

Town of Rothesay

Land Acknowledgement

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

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

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

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



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

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

4. ADOPTION OF MINUTES

- Regular Meeting 14 October 2025
- Budget Session 28 October 2025

5. DECLARATION OF CONFLICT OF INTEREST

6. OPENING REMARKS OF COUNCIL

7. DELEGATIONS

7.1	Kennebecasis Regional Police Force (KRPF)	Mike Young, Police Chief
7.2	Higginson Development Agreement	Kevin Darling, Board Chair (<i>see Item 13.1.1</i>)
7.3	Envision Saint John Strategic Plan 2025-2030	Stephen Maltby (<i>see Item 13.1.2</i>)
		Andrew Beckett, CEO (<i>see Item 13.1.3</i>)

8. CONSENT AGENDA

8.1	21 October 2025	Response to Friends of Cameron Road RE: Public Hearing & Rezoning
8.2	3 November 2025	Thank you card from the St. Joseph's Hospital Foundation

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

10. CORRESPONDENCE FOR ACTION

N/A

11. REPORTS

11.0	November 2025	Report from Closed Session
11.1	28 August 2025	Fundy Regional Service Commission (FRSC) meeting minutes
11.2	24 September 2025	Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Chief's Report
	August 2025	KRPF Budget vs Actuals
11.3	17 September 2025	Kennebecasis Public Library (KPL) Board meeting minutes
11.4	30 September 2025	Draft unaudited Rothesay General Fund Financial Statements
	30 September 2025	Draft unaudited Rothesay Utility Fund Financial Statements
	30 September 2025	Donation Summary

ROTHESAY

Regular Council Meeting

Agenda

-2-

10 November 2025

27 October 2025 Draft Finance Committee meeting minutes

- 2025 Donations
 - Fresh Start
 - Rothesay High School Alice Production
 - YMCA – Rothesay Afterschool Program
- 2026 Donations
 - Kennebecasis Crimestoppers
 - New Brunswick Medical Education Foundation Inc.

11.5 21 October 2025 Draft Age Friendly Advisory Committee meeting minutes

11.6 21 October 2025 Draft Climate Change Adaptation Committee meeting minutes

- Flyer Distribution
- Water Conservation

11.7 21 October 2025 Draft Parks and Recreation Committee meeting minutes

- Parks and Recreation Update

11.8 22 October 2025 Draft Works and Utilities Committee meeting minutes

- Dolan Road/Barsa walkway
- Electric Scooters

11.9 3 November 2025 Draft Planning Advisory Committee meeting minutes

11.10 October 2025 Monthly Building Permit Report

12. UNFINISHED BUSINESS**TABLED ITEMS**

12.1 Rothesay Arena Open House (Tabled September 2021)
No action at this time

12.2 Marr Road/Chapel Road signalization (Tabled April 2024)
No action at this time

12.3 Draft by-law amendments RE: Consumer Fireworks (Tabled September 2024)
No action at this time

12.4 1 North Street Rezoning PID 00053736
 15 October 2025 Memorandum from DPDS Reade
 DRAFT By-law 2-10-42

12.5 Committee member – Honorarium
 16 October 2025 Memorandum from Town Clerk Banks
 DRAFT By-law 2-18-1 and Schedule A

13. NEW BUSINESS**13.1 BUSINESS ARISING FROM DELEGATIONS****13.1.1 Kennebecasis Regional Police Force**

Verbal Update KRPF Chief Young

13.1.2 Higginson Development Agreement

4 November 2025 PowerPoint Presentation from S. Maltby

*Receive for Information (see Item 13.5)***13.1.3 Envision Saint John Strategic Plan 2025-2030**3 November 2025 PowerPoint Presentation from A. Beckett
2025-2030 Strategic Plan Summary and Service Areas*Receive for Information***ADMINISTRATION****13.2 Draft 2026 Rothesay Budgets**13.2.1 General Fund Operating Budget 2026 Motions
4 November 2025 Memorandum from Treasurer MacDonald13.2.2 Utility Fund Operating Budget 2026 Motions
4 November 2025 Memorandum from Treasurer MacDonald13.2.3 Draft Operating Budgets
4 November 2025 Memorandum from Treasurer MacDonald

13.2.4 Draft 2026 General Fund Operating Budget

- General Operating Fund Draft Budget Highlights
- Draft 2026 General Operating Fund Budget

13.2.5 Draft 2026 Utility Fund Operating Budget

- Utility Operating Fund Draft Budget Highlights
- Draft 2026 Utility Operating Fund Budget
- Draft 2026 Utility Rate Summary

13.3 Renforth Wharf Beach Access

3 November 2025 Report prepared by CAO McLean

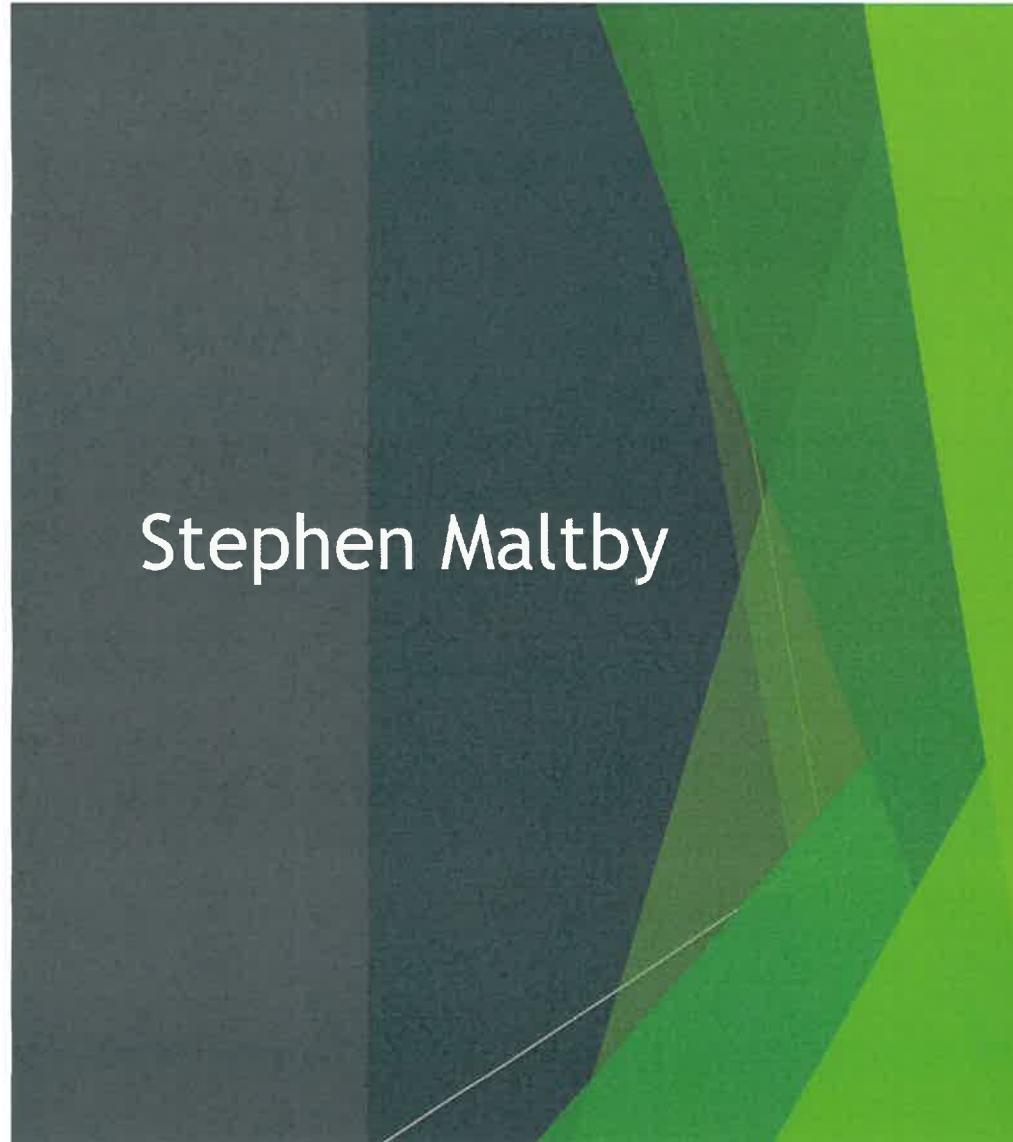
13.4 ATV Use in Wells

3 November 2025 Report prepared by CAO McLean

13.5 Request to Amend Subdivision Agreement – MR Investments Inc. (Higginson Avenue)

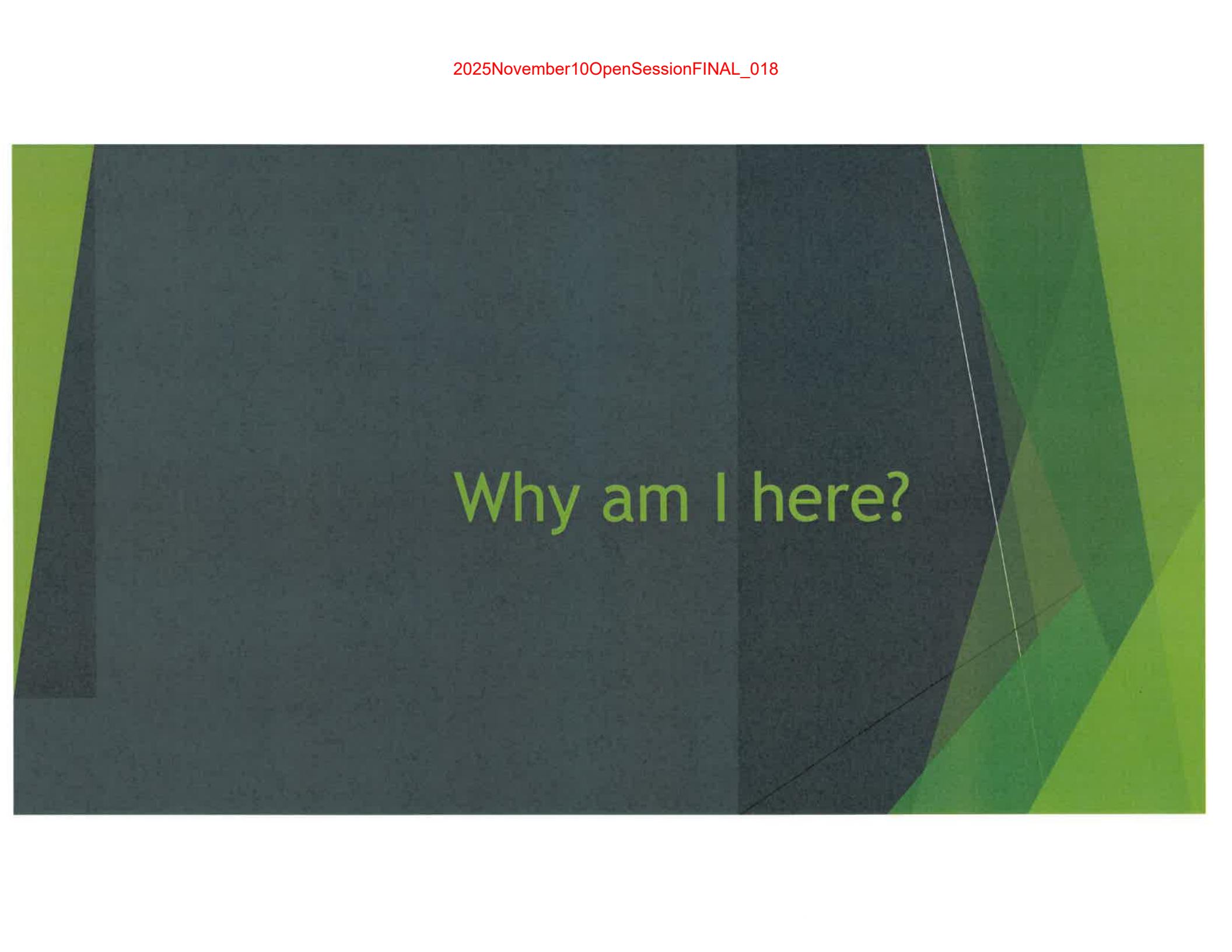
3 November 2025 Report prepared by DPDS Reade with attachments

14. NEXT MEETING**Regular meeting** Monday, December 8, 2025 at 7:00 p.m.**15. ADJOURNMENT**



Stephen Maltby

MR Investments Inc.
Nov. 10, 2025



Why am I here?

Rothesay Hills

Development Agreement Approved
September 2022
14 Single Family Homes

THOROUGH & THOUGHTFUL DEVELOPMENT

In August of 2022 MR Investments Inc. submitted a proposal for development on our land - identified as Phase 1 of Hillside South - EXACTLY as the town staff, council and citizens approved in the Secondary Plan

Rothesay Hills

Development Agreement Approved
September 2022
14 Single Family Homes

Residential Zoning
Minimum required lot size = 1100 m²
Average lot size proposed = 1715 m²
Number of homes allowed = 16
Number of homes proposed = 14
One minor variance = 1784 m²
Lot 3 due to de soc (15%)

The APPROVED subdivision, ROTHESAY HILLS:

- ✓ Complies with and is supported by the HILLSIDE SECONDARY PLAN
- ✓ Complies with and is supported by the MUNICIPAL PLAN
- ✓ No Requests for Re-zoning
- ✓ No Requests for variances
- ✓ Commitment made for LPP
- ✓ Street name has been vetted by Province

Rothesay Hills

Development Agreement Approved
September 2022
14 Single Family Homes

Residential Zoning = R1B

Minimum required lot size = 1350 m²
Average lot size proposed = 1775 m²

Maximum # homes allowed = 16
Number of homes proposed = 14

What is CLAUSE 16?

Rothesay Hills

Development Agreement Approved
September 2022
14 Single Family Homes

Minimum required lot size = 1,500 m²
Average lot size proposed = 1,775 m²

Maximum # homes allowed = 16
Number of homes proposed = 14

One minor variance = 1,254 m²

= lot 3 due to deck

CLAUSE 16:

The Developer and Rothesay agree that the water utility pipeline right-of-way connecting to Grove Avenue “Hillside Trail” shall be used solely for all construction machinery, heavy equipment, and related commercial vehicles until such time that the subdivision is substantially complete

What is the IMPACT of
CLAUSE 16?

Do I believe the Town of
Rothesay wants to render my
land inaccessible AND the
development of new homes
impossible? NO!

Do I believe the Town of
Rothesay wants to prohibit
me from using its' public
roads while permitting other
developers to use the same?

NO!

Do I believe CLAUSE 16 was a
mistake with unintended
consequences? YES!



Why not FIX IT?

Rothesay Hills

Development Agreement Approved
September 2022
14 Single Family Homes

CLAUSES THAT ENABLE A REASONABLE AMENDMENT:

Severability 53.

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

Reasonableness 54.

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

Rothesay Hills

Development Agreement Approved
September 2022
14 Single Family Homes

Residential Zoning R1B
Minimum required lot size = 1950 m²
Average lot size proposed = 1775 m²
Maximum # homes allowed = 16
Number of homes proposed = 14
One single variance = 1284 m²
* lot 3 due to de sat + 5%

SPECIFICALLY DESIGNATED PHASE 1!

- ✓ Connect to existing municipal services
- ✓ Use **existing streets** to reach my parcel of land

My REQUEST

I respectfully request that
Council REMOVE CLAUSE 16.

Thank you for your consideration. I
would be pleased to answer any
questions.



STRATEGIC PLAN 2025-2030

ENVISION
Saint John

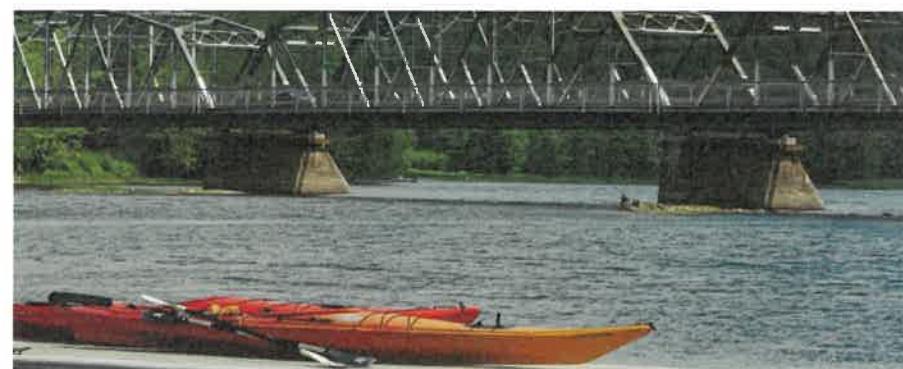
THE
REGIONAL
GROWTH
AGENCY

Rothesay
Renforth Rotary Par



Strategic Plan 2025-2030

- Our Role:
 - Envision Saint John is the Saint John Region's lead economic development and visitor attraction agency, tasked with sustainably growing our economy and population.
 - We are a convenor, bringing together diverse stakeholders to develop a shared economic vision.



Mission

We drive strategic, robust, and sustainable economic growth, attracting visitors, people, business, and investment to the Saint John Region while enhancing our enviable quality of life.

Vision

Envision Saint John unites the voices, values, and vision of our community, serving as the trusted steward of the Saint John Region's economic evolution and shared success.

01. Growth Readiness



02. Talent Attraction and Retention

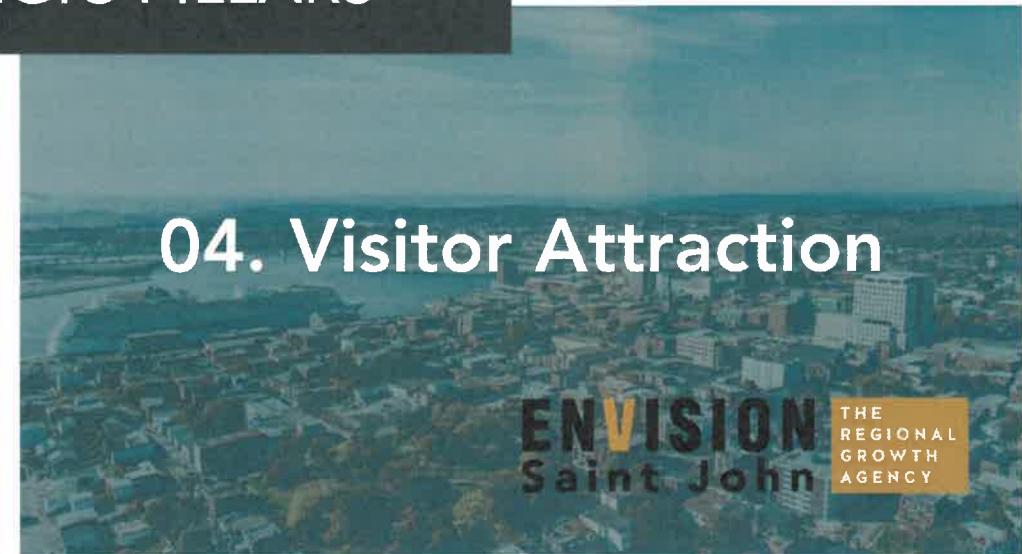


OUR STRATEGIC PILLARS

03. Business Attraction, Retention and Expansion



04. Visitor Attraction





Pillar 1: Growth Readiness

A fundamental transformation of the Region's economic potential.

Growth Readiness requires future-back strategies to address key regional considerations, such as:

- Labour Force
- Housing
- Healthcare Recruitment & Retention
- Business & Investment Attraction
- Strategic Real Estate Development
- Infrastructure Development

Pillar 1: Growth Readiness

The following are examples of supporting actions that have been identified:

- Strategic support to real estate development projects – municipalities, non-profits, and private sector.
- Through the Saint John Local Immigration Partnership, improve new resident experiences.
- Advocating for the Saint John Airport as a vital aspect of travel for the Region.





Pillar 2: Talent Attraction and Retention

Making the Region a destination of choice for ambitious people seeking meaningful opportunities.

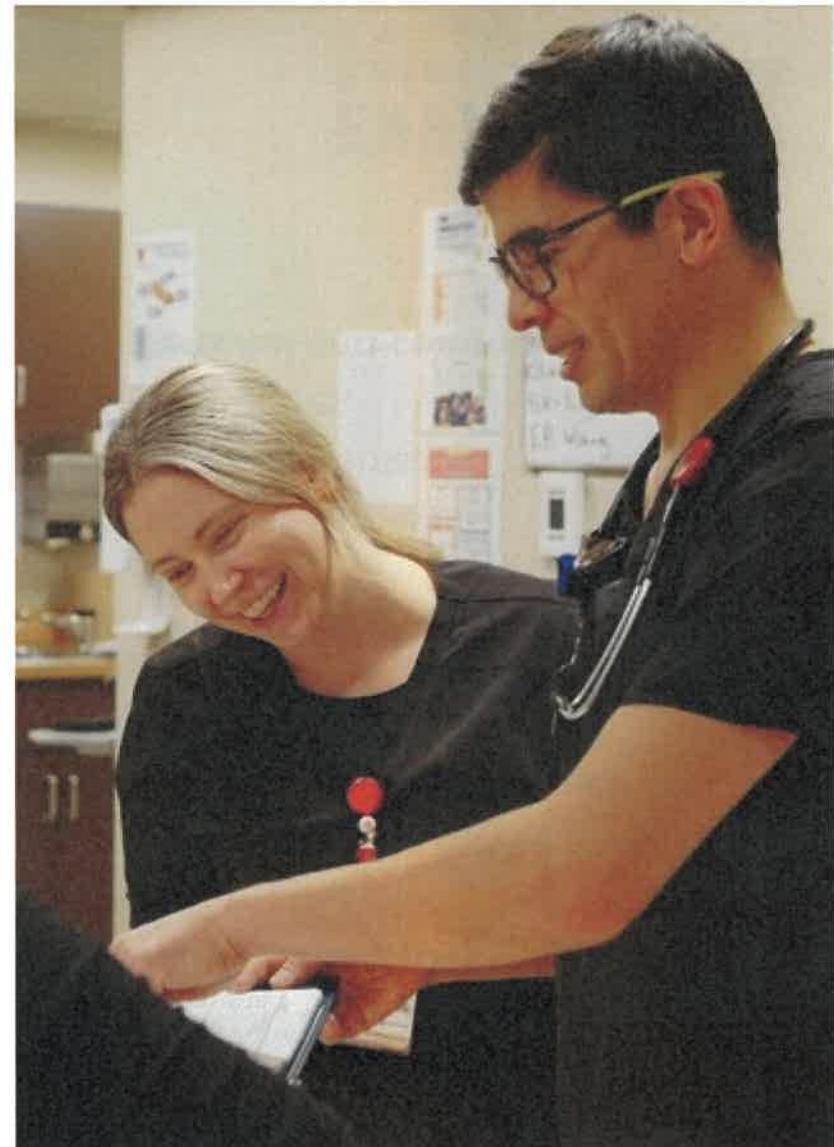
This requires:

- Innovative housing solutions;
- Diverse living environments;
- Economic opportunities;
- High quality personal and community experiences.

