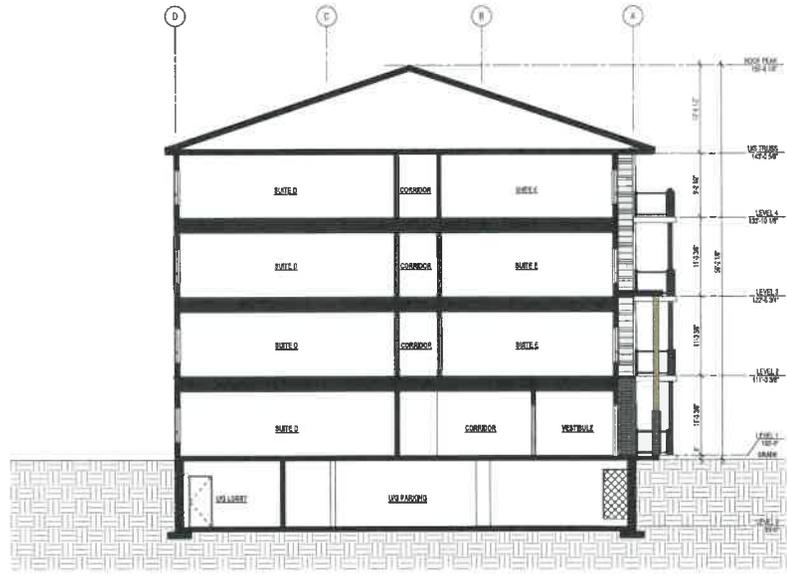
**1 SCHEMATIC ELEVATION 1 - FRONT**  
 1/8" = 1'-0"



**2 SCHEMATIC ELEVATION 2 - STREET**  
 1/8" = 1'-0"

**MATERIALS:**  
 MATERIAL TYPES ARE SELECTED TO MEET NATIONAL BUILDING CODE OF CANADA AND LOCAL ZONING BY-LAW REQUIREMENTS. SPECIFICATIONS TO TYPE OF MATERIAL SHOWN ARE SUBJECT TO ARCHITECT APPROVAL.  
 MATERIALS MANUFACTURER AND COLORING SHOWN IN THE LEGEND ARE THE BASIS OF THIS DESIGN. FINAL MATERIAL MANUFACTURER AND COLOR ARE SUBJECT TO ARCHITECT REVIEW AND OWNER APPROVAL.  
 M1 - BRICK VENEER - HERITAGE DRY BRICK, SLATE, BY BRICKLAD  
 M2 - FIBER CEMENT - LAY BRICK, WHITE, BY JAMES HARDIE  
 M3 - FIBER CEMENT - LAY BRICK, DARK BROWN, BY JAMES HARDIE  
 M4 - FIBER CEMENT - BOARD & BATTEN, WOODGRAIN, BY JAMES HARDIE  
 M5 - ASPHALT SHINGLES





1 SCHEMATIC SECTION  
1/8" = 1'-0"



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Rev #	Description	Date

Notes



Architectural Designer  
**spitfire**  
 DESIGN CO.  
 81 Luc Street, Moncton, NB E1C 5E6  
 Tel: (506) 850-3777

Client  
**A.C. Baskin Investments**

Project  
**PHASE 2 - MULTI RES**  
 15 Holland Dr., Richway, NB

Drawing Title  
 SCHEMATIC SECTION

Date  
 OCTOBER 28, 2025

Checked by	B.O.	Project No.	00
Drawn by	A.R.H.	Scale	AS NOTED
Drawn	A4.1	Sheet No.	4339b



PRELIMINARY CONCEPT





**PRELIMINARY CONCEPT**





PRELIMINARY CONCEPT





# HOLLAND DRIVE APARTMENTS TRAFFIC IMPACT STATEMENT REVISION

Traffic Impact Study  
Proj. No.2105753.001

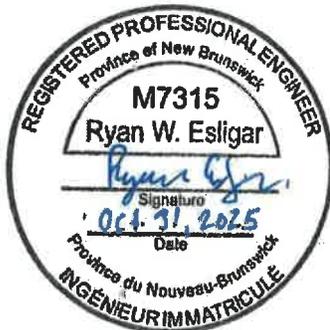
October 31, 2025

Revision No.: 1

## Holland Hills Developments Ltd

Prepared by: *Jacqueline Connors*  
**Jacqueline Connors, EIT, M.Sc.E.**  
Junior Transportation Engineer  
Civil and Transportation Engineering

Reviewed by: *Ryan Esligar*  
**Ryan Esligar, P.Eng., M.Sc.E.**  
Team Leader - Transportation Engineering  
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- Appendix A:Development Site Plans
- Appendix B:Traffic Count Data
- Appendix C:Level of Service Reports
- Appendix D:Signal Warrant Worksheets
- Appendix E: 2024 Signal Warrant Analysis and Intersection Review



# 1 INTRODUCTION

## 1.1 PROJECT BACKGROUND

A new residential development has been proposed on Holland Drive in the Town of Rothesay. The original development was proposed in 2021 to consist of two 6-storey, 48-unit apartment buildings as well as a surface parking lot. Each building was proposed to include four levels of residential dwelling units and two levels of underground parking.

In 2025, Holland Hill Developments Ltd retained Englobe Corp. to complete revisions to the previously submitted TIS with an increase in the proposed development size from 96 to 144 total units (three 48-unit apartment buildings). One of the three buildings is currently under construction. The first building is 5 storeys and the proposed buildings to be constructed will be 4 storeys each with 29 underground parking spaces. The updated development site plan, which is included in **Appendix A**, shows 140 new parking spaces, including 82 surface level spaces and 58 underground spaces. The plan also includes 6 barrier free spaces – 4 at surface level and 2 underground. The proposed development has been updated to include 6 accesses that will connect to a northern extension of Chapel Road.

The development will include 6 accesses that will connect to a northern extension of Chapel Road. Three of the accesses will provide access to the surface level parking lots and three accesses will provide access to the underground parking in each building. Development traffic will be directed from the Chapel Road extension onto Chapel Road, where it's expected that most traffic will continue south to Marr Road, while some traffic will use Parkdale Avenue to connect with Hampton Road. Although the civic address of the development will officially be on Holland Drive, access to Holland Drive will not be permitted from the development site as the road will be cut off immediately north of the development.

As part of the development approval process, the Town of Rothesay requires that a Traffic Impact Statement (TIS) be completed for this development. The primary concern is how the development will impact traffic at the intersection of Marr Road and Chapel Road and whether traffic signals will be warranted at the intersection with the additional development traffic. The Study Area for this TIS includes the intersections of Marr Road and Chapel Road, Parkdale Avenue and Chapel Road, as well as the proposed development, as shown in **Figure 1**.

The anticipated full buildout of the development has been updated to 2027, with a future horizon analysis year of 2032 (11 years past the original existing conditions analysis from 2021).

Figure 1 – Study Area



## 1.2 STUDY TASKS

The main objectives of this TIS were to estimate how much additional traffic the residential development would generate and determine what impact, if any, the development traffic would have on the intersection of Marr Road and Chapel Road. The following activities were undertaken as part of this TIS:

- Englobe staff visited the Study Area to review existing conditions;
- Existing traffic data for the intersection of Marr Road and Chapel Road that were collected by Englobe in April 2021 were reviewed;
  - A 1.0 % annual growth rate was applied to these traffic volumes to estimate the future (2032) background traffic volumes for the intersection. 2032 represents the 5-year horizon period beyond the anticipated full build-out of the development;
- Additional traffic data for the intersection of Marr Road and Chapel Road that were collected by Englobe again in April 2024 were reviewed in comparison with the 2021 data;
- Traffic volumes were collected at the intersection of Parkdale Avenue and Chapel Road to determine existing traffic distributions in the area;
- Level of Service (LOS) analyses were completed for the existing and future traffic conditions at the Chapel Road and Marr Road intersection without the development in place;
- ITE Trip Generation rates were used to estimate the amount of traffic that will be generated by the new development. These were added to the background traffic volumes based on the existing traffic distributions at Parkdale Avenue / Chapel Road to estimate the 2032 traffic volumes with the development in place;
- LOS analyses were completed for the 2032 future conditions at the Chapel Road and Marr Road intersection with full build out of the development. These were completed for the intersection under the existing stop-control and under signal-control;
- A review of pedestrian connectivity in the area of the proposed development was completed; and
- The methodology, findings, and recommendations of the TIS were documented in this written report.

## 1.3 HORIZON YEAR

A 5-year horizon period was utilized for the analysis. Should all approvals be granted, it is expected that the proposed development will be fully operational in 2027, therefore 2032 was chosen as the future horizon year for the analysis.

## 2 INFORMATION GATHERING

### 2.1 STREET AND DEVELOPMENT CHARACTERISTICS

**Chapel Road** is a collector road that is oriented in the north-south direction and has an AADT that ranges between 600 vehicles/day on its north end and 1,500 vehicles/day on its south end. It features one lane in each direction and has a speed limit of 40 km/h. Chapel Road features a sidewalk along the east side of the street from Marr Road to Chapel Hills Boulevard and along the west side of the street from Chapel Hills Boulevard to Parkdale Avenue. North of Parkdale Avenue, no sidewalk is provided. Narrow gravel shoulders extend along the sides of the street where sidewalks are not present.

**Marr Road** is a collector road with an AADT of approximately 7,000 vehicles/day near Chapel Road. Marr Road is oriented in the east-west direction, has one lane in each direction and a speed limit of 50 km/h. Marr Road features unidirectional bike lanes along both sides of the street and a sidewalk along the north side of the street.

The intersection of **Marr Road and Chapel Road** is a stop-controlled intersection. Marr Road is free flowing and a stop sign is present at the north leg on Chapel Road. The south leg consists of a commercial development access. A crosswalk is present across the Chapel Road approach.

### 2.2 TRAFFIC DATA AND COVID ADJUSTMENTS

Traffic volumes were collected by the Study Team at the intersection of Marr Road and Chapel Road as part of a separate study on Monday, April 26<sup>th</sup>, 2021. These data, which were collected during the AM and PM peak periods, were used for the analysis in this study. The traffic count data are provided in **Appendix B**.

Since traffic patterns have decreased as a result of the current COVID-19 pandemic, the Study Team determined that the traffic count data used in this study should be adjusted to better represent typical traffic volumes under normal conditions. Adjustment factors that were developed by the Study Team as part of a January 2021 study were used. This study compared traffic data that were collected in 2016 at two locations in Fredericton, NB to traffic volumes that were collected during the COVID-19 pandemic. The average AM and PM peak hour adjustment factors were calculated for the two Fredericton locations and applied to the traffic volume data. The adjustment factors are shown in **Table 1**.

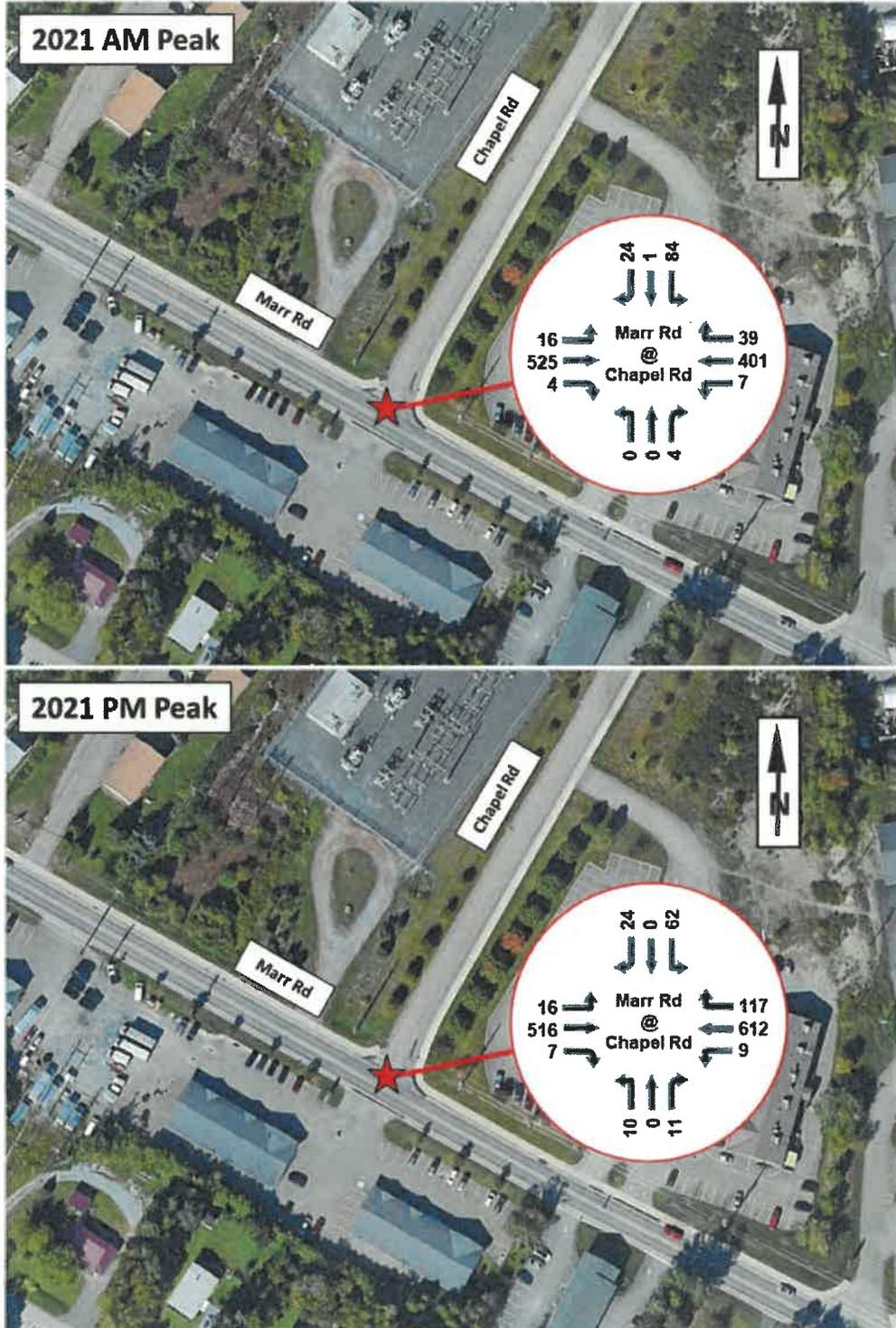
Table 1 – COVID-19 Adjustment Factors

Study	Date	AM Peak	PM Peak
Fredericton, NB	January, 2021	1.26	1.20
Fredericton, NB	January, 2021	1.36	1.25
<b>Averages (Applied to This Study)</b>	<b>April, 2021</b>	<b>1.31</b>	<b>1.22</b>

The adjustment factors were applied to the peak hour volumes at the intersection of Marr Road / Chapel Road. The adjusted 2021 AM and PM background traffic volume estimates are shown in **Figure 2**.

Traffic volumes were collected again at the intersection of Marr Road and Chapel Road as part of a Signal Warrant Analysis and Intersection Review from Wednesday, April 10<sup>th</sup> to Friday, April 12<sup>th</sup>, 2024. These data showed that the volumes at the intersection were on average lower than the volumes collected in 2021 and were all lower than the 2021 COVID-adjusted volumes. Therefore, to remain conservative, the original adjusted 2021 traffic volumes were used in this study for the existing conditions.

Figure 2 – 2021 Background Peak Hour Volumes



### 3 EXISTING LEVEL OF SERVICE

A Level of Service (LOS) analysis was completed for the existing and future (2032) traffic conditions at the intersection of Marr Road and Chapel Road. The findings are discussed in this section.

#### 3.1 LEVEL OF SERVICE CRITERIA

The LOS analyses were completed with Synchro 11, which is a traffic analysis software that uses the Highway Capacity Manual and Intersection Capacity Utilization procedures.

The intersection performance was evaluated mainly in terms of the level of service (LOS), which is a common performance measure of an intersection. LOS is determined based on vehicle delay and is expressed on a scale of A through F, where LOS A represents very short delay (<10 seconds per vehicle) and LOS F represents very long delay (>50 seconds per vehicle at a stop controlled intersection and >80 seconds per vehicle at a signalized intersection). A LOS D is often considered acceptable in urban locations; however, some communities will accept a LOS E. The LOS criteria for both signalized and stop control intersections are shown in Table 2.

Table 2 – Intersection Level of Service Criteria

LOS	LOS Description	Control Delay (seconds per vehicle)	
		Signalized Intersections	Stop Controlled Intersections
A	Very low delay; most vehicles do not stop ( <b>Excellent</b> )	less than 10.0	less than 10.0
B	Higher delay; more vehicles stop ( <b>Very Good</b> )	between 10.0 and 20.0	between 10.0 and 15.0
C	Higher level of congestion; number of vehicles stopping is significant, although many still pass through intersection without stopping ( <b>Good</b> )	between 20.0 and 35.0	between 15.0 and 25.0
D	Congestion becomes noticeable; vehicles must sometimes wait through more than one red light; many vehicles stop ( <b>Satisfactory</b> )	between 35.0 and 55.0	between 25.0 and 35.0
E	Vehicles must often wait through more than one red light; considered by many agencies to be the limit of <b>acceptable</b> delay	between 55.0 and 80.0	between 35.0 and 50.0
F	This level is considered to be unacceptable to most drivers; occurs when arrival flow rates exceed the capacity of the intersection ( <b>Unacceptable</b> )	greater than 80.0	greater than 50.0

### 3.2 EXISTING LOS ANALYSIS

A LOS analysis was completed for the existing traffic conditions at the intersection of Marr Road and Chapel Road. The LOS results are summarized as follows:

- The Marr Road / Chapel Road intersection operates efficiently at an overall LOS A during both peak periods.
- At the Marr Road / Chapel Road intersection, the southbound approach operates at LOS E and F with v/c ratios of 0.50 and 0.58 during the AM and PM peak periods, respectively.
- All other movements operate efficiently at a LOS C or better during both peak periods.

The LOS results indicate that the southbound approach at the Marr Road / Chapel Road intersection experiences delay during both peak periods; however, the approach is well below capacity.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95<sup>th</sup> percentile queue lengths for the existing conditions are summarized in **Table 3**. Detailed Synchro analysis outputs are included in **Appendix C**.

The 2024 volumes at this intersection were considered to determine how they would affect the analysis. As the 2021 COVID-adjusted volumes were higher, the analysis was completed conservatively using the original COVID-adjusted volumes from the 2021 study.

### 3.3 FUTURE BACKGROUND LOS ANALYSIS

A LOS analysis was completed for the future 2032 background traffic volumes at the intersection of Marr Road and Chapel Road. The peak hour traffic volumes for the 2032 horizon year were estimated by applying an annual growth rate of 1.0 % to the 2021 background traffic volumes and adding traffic volumes that will be generated by another new development in the area. A traffic study, which was completed by the Study Team in April 2021, reviewed traffic impacts of a new residential development which will be located on Chapel Road. This development will add 10 and 13 vehicles to the intersection of Marr Road / Chapel Road during the AM and PM peak periods, respectively.

The future background LOS results indicate that the delay for the southbound approach at the Marr Road / Chapel Road intersection will increase by 20 - 50 seconds per vehicle as a result of the background traffic growth; however, both movements will remain well below capacity and the intersection will continue to operate efficiently overall.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95<sup>th</sup> percentile queue lengths for the future background conditions are summarized in **Table 3**. Detailed Synchro analysis outputs are included in **Appendix C**.

Table 3 – Existing and Background LOS Results

Intersection			Overall LOS, Delay (sec/veh)	Turning Movement LOS												
				Eastbound			Westbound			Northbound			Southbound			
East-West Street @ North-South Street	Traffic Control	Time Period		L	T	R	L	T	R	L	T	R	L	T	R	
				↶	↑	↷	↶	↑	↷	↶	↑	↷	↶	↑	↷	
<b>2021 Existing LOS Results</b>																
Marr Road @ Chapel Road		AM Peak	LOS A 3.8	Shared	A 0.4 [0.02] <1	Shared	Shared	A 0.2 [0.01] <1	Shared	Shared	B 11.9 [0.01] <1	Shared	Shared -	E 35.0 [0.50] 20	Shared	
		PM Peak	LOS A 4.0	Shared	A 0.5 [0.02] <1	Shared	Shared	A 0.2 [0.01] <1	Shared	Shared	C 24.8 [0.11] 3	Shared	Shared	F 52.5 [0.56] 23	Shared	
<b>2032 Backgning LOS Results</b>																
Marr Road @ Chapel Road		AM Peak	LOS A 6.0	Shared	A 0.5 [0.02] <1	Shared	Shared	A 0.2 [0.01] <1	Shared	Shared	B 12.5 [0.01] <1	Shared	Shared -	E 56.8 [0.68] 33	Shared	
		PM Peak	LOS A 7.2	Shared	A 0.6 [0.02] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	D 31.6 [0.16] 4	Shared	Shared	F 101.1 [0.81] 39	Shared	





## 4 DEVELOPMENT TRAFFIC GENERATION

### 4.1 TRAFFIC GENERATION AND ASSIGNMENT

Trip generation rates for the proposed development were estimated using the ITE TripGen Web-based App, which is based on the 11<sup>th</sup> Edition of the Institute of Transportation Engineer’s (ITE) *Trip Generation Manual*. Engineering by Houghton provided information regarding the size and type of development that is planned. The proposed development will consist of three 4-5-storey buildings with a total of 144 dwelling units (48 per building).

ITE Land Use #221 (Multifamily Housing – Mid-Rise) was used to generate trips for the development. The resulting vehicle trip generation is shown in **Table 4**. It was assumed that all of these trips would be made by motor vehicle as that would represent a conservative approach in estimating traffic generation.

Table 4 - Traffic Generation for the Proposed Development

Development	Size	AM Peak Hour			PM Peak Hour			Daily Total
		In	Out	Total	In	Out	Total	
Multifamily Housing - Mid-Rise (ITE Land Use #221)	144 Dwelling Units	12	41	53	34	22	56	640

The development traffic was assigned to Chapel Road and to the intersection of Marr Road / Chapel Road based on the existing traffic volume distributions at the Parkdale Avenue / Chapel Road intersection. The traffic assignments are shown in **Figure 3**.

The peak hour traffic volumes for the 2032 horizon year were estimated by adding the traffic generated by the development to the 2032 background traffic volumes discussed in **Section 3**. The 2032 traffic volumes at the intersection of Marr Road / Chapel Road with the development in place are shown in **Figure 4**.