Pillar 2: Talent Attraction and Retention

The following are examples of supporting actions that have been identified:

- Marketing campaigns that attract and retain talent in the region.
- Workforce strategies for priority sectors.
- Support the ecosystem in attracting and retaining healthcare professionals.
- Post Secondary Talent Attraction Initiative.





Pillar 3: Business Attraction, Retention and Expansion

Creating an adaptive, interconnected environment that actively nurtures business potential.

This includes:

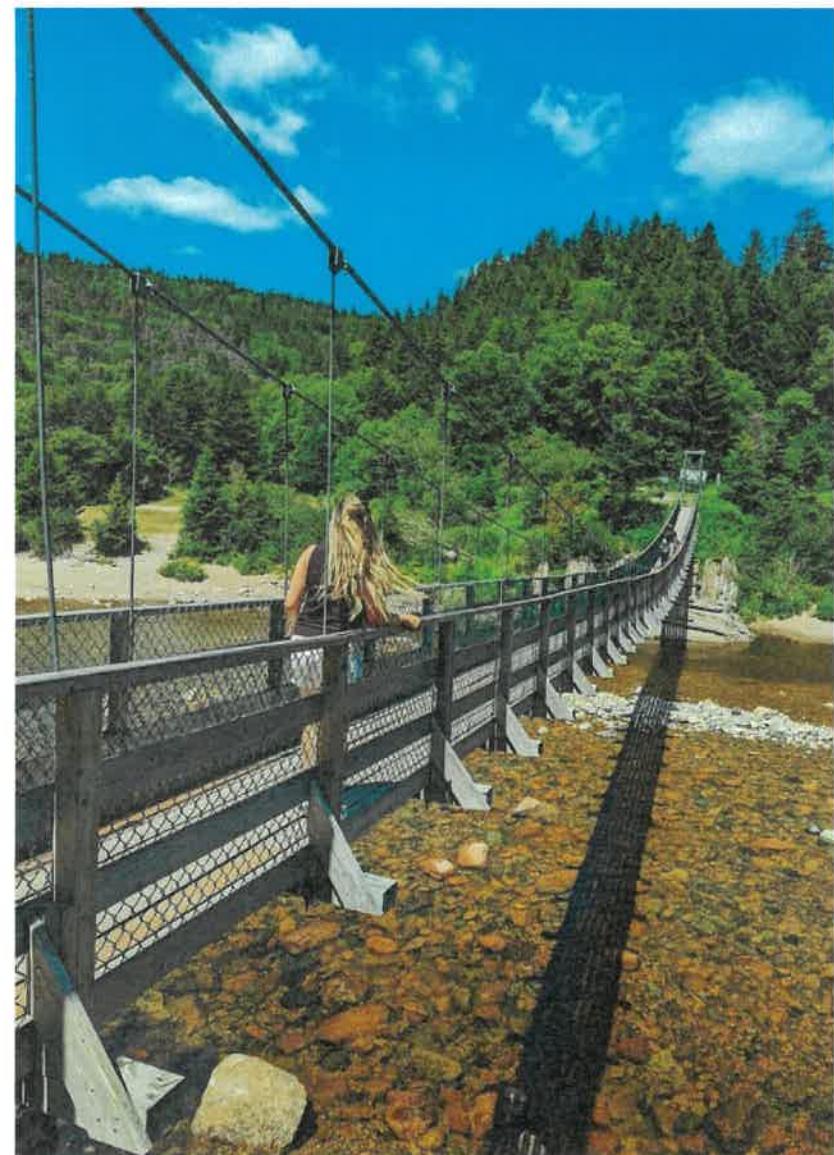
- Talent access;
- Development of innovative capacities;
- The creation of flexible support mechanisms;
- Navigating technological changes.

Pillar 3: Business Attraction, Retention and Expansion

The following are examples of supporting actions that have been identified:

- Focus on funding navigation.
- Convene the energy sector, identify priorities and initiatives.
- Publish meaningful Growth Stories focused on local business growth.





Pillar 4: Visitor Attraction

Tourism is a vital industry in the region with tremendous opportunity for growth.

Increased tourism creates a variety of economic opportunities such as:

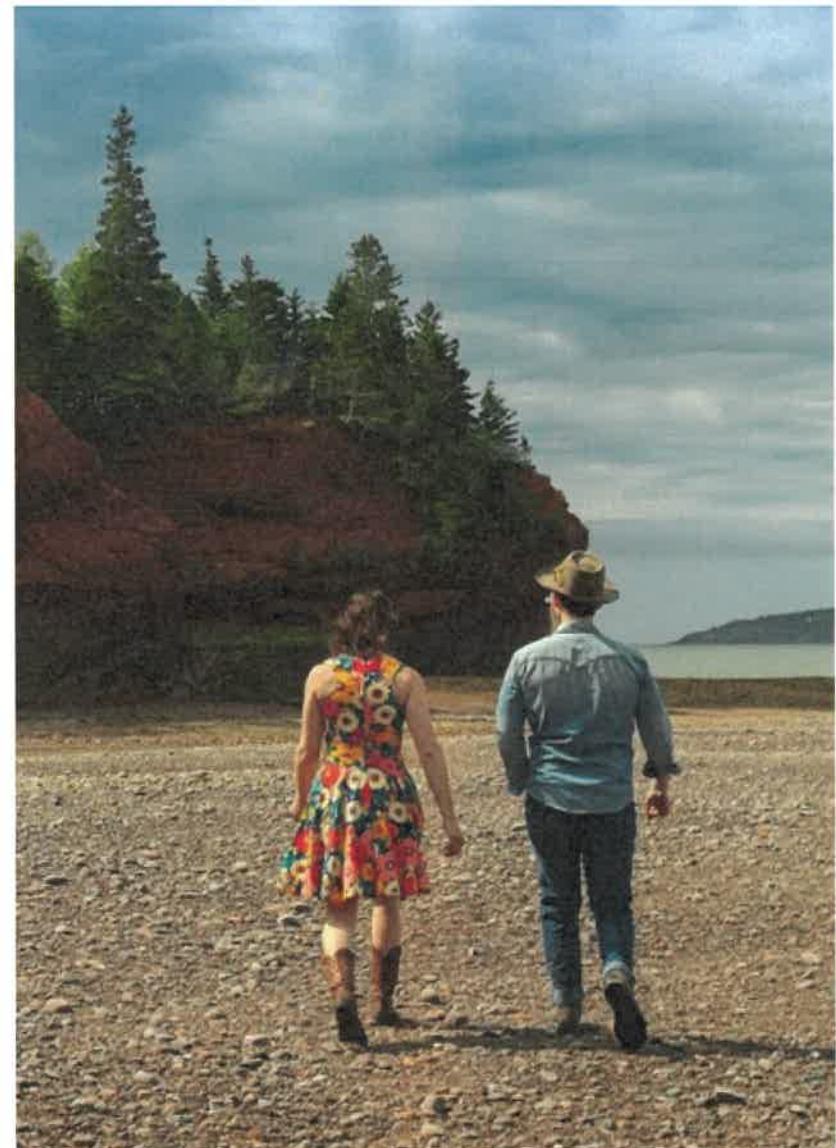
- Job creation;
- Stimulates entrepreneurial opportunities;
- Generates revenue that supports public services and community development.

The impact of tourism creates a ripple effect that enhances quality of life for all residents.

Pillar 4: Visitor Attraction

The following are examples of supporting actions that have been identified:

- Awareness campaigns in strategic markets;
- Promotion of regional events;
- Sponsorship of a variety of events that contribute to the Saint John Region's pride of place;
- Providing locals and visitors with information about the region.



Regional Planning Framework

The stewardship of the Economic Development Plan, Tourism Master Plan, Local Immigration Strategy, and Talent Strategy to ensure the Region is aligned in its priorities and collective efforts.

Economic Intelligence

The systematic collection, analysis, interpretation, and contextualization of complex economic data.

OUR STRATEGIC ENABLERS

Marketing and Communications

The creation and communication of messages that tell the Region's unique economic story.

Stakeholder Relations

The ongoing consultations, liaisons with municipalities and other key stakeholders, and a deep connection to the local business community.





Regional Key Performance Indicators

1. **Job Creation:** Total number of new jobs and number of new jobs by target sector.
2. **Wealth Generation:** Measuring year-over-year median household income growth.
3. **New Residents:** Number of new residents year over year.
4. **Newcomers Retained:** Number of Newcomers retained year over year.
5. **Housing Starts:** Number of new housing units created.
6. **Educational Attainment:** Tracking year-over-year educational attainment growth.
7. **Industrial Growth:** Track the value of industrial building permits year-over-year.
8. **Visit Nights:** Number of overnight visits year-over-year.

Questions?



2025November10OpenSessionFINAL_049

ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

October 21, 2025

Friends of Cameron Road
Via E-Mail:

Dear Friends of Cameron Road:

Subject: Response to Concerns Regarding Conduct and Procedural Fairness at Public Hearing of the proposed rezoning of 7, 9, and 11 Cameron Road (portions of PIDs 00064402, 00064337, 00246868, 30019590)

We thank you for your letter dated September 8, 2025, regarding the Cameron Road rezoning considered at the public hearing held on June 16, 2025. We agree that the points you raise speak to the dynamic and robust process we must all follow in land use planning decisions.

This land use planning process requires Council to fully consider the proponent's request, receive the written views of the Planning Advisory Committee, seek guidance from professional planners and municipal staff and, of course, hear from the public.

When undertaking their legislative role, members of Council are encouraged to participate in rezonings by asking questions and providing their views if they have them. During this process, they remain attentive to all sides.

Eventually, the rezoning process must come to an end and Council must decide whether to adopt the rezoning by-law. The duty of the mayor is to make sure that all considerations before council are addressed in due course. People may disagree with the final decision of Council. However, it is a decision for them to make. In this regard, rezonings provide a right to a process. They do not guarantee an outcome for either party. This proposal was recommended by staff and the Planning Advisory Committee, followed by a unanimous vote of Council.

We thank you for participating in the rezoning process and encourage you to continue to do so in the future. Council and the Town is the better for it.

Regards,

Dr. Nancy Grant
Mayor

Explore our past / Explorez notre passé
Discover your future / Découvrez votre avenir

Grand Bay-Westfield • Quispamsis • Rothesay • St. Martins • Saint John

TEL: 506-632-5595 FAX: 506-632-5594

Saint John, New Brunswick E2L 3L6
130 Bayard Drive



Thank You



Mayor Nancy Grant,

A note of thanks to the Town of Rothesay
for your continued support of Sept. for
St. Joe's, our Scout fundraising campaign
and Women's Health initiatives at
St. Joseph's Hospital. It means the world
to us and the community we serve.

With warm regards,

Maureen Campbell

Jo Chou
Brattivo



Fundy Regional Service Commission

2025 November 10 Open Session FINAL_052

Commission de Services Régionaux de Fundy

Regular Board Meeting Minutes

Date: August 28, 2025, 9:00 a.m.

Location: FRSC Office
20 Broadview Ave., Saint John

MEMBERS PRESENT Jim Bedford, Mayor, Fundy St. Martins
Robert Doucet, Mayor, Hampton
Libby O'Hara, Mayor, Quispamsis
Brittany Merrifield, Mayor, Grand Bay-Westfield
Nancy Grant, Mayor, Rothesay
John MacKenzie, Deputy Mayor, Saint John
Bruce Dryer, Councillor, Fundy Rural District

STAFF Phil Ouellette, CEO, Fundy Regional Service Commission
Alicia Rayne, Recording Secretary

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

REVISION: Resolution RM-2025-101 was revised pursuant to the motion of October 2, 2025, on the approval of the minutes - RM-2025-109.

1. Closed Session

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

2. Call to Order

2.a Call to Order

Chair Doucet called the meeting to order at 10:16 a.m.

2.b Recording Secretary

Chair Doucet called for motion to appoint Alicia Raynes as the Recording Secretary for the Fundy Regional Service Commission.

Resolution Number: RM-2025-095

Moved by: Director O'Hara

Seconded by: Director Grant

THAT the Fundy Regional Service Commission appoint Alicia Raynes as the Recording Secretary for the FRSC.

Motion Carried

2.1.a Land Acknowledgement

2.c Record of Attendance

The record shows all Board Members are in attendance.

2.d Approval of Agenda

Chair Doucet called for a motion to approve the agenda.

Resolution Number: RM-2025-096

Moved by: Director Bedford

Seconded by: Director Grant

THAT the Board approve the August 28, 2025, agenda as presented.

Motion Carried

2.e Approval of Minutes

Chair Doucet called for approval of the minutes.

Resolution Number: RM-2025-097

Moved by: Director O'Hara

Seconded by: Director Bedford

THAT the Board approve the July 24, 2025, meeting minutes as presented.

Motion Carried

2.f Disclosure of Conflict of Interest

Chair Doucet called for any disclosure of conflict of interest, however, none were presented.

3. Consent Items

Chair Doucet called for a motion to move all consent items.

Resolution Number: RM-2025-098

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the Board approve the Consent Agenda Items as presented.

Motion Carried

3.1 Planning & Building Inspection Monthly Report

Resolution Number: RM-2025-098

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the Board receive and file the Planning and Building inspection monthly report as presented.

Motion Carried

4. Reports/Presentations

4.1 Envision Saint John

4.1.a Overview of accumulated operating reserve fund

CEO Ouellette explained this is not intended to be a thorough budget review, but Andrew Beckett, CEO of Envision Saint John, presented an overall update on the work that Envision Saint John has been doing, specifically as it relates to their financial planning and the accumulated surplus.

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

Resolution Number: RM-2025-099

Moved by: Director MacKenzie

Seconded by: Director Grant

THAT the Board receive and file the Overview of accumulated operating reserve fun as presented.

Motion Carried

4.1.b. Host Society Responsibilities

Envision SJ CEO, Andrew Beckett spoke about the host society responsibilities as they relate to the 2029 Canada Games.

Mr. Beckett explained that he has agreed to be the finance chair for the games and indicated that there will be regular financial reporting throughout the process. Envision Saint John's legal council is going to be the Federal representative on the host society.

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

Resolution Number: RM-2025-100

Moved by: Director MacKenzie

Seconded by: Director Grant

THAT the FRSC formally assign the non-financial Host Community responsibilities for the 2029 Canada Games to Envision Saint John.

Motion Carried

5. Budget

5.1 2026 FRSC Workplan

CEO Ouellette introduced Jeremy Rasch, the new Sport and Recreation Coordinator for the Fundy Regional Service Commission. Mr. Rasch was hired as a result of the tourism heritage and culture funding that was approved earlier this year. Part of the role will be working with local recreational leads at different communities within the region.

Mr. Ouellette also provided an update as agreed upon during todays' closed session with regards to staffing

The 2026 FRSC Workplan was reviewed and FRSC staff identified several projects as big moves for 2026.

Bridge funding for the Community Development related project was also discussed.

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

Resolution Number: RM-2025-101

Moved by: Director MacKenzie

Seconded by: Director O'Hara

THAT the FRSC Board adopts the 2026 work plan as presented in this report, with the removal of:

- *“Advocate to accelerate and increase affordable and deeply affordable housing developments, including the identification of increase bridge financing for NGSSs and cooperatives across the region.”* (Pg.24)
- *“Establish platform across planners & development officers in the Fundy Region to identify trends, invite personal growth, resolve common challenges & pursue collective opportunities.”* (Pg.25)

And the following to be considered of great importance to the Board and therefore highlighted green under “Big moves for the FRSC”:

- *“Deliver recommendations on alternatives to the financing of regional facilities capital.”*

Motion Carried

5.2 Recommendation from Regional Facilities Committee

CEO Ouellette presented the recommendation from the Regional Facilities Committee. At the last meeting there were three nonfinancial recommendations adopted. This recommendation includes capital and operating costs.

CEO Ouellette clarified that this isn't a budget approval, this is simply agreeing to place these number assumptions into the budget to be reviewed and voted on.

For more information, please see the report within the agenda package and the recording on the website.

Resolution Number: RM-2025-102

Moved by: Director MacKenzie

Seconded by: Director Grant

THAT the FRSC

1. Allocate \$241,264 towards the Saint John Arts Centre in the 2026 FRSC operating budget.
2. Allocate \$624,834 towards the Imperial Theatre in the 2026 FRSC operating budget.
3. Allocate \$848,045 (inclusive of the \$30,942 deficit from 2024) towards the Canada Games Aquatic Centre in the 2026 FRSC operating budget.
4. Request that the Saint John Trade and Convention Centre utilize \$287,372 from its 2024 surplus to finance its 2026 budget proposal to the
5. FRSC, and further request that the Saint John Trade and Convention Centre remit \$17,077 to the FRSC for the remaining 2024 surplus.

6. Allocate \$990,601 (inclusive of the \$88,441 deficit from 2024) towards TD Station in the 2026 FRSC operating budget.

Against (1): Director Dryer

Motion Carried (6 to 1)

Resolution Number: RM-2025-103

Moved by: Director O'Hara

Seconded by: Director MacKenzie

THAT the FRSC table the capital costs for regional facilities

Motion Carried

5.3 2026 FRSC Budget

CEO Ouellette presented an overview of the 2026 FRSC Budget. It was explained that FRSC Staff has the responsibility to present a budget to the Board that is responsive to the vision of the Regional Strategy and to initiate the 45-day review period. This year's budget was a bit unique in that it also included the 2026 Workplan.

CEO Ouellette presented the service-based budget which gives a clear breakdown of costs associated with each of the mandates. This will tell members what services they are getting, the costs involved, any third-party funding we have leveraged as well as the percentage of the overall budget that the service is related to. Not all mandates are created equal; therefore, we do not pursue each mandate the same way.

Resolution Number: RM-2025-104

Moved by: Director MacKenzie

Seconded by: Director Dryer

THAT the Board

1. Direct the FRSC to include the draft 2026 FRSC budget, as presented in this report, to initiate the 45-day budget notice period.
2. Direct CEO Ouellette to coordinate presentations of the draft FRSC 2026 budget to each FRSC member council within the 45day budget notice period.
3. Authorize Chair Rob Doucet to submit and finalize the RSSF Investment Plan, which integrates the assumptions outlined in this report.

Motion Carried

6. Correspondence

Resolution Number: RM-2025-105

Moved by: Director MacKenzie

Seconded by: Director O'Hara

THAT the Board receive and file the correspondence as presented.

Motion Carried

- 6.1 FRSC email update – August 6th
- 6.2 Letter to Quispamsis – KV GO
- 6.3 Letter to Rothesay – KV GO
- 6.4 Letter to City of Saint John (Crane Mountain Fund)
- 6.5 Letter to Town of Grand-Bay-Westfield (Crane Mountain Fund)
- 6.6 Letter to Regional Development Corporation
- 6.7 Letter to ACOA

7. Committee Agendas

- 7.1 Regional Facilities – August 20

Resolution Number: RM-2025-106

Moved by: Director Bedford

Seconded by: Director MacKenzie

THAT the Board receive and file the Regional Facilities Committee Agenda as presented.

Motion Carried

8. New Business

No new business was brought forward.

9. Adjournment

Resolution Number: RM-2025-107

Moved by: Director Merrifield

Seconded by: Director O'Hara

THAT the Board adjourn the August 28, 2025, meeting at 12:04 p.m.

Motion Carried

Robert Doucet, Chairperson

Alicia Rayness, Recording Secretary

Date



**KENNEBECASIS REGIONAL JOINT BOARD OF
POLICE COMMISSIONERS**

**CHIEF OF POLICE REPORT
SEPTEMBER 24, 2025 @ 1500hrs**

REGULAR MEETING

Training Report – September 2025

2025November10OpenSessionFINAL_061

Dates	Course	Location	Member
Sept 8-12	Mobile Device Acquisition and Analysis	CPC	Christian Brideau
Sept 9, 10	ETS Training	SJPF	Cpl. Mark Roberts Cpl. Aaron Haines Cst. Nick Dupuis
Sept 15-19	Block Training	KRPF	All of C Platoon
Sept 21-23	CACP National Workshop on Coercive Control	Gatineau, Quebec	Insp. Anika Becker Sgt. Kelley McIntyre

2025 CRIME STATISTICS – GENERAL

2025 November 10 Open Session FINAL_062

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	478	430	429	453	440	486	495	474				
TOTAL FILES CREATED	271	195	218	215	218	238	253	223				
POP/M Tickets/E Tickets	252	217	269	190	231	303	246	250				
Bylaw Tickets	6	13	2	1	8	0	2	4				
Crimes Against Persons	2	6	5	2	5	5	10	7				
Property Crime	18	11	8	14	15	19	15	13				
Other CC	7	0	6	2	4	3	5	4				
Traffic Collisions (Non-Injury)	51	29	26	32	27	29	34	23				
Fatal and Injury Traffic Collisions	3	2	1	0	2	1	1	6				
Intimate Partner Violence Files	22	20	34	16	20	23	15	16				
Impaired Driving (All categories)	11	9	12	1	8	7	12	12				
Mental Health Calls	13	18	12	11	11	8	15	10				

2024 CRIME STATISTICS - GENERAL

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

POPA/M tickets/E tickets: Tickets have increased by 80.1% compared to the same period last year, from 1087 last year to 1958 this year. This appears to be linked to the newly formed independent traffic unit.

Bylaw tickets: Bylaw tickets have decreased by 30.8% compared to the same period last year, from 52 last year to 36 this year. This could be attributed to increased preventative patrols in problem areas such as the Renforth wharf and the splash pad.

Crimes against persons: Has declined 47.7 % compared to the same period last year, from 85 incidents last year to 47 this year. Could be linked to strategic deployment of patrols to high incident areas such as liquor establishments, as well as continued youth outreach and IPV prevention initiatives.

Property crime: Decreased by 42.5% compared to the same period last year, from 214 incidents last year to 123 this year. This could be linked to strategic patrols and increased officer visibility in high incident areas such as construction sites, businesses, and storage facilities.

Other CC: Decreased by 40.7% compared to the same period last year, from 54 incidents last year to 32 this year. This is difficult to pinpoint as “Other CC” encompasses a wide range of offences under the criminal code.

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

Fatal and injury traffic collisions: Decreased by 44.8%, from 29 incident last year to 16 this year. Most likely linked to increased enforcement by newly formed independent traffic unit.

Intimate partner violence: Increase by 44.3% from 115 last year to 166 this year. This could be linked to improved reporting due to public education and awareness. These also include “Other Family Violence” involving incidents between family members.

Impaired Driving (all categories): No significant change.

Mental health calls: No significant change.

OUR STRATEGIC PRIORITIES

COMMUNITY SAFETY & CRIME PREVENTION

CRIME PREVENTION:

INTIMATE PARTNER VIOLENCE:

Sgt. McIntyre is working on the following:

- In contact with Dr. Amanda McCormick – researcher from Simon Fraser University on Intimate Partner Violence
- In contact with Dr. Mary Ann Campbell of UNBSJ on Intimate Partner Violence
- Discussions with NWEST about adding changes to the firearms portion of the IPV policy
- Updates on strangulation section of policy based off current research
- Working with Crown who will assist with the proposal for IPV Court
- Attending CACP Coercive Control Conference Sept 21-23
- Meeting with Peel Regional Police and their large IPV UNIT

TRAFFIC:

Traffic Safety:

- Back to School Traffic Blitz – September 2-5, 2025

KRPF Traffic Safety Blog with Higgins Insurance:

- Back to School Safety

TRAFFIC STATS – AUGUST 2025			
	TOTAL	TRAFFIC	PATROL
TICKETS	254	176	78
COLLISIONS	29	16	13
IMPAIRED DRIVING	12	7	5
RIDE	32	22	10

Files Generated by Traffic Members: 63

TRAFFIC COMPLAINTS		
Complaint Type	# of Complaints	STATUS
Traffic Complaints	19	
Suspended Drivers	6	All issued Court Dates

Sept 9 - Crosswalk Safety "Positive Ticket Campaign". Officer monitored the crosswalk at QES and gave positive tickets (Free pizza coupons) to students who used the crosswalk. (Cst. Baxter, Cst. Walker, Cst. Steele)

Sgt. McIntyre has visited all area schools since the beginning of the school year, and has been working with RHS on specific problems occurring there

Sgt. McIntyre working with schools to implement SNAP (Stop Now And Plan) program. SNAP is an evidence-based program for children ages 6–11 who are at risk of violence and criminality. It provides early intervention strategies for youth, parents, and educators through a 13-week model:

- Weekly sessions for both youth and parents (in separate groups).
- Ongoing support for educators who work with identified students.
- Maximum of 7 students per cohort, referred by both schools and police, with parental consent required.

Police Integration – "Adopt a Cop" Initiative

As part of the local rollout, we will be developing an Adopt a Cop program to build stronger ties between officers, schools, and at-risk youth. With support from the school district, the program will:

- Pair an officer with each participating school. (Neighbourhood Officers)
- Provide regular check-ins and positive relationship-building with identified youth.
- Enhance collaboration between police, schools, and families.
- Ensure officer awareness and tracking through KRPF's in-house system.
-

Sgt. McIntyre is working with KV Oasis to implement the "Power Play" youth program:

The workshop will explore the importance of police involvement with youth in the community. Police engagement with youth should focus on building positive relationships and "normalizing" the police connection to this demographic while fostering trust and focusing on prevention. Any such police effort must also recognize the unique characteristics and challenges associated to facilitating youth programs as being essential elements to be addressed in the implementation of any program.

The concept of evidence-based policing will be explored within the context of youth programming. Some historical contexts on these issues will be discussed while exploring different approaches to engage with youth in the community to maximize the return on investment of police time.

Key facilitation strategies will be introduced and practiced while gaining insight, understanding and practical experience working with the curriculum of the Power PLAY Youth leadership program. Power PLAY Youth is a program focused on positively engaging with youth using games/gaming to teach essential youth leadership skills such as self-confidence, decision-making, communication, social skills, teamwork, empathy, and problem solving.

WORKPLACE PROCEDURES AND PRACTICES

1. Administrative processes and workload review
 - Hiring Process
 - i. Jan 2025 Cadets – Graduated Aug. 29th, 2025 – Sworn in as probationary constables on Sept. 3rd
 - ii. July 2025 Intake – 2 KRPF Cadets onsite at APA.
 - iii. Jan 2026 Intake – Selection process underway – 1 Seat
 - HR Policies Review – Submitted to Board for Review; New Civilian Employee Guidebook developed.
 - SGT Promotion Process underway.
 - Selection for NWEST Secondment Opportunity for January 2026 underway.
 - Emergency Tactical Service posting for 1 member
2. Salary and Benefit Administration
3. Health & Safety
 - Health, Wellbeing and Performance Support Program – Individual health Assessments underway, weekly on-site strength training classes and training support underway

ORGANIZATIONAL CULTURE:

- Applying organizational justice at the managerial level has fostered a positive police culture by ensuring fairness in decision making, transparent processes, respectful treatment, and clear communication. This will translate to greater trust, engagement, and accountability internally and carries over to officer interactions with the community.

EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

- Operational plan for KV Music Fest developed and executed for a safe event
- Operational Planning underway for KV Culture Fest occurring on Sept 20
- Continued policy review and updates

K9 UNIT:

- One K9 deployment - Assisted with several calls for service and traffic enforcement. Continued weekly training.

DIVERSITY, EQUITY AND INCLUSION:

- Insp. Becker continues meeting with SJNCC on anti-racism strategy. Next phase is “Community Engagement & Outreach”.
- Sept 20 – KV Culture Fest – KRPF booth on site with information on community resources, recruiting etc (Sgt. McIntyre, Insp. Becker)
- Insp. Becker is organizing and EDI workshop for law enforcement at the QPlex on Nov. 12. Participants will include members from all 9 municipal police agencies, RCMP, JPS, civilian staff, youth leaders and community organizational leaders.

IT UPDATE:

- Work continues with regular IT maintenance and building addition

(CID) Sgt. Bennett, Cst. Lisson, Cst. Curren, Cst. MacDonald /vacant position				
Active Files (New this month)	On-going Files	Concluded and/or charged	Assist Patrol	Other
11 New Files <ul style="list-style-type: none"> • 2 Sexual Assault • 1 Sexual Exploitation • 1 Intel file • 1 Assist other agency • 2 Crime stoppers tips • 2 Break and Enters, non residence • 1 Breach of Prohibition (sex offender) • 2 Frauds 	<ul style="list-style-type: none"> • Continued investigations not including the 10 new files • 2 Assist other agency • 5 frauds • 2 other Criminal Code • 2 sudden death • 1 B&E, non residence • 1 Sexual Interference • 2 Sexual Assaults 	<ul style="list-style-type: none"> • 2 Sexual Assaults • 1 Fraud • 1 Robbery x 2 charges • 1 Child Luring 	<ul style="list-style-type: none"> • 3 Frauds • 1 Theft • 1 Assault 1 Indecent act 	<ul style="list-style-type: none"> • 3 Judicial Authorizations • Researched and wrote surveillance policy • NSOR offender registration •
Intelligence Cst. Curren				
Provincial Intel		Local Intel		
<ul style="list-style-type: none"> • Federal Focus on Fentanyl and the Canada/US border. • Involved with Metal Theft working group • Weekly intel meeting/call with RCMP/Municipal agencies/Public Safety/CBSA (Provincial integrated intelligence) 		<ul style="list-style-type: none"> • Community assessments team meetings with parole – biweekly • General Intelligence file for patrol to add intel/street crime checks. • Provincial and National Human Trafficking group. • Cultivation of new sources 		
Forensic Identification Section (FIS) Cpl. Roberts				
Active Files (New this month)	On-going Files	Assist other agency		
<ul style="list-style-type: none"> • 7 files • 1 Robbery • 1 MVA fatal • 1 CDSA • 1 Assist other agency • 1 Break and enter • 1 photo line up • 1 theft • 1 other (ops plan) 	<ul style="list-style-type: none"> • Continued investigations • B&E non residence • Other CC • CDSA • 2 x SXA • Impaired driving • Assist general public • B&E residence • Sudden Death • Theft of auto 	<ul style="list-style-type: none"> • 1 Assist SJPF 		

Integrated Enforcement Unit (IEU) Cst. MacEachern
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Active Files (recent)	Assist Patrol	Assist CID	Assist other Agency
<ul style="list-style-type: none">• 1 male arrested/CDSA/Property obtained by crime charges• 1 male arrested/CDSA/Weapons offence charges• SW/1 male arrested/CDSA large amounts of Fentanyl/Cocaine/Crystal Meth/3 handguns (this was a news release)			



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

	YTD August 2025			2025
	Actual	Budget	over Budget	Annual Budget
Income				
Municipal Funding Rothesay	2,278,686.64	2,278,686.64	0.00	3,418,030.00
Municipal Funding Quispamsis	3,454,440.00	3,454,440.00	0.00	5,181,660.00
Prior Year Surplus	129,370.00	129,370.00	0.00	194,055.00
Other Primary Income	522,937.63	365,466.56	157,471.07	548,200.00
Total Income	6,385,434.27	6,227,963.20	157,471.07	9,341,944.80
EXPENSES				
Admin	779,431.49	700,435.44	78,996.05	1,050,652.59
Building	311,211.17	318,079.44	-6,868.27	477,118.50
Crime Control	5,049,043.00	5,022,381.68	26,661.32	7,533,573.70
Vehicles	254,783.46	187,066.64	67,716.82	280,600.00
Total Expenses	6,394,469.12	6,227,963.20	166,505.92	9,341,944.80
Net Operating Income (Surplus/Deficit)	-9,034.85	0.00	-9,034.85	0.00

A meeting of the Board of Trustees, Kennebassis Public Library was held on September 17th, 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, Ms. N. Emerson.

Regrets:

Absences: Mr. D. Shea

Call to Order: Ms. Hansen called the meeting to order at 6:41 pm.

Approval of Agenda

Ms. Cindy moved that the agenda be approved with the addition of the item NBPLS Rebrand. Mr. J. Clarke seconded, and the motion carried.

Disposition of Minutes

Ms. Cindy moved to approve the minutes of the June 2025 regular meeting. Mr. P. Smith seconded, and the motion carried.

Communication

The Board acknowledged receipt of the Regional Forums Meeting report (June 17, 2025)

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 for in 2025.

Facilities Management

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

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

New and Unfinished Business

Fundraiser: The Board decided that the review of the fundraiser cancellation will take place at the next meeting.

Ms. Anand presented the drafted operational budget proposal, which was scheduled to be presented to the Joint Finance Committee on Sept. 25. The Board tabled the proposal via email pending the receipt of final quotes.

NBPLS Rebrand: Ms. N. Emerson informed the Board of the new NBPLS branding initiative. Discussion ensued.

Adjournment: As there was no other business, Ms. Hansen moved that the meeting be adjourned at 7:34 pm.

Next Meeting: The next meeting is scheduled for Wednesday, October 15th, 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

September 30, 2025

Attached Reports:

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

Town of Rothesay

Balance Sheet - Capital General Fund
9/30/2025

ASSETS

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

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)
	<hr/>
	(49,446,564)

\$ 58,140,091

LIABILITIES AND EQUITY

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

\$ 4,586,500

Investment in General Fund Fixed Assets	53,553,591
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\$ 58,140,091

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Town of Rothesay

Balance Sheet - General Fund Reserves
9/30/2025

ASSETS

BNS CCBF Interest Account	4,135,176
BNS General Operating Reserve #214-15	1,030,808
BNS General Capital Reserves #2261-14	2,161,950
BNS - RICC reserve	52,854
Gen Reserves due to/from Gen Operating	(0)
	<hr/>
	\$ 7,380,787

LIABILITIES AND EQUITY

Def. Rev -CCBF Fund - General	2,897,035
Invest. in General Capital Reserve	1,745,983
General CCBF Funding	1,238,141
Invest. in General Operating Reserve	1,030,808
Invest. in Land for Public Purposes Reserve	182,492
Invest. in Regional Facilities	233,475
Invest. in RICC	52,854
	<hr/>
	\$ 7,380,787

Town of Rothesay

Balance Sheet - General Operating Fund
9/30/2025

CURRENT ASSETS

Cash	1,155,071
Receivables	24,110
HST Receivable	648,491
Inventory	53,389
Gen Operating due to/from Util Operating	(541,226)
Total Current Assets	1,339,834
Other Assets:	
Projects	6,433,771
TOTAL ASSETS	7,773,605

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,264,127
Other Payables	890,898
Gen Operating due to/from Gen Capital	133,500
Gen Operating due to/from Gas Tax Reserves	10,000
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	2,895,433

EQUITY

Retained Earnings	170,093
Surplus/(Deficit) for the Period	4,708,080
	4,878,172
	7,773,605

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Town of Rothesay

Statement of Revenue & Expenditure

9 Months Ended 9/30/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,971,283	1,971,283	17,741,547	17,741,546	0		23,655,395
Sale of Services	26,843	25,737	431,874	399,137	32,736		568,750
Services to Province of New Brunswick	8,820	40,000	55,672	60,000	(4,328)		80,000
Other Revenue from Own Sources	114,637	9,125	394,530	86,975	307,555		114,350
CORE Equalization	4,366	4,366	39,293	39,292	1		52,389
Conditional Transfers	3,676	0	103,609	46,750	56,859		46,750
Other Transfers	50,000	50,000	559,616	559,616	(0)		709,616
	\$2,179,624	\$2,100,511	\$19,326,140	\$18,933,317	\$392,823		\$25,227,250
EXPENSES							
General Government Services	192,776	164,672	2,667,176	2,487,960	(179,216)		3,161,057
Protective Services	500,210	499,980	5,183,630	5,151,067	(32,563)		6,651,330
Transportation Services	351,647	281,993	3,158,910	3,208,284	49,373		4,402,284
Environmental Health Services	72,229	79,583	674,920	737,250	62,330		995,000
Environmental Development	44,944	121,282	419,594	553,298	133,704		723,872
Recreation & Cultural Services	184,857	192,874	2,085,487	2,176,653	91,166		3,017,766
Fiscal Services	6,036	625	428,344	364,334	(64,010)		6,275,941
	\$1,352,698	\$1,341,010	\$14,618,061	\$14,678,846	60,785		\$25,227,250
Surplus (Deficit) for the Year	\$826,926	\$759,501	\$4,708,080	\$4,254,471	\$453,609	\$ 0	

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Town of Rothesay						
Statement of Revenue & Expenditure						
9 Months Ended 9/30/2025						
REVENUE	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #
REVENUE	ANNUAL BUDGET					
Sale of Services						
Bill McGuire Memorial Centre	4,891	3,333	35,546	30,000	5,546	40,000
Wells Canopy revenue	1,522	1,000	10,620	9,000	1,620	12,000
Town Hall Rent	9,769	10,133	86,770	91,200	-4,430	121,600
Community Garden revenue	0	0	906	1,000	-94	1,000
Fox Farm Rental revenue	0	1,950	13,650	17,550	-3,900	23,400
Arena Revenue	0	208	160,932	134,375	26,557	1 245,500
Recreation Programs	10,661	9,113	123,450	116,013	7,438	125,250
	26,843	25,737	431,874	399,137	32,736	568,750
Other Revenue from Own Sources						
Licenses & Permits	104,384	4,792	180,337	43,225	137,112	2
Recycling Dollies & Lids	0	0	0	42	-42	42
Interest & Sundry	3,618	2,500	53,241	22,500	30,741	3
Miscellaneous	5,635	833	147,244	7,500	139,744	4
Fire Dept. Administration	1,000	1,000	9,000	9,000	0	12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0	4,708
	114,637	9,125	394,530	86,975	307,555	114,350
Conditional Transfers						
Canada Day Grant	0	0	2,420	1,750	670	1,750
Grant - Other	0	0	86,664	0	86,664	5 0
Grant - Students	3,676	0	14,524	45,000	-30,476	6 45,000
	3,676	0	103,609	46,750	56,859	46,750
Other Transfers						
Surplus of 2nd Previous Year	0	0	109,616	109,616	-0	109,616
Utility Fund Transfer	50,000	50,000	450,000	450,000	0	600,000
	50,000	50,000	559,616	559,616	-0	709,616
EXPENSES						
General Government Services						
Legislative						
Mayor	4,463	4,583	39,157	41,250	2,093	55,000
Councillors	13,698	12,884	137,458	115,957	-21,500	154,610
Regional Service Commission 9	3,825	3,825	34,421	34,421	0	45,895
Other	423	3,108	4,070	27,976	23,905	8 37,301
	22,408	24,401	215,107	219,605	4,498	292,806
Administrative						
Administration - Wages & Benefits	121,884	102,354	1,075,184	983,127	-92,057	9 1,397,409
Office Building	9,067	12,867	174,594	165,800	-8,794	203,500
Supplies	19,798	6,050	290,183	187,450	-102,733	210,600
Solicitor	1,484	1,484	33,512	35,323	1,811	50,000
Professional Fees	8,812	8,800	84,370	84,200	-170	100,000
Other	6,292	7,383	102,049	98,448	-3,601	116,598
	167,338	138,938	1,759,892	1,554,348	-205,544	2,078,107
Other General Government Services						
Website/Other	0	0	1,528	3,000	1,472	3,000
Community Communications (Team)	241	833	2,440	8,000	5,560	65,500
Civic Relations	2,267	0	2,362	1,500	-862	1,500
Insurance	0	0	257,816	272,900	15,084	11 272,900
Donations	500	500	17,864	17,864	0	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	22	0	2,387	4,000	1,613	4,000
	3,030	1,333	692,177	714,008	21,830	790,144
Total General Government Services	192,776	164,672	2,667,176	2,487,960	-179,216	3,161,057
Protective Services						
Police						
Police Protection	284,836	284,836	2,563,522	2,563,522	0	3,418,030
Crime Stoppers	0	0	2,800	2,800	0	2,800
	284,836	284,836	2,566,322	2,566,322	0	3,420,830
Fire						
Fire Protection	214,769	214,769	2,245,370	2,245,370	0	2,890,000
Water Costs Fire Protection	0	0	335,000	335,000	0	335,000
	214,769	214,769	2,580,370	2,580,370	0	3,225,000
Emergency Measures						
EMO Director/Committee	0	0	0	1,000	1,000	1,000
	0	0	0	1,000	1,000	1,000
Other						
Animal & Pest Control	605	292	3,681	2,625	-1,056	3,500
Other	0	83	33,257	750	-32,507	12 1,000
	605	375	36,938	3,375	-33,563	4,500
Total Protective Services	500,210	499,980	5,183,630	5,151,067	-32,563	6,651,330
Transportation Services						
Common Services						
Administration (Wages & Benefits)	131,952	130,981	1,243,664	1,268,143	24,479	13 1,723,500
Workshops, Yards & Equipment	50,488	72,700	486,479	627,811	141,332	14 801,261
Engineering	2,418	0	9,975	7,500	-3,475	7,500
	184,859	203,681	1,740,119	1,903,454	163,336	2,532,261
Roads & Streets	8,626	17,000	43,638	53,300	9,662	67,000
Crosswalks & Sidewalks	15,507	510	30,513	34,372	3,859	36,850
Culverts & Drainage Ditches	6,929	9,000	158,063	95,000	-63,063	15 100,000
Street Cleaning & Flushing	0	0	9,890	10,000	110	10,000
Snow & Ice Removal	21,594	26,167	760,833	804,291	43,458	16 1,267,000
	52,656	52,677	1,002,937	996,963	-5,975	1,480,850
Street Lighting	14,846	15,833	132,871	142,500	9,629	190,000
Traffic Services						
Street Signs	410	0	6,397	20,000	13,603	17 20,000
Traffic Lanemarking	346	0	38,676	40,000	1,325	40,000
Traffic Signals	7,708	1,000	52,131	17,000	-35,131	18 20,000
Railway Crossing	26,896	1,100	44,258	18,300	-25,958	19 26,000
	35,360	2,100	141,461	95,300	-46,161	106,000
Public Transit						
Public Transit - Comex Service	7,556	7,556	68,004	68,005	0	90,673
Public Transit - Other	3,086	146	5,814	2,062	-3,752	2,500
Public Transit - KV Go	53,285	0	67,704	0	-67,704	20 0
	63,927	7,702	141,523	70,067	-71,456	93,173
Total Transportation Services	351,647	281,993	3,158,910	3,208,284	49,373	4,402,284