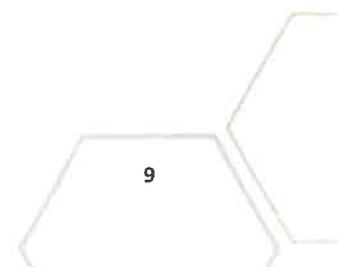


Figure 3 – Development Traffic Assignments

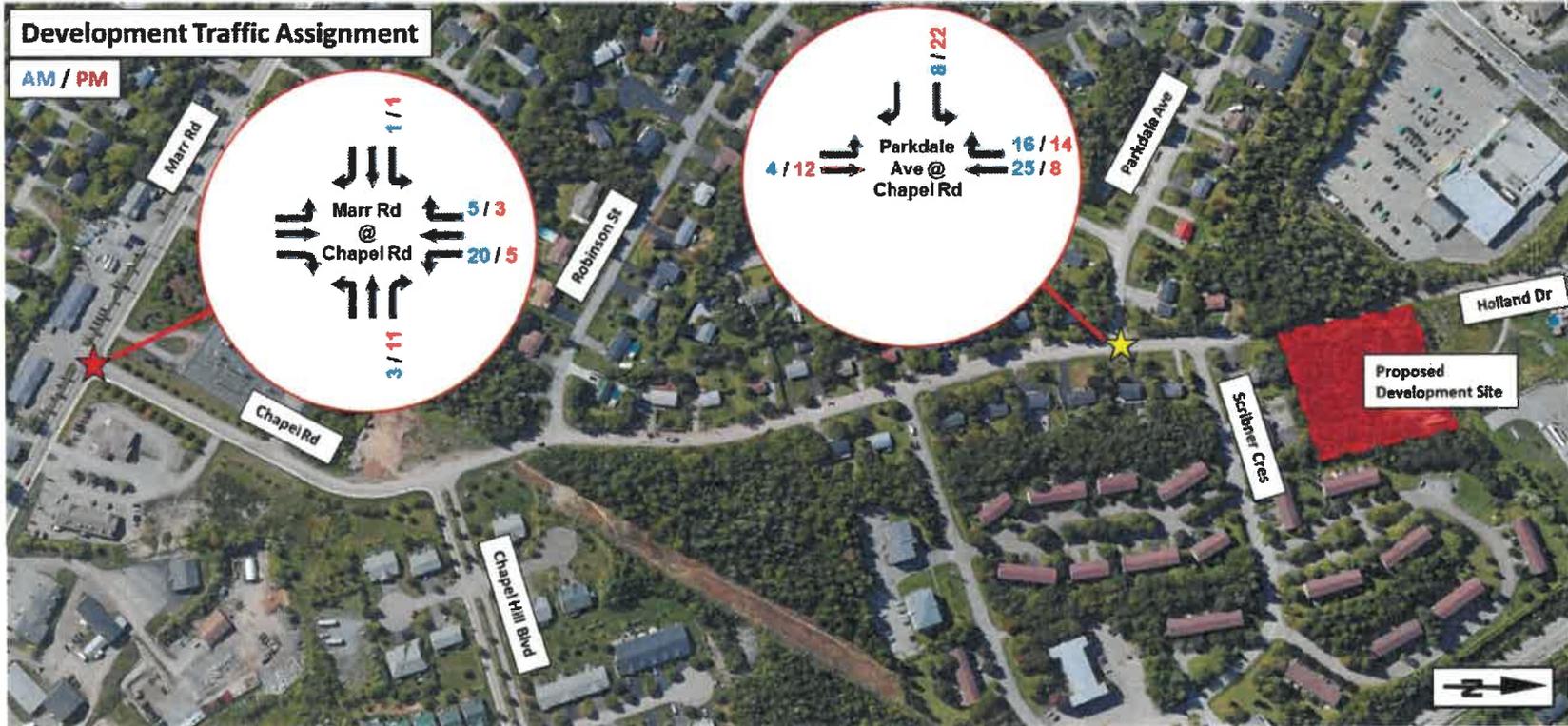
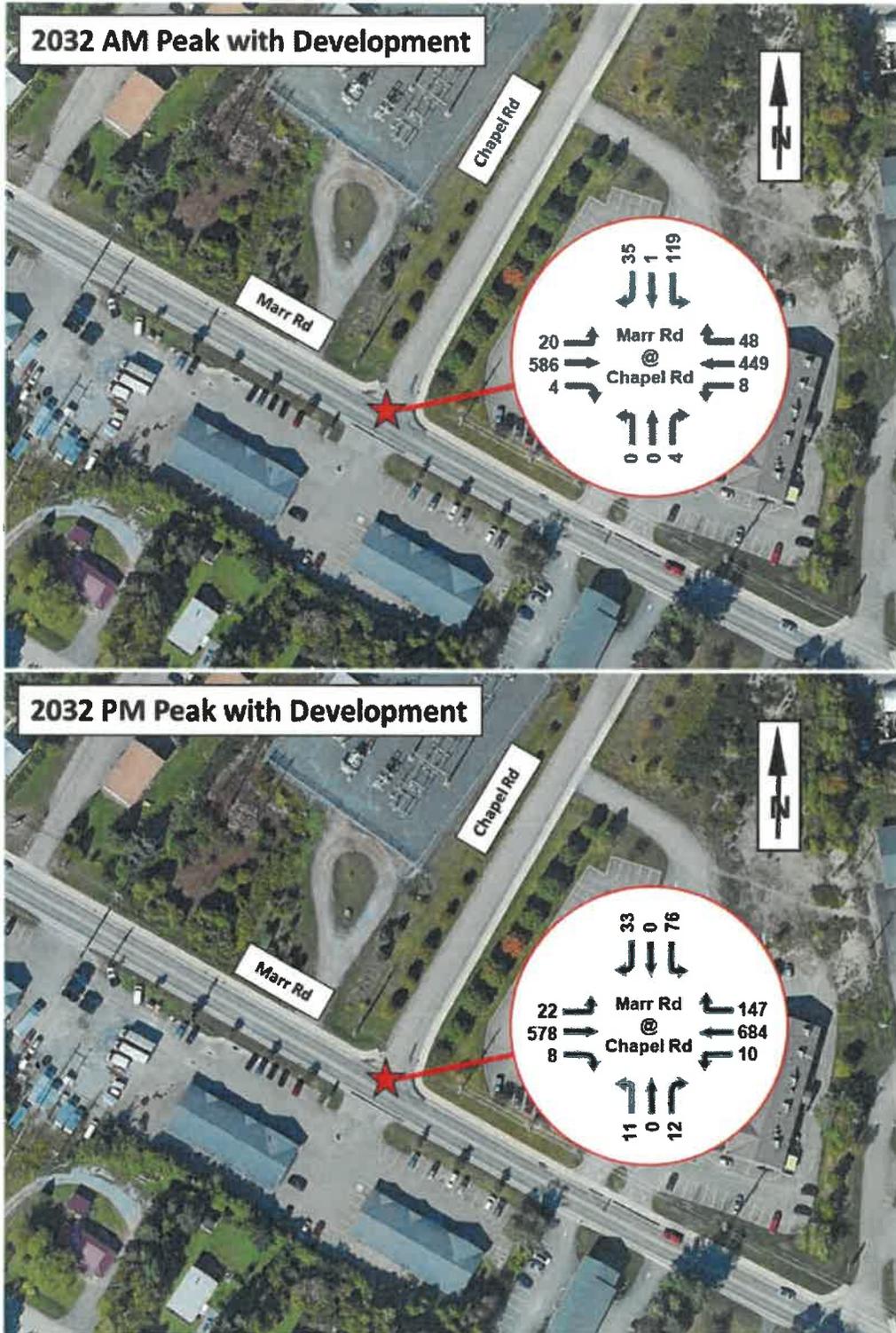


Figure 4 – 2028 Peak Hour Traffic Volumes with Development in Place



## 5 LOS ANALYSIS WITH DEVELOPMENT

A Level of Service (LOS) analysis was completed for the 2032 traffic conditions at the Marr Road / Chapel Road intersection with the proposed residential development in place. The analysis was performed for the current intersection configuration (i.e. stop controlled) and with traffic signal control.

### 5.1 2032 STOP CONTROL WITH DEVELOPMENT

The 2032 LOS results for the intersection of Marr Road / Chapel Road under stop-control with the development in place are summarized as follows:

- In 2032, the Marr Road / Chapel Road intersection would operate efficiently at an overall LOS B during the AM peak and an overall LOS A during the PM peak.
- The southbound approach would operate at LOS F with v/c ratios of 0.87 and 0.92 during the AM and PM peak periods, respectively.
- All other movements at Marr Road / Chapel Road would operate efficiently with a LOS D or better during both peak periods.

The LOS results indicate that, in 2032 with the additional development traffic, the delays at the southbound approach are expected to be approximately 25-30 seconds higher than the 2032 background condition; however, the approach will remain below capacity. This is not uncommon at stop control intersections where the traffic volumes on the major street are much higher than the volumes on the minor street. The overall intersection delay and LOS are expected to remain acceptable up to 5 years beyond the anticipated full build-out.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95<sup>th</sup> percentile queue lengths for the 2032 traffic conditions with the development in place are summarized in **Table 5**. Detailed Synchro analysis outputs are included in **Appendix C**.

### 5.2 2032 TRAFFIC SIGNAL WITH DEVELOPMENT

A LOS analysis was completed for the future 2032 traffic condition at the intersection of Marr Road / Chapel Road under traffic signal control with the development in place. The results indicate that adding traffic signals at the intersection would result in slightly lower overall delays when compared to the 2032 LOS results with the intersection under the existing stop control. Traffic at the Marr Road approaches would experience higher delays, while traffic at the Chapel Road approach would experience lower delays.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95<sup>th</sup> percentile queue lengths for the 2032 traffic conditions with the development in place are summarized in **Table 5**. Detailed Synchro analysis outputs are included in **Appendix C**.

Table 5 – 2032 LOS with Development

Intersection			Overall LOS, Delay (sec/veh)	Turning Movement LOS Average Delay (seconds per vehicle) [Volume to Capacity Ratio (v/c)] 95 <sup>th</sup> Percentile Queue (m)											
				Eastbound			Westbound			Northbound			Southbound		
East-West Street @ North-South Street	Traffic Control	Time Period		L ←	T ↑	R →	L ←	T ↑	R →	L ←	T ↑	R →	L ←	T ↑	R →
<b>Stop-Controlled</b>															
Marr Road @ Chapel Road		AM Peak	LOS B 10.8	Shared	A 0.5 [0.02] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	B 12.5 [0.01] <1	Shared	Shared	F 85.8 [0.87] 52	Shared
		PM Peak	LOS A 9.6	Shared	A 0.8 [0.03] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	D 33.2 [0.165] 5	Shared	Shared	F 125.7 [0.92] 48	Shared
<b>Signalized</b>															
Marr Road @ Chapel Road		AM Peak	LOS A 9.6	Shared	A 9.3 [0.55] 71	Shared	Shared	A 7.8 [0.46] 53	Shared	Shared	A 0.0 [0.01] <1	Shared	Shared	B 17.0 [0.47] 24	Shared
		PM Peak	LOS A 9.1	Shared	A 6.5 [0.49] 58	Shared	Shared	A 9.8 [0.67] 116	Shared	Shared	A 8.4 [0.09] 5	Shared	Shared	B 19.3 [0.42] 19	Shared



## 6 TRAFFIC SIGNAL WARRANT

The Study Team completed a traffic signal warrant using the TAC methodology, which is documented in the *Traffic Signal and Pedestrian Signal Head Warrant Handbook (2014)*. The methodology considers the following intersection characteristics:

- Six-hour turning movement and pedestrian volumes covering the AM, Noon, and PM peaks;
- Intersection geometry (lane configurations, spacing, right-turn slip lanes, etc.);
- Adjacent land uses (schools, mobility challenged citizens, senior citizen complexes, etc.);
- Distance of nearest upstream traffic signals;
- Population of community;
- Location within the community (central business district, etc.); and
- Percentage of heavy vehicles.

The TAC methodology determines the need for a traffic signal based on a priority point system using the characteristics described above. Each characteristic contributes toward the justification of a traffic signal. If the signal warrant generates 100 points or more, then traffic signals are typically warranted.

Traffic signal warrants were completed for the intersection of Marr Road and Chapel Road for the 2032 background condition without the development in place, the 2032 future condition with the development traffic distributed between Parkdale Avenue and Chapel Road, and the 2032 traffic condition with all of the development traffic travelling south on Chapel Road and through the Marr Road / Chapel Road intersection. The signal warrant results are summarized in **Table 6**.

Table 6 – Traffic Signal Warrant Results

Traffic Condition	Traffic Signal Warrant Score
2032 without Development	55
2032 with Development Traffic, Distributed	65
2032 with Development Traffic, All	72

Warrant scores of 55, 65, and 72 points were achieved for the 2032 horizon year without the development, with the development traffic distributed, and with all the development traffic, respectively. The signal warrant results show that, in 2032, a traffic signal will not be warranted at the intersection of Marr Road / Chapel Road regardless of the new development and how its traffic is distributed. The signal warrant worksheets are provided in Appendix D.

## 7 PEDESTRIAN ACCESS

The Study Team completed a review of the existing pedestrian infrastructure near the proposed development site. Chapel Road currently features a 1.7 m wide monolithic concrete sidewalk along the east side of the street from Marr Road to Chapel Hill Boulevard. At Chapel Hill Boulevard, the sidewalk moves to the opposite side of the street. A monolithic sidewalk extends along the west side of the street from Chapel Hill Boulevard to Parkdale Avenue. North of Parkdale Avenue, Chapel Road does not feature sidewalk.

The proposed development site plan shows a 1.5 m wide monolithic sidewalk along the east side of the road directly in front of the development site. To improve pedestrian connectivity, it is recommended that the new sidewalk in front of the development be connected to the existing sidewalk facilities on Chapel Road. Sidewalk could be extended from the development site to the south along the east side of Chapel Road to Scribner Crescent, where a signed and marked crosswalk could be provided to connect with an additional section of sidewalk that would extend along the west side of Chapel Road to Parkdale Avenue. It is also recommended that the new sidewalk be widened to 1.7 m in order to maintain a consistent sidewalk width along Chapel Road.

## 8 CONCLUSIONS AND RECOMMENDATIONS

The key findings and recommendations of this Traffic Impact Statement are summarized as follows:

1. The proposed development, which would be located along a new section of Chapel Road, consists of three 4/5-storey apartment complexes with 48 dwelling units each. The proposed development plan shows 140 new parking spaces, including 82 regular and 4 barrier-free surface level parking spaces and 58 regular and 2 barrier-free underground parking spaces. The surface level parking facility would be accessible via three accesses off of the new Chapel Road extension and the underground parking in each building would be accessible via three separate accesses off of the Chapel Road extension.
2. The LOS results for the 2021 existing conditions at the intersection of Marr Road and Chapel Road showed that, although the intersection of Marr Road and Chapel Road currently operates efficiently overall, the southbound approach on Chapel Road experiences some delay.
3. It is expected that the proposed development will generate 53 vehicle trips during the AM Peak hour (12 entering/41 exiting), 56 vehicle trips during the PM Peak hour (34 entering/22 exiting) and a total of 640 trips daily. These trips were added to the Marr Road / Chapel Road intersection based on the existing traffic distributions at the intersection of Parkdale Avenue / Chapel Road.
4. The LOS results for the 2032 horizon period with the development in place indicate that delays at the southbound approach of the Marr Road / Chapel Road intersection will increase; however, the approach will remain below capacity and the intersection will continue to perform efficiently overall. The LOS results for the 2032 horizon period with signal control at the Marr Road / Chapel Road intersection indicate that the delay would increase on the Marr Road approaches and would decrease at the Chapel Road approach. The impacts to the overall intersection delay would be very minimal.
5. The traffic signal warrant analysis concluded that a traffic signal will not be warranted at the intersection of Marr Road / Chapel Road in 2032 with full build-out of the proposed development.
6. Based on a review of the existing pedestrian facilities near the development property, it is recommended that a 1.7 m wide sidewalk connection be provided along Chapel Road between the proposed development and the existing sidewalk facilities on Chapel Road south of Parkdale Avenue. This could be facilitated with extension of sidewalk along the east side of Chapel from the development to Scribner Crescent, a crosswalk on Chapel Road at Scribner, and sidewalk along the west side of Chapel from Scribner to Parkdale. It is also recommended that the proposed sidewalk in front of the development be widened to 1.7m.

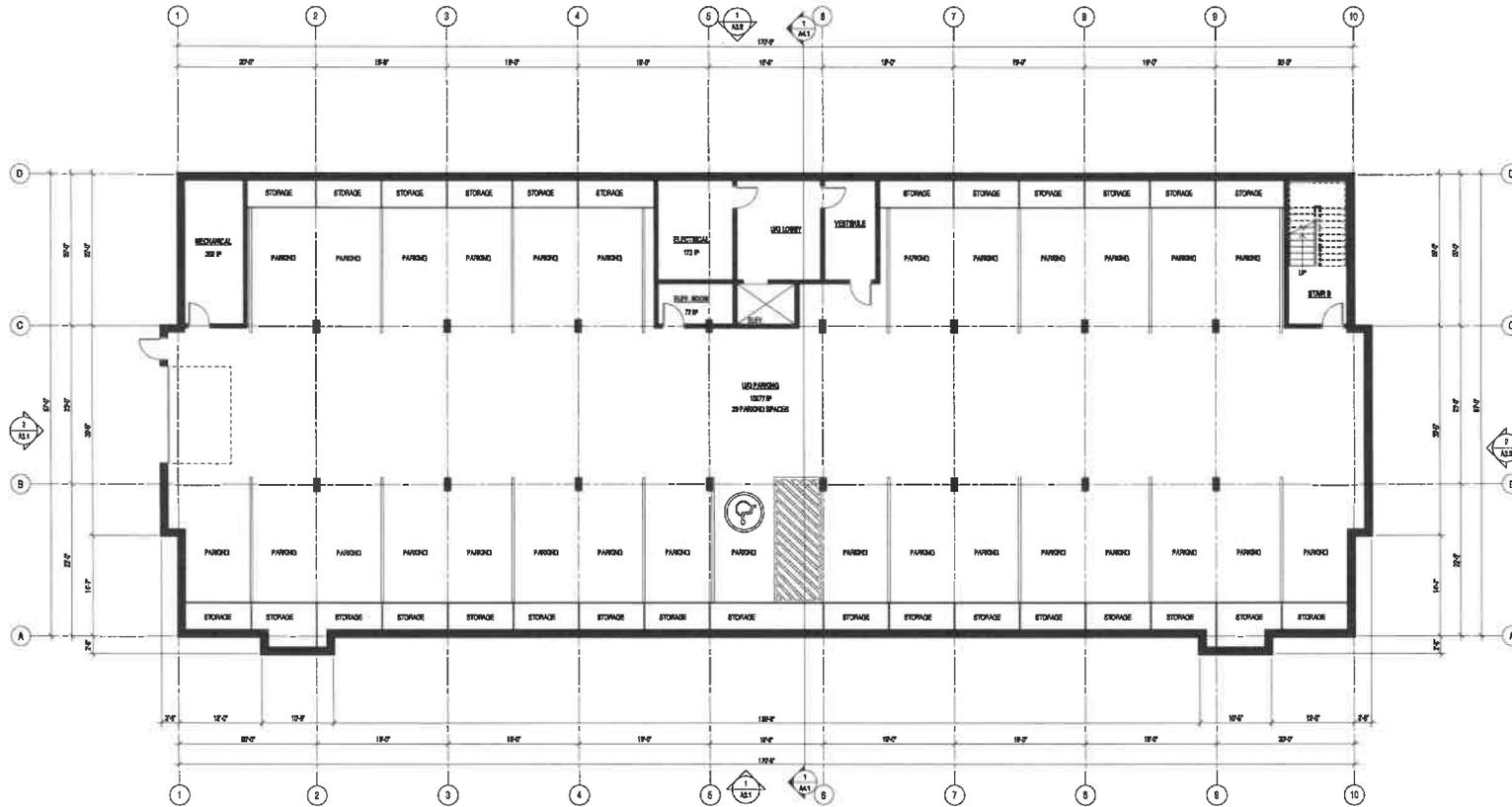
7. A review of the Chapel-Marr intersection completed by Englobe for the Town of Rothesay in May 2024 indicated that a left turn lane added on Marr Road would help alleviate queuing and delays on both Marr Road and Chapel Road. The report for this analysis is included in **Appendix E**:



## Appendix A: Development Site Plans







1 SCHEMATIC LEVEL 0 - FLOOR PLAN  
1/8" = 1'-0"

**Preliminary  
"Not for Construction"**

NO.	DESCRIPTION	DATE

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 ALL REQUIRED PERMITS MUST BE OBTAINED PRIOR TO ANY CONSTRUCTION.

Rev.#	Description	Date

Name: \_\_\_\_\_



Client: **A.C. Baskin Investments**  
 Project: **PHASE 2 - MULTI RES**  
 16 Holland Dr., Robury, NB  
 Drawing Title: **SCHEMATIC LEVEL 0 - FLOOR PLAN**

Date:	OCTOBER 23, 2025
Checked by:	R.O.
Drawn by:	A.R.R. / Revision: 00
Status:	AS NOTED
Sheet:	AP.1 / Page: 42/200







**Preliminary**  
**"Not for Construction"**

DATE	DESCRIPTION	DATE

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ALL REQUIRED PERMITS MUST BE OBTAINED PRIOR TO ANY CONSTRUCTION.

Rev. #	Description	Date



Client: **A.C. Baskin Investments**  
Project: **PHASE 2 - MULTI RES**  
Location: 18 Holland Dr., Richway, NB  
Drawing Title: **SCHEMATIC ELEVATIONS (1/2)**

Date:	OCTOBER 20, 2025
Drawn by:	B.O.
Check by:	A.R.R. / Pankaj: DD
Scale:	AS NOTED
Sheet:	A31 / Page of: 43/50



**1 SCHEMATIC ELEVATION 1 - FRONT**  
1/8" = 1'-0"



**2 SCHEMATIC ELEVATION 2 - STREET**  
1/8" = 1'-0"

**LEGEND:**  
MATERIAL TYPES ARE SELECTED TO MEET NATIONAL BUILDING CODE OF CANADA AND LOCAL ZONING BY-LAW REQUIREMENTS. DEVIATIONS TO TYPE OF MATERIAL SHOWN ARE SUBJECT TO ARCHITECT APPROVAL.  
MATERIALS MANUFACTURER AND COLORS SHOWN IN THIS LEGEND ARE THE BASIS OF THE DESIGN. FINAL MATERIALS MANUFACTURER AND COLOR ARE SUBJECT TO ARCHITECT REVIEW AND OWNER APPROVAL.  
M1 - BRICK VENEER - HERITAGE GREY BRICK, SLATE, BY BRINKLED  
M2 - FRESH CEMENT - LAY SOLID, WHITE GROUT, BY JAMES HARDIE  
M3 - FRESH CEMENT - LAY SOLID, HAIR BRUSH, BY JAMES HARDIE  
M4 - FRESH CEMENT - BOARD & BATTEN, MCKINLEY SCOT, BY JAMES HARDIE  
M5 - ASPHALT SHAKES





**Preliminary**  
**"Not for Construction"**

NO.	DESCRIPTION	DATE

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 ALL REQUIRED PERMITS MUST BE OBTAINED PRIOR TO ANY CONSTRUCTION.