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Environmental Health Services						
Solid Waste Disposal Land Fill garbage	24,757	25,000	204,019	225,000	20,981	300,000
Solid Waste Disposal Landfill Compost	2,963	3,333	29,194	30,000	806	40,000
Solid Waste Collection Fero	44,508	51,250	409,657	461,250	51,593	21
Clean Up Campaign	0	0	31,945	21,000	-10,945	40,000
Food Cycler	0	0	104	0	-104	0
Total Environmental Health Services	72,229	79,583	674,920	737,250	62,330	995,000
Environmental Development Services						
Planning & Zoning						
Administration (Wages and benefits)	28,193	34,418	284,571	326,019	41,448	22
Administration	1,401	73,583	19,899	107,750	87,851	23
Planning Projects	3,069	833	4,594	7,500	2,906	-10,000
	32,663	108,835	309,065	441,269	132,204	574,500
Envision Saint John	12,281	12,281	110,529	110,529	0	147,372
Tourism	0	167	0	1,500	1,500	2,000
	12,281	12,448	110,529	112,029	1,500	149,372
Total Environmental Development Service	44,944	121,282	419,594	553,298	133,704	723,872
Recreation & Cultural Services						
Administration (wages and benefits)	32,818	31,993	315,882	302,781	-13,101	24
Administration	2,612	3,175	55,313	61,075	5,762	70,600
RICC Fundraising	1,523	0	18,537	0	-18,537	25
Rothesay Arena	27,702	31,117	293,215	299,827	6,612	409,500
Parks & Gardens	68,983	65,617	653,429	683,613	30,184	26
Playgrounds and Fields	12,414	12,750	87,343	106,450	19,107	27
Rothesay Common Rink	9,690	2,000	60,529	79,550	19,021	28
Memorial Centre	3,689	5,571	48,318	59,488	11,170	29
Wells Building	3,277	3,417	37,744	44,254	6,510	54,505
James Renforth	186	67	3,583	2,025	-1,558	2,225
Beaches	5,179	10,000	53,322	66,500	13,178	30
Summer Programs	3,980	10,867	93,727	98,700	4,973	101,225
The Hive expenses	1,234	1,554	9,620	13,988	4,368	18,650
Regional Facilities Operating	0	0	237,680	237,680	0	329,491
Kennebecasis Public Library	8,080	8,080	72,722	72,722	0	96,963
Regional Facilities Capital	0	0	0	0	0	199,357
Special Events	3,491	6,667	37,022	40,500	3,478	45,500
PRO Kids	0	0	7,500	7,500	0	7,500
Total Recreation and Cultural Services	184,857	192,874	2,085,487	2,176,653	91,166	3,017,766
Fiscal Services						
Debt Charges						
Interest	1,036	625	92,555	81,334	-11,221	31
Debenture Payments	0	0	283,000	283,000	0	671,000
	1,036	625	375,555	364,334	-11,221	875,941
Transfers To:						
Capital Fund for Capital Expenditures	0	0	0	0	0	5,400,000
Reserve Funds	5,000	0	52,789	0	-52,789	32
	5,000	0	52,789	0	-52,789	5,400,000
Total Fiscal Services	6,036	625	428,344	364,334	-64,010	6,275,941
	1,352,698	1,341,010	14,618,061	14,678,846	60,785	25,227,250

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Town of Rothesay

Note #	Actual	Variance Report - General Fund				
		month ending		9/30/2025	Better/(Worse)	Description of Variance
		Budget				
Revenue						
1	Arena Revenue	\$ 160,932	\$ 134,375	\$ 26,557	Higher than anticipated	
2	Licenses & Permits	\$ 180,337	\$ 43,225	\$ 137,112	Refunded builder permit	
3	Interest & Sundry	\$ 53,241	\$ 22,500	\$ 30,741	Conservative budget	
4	Miscellaneous	\$ 147,244	\$ 7,500	\$ 139,744	Sale of equipment	
5	Grant - Other	\$ 86,664	\$ -	\$ 86,664	\$52.7K from Girls Softball Well lighting	
6	Grant - Students	\$ 14,524	\$ 45,000	\$ (30,476)	Timing	
Expenses						
<i>General Government</i>						
7	Councillors	137,458	115,957	\$ (21,500)	\$6K error in budgeting for # councillors and \$6k travel	
8	Other	4,070	27,976	\$ 23,905	Developmental seminars offset by councillors travel	
9	Administration - Wages & Benefits	1,075,184	983,127	\$ (92,057)	Unbudgeted wage increase	
10	Supplies	290,183	187,450	\$ (102,733)	12K Office furniture remaining IT	
11	Insurance	257,816	272,900	\$ 15,084	Lower than expected	
<i>Protective Services</i>						
12	Other	33,257	750	\$ (32,507)	Fire Hydrant repair	
<i>Transportation</i>						
13	Administration (Wages & Benefits)	1,243,664	1,268,143	\$ 24,479	Vacant position	
14	Workshops, Yards & Equipment	486,479	627,811	\$ 141,332	timing	
15	Culverts & Drainage Ditches	158,063	95,000	\$ (63,063)	Shed on Clark Rd & Drainage at 10 Beach	
16	Snow & Ice Removal	760,833	804,291	\$ 43,458	Fuel adjustment was less than anticipated	
17	Street Signs	6,397	20,000	\$ 13,603	timing	
18	Traffic Signals	52,131	17,000	\$ (35,131)	New LED audible signals at Hampton/Marr	
19	Railway Crossing	44,258	18,300	\$ (25,958)	Work done by Galbraith to keep pillars Kpark	
20	Public Transit - KV Go	67,704	0	\$ (67,704)	Unbudgeted expense	
<i>Environmental Health</i>						
21	Solid Waste Collection Fero	409,657	461,250	\$ 51,593	Budget for fuel escalation higher than actual	
<i>Environmental Development</i>						
22	Administration (wages and benefits)	284,571	326,019	\$ 41,448	Vacant position	
23	Adminsitration	19,899	107,750	\$ 87,851	Software and bylaw enforcement	
<i>Recreation & Cultural Services</i>						
24	Administration (wages and benefits)	315,882	302,781	\$ (13,101)	Wage increases after budget	
25	RICC Fundraising	18,537	0	\$ (18,537)	RICC BBQ, wrapping 2 vehicles	
26	Parks & Gardens	653,429	683,613	\$ 30,184	Vacant position and timing	
27	Playgrounds and Fields	87,343	106,450	\$ 19,107	Timing, budgeted allocated monthly	
28	Rothesay Common Rink	60,529	79,550	\$ 19,021	Wages and expenses lower than anticipated	
29	Memorial Centre	48,318	59,488	\$ 11,170	Power and wages lower than anticipated	
30	Beaches	\$ 53,322	\$ 66,500	\$ 13,178	Wages lower than anticipated	
<i>Fiscal Services</i>						
31	Interest	\$ 92,555	\$ 81,334	\$ (11,221)	PerfectMind credit card charges & BNS increased fees & Debenture cos	
32	Reserve Funds	\$ 52,789	\$ -	\$ (52,789)	RICC donations transfer to reserve	

2025November10OpenSessionFINAL_080

Town of Rothesay

Capital Projects

General Fund

9 Months Ended 9/30/2025

	ANNUAL BUDGET	CURRENT Y-T-D	Remaining Budget
General Government			
G 202* 001 Town Hall Improvements	85,000	58,359	26,641
G 202* 00* IT	21,500	0	21,500
Goldie Crt		105,231	-105,231
Common Roof Replacement		21,488	-21,488
Total General Government	106,500	185,078	48,141
Transportation			
T-2025-001 Asphalt (13)	2,398,000	3,504,075	-1,106,075
Designated Highway - Hampton Road Paving	903,000	0	903,000
T-2024-00* Wiljac Improvements	1,700,000	422,929	1,277,071
T-202*-00* Fleet Replacement	866,000	559,178	306,822
T-202*-00* Buildings	71,000	33,325	37,675
T-2025-00* Renforth Property study	50,000	19,074	30,926
T-202*-00* Salt Storage Facility	185,000	153,913	31,087
Total Transportation	6,173,000	4,692,495	1,480,505
Recreation			
R-202*-00* Synthetic Turf	1,500,000	842,888	657,112
Wells Recreation Park Tennis court conversion	80,000	93,382	-13,382
R-2022-004 Wells Bldg	60,000	65,691	-5,691
Wells lighting	565,000	418,438	146,562
R-202*-00* Recreation Equipment	60,000	12,528	47,472
R-202*-00* Arena Renovation	105,000	81,457	23,544
R-2023-005 McGuire Centre Repairs	20,000	0	20,000
R-20**-00* Jordan Miller Park	15,000	0	15,000
R-2014-019 Wells Trail	2,800,000	0	2,800,000
Total Recreation	5,205,000	1,514,384	3,690,616
Carryovers			
T-2024-001 Asphalt	0	2,563	-2,563
R-2020-007 Trail Development	0	4,167	-4,167
T-2023-004 Intersection Improvement (Gondola/	0	29,261	-29,261
R-202*-00* Recreation Master Plan	0	5,824	-5,824
	0	41,814	-41,814
Total	\$ 11,484,500	\$ 6,433,771	\$ 5,177,448

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

Town of Rothesay

Utility Fund Financial Statements

September 30, 2025

Attached Reports:

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

Town of Rothesay
 Capital Balance Sheet
 As at 9/30/2025

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	3,543,967
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	2,054,054
Capital Assets Utilities Equipment	813,621
Capital Assets Utilities Water System	30,232,286
Capital Assets Utilities Sewer System	28,886,973
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	<u>113,001</u>
	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	<u>(30,793)</u>
	(23,334,121)

TOTAL ASSETS	<u>42,691,795</u>
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LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

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

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Town of Rothesay

Balance Sheet - Utilities Fund Reserves

9/30/2025

ASSETS

BNS Utility Capital Reserve # 00241 12	1,688,382
Util Reserve due to/from Gen Reserves	12,012
	<u><u>\$ 1,700,394</u></u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	1,166,963
Invest. in Utility Operating Reserve	122,647
Invest. in Sewerage Outfall Reserve	410,783
	<u><u>\$ 1,700,394</u></u>

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Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 9/30/2025

ASSETS

Current assets:

Accounts Receivable Net of Allowance	1,234,022
Accounts Receivable - Misc.	<u>127,813</u>
Total Current Assets	<u>1,361,835</u>
Other Assets:	
Projects	<u>1,335,085</u>
	1,335,085

TOTAL ASSETS

\$ 2,696,920

LIABILITIES

Accrued Payables	15,664
Due from General Fund	(542,215)
Due to Capital Fund	291,066
Deferred Revenue	8,007
Total Liabilities	<u>(227,478)</u>

EQUITY

Surplus:

Opening Retained Earnings	32,335
Profit (Loss) to Date	<u>2,892,063</u>
	<u>2,924,398</u>

TOTAL LIABILITIES & EQUITY

\$ 2,696,920

2025November10OpenSessionFINAL_085

Town of Rothesay
 Utilities Operating Income Statement
 9 Months Ended 9/30/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	342,600	295,000	977,510	893,000	84,510		1,160,000
Meter and non-hookup fees	18,390	15,500	53,896	46,500	7,396		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	(525)	0	2,438,781	2,400,000	38,781		2,400,000
Connection Fees	12,050	0	63,975	75,000	(11,025)		75,000
Interest Earned	11,357	8,750	97,380	78,750	18,630		105,000
Misc. Revenue	900	500	4,800	4,879	(79)		6,479
Infrastructure Grants	0	0	877,280	0	877,280		0
Transfer from Reserves	0	0	250,000	0	250,000		0
Surplus - Previous Years	0	0	40,521	40,521	0		40,521
TOTAL RECEIPTS	384,773	319,750	5,200,275	3,932,650	1,267,625		4,243,000
WATER SUPPLY							
Share of Overhead Expenses	20,000	20,000	180,000	180,000	0		240,000
Wages	16,791	20,833	179,621	187,500	7,879		250,000
Audit/Legal/Training	1,497	500	12,869	12,500	(369)		14,000
Other Water	0	167	(22)	1,500	1,522		2,000
Purification & Treatment	50,949	39,750	614,866	569,500	(45,366)		615,000
Transmission & Distribution	2,211	10,833	82,564	97,500	14,936		130,000
Power & Pumping	3,614	5,417	49,482	48,750	(732)		65,000
Billing/Collections	59	260	533	2,338	1,805		3,118
Water Purchased	226	292	741	1,460	719		1,750
Misc. Expenses	0	1,667	5,701	30,000	24,299		35,000
McGuire Road Operating	586	1,625	24,708	12,000	(12,708)		16,000
TOTAL WATER SUPPLY	95,933	101,344	1,151,064	1,143,049	(8,015)		1,371,868
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	30,000	30,000	270,000	270,000	0		360,000
Wages	31,250	31,250	281,250	281,250	0		375,000
Audit/Legal/Training	0	750	7,225	12,750	5,525		15,000
Collection System Maintenance	2,866	0	10,488	55,000	44,512		75,000
Sewer Claims	0	0	22,570	17,250	(5,320)		23,000
Lift Stations	3,031	5,450	98,439	71,600	(26,839)		85,000
Treatment/Disposal	6,765	7,667	75,978	100,000	24,022		125,000
Misc. Expenses	136	4,875	11,072	27,425	16,353		35,000
TOTAL SWGE COLLECTION & DISPC	74,049	79,992	777,020	835,275	58,255		1,093,000
FISCAL SERVICES							
Interest on Bank Loans	0	62,247	12,753	75,000	62,247		75,000
Interest on Long-Term Debt	48,706	48,707	137,341	137,341	0		260,532
Principal Repayment	202,035	201,600	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
TOTAL FISCAL SERVICES	250,741	312,553	380,129	441,941	61,812		1,778,132
TOTAL EXPENSES	420,723	493,888	2,308,213	2,420,264	112,052		4,243,000
NET INCOME (LOSS) FOR THE PEF	(35,951)	(174,138)	2,892,063	1,512,386	1,379,677		0

Town of Rothesay

Variance Report - Utility Operating

2025-09-30

Note #	Account Name	Variance			
		Actual YTD	Budget YTD	Better(worse)	Description of Variance
Revenue					
1	Sale of Water	977,510	893,000	84,510	Larger consumption comapred to past Q's
2	Sewerage Services	2,438,781	2,400,000	38,781	Conservative budget
3	Connection Fees	63,975	75,000	(11,025)	Timing
4	Interest Earned	97,380	78,750	18,630	Conservative budget
5	Infrastructure Grants	877,280	0	877,280	WWTP
6	Transfer from Reserves	250,000	0	250,000	Gas Tax capital
Water					
6	Purification & Treatment	614,866	569,500	(45,366)	Well#1 replace motor & pump
4	Transmission & Distribution	82,564	97,500	14,936	Timing
7	Misc. Expenses	5,701	30,000	24,299	Timing
8	McGuire Road Operating	24,708	12,000	(12,708)	Concrete slab at 24 McGuire
Sewer					
9	Collection System Maintenance	10,488	55,000	44,512	Timing
10	Lift Stations	98,439	71,600	(26,839)	Install wet wizard, FV & Riverside upgrades
11	Treatment/Disposal	75,978	100,000	24,022	Timing
15	Misc. Expenses	11,072	27,425	16,353	Timing

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Town of Rothesay

Capital Projects

Utility Fund

9 Months Ended 9/30/2025

	Original BUDGET	Current Y-T-D	Remaining Budget
WATER			
W-2022-003 Filtration Bldg Water	375,000	471,259	-96,259
W-2024-00* Treatment effluent tank re-lining	100,000	9,847	90,153
W-2024-00* Filter Bldg heat system upgrade	40,000	27,776	12,224
W-2025-00* Turnbull Court water	300,000	287	299,713
W-2025-00* Wiljac Improvement	800,000	-	800,000
W-2025-00* New Well	-	56,009	-56,009
	\$ 1,615,000	\$ 565,178	\$ 1,049,822

SEWER			
S-2023- 004 WWTF Plant	10,000,000	\$ 445,892	9,554,108
S-2024-00* Frances Ave lift station replacement	120,000	\$ -	120,000
S-2023-002 Lagoon Dredging	0	\$ 175,545	-175,545
Unbudgeted items:			
	10,120,000	621,436	9,498,564

Total Approved	11,735,000	1,186,614	-	10,548,386
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Carryovers			
Funded from Reserves			
W-2024-00* Production Wells TH90-1	-	103,320	-103,320
W-2024-00* Storage bldg renovations	-	8,149	-8,149
W-2022-001 Water Quantity/Quality	-	29,561	-29,561
S-2021-008 WWTP Design Phase II	-	7,440	-7,440
	0	148,470	0
	11,735,000	1,335,085	-
			10,399,915

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
	\$ 11,735,000	\$ 775,000	\$ 3,077,000	\$ 550,000	\$ 7,333,000

Town of Rothesay

2025-09-30

		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
	sub	19,500.00
		6,863.57
		<hr/> <hr/> 36,500.00
		<hr/> <hr/> 17,863.57
G/L Balance		<hr/> <hr/> 17,863.57

TOWN OF ROTHESAY

FINANCE COMMITTEE
October 27, 2025

In attendance:

Deputy Mayor Matt Alexander, Chairman
Councillor Helen Boyle
Councillor Don Shea
CAO Brett McLean
Treasurer Doug MacDonald
Financial Officer Laura Adair

Absent:

Mayor Nancy Grant

The meeting was called to order at 8:30am. The agenda was accepted with the addition under Donations
Compassionate Grief Centre (HB/DS)

Review of Minutes

The minutes of September 22, 2025 were accepted as presented (DS/HB)

September Internal Financial statements

General - financial statements and variance reports were reviewed. Treasurer Doug MacDonald no new variances to report. The General Capital report under Asphalt includes the Designated Highway costs. A submission to receive 2/3 of the costs for designated highway money has been completed.

Utilities – financial statements and variance reports were reviewed with no major updates. Treasurer Doug MacDonald noted users have used more water this year compared to last which has increased revenue. CAO Brett McLean advised the committee even with the dry condition this summer and the increase in water usage, there was no operational issues with water department. Water purification budget for 2026 was increased to reflect actual spend. In the past pump replacements weren't budgeted for and replacements were included as part of capital but for 2026 the budget has increased to reflect actual spending.

Councillor Don Shea asked if capital budget for the Waste Water Treatment Plant would be spent in 2025. CAO Brett McLean explained that the have just received approval from the Environmental Impact Assessment and its unlikely that anymore spending will be used this year.

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

Draft 2026 Operating Budgets

Treasurer Doug MacDonald reviewed draft budget memo indicating a few minor changes from previous working draft version. The main changes include correction to Police allocation of approx. increase of \$50,000, new communications hire of approx. \$100,000 and Regional Service Commission allocation of \$50,000. These changes have reduced the capital from operating from \$5.45M to \$5.25M

CAO Brett McLean explained that the recent strategic plan review recommended the hiring of a Communications Officer. Councillor Helen Boyle inquired about the process for determining when to add to the staff complement. CAO McLean responded that any addition to staffing must be reviewed and approved by the Personnel Committee.

Utility Budget had no changes from earlier version. However the table included on pg29 is incorrect.

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

Donation Summary and Request

- a. **Fresh Start – Motion to recommend to Council to donate \$500 (HB/DS)**
- b. **Spiritus Dinner** – Committee agree to let Mayor decide if she wanted to purchase 2 tickets
- c. **Alice - Motion to recommend to Council to donate \$5,000 (MA/DS)** Councillor Don Shea declared conflict of interest
- d. **CrimeStoppers - Motion to recommend to Council to donate \$2,800 for 2026 General Budget (HB/DS)**
- e. **YMCA (two requests) - Motion to recommend to Council to donate \$1,000 to the after School program and deny the Shine on Campaign (HB/DS)**
- f. **Scouts -- Treasurer Doug MacDonald to follow up re Rothesay residents attending.**
- g. **NB Medical Education Trust**
- Motion to recommend to Council to donate \$5,000 (HB/DS)
- h. **Compassionate Grief Centre** – Refer to the Hive

MOU re Securities with GSJCF

An individual has expressed interest in donating securities to the RICC Foundation. Donating publicly traded securities offers significant tax advantages to the donor, as the capital gain on the securities is not realized, yet the donation receipt is issued for the fair market value of the securities. Rothesay has proposed that the Greater Saint John Community Foundation (GSJCF) facilitate the exchange of these securities on behalf of the RICC Foundation. Treasurer Doug MacDonald confirmed that GSJCF is already equipped to manage such transfers. Furthermore, once funding is confirmed, GSJCF has indicated a willingness to handle all future donations on behalf of the RICC Foundation. GSJCF charges an administrative fee of 2% on all donations processed through their foundation.

Committee agree to recommend to Council to negotiate the partnership agreement with GSJCF.

For Information:

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 November 27, 2025 at 9:00am. The meeting adjourned at 9:25am.



ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald
DATE : November 4, 2025
RE : Donation Requests

The finance committee recommends the following motion re donation requests:

Council approve the request for a sponsorship from "Fresh Start" for 2025 in the amount of \$500.

Council approve the request for a sponsorship for the production of Alice at RHS for 2025 in the amount of \$5,000.

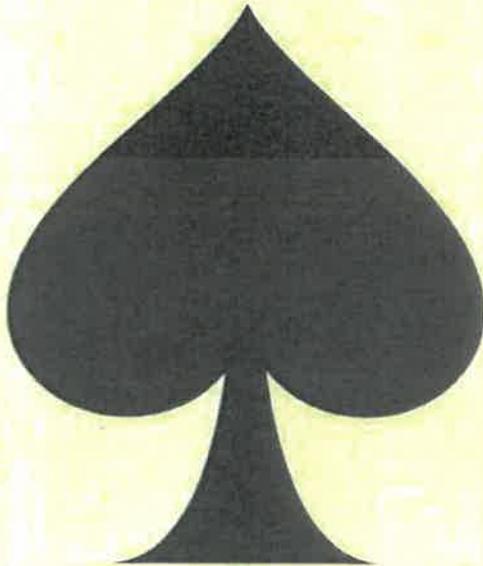
Council approve the request for a sponsorship from YMCA related to the Rothesay After School Program for 2025 in the amount of \$1,000.