Rev.#	Description	Date

Notes:



Client: **A.C. Baskin Investments**

Project: **PHASE 2 - MULTI RES**

16 Holland Dr., Richway, NB

Drawing Title: **SCHEMATIC SECTION**

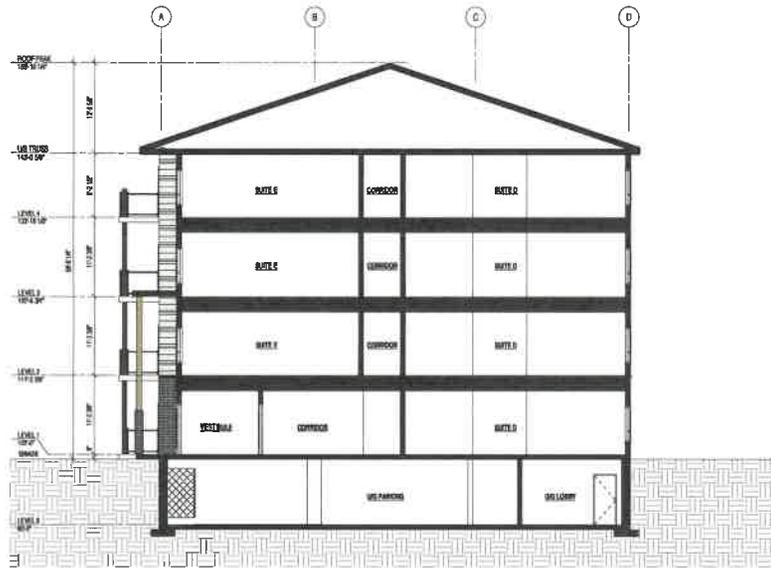
Date: **OCTOBER 20, 2025**

Drawn by: **B.O.**

Checked by: **A.R.R.**      Position: **DC**

Scale: **AS NOTED**

Sheet: **A4.1**      Page of: **43/50**



1 SCHEMATIC SECTION  
1/8" = 1'-0"

## Appendix B: Traffic Count Data

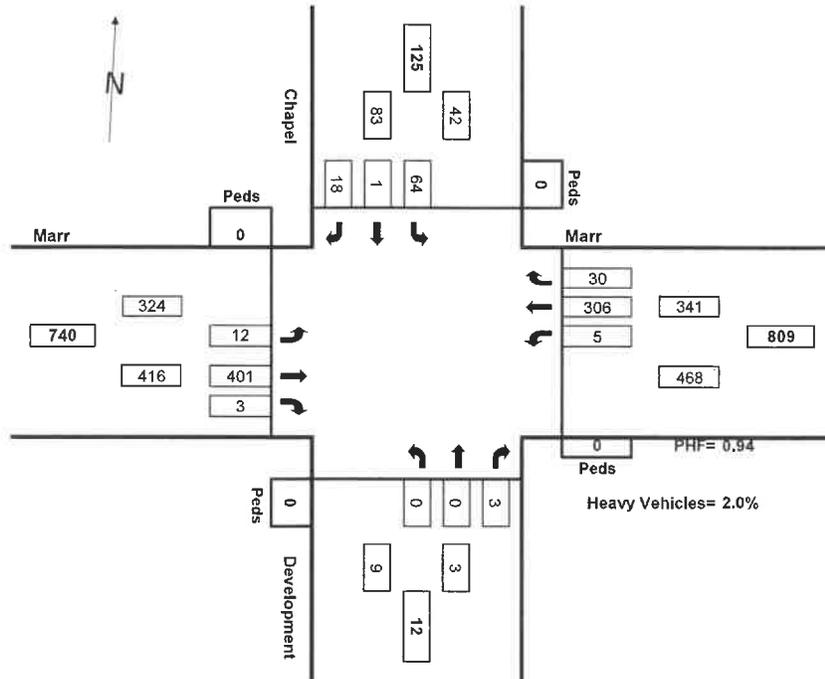


# Traffic Count Summary

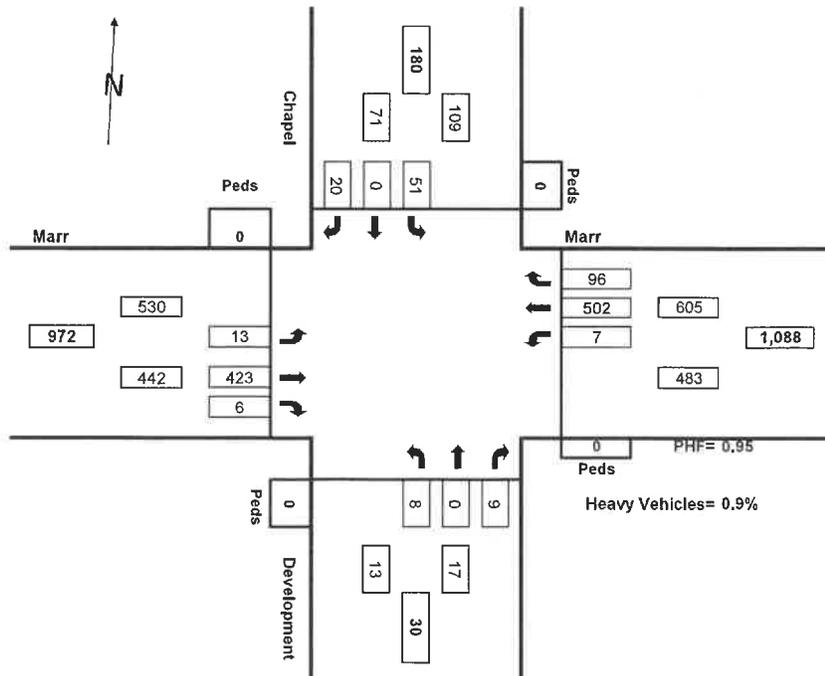
## AM and PM Peak Hours

### Marr @ Chapel

#### AM Peak Hour 07:30 - 08:30



#### PM Peak Hour 16:15 - 17:15

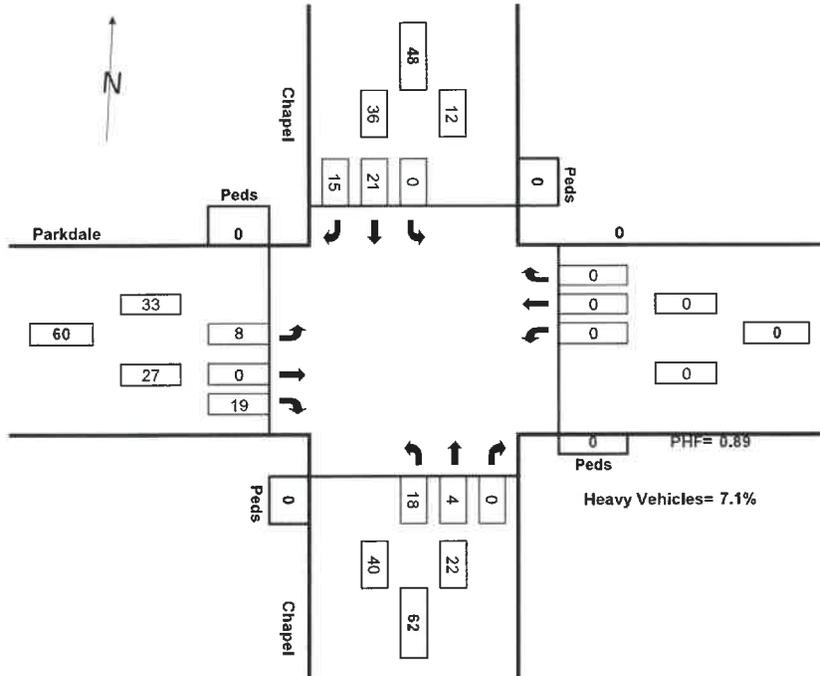


# Traffic Count Summary

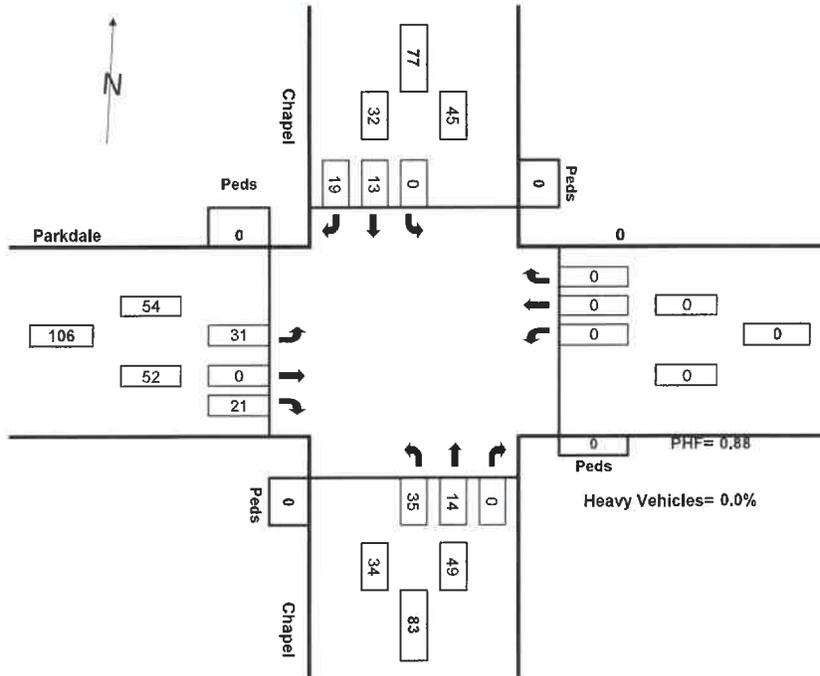
## AM and PM Peak Hours

### Parkdale @ Chapel

#### AM Peak Hour 07:30 - 08:30



#### PM Peak Hour 16:45 - 17:45



## Appendix C: Level of Service Reports



2021 AM Peak

3: Development/Chapel Rd & Marr Rd

05-21-2021

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	16	525	4	7	401	39	0	0	4	84	1	24
Future Volume (Veh/h)	16	525	4	7	401	39	0	0	4	84	1	24
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	17	559	4	7	427	41	0	0	4	89	1	26
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None					None						
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	468		563		1083		1077		561		1058	
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	468		563		1083		1077		561		1058	
tC, single (s)	4.1		4.1		7.1		6.5		6.2		6.2	
tC, 2 stage (s)												
tF (s)	2.2		2.2		3.5		4.0		3.3		3.3	
p0 queue free %	98		99		100		100		99		96	
cM capacity (veh/h)	1094		1008		183		214		527		611	
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	580	475	4	116								
Volume Left	17	7	0	89								
Volume Right	4	41	4	26								
cSH	1094	1008	527	232								
Volume to Capacity	0.02	0.01	0.01	0.50								
Queue Length 95th (m)	0.4	0.2	0.2	20.4								
Control Delay (s)	0.4	0.2	11.9	35.0								
Lane LOS	A	A	B	E								
Approach Delay (s)	0.4	0.2	11.9	35.0								
Approach LOS			B	E								
Intersection Summary												
Average Delay			3.8									
Intersection Capacity Utilization			56.3%		ICU Level of Service				B			
Analysis Period (min)	15											

2021 PM Peak

3: Development/Chapel Rd & Marr Rd

05-21-2021

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	16	516	7	9	612	117	10	0	11	62	0	24
Future Volume (Veh/h)	16	516	7	9	612	117	10	0	11	62	0	24
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	17	543	7	9	644	123	11	0	12	65	0	25
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None				None							
Median storage veh												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	767			550			1329	1366	546	1316	1308	706
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	767			550			1329	1366	546	1316	1308	706
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	98			99			91	100	98	50	100	94
cM capacity (veh/h)	851			1025			122	144	539	129	156	438
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	567	776	23	90								
Volume Left	17	9	11	65								
Volume Right	7	123	12	25								
cSH	851	1025	205	161								
Volume to Capacity	0.02	0.01	0.11	0.56								
Queue Length 95th (m)	0.5	0.2	3.0	23.0								
Control Delay (s)	0.5	0.2	24.8	52.5								
Lane LOS	A	A	C	F								
Approach Delay (s)	0.5	0.2	24.8	52.5								
Approach LOS			C	F								
Intersection Summary												
Average Delay			4.0									
Intersection Capacity Utilization			57.4%	ICU Level of Service						B		
Analysis Period (min)			15									

2032 AM Background

3: Development/Chapel Rd & Marr Rd

10-31-2025



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Volume (vph)	16	525	4	7	401	39	0	0	4	84	1	24
Future Volume (vph)	16	525	4	7	401	39	0	0	4	84	1	24
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.999			0.988			0.865			0.970	
Flt Protected		0.999			0.999						0.963	
Satd. Flow (prot)	0	1859	0	0	1839	0	0	1611	0	0	1740	0
Flt Permitted		0.999			0.999						0.963	
Satd. Flow (perm)	0	1859	0	0	1839	0	0	1611	0	0	1740	0
Link Speed (k/h)		50			50			50			50	
Link Distance (m)		107.7			116.5			59.5			161.7	
Travel Time (s)		7.8			8.4			4.3			11.6	
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Growth Factor	112%	112%	112%	112%	112%	112%	112%	112%	112%	112%	112%	112%
Adj. Flow (vph)	19	626	5	8	478	46	0	0	5	100	1	29
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	650	0	0	532	0	0	5	0	0	130	0
Enter Blocked Intersection	No	No	No									
Lane Alignment	Left	Left	Right									
Median Width(m)		0.0			0.0			0.0			0.0	
Link Offset(m)		0.0			0.0			0.0			0.0	
Crosswalk Width(m)		4.8			4.8			4.8			4.8	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (k/h)	25		15	25		15	25		15	25		15
Sign Control		Free			Free			Stop			Stop	

Intersection Summary

Area Type: Other

Control Type: Unsignalized

Intersection Capacity Utilization 61.4%

ICU Level of Service B

Analysis Period (min) 15

2032 PM Background

3: Development/Chapel Rd & Marr Rd

10-31-2025

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SEL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	16	516	7	9	612	117	10	0	11	62	0	24
Future Volume (vph)	16	516	7	9	612	117	10	0	11	62	0	24
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Frt		0.998			0.979			0.930			0.963	
Flt Protected		0.999			0.999			0.977			0.965	
Satd. Flow (prot)	0	1876	0	0	1840	0	0	1709	0	0	1748	0
Flt Permitted		0.999			0.999			0.977			0.965	
Satd. Flow (perm)	0	1876	0	0	1840	0	0	1709	0	0	1748	0
Link Speed (k/h)		50			50			50			50	
Link Distance (m)		107.7			116.5			59.5			161.7	
Travel Time (s)		7.8			8.4			4.3			11.6	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Growth Factor	112%	112%	112%	112%	112%	112%	112%	112%	112%	112%	112%	112%
Heavy Vehicles (%)	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Adj. Flow (vph)	19	608	8	11	722	138	12	0	13	73	0	28
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	635	0	0	871	0	0	25	0	0	101	0
Enter Blocked Intersection	No	No	No	No	No	No						
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(m)		0.0			0.0			0.0			0.0	
Link Offset(m)		0.0			0.0			0.0			0.0	
Crosswalk Width(m)		4.8			4.8			4.8			4.8	
Two way Left Turn Lane												
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (k/h)	25		15	25		15	25		15	25		15
Sign Control		Free			Free			Stop			Stop	

Intersection Summary

Area Type:	Other
Control Type:	Unsignalized
Intersection Capacity Utilization	63.4%
ICU Level of Service	B
Analysis Period (min)	15

2032 AM Stop Controlled with Dev  
3: Development/Chapel Rd & Marr Rd

10-31-2025

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR						
Lane Configurations																		
Traffic Volume (veh/h)	20	586	4	8	449	48	0	0	4	119	1	35						
Future Volume (Veh/h)	20	586	4	8	449	48	0	0	4	119	1	35						
Sign Control		Free			Free			Stop			Stop							
Grade		0%			0%			0%			0%							
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94						
Hourly flow rate (vph)	21	623	4	9	478	51	0	0	4	127	1	37						
Pedestrians																		
Lane Width (m)																		
Walking Speed (m/s)																		
Percent Blockage																		
Right turn flare (veh)																		
Median type	None				None													
Median storage veh																		
Upstream signal (m)																		
pX, platoon unblocked																		
vC, conflicting volume	529			627			1226		1214		625		1192		1190		504	
vC1, stage 1 conf vol																		
vC2, stage 2 conf vol																		
vCu, unblocked vol	529			627			1226		1214		625		1192		1190		504	
tC, single (s)	4.1			4.1			7.1		6.5		6.2		7.1		6.5		6.2	
tC, 2 stage (s)																		
tF (s)	2.2			2.2			3.5		4.0		3.3		3.5		4.0		3.3	
p0 queue free %	98			99			100		100		99		20		99		93	
cM capacity (veh/h)	1038			955			141		176		485		159		182		568	
Direction, Lane #	EB 1	WB 1	NB 1	SB 1														
Volume Total	648	538	4	165														
Volume Left	21	9	0	127														
Volume Right	4	51	4	37														
cSH	1038	955	485	190														
Volume to Capacity	0.02	0.01	0.01	0.87														
Queue Length 95th (m)	0.5	0.2	0.2	51.8														
Control Delay (s)	0.5	0.3	12.5	85.8														
Lane LOS	A	A	B	F														
Approach Delay (s)	0.5	0.3	12.5	85.8														
Approach LOS			B	F														
Intersection Summary																		
Average Delay			10.8															
Intersection Capacity Utilization			64.3%		ICU Level of Service				C									
Analysis Period (min)			15															

2032 PM Stop Controlled with Dev  
3: Development/Chapel Rd & Marr Rd

10-31-2025

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	22	578	8	10	684	147	11	0	12	76	0	33
Future Volume (Veh/h)	22	578	8	10	684	147	11	0	12	76	0	33
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	23	608	8	11	720	155	12	0	13	80	0	35
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	875			616			1512	1555	612	1490	1482	798
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	875			616			1512	1555	612	1490	1482	798
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	97			99			86	100	97	17	100	91
cM capacity (veh/h)	776			969			87	109	495	97	121	388
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	639	886	25	115								
Volume Left	23	11	12	80								
Volume Right	8	155	13	35								
cSH	776	969	153	125								
Volume to Capacity	0.03	0.01	0.16	0.92								
Queue Length 95th (m)	0.7	0.3	4.5	47.6								
Control Delay (s)	0.8	0.3	33.2	125.7								
Lane LOS	A	A	D	F								
Approach Delay (s)	0.8	0.3	33.2	125.7								
Approach LOS			D	F								
<b>Intersection Summary</b>												
Average Delay			9.6									
Intersection Capacity Utilization			64.8%		ICU Level of Service				C			
Analysis Period (min)			15									

2032 AM Signalized with Dev  
3: Development/Chapel Rd & Marr Rd

10-31-2025



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Volume (vph)	20	586	4	8	449	48	0	0	4	119	1	35
Future Volume (vph)	20	586	4	8	449	48	0	0	4	119	1	35
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Fr <sub>t</sub>		0.999			0.987			0.865			0.970	
Fl <sub>t</sub> Protected		0.998			0.999						0.963	
Satd. Flow (prot)	0	1857	0	0	1837	0	0	1611	0	0	1740	0
Fl <sub>t</sub> Permitted		0.979			0.990						0.773	
Satd. Flow (perm)	0	1822	0	0	1820	0	0	1611	0	0	1397	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)		1			14			220			28	
Link Speed (k/h)		50			50			50			50	
Link Distance (m)		107.7			116.5			59.5			161.7	
Travel Time (s)		7.8			8.4			4.3			11.6	
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Adj. Flow (vph)	21	623	4	9	478	51	0	0	4	127	1	37
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	648	0	0	538	0	0	4	0	0	165	0
Turn Type	Perm	NA		Perm	NA			NA		Perm	NA	
Protected Phases		2			6			8			4	
Permitted Phases	2			6			8			4		
Total Split (s)	32.5	32.5		32.5	32.5		22.5	22.5		22.5	22.5	
Total Lost Time (s)		4.5			4.5			4.5			4.5	
Act Effct Green (s)		26.5			26.5			9.8			9.8	
Actuated g/C Ratio		0.64			0.64			0.24			0.24	
v/c Ratio		0.55			0.46			0.01			0.47	
Control Delay		9.3			7.8			0.0			17.0	
Queue Delay		0.0			0.0			0.0			0.0	
Total Delay		9.3			7.8			0.0			17.0	
LOS		A			A			A			B	
Approach Delay		9.3			7.8						17.0	
Approach LOS		A			A						B	
Queue Length 50th (m)		28.1			20.7			0.0			8.3	
Queue Length 95th (m)		70.9			52.6			0.0			24.2	
Internal Link Dist (m)		83.7			92.5			35.5			137.7	
Turn Bay Length (m)												
Base Capacity (vph)		1281			1284			854			652	
Starvation Cap Reductn		0			0			0			0	
Spillback Cap Reductn		0			0			0			0	
Storage Cap Reductn		0			0			0			0	
Reduced v/c Ratio		0.51			0.42			0.00			0.25	

Intersection Summary

Area Type: Other  
 Cycle Length: 55  
 Actuated Cycle Length: 41.3  
 Control Type: Actuated-Uncoordinated  
 Maximum v/c Ratio: 0.55

2032 AM Signalized with Dev

3: Development/Chapel Rd & Marr Rd

10-31-2025

Intersection Signal Delay: 9.6

Intersection LOS: A

Intersection Capacity Utilization 65.1%

ICU Level of Service C

Analysis Period (min) 15

Splits and Phases: 3: Development/Chapel Rd & Marr Rd



2032 PM Signalized with Dev  
3: Development/Chapel Rd & Marr Rd

10-31-2025

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕	8	10	↕	147	11	↕	12	76	↕	33
Traffic Volume (vph)	22	578	8	10	684	147	11	0	12	76	0	33
Future Volume (vph)	22	578	8	10	684	147	11	0	12	76	0	33
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Friction		0.998			0.976			0.930			0.959	
Flt Protected		0.998			0.999			0.977			0.966	
Satd. Flow (prot)	0	1874	0	0	1834	0	0	1709	0	0	1743	0
Flt Permitted		0.963			0.993			0.869			0.777	
Satd. Flow (perm)	0	1808	0	0	1823	0	0	1520	0	0	1402	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)		2			28			27			35	
Link Speed (k/h)		50			50			50			50	
Link Distance (m)		107.7			116.5			59.5			269.2	
Travel Time (s)		7.8			8.4			4.3			19.4	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Heavy Vehicles (%)	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Adj. Flow (vph)	23	608	8	11	720	155	12	0	13	80	0	35
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	639	0	0	886	0	0	25	0	0	115	0
Turn Type	Perm	NA										
Protected Phases		2			6			8			4	
Permitted Phases	2			6			8			4		
Detector Phase	2	2		6	6		8	8		4	4	
Switch Phase												
Minimum Initial (s)	5.0	5.0		5.0	5.0		5.0	5.0		5.0	5.0	
Minimum Split (s)	22.5	22.5		22.5	22.5		22.5	22.5		22.5	22.5	
Total Split (s)	37.5	37.5		37.5	37.5		22.5	22.5		22.5	22.5	
Total Split (%)	62.5%	62.5%		62.5%	62.5%		37.5%	37.5%		37.5%	37.5%	
Maximum Green (s)	33.0	33.0		33.0	33.0		18.0	18.0		18.0	18.0	
Yellow Time (s)	3.5	3.5		3.5	3.5		3.5	3.5		3.5	3.5	
All-Red Time (s)	1.0	1.0		1.0	1.0		1.0	1.0		1.0	1.0	
Lost Time Adjust (s)		0.0			0.0			0.0			0.0	
Total Lost Time (s)		4.5			4.5			4.5			4.5	
Lead/Lag												
Lead-Lag Optimize?												
Vehicle Extension (s)	3.0	3.0		3.0	3.0		3.0	3.0		3.0	3.0	
Recall Mode	Min	Min		Min	Min		None	None		None	None	
Walk Time (s)	7.0	7.0		7.0	7.0		7.0	7.0		7.0	7.0	
Flash Dont Walk (s)	11.0	11.0		11.0	11.0		11.0	11.0		11.0	11.0	
Pedestrian Calls (#/hr)	0	0		0	0		0	0		0	0	
Act Effct Green (s)		35.5			35.5			8.6			8.6	
Actuated g/C Ratio		0.72			0.72			0.18			0.18	
v/c Ratio		0.49			0.67			0.09			0.42	
Control Delay		6.5			9.8			8.4			19.3	
Queue Delay		0.0			0.0			0.0			0.0	
Total Delay		6.5			9.8			8.4			19.3	
LOS		A			A			A			B	
Approach Delay		6.5			9.8			8.4			19.3	