Fresh Start

P R E S E N T S

CASINO ROYALE



UNION CLUB
125 Germain st

NOV 22, 2025
6:30 pm to 11 pm

CASINO GAMES - LIVE MUSIC
SILENT AUCTION - PHOTO BOOTH
VIP POKER ROOM - LOCAL FOOD AND DRINK

FRESHSTARTSJ.COM



**Fresh
Start**
SERVICES





Lucky Ace – Entry-Level Sponsor

Investment: \$500

Perfect for individuals and businesses who want to contribute meaningfully and gain community exposure.

Perks include:

- **2 Complimentary Tickets** providing opportunities to network with community members
- **Logo on Event Program**
- **Social Media Shoutouts**
- **MC Thank-You Announcement**

Item-Specific Sponsorships

Investment: Varies by Item

Tailor your impact by sponsoring a key item or experience that aligns with your brand.

Perks include:

- **Signage at sponsored item or station**
- **MC Recognition During Event**
- **Social Media Mentions**

Let's Make a Difference—Together

By becoming a sponsor, you're not just promoting your brand—you're investing in real change. Together, we can ensure everyone has safe and secure housing.

Tax-Deductible Giving: Fresh Start Services Inc. is a registered nonprofit. A donation receipt will be provided.

“Every bet placed, every hand dealt, brings us closer to ending homelessness.”

Contact us today to secure your spot!



Sponsorship Levels

High Roller – Top Tier Sponsor

Investment: \$2,000

As a High Roller, you'll enjoy maximum visibility and premium experiences as the evening's top sponsor.

Perks include:

- **Prominent Logo Placement** on poster, signage, and website
- **Opportunity to Display Company Banners** and distribution of company merchandise to attendees
- **4 Complimentary Event Tickets** providing opportunities to network with community members
- **Press Coverage** before and after the event (radio, social media posts, local news outlets)
- **Signature Cocktail** named after your company
- **Table Sponsorship** with branded signage
- **MC Shoutouts** at opening and closing

Jackpot – Mid Tier Sponsor

Investment: \$1,000

Get great exposure and perks with this value-packed sponsorship.

Perks include:

- **Table Sponsorship** with branded signage
- **2 Complimentary Tickets** providing opportunities to network with community members
- **Logo on Signage, Event Program** and the event website
- **Social Media Shoutouts**
- **MC Thank-You Announcement**



You're Invited to Be Part of Something Transformative!

Imagine a night where every hand dealt helps provide a safe place to sleep for someone in need. That's the magic of **Casino Royale**, a fundraiser for **Fresh Start Services Inc.**, a nonprofit committed to ending homelessness in our community.

Fresh Start Services is a community agency that was incorporated in 2010, to address the need for a new women's shelter in Saint John. Since our incorporation, our focus has evolved and is now centered on the prevention and elimination of homelessness, in our city, for all individuals and families.

Fresh Start is the leading organization in New Brunswick for homeless prevention and support. They successfully operated the 2024-2025 Out of the Cold Shelter, housed hundreds of chronically and newly unshoused individuals, and prevented over 300 individuals from entering homelessness. In December 2024, Fresh Start opened ACRES, a supported housing site in Saint John with 20 residents. We don't believe that anyone is "unhouseable".

On Saturday, November 22nd, 2025, we're gathering our community for a night of impact, and we would love for you to be a part of it.

Your sponsorship will help us:

- **Provide housing for homeless individuals and families,**
- **Prevent homelessness through early intervention, and**
- **Provide support for those who have already been housed**

In return, your business will receive meaningful visibility and a chance to connect with an engaged, cause-driven audience at our signature event.

Event Details

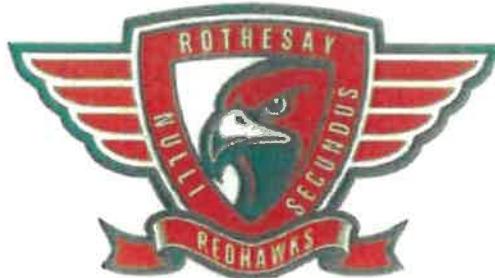
Casino Royale will transform Union Club into an upscale casino experience — all in support of a great cause. Guests will enjoy an evening filled with exciting casino-style games like blackjack, roulette, and poker. Instead of gambling for cash, guests will be playing for fun, with all proceeds supporting Fresh Start Services' mission to end homelessness. The more you play — and the more you give — the more chances you'll have to take home amazing prizes. The evening will also feature live music, delicious local food and drinks, a photo booth, and a sought-after silent auction.

A night of celebration, community, and real impact.

Casino Royale Sponsorship Package

Presented by Fresh Start Services





ROTHESAY HIGH SCHOOL

Proposal for Municipal Support: Alice and the Rothesay High Theatre Legacy Project

Dear Members of the Rothesay Town Council,

Rothesay High School is proud to present the **world premiere of *Alice***, an original musical by local composer **Craig Lang**, reimagining *Alice's Adventures in Wonderland* through a contemporary lens. The work explores themes of identity, power, and transformation, blending rich orchestration and storytelling for audiences of all ages. Stylistically, *Alice* evokes the depth and ambition of Broadway productions such as *Wicked*, *Into the Woods*, and Disney's stage adaptations, yet it is uniquely rooted in New Brunswick creativity.

Beyond being a school production, *Alice* represents an extraordinary opportunity to celebrate local arts innovation while building a **lasting legacy** for our community. We are seeking the Town's support to help transform this project into a long-term investment in youth, culture, and the performing arts infrastructure at Rothesay High School.

Phase 1: The *Alice* Production Fund

Short-Term Goal: \$10,000

Funding will directly support:

- ◆ Costumes, props, and scenic materials
- ◆ Set construction (lumber and hardware)
- ◆ Technical equipment rental (lighting, microphones, etc.)
- ◆ Community engagement (printing, outreach, promotional materials)

This investment will ensure a **high-quality, professional-grade production**, showcasing the talent of Rothesay's students while drawing audiences from across the region. The production's visibility will also help launch the next phase of the school's theatre revitalization.

Phase 2: The Rothesay High Theatre & Performing Arts Legacy Project

Long-Term Goal: Completion and professional conversion of the former RHS cafeteria into a dedicated multi-purpose theatre.

Our vision is to establish a **fully equipped, acoustically optimized, and community-accessible performance venue** that will serve as a cultural hub for students, alumni, and residents alike.

With appropriate upgrades and repairs, including a modern sound system, improved staging, lighting grid, and related technology, the space could best support:

- ◆ Annual drama and musical productions
- ◆ Band and choir concerts
- ◆ Guest lectures and community theatre rentals
- ◆ Town and school events

2025October14OPENaddendumITEM13.2.1_002

Rothesay High already hosts multiple performing arts nights, concerts, and productions each year, but the existing setup limits what can be achieved. With municipal support, we can transform this under-utilized space into a **showcase of local culture and education**, one that will continue to enrich Rothesay's artistic life for decades to come.

To achieve this vision, the following **categories of upgrades and equipment needs** have been identified:

Infrastructure & Repairs

- New tables and booth furniture
- Service and repair current technology

Sound & Audio Equipment

- Headset microphones for cast
- Wireless transmitters and receivers
- Full-range speakers and subwoofers
- Stage and theatre wing monitors
- Stage microphones and instrument microphones
- Crew intercom communication system
- Audio cables, accessories, and racks
- Acoustic drum shield and electric drum kit
- Guitar and microphone stands

Lighting & Staging

- Spotlights and stage lighting fixtures
- Lighting grid updates and safety line
- Stage modifications

These upgrades will ensure the theatre is equipped to host **school and community productions, concerts, guest events, and rentals**, while providing students with **hands-on technical experience** and creating a **safe, adaptable creative environment** that benefits the entire Rothesay community.

Community & Partnership Plan

We are actively working to build strong partnerships that will ensure sustainability and transparency in this initiative:

- ◆ **RHS Parent School Support Committee (PSSC)** - coordination and fundraising oversight
- ◆ **Town of Rothesay** - potential municipal funding and advisory support
- ◆ **RHS Alumni Committee (In development)** - long-term fundraising and legacy stewardship

Together, we can establish a venue that not only supports school productions but becomes a cultural anchor for Rothesay, fostering civic pride and opportunity for generations to come.

We respectfully request that the **Town of Rothesay** consider supporting this initiative, whether through direct funding, infrastructure support, or partnership opportunities, to help bring this vision to life.

Thank you for considering this proposal. We would be happy to present a brief overview of the *Alice* production and long-term theatre plan at an upcoming council meeting.

With Gratitude and Enthusiasm,

Craig Lang

Craig Lang

On behalf of the *Alice* Production Team and Rothesay High School Performing Arts

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: 9/25/2025

Applicant: YMCA of Southwestern New Brunswick
Address: 191 Churchill Blvd, Saint John, NB, E2K 3E2
Contact: (506)-333-5550 Tel. _____
Email: r.chapanera@yswnb.ca

Organization Description:
The YMCA of Southwestern New Brunswick is a charity dedicated to building healthy, inclusive communities. We provide programs and services that help people of all ages learn, grow and thrive.

Amount Requested: \$1,000.00

Descriptions of proposed event or activity:
The Rothesay After School Program, located at Rothesay Elementary, offers quality programming with A Place to Connect, experienced staff, and plenty of indoor and outdoor spaces for children to play, explore, and grow.

Project costs: Snacks cost is \$6000. \$1000 will help cover children's nutrition.

Benefits to town of Rothesay: The Rothesay After School Program provides a vital service for families, giving children a safe, engaging space to learn and play while supporting parent's ability to work. The community has expressed strong support for keeping this location, recognizing its importance in meeting local childcare needs. With reliable after school care in Rothesay, parents are able to balance work commitments while ensuring their children are active and well cared for.

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act ("the Act"), SNB 2009, c R-10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at a public Town Council or committee meeting.

Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald
DATE : November 4, 2025
RE : 2026 Donation Requests

The finance committee recommends the following motion re donation requests:

Council approve the request for a sponsorship from Kennebecasis Crimestoppera for 2026 in the amount of \$2,800.

Council approve the request for approval of the scholarship proposal from the New Brunswick Medical Education Foundation Inc. for 2026 in the amount of \$5,000.

2025October14OpenSessionFINAL_048



KENNEBECASIS CRIMESTOPPERS



36 Branch Crescent
Quispamsis, N.B.
E2E 0A9

October 8, 2025

Mayor & Council – Town of Rothesay
70 Hampton Road,
Rothesay, N.B.
E2E 5L5

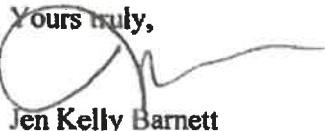
RE: Budget Request – Year 2026

Dear Mayor & Council:

Since the inception of Kennebecasis Crime Stoppers in 1985, the Municipal Councils have been instrumental through financial support in helping us carry out the very important work that we do. In the past, we have received a significant share of our annual budget from contributions from each of the communities in the Kennebecasis Valley. In addition, we carry out fundraising activities to ensure that sufficient funds are available to pay for the important tips that provide substantial aide to our police forces in solving crimes.

In consideration of our financial needs, we ask the Mayor and Council of the Town of Rothesay to budget the amount of \$2800 to support the ongoing efforts of the Kennebecasis Crime Stoppers for the year 2026.

I thank you for your attention to this matter and should you need to contact me, I can be reached at 506-645-9674.

Yours truly,

Jen Kelly Barnett
President



**The New Brunswick Medical
Education Foundation Inc.**
**La fondation d'éducation médicale
du Nouveau-Brunswick Inc.**

95 James Renforth Drive
Rothesay, NB, E2H 1K7
August 28, 2025

Town of Rothesay
Rothesay, NB

Securing Rothesay's Healthcare Future: A Scholarship Proposal

September 2025

Overview of the Current Situation

The average physician in New Brunswick is over 49 years old, and the province predicts that the waitlist for a family physician will exceed 180,000 by the end of this calendar year. The percentage of citizens with a permanent primary care provider continues to decline. With looming mass retirements, population growth, and evolving practice models, it is essential to take proactive steps to minimize further negative outcomes for patients and communities. Establishing a robust pipeline of future physicians prepared to serve New Brunswick is critical to addressing the region's current and future healthcare challenges.

About the New Brunswick Medical Education Foundation (NBMEF)

NBMEF is a registered Canadian charity dedicated to attracting and retaining physicians in New Brunswick. Founded in 2010, NBMEF raises funds to provide return-to-service scholarships to New Brunswick medical students, ensuring a steady pipeline of future physicians ready to practice in the province. This initiative is the first of its kind in Canada and is recognized as one of the most cost-effective, high-yield physician recruitment programs in the province's history.

Impact of Scholarships

NBMEF scholarships are transformative, enabling students to focus on their medical education and community involvement without the burden of excessive student debt. This financial support empowers students and strengthens the future of healthcare in New Brunswick.

In September 2025, NBMEF will award a record \$1.39 million in return-to-service scholarships to 166 talented and deserving students, each of whom pledged to practice in New Brunswick upon qualification.



The New Brunswick Medical
Education Foundation Inc.
La fondation d'éducation médicale
du Nouveau-Brunswick Inc.

By supporting New Brunswick medical students, the Town of Rothesay contributes to the overall well-being and growth of the province. Each scholarship recipient is a future healthcare professional who will play a vital role in addressing physician shortages, improving access to care, and enhancing health outcomes. Due to limited funding, however, many qualified students were declined, underscoring the ongoing need for financial support.

NBMEF's work has a ripple effect across New Brunswick, particularly in underserved regions, ensuring future generations have access to the medical care they need.

The Need for Physicians in New Brunswick

Currently, over 180,000 New Brunswickers are waiting for a family doctor or nurse practitioner, and 45% of the province's doctors are nearing retirement age. This shortage has significantly impacted access to after-hours clinics, operating rooms, and emergency care. Previous efforts to address these issues have often been fragmented, costly, and region-specific, yielding inconsistent results.

Proposal for the Town of Rothesay

We thank the Town of Rothesay for its past support of the Medical Education Scholarship through NBMEF and respectfully request continued funding for the benefit of Rothesay's residents and all New Brunswickers. This scholarship provides substantial financial assistance to medical students from your community while securing a return-to-service pledge from each recipient.

Requested Funding Amount: \$5200.00

Proposed Timeline and Review

We propose that the Town of Rothesay Scholarship be continued in 2026.

Expected Outcomes

- Provide vital tuition relief to a New Brunswick medical student enrolled in medical school. Scholarship funds are paid directly to the student's university account.
- Ensure physician(s) return to work in designated New Brunswick region(s) upon qualification. Students who breach their return-to-service commitments agree to repay their awards.
- Enhance access to healthcare in the designated region, leading to improved health outcomes and broader social, economic, and generational benefits.



**The New Brunswick Medical
Education Foundation Inc.**
**La fondation d'éducation médicale
du Nouveau-Brunswick Inc.**

Recognition and Administration

NBMEF will provide recognition through social media, newsletters, our website, and email acknowledgments. We will collaborate with the Town of Rothesay on any additional mutually agreed-upon recognition campaigns or communication materials.

Next Steps

We look forward to discussing this grant application with the Town of Rothesay. We would be honored to present the New Brunswick Medical Education Foundation to your organization's leadership in person or via an electronic platform. Thank you for reviewing and considering this application.

Thank you

David Ryan

David.ryan@nbmeded.ca

506 333 0906

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: 8.28.25

Applicant: New Brunswick Medical EDucation Foundation

Address: 95 James Renforth Drive, Rothesay, NB, E2H1K7

Contact: Alyssa Long Tel. 848-2109

Email: alyssa.long@nbmeded.ca

Organization Description: As per attached

Amount Requested: \$ 5,200.00

Descriptions of proposed event or activity: As per attached

Project costs: 5200

Benefits to town of Rothesay: As per attached.

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ROTHESAY
AGE FRIENDLY ADVISORY COMMITTEE
~~2025 November 10 Open Session POMA_106~~
Rothesay Town Hall Common Room
Tuesday, October 21, 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
ANGELA MORSE

DRAFT

AGE-FRIENDLY & COMMUNICATIONS COORDINATOR KIRSTIN DUFFLEY
RICC CAMPAIGN COORDINATOR KERI FLOOD
RECREATION COORDINATOR ALEX HOLDER
RECORDING SECRETARY ÉLIANE KNOX

ABSENT: CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
DOAA HIGAZY
DIANNE TAYLOR
HIGH SCHOOL REPRESENTATIVE (Vacant)

Chairperson O'Connor called the meeting to order at 10:04 am.

1. APPROVAL OF AGENDA

MOVED by N. Haslett and seconded by Vice Chairperson Mavis the agenda be approved as circulated with the following addition:

➤ Item 9.1 Fundy Regional Service Commission – Fundy Region Active Living & Recreation Consultation

CARRIED.

2. APPROVAL OF MINUTES

2.1 Meeting minutes of September 16, 2025

MOVED by N. Haslett and seconded by J. Jennings the minutes of September 16, 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 AFAC-NB In-Person Conference

Chairperson O'Connor informed the Committee members that Kirstin Duffley, Robert Taylor, Dianne Taylor and herself attended the AFAC-NB Conference held at Lily Lake Pavilion in Saint John.

K. Duffley shared her reflections on the event, describing it as an amazing conference filled with a lot of valuable information. She mentioned that she intends to prepare a more formal summary later.

K. Duffley indicated that Age Friendly Active Communities (AFAC) New Brunswick is currently seeking new board members. She said that if anyone is interested to contact Brenda. She suggested that if they think about someone in our community who might be interested in such a role and encourage them to apply.

K. Duffley emphasized that the Age Friendly concept is not solely the responsibility of the town or local government, but rather a movement that involves the entire community, including various organizations.

During the conference, a resource called Connecting Canadians was noted as particularly valuable. This is a free technology support service aimed at Canadians, especially seniors. K. Duffley said that there had been previous attempts to coordinate a program with Cyber Seniors, but she had not heard back from them recently. She plans to follow up with both Cyber Seniors and Connecting Canadians to explore opportunities for providing tech support locally.

An interesting concept presented was that of Naturally Occurring Retirement Communities (NORCs). These are residential areas or buildings not officially designated as senior living centers but which, by circumstance, have a high concentration of older adults. Examples include certain apartment buildings or streets lined with garden homes. A presenter from Peterborough, Ontario, shared their experience with NORCs, where the community is empowered to organize their own activities in communal spaces, such as apartment building common rooms. Instead of external organizations running programs, the residents are provided with resources and guidance to independently start and sustain activities such as presentations, games, and social events.

Another program discussed was the Good Neighbour initiative currently being developed in Fredericton. This program aims to encourage residents to actively build community connections through neighbourly support. It fosters intergenerational interaction, where children might assist older adults with tasks such as checking in during power outages, and vice versa. K. Duffley expressed interest in learning how Fredericton implements this program, with the hope of adopting similar best practices locally. The initiative is seen to revive the spirit of neighbourliness, which is perceived to be declining, and to strengthen social ties within communities.

She will also reach out to Connecting Canadians and Cyber Seniors to explore possibilities for tech support programs. Additionally, further investigation into the NORCs model will be undertaken to understand how it can be supported locally. Lastly, monitoring the progress of Fredericton's Good Neighbour Program will help identify effective strategies for potential adoption in our area.

Chairperson O'Connor said one key takeaway was the concept of senior connectors and community connectors who maintain kiosks at various locations within communities. These kiosks serve as points where community members can access information and resources. She envisioned a similar project

locally, suggesting the possibility of setting up a table at community hubs such as grocery stores, pharmacies, to provide information about available community resources. This outreach, she felt, would be particularly valuable for newcomers to the area, not only those arriving from other countries but also individuals relocating from other parts of Canada. She proposed that this could become a recurring initiative, perhaps monthly, to consistently share information and connect people with resources.

N. Haslett asked whether changes in the age demographics and population growth among seniors have played a role in driving the initiatives discussed at the conference. Chairperson O'Connor responded affirmatively, stating that there are indeed more seniors now, and these seniors tend to be very active. She noted that many individuals aged 55 and above, often empty nesters whose children have moved out, are seeking meaningful activities to engage with others who share similar interests. She highlighted that the Rothesay HIVE serves as a hub for such activities.

Chairperson O'Connor added that there are many new recreational opportunities, such as walking soccer, that accommodate different fitness levels. She stressed that these activities support physical, mental, and, importantly, social well-being. She concluded by emphasizing the importance of keeping seniors connected and engaged in the community.

6.2 2025-2029 Age-Friendly Community Action Plan

➤ Rothesay Intergenerational Community Complex

K. Flood updated the Committee members on recent fundraising event in partnership with McDonald's. The event involved the local KV Minor Hockey team washing windows and the presence the Sea Dog mascot. The event raised just under \$4,000, and the owners, Jeremy and Jane Cleveland, generously topped up the total donation, bringing it to \$10,000. K. Flood highlighted that not only was this a significant financial contribution, but the event also generated considerable buzz in the community, raising awareness for the cause.

K. Flood also mentioned the recent fashion show that had been organized. The show involved a local community business, Boutique Zekara, and was also praised for their generosity in providing all the clothes for the fashion show. Additionally, Lorraine Gilmore Peters, was the Master of Ceremonies and is a strong supporter of the Rothesay HIVE fashion shows. The event saw significant local support and was well-attended, with at least 75 people present. It raised over \$800 through donations. The fashion show was also intergenerational, with participation from individuals of various age groups, which Chairperson O'Connor highlighted as a positive aspect. The involvement of people from different generations and backgrounds was appreciated by all, and it added an extra layer of community connection to the fundraiser. Chairperson O'Connor suggested that there could be future opportunities for another intergenerational fashion show in the spring, potentially involving male models to diversify the event further. She also proposed working again with Boutique Zekara. She also suggested that they could invite River and Trails to participate. The event would remain intergenerational, combining the involvement of high school students with the established participants from the senior community. This idea of including young men and partnering with local businesses was seen as a great way to diversify the show and engage a broader community. R. Taylor suggested that this could be a class project for the high school students, where the proceeds from the event could be shared between the RICC and the students' class.

Chairperson O'Connor shared that the RICC received excellent coverage on CBC, including multiple Public Service Announcements (PSAs) promoting the KV GO bus and the fashion show.

K. Flood provided an update on several upcoming fundraising initiatives. The RICC is partnering with the Rothesay High School Boys Hockey Team for a hockey tournament, which will take place from November 14th to 16th. All funds raised from the tournament will go towards supporting the RICC. Additionally, the RICC has teamed up with the Springer family, and the local Tim Hortons for the Smile Cookie Campaign. It will run from November 17th to 20th. K. Flood said that she plans to use the hockey tournament to promote the Smile Cookie Campaign, maximizing visibility for both events.

K. Flood also shared that she recently gave a presentation to the Lions Club, discussing how they might collaborate on future fundraising efforts or possibly receive a donation. She has been in touch with Tim Walsh, Lions Club President, and is following up on potential partnership opportunities.

K. Flood also mentioned the Co-Chairs for the RICC's fundraising board have been found. Although the board is not fully formed yet, she stated they plan to make a formal announcement once the team is complete, after which they will begin their fundraising efforts in full. She said that she has informational materials about the project and encouraged members to share them with their networks.

Mayor Grant stressed the importance of ensuring that the RICC's initiatives remain visible. K. Flood agreed and shared that she has designed large billboard signs that will be placed in prime locations throughout the community.

K. Flood also mentioned her plans to do PowerPoint presentations for local groups to help spread awareness. She expressed her openness to speaking with any other groups or clubs that could help promote the project.

N. Haslett asked whether there is an organized business group or contact for businesses in the area. K. Flood responded that she plans to work with The Saint John Region Chamber of Commerce to do a presentation and reach local businesses.

N. Haslett further suggested that businesses might be motivated to buy Smile Cookies for their employees during that week, as she recalled that some businesses did so in previous years. K. Flood confirmed that she would provide forms that businesses can fill out in advance, indicating how many cookies they would like and when they would like to pick them up. N. Haslett also suggested creating a competitive element for businesses by publicly recognizing those that participate in the campaign. She recommended providing shout-outs to businesses to encourage friendly competition and highlight their involvement in the fundraising effort.

➤ **Transportation – KV Go Demo Project**

K. Duffley provided a brief update on the KV GO demo project. She mentioned that the project is currently ongoing and will run until November 10th. No further updates were available at the moment, but she highlighted that the deadline for the demo project is approaching soon.

7. NEW BUSINESS

7.1 2025 Annual Action Plan Status Report

K. Duffley discussed the Age-Friendly Action Plan and the need for annual status reports, even though a full report is only required every five years. She noted that the Committee's next status report is due soon, and she provided a draft for review. The draft outlines the action items from 2025 to 2029, with updates

on their progress. She pointed out that some of the items are currently in progress, while others are not yet started.

K. Duffley suggested that it might be beneficial for members of the Committee to take on the role of "champions" for specific action items. She proposed that one or two Committee members could lead efforts for particular goals, helping to drive them forward. While many of the actions are tied to her and town staff, she emphasized that these were priorities set by the Committee, and having a Committee member champion certain initiatives would help ensure progress.

She encouraged the Committee members to review the action plan and think about which items they might be interested in championing. This would help distribute the responsibility and create a sense of ownership within the Committee for each initiative.

K. Duffley concluded by asking Committee members to take the draft Age-Friendly Action Plan home and review it. She mentioned that the Committee would review the final version at their next meeting, likely in November, and finalize it before submitting it. She also noted that the status report is due in December, but the Committee will likely not meet in December, so the finalized copy will be sent along before the deadline.

Dr. Jennings has expressed interest in championing the Transportation and Accessibility sections of the Age-Friendly Action Plan.

R. Taylor indicated that he would like to be listed as the champion for Digital Literacy Skills.

Chairperson O'Connor confirmed that she would continue taking on the Communication and Information, particularly with CBC, as she has been doing. She also mentioned that she is in contact with Oldies 96 and plans to reach out to Matt to inquire whether they can arrange a more in-depth interview with Keri Flood. She confirmed that she would take immediate action to reach out to Matt today to see if he would be interested in conducting an in-depth interview with Keri Flood and she committed to following up on this opportunity right after the meeting.

7.2 Age-Friendly Programming Update

Rothesay HIVE

- Current Offerings: Exercise Classes (5), Tai Chi (Wells), Latin Line Dancing, Book Club, Garden Club, Walking Club, Grief Café, Mahjong & Bridge Games, Card and Board Games, Coffee & Chats, Movie Matinees, Presentations, and lending libraries.
- Fashion Show – RICC Fundraiser on October 15th was very successful with 10 models, 75 attendees, and raised over \$800 for the RICC fundraising campaign.
- Upcoming Presentations:
 - KV Fire Department, Thursday, October 23rd at 2:00 pm.
 - RSV and Shingles with Rothesay PharmaChoice, Thursday, November 20th at 2:00 pm.
- November calendar will be released this Friday, October 24th.

Rothesay HIVE Members

- **Rothesay HIVE Facebook Group:** 1,337 members
- **Rothesay HIVE Members as of now in 2025:** 250 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.

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 provided an update on Saint John Newcomers Centre Program events:
October:
 - Gretchen Kelbaugh's Interview on her great Aunt Gert.
 - Martha McLean about nutrition.
 - Downsizing and Decluttering with Shamim Nahid.
 - Archstone gave a session on Aging Well with Movement and Lymphedema.
 - Speech Chat with Grade 3-4 Touchstone Academy students.

New Events:

- A Speech Chat with Newcomers on November 13th.
- Fire Safety at the end of the month.
- Fall Crafts event this Thursday.
- Jim Wilson will return on November 6th.
- Joe McIntyre (former drummer for bands like Emerson, Lake & Palmer and Carlos Santana) will give an interview in November.

Looking Ahead to December:

- December's events are still being finalized, but Chairperson O'Connor has a few ideas in mind and is open to suggestions.
- The last event in December will be held on December 18th. The Rothesay HIVE's last day for programming for 2025 will be December 19th.

8. CORRESPONDENCE FOR ACTION

N/A

9. CORRESPONDENCE FOR INFORMATION**9.1 Fundy Regional Service Commission – Fundy Region Active Living & Recreation Consultation**

K. Duffley said that Robert Taylor brought in information regarding the Fundy Region Active Living and Recreation Consultation, which all Committee members received. She mentioned that she would likely attend the consultation at the Hope Wellness Center and hoped to see others there.

R. Taylor added that they were going to be representing the Seniors Resource Center in Saint John at the event, which will likely provide valuable insights for the Committee. There was a shared understanding that it would be important to learn what was discussed at the event and how it might inform the Committee's own work, particularly in relation to Rothesay HIVE project.

Senior Discounts List

Chairperson Mavis suggested that it would be useful to create a handout, or perhaps use social media, to inform seniors about businesses that offer senior discounts, especially on meals and services. Chairperson O'Connor agreed, emphasizing that it would be great to compile a list of local businesses that offer senior discounts. The idea of providing information on discounts not just for food but also for services, hotels, and other businesses was brought up. K. Duffley offered to grab a copy of the discount sheet that is available at Rothesay HIVE, which provides a helpful reference for seniors to use.

R. Taylor recalled that Linda Nickerson, who had recently retired from the Seniors Resource Center, had previously worked with a summer student to compile a directory of senior discounts. However, it was uncertain how far the student had gotten with the project. Chairperson O'Connor promised to follow up on that to determine whether the directory was completed and if it could be shared with the Committee. Additionally, the Seniors Resource Center puts out a senior's directory that remains valuable, especially since it is printed in large text for easier reading.

Men's Sheds

Dr. Jennings mentioned that he finally received the link to the Men's Sheds video and had watched it. Chairperson O'Connor explained that Brenda had apologized for the issue with the link not working when the event was actually happening, which had prevented some people from logging on and participating.

Chairperson O'Connor noted that there might be individuals who prefer not to participate in a mixed-gender environment for personal reasons. In such cases, offering a separate, men-only space could be an appealing alternative. This would give men the chance to come together, share experiences, and work on projects in a comfortable, supportive environment. She continued by describing how Men's Sheds can provide spaces for men to engage in practical activities, like fixing small appliances, woodworking, or other hands-on projects. K. Duffley confirmed that the Men's Sheds idea had been shared widely, including with organizations like the Lions Club, Rotary Club, and woodworking and carving groups at the local high schools. She mentioned that she had sent the presentation along to all of these groups, further spreading the word about the initiative.

10. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, November 18, 2025, at 10 am.

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 10:49 am.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
CLIMATE CHANGE ADAPTATION COMMITTEE
2025 November 10 Open Session FINAL_114
Rothesay Town Hall Sayre Room
Tuesday, October 21, 2025 at 3:30 pm



PRESENT: MAYOR NANCY GRANT

DEPUTY MAYOR MATT ALEXANDER, CHAIRPERSON
KOREY NIXON, VICE CHAIRPERSON
COLLEEN LANG
GARY MYLES

DRAFT

CHIEF ADMINISTRATIVE OFFICER BRETT MCLEAN
RECORDING SECRETARY DEBBIE KEYES

ABSENT:

Chairperson Alexander called the meeting to order at 3:41 p.m.

1. APPROVAL OF AGENDA

MOVED by Mayor Grant and seconded by C. Lang the agenda be approved, with the following addition:
7.2 Water Conservation

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Climate Change Adaptation Committee meeting of June 17th, 2025

MOVED by K. Nixon and seconded by Mayor Grant the minutes of June 17th, 2025 be adopted, as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

CAO McLean arrived to meeting at 3:46pm

6. UNFINISHED BUSINESS

6.1 Flyers Distribution - By-Law 2-23

The Committee discussed that there are still a few issues with the flyers being delivered since the By-Law was put in place. The flyers are still being thrown in driveways instead of being put on the doorstep or mailbox, left at end of driveways for weeks at a time in some cases.

CAO McLean explained that Brunswick News will probably try to shift the blame onto the drivers, but the drivers are just distributing the flyers that Brunswick News prints. The company is making money from ad revenue, paid by individuals, manufacturers, retailers, wholesalers, and so on. If Brunswick news trough its disregard for the bylaw, loses the access to the entire municipality for distribution purposes, that directly impacts their ad revenue.

The Committee suggested enforcing the By-Law by fining Brunswick News for violating the By-Law.

CAO McLean explained Brunswick News needs to take accountability for the drivers who are not delivering per the method outlined in the By-Law states.

The Committee recommends that Council, as per By-Law 2-2023, impose the maximum fine of \$2,100 against Brunswick News for repeated disregard of the bylaw and include a deadline of November 30th, 2025 to pay fine.

Section 4F states:

- f) No distributor shall distribute or cause to be distributed any flyers on residential property other than:
 - i. In a mail box;
 - ii. In a mail slot;
 - iii. In a tube or other receptacle designated for this purpose; or
 - iv. On a doorstep

Section 5B states:

- b) The minimum fine for an offence committed under this By-Law is one hundred fifty dollars (\$150) and the maximum fine for an offence committed under this By-Law is two thousand one hundred dollars (\$2,100).

Mayor Grant suggested that if the bylaw is not observed in the future, in lieu of further fines being levied, consideration be taken to totally prohibit the distribution of flyers in the municipality.

MOVED by K. Nixon and seconded by C. Lang to recommend that Council as per By-Law 2-2023, impose the maximum fine of \$2,100 against Brunswick News for repeated disregard of the By-Law and include a deadline of November 30th, 2025 to pay fine.

CARRIED.

MOVED by Mayor Grant and seconded by C. Lang recommends that Council consider totally prohibiting the distribution of flyers in the municipality if the By-Law is not respected in the future.

CARRIED.

6.1.1 Flyer offences - pictures by Mayor Grant
Discussed above in 6.1

6.2 Idling Reduction Policy – Report by CAO McLean

CAO McLean noted that all signs have been installed, adding that the issue is generally more significant during the winter months and is less of a concern at this time of year.

Mayor Grant asked to have two signs installed at K-Park School, rather than just one, to enhance visibility and effectiveness at that location.

6.3 Corporate GHG Action Plan - Project Portfolio *previously distributed (John Jarvie)*

CAO McLean stated there is no update on the Town's Climate Change Action Plan. The Town is waiting on Jack Quirion, who is currently collecting all climate plans from the five municipalities within the FRSC

6.4 Community GHG/Energy Action Plan - Project Portfolio (as found in the Action Plan of June 2018) *previously distributed (John Jarvie)***RECEIVED FOR INFORMATION****6.5 2022-2027 New Brunswick's Climate Change Action Plan *previously distributed (John Jarvie)*****RECEIVED FOR INFORMATION****6.6 ACAP (Atlantic Coastal Action Program) Climate Change Adaptation Plan previously distributed (Brett McLean)****RECEIVED FOR INFORMATION****6.7 FRSC (Fundy Regional Service Commission) Climate Change Action Committee****RECEIVED FOR INFORMATION****7 NEW BUSINESS****7.1 Discussion - disposal of propane tanks**

Deputy Mayor Alexander suggested that having a bin or designated drop-off location at the Renforth Wharf for ice fishermen to dispose of the small green propane tanks would be ideal. However, he noted that while individuals often empty their tanks before disposal, this is not always the case. Having one partially filled tank isn't a major issue, but if you have 200 in one location, that becomes a serious concern. If one were to rupture or ignite, it could trigger a dangerous chain reaction. Some individuals who ice fish at the Renforth Wharf have been disposing of propane tanks by throwing them into the river, contributing to environmental pollution. The Committee needs to do some further work to determine the most responsible and safe way to manage the collection and disposal of the green propane tanks.

With the installation of a gating structure on Renforth Wharf, this should deter individuals from putting their ice shacks on the river and allow portable shacks or pop-up shacks only. The gating structure will span 20 feet with a gate opening. Bollards will be placed every 5 feet and connected by chains, allowing space for ATVs to pass through. Additionally, a second set of bollards will be installed 10 feet beyond the gates. The gates themselves are designed to swing open 90 degrees. The gating structure will be installed within the next couple of weeks, before ice fishing season begins.

7.2 Water Conservation**ADDENDA:**

Deputy Mayor Alexander mentioned there should be a water conservation plan in place, even though it hasn't been an issue for the municipal water supply so far. However, it is a concern for residents who rely on Town water or private wells. During periods of drought, the Town should be implementing conservation measures and educating the public on ways to reduce water usage such as avoiding car washing and lawn watering, installing low-flow showerheads and toilets, and fixing leaks.

The Committee also discussed the idea of having a water conservation give away of a water barrel to catch rain water, especially since the Town generates a significant number of barrels through the water plant. Each week, the water plant uses about five 45-gallon drums of chlorine, which leaves us with

large, reusable barrels that can't be refilled with chlorine or returned to the chlorine supplier. The Town usually cut the tops off and repurposes them as garbage cans. Occasionally, residents request a few for docks or swim platforms. The barrels are clean and safe once emptied—they previously held chlorine but are suitable for reuse, especially if used to collect rainwater. With minimal effort—such as adding a spigot at the bottom and a cutout at the top for connecting to downspouts they could be converted into functional rain barrels, making this a low-cost, environmentally friendly initiative.

The Committee also discussed the idea of having a rain barrel decorating contest as an incentive to catch rain water.

C. Lang mentioned Town staff was going around with the watering tank watering all plantation in the Town. CAO McLean explained that, for the most part, all of the Town's tankers are filled from the hydrant on Dolan Road, which is supplied by Well 7, located at Carpenter's Pond. Since the pond is fed by rainwater, the Town is essentially utilizing a large-scale rain barrel system.

Mayor Grant suggested placing a large sticker on the tanks that reads "Fed by Captured Rain" to help residents better understand the source of the water in the barrels.

Mayor Grant also suggested a demonstration/education project next summer to decorate half a dozen barrels, put them in some areas where Rothesay gardeners are very active and demonstrate that the captured water from the rain can be used and is being used to feed our gardens.

If the Town decides to roll out a program, limits could be set especially since the water plant generates about five barrels per week at no cost. Assuming there's strong interest, there are already 40 to 50 barrels in reserve to start with. Once those are gone, if more residents request one, the Town can let them know we are temporarily out and add them to a waiting list.

The Committee suggested calling the contest "On the Barrel Art" Contest.

MOVED by G. Myles and seconded by C. Lang recommend to Council to explore the creation of a water conservation policy, which includes the reuse of the chlorine barrels.

CARRIED.

K. Nixon expressed that the Committee will miss A. McAllister. Mayor Grant noted that a letter of appreciation has been sent to Ann, thanking her for her contributions and service as a Committee member.

DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday November 18th, 2025 at 3:30 pm.

7 ADJOURNMENT

MOVED by K. Nixon and seconded by C. Lang the meeting be adjourned.

CARRIED.

The meeting adjourned at 4:28 pm.

CHAIRPERSON

RECORDING SECRETARY



2025 November 10 Open Session FINAL_119

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Climate Change Adaptation Committee
DATE : October 21st, 2025
RE : Flyer Distribution Violation

Background:

Please be advised the Climate Change Adaptation Committee passed the following motion at its regular meeting on Tuesday, October 21st, 2025:

MOVED ... and seconded ...:

MOVED by K. Nixon and seconded by C. Lang to recommend that Council as per By-Law 2-2023, impose the maximum fine of \$2,100 against Brunswick News for repeated disregard of the By-Law and include a deadline of November 30th, 2025 to pay fine.

CARRIED.

MOVED by Mayor Grant and seconded by C. Lang recommends that Council consider totally prohibiting the distribution of flyers in the municipality if the By-Law is not respected in the future.

CARRIED



2025 November 10 Open Session FINAL_120

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Climate Change Adaptation Committee
DATE : October 21st, 2025
RE : Water Conservation

Background:

Please be advised the Climate Change Adaptation Committee passed the following motion at its regular meeting on Tuesday, October 21st, 2025:

MOVED ... and seconded ...:

MOVED by G. Myles and seconded by C. Lang recommend to Council to explore the creation of a water conservation policy, which includes the reuse of the chlorine barrels.

CARRIED.



ROTHESAY
2025 November 10 Open Session FINAL_121
PARKS AND RECREATION COMMITTEE
Meeting Minutes
Rothesay Town Hall Common Room
Tuesday, October 21, 2025, at 6:30 p.m.



PRESENT: COUNCILLOR BILL McGUIRE (remote)
COUNCILLOR HELEN BOYLE, CHAIRPERSON (Arrived at 6:39 p.m.)
COLIN BOYNE, VICE-CHAIRPERSON
DANIELLE BOURQUE
DR. SHAWN JENNINGS
PAULA MAGUIRE
SEAN MILLER

DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
RICC CAMPAIGN COORDINATOR KERI FLOOD
RECREATION & COMMS. COORDINATOR ALEX HOLDER
FACILITIES COORDINATOR RYAN KINCADE
AGE FRIENDLY & COMMS. COORDINATOR KIRSTIN DUFFLEY

ABSENT: DR. JEAN-FRANCOIS LEGARE
CAO BRETT MCLEAN

Vice Chairperson C. Boyne called the meeting to order at 6:31 p.m.

1. APPROVAL OF AGENDA

MOVED by D. Bourque and seconded by P. Maguire the agenda be approved as circulated. **CARRIED.**

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of September 16, 2025

MOVED by Dr. S. Jennings and seconded by S. Miller meeting minutes of September 16, 2025, be approved as circulated. **CARRIED.**

3. DECLARATION OF CONFLICT OF INTEREST

4. DELEGATIONS

5. REPORTS & PRESENTATIONS

6. UNFINISHED BUSINESS

7. CORRESPONDENCE FOR ACTION

8. NEW BUSINESS

8.1 Parks and Recreation Update

21 October 2025 Report from Staff

DPR Jensen introduced Alex Holder to the Committee. A. Holder is the new Recreation and Communications Coordinator replacing Keri Flood who has moved into the RICC Campaign Coordinator position full-time. A. Holder has worked for the town of Rothesay in the past as a summer student and filling in for K. Flood's maternity leaves. The Committee welcomed A. Holder to the group.

DPR Jensen gave a verbal update of the Parks Department to the Committee.

- **Rothesay Arena:** Arena opened on Monday, October 6th for its 54th season. The season has been the busiest season yet with lots of programs, practices, games, and clinics going on in the evenings, weekends, and throughout the day.

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Parks and Recreation Committee

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21 October 2025

C. Boyne inquired about the ice time issues regarding ice time offered to KV Minor Hockey that was the KV Figure Skating Clubs time in the past. R. Kincade reported that after reviewing the schedule, number of hours provided, and number of participants in each group, it was determined that the KV Minor Hockey group had more participants and less prime time sports. Time was reallocated to reflect the number of participants and needs. R. Kincade has met with both groups since to discuss the reason for the changes.

- **Wells Softball Field and Parking Lot Lighting:** Official “Light Up” was held on Friday, October 3rd by the KV Girls Softball Association. They will be organizing a bigger opening at the beginning of the season next year in the spring. The project finished slightly behind schedule, but next year the lights will be in full use. The KV Girls Softball Association fundraised \$150,000 for this project, including a \$50,000 grant from the Blue Jays. The lights will allow for more girls to play softball on the field.
- **Rothesay Fields:** Fields are busy this season. Arthur Miller Fields are in use until the first week of November with high school sports. Wells Baseball Field is the home field for both KVHS and RHS.

K. Flood gave a verbal update regarding Recreation Programming.

- **Halloween Event:** We will be once again hosting our Halloween Skating Party event on Sunday, October 26th, 2025, from 3-4pm at the Rothesay Arena (65 Hampton Road) There will be Face Painting, Hot Chocolate, treats and more! This is a free, family friendly event.

Chairperson Counc. Boyle arrived at the meeting at 6:39 p.m.