2032 PM Signalized with Dev

3: Development/Chapel Rd & Marr Rd

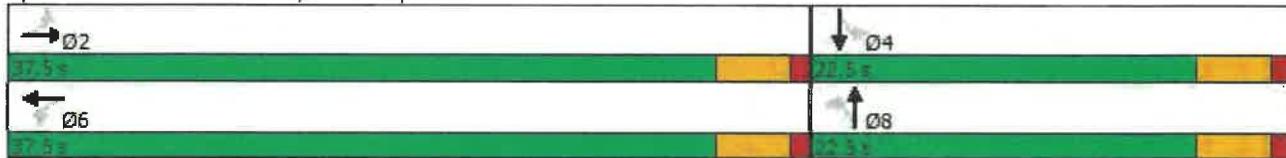
10-31-2025



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Approach LOS	A			A			A			B		

Intersection Summary	
Area Type:	Other
Cycle Length:	60
Actuated Cycle Length:	49
Natural Cycle:	60
Control Type:	Actuated-Uncoordinated
Maximum v/c Ratio:	0.67
Intersection Signal Delay:	9.1
Intersection Capacity Utilization	65.7%
Analysis Period (min)	15
Intersection LOS:	A
ICU Level of Service	C

Splits and Phases: 3: Development/Chapel Rd & Marr Rd



## Appendix D: Signal Warrant Worksheets



### Town of Rothesay - Traffic Signal & Pedestrian Signal Head Warrant Analysis

Main Street (name)	Marr Road	Direction (EW or NS)	EW	Road Authority:	Town of Rothesay
Side Street (name)	Chapel Rd	Direction (EW or NS)	NS	City:	Rothesay
Quadrant / Int #		Comments	2032 without Development	Analysis Date:	2025 Oct 30, Thu
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2021 April 26, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration	Excl LT	Th & LT	Through	Th&RT+LT	Th & RT	Excl RT	RT	Channelization (y/n)	Upstream Signal (m)	# of Thru Lanes	LT Phase Type	RTOR Allowed (y/n)	Activated Thru Phase	Saturation Flow Rates (if not default) (vp/h)	Default Saturation Flow Rates (vp/h)
Marr Road WB									500	1	perm	y	y		1,650
Marr Road EB									800	1	perm	y	y		1,800
Chapel Rd NB									1,000	1	perm	y	y		1,500
Chapel Rd SB									1,000	1	perm	y	y		1,500

Are the Chapel Rd NB right turns significantly impeded by through movements? (y/n)		
Are the Chapel Rd SB right turns significantly impeded by through movements? (y/n)		
Are the Marr Road WB right turns significantly impeded by through movements? (y/n)		
Are the Marr Road EB right turns significantly impeded by through movements? (y/n)		

Other input		Speed (km/h)	Truck %	Bus Rt (y/n)	Median (m)
Marr Road	EW	50	2.0%	n	0.0
Chapel Rd	NS	40	2.0%	n	0.0

Demographics			
Elem. School/Mobility Challenged	(y/n)		n
Senior's Complex	(y/n)		n
Pathway to School	(y/n)		n
Metro Area Population (#)			11,659
Central Business District	(y/n)		y

Set Peak Hours	Traffic Input												Pedestrian			
	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:00 - 8:00	0	0	4	94	1	26	7	447	44	18	585	4			15	
	1	1	3	57	1	19	9	355	38	10	390	6			15	
	8	0	14	49	0	16	6	470	38	13	395	6			15	
	8	0	16	54	0	16	7	511	95	14	429	7			15	
	11	0	19	68	0	20	8	648	120	18	544	8			15	
	4	3	10	56	1	14	4	648	106	23	465	3			15	
Total (6-hour peak)	32	4	60	374	3	133	41	3,879	491	56	4,507	34	0	0	90	0
Average (6-hour peak)	5	1	11	62	1	19	7	513	82	16	468	6	0	0	15	0

**Average 6-hour Peak Turning Movements**

$$W_{SIG} = [C_{bt}(X_{v-p}) / K_1 + (F(X_{v-p})L) / K_2] \times C_1$$

W = 55      55      0

Veh      Ped

**NOT Warranted**

RESET SHEET

$$W_{PED} = [F((X_{ped_m})d_m/K_2) + (X_{ped})d_s/K_3]$$

W = 0

**Not Warranted - Ped Vol < 25 (avg)**

## Town of Rothesay - Traffic Signal & Pedestrian Signal Head Warrant Analysis

**Main Street (name):** Marr Road

**Side Street (name):** Chapel Rd

**Quadrant / Int #:**

**Comments:** 2032 with Development, Development Traffic Distributed

**for Warrant Calculation Results, please hit 'Page Down'**

**Direction (EW or NS):** EW

**Direction (EW or NS):** NS

**Road Authority:** Town of Rothesay

**City:** Rothesay

**Analysis Date:** 2025 Oct 31, Fri

**Count Date:** 2021 April 26, Mon

**Date Entry Format:** (yyyy-mm-dd)

Lane Configuration	Westbound	Eastbound	Through	Th+RT+LT	Th & RT	Excl RT	RT Channelization (y/n)	JpStream Signal (m)	# of Thru Lanes	LT Phase Type	RTOR Allowed (y/n)	Actual Thru Phase	Saturation Flow Rates (if not default) (vphpl)	Default Saturation Flow Rates (vphpl)
Marr Road WB								500	1	perm	Y	Y	Left Turn	1,650
Marr Road EB								850	1	perm	Y	Y	Through	1,800
Chapel Rd NB								1,000	1	perm	Y	Y	Right Turn	1,500
Chapel Rd SB														

Are the Chapel Rd NB right turns significantly impeded by through movements? (y/n) **n**

Are the Chapel Rd SB right turns significantly impeded by through movements? (y/n) **n**

Are the Marr Road WB right turns significantly impeded by through movements? (y/n) **n**

Are the Marr Road EB right turns significantly impeded by through movements? (y/n) **n**

Other Input	Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Marr Road	EW 50	2.0%	n	0.0
Chapel Rd	NS 40	3.0%	n	0.0

Set Peak Hours	Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
7:00 - 8:00	15	15	15	15
Total (6-hour peak)	32	4	66	43
Average (6-hour peak)	5	1	11	7

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:00 - 8:00	0	0	4	119	1	34	7	449	48	20	588	4				
	1	1	5	72	1	25	9	356	41	12	390	6				
	8	0	14	54	0	20	6	471	100	16	395	6				
	8	0	16	60	0	20	7	512	108	17	431	7				
	11	0	19	75	0	25	8	649	136	22	545	8				
	4	3	10	65	1	30	4	649	121	27	465	3				
Total (6-hour peak)	32	4	66	443	3	148	43	3,086	552	114	2,803	34	0	0	90	0
Average (6-hour peak)	5	1	11	74	1	24	7	514	92	19	469	6	0	0	15	0

Actual Pedestrian Crossing Distance (m)

### Average 6-hour Peak Turning Movements

**W<sub>SIG</sub> = [C<sub>bt</sub>(X<sub>v-v</sub>) / K<sub>1</sub> + (F (X<sub>v-p</sub>) L) / K<sub>2</sub>] x C<sub>i</sub>**

**W = 65      65      0**

*Veh      Ped*

**NOT Warranted**

RESET SHEET

**W<sub>PED</sub> = [F ((X<sub>ped,m</sub>)d<sub>m</sub>/K<sub>2</sub>) + (X<sub>ped,s</sub>)d<sub>s</sub>/K<sub>3</sub>]**

**W = 0**

**Not Warranted - Ped Vol<25(avg)**

## Town of Rothesay - Traffic Signal & Pedestrian Signal Head Warrant Analysis

**Main Street (name)** Marr Road  
**Direction (EW or NS)** EW

**Side Street (name)** Chapel Rd  
**Direction (EW or NS)** NS

**Quadrant / Int #**

**Comments** 2032 with Development, All Development Traffic to Marr / Chapel

**for Warrant Calculation Results, please hit 'Page Down'**

**CHECK SHEET**

**Road Authority:** Town of Rothesay

**City:** Rothesay

**Analysis Date:** 2025 Oct 31, Fri

**Count Date:** 2021 April 26, Mon

**Date Entry Format:** (yy)yy-mm-dd

Lane Configuration	Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	RT	Changebands (h/m)	In-Stream Signal (m)	# of Thru Lanes	LT Phase type	RTOR Allowed (y/n)	Actual Thru Phase
Marr Road WB								500	1	1	perm	Y	Y
Marr Road EB								850	1	1	perm	Y	Y
Chapel Rd NB								1,000	1	1	perm	Y	Y
Chapel Rd SB								1,000	1	1	perm	Y	Y

Saturation Flow Rates (if not default) (vphpl)	Default Saturation Flow Rates (vphpl)
Left Turn	1,650
Through	1,800
Right Turn	1,500

Demographics	Y/N	n
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	11,659
Central Business District	(y/n)	Y

Other input	Speed (Kmh)	Truck %	Bus Rt (y/n)	Median (m)
Marr Road EW	50	2.0%	n	0.0
Chapel Rd NS	40	2.0%	n	0.0

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:00 - 8:00	0	0	4	132	1	37	7	449	54	22	586	4			15	
	1	1	3	81	1	27	9	356	46	13	390	6			15	
	8	0	14	60	9	24	6	471	115	17	395	6			15	
	8	0	16	67	0	24	7	512	123	18	431	7			15	
	11	0	19	84	0	31	8	648	156	24	546	8			15	
	4	3	10	71	1	24	4	649	139	29	465	3			15	
<b>Total (6-hour peak)</b>	<b>32</b>	<b>4</b>	<b>66</b>	<b>496</b>	<b>3</b>	<b>107</b>	<b>41</b>	<b>3,096</b>	<b>633</b>	<b>123</b>	<b>2,813</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>
<b>Average (6-hour peak)</b>	<b>5</b>	<b>1</b>	<b>11</b>	<b>83</b>	<b>1</b>	<b>28</b>	<b>7</b>	<b>514</b>	<b>106</b>	<b>21</b>	<b>469</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>

Actual Pedestrian Crossing Distance (m)

**Average 6-hour Peak Turning Movements**

$$W_{SIG} = [C_{bt}(X_{v-t}) / K_1 + (F(X_{v-t}) L) / K_2] \times C_i$$

<b>W =</b>	<b>72</b>	<b>72</b>	<b>0</b>
		<i>Veh</i>	<i>Ped</i>

NOT Warranted

RESET SHEET

$$W_{PED} = [F((X_{ped_m})d_m/K_2) + (X_{ped_s})d_s/K_3]$$

<b>W =</b>	<b>0</b>
------------	----------

Not Warranted - Ped Vol < 25 (avg)

Traffic Signal Warrant Spreadsheet - v2.0 © 2014 Transportation Association of Canada

## **Appendix E: 2024 Signal Warrant Analysis and Intersection Review**





May 22, 2024

**Town of Rothesay**  
70 Hampton Road  
Rothesay, NB E2E 5Y2  
Attention: Brett Mclean

**Subject: Signal Warrant Analysis and Intersection Review**  
Englobe reference: 00017095

## 1 Introduction

Englobe Corp. was retained by the Town of Rothesay, to undertake a signal warrant analysis to assess the viability of traffic signals at the existing stop-controlled intersection of Marr Road and Chapel Road. This intersection is highlighted in the figure below. The intersection configuration was also examined, and recommendations were made to address queuing on Chapel Road.

**Figure 1: Study Intersection**



## 2 TAC Traffic Signal Warrant

Traffic counts were collected on April 10<sup>th</sup>- April 12<sup>th</sup>, 2024, using a Miovision system. The existing conditions were assessed using a traffic signal warrant analysis. The Transportation Association of Canada (TAC) provides a warrant analysis for traffic signals that is based on the lane configuration, environment, demographics, traffic volumes, and pedestrian volumes at an intersection. The output of the TAC warrant is a score, where scores over 100 indicate that signals are typically warranted, and higher scores indicate higher priority for signalization. Applying the TAC warrant analysis based on the existing traffic volumes, the intersection of Marr/Chapel has a score of 37 priority points. This indicates that the Marr/Chapel intersection does not require traffic signals based on current traffic volumes. The warrant calculation sheets and traffic counts for these intersections are attached in Appendix A.

Although the current conditions do not warrant traffic signals, there are plans for future development on Chapel Road which has potential to increase traffic volumes at the Marr/Chapel intersection. A sensitivity analysis was conducted to examine the impact of potential increases in traffic at this intersection, which is displayed in Table 1. Note that thru traffic on Marr Road remained constant in this analysis, and only turning movements that would be impacted by a development were increased (southbound left, southbound right, eastbound left, westbound right).

The results indicated that traffic volumes would become warranted when traffic volumes at the Marr Road/Chapel intersection increased by approximately 275%. This corresponds to approximately 1,364 additional vehicles making southbound left, southbound right, eastbound left, or westbound right turning movements over a six (6) hour period. For reference, Table 2 displays a variety of development types and the corresponding size required to generate 1,364 daily trips. Although this is not intended to provide a precise estimate for what size developments may warrant traffic signals, it can be used as a preliminary guide. Note that the ITE Trip Generation Manual was used to estimate trips shown in Table 2.

**Table 1: Traffic Signal Warrant with Sensitivity Analysis**

Increase in Traffic	TAC Warrant Score	Warranted/Unwarranted
Existing Traffic	37	Unwarranted
25% Increase	47	Unwarranted
50% Increase	55	Unwarranted
100% Increase	73	Unwarranted
150% Increase	92	Unwarranted
275% Increase	101	Warranted

**Table 2: Daily Trip Rates Generated by Developments**

Development	ITE Land Use Code	Size (Number of Units)	Added Daily Total SBR, SBL, EBL, WBR Traffic
Multifamily Housing (Low-Rise)	220	201	1364
Multifamily Housing (Mid-Rise)	221	296	1365
Multifamily Housing (High-Rise)	222	263	1366
Single-Family Attached Housing	215	186	1367
Single-Family Detached Housing	210	139	1366

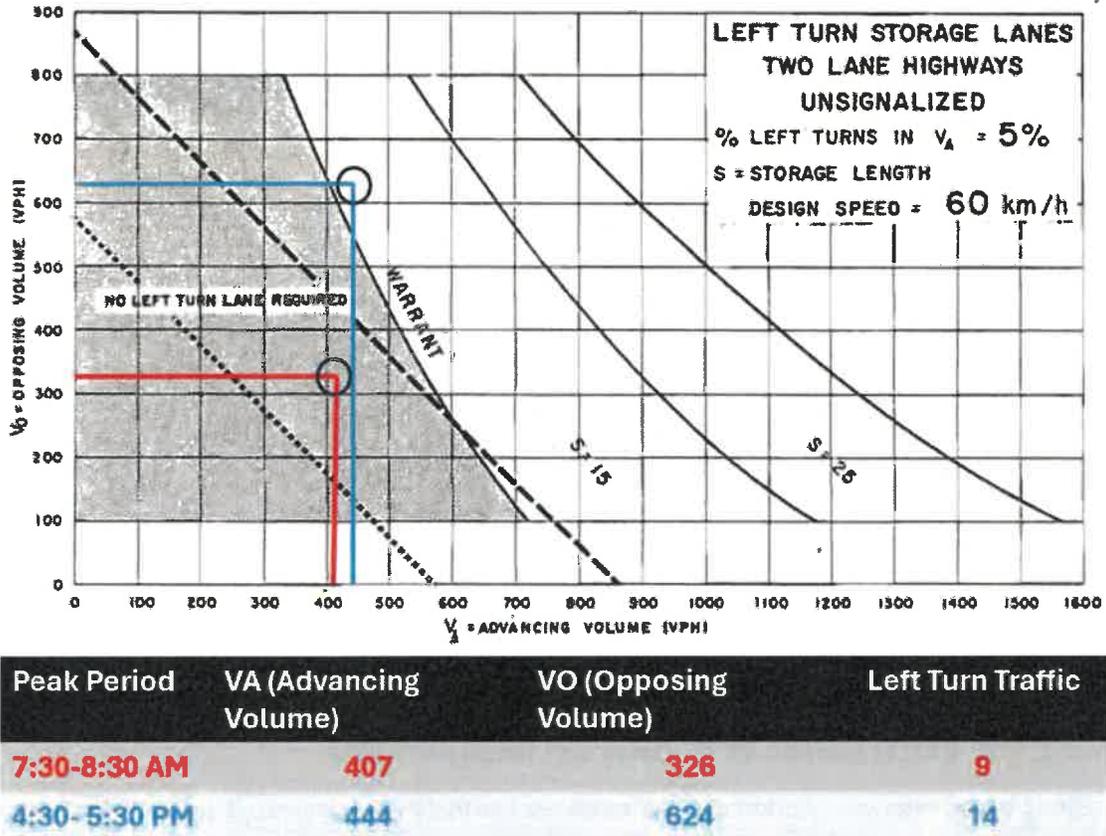
Although the current conditions at the intersection of Marr Road and Chapel Road do not warrant traffic signals, future developments will have an impact on the decision to install traffic signals depending on the size and land use.

### 3 Left Turn Lane Warrant on Marr Road

The Study Team reviewed video footage of the intersection that was collected by the MioVision camera and noted that queuing on the Chapel Road approach was often exacerbated by queuing at the eastbound Marr Road approach. Currently, Marr Road has a two-lane cross section with auxiliary turning lanes and during peak periods vehicles attempting to turn left onto Chapel often must wait for several seconds before making a left turn. This forces all traffic travelling behind the left-turning vehicle to queue up. These queued vehicles impact the delay experienced on Chapel, as vehicles waiting on Chapel must wait for the left-turning vehicle to turn onto Chapel and then wait for the remaining vehicles queued on Marr Road to clear the intersection before they can make the left turn themselves. Reducing the queuing on Marr Road should help reduce delays and queuing of traffic on Chapel Road.

A left turn lane warrant analysis was conducted using the AM and PM Peak Period volumes. The methodology for this analysis was consistent with the procedure outlined in the Ontario Geometric Design Guide. This guide presents the warrants in a series of nomographs that are a function of the percentage of left turning traffic in the “advancing” direction, advancing traffic volume, opposing traffic volume, and design speed. Marr Road has a 50 km/h posted speed limit, so a 60 km/h design speed was used for this analysis. The left turn warrant revealed that the PM peak hour traffic volumes would warrant a left turn lane, although it was noted that the left turn volume is less than 5% of the advancing volume; therefore, the nomograph shown in Figure 2 would slightly over-estimate the need for a left turn lane. Overall, we would recommend that a left turn lane be added on Marr Road to help alleviate queuing and delays on both Marr Road and Chapel Road. The results are shown in Figure 2.

Figure 2: Left Turn Lane Warrant



## 4 Turn Lanes on Chapel Road

A separate right turn lane could be added on the Chapel Road approach so that left turn and right turn movements are separated. This would not have much of an impact for drivers who are trying to turn left onto Marr Road; however, it would reduce delays for drivers who are turning right onto Marr Road, as these drivers would no longer be held up by traffic waiting to make a left turn.

## 5 Conclusions and Recommendations

The key findings and recommendations of this report are summarized as follows:

1. Traffic signals are not currently warranted at the intersection of Marr Road and Chapel Road. Traffic volumes on Chapel Road would have to increase by approximately 275% for traffic signals to become warranted. This corresponds to an increase of approximately 1,364 vehicles during the peak six hours of the day.
2. Two additional options were identified that would help reduce delays and queuing on Chapel Road.

- a. This includes adding a left turn lane at the eastbound approach on Marr Road. This will help reduce delays and queuing for eastbound traffic on Marr Road and all traffic on Chapel Road.
- b. Delays for right turning traffic on Chapel Road could be further reduced by adding a separate right turn lane on Chapel Road. It was noted that this improvement will not have much of an impact on traffic turning left from Chapel Road onto Marr Road.

Yours very truly,

**Englobe Corp.**



Ryan Eslihar, M.Sc.E, P. Eng.  
Transportation Engineer



William Morrison, M.Sc.E, EIT  
Junior Transportation Engineer

## APPENDICES

Appendix A      Warrant Sheets and Traffic Counts

# Appendix A Warrant Sheets and Traffic Counts

## Rothesay - Traffic Signal & Pedestrian Signal Head Warrant Analysis

Main Street (name)	Marr Road	Direction (EW or NS)	EW	Road Authority:	Rothesay
Side Street (name)	Chapel Road	Direction (EW or NS)	NS	City:	Rothesay NB
Quadrant / Int #		Comments	Existing Conditions	Analysis Date:	April 19th 2024
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	April 10th 2024
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration	Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	RT Channelization (y/n)	Upstream Signal (m)	# of Thru Lanes	LT Phase Type	RTOR Allowed (y/n)	Actuated Thru Phase
Marr Road WB				1			n	500	1			
Marr Road EB				1			n	550	1			
Chapel Road NB				1			n		1			
Chapel Road SB				1			n		1			

Saturation Flow Rates (if not default) (vp/hpl)	Default Saturation Flow Rates (vp/hpl)
Left Turn	1 650
Through	1 800
Right Turn	1 500

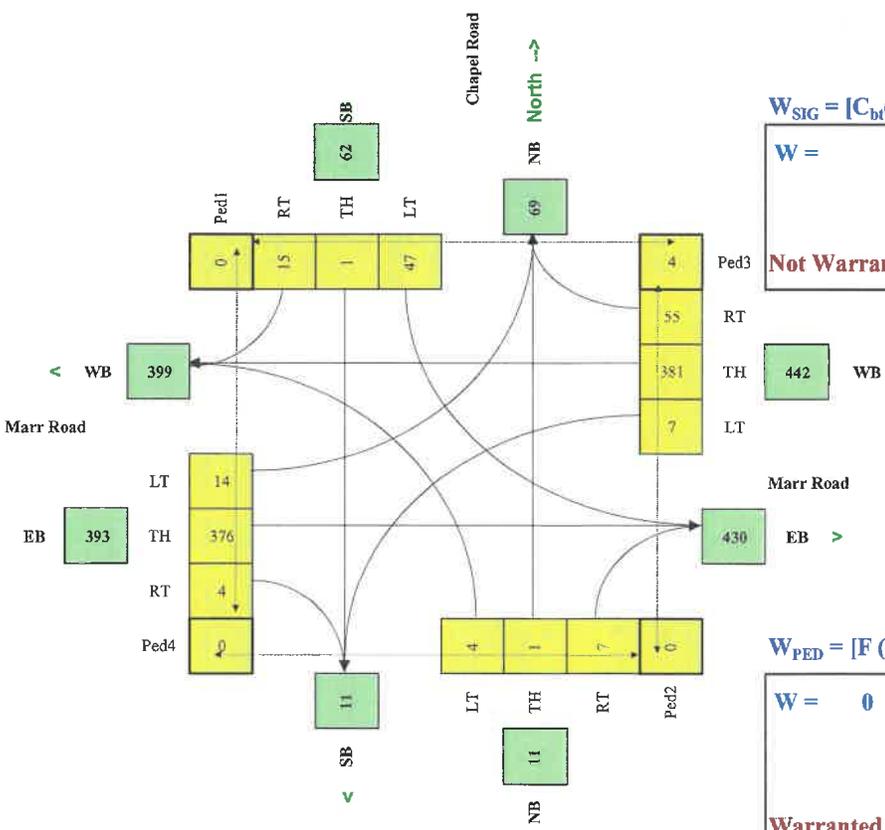
- 15 Are the Chapel Road NB right turns significantly impeded by through movements? (y/n) y
- 16 Are the Chapel Road SB right turns significantly impeded by through movements? (y/n) y
- 17 Are the Marr Road WB right turns significantly impeded by through movements? (y/n) n
- 18 Are the Marr Road EB right turns significantly impeded by through movements? (y/n) n

Demographics	(y/n)	(n)
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	12 260
Central Business District	(y/n)	y

Other input	Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Marr Road EW	50	2.0%	y	0.0
Chapel Road NS		2.0%	y	0.0

Set Peak Hours	Traffic Input												Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	NB			SB			WB			EB			W Side	E Side	N Side	S Side
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT				
	0	0	1	59	0	13	2	217	25	3	315	0			4	
	0	0	2	63	0	17	6	298	33	14	375	2			5	
press 'Set Peak Hours' Button to set the peak hour periods	7	1	8	36	1	11	7	407	38	14	348	6			1	
	4	1	8	42	0	14	8	412	43	13	422	8			11	
	5	1	13	41	1	22	11	480	93	20	429	2			2	
	7	1	7	39	1	11	5	470	98	17	369	3			2	
Total (6-hour peak)	23	4	39	280	3	88	49	2 284	330	83	2 258	21	0	0	25	0
Average (6-hour peak)	4	1	7	47	1	15	7	381	55	14	376	4	0	0	4	0

### Average 6-hour Peak Turning Movements



$$W_{SIG} = [C_{bt}(X_{v-v}) / K_1 + (F(X_{v-p})L) / K_2] \times C_1$$

W =	37	37	0
		Veh	Ped

Not Warranted - Vs < 75

$$W_{PED} = [F((X_{ped_m})d_m/K_2) + (X_{ped_s})d_s/K_3]$$

W =	0
-----	---

Warranted - Complex Intersection

2025December08OpenSessionFINAL\_249



Englobe Corp Moncton (NB)  
1234 Place

Omaha, Alabama, United States 12345  
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr  
Site Code:  
Start Date: 04/10/2024  
Page No: 1

Turning Movement Data

Start Time	Chapel Rd Southbound						Marr Rd Westbound						Parking Lot Entrance Northbound						Marr Rd Eastbound						Int. Total
	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	
3:00 PM	9	0	12	0	0	21	10	94	3	0	0	107	4	0	3	0	0	7	3	102	6	0	0	111	246
3:15 PM	6	0	13	0	7	19	14	92	1	0	0	107	4	0	1	0	0	5	1	78	7	0	0	86	217
3:30 PM	2	0	5	0	0	7	11	109	4	0	0	124	1	0	4	0	0	5	2	108	3	0	0	113	249
3:45 PM	5	0	5	0	3	10	12	115	2	0	0	129	1	0	1	0	0	2	1	93	4	0	0	98	239
Hourly Total	22	0	35	0	10	57	47	410	10	0	0	467	10	0	9	0	0	19	7	361	20	0	0	408	951
4:00 PM	6	0	6	0	3	12	27	101	2	0	0	130	5	1	2	0	0	8	0	111	7	0	0	118	268
4:15 PM	3	1	9	0	0	13	11	123	3	0	0	137	2	0	0	0	0	2	1	91	5	0	0	97	249
4:30 PM	7	0	14	0	0	21	24	126	2	0	0	152	4	0	1	0	0	5	0	129	1	0	1	130	308
4:45 PM	6	0	12	0	0	18	31	130	4	0	0	165	2	0	2	0	0	4	1	98	7	0	0	106	293
Hourly Total	22	1	41	0	3	64	93	480	11	0	0	584	13	1	5	0	0	19	2	429	20	0	1	451	1118
5:00 PM	2	0	14	0	1	16	21	121	0	0	0	142	3	1	6	0	0	10	2	104	3	0	0	109	277
5:15 PM	2	0	6	0	1	8	31	134	0	0	0	165	2	0	1	0	0	3	1	95	3	0	0	99	275
5:30 PM	4	1	11	0	2	16	23	126	2	0	0	151	1	0	0	0	0	1	0	77	3	0	0	80	248
5:45 PM	3	0	8	0	0	11	23	89	3	0	0	115	1	0	0	0	0	1	0	93	8	0	0	101	228
Hourly Total	11	1	39	0	4	51	98	470	5	0	0	573	7	1	7	0	0	15	3	369	17	0	0	389	1028
*** BREAK ***	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7:00 AM	1	0	12	0	0	13	0	32	0	0	0	32	1	0	0	0	0	1	0	62	0	0	0	62	108
7:15 AM	4	0	9	0	1	13	8	44	0	0	0	52	0	0	0	0	0	0	0	59	1	0	0	60	125
7:30 AM	3	0	22	0	0	25	7	58	0	0	0	65	0	0	0	0	0	0	0	106	0	0	0	106	196
7:45 AM	5	0	16	0	0	21	10	83	2	0	0	95	0	0	0	0	0	0	0	88	2	0	0	90	206
Hourly Total	13	0	59	0	1	72	25	217	2	0	0	244	1	0	0	0	0	1	0	315	3	0	0	318	635
8:00 AM	10	0	32	0	4	42	8	70	1	0	0	79	0	0	0	0	0	0	0	93	3	0	0	96	217
8:15 AM	5	0	13	0	2	18	12	74	1	0	0	87	0	0	0	0	0	0	1	110	4	0	1	115	220
8:30 AM	1	0	12	0	1	13	6	75	1	0	0	82	0	0	0	0	0	0	0	89	3	0	0	92	167
8:45 AM	1	0	6	0	3	7	7	79	3	0	0	89	2	0	0	1	1	3	1	83	4	0	0	88	187
Hourly Total	17	0	63	0	10	80	33	298	6	0	0	337	2	0	0	1	1	3	2	375	14	0	1	391	811
9:00 AM	2	0	9	0	0	11	2	65	2	0	1	69	0	0	0	0	1	0	3	54	2	0	0	59	139
9:15 AM	5	0	11	0	0	16	10	43	1	0	0	54	0	0	2	0	0	2	1	62	2	0	0	65	137
9:30 AM	3	0	11	0	1	14	12	59	2	0	0	73	3	0	0	0	0	3	2	69	1	0	0	72	162
9:45 AM	6	0	11	0	1	17	12	93	3	0	0	108	1	0	4	0	0	5	4	68	2	0	0	74	204
Hourly Total	16	0	42	0	2	58	36	260	8	0	1	304	4	0	6	0	1	10	10	253	7	0	0	270	642
*** BREAK ***	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11:00 AM	3	1	10	0	0	14	8	88	0	0	0	96	3	0	2	0	0	5	3	99	2	0	0	104	219
11:15 AM	1	0	9	0	1	10	10	99	1	0	0	110	3	1	0	0	0	4	1	95	3	0	0	99	223
11:30 AM	2	0	9	0	1	11	6	112	5	0	0	123	2	0	2	0	0	4	1	72	6	0	0	79	217

2025December08OpenSessionFINAL\_250

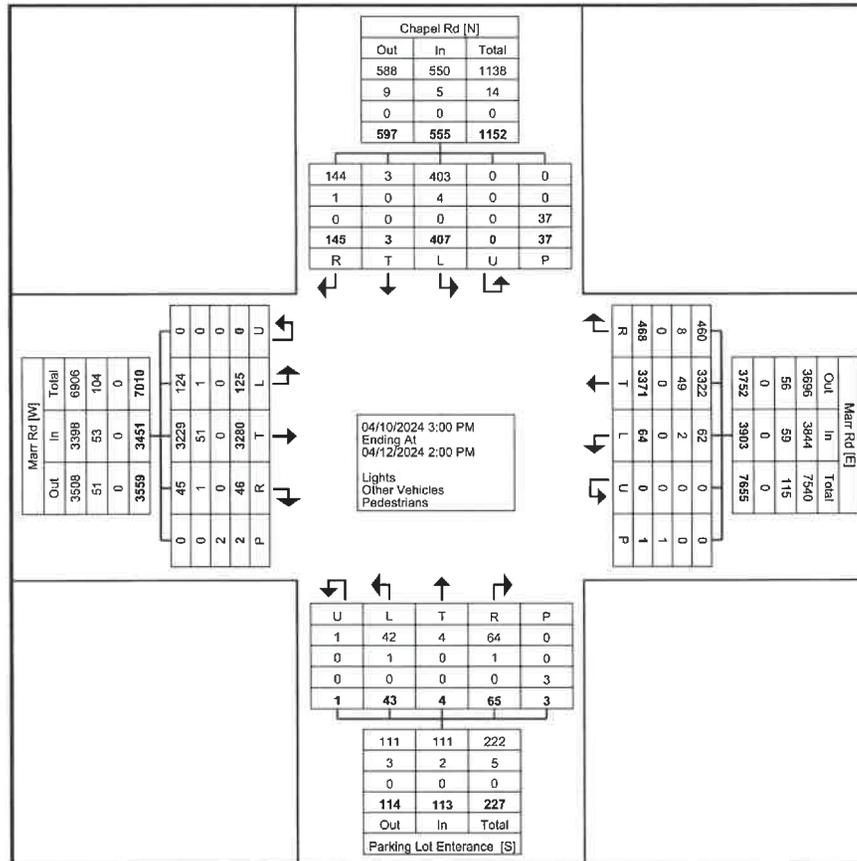
11:45 AM	5	0	8	0	0	13	14	108	1	0	0	123	0	0	3	0	1	3	1	82	3	0	0	86	225
Hourly Total	11	1	36	0	2	48	38	407	7	0	0	452	8	1	7	0	1	16	6	348	14	0	0	368	884
12:00 PM	4	0	12	0	1	16	13	111	1	0	0	125	1	0	1	0	0	2	0	123	2	0	0	125	268
12:15 PM	6	0	7	0	1	13	10	101	4	0	0	115	2	0	2	0	0	4	4	94	2	0	0	100	232
12:30 PM	2	0	5	0	0	7	8	110	2	0	0	120	3	1	1	0	0	5	2	110	6	0	0	118	250
12:45 PM	2	0	18	0	0	20	12	90	1	0	0	103	2	0	0	0	0	2	2	95	3	0	0	100	225
Hourly Total	14	0	42	0	2	56	43	412	8	0	0	463	8	1	4	0	0	13	8	422	13	0	0	443	975
1:00 PM	5	0	15	0	0	20	16	109	2	0	0	127	3	0	0	0	0	3	2	90	3	0	0	95	245
1:15 PM	2	0	12	0	0	14	10	92	2	0	0	104	4	0	4	0	0	8	2	88	4	0	0	94	220
1:30 PM	6	0	9	0	2	15	12	98	0	0	0	110	4	0	0	0	0	4	1	109	5	0	0	115	244
1:45 PM	6	0	14	0	1	20	17	118	3	0	0	138	1	0	1	0	0	2	3	101	5	0	0	109	269
Hourly Total	19	0	50	0	3	69	55	417	7	0	0	479	12	0	5	0	0	17	8	388	17	0	0	413	978
Grand Total	145	3	407	0	37	555	468	3371	64	0	1	3903	65	4	43	1	3	113	46	3280	125	0	2	3451	8022
Approach %	26.1	0.5	73.3	0.0	-	-	12.0	86.4	1.6	0.0	-	-	57.5	3.5	38.1	0.9	-	-	1.3	95.0	3.6	0.0	-	-	-
Total %	1.8	0.0	5.1	0.0	-	6.9	5.8	42.0	0.8	0.0	-	48.7	0.8	0.0	0.5	0.0	-	1.4	0.6	40.9	1.6	0.0	-	43.0	-
Lights	144	3	403	0	-	550	460	3322	62	0	-	3844	64	4	42	1	-	111	45	3229	124	0	-	3398	7903
% Lights	99.3	100.0	99.0	-	-	99.1	98.3	98.5	96.9	-	-	98.5	98.5	100.0	97.7	100.0	-	98.2	97.8	98.4	99.2	-	-	98.5	98.5
Other Vehicles	1	0	4	0	-	5	8	49	2	0	-	59	1	0	1	0	-	2	1	51	1	0	-	53	119
% Other Vehicles	0.7	0.0	1.0	-	-	0.9	1.7	1.5	3.1	-	-	1.5	1.5	0.0	2.3	0.0	-	1.8	2.2	1.6	0.8	-	-	1.5	1.5
Pedestrians	-	-	-	-	37	-	-	-	-	-	1	-	-	-	-	-	3	-	-	-	-	-	2	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-



Englobe Corp Moncton (NB)  
1234 Place

Omaha, Alabama, United States 12345  
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr  
Site Code:  
Start Date: 04/10/2024  
Page No: 3



Turning Movement Data Plot

2025December08OpenSessionFINAL\_252



Englobe Corp Moncton (NB)  
1234 Place

Omaha, Alabama, United States 12345  
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr  
Site Code:  
Start Date: 04/10/2024  
Page No: 4

Turning Movement Peak Hour Data (4:30 PM)

Start Time	Chapel Rd Southbound						Marr Rd Westbound						Parking Lot Entrance Northbound						Marr Rd Eastbound						Int. Total
	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	
4:30 PM	7	0	14	0	0	21	24	126	2	0	0	152	4	0	1	0	0	5	0	129	1	0	1	130	308
4:45 PM	6	0	12	0	0	18	31	130	4	0	0	165	2	0	2	0	0	4	1	98	7	0	0	106	293
5:00 PM	2	0	14	0	1	16	21	121	0	0	0	142	3	1	6	0	0	10	2	104	3	0	0	109	277
5:15 PM	2	0	6	0	1	8	31	134	0	0	0	165	2	0	1	0	0	3	1	95	3	0	0	99	275
Total	17	0	46	0	2	63	107	511	6	0	0	624	11	1	10	0	0	22	4	426	14	0	1	444	1153
Approach %	27.0	0.0	73.0	0.0	-	-	17.1	81.9	1.0	0.0	-	-	50.0	4.5	45.5	0.0	-	-	0.9	95.9	3.2	0.0	-	-	-
Total %	1.5	0.0	4.0	0.0	-	5.5	9.3	44.3	0.5	0.0	-	54.1	1.0	0.1	0.9	0.0	-	1.9	0.3	36.9	1.2	0.0	-	38.5	-
PHF	0.607	0.000	0.821	0.000	-	0.750	0.863	0.953	0.375	0.000	-	0.945	0.668	0.250	0.417	0.000	-	0.550	0.500	0.826	0.500	0.000	-	0.854	0.936
Lights	17	0	46	0	-	63	107	510	6	0	-	623	11	1	10	0	-	22	4	425	14	0	-	443	1151
% Lights	100.0	-	100.0	-	-	100.0	100.0	99.8	100.0	-	-	99.8	100.0	100.0	100.0	-	-	100.0	100.0	99.8	100.0	-	-	99.8	99.8
Other Vehicles	0	0	0	0	-	0	0	1	0	0	-	1	0	0	0	0	-	0	0	1	0	0	-	1	2
% Other Vehicles	0.0	-	0.0	-	-	0.0	0.0	0.2	0.0	-	-	0.2	0.0	0.0	0.0	-	-	0.0	0.0	0.2	0.0	-	-	0.2	0.2
Pedestrians	-	-	-	-	2	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	1	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.0	-	-



2025December08OpenSessionFINAL\_254



Englobe Corp Moncton (NB)  
1234 Place

Omaha, Alabama, United States 12345  
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr  
Site Code:  
Start Date: 04/10/2024  
Page No: 6

Turning Movement Peak Hour Data (7:30 AM)

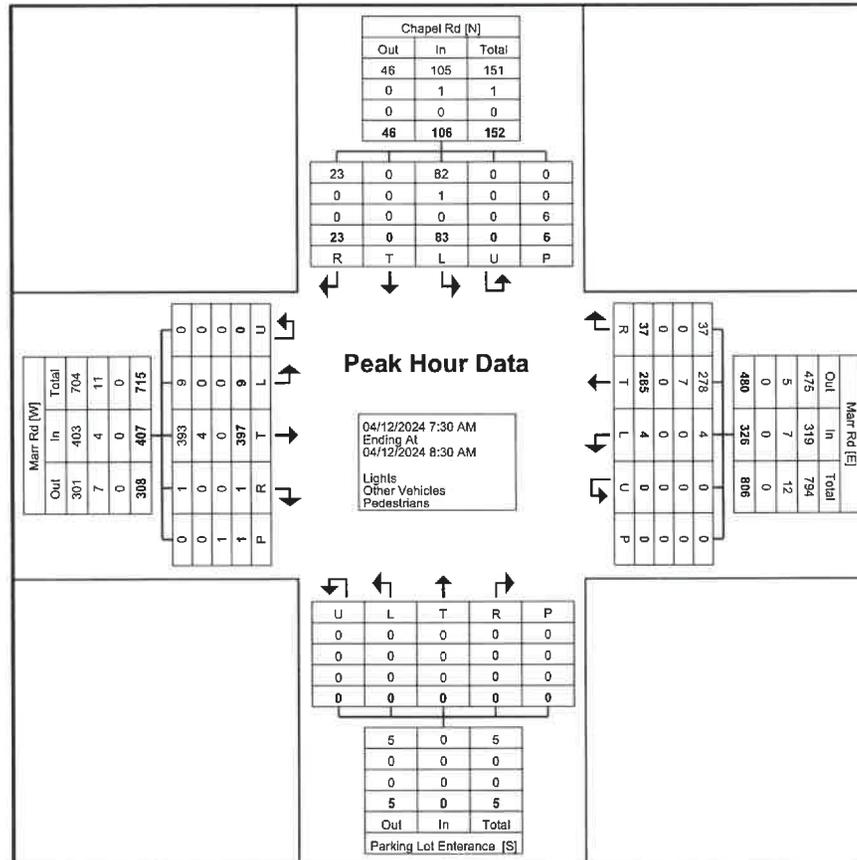
Start Time	Chapel Rd Southbound						Marr Rd Westbound						Parking Lot Entrance Northbound						Marr Rd Eastbound						Int. Total	
	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total		
7:30 AM	3	0	22	0	0	25	7	58	0	0	0	65	0	0	0	0	0	0	0	106	0	0	0	0	106	196
7:45 AM	5	0	16	0	0	21	10	83	2	0	0	95	0	0	0	0	0	0	0	88	2	0	0	0	90	206
8:00 AM	10	0	32	0	4	42	8	70	1	0	0	79	0	0	0	0	0	0	0	93	3	0	0	0	96	217
8:15 AM	5	0	13	0	2	18	12	74	1	0	0	87	0	0	0	0	0	0	1	110	4	0	1	115	220	
Total	23	0	83	0	6	106	37	285	4	0	0	326	0	0	0	0	0	0	1	397	9	0	1	407	839	
Approach %	21.7	0.0	78.3	0.0	-	-	11.3	87.4	1.2	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.2	97.5	2.2	0.0	-	-	-	
Total %	2.7	0.0	9.9	0.0	-	12.6	4.4	34.0	0.5	0.0	-	38.9	0.0	0.0	0.0	0.0	-	0.0	0.1	47.3	1.1	0.0	-	48.5	-	
PHF	0.575	0.000	0.648	0.000	-	0.631	0.771	0.858	0.500	0.000	-	0.858	0.000	0.000	0.000	0.000	-	0.000	0.250	0.902	0.563	0.000	-	0.885	0.953	
Lights	23	0	82	0	-	105	37	278	4	0	-	319	0	0	0	0	-	0	1	393	9	0	-	403	827	
% Lights	100.0	-	98.8	-	-	99.1	100.0	97.5	100.0	-	-	97.9	-	-	-	-	-	-	100.0	99.0	100.0	-	-	99.0	98.6	
Other Vehicles	0	0	1	0	-	1	0	7	0	0	-	7	0	0	0	0	-	0	0	4	0	0	-	4	12	
% Other Vehicles	0.0	-	1.2	-	-	0.9	0.0	2.5	0.0	-	-	2.1	-	-	-	-	-	-	0.0	1.0	0.0	-	-	1.0	1.4	
Pedestrians	-	-	-	-	6	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	-	1	-	-	
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.0	-	-	



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Count Name: Chapel at Marr  
Site Code:  
Start Date: 04/10/2024  
Page No: 7



Turning Movement Peak Hour Data Plot (7:30 AM)





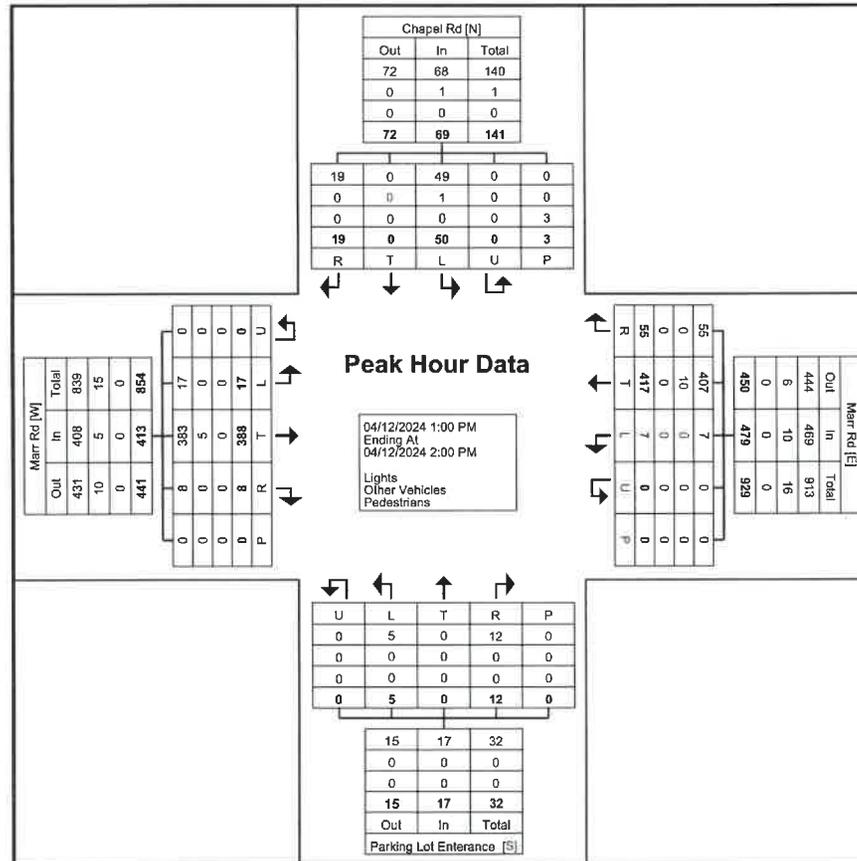




Englobe Corp Moncton (NB)  
1234 Place

Omaha, Alabama, United States 12345  
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr  
Site Code:  
Start Date: 04/10/2024  
Page No: 11



**Liz Hazlett**

---

**From:** Mary Jane Banks  
**Sent:** Thursday, November 27, 2025 8:33 AM  
**To:** Mark Reade; Liz Hazlett  
**Subject:** FW: Concerns regarding rezoning application 15 – 17 Holland Dr.