- **KV Santa Claus Parade:** The 27th Annual KV Santa Claus Parade will take place on Saturday, November 29th, 2025. The theme will be “The Lights of Christmas”. We will be encouraging groups, businesses, and community members to start planning their floats. The KV Santa Claus Parade is always the last Saturday of November.
- **Mayor’s Tree Lighting:** The 11th Annual Mayor’s Tree Lighting at the Rothesay Common is scheduled for Wednesday, December 10th (weather dependent). 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. We will be accepting non-perishable food items in support of the KV Food Basket at this event!
- **Fundy Winterfest 2026:** 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 17th to March 8th, 2026! Find your hats and mitts – you won’t want to miss out on this Greater Saint John Winter experience! For more information visit: <https://www.facebook.com/FundyWinterfest>

K. Duffley gave a verbal update on Age-Friendly Programming.

- **Rothesay Hive:** The Rothesay Hive is busy this new year with all regular scheduled programs. For more information including the calendar, newsletter, and more visit: <https://www.rothesay.ca/recreation/rothesay-hive/>.
 - Rothesay Hive Facebook Group: 1,336 Members
 - Rothesay Hive Registered Members 2025: 250 Members
 - Past: 2022: 124 Members, 2023: 162 Members, 2024: 205 Members

ROTHESAY

Parks and Recreation Committee

2025 November 10 Open Session FINAL_123

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21 October 2025

Rothesay Hive had a booth at the following community events this summer:

1. SJNC CultureFest in the Valley at the Arts and Culture Park
2. Quispamsis Community Fall Expo

Counc. Boyle inquired about the price of the membership for the Rothesay HIVE. K. Duffley explained that the membership is \$25 for a whole year, prorated, therefore now in October the price is only \$7.00. Counc. Boyle asked if there were different prices for residents and non-residents. K. Duffley explained that there is no difference in price for residents or non-residents which is the case for all recreational programming, including the playground programs.

- **Renforth Senior Exercise Classes:** The Renforth Senior Exercise Classes returned to the Bill McGuire Centre on Monday, September 8th, 2025. The classes are offered from September to June each year and are popular among the older adult population.
- **12th Annual Through the Lens Photo Contest:** The 12th Annual Through the Lens Photo Contest received 59 spectacular photos of various places in Rothesay. Voting took place from August 22 to September 3, and a total of 1,750 “likes” were recorded. We are pleased to announce the 2025 Through the Lens Photo Contest Winner is Amanda McCauley. Amanda McCauley’s photograph of a doe received 199 “likes”! Amanda was recognized at the September 8, 2025, Council meeting.

K. Flood gave a verbal update on the Rothesay Intergenerational Community Complex (RICC) and the fundraising campaign. She noted that they are currently working on getting the fundraising campaign board together and have confirmed the Co-Chairs for the board. The board will be made up of community members, Town Staff, the Mayor, and Councillors.

Fundraisers:

- **MacDonalds:** \$1.00 from every extra value meal over the weekend of October 3rd to 5th went to the RICC fundraising campaign. The fundraiser was very successful and created a lot of buzz in the community about the project. It raised \$3,726, but the Cleveland Family and McPort City Foods crew went above and beyond — bringing the total donation to \$10,000 in support of the RICC.
- **Fashion Show:** The Rothesay HIVE hosted a fashion show at the Bill McGuire Centre on October 15th and accepted donations at the door for the RICC. With over 75 people in attendance the fashion show raised over \$800 for the RICC.
- **RHS Hockey Tournament:** The boys hockey team will be hosting a tournament at the Rothesay Arena on November 14th-16th in support of the RICC.
- **Tim Hortons:** The smile campaign will kick off after the weekend of the Hockey Tournament with 50% of the proceeds of the campaign will be going to the RICC. The smile cookie campaign will go from November 17th until 23rd. K. Flood will get forms to be able to send to community groups, businesses, and organizations to order cookies ahead of time.

Counc. McGuire inquired about the location of the thermometer on the Rothesay Arena. He suggested that another thermometer be placed in a more visible location in Rothesay to generate more awareness about the fundraising efforts. K. Flood noted that she is working on ordering billboard signs that will be installed in the community at the Rothesay Arena and also in three locations within Rothesay where the current KV Go signs are. She also noted that she has new handouts that people can take with them tonight to help spread the word in the community. Currently the community fundraising campaign has raised over \$70,000 for the RICC from the

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Parks and Recreation Committee

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21 October 2025

dedicated items and general donations. Once the board is in place they will be doing the one-on-one asks to businesses and individuals.

S. Miller inquired if there will be opportunities for small businesses for corporate sponsorships. K. Flood noted that once the design has been finalized of the actual building there will be opportunities for advertising and sponsorships. These opportunities will be finalized with the Fundraising Board before they are presented.

Counc. Boyle asked if the school is organizing the hockey tournament. K. Flood noted that yes, the school team is organizing the event. The canteen will be open and there to help. K. Flood will help with the event as they need her. The team will make a donation after the event has concluded.

8.2 Draft Parks and Recreation Budgets for Committee Approval

DPR Jensen went through the draft operating budget with the Committee. He noted that the operating budget does not change much year to year. The largest change this year is the amount listed for staff salaries, which reflects the annual increases as well as the additional recreation staff. C. Boyne inquired about the revenue amounts for the KV Minor Hockey and KV Figure Skating listed in the budget and if those would be different with the changes in ice times. DPR Jesen noted that yes there would be some differences for those two items in what the actual revenue will be, but that they would equal out in the end. Counc. Boyle inquired if things had been smoothed over with the KV Figure Skating Club. DPR Jensen noted that it has been.

DPR Jesen went through the draft capital budget with the Committee. He noted that in 2025 there were many projects that were in the capital budget, including the updating of Arthur Miller Fields, resurfacing of the tennis courts to pickleball courts at Wells, parking lot lights at Wells, etc.

Typically, the amount in the capital budget is around 200,000-300,000. However, the decision going forward for the next few years is that all the Parks and Recreation capital budget will be going to the RICC as it is the top priority. However, that does not mean that items that need fixing or replacing will be left to fall apart. Items may get deferred as needed.

Counc. McGuire noted that as for fundraising for the RICC, since the Town is making an effort to fundraise this shows the federal and provincial governments that this project is important to Rothesay. This will make it easier to get funding from the federal and provincial governments. K. Flood noted that Minister Townsend has been a strong ally for the RICC and that she is very supportive and has attended many of the events and fundraisers. P. Maguire asked if the schools have shown interest or been engaged in the RICC fundraisers? K. Flood noted that they have not been engaged much yet, however, they are hosting the hockey tournament. K. Duffley noted that they also have been involved in the community events such as the kick-off BBQ. A discussion was had about making challenges and competitions out of the fundraisers to engage the youth.

8.3 Email Referral from October Council Meeting RE: K-Park Boat Launch

DPR Jensen went over the email received about the K-Park Boat Launch. He noted that the Parks Department does not have the capability to do repairs to the boat launch because of the complexity of the work. He is unsure about the best way to fix the issues at the boat launch. This location has never been promoted as a public boat launch, i.e. there is no signage or information about this location. C. Boyne inquired about who would have installed the boat launch in the first place. DPR Jensen was unsure who would have installed it, it could have been the developers of K-Park or the K-Park Recreation Committee. The Parks Department has done minor maintenance at this location, including mowing, gravel, and the installation and removal of the floating docks.

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Parks and Recreation Committee

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It would require a third-party consultation to determine the work needed and costs, it would also cost to get a quote. It would also require money in the capital budget to be able to complete the work. Counc. Boyle inquired about how much of the boat launch is typically under water and not visible, but with the dry season more of the boat launch is visible this year. There are boat launches also at Shipyard and Renforth. Any work would also require approval from the Department of Environment, water permit, and low tide to inspect and work on the issue. The Committee recommended that DPR Jensen inquire with the Operations Department on this issue.

9. CORRESPONDENCE FOR INFORMATION

10. DATE OF NEXT MEETING

Tuesday, November 18, 2025, at 6:30pm

11. ADJOURNMENT

MOVED by S. Miller and seconded by Dr. S. Jennings the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:02 p.m.

CHAIRPERSON

Councillor Helen Boyle

RECORDING SECRETARY

Kirstin Duffley

Parks & Recreation Committee

October Update for Committee

October 21st, 2025

Rothesay Arena	Arena opened on Monday, October 6 th .
Wells Softball Field Lighting	Official “light up” was held on Friday, October 3 rd .
Rothesay Fields	Arthur Miller Fields are in use until the first week of November with high school sports.
Halloween Event	We will be once again hosting our Halloween Skating Paty event on Sunday, October 26th, 2025, from 3-4pm at the Rothesay Arena (65 Hampton Road) There will be Face Painting, Hot Chocolate, treats and more! This is a free, family friendly event.
KV Santa Claus Parade	The 27th Annual KV Santa Claus Parade will take place on Saturday, November 29th, 2025. The theme will be “The Lights of Christmas”. We will be encouraging groups, businesses, and community members to start planning their floats.
Mayor’s Tree Lighting	The 11 th Annual Mayor’s Tree Lighting at the Rothesay Common is scheduled for Wednesday, December 10 th (weather dependent). 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. We will be accepting non-perishable food items in support of the KV Food Basket at this event!
Fundy Winterfest 2026	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 th to March 8 th , 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: https://www.facebook.com/FundyWinterfest

Rothesay Hive	<p>For more information about the Rothesay HIVE including the calendar, newsletter, and more visit: https://www.rothesay.ca/recreation/rothesay-hive/.</p> <p>Rothesay Hive Facebook Group: 1,336 Members</p> <p>Rothesay Hive Registered Members:</p> <ul style="list-style-type: none"> • Past: 2022: 124 Members, 2023: 162 Members, 2024: 205 Members <p>Current: 2025: 250 Members (as of October 17)</p> <p>Rothesay Hive had a booth at the following community events:</p> <ol style="list-style-type: none"> 1. SJNC Culturefest in the Valley at the Arts and Culture Park 2. Quispamsis 50+ Expo at the qplex
Renforth Senior Exercise Classes	<p>The Renforth Senior Exercise Classes returned to the Bill McGuire Centre on Monday, September 8th, 2025. The classes are offered from September to June each year and are popular among the older adult population.</p>
12th Annual Through the Lens Photo Contest	<p>The 12th Annual Through the Lens Photo Contest received 59 spectacular photos of various places in Rothesay. Voting took place from August 22 to September 3, and a total of 1,750 “likes” were recorded. We are pleased to announce the 2025 Through the Lens Photo Contest Winner is Amanda McCauley. Amanda McCauley’s photograph of a doe received 199 “likes”! Amanda was recognized at the September 8, 2025, Council meeting.</p>
Other	<p>Subscribe to our e-newsletter for Rothesay news, events, and more directly to your inbox by following this link and providing your information: https://mailchi.mp/rothesay/r-insider</p>



ROTHESAY
WORKS AND UTILITIES COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, October 22nd, 2025
5:30 p.m.



DRAFT

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

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

ABSENT: CYNTHIA VANBUSKIRK
GEORGE THAMBI

Deputy Mayor Alexander called the meeting to order at 5:32 p.m.

1. APPROVAL OF AGENDA

MOVED by S. Carter and seconded by S. Rosenberg the agenda be approved.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of August 20th, 2025.

MOVED by S. Carter and seconded by Counc. Brown the minutes of August 20th, 2025 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

6.1 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION

6.2 Speed Radar Signs Report

DO Colwell stated Jones Ave speed radar signs have been moved to Gibbon Road, also a three way stop will be installed on Bel-Air Avenue and Monaco Drive as a result of the speed study.

DO Colwell mentioned that the Towns larger capital program for 2026 continues the approach of implementing some type of traffic control measure. This may include adding new traffic control features such as a three-way stop at intersections like Cameron Road, Isaac Road and Vincent Road.

6.3 Council Priorities 2021-2026**RECEIVED FOR INFORMATION**

Chairperson Alexander left meeting at 6:00pm

Vice Chairperson Carter stepped in to finish meeting 6:00PM

7. CORRESPONDENCE FOR ACTION

7.1 11 August 2025 Email from resident RE: Request for KV Go route addition and request for pedestrian walkway along Dolan Road to connect to Barsa Subdivision.

CAO McLean stated the KV Go is a demonstration project which may lead into a pilot project. It concludes on November 10th, 2025. While expanding the service and adding more stops is a good idea, the project is still in its very early stages. The Town has gathered a lot of data and got a lot of surveys completed.

CAO McLean explained the major cost in expanding sidewalks into areas that have never had them before comes from the need for adequate underground drainage infrastructure. A sidewalk can't exist without a curb, as the curb is necessary to collect stormwater. Once the water is collected, catch basins and a mainline storm system are required to carry it away to an appropriate outlet.

MOVED by S. Rosenberg and seconded by Counc. Brown recommends sending a letter to resident thanking him for his email and the walkway is not financially feasible for Rothesay at this time.

CARRIED.

7.2 22 September 2025 Email from resident RE: Protocol for digging operations

CAO McLean stated that for the Town there is no protocol because it's not a consistent, specific type of work that would fit a standard protocol. Every situation is different. As soon as a strict procedure is written for how holes are to be dug and how notifications must be handled, it limits the Towns ability to respond effectively. The operations of the Works Department are dynamic, and maintaining flexibility is essential to allow staff to make decisions that best fit the specific circumstances at any given time. There is no protocol because it's not a consistent, specific type of work that would fit a standard protocol. Every situation is different. Whenever the Town is installing a sidewalk or curb, residents are notified in advance, since vehicles can't drive over wet concrete. The residents are notified the day before the work will begin around 8:00 a.m., so they can move their car onto the street either the night before or first thing in the morning.

7.3 25 September 2025 Correspondence from KRPF RE: Electric Scooters

Deputy Mayor Alexander stated the Town needs to implement regulations for electric scooters (stand-up style electric scooters) in Rothesay and Quispamsis. There is growing concern about the increased use, many kids (especially under the age of 14) are riding them and a lot of that use is on sidewalks. Some suggestions include:

- Setting an age limit
- Requiring riders to wear helmets
- Imposing speed limits
- Prohibiting the use of electric scooters on sidewalks
- Reflective material or lights.
- Driver training course
- No passengers

Other provinces (e.g. Nova Scotia, British Columbia) have amendments to their NB Motor Vehicle Act in place to govern the use of e-scooters.

The Committee recommends for Council to send a letter to Minister Gauvin (Minister of Public Safety) to amend the NB Motor Vehicle Act with regulations in place for electric scooters including the stipulations listed above.

MOVED by S. Carter and seconded by Counc. Brown recommends for Council to send a letter to Minister Gauvin asking the province to amend the NB Motor Vehicle Act with regulations in place for electric scooters with the following stipulations:

- Setting an age limit
- Requiring riders to wear helmets
- Imposing speed limits
- Prohibiting the use of electric scooters on sidewalks
- Reflective material or lights.
- Driver training course
- No passengers

CARRIED.

8. NEW BUSINESS

N/A

9. CORRESPONDENCE FOR INFORMATION

9.1 Discussion – Water system and water rates – Memo by DO Colwell

DO Colwell explained the reason for this discussion was to review the water billing rates as a means to discourage wasteful use going forward and the water system undergoes its expansion. The intention is to limit overuse of Town water for pool filling, irrigation, washing cars.

To address this, the Town is exploring ways to encourage residents to use water more efficiently, similar to how NB Power promotes energy saving practices.

DO Colwell will keep the Committee informed of any updates as they happen.

9.2 Discussion - KV Go Transit Demonstration Project

CAO McLean stated the KV Go is a demonstration project which may lead into a pilot project. It will conclude on November 10th, 2025.

ROTHESAY

Works and Utilities Committee ~~2025 November 10 Open Session FINAL_131~~

Minutes

-4

22 October 2025

CAO McLean stated the data collected since August covers two KV Go routes.

- KV Go 1 is the inner loop, which runs down Gondola Point Road and around town, which averages eleven passengers per day.
- KV Go 2 follows Hampton Road and the highway down to Meenan's Cove and the Kennebecasis Park area. It averages eight passengers per day

9.3 Discussion – Fall Clean Up – Week of November 3rd, 2025

CAO McLean explained the fall cleanup starts on November 3rd, 2025 and paper bags for yard waste must be used for curbside pickup.

10. DATE OF NEXT MEETING:

The next meeting is tentatively scheduled for Wednesday, November 19th, 2025 at 5:30 pm.

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:45 p.m.

CHAIRPERSON

RECORDING SECRETARY



2025 November 10 Open Session FINAL_132

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : October 22nd, 2025
RE : Request for pedestrian walkway along Dolan Road to connect to Barsa Subdivision.

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, October 22nd, 2025:

MOVED ... and seconded ...:

MOVED by S. Rosenberg and seconded by Counc. Brown recommends sending a letter to resident thanking him for his email and the walkway is not financially feasible for Rothesay at this time.

CARRIED.



2025 November 10 Open Session FINAL_133

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : October 22nd, 2025
RE : Electric Scooters

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, October 22nd, 2025:

MOVED ... and seconded

MOVED by S. Carter and seconded by Counc. Brown recommends for Council to send a letter to Minister Gauvin asking the province to amend the NB Motor Vehicle Act with regulations in place for electric scooters with the following stipulations:

- Setting an age limit
- Requiring riders to wear helmets
- Imposing speed limits
- Prohibiting the use of electric scooters on sidewalks
- Reflective material or lights.
- Driver training course
- No passengers

CARRIED.



ROTHESAY

2025 November 10 Open Session FINAL_134

PLANNING ADVISORY COMMITTEE MEETING

Rothesay Town Hall Common Room
Monday, November 3, 2025 at 5:30 p.m.



PRESENT: COUNCILLOR DON SHEA
COUNCILLOR PETER LEWIS
KELLY ADAMS
TYLER DAVIS
RHEAL GUIMOND, CHAIRPERSON

DRAFT

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

ABSENT: RALPH FORTE
MATTHEW GRAHAM, VICE-CHAIRPERSON
JON LEHEUP

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

1. APPROVAL OF THE AGENDA

MOVED by Counc. Shea and seconded by Counc. Lewis the agenda be approved with the following amendment:

- Item 4.4 be brought forward to follow Item 3.0

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of October 6, 2025

MOVED by Counc. Lewis and seconded by Counc. Shea the Planning Advisory Committee meeting minutes of October 6, 2025 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

NA

Item brought forward.

4.4 18 Kildare Court Andrew Baskin

OWNER:

PJD: 00237255

PROPOSAL: Side-yard Setback Variance

The applicant was not in attendance. DPDS Reade advised that a request was received this afternoon, from the applicant, to withdraw the application – an email was distributed to the Committee. The email also indicates an interest in submitting a revised application for an attached garage. Staff recommend the application be withdrawn as requested.

MOVED by T. Davis and seconded by K. Adams the application for 18 Kildare Court be withdrawn as requested by the applicant.

CARRIED.

DPDS Reade informed those in attendance that polling will be conducted if the new application also requires variances.

4. NEW BUSINESS**4.1 4 Kildare Court****Will and Jane MacEachern**

OWNER: Will and Jane MacEachern
PID: 00236406

PROPOSAL: Side-yard Setback Variance for Addition to Single Unit Dwelling

The applicants were not in attendance. DPDS Reade summarized the report, highlighting that polling was conducted, staff believe the variance is reasonable, and a Surveyor's Location Certificate would be required if approved.

MOVED by Counc. Lewis and seconded by K. Adams the Planning Advisory Committee hereby grants variances from the Rothesay Zoning By-law 2-10 allowing for a reduced major side setback of 1.5 metres for a proposed attached 2-car garage at 4 Kildare Court (PID 00236406). The variance is subject to the following conditions:

- a. The applicant is required to submit the following before commencing with the build:
 - i. A Surveyor's Location Certificate to confirm compliance with the building's required setbacks, the certificate shall:
 1. Be based on an actual site inspection and measurements
 2. Verify the siting of the building foundation wall, setback from property boundary(s) for the four corners of the proposed building
 3. Be prepared by personnel qualified to practice Land Surveying in New Brunswick
 4. The Surveyor's Location Certificate shall be provided to the Development Officer prior to any backfilling of the foundation excavation.

CARRIED.**4.2 135 Hampton Road Rebekah Logan**

OWNER: Rebekah Logan
PID: 30202501

PROPOSAL: Similar or Compatible Use – Gym/Fitness Facility

Ms. Logan was in attendance. DPDS Reade summarized the report, noting that the facility is not expected to negatively impact the neighbourhood, there is sufficient parking, and approval would be subject to a fire prevention inspection. He added that polling was not required, and the applicant was informed that screening is required for the existing garbage container on the property. Staff recommend approval of the application.

Ms. Logan explained that the business has operated in Quispamsis for the past two years and this is the proposed new location.

MOVED by Counc. Shea and seconded by K. Adams the Planning Advisory Committee approve the fitness facility as a compatible use of the existing building located at 135 Hampton Road (PID 30202501), subject to an inspection by one of the Kennebecasis Fire Prevention Officers.

CARRIED.

Chairperson Guimond thanked Ms. Logan, and she left the meeting.

4.3 2 Campbell Drive Jeff Kitchen

OWNER: Vantage Realty Inc.
PID: 30365753 (formerly PIDs 00065201 & 30347942)
PROPOSAL: Conditional Use, Similar or Compatible Use

Mr. Kitchen was in attendance. DPDS Reade summarized the report, highlighting that the application is intended to bring the property into compliance since the boatyard is considered a separate land use from a contractor's yard. The property was rezoned in 2023 to Light Industrial, and its proximity to the highway suggests that use for boat storage would not be problematic. DPDS Reade advised that the proposed use would align with those outlined in Policy LI-2 for Light Industrial Uses such as self-storage facilities. He added that the applicant has begun installing adequate screening for boat storage such as privacy slats for fences – to be extended to the gates, likely by the end of the year – and a landscaping plan for the next growing season. Polling was not conducted as it was not required for a similar or compatible use application. Staff recommend approval subject to the proposed conditions. He added that the applicant has consolidated the two former PIDs into one, which was a requirement for approval to rezone the land.

When asked, Mr. Kitchen had nothing further to add.