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

From:  
Sent: Wednesday, November 26, 2025 6:30 PM  
To: Rothesay Info <rothesay@rothesay.ca>  
Subject: Concerns regarding rezoning application 15 – 17 Holland Dr.

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Good evening,

I am reaching out to voice my concerns regarding the application to rezone property at 15-17 Holland Dr.; as someone who lives in the quiet subdivision behind there. The people of this subdivision believe that this will negatively affect our whole subdivision as the only exit and entrance noted for all three of these buildings which could have up to 250 cars plus will connect onto chapel road. It is hard enough to commute in and out of here to go to work, appointments, school as it is let alone with at least another 250 plus cars being potentially added to our already over capacity roads. With this increased traffic our roads will be less safe for children to play in as well as people to cycle, walk, and enjoy our quiet subdivision. This will be taking our already high density area and unnecessarily increasing the density of population, as well as the amount of car traffic noise and people there are thousands of acres of undeveloped land in New Brunswick. We do not need three apartment complexes built next to our already at capacity neighbourhood.

Kind regards,

**Liz Hazlett**

---

**From:** Mary Jane Banks  
**Sent:** Thursday, November 27, 2025 8:31 AM  
**To:** Mark Reade; Liz Hazlett  
**Subject:** FW: Reject - Rezoning Application - 15-17 Holland Drive

---

**From:**  
**Sent:** Wednesday, November 26, 2025 11:10 PM  
**To:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:** Reject - Rezoning Application - 15-17 Holland Drive

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I own 31 Hillsvie Crescent and strongly oppose the proposed rezoning application.  
The proposed 2 new 48 unit buildings will overload the ability of Chapel Road to handle up to 250 more vehicles. It will overcrowd the peaceful area where children play outside on our quiet crescent with basket ball hoops and bicycles.  
It will drastically reduce the tranquility of, and lower the value of, our existing properties by destroying our shared border areas of trees which cut the noise from Campbell Drive.  
Please reject this application.

Sincerely,

31 Hillsvie Crescent.  
Rothesay, NB

**Liz Hazlett**

---

**From:** Mary Jane Banks  
**Sent:** Thursday, November 27, 2025 12:13 PM  
**To:** Liz Hazlett  
**Subject:** FW: 15-17 Holland Drive

Mary Jane E. Banks, BComm, NACLAA 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

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

**From:**  
**Sent:** Thursday, November 27, 2025 12:11 PM  
**To:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:** 15-17 Holland Drive

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Hello,

I have lived at 41 Hillsvie Crescent for over 13 years. I would like to voice my concerns over having an additional 96 unit buildings. This neighbourhood already has a lot of traffic due to all of the apartments already existing on Scribner and all of the townhouses. I feel that an additional 96 families/ people on top of the building already being built driving up chapel road will cause way too much traffic, I have already noticed the increase with the construction happening and trucks driving very fast down chapel. There are many small children living in this subdivision and I worry about safety as where the dead end at chapel was is now I blind hill and you don't see a car coming until they are right at the top where cars are turning out of Parkdale or Scribner.

Thank you,

Sent from my iPhone

**Liz Hazlett**

---

**From:** Mary Jane Banks  
**Sent:** Thursday, November 27, 2025 1:31 PM  
**To:** Liz Hazlett  
**Subject:** Fw: Rezoning Application 15-17 Holland Drive

Mary Jane Banks  
Town Clerk

Sent from my Bell Samsung device over Canada's largest network.

---

**From:**  
**Sent:** Thursday, November 27, 2025 1:18:04 PM  
**To:** Rothesay Info <Rothesay@rothesay.ca>  
**Subject:** Rezoning Application 15-17 Holland Drive

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To Mark Reade ,  
Director of Planning and Development Services

I am writing to formally express my concern regarding the proposed development of two 48 unit apartment buildings planned for the area near my home of HillsvieW Crescent. I believe that there will be significant issues that have not been considered.

The scale and density of the proposed development is not in-line with character of our neighborhood. Yes, there are both townhouses and smaller apartment building but introducing two high density structures of this size can negatively impact our property value and long term cohesion of our neighborhood. We chose to make our homes in a town, not a city , and this kind of large scale, high density development goes against the very character and pace of life that bought families like ours here in the first place.

I am extremely concerned about traffic congestion and parking pressure. When the HillsvieW townhouse complex was built most families had one vehicle now it's two or three per household. We already have 5 apartment buildings along with 120 townhouses in our small land space, not to mention with the new building already being developed on Holland drive.

Our streets are already strained during peak hours and with the proposed number of units it will dramatically increase the volume of traffic. Our residents will be impacted and will face daily challenges that will compromise safety and accessibility.

I see all the traffic from the three buildings will be rerouted on Chapel Road. I grew up on Chapel Road, and for decades it has been a quiet, stable residential area. With the rapid pace of new high density development , it feels as though our neighborhood is being transformed without regard for the people who have built their lives here. This proposal is completely inconsistent with the long standing residential nature of this community.

Additionally, the project raises issues with infrastructure capacity in terms of water, sewage, and emergency services. It is unclear whether the current systems can accommodate this sudden increase in population density without significant investment and strain on our community.

Finally, the development plan lacks sufficient public consultation and transparency. Many residents, including myself, only became aware of the proposal yesterday. This leaves very little time to voice concerns or understand the long term implications for our neighborhood. Community input should be a central part of a major development process, and we as the residents of Hillside and Chapel Rd deserve to be heard.

For all these reasons, I strongly urge the Town of Rothesay to reject this proposal of rezoning Holland Drive and prevent high density development planned by A.C. Baskin Investments Inc. from moving forward at 15-17 Holland Drive. This project is incompatible with the established residential character of our community, disregards the importance of preserving our limited green space, and poses significant noise and traffic risks that will negatively impact our residents.

Sincerely,

President Hillside HOA

Sent from my iPad

**Liz Hazlett**

---

**From:** Mary Jane Banks  
**Sent:** Thursday, November 27, 2025 3:36 PM  
**To:** Liz Hazlett  
**Subject:** Fw: New development on Chapel

Mary Jane Banks  
Town Clerk

Sent from my Bell Samsung device over Canada's largest network.

---

**From:**  
**Sent:** Thursday, November 27, 2025 2:15:49 PM  
**To:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:** New development on Chapel

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I am a resident on Hillview Crescent

This project will affect the entire subdivision, as the only entrance and exit for all three proposed buildings — potentially housing up to 250 vehicles — will connect to Chapel Road.

Our roads are already over capacity, and adding another 250+ cars will make commuting to work, school, and appointments even more difficult. Increased traffic will also make our streets less safe for children and reduce our ability to enjoy walking and cycling in what is currently a quiet subdivision.

This proposal will raise the population density of an already high-density area and significantly increase noise and traffic. There are thousands of acres of undeveloped land in New Brunswick — there is no need for three large apartment buildings to be placed directly next to an already at-capacity neighbourhood.

This proposal is unreasonable, and it appears the Town of Rothesay is advancing it without considering the impact on nearby residents.

Another big concern is the overflow parking lot located on Hillsview Crescent. That is the only space the residents on Hillsview can park in the winter that isn't their driveway. With all these people moving nearby, I am concerned I'm not going to be able to find parking spots, as it is already hard enough now.

**Liz Hazlett**

---

**From:** Mary Jane Banks  
**Sent:** Thursday, November 27, 2025 3:36 PM  
**To:** Liz Hazlett  
**Subject:** Fw: Holland dr rezoning

Mary Jane Banks  
Town Clerk

Sent from my Bell Samsung device over Canada's largest network.

---

**From:** Patrick Thomas  
**Sent:** Thursday, November 27, 2025 2:31:46 PM  
**To:** Rothesay Info <Rothesay@rothesay.ca>  
**Subject:** Holland dr rezoning

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Hello I am writing this today to express my concern and displeasure with this new proposal of 2 48 unit apartment buildings being built on Holland Drive.

The first and foremost issue with 3 new apartment buildings being connected to are aging and already over capacity subdivision is there will be anywhere from 250 plus cars coming from 3 new apartment buildings threw are small roads that were not designed with traffic control elements for this amount of traffic threw a high density residential neighbourhood.

As well as are residential roads are enjoyed for walking, exercise and cycling by a significant amount of residents and there children adding more traffic will make this next to impossible to do safely.

These buildings will also create more noise and light pollution than we have ever had before in our residential neighbourhood that was never zoned for this type of development.

Commuting in and out of this subdivision is already a problem in the summer months let alone in the winter months when the roads are more narrow due to snowbanks with another 250 plus cars coming from these apartment complexes this is going to add increase struggle and stress on everyone's already stressful daily commute in and out of this subdivision

Are subdivision is quiet in peaceful as it is being over capacity now I doubt that it will be the case with another potential 250 residence being unnecessarily added

Another big concern is safety of are residents having more cars and more people can increase the chances of people being in vehicle accidents, as well as can increase potentially the crime rate in are quite peaceful and safe residential subdivision

2025December08OpenSessionFINAL\_268

As well as on Hillsvievw, where the apartment buildings will be facing is our overflow parking lot where we have already too many cars on our road Another concern of ours on Hillsvievw is how are we going to stop these people from coming up and parking in our lot and then walking down to their buildings if they have too many cars. And to add to that point, how will the town of Rothesay help us if this situation were to arise.

As well let it be record that The town of Rothesay is supposed to work for the citizens of Rothesay and not developers considering that these notices for the rezoning application were only received by some residence yesterday 24 hours before the deadline for concerns is unacceptable and a failure of the town of Rothesay public servants just like with the building that is currently being built on Holland Drive there was little to No notice given to most residence for that re zoning Most people did not receive anything for the rezoning application and a lot of people are shocked and concerned to see this building being built now with this most recent proposal, as no one knew about this new proposal for 2 more buildings and to everyone's surprise and displeasure we've learned that the building being built now is connecting to Chapel rd it was most residence assumption that that building would be connected to the Hampton Road and not our subdivision.

Sent from

**Liz Hazlett**

---

**From:** Mary Jane Banks  
**Sent:** Thursday, November 27, 2025 3:37 PM  
**To:** Liz Hazlett  
**Subject:** Fw: Rezoning Application - 15-17 Holland Drive Do Not Approve

Mary Jane Banks  
Town Clerk

Sent from my Bell Samsung device over Canada's largest network.

---

**From:**  
**Sent:** Thursday, November 27, 2025 3:15:42 PM  
**To:** Rothesay Info <Rothesay@rothesay.ca>  
**Subject:** Rezoning Application - 15-17 Holland Drive Do Not Approve

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Absolutely Do Not Approve this development!!

First, the only exit and entrance for all of these buildings, which could have up to 150 cars, will also connect to Chapel Road. It is already difficult to commute in and out of here for work, appointments, and school as it is via busy Marr Road during hours, let alone with at least another 150 plus cars potentially added to our already over-capacity residential roads. It will be less safe for children to play, ride bikes, and walk around the subdivision.

Second, what about water and sewage? This area was developed over 40 years ago. Where is the water and sewage coming from for all of these people???? Are they going to be connected to ours?

Third, will this affect our resale value? Property taxes? Water and sewage bills?

There are many other better-suited areas in the KV area for this. These complexes do not need to be put in the center of Rothesay, just because this area is close to all amenities. This will make our already highly populated area unnecessarily crowded.

Sincerely,

18 Scribner Cres

Sent from my iPhone

**Liz Hazlett**

---

**From:** Mary Jane Banks  
**Sent:** Thursday, November 27, 2025 4:55 PM  
**To:** Liz Hazlett  
**Subject:** Fw: Rezoning Application 15-17 Holland drive

Mary Jane Banks  
Town Clerk

Sent from my Bell Samsung device over Canada's largest network.

---

**From:**  
**Sent:** Thursday, November 27, 2025 3:37:34 PM  
**To:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:** Rezoning Application 15-17 Holland drive

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To whom it may concern,

I'm writing concerning the letter we received about the proposed rezoning of 15-17 Holland Drive. I live at 41 Hillview Crescent and I have several issues with this proposal.

I understand the current need for housing across Canada. I agree that we need to create more affordable housing for our growing population, but proposals like this increase population density without making it affordable. Several apartment buildings have gone up in this immediate area over the past few years. All of it expensive and increasing traffic in an area with an abundance of children. This is too much, too fast. There is already a large apartment building being constructed on Holland. There hasn't been any time to see how that will affect traffic patterns. Rushing through 2 more buildings is reckless and desperate.

Traffic is even more of a concern. From what I see in the proposal, Chapel will be extended and then dead-ended. Chapel is already a busy street. It now feeds one of the more densely populated neighborhoods in Rothesay, but it is also used by many people taking a shortcut from Marr Rd to Hampton (most of these folks exceed the speed limit and blow through stop signs).

By adding another ~100 cars, this will dramatically change the congestion in this neighborhood. There is a dirt road from the current construction site up to Chapel. Even as a dirt road, there are already contractors flying up that blind hill onto Chapel. I've witnessed several near misses. While I already worry about the new congestion, dead ending Chapel/Holland drive (ie: routing everything up to Chapel) makes this even worse as traffic can't just exit out to Hampton Road.

I implore you to reject this current proposal. The proposal needs to be amended. I don't want to say "not in my back yard", but if it's going to be in my literal back yard, please do better.

-

41 Hillview Crescent, Rothesay

Sent from my Galaxy

**Liz Hazlett**

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**From:** Mary Jane Banks  
**Sent:** Thursday, November 27, 2025 4:57 PM  
**To:** Liz Hazlett  
**Subject:** Fw: Development off of Holland/Chapel

Mary Jane Banks  
Town Clerk

Sent from my Bell Samsung device over Canada's largest network.

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**From:**  
**Sent:** Thursday, November 27, 2025 4:28:45 PM  
**To:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:** Development off of Holland/Chapel

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Learn why this is

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 the owner of the residence at 14 Hillview Crescent.  
I want to express my concern with the proposed addition of two more multi unit apartment buildings, for which we only received the letter in the mail two days prior to this deadline.

Traffic flow on Chapel and trying to turn left onto Marr Rd or left/right onto Hampton Rd St the foot of Parkdale Drive is already beyond frustrating.

I have concerns about the addition of so many added vehicles, as well as it being proposed as a dead end on Holland. I don't remember seeing that in the proposal for the first building

Having it connect to Hampton rd would alleviate a lot of the huge traffic increase that these additional buildings would cause.

I also disagree with cramming so much density into a small space, with the reduction of green and trees being drastic, when there are other spaces in our town with much lower density that could handle these buildings.

Thank you

Sent from my iPhone

**Liz Hazlett**

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**From:** Mary Jane Banks  
**Sent:** Monday, December 1, 2025 2:21 PM  
**To:** Mark Reade  
**Cc:** Liz Hazlett  
**Subject:** FW: Rezoning application 15-17 Holland drive

For the records - thanks

Mary Jane E. Banks, BComm, NACLAA 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

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

From:  
Sent: Monday, December 1, 2025 1:55 PM  
To: Rothesay Info <Rothesay@rothesay.ca>  
Subject: Rezoning application 15-17 Holland drive

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at <https://aka.ms/LearnAboutSenderIdentification> ]

[Learn why this is important](#)

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

This is unacceptable, closing the end of Holland drive and Hampton rd will mean more traffic up through Chapel hill rd. Our quiet neighborhood on Scribner will be jammed with more traffic. Clearly Chapel hill rd cannot take on more traffic.



## BUILDING PERMIT REPORT

11/1/2025 to 11/30/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/12/2025	BP2022-00125	3 GREENBRIER ST	SINGLE FAMILY	\$330,000.00	\$3,625.00
11/27/2025	BP2025-00151	5A & B CAMERON RD	MULTI-DWELLING BUILDING	\$485,000.00	\$3,516.25
11/27/2025	BP2025-00170	4 ALLISON DR	IN GROUND POOL	\$190,000.00	\$1,377.50
11/03/2025	BP2025-00175	58 DONLYN DR	WINDOWS	\$30,000.00	\$217.50
11/17/2025	BP2025-00180	5 LITTLE ROCK LN	SOLAR	\$37,973.00	\$275.50
11/27/2025	BP2025-00181	7A & B CAMERON RD	MULTI-DWELLING BUILDING	\$485,000.00	\$3,516.25
11/27/2025	BP2025-00182	9A & B CAMERON RD	MULTI-DWELLING BUILDING	\$485,000.00	\$3,516.25
11/27/2025	BP2025-00183	11A & B CAMERON RD	MULTI-DWELLING BUILDING	\$485,000.00	\$3,516.25
<b>Totals:</b>				<b>\$2,527,973.00</b>	<b>\$19,560.50</b>
<b>Summary for 2025 to Date:</b>				<b>\$27,994,403.46</b>	<b>\$204,971.50</b>

### 2024 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
<b>Monthly total:</b>	<b>\$957,075.00</b>	<b>\$6,967.25</b>
<b>Summary to Date:</b>	<b>\$24,959,788.34</b>	<b>\$183,331.00</b>



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council  
December 8, 2025**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

\_\_\_\_\_  
Brett McLean, CAO

**DATE:** December 3, 2025

**SUBJECT:** Strategic Plan – Draft

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council accept the attached (**Draft**) Strategic Plan created by *Thinkwell Research and Strategy* for review and comment.

### **ORIGIN**

The 2025 General Fund Capital Budget includes funding for the engagement of a consultant to create a strategic plan for the town.

### **BACKGROUND**

During the recruitment process to hire a new Chief Administrative Officer for the Town it became evident that a strategic plan, a guiding principles document, was required. At their meeting of April 14, 2025 Council approved the engagement of *Thinkwell Research and Strategy* to create a strategic Plan. The strategic planning consultant worked closely with Council and Staff to create a vision and a direction for the Town, complete with measurable action plans. The resulting long-range (draft) plan details how Council will realize their priorities and move the Town forward through the next five (5) years.

*A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).*

# **Rothesay**

## **Strategic Plan 2026-2031**

DRAFT

**Draft v2 – For Discussion Only**

Last updated October 14, 2025

## **A Message from the Mayor**

Dear Fellow Residents,

It is my privilege to present the town of Rothesay Strategic Plan 2026 to 2031, a roadmap that reflects our shared vision for the future while honouring the community values that have made Rothesay such a special place to call home.

Rothesay residents love this community deeply and want to ensure it remains a place where families can thrive, where natural beauty is preserved, and where the strong sense of community that defines us continues to flourish. At the same time, we recognize that we face important decisions about managing growth, updating our infrastructure, and adapting to changing needs while staying true to our character and values.

This strategic plan charts a path forward that addresses these challenges head-on. It provides a framework for thoughtful growth that preserves what we cherish most about Rothesay while ensuring we have the housing options, infrastructure capacity, and amenities needed to serve both current and future residents. From securing our long-term water supply to enhancing our recreation facilities, from supporting diverse housing options to enhancing our trail network, this plan reflects our commitment to being good stewards of this community.

The success of this plan depends not just on Council and staff, but on all of us working together. It will guide our budget decisions, inform our policy choices, and help us measure our progress over the next five years. Most importantly, it represents our collective commitment to ensuring that Rothesay remains a community where quality of life is exceptional, where neighbours care about each other, and where future generations can enjoy the same sense of place that draws us all here.

I encourage you to read this plan, engage with its priorities, and join us in bringing this vision to life. Together, we will build Rothesay's future while preserving its heart.

Sincerely,

**Mayor Nancy Grant**  
*Rothesay*

## **Introduction**

The town of Rothesay Strategic Plan 2026 to 2031 serves as our community's roadmap for the next five years, providing clear direction for decision-making while honoring the values and character that make Rothesay a special place to call home. This plan emerges from extensive discussions and careful analysis of our opportunities and challenges. It reflects our collective vision for a community that can grow thoughtfully while preserving the natural beauty, strong residential neighbourhoods, and quality of life that residents treasure.

This strategic plan recognizes that Rothesay stands at an important crossroads. We face the realities of regional growth, infrastructure renewal needs and changing demographics while maintaining our commitment to the residential community character and extraordinary quality of life that sets us apart. This plan provides the framework to navigate these challenges successfully, ensuring that growth enhances rather than diminishes what makes Rothesay unique. It balances the need for updated infrastructure, expanded amenities, and new housing options with our determination to remain a community where neighbours know each other and natural spaces are valued.

This plan is more than a municipal document. It is our shared commitment to the future we want to build together. It will guide Council decisions, inform budget priorities, and provide operational benchmarks for measuring our progress. Most importantly, it ensures that every significant choice we make as a community advances our vision of Rothesay as a thriving, sustainable place where young families can put down roots, current residents can age in place, and future generations can enjoy the same exceptional quality of life we enjoy today.

## **Our Context**

This strategic plan must be considered within the context the community operates within. As a key part of the Fundy Region, encompassing Saint John, Quispamsis, Hampton, Grand Bay-Westfield, Fundy-St. Martins and the Fundy Rural District, Rothesay is currently home to about 12,000 residents spread over a number of distinct neighbourhoods. We operate within a collaborative regional framework through the Fundy Regional Service Commission and share emergency services, library facilities, and other amenities with neighbouring Quispamsis, while maintaining our distinct municipal identity. The town's shoreline along the Kennebecasis River and its natural amenities, including recreational trails and green spaces, form integral components of our community identity.

Rothesay prides itself on delivering outstanding service to its residents. It is a prudent steward of taxpayers' dollars, carefully investing in initiatives that deliver meaningful results. The town focuses on effective infrastructure, recreation facilities, green spaces, road maintenance and snow removal, among other priorities. That focus on effective service delivery matched by careful spending will continue in the future.

Rothesay is a desirable place to live which can lead to housing challenges, particularly for young families and seniors who wish to age in place. While Rothesay has maintained its distinct identity as a predominantly single-family residential community, new options have been constructed in recent years, creating more choice in housing. There remains a recognition of the need for more housing diversity, including multi-unit residential development in targeted areas, semi-detached homes, townhouses, secondary suites, secondary units, and garden units. The need for housing diversity must be balanced with a desire to maintain the high quality of living and character of the community that all residents enjoy.

As the community looks forward, there is a recognition that our infrastructure must continue to evolve. While our water supply is more than sufficient to meet our current and medium-term needs, there is a recognition that long-term growth could be constrained by the availability of water. There will also be strain on the town's infrastructure, including sewer systems, roads, and emergency services, from proposed new developments that are expected to be constructed over the next two decades. While these are not immediate concerns, it is prudent to anticipate growth and respond proactively.

## **Our Foundation: Mission, Vision and Values**

The mission, vision, and values outlined below form the foundation of everything we do as a community. These statements capture the essence of who we are, where we aspire to go, and how we will conduct ourselves along the way. They recognize both our strengths and our responsibilities as stewards of this place.

These foundational elements will guide every decision we make. They reflect our commitment to excellence in municipal governance and fiscal prudence while staying true to the community spirit and values that make Rothesay home to over 12,000 residents who have chosen to build their lives here.

### **Vision Statement**

*A vision statement describes the aspirational future we want to achieve as a community - our North Star that guides decisions and inspires collective action.*

Rothesay is a vibrant and welcoming residential community that maintains its distinctive character while providing exceptional services and ensuring an outstanding quality of life for its residents.

### **Mission Statement**

*A mission statement defines the fundamental purpose of our municipality - why we exist and what we do to serve our community every day.*

The town of Rothesay delivers exceptional municipal services through strategic investment in recreation, infrastructure, and operational excellence, guided by fiscal prudence, transparent governance, and community-focused decision-making while preserving our residential community character.

## Guiding Principles

*Our guiding principles represent the values and beliefs that guide how we operate, make decisions, and interact with our community.*

Our principles guide every decision we make and reflect the values that define how we serve our community. These principles shape our organizational culture, inform our strategic priorities, and ensure that our actions consistently align with the expectations and aspirations of Rothesay residents.

**Community** - Putting residents' needs and quality of life first, with particular focus on creating vibrant spaces and programming that bring people together. In addition to delivering high quality infrastructure, snow clearing and road maintenance, we prioritize recreation services, community events, trails and facilities that strengthen social connections and foster a strong sense of belonging.

**Heritage & Character** - We celebrate and preserve Rothesay's unique identity, history, and community values while thoughtfully integrating change that enhances rather than diminishes our distinctive character.

**Fiscal Prudence** - Prudent stewardship of public resources through careful planning, responsible spending, and strategic investments. We maximize value for taxpayers while ensuring essential services and infrastructure needs are met effectively and efficiently.

**Transparency** - Open, accountable governance and clear communication that builds trust between residents and municipal government. We provide accessible information, engage meaningfully with the community, and ensure decision-making processes are clear and understandable.

**Excellence** - Striving for the highest standards in all municipal services, from infrastructure to snow clearing and road maintenance to recreation programming and community facilities. We are committed to delivering exceptional value and continuously improving our service delivery to meet and exceed resident expectations.

**Innovation** - Embracing modern solutions and forward-thinking approaches to municipal challenges. We seek creative opportunities to enhance service delivery, adopt new yet proven technologies, and implement best practices that cement Rothesay's position as a well-run community.

**Sustainability** - Long-term planning for environmental and financial health that ensures our community thrives for generations to come. We make decisions that balance current needs with future impacts, protecting our natural environment while maintaining fiscal responsibility.

## **Strategic Pillars & Primary Objectives**

Strategic pillars serve as the foundational elements that support and guide an organization's long-term vision and operational excellence. They represent the core areas where focused effort, resources, and leadership attention must be directed to achieve sustainable success. Each pillar is designed to be interconnected yet distinct, providing a comprehensive framework for decision-making, resource allocation, and performance measurement.

The following four strategic pillars have been developed through careful analysis of interview data collected during the municipal organizational review process. These pillars reflect the voices of staff, management, and Mayor and Council, capturing both current challenges and future aspirations. They are structured to address immediate operational needs while building the foundation for long-term community prosperity and organizational resilience.

Each pillar includes a description that explains its purpose and scope, followed by specific key objectives that provide actionable direction for implementation.

### **PILLAR 1: Operational Excellence**

#### *Building Organizational Capacity Through Leadership and Innovation*

Operational excellence forms the backbone of effective municipal governance in Rothesay. This pillar emphasizes developing strong internal systems, fostering collaborative communication, and implementing performance-driven practices that enhance service delivery while preparing the organization for responsible growth. With the benefits provided by modernized processes, this pillar focuses on building organizational resilience and ensuring seamless transitions.

The modernization component of operational excellence encompasses both technological advancement and process innovation designed to position Rothesay as a forward-thinking municipality. The development of robust management tools that provide real-time data and business intelligence will enable evidence-based decision-making while supporting the town's proactive approach to governance rather than reactive responses to challenges. The integration of performance indicators and measurable outcomes will enable the organization to track progress, identify areas for improvement, and demonstrate accountability to residents while building organizational capacity. Through these

combined efforts, operational excellence will ensure that Rothesay's municipal government operates with the efficiency, transparency, and adaptability required to serve its community effectively while maintaining the high service standards residents expect.

**Key Objectives:**

The following are the key Operational Excellence objectives for the town of Rothesay from 2026-2031:

- Undertake a formal review of the structure of municipal operations and service delivery to ensure optimal alignment of staff and departments
- Establish strategic planning alignment ensuring all departmental activities connect to municipal objectives through integrated reporting and balanced scorecard metrics
- Enhance external and internal communications by hiring a Manager of Communications to provide strategic communication support and improve overall communications
- Establish a formal issues management process to identify and proactively respond to emerging issues
- Develop a formal crisis communications plan for the town that includes identifying a public alert system as well as a system for contacting key municipal staff after hours
- Implement a Human Resources performance management system including annual performance evaluations and structured semi-annual reviews to ensure accountability and professional development
- Modernize Human Resources infrastructure through updated job descriptions, formal orientation processes, and implementation of an HRIS system to support efficient employee management and policy compliance
- Establish formal cybersecurity policies and protocols to ensure the municipality is protected from a cyber intrusion

**Key Performance Indicators:**

- Staff retention and recruitment success rates
- Annual performance evaluation completion rates
- Internal communication satisfaction surveys
- Citizen survey feedback on quality and frequency of external communications
- Cross-departmental collaboration metrics
- Strategic plan implementation progress

(Note: a Balanced Scorecard will be developed to evaluate the execution of this strategic plan when the core content is approved.)

## **PILLAR 2: INFRASTRUCTURE DEVELOPMENT**

### *Supporting Sustainable Growth Through Strategic Infrastructure Investment*

Infrastructure development represents the foundation upon which Rothesay's future growth depends. This pillar addresses the critical challenge of expanding essential services - particularly water and sewer systems - while maintaining fiscal responsibility and supporting the community's vision for controlled, sustainable development. With water capacity facing potential future limits as development pressures increase, and with major infrastructure investments required, strategic planning and proactive investment are essential.

The infrastructure challenge extends beyond basic utilities to encompass comprehensive planning that balances growth with community character preservation. Rothesay faces the complex task of supporting new residential developments while ensuring existing systems can handle increased demand without compromising service quality or fiscal sustainability. The successful execution of this infrastructure pillar will determine whether Rothesay can achieve its vision of controlled growth while maintaining the high service standards and financial stability that residents expect, all while preparing for environmental challenges and climate adaptation needs.

### **Key Objectives:**

The following are the key Infrastructure Development objectives for the town of Rothesay from 2026-2031:

- Construct critical transportation connections, specifically a collector road linking Fox Farm Road with Campbell Drive to remove traffic from Rothesay Road and Hampton Road without requiring travel on the highway
- Complete wastewater treatment facility upgrade on time and on budget, ensuring adequate capacity for future development while meeting environmental standards
- Expand the water supply capacity through the well fields and water treatment plant, better preparing the community for population growth without creating a water supply issue
- Implement a comprehensive stormwater management plan including developing a drainage manual, flood mitigation strategies, and climate-resilient infrastructure design for at-risk areas
- Implement asset management systems for proactive maintenance of roads, utilities, and municipal infrastructure using modern tools and performance tracking
- Plan strategic infrastructure capacity through comprehensive modeling and analysis to define sustainable growth thresholds and ensure infrastructure can support community vision

- Establish development standards and policies including updated construction criteria for subdivisions, private lanes policy implementation, and clear specifications for new developments

## Key Performance Indicators:

- Water supply capacity utilization rates
- Infrastructure project completion timelines and budgets
- Road condition assessments and maintenance schedules
- Utility system performance metrics
- Development application processing times
- Asset management implementation progress
- Climate resilience infrastructure improvements

(Note: a Balanced Scorecard will be developed to evaluate the execution of this strategic plan when the core content is approved.)

## PILLAR 3: RECREATION

### *Building Community Through Outstanding Recreation Facilities and Programming*

Recreation services are at the centre of community life in Rothesay. The Recreation pillar emphasizes developing high-quality recreation infrastructure while ensuring programming serves residents across all ages and interests, particularly addressing the critical needs of families and seniors. This approach recognizes that recreation facilities and programs form the social backbone of the community, providing spaces where residents can gather, stay active, and build connections that strengthen the fabric of neighbourhoods. The community has consistently identified recreation as a top priority, with residents valuing both traditional sports facilities and innovative multi-generational spaces that can accommodate diverse activities and bring different age groups together.

The strategic focus extends beyond simply building facilities to creating comprehensive programming that responds to evolving demographic needs and community preferences. As Rothesay's population includes both growing families seeking youth programming and an aging population requiring accessible recreational opportunities, the recreation strategy must balance these diverse demands while maintaining fiscal responsibility. The success of this pillar depends on thoughtful coordination between infrastructure development, program delivery, and community engagement to ensure that recreation services continue to serve as a cornerstone of quality of life and community identity for all residents.

## Key Objectives:

The following are the key Recreation objectives for the town of Rothesay from 2026-2031:

- Successfully complete the Rothesay Intergenerational Community Complex (RICC) to serve as a community wellness hub, including a new arena, walking track, multi-use facility, indoor courts and a public café
- Establish seniors' recreation programming including dedicated space and age-appropriate activities, including a permanent home for the Rothesay HIVE in the RICC
- Establish regional trail connections linking Rothesay to Quispamsis' trail networks to expand access and reach
- Construct the Wells Connector to allow residents to safely traverse the highway and enjoy amenities on both sides of our community
- Continue providing quality recreation facilities and programming for youth and adult sports and activities
- Create safe active transportation routes to schools and town facilities by expanding the town's sidewalk and trail network in residential neighbourhoods
- Create accessible recreation spaces ensuring facilities serve all abilities and ages
- Explore the development of a multi-purpose facility for community performances and cultural events

## Key Performance Indicators:

- Recreation facility utilization rates
- Program participation numbers by age group
- Community event attendance
- Trail usage statistics
- User satisfaction surveys

(Note: a Balanced Scorecard will be developed to evaluate the execution of this strategic plan when the core content is approved.)

## PILLAR 4: HOUSING

### *Creating Diverse and Accessible Housing Options for All Life Stages*

Housing represents a critical component of Rothesay's sustainable development strategy, addressing the evolving needs of young families and seniors alike while maintaining community character and ensuring affordability for diverse income levels. This pillar emphasizes expanding housing variety through thoughtful planning that preserves neighbourhood character while accommodating young families, multi-generational living and senior aging-in-place options. The housing challenge extends beyond simply increasing supply to creating diverse options that serve different life stages, from starter

homes that attract young families to accessible senior housing that allows long-term residents to remain in their community.

The success of this housing pillar depends on balancing growth pressures with community values, ensuring that new development enhances rather than detracts from the established character of different neighbourhoods throughout Rothesay. This involves strategic zoning updates and design guidelines that promote housing diversity without compromising the cohesion and scale that residents value. The housing strategy must also address the economic realities facing both young families seeking to enter the market and seniors on fixed incomes who wish to downsize while staying in their community. By promoting innovative housing forms such as secondary units, townhouses, and small-scale multi-unit developments, Rothesay can create a more inclusive community that supports residents through all life stages while maintaining the quality of life and sense of place that makes the town desirable.

## **Key Objectives:**

The following are the key Housing objectives for the town of Rothesay from 2026-2031:

- Diversify housing stock by encouraging development of multi-unit residential development in targeted areas, semi-detached homes, townhouses, secondary suites, secondary units, and garden units while maintaining community character through design guidelines limiting buildings to four stories maximum
- Support affordable housing initiatives through partnerships with federal and provincial programs, exploration of housing accelerator funding, and consideration of inclusionary zoning policies for new developments
- Enable aging-in-place solutions by promoting secondary unit development, supporting multi-generational housing options, and facilitating conversion of larger single-family homes to appropriate multi-unit configurations
- Address senior housing needs by supporting development of age-appropriate housing options, garden homes, and seek out partners to build a senior care facility in the town of Rothesay
- Facilitate strategic development projects including oversight of major initiatives like the Millennium Drive project ensuring proper integration with community infrastructure capacity and addressing any potentially negative impacts on current homes
- Address commercial and retail properties on Hampton Road by establishing a municipal fund to support more consistent architectural design and details to ensure buildings fit within the general Rothesay community character

## **Key Performance Indicators:**

- Housing unit completions by type and affordability level

- Development application approval timelines
- Housing diversity ratio (single-family vs. multi-unit)
- Senior housing availability and occupancy rates
- Affordable housing unit creation and retention
- Heritage property adaptive reuse success rates
- Community satisfaction with neighbourhood character preservation

(Note: a Balanced Scorecard will be developed to evaluate the execution of this strategic plan when the core content is approved.)

## Conclusion

This strategic plan represents Rothesay's commitment to thoughtful, community-centered growth that honors our past while building strategically for the future. Through our four interconnected pillars, we have established a framework that balances the aspirations of residents with the practical realities of sustainable development. The plan recognizes that Rothesay's strength lies not in rapid expansion, but in careful stewardship that preserves the character and quality of life that makes our community distinctive. Each pillar supports the others, creating a holistic approach where infrastructure investments enable recreation improvements, housing diversity strengthens community engagement, and engaged residents drive better decision-making across all areas.

Success in implementing this plan will require ongoing collaboration between Council, staff, and residents, with regular monitoring and adjustment as circumstances evolve. The strategies outlined here are not rigid prescriptions but flexible guidelines that can adapt to changing demographics, economic conditions, and community needs while maintaining our core commitment to controlled, sustainable growth. Regular community feedback through surveys, public consultations, and ongoing dialogue will ensure that our implementation remains responsive to resident priorities and emerging opportunities.

Looking ahead, Rothesay has the opportunity to serve as a model for other communities navigating the tensions between growth and character preservation, demonstrating that it is possible to accommodate change while strengthening the very qualities that make a place special. The next five years will be transformative as we implement the initiatives outlined in this plan, but our long-term vision extends beyond any single project or policy to encompass a community that thrives across generations.

By staying true to our values of thoughtful planning, fiscal responsibility, and inclusive community building, Rothesay will continue to be a place where families choose to put down roots, where seniors can age gracefully in place, and where the next generation will find the same sense of belonging and opportunity that draws people to our community today.



**ROTHESAY**  
**INTEROFFICE MEMORANDUM**



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TO : Mayor and Council  
FROM : Doug MacDonald, Treasurer  
DATE : November 27, 2025  
RE : Motions for Capital Budgets 2026

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The Finance Committee has recommended the following motions be adopted:

**Motion: General Capital Fund**

**RESOLVED** that the General Fund 2026 Capital Budget of \$13,095,000 be approved.

**Motion: Utility Capital Fund**

**RESOLVED** that the Utility Fund 2026 Capital Budget of \$12,095,000 be approved.



2025December08OpenSessionFINAL\_289  
**ROTHESAY**  
MEMORANDUM



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TO	Mayor and Council
FROM	Doug MacDonald
DATE	November 25, 2025
RE	Capital Budget Discussions

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**Enclosed for discussion are the following:**

1. Proposed 2026 Capital Budgets (General and Utility)

**Discussion**

The 2026 Capital Budget process begins with an analysis of the expenditures in fiscal 2025 to determine funds available from reserve accounts and budgeted projects to be carried forward to the 2026 fiscal period. Reserve motion recommendations will be finalized for the December meeting of Council.

The process for determining the draft capital budgets includes input from senior staff, Council priorities and various committees as well as condition surveys, master plans, etc.. Once proposed projects are finalized Finance reviews to determine funding sources. The objective being for most “regular” type expenditures such as street resurfacing and/or smaller projects funding, where available, be sourced from operating revenues. The operating budgets include an aggregate of \$5.2 million from the General Fund and \$775,000 from the Utility Fund. Other sources of revenue include reserves, including the “CCBF” reserve, grants, and debt.

A new program has been created by the Province related to “Capital Renewal” Funding. The proposed 2026 funding in the amount of \$870,000 has been included in the capital budgets. The CRF plan for 2026 to 2029 is also included for Council approval.

The attached General Fund capital project listing also includes larger projects identified by Council and/or staff for which precise estimates nor funding have been determined, as information. The final capital plans are not likely to include these projects until more details can be provided, including potential funding sources.

The attached Utility Fund capital project list includes the next phase of the wastewater treatment facility. This project and the related funding will extend over a three year period.



## GENERAL CAPITAL FUND BUDGET 2026 – HIGHLIGHTS

1. Total Capital Budget of \$13.095 million
2. Projects funded by operating revenue, CCBF, CRP, and reserves, grants, and debt.
3. Transportation
  - Street surfacing of \$1.8 million
    - Florence Drive
    - Raymond Road
    - Renforth Boat Ramp
    - Weeden Avenue
    - Grove Avenue (partial)
    - Appleby Drive
    - High Cliff Court
    - James Renforth Drive
    - Burpee Avenue
  - Francis Avenue drainage culvert - \$380,000
  - Hillsvievw Crscent - \$250,000
  - Campbell Drive PMHP - \$547,000
  - Wiljac Improvements - \$1.8 million (preliminary estimate)
  - Vincent Road intersecion - \$1.4 million (preliminary estimate)
  - Fleet plan includes \$680,000 to purchase 6 works vehicles, and paving equipment, plus \$80,000 carried forward from 2025 re plow rigging
4. Recreation
  - RICC funding - \$2.82 million
  - East Riverside water access - \$235,000
  - Wells connector trail and sidewalks - \$2.8 million (preliminary estimate)
  - Renforth cottage property - \$250,000

# Town of Rothesay

Capital Plan Summary  
General Fund

2026

Services

	Total	Operating	Reserves	CCBF	Grants	Borrow		
<b>GENERAL GOVERNMENT</b>								
Building	103,000	103,000	-	-	-	-		
IT equipment	15,000	15,000	-	-	-	-		
	<u>118,000</u>	<u>118,000</u>	-	-	-	-		
<b>TRANSPORTATION</b>								
Street surfacing (per approved list)	1,715,000	560,000		285,000	870,000		2026 CCBF	2026 CRP
Curb & Sidewalks	-	-	-	-				
Frances Avenue storm drainage	380,000	380,000	-					
Fleet / Equipment	680,000	600,000	80,000				rigging cfd	
Wiljac improvements	1,800,000	-				1,800,000	\$800,000 to utility	
Hillsview Crescent	250,000	-		250,000			2027 CCBF	
Vincent Road intersection	1,400,000					1,400,000		
Campbell Drive PMHP	547,000	137,000			410,000			
	<u>6,772,000</u>	<u>1,677,000</u>	<u>80,000</u>	<u>535,000</u>	<u>1,280,000</u>	<u>3,200,000</u>		
<b>RECREATION</b>								
Renforth "cottage"	250,000	250,000						
East Riverside Water Access	235,000	235,000						
Arena dehumidifier	100,000	100,000						
RICC funding	2,820,000	2,820,000						
Wells Connector	2,800,000	-				2,800,000		
	<u>6,205,000</u>	<u>3,405,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,800,000</u>		
Total Capital Expenditures	<u>\$ 13,095,000</u>	<u>\$ 5,200,000</u>	<u>\$ 80,000</u>	<u>\$ 535,000</u>	<u>\$ 1,280,000</u>	<u>\$ 6,000,000</u>		
Available		\$ 5,200,000				\$ 13,095,000		
		\$ -						



## UTILITY CAPITAL FUND BUDGET 2026 – HIGHLIGHTS

1. Capital Budget totals \$12.095 million;
2. The water budget of \$1,945,000 includes the following:
  - Well field and Water treatment plant upgrades - \$565,000
  - Treatment effluent tank re-lining – carry forward - \$100,000
  - SCADA - \$60,000
  - Hillsview Crescent water - \$420,000
  - Wiljac upgrades (water and sewer) - \$800,000 (preliminary estimate)
3. The sewer budget of \$10.150 million includes the following:
  - Design and the construction component relating to a new Wastewater Treatment Facility on Maliseet Drive - \$10 million
  - Frances Avenue lift station - \$100,000
  - Rothesay Raod sewershed capacity study - \$50,000

# Rothesay

## UTILITY CAPITAL PLAN - 2026

	2026	Reserves	Grants	CCBF	Operating	Borrow
<b>WATER CAPITAL PLAN – 2026</b>						
Well field and WTP	\$ 565,000			\$ -	\$ 565,000	
Treatment Effluent Tank re-lining	100,000	100,000			-	
SCADA	60,000	-		-	60,000	
Hillsview Crescent water	420,000			420,000	-	2027 CCBF
Wiljac improvement utility (water and sewer)	800,000				-	800,000
	<u>\$ 1,945,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 420,000</u>	<u>\$ 625,000</u>	<u>\$ 800,000</u>

## SEWER CAPITAL PLAN – 2026

WWTF Phase 2 design and construction	10,000,000		7,333,000	-	-	2,667,000
Frances Avenue Lift Station replacement	100,000			-	100,000	
Rothesay Road Sewershed Capacity study	50,000				50,000	
	<u>\$ 10,150,000</u>	<u>-</u>	<u>7,333,000</u>	<u>-</u>	<u>150,000</u>	<u>2,667,000</u>
	<u>\$ 12,095,000</u>	<u>\$ 100,000</u>	<u>\$ 7,333,000</u>	<u>\$ 420,000</u>	<u>\$ 775,000</u>	<u>\$ 3,467,000</u>

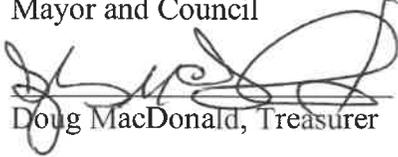
Available 775,000

\$ -



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TO : Mayor and Council

Submitted By:   
Doug MacDonald, Treasurer

DATE : December 3, 2025

RE : General Fund Reserve Motions 2025

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**Recommendation:**

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that \$15,194.30 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for contribution received in 2025.

RESOLVED that CCBF Funding in the amount of \$866,132.00 for the year 2025 be transferred to the General Capital Reserve Fund (CCBF).

RESOLVED that the sum of \$790,000.00 be transferred from the General Capital Reserve Fund (CCBF) to the General Operating Fund to cover the costs of 2025 Capital projects.

RESOLVED that the sum of \$354,000.00 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of 2025 Capital projects.

RESOLVED that the sum of \$199,357.00 be transferred from the General Operating Fund to the General Capital Reserve Fund (RFC) to cover the costs of 2025 Regional Facility Capital expenditures.

RESOLVED a new capital reserve fund be created specifically related to capital expenditures incurred by Rothesay Intergenerational Community Complex (RICC) entitled General Capital Reserve Fund (RICC).

RESOLVED that the sum of \$76,703.06 be transferred from the General Operating Fund to the General Capital Reserve Fund (RICC) to cover the costs of future expenditures.

**Town of Rothesay**

2026 General Fund Operating Budget

	Actual <u>30-Nov-25</u>	Projected <u>31-Dec-25</u>	BUDGET <u>2025</u>	BUDGET <u>2026</u>
<b>REVENUE</b>				
Warrant of Assessment	<u>21,684,113</u>	<u>23,655,395</u>	<u>23,655,395</u>	<u>24,073,916</u>
Sale of Services	564,791	594,750	568,750	534,000
Services to Province of New Brunswick	71,946	75,000	80,000	80,000
Other Revenue from Own Sources	458,930	461,000	114,350	99,138
Core Equalization	<u>48,024</u>	<u>52,389</u>	<u>52,389</u>	<u>53,660</u>
Conditional Transfers	843,245	843,245	46,750	47,000
Other Transfers	659,616	709,616	709,616	712,285
	\$24,330,664	\$26,391,394	<u>\$25,227,250</u>	<u>\$25,600,000</u>
<b>EXPENSES</b>				
General Government Services	3,099,582	3,366,439	3,161,057	3,082,039
Protective Services	6,202,860	6,690,830	6,651,330	6,858,426
Transportation Services	3,869,912	4,527,875	4,402,284	4,677,215
Environmental Health Services	830,421	940,000	995,000	947,000
Environmental Development	514,948	584,372	723,872	949,703
Recreation & Cultural Services	2,560,278	2,923,311	3,017,766	3,149,897
Fiscal Services	<u>1,177,059</u>	<u>7,159,010</u>	<u>6,275,941</u>	<u>5,935,720</u>
	\$18,255,059	\$26,191,836	<u>\$25,227,250</u>	<u>\$25,600,000</u>
Surplus (Deficit) for the Year	\$6,075,605	\$199,558	<u>\$0</u>	<u>-\$0</u>

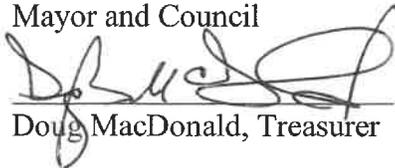
# Town of Rothesay

Capital Plan Summary  
General Fund

	2025	Revised	2025						
	Budget	Oct	Actual	Projected	Operating	Reserves	CCBF	Grants	Borrow
	Total								
<b>GENERAL GOVERNMENT</b>									
Building	85,000	63,299	70,000	70,000	-	-	-	-	-
Land purchases			50,000	50,000					
IT equipment	21,500					-	-	-	-
	<u>106,500</u>	<u>63,299</u>	<u>120,000</u>	<u>120,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TRANSPORTATION</b>									
Street surfacing (per approved list)	1,888,000	2,005,203	2,100,000	1,660,000		440,000			
Curb & Sidewalks	380,000	215,000	220,000	-	-	220,000			
Storm Drainage	130,000	560,000	560,000	430,000		130,000			
Projected additional invoices re Scott Avenue			200,000	-	200,000				
Goldie Court		106,482	110,000	110,000					
Buildings	71,000	33,325	34,000	34,000					
Fleet / Equipment	866,000	559,178	560,000	560,000					
PMHP - Rothesay Road	903,000	941,623	941,866	252,000			689,866		
Wiljac improvements	1,700,000	432,448	435,000	435,000					
Renforth Property study	50,000	19,074	20,000	20,000					
Carry forwards:									
Clark Road intersection		39,978	40,000	40,000					
Salt Shed expansion	185,000	153,913	154,000	-	154,000				
	<u>6,173,000</u>	<u>5,066,224</u>	<u>5,374,866</u>	<u>3,541,000</u>	<u>354,000</u>	<u>790,000</u>	<u>689,866</u>	<u>-</u>	<u>-</u>
<b>RECREATION</b>									
Arthur Miller Upper Field	1,500,000	921,311	925,000	925,000					
Wells Recreation Park Tennis Court Conversion	80,000	97,549	100,000	100,000					
Wells service building	60,000	65,691	66,000	66,000					
Lighting for Wells Softball Field	500,000	424,187	430,000	430,000					
Wells light standards	65,000	200,000	200,000	200,000	-				
Replace granite on Common benches	10,000								
Parks Equipment	40,000	23,276	25,000	25,000					
Banner arms for Hampton Road	10,000								
Arena compressor	100,000	81,457	82,000	82,000					
Arena Floor scrubber	5,000								
McGuire	20,000								
Jordan Miller Park	15,000								
Recreation master plan		5,824	6,000	6,000					
Common Roof		21,488	21,500	21,500					
Wells Connector	2,800,000			-					
	<u>5,205,000</u>	<u>1,840,783</u>	<u>1,855,500</u>	<u>1,855,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Expenditures	\$ 11,484,500	\$ 6,970,306	\$ 7,350,366	\$ 5,516,500	\$ 354,000	\$ 790,000	\$ 689,866	\$ -	\$ -
Available				\$ 5,400,000				\$ 7,350,366	
		\$ 250,000		\$ 116,500					



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TO : Mayor and Council  
Submitted By:   
Doug MacDonald, Treasurer  
DATE : December 3, 2025  
RE : Utility Fund Reserve Motions 2025

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**Recommendation:**

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that \$85,675.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

RESOLVED that \$750,000.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for future capital projects.

RESOLVED that the sum of \$716,448.00 be transferred from the General Capital Reserve Fund (CCBF) to the Utility Operating Fund to cover the costs of Capital projects.

RESOLVED that \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

RESOLVED that \$12,012.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

# Town of Rothesay

2025December08OpenSessionFINAL\_298

## 2026 UTILITY OPERATING FUND BUDGET

	YTD November 30, 2025	YE December	2025 Budget	2026 Budget	
<b>REVENUE</b>					
1 Sale of Water	\$ 977,269	\$ 1,275,000	\$ 1,160,000	\$ 1,250,000	3.5%
2 Water Connection Fees	51,175	51,175	50,000	50,000	
3 Meter and Non-Hookup Fees	52,913	70,000	62,000	62,000	
4 Water Supply for Fire Protection	335,000	335,000	335,000	340,000	
5 Sewerage Services	2,436,936	2,435,000	2,400,000	2,575,000	7.3%
6 Sewer Connection Fees	34,500	34,500	25,000	25,000	
7 Infrastructure grants (WWTF)	877,280	877,280			
8 Interest Earned	120,703	131,000	105,000	90,000	
9 Transfer from reserve CCBF	250,000	716,448			
10 Prior Years surplus	40,521	40,521	40,521	33,385	
11 Local improvement levy	61,132	61,132	59,000	59,000	
12 Misc Revenue (meter reading)	5,400	5,944	6,479	2,115	
<b>TOTAL REVENUE</b>	<b>\$ 5,242,829</b>	<b>\$ 6,033,000</b>	<b>\$ 4,243,000</b>	<b>\$ 4,486,500</b>	<b>5.7%</b>

## EXPENDITURES

<b>WATER SUPPLY</b>					
13 Share of Overhead Expenses	220,000	240,000	240,000	240,000	
Wages and benefits	232,235	252,235	250,000	260,000	
14 Profess. Fees/Legal/Training	14,487	16,000	16,000	16,000	
15 Purification/Treatment	675,429	705,429	615,000	710,000	
16 Water Purchased	866	1,200	1,750	1,750	
17 Trans/Distribution	86,630	91,630	130,000	135,000	
18 Power & Pumping	56,932	60,932	65,000	68,000	
19 Billing and Collections	653	1,000	3,118	2,000	
20 Other Expenses	5,929	7,000	35,000	17,110	
McGuire Road Operating	26,899	29,574	16,000	18,000	
<b>TOTAL WATER SUPPLY</b>	<b>\$ 1,320,060</b>	<b>\$ 1,405,000</b>	<b># \$ 1,371,868</b>	<b>\$ 1,467,860</b>	<b>7.0%</b>

<b>SEWERAGE COLLECTION AND DISPOSAL</b>					
21 Share of Overhead Expenses	330,000	360,000	360,000	360,000	
Wages and benefits	343,750	375,000	375,000	390,000	
22 Profess. Fees/Legal/Training	7,409	15,000	15,000	15,000	
23 Collection System	34,334	45,000	98,000	101,000	
24 Lift Stations	107,860	115,000	85,000	152,500	
25 Treatment/Disposal	91,449	100,000	125,000	125,000	
26 Other Expenses	11,320	25,000	35,000	20,000	
<b>TOTAL SEWERAGE COLL &amp; DISP</b>	<b>926,122</b>	<b>1,035,000</b>	<b>1,093,000</b>	<b>1,163,500</b>	
	<b>\$ 2,246,182</b>	<b>\$ 2,440,000</b>	<b>\$ 2,464,868</b>	<b>\$ 2,631,360</b>	<b>6.8%</b>

<b>FISCAL SERVICES</b>					
27 Interest on Short Term Loans	12,753	15,000	75,000	75,000	
28 Interest on Long Term Debt- Water	158,108	116,504	116,504	112,062	
29 Interest on Long Term Debt- Sewer	-	144,028	144,028	200,043	
30 Principal Repayment- Water	380,035	355,639	355,639	321,500	
31 Principal Repayment- Sewer		236,961	236,961	296,535	
32 New Debenture			-	-	
33	550,896	868,132	928,132	1,005,140	
34 Trf to capital reserves		750,000			
35 Trf to Reserves - connect fees		85,675	75,000	75,000	
36 Capital funded from grants		344,013			
37 Trsfr from Reserve Accts - CCBF		716,448		-	
38 Capital Fund from operating	-	668,995	775,000	775,000	
39 Prev Yrs Deficits					
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 550,896</b>	<b>\$ 3,433,263</b>	<b>\$ 1,778,132</b>	<b>\$ 1,855,140</b>	<b>4.3%</b>

<b>TOTAL EXPENSES</b>	<b>\$ 2,797,078</b>	<b>\$ 5,873,263</b>	<b>\$ 4,243,000</b>	<b>\$ 4,486,500</b>	<b>5.7%</b>
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<b>NET INCOME (LOSS)</b>	<b>\$ 2,445,751</b>	<b>\$ 159,737</b>	<b>\$ -</b>	<b>\$ -</b>	
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# Rothesay

UTILITY CAPITAL PLAN - 2025								
	2025	Actual Oct-25	Projected 2025	Reserves	Grants	CCBF	Operating	Borrow
<b>WATER CAPITAL PLAN – 2025</b>								
Filter building treatment train addition	\$ 100,000	\$ 100,000	\$ 100,000			\$ -	\$ 100,000	
Well development		\$ 188,890	\$ 188,890				\$ 188,890	
Upgrade to support Filter building treatment train addition	275,000	381,106	381,106	-		250,000	131,106	
Treatment Effluent Tank re-lining	100,000		-				-	
Storgae building reno		8,149	8,149				8,149	
Turnbull Court water	300,000	630,287	630,287			466,448	163,839	
Filter Building Heat system upgrade	40,000	27,776	27,776				27,776	
Wiljac improvement utility (water and sewer)	800,000		-				-	-
	<u>\$ 1,615,000</u>	<u>\$ 1,336,208</u>	<u>\$ 1,336,208</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 716,448</u>	<u>\$ 619,760</u>	<u>\$ -</u>
<b>SEWER CAPITAL PLAN – 2025</b>								
Sewer in General asphalt contract		\$ 49,235	\$ 49,235				49,235	
WWTF Phase 2 design and construction	10,000,000	635,079	635,079		344,013	-	-	291,066
Frances Avenue Lift Station replacement	120,000		-			-	-	
	<u>\$ 10,120,000</u>	<u>\$ 684,314</u>	<u>\$ 684,314</u>	<u>-</u>	<u>344,013</u>	<u>-</u>	<u>49,235</u>	<u>291,066</u>
	<u>\$ 11,735,000</u>	<u>\$ 2,020,522</u>	<u>\$ 2,020,522</u>	<u>\$ -</u>	<u>\$ 344,013</u>	<u>\$ 716,448</u>	<u>\$ 668,995</u>	<u>\$ 291,066</u>
								2,020,522
					Available		775,000	
							-\$ 106,005	



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TO Mayor and Council  
FROM Doug MacDonald  
DATE December 3, 2025  
RE Insurance Coverage

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Recommendation:

**Council approve renewal of the Town insurance policy with Marsh Canada for coverage for the period from January 1, 2026 to December 31, 2026 at an aggregate cost of approximately \$261,190.**

Background:

Arthur J. Gallagher Canada Limited (formerly Cain Insurance Services Ltd.) manages our insurance account and serves as our agent. There is no compelling reason in my opinion to change insurance agents. The company has developed an expertise in Municipal insurance, has a wide range of similar clients in the Province, and the service provided during my tenure has been excellent.

The fee quote received for the period beginning January 1, 2026 is \$261,190.00, a increase of approximately \$3,400 over the prior year. The increase is due to the additional of property by the town as there was no change in the rate charged under the policy.

Given we are pleased with the service provided by our existing agent and their recommendation to maintain insurers, I recommend we authorize the insurance coverage for the period beginning January 1, 2026 as quoted Marsh Canada



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**December 8, 2025**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
Brett McLean, CAO

**DATE:** November 28, 2025

**SUBJECT:** Project #19152-Rothesay Lite It Up- Wells Softball Field Project

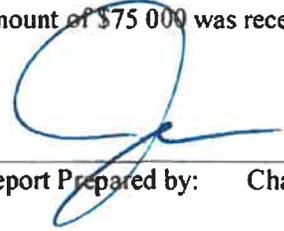
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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council accept the amount of \$75 000 from the Province of New Brunswick (RDC) and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

### **BACKGROUND**

An application by the Kennebecasis Valley Girls Softball Association and Rothesay was submitted in April to the Province of New Brunswick (RDC) for support of the lighting project at the Wells Softball Field. An amount of \$75 000 was recently approved.

  
Report Prepared by: Charles Jensen, Director of Parks and Recreation

*A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).*

November 3, 2025

Her Worship Nancy Grant  
Mayor of Rothesay  
70 Hampton Road  
Rothesay, New Brunswick E2E 5L5

**SUBJECT: Project No.: 19152**  
**Project Name: Rothesay – Lite it Up-Wells softball field project**

Dear Mayor Grant:

We are pleased to inform you that the above-noted project has obtained support from the Regional Development Corporation (RDC). A financial contribution up to \$75,000 for Rothesay (the Applicant) has been approved for this project. Eligible costs and funding for this project are described in Appendix A.

#### **Financing Conditions**

The Applicant must provide confirmation to RDC that all other financing has been obtained prior to release of any funds for the project.

#### **Reimbursement Procedures**

Claims for reimbursement of the contribution must be supported by copies of invoices and proof of payment of those invoices on forms herein provided. Electronic copies may be obtained at: [www.gnb.ca/rdc](http://www.gnb.ca/rdc).

- The Applicant will be responsible to cover any cost overruns and will not request any additional funding from RDC for this project.
- Any unused funding committed in this fiscal year will expire on **March 31, 2026**.

All payments will be made by electronic funds transfer. Please complete the attached Direct Deposit Service form.

All claims must be **received** by RDC on or before **March 31, 2026**.

**Regional Development Corporation / Société de développement régional**

P.O. Box 6000 / C. P. 6000, Fredericton, New Brunswick / Nouveau-Brunswick E3B 5H1  
Tel. / Tél. : (506) 453-5897 Fax / Téléc. : (506) 453-7988

**GNB.CA**

Her Worship Nancy Grant  
November 3, 2025  
Page 2 of 3

**Terms and Conditions**

1. No public announcement of funding or milestone events such as official openings and ribbon-cuttings shall be made by the Applicant without the prior written approval of RDC.
2. The Applicant shall not change the project scope, purpose or eligible costs without prior written approval of RDC.
3. RDC may refuse further disbursements if there is a materially adverse change in the financial position of the Applicant or status of the project.
4. The Applicant shall not sell or dispose of any assets purchased under this agreement for a period of 36 months following the completion of this project without prior written approval from an authorized representative of RDC.
5. The Applicant shall keep, for 36 months following project completion, all accounting books, records and statements pertaining to project costs and make these available for auditing and provide any statistical data required by RDC.
6. The Applicant shall allow any authorized representative of RDC reasonable access to the project site(s) and information.
7. The Applicant shall indemnify and save harmless the provincial government from and against all claims, demands, losses, damages, costs of any kind based upon any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Applicant or its servants or agents in carrying out the project.
8. The Applicant must adhere to all labour and environmental laws and regulations.
9. No Members of the Legislative Assembly, their staff, or their immediate family members shall be a party to this project or derive any benefit arising therefrom.
10. Information and documents provided to RDC may be subject to release under the *Right to Information and Protection of Privacy Act*.
11. RDC acknowledges the obligation to make the required payments under this agreement. However, payment of this contribution is subject to appropriation of sufficient funds by the legislature of the Province of New Brunswick.
12. Any costs incurred prior to **April 1, 2025**, are not considered eligible expenses under this offer.
13. Project work must begin within **60 days** of RDC receiving confirmation of financing.

Her Worship Nancy Grant  
November 3, 2025  
Page 3 of 3

If you are in agreement with the terms and conditions of this offer, please sign and return it and your Direct Deposit Service form to RDC at [rdc-sdr@gnb.ca](mailto:rdc-sdr@gnb.ca). **Please note that failure to do so within 45 days renders this offer null and void.**

All inquiries with respect to the project are to be forwarded to Litsa Petrakos at 506-607-5754 or at [Litsa.Petrakos@gnb.ca](mailto:Litsa.Petrakos@gnb.ca).

We look forward to the successful completion of this project.

Sincerely,



Rob Kelly  
Interim President

*Enc.*

cc: Hon. Alyson Townsend, MLA for the riding of Rothesay  
Litsa Petrakos, Project Executive

**This offer accepted on behalf of  
Rothesay for  
Project: 19152 – Lite it Up-Wells softball field project**

Authorized Signatory: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix A

Project 19152

Rothesay - Lite it Up-Wells softball field project

### Total Approved Contribution

2025-2026	Community Development Fund	\$75,000
		Project Total: \$75,000

Regional Development Corporation will reimburse 40% of eligible costs up to the total approved contribution.

### Eligible Cost(s)

Improvements - New Lighting	\$458,562
Total	\$458,562

The portion of Harmonized Sales Tax (HST) refunded by Canada Revenue Agency is considered ineligible.

### Objectives

OC\_MaintainingAssets



Claim No:

Final Claim:

**Community Development Fund**

List all eligible project costs with invoices and cheque numbers on this form. Include a copy of each invoice and proof of payment. Failure to record and support each cost will cause a delay in processing.

**Project Number:** 19152

**Project Name:** Rothesay - Lite it Up-Wells softball field project

Description of costs	Name of Supplier	Cheque No.	Cheque Amount	Invoice Total	HST
<b>Total</b>					
<b>Eligible &amp; supported costs (total-HST refund)</b>					

**% of HST refunded by Canada Revenue Agency**

71.43% - municipality     22.33% - university     50% - non-profit organization     100% - other     0% - none

**The undersigned hereby certifies that:**

- a. the invoices above represent eligible project costs that have been paid in full and the work completed; and
- b. no other public financial assistance has been received or is to be received for the part of the project against which this reimbursement is claimed.

Signature	Print Name	Date
Title	Company	Telephone

*For office use only*

Eligible & supported costs	<input type="text"/>	<b>Claim Reviewer</b>	<b>Date</b>
Less: previous advance	<input type="text"/>	<b>Project Officer</b>	<b>Date</b>
Add: current advance	<input type="text"/>	<b>Payment Authority</b>	
<b>TOWROT</b>	<input type="text"/>	<input type="text" value="4275"/>	
Vendor	Payment request	account	Claim Auditor



**Regional Development Corporation**  
 2923 December 08 Open Session FINAL\_307  
**Application / Change Form**  
**Direct Deposit Service**

Regional Development Corporation use only

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Supplier / Employee number

Please send the completed form to the **Regional Development Corporation, P.O. Box 6000, Fredericton, NB E3B 5H1**, or email to [RDC-SDR@gnb.ca](mailto:RDC-SDR@gnb.ca) or fax a copy to **(506) 453-7988**. For questions, contact us at **(506) 453-2277**.

**All fields must be completed.**

<b>Name / Operating Name</b>	
<b>Legal or Corporate Name</b>	
<b>Address</b>	
<b>Contact Name</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

**Definitions:**

- **Name / Operating Name:** Record your individual/Agency/Company/ Business operating name (the name on your invoices or cheques).
- **Legal or Corporate Name:** Record your Agency/Company/Business legal or corporate name if different than above.
- **Address:** Record your full mailing address.
- **Email Address:** Email address where remittance notices will be sent.

**Regional Development Corporation use only**

<i>Set up</i>	<i>Date</i>	<i>Review</i>	<i>Date</i>

**\*\*\*IMPORTANT\*\*\***

Please attach a **“Void” cheque or cheque specimen** to this form. The document with the banking information **must also be signed** by the same authorized signatories as below.

I/We hereby authorize the Regional Development Corporation (RDC) to credit this account with any payments due from RDC until appropriate authority is received to indicate otherwise.

Please note, for municipalities or non-profit organizations two authorized signatures are required.

_____ Signature	_____ Signature
_____ Title	_____ Title
_____ Date	_____ Date



# ROTHESAY MEMORANDUM



TO : Mayor and Council  
 FROM : Nominating Committee  
 DATE : 28 November 2025  
 RE : Committee Appointments

**RECOMMENDATION:** Council approve the following Committee/Board appointments and terms.

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**

Rob Simonds December 31, 2027 *\*reappointment*

**TD STATION**

Lloyd Foote December 31, 2027 *\*reappointment*

**CANADA GAMES AQUATIC CENTRE**

Gary Myles December 31, 2027 *\*reappointment*

**PLANNING ADVISORY COMMITTEE**

Ted Harley December 31, 2027 *\*New*  
 Colleen Lang December 31, 2026 *\*New (completion of term)*

**WORKS AND UTILITIES COMMITTEE**

Shawn Carter December 31, 2027 *\*reappointment*  
 Tyler Davis December 31, 2027 *\*New*  
 Mark Grull December 31, 2027 *\*New*

**HERITAGE PRESERVATION REVIEW BOARD**

Drew Macartney December 31, 2027 *\*reappointment*  
 Catharine MacDonald December 31, 2027 *\*reappointment*

**PARKS AND RECREATION COMMITTEE**

Sean Miller December 31, 2027 *\*reappointment*  
 Dr. Shawn Jennings December 31, 2027 *\*reappointment*  
 Dani Bourque December 31, 2027 *\*reappointment*  
 RHS student rep VACANT

**AGE FRIENDLY ADVISORY COMMITTEE**

Dr. Shawn Jennings December 31, 2027 *\*reappointment*  
 Jill Jennings December 31, 2027 *\*reappointment*  
 Diane O'Connor December 31, 2027 *\*reappointment*  
 Doaa Higazy December 31, 2027 *\*reappointment*  
 Robert Taylor December 31, 2027 *\*reappointment*  
 Rothesay High School representative Vacant