MOVED by Counc. Shea and seconded by Counc. Lewis the Planning Advisory Committee hereby grants approval to operate a boat storage yard at 2 Campbell Drive PID 30365753 (former PID 00065201 & 30347942) as a similar or compatible use subject to the following conditions:

- a) That the site be landscaped in accordance with the landscaping / screening plan provided with the application and that this landscaping / screening plan be submitted with the required Development Permit application to formally establish the boat yard use subject to the satisfaction of the Development Officer and representative of the Kennebecasis Valley Fire Department. This landscaping shall be completed prior to September 30, 2026.
- b) That the existing treed area in the southern portion of the storage compound adjacent to PIDs 00255653 and 00258988 be retained.
- c) That the existing trees / landscaped area to the rear of the existing building be retained. This area is denoted as "Rear Lawn" on the site plan submitted by the applicant.
- d) That no boats or vehicles be stored in the northwestern portion of the compound adjacent to PID 00065219.
- e) That fencing along the front (western) portion of the storage compound utilize a means acceptable to the Development Officer to screen the view into the storage compound such as a board-on-board design or chain link with privacy slats and that these design measures extend to and incorporate the two gates into the compound. This screening shall be completed prior to December 31, 2025.
- f) That the applicant schedule an inspection with the fire prevention division of the Kennebecasis Valley Fire Department regarding the site landscaping.

CARRIED.

Chairperson Guimond thanked Mr. Kitchen, and he left the meeting.

Dealt with above.

5. OLD BUSINESS

TABLED ITEMS

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

**5.2 251 Gondola Point Road (PID 00243733) – Temporary Suite
*No action at this time***

6. CORRESPONDENCE FOR INFORMATION

NA

7. DATE OF NEXT MEETING(S)

The next meeting will be held on:

Regular Meeting Monday, December 1, 2025 at 5:30 p.m.

8. ADJOURNMENT

MOVED by Counc. Lewis and seconded by Counc. Shea the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:48 p.m.

CHAIRPERSON

RECORDING SECRETARY



2025November10OpenSessionFINAL_138

BUILDING PERMIT REPORT

10/1/2025 to 10/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/06/2025	BP2024-00112	46 FRANCES AVE	ACCESSORY BUILDING	\$11,000.00	\$79.75
10/03/2025	BP2025-00101	3 BROCK CRT	IN GROUND POOL	\$150,000.00	\$1,087.50
10/02/2025	BP2025-00106	65 GONDOLA POINT RD	RENOVATION	\$250,000.00	\$1,812.50
10/20/2025	BP2025-00133	2 MALISEET DR	DECK	\$5,500.00	\$43.50
10/01/2025	BP2025-00154	1 USHER CRT	STORAGE SHED	\$35,000.00	\$253.75
10/03/2025	BP2025-00155	10 CHARLES CRES	SOLAR	\$32,467.83	\$239.25
10/02/2025	BP2025-00157	17 TURNBULL CRT	DECK	\$15,000.00	\$108.75
10/06/2025	BP2025-00158	7 VALLEY RD	FENCE	\$8,900.00	\$65.25
10/06/2025	BP2025-00159	42 ISLAY DR	SIDING	\$12,960.00	\$94.25
10/08/2025	BP2025-00160	1 FAIRWEATHER LN	WINDOWS	\$20,000.00	\$145.00
10/24/2025	BP2025-00161	143 GREEN RD	SOLAR	\$36,450.00	\$268.25
10/15/2025	BP2025-00162	15 WEEDEN AVE	STORAGE SHED	\$2,200.00	\$21.75
10/24/2025	BP2025-00163	5 BARTLETT RD	SOLAR	\$34,500.00	\$253.75



2025November10OpenSessionFINAL-139

BUILDING PERMIT REPORT

10/1/2025 to 10/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/17/2025	BP2025-00164	28 ALLAN AVE	SOLAR	\$39,910.00	\$290.00
10/17/2025	BP2025-00165	7 GROVE AVE	SOLAR	\$30,701.00	\$224.75
10/17/2025	BP2025-00166	2478 ROTHESAY RD	DECK	\$12,500.00	\$94.25
10/17/2025	BP2025-00167	8 SEVILLE ROW	STORAGE SHED	\$1,000.00	\$20.00
10/22/2025	BP2025-00168	20 SHERYL DR	FENCE	\$4,800.00	\$36.25
10/28/2025	BP2025-00169	11 SALMON CRES	ADDITION	\$10,000.00	\$72.50
10/24/2025	BP2025-00171	38 MARR RD	FENCE	\$3,050.00	\$22.50
10/28/2025	BP2025-00174	267 GONDOLA POINT RD	ACCESSORY STRUCTURE	\$3,500.00	\$29.00
10/29/2025	BP2025-00177	6 ROCKHAVEN PL	WINDOWS	\$120,000.00	\$870.00



2025November10OpenSessionFINAL140

BUILDING PERMIT REPORT

10/1/2025 to 10/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
				Totals:	\$839,438.83 \$6,132.50
				Summary for 2025 to Date:	\$25,466,430.46 \$185,411.00

2024 Summary

Value of Construction Building Permit Fee

Monthly total: \$662,219.99 \$4,859.50

Summary to Date: \$24,002,713.34 \$176,363.75



2025November10OpenSessionFINAL_141

ROTHESAY MEMORANDUM



TO : Mayor Grant and Council
FROM : Mark Reade, P.Eng., RPP, MCIP
DATE : Director of Planning and Development Services
RE : 15 October 2025
1 North Street Rezoning – PID 00053736

RECOMMENDATION:

- Council give Reading, in its Entirety, to By-law 2-10-42
- Council give 3rd Reading and Enactment to By-law 2-10-42

BACKGROUND:

The application has been reviewed by the Planning Advisory Committee, and the Committee passed the following motion at its regular meeting of Tuesday, August 5, 2025:

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

CARRIED.

Council held a public hearing on Monday, September 15, 2025.

Council gave 1st and 2nd Reading by Title to By-law 2-10-42 at its regular meeting on Tuesday, October 14, 2025.

Attachment: Draft By-law 2-10-42



BY-LAW 2-10-42
A BY-LAW TO AMEND THE ZONING BY-LAW
(No.2-10 Rothesay)

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

That Schedule A, entitled “Zoning” as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch identified as “Attachment A – Bylaw 2-10-42”.

The purpose of the amendment is to rezone land located at 1 North Street (PID 00053736) from Single Family Residential – Standard (R1B) to Two Family Residential (R2) to legalize the existing two-unit dwelling.

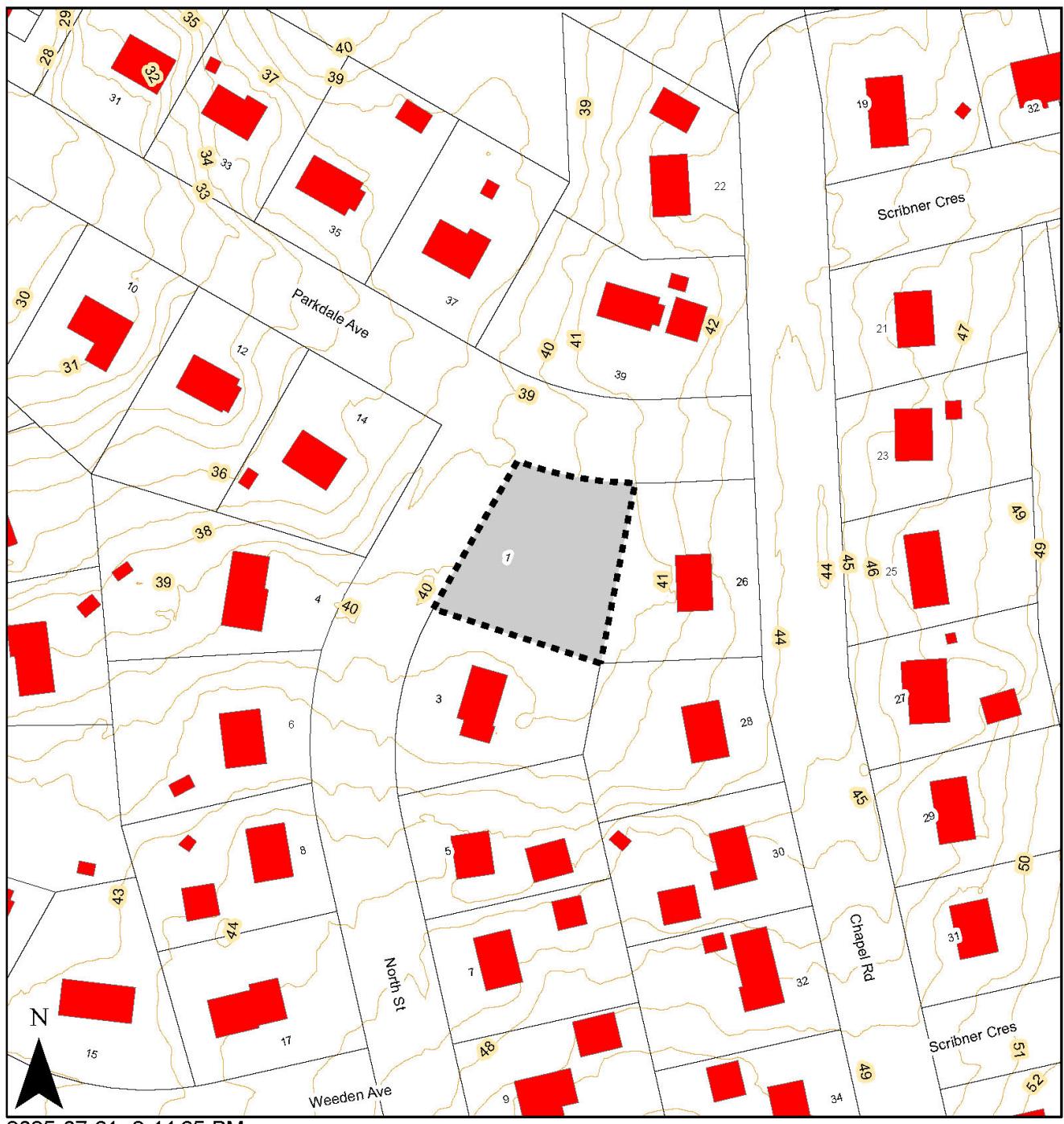
FIRST READING BY TITLE	:	14 October 2025
SECOND READING BY TITLE	:	14 October 2025
READ IN ENTIRETY	:	
THIRD READING BY TITLE AND ENACTED	:	

MAYOR

CLERK

Attachment A - Bylaw 2-10-42

PID 00053736



 Subject Property

 Buildings

 Residential

0 20 40 60 80
Metres

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



2025November10OpenSessionFINAL_144

ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 16 October 2025
RE : Committee member - Honorarium

RECOMMENDATION:

- Council give Reading, in its Entirety, to By-law 2-18-1
- Council give 3rd Reading and Enactment to By-law 2-18-1
- Council approve the updated Honorarium Claim Form that includes the addition of the meeting time duration

BACKGROUND:

The Rothesay Finance Committee reviewed By-law 2-18, Section 7 with respect to the meeting honorarium paid to committee members.

The Committee has recommended a change from \$25.00/meeting to \$30.00/meeting if under 2 hours, and \$50.00/meeting if over 2 hours.

Council gave 1st and 2nd Reading to By-law 2-18-1 at the Council meeting held on October 14, 2025.

BY-LAW No. 2-18-1

An Amendment to By-law 2-18

**“A BY-LAW OF THE MUNICIPALITY OF ROTHESEY RESPECTING THE
REMUNERATION OF COUNCIL MEMBERS AND COMMITTEE MEMBERS”**

The Council of Rothesay, under authority vested in it by the Local Governance Act (S.N.B. 2017, Chapter 18), Section 49(1) and amendments thereto enacts as follows:

Section 7 HONORARIUM – COMMITTEE MEMBER is hereby amended, so as to read as follows:

7. ~~In recognition of the work performed by citizens of the Town on various committees to which they are appointed by the Mayor and/or Council, the Town authorizes the Treasurer to pay to any person, subject to the conditions set out in section 8 of this By-law, an honorarium in the amount of twenty-five (\$25.00) per meeting of the committee to which they are appointed.~~

7. In recognition of the work performed by citizens of the Town on various committees to which they are appointed by the Mayor and/or Council, the Town authorizes the Treasurer to pay to any person, subject to the conditions set out in section 8 of this By-law, an honorarium in the amount of thirty dollars (\$30.00), or, should the meeting exceed two hours, fifty dollars (\$50.00) per meeting of the committee to which they are appointed.

CONSOLIDATION

Council hereby authorizes the consolidation of By-law 2-18 and By-law 2-18-1.

EFFECTIVE DATE

This By-law comes into effect on 1 January 2026.

FIRST READING BY TITLE: 14 October 2025

SECOND READING BY TITLE: 14 October 2025

READING IN ITS ENTIRETY: _____

THIRD READING BY TITLE
AND ENACTMENT: _____

Dr. Nancy Grant
Mayor

Mary Jane E. Banks
Town Clerk



ROTHESAY
BY-LAW NO. 2-18
Schedule A



COMMITTEE MEMBER CLAIM FOR HONORARIUM

Name of Committee Member: _____

Name of Committee: _____

Date of Committee Meeting: _____

Duration of Meeting (Start/Finish): _____

Date Claim Made: _____

Signature – Committee Member

OFFICE USE

Date Claim Received: _____

Verification of Attendance (initial): _____

Method of Verification: _____

Claim Amount: \$ _____ **Approved** _____ **Not Approved** _____

Cheque issued: _____ **Cheque #:** _____

Authorizing Signature:
(Treasurer or Clerk) _____

STRATEGIC PLAN

2025 → 2030

2025November10OpenSessionFINAL_147

ENVISION
Saint John
THE REGIONAL GROWTH AGENCY

OUR ROLE

THE SAINT JOHN REGION'S VALUE PROPOSITION

Envision Saint John is the Saint John Region's lead economic development and visitor attraction agency, tasked with sustainably growing our economy and population. Governed by an independent Board of Directors, Envision Saint John is actively supported by the municipalities that are our key funding partners - Saint John, Quispamsis, Rothesay, Grand Bay-Westfield, Hampton, Fundy-St. Martins and the Fundy Rural District. We collaborate with stakeholders to turn economic growth strategies into actionable initiatives.



A STRATEGIC LOCATION



THRIVING BUSINESS ECOSYSTEM



SKILLED AND ADAPTABLE WORKFORCE



DIVERSE CAREER OPPORTUNITIES



OUTSTANDING QUALITY OF LIFE



ATTRACTIONS AND CULTURE

MISSION, VISION AND VALUES

MISSION

WE DRIVE STRATEGIC, ROBUST, AND SUSTAINABLE ECONOMIC GROWTH, ATTRACTING VISITORS, PEOPLE, BUSINESS, AND INVESTMENT THROUGHOUT THE SAINT JOHN REGION WHILE ENHANCING OUR ENVIALE QUALITY OF LIFE.

VISION

ENVISION SAINT JOHN UNITES THE VOICES, VALUES, AND VISION OF OUR COMMUNITY, SERVING AS THE TRUSTED STEWARD OF THE SAINT JOHN REGION'S ECONOMIC EVOLUTION AND SHARED SUCCESS.

VALUES

- BALANCED AND SUSTAINABLE
- ENTREPRENEURIAL
- INCLUSIVE AND COLLABORATIVE
- IN-SERVICE
- INTEGRITY

OUR STRATEGIC PILLARS

1. GROWTH READINESS

A FUNDAMENTAL TRANSFORMATION OF THE REGION'S ECONOMIC POTENTIAL

2. TALENT ATTRACTION AND RETENTION

MAKING THE REGION A DESTINATION OF CHOICE FOR AMBITIOUS PEOPLE SEEKING MEANINGFUL OPPORTUNITIES

3. BUSINESS ATTRACTION, RETENTION, AND EXPANSION

CREATING AN ADAPTIVE, INTERCONNECTED ENVIRONMENT THAT ACTIVELY NURTURES BUSINESS POTENTIAL

4. VISITOR ATTRACTION

TURISM IS A VITAL INDUSTRY IN THE REGION WITH TREMENDOUS OPPORTUNITY FOR GROWTH

REGIONAL KEY PERFORMANCE INDICATORS

WE TRACK THE RESULTS THAT MATTER MOST - THOSE THAT DIRECTLY IMPACT PEOPLE AND MUNICIPALITIES IN OUR REGION:

1. JOB CREATION	5. HOUSING STARTS
2. WEALTH GENERATION	6. EDUCATIONAL ATTAINMENT
3. NEW RESIDENTS	7. INDUSTRIAL GROWTH
4. NEWCOMERS RETAINED	8. VISIT NIGHTS

READ THE FULL STRATEGY

The Saint John Region is **Always Moving Forward**.

Envision Saint John's Strategic Plan for 2025-2030 highlights how we will move toward the future, attracting people and growth that will make this an even better place to visit, work and invest. You can find the full strategic plan on our website: envisionsaintjohn.com.

Envision Saint John Service Areas

Destination Marketing & Sales

- **DESTINATION MARKETING** - Campaigns promoting the region in markets of highest affinity across multiple channels
- **STRATEGIC PARTNERSHIPS** - Elevating the visibility of key attractions and events - encouraging visitation of the destination
- **CONVENING** - Fostering alignment between operators & organizations within the tourism and hospitality sector
- **DESTINATION SALES** - Selling the region to meetings & conventions, sports tourism, major events, travel trade & cruise markets
- **TRAVEL MEDIA** - Pitching, hosting & supporting media in the region - working with provincial partners to leverage coverage
- **VISITOR SERVICES** - Welcome Centres, printed collateral, destination website and Visitor Experience training to frontline staff

Real Estate and Industrial Development

- **INSIGHTS** - Regional insights and market research, research into strategic initiatives and Clusters
- **PROJECTIONS** - Population and housing demand projections
- **PRESENTATIONS** - Investor presentation preparedness
- **STRATEGY** - Strategic partnerships and networking connections
- **ASSESSMENTS** - Feasibility assessments
- **SUPPORT** - Support through the public approvals process
- **ATTRACTION** - Investment Attraction
- **NAVIGATION** - Investment Opportunity Navigation and Support
- **ADVICE** - Local "Boots on the Ground" Expertise
- **MARKETING** - Communication Support and Storytelling

Population Growth

- **COMMUNITY ONBOARDING** - Operating year-round Welcome Centre services and printed collateral
- **MARKETING** - Campaigns targeting labour force attraction & retention
- **CONVENING** - Fostering alignment between agencies & organizations supporting new residents
- **DATA MEASUREMENT & FORECASTING** - Regional Growth Dashboard & research to inform decision making
- **NAVIGATION** - Providing tools to increase retention such as the new resident service map and online portal
- **PARTNERSHIPS** - Connecting with key partners to support population growth initiatives

Workforce Development

- **NAVIGATION** - Helping employers navigate the talent pool
- **STRATEGIC RECRUITMENT** - Customized assistance for recruitment needs
- **EMPLOYEE RETENTION** - Techniques to retain happy, productive employees
- **DATA MEASUREMENT & FORECASTING** - Population and workforce development projections
- **PARTNERSHIPS** - Fueling the ecosystem to strengthen talent pipeline
- **CONVENING** - Bringing employers, service providers and jobseekers together

Entrepreneurship & Business Growth

- **ENTREPRENEURSHIP, TRAINING & DEVELOPMENT** - Education programs, workshops & business essentials
- **ACCESS TO FUNDING** - Navigate financial sources to grow
- **BUSINESS PLAN** - Create a strong business plan
- **CASH FLOW** - Learn to manage your cash flow
- **NAVIGATION** - Navigate the many services available to you
- **ONE-ON-ONE SUPPORT** - Get 1:1 support from experienced mentors



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald, Treasurer
DATE : November 4, 2025
RE : Motions for General Fund Operating Budget 2026

The finance committee recommends the following motions:

Motion: General Operating Fund

RESOLVED that the sum of **\$25,600,000** be the total operating budget of the local government, that the sum of **\$24,073,916** be the Warrant of the local government for the ensuing year, that the residential tax rate for the local government be **\$1.1700**, and that the non-residential tax rate for the local government be **\$1.989**.

The Council orders and directs the levying by the Minister of Local Government of said amount on real property liable to taxation under the *Assessment Act* within the local government of Rothesay.

RESOLVED that the 2026 budget of the Kennebecasis Public Library be approved at \$285,804 and the Rothesay contribution be approved as \$111,349.

RESOLVED that the 2026 operating budget of the Kennebecasis Valley Fire Department Inc. be approved at \$6,888,818 and the Rothesay contribution be approved as \$2,823,430.

RESOLVED that the 2026 capital budget of the Kennebecasis Valley Fire Department Inc. be approved at \$219,000 and the Rothesay contribution be approved as \$88,179.

RESOLVED that the 2026 operating budget of the Kennebecasis Regional Joint Board of Police Commissioners be approved at \$8,980,829 and the Rothesay contribution be approved as \$3,569,500.



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald, Treasurer
DATE : November 4, 2025
RE : Motions for Utility Fund Operating Budgets 2026

The finance committee recommends the following motions be adopted:

Motion: Utility Operating Fund

RESOLVED that pursuant to subsection 117(4) of the Local Governance Act, the total budget for the Water and Wastewater Utility for the ensuing year would consist of total revenues of \$4,486,500 and total expenditures of \$4,486,500

Motion:

RESOLVED that the Sewer Service Charge (Section 9) in schedule "B" of by-law 1-15 be \$550.00 per equivalent user unit.

Motion:

RESOLVED that the Water User Charges (Section 7) Fixed Component fee schedule "E" of by-law 1-18, page 1, be changed to the following rates:

Meter Size	Factor	Fixed Charge Per Qtr	Annual Charge
5/8	1.00	\$ 60.00	\$ 240.00
3/4	1.44	\$ 86.40	\$ 345.60
1	2.56	\$ 153.60	\$ 614.40
1-1/2	5.76	\$ 345.60	\$ 1,382.40
2	10.24	\$ 614.40	\$ 2,457.60
4	40.96	\$ 2,457.60	\$ 9,830.40
6	92.16	\$ 5,529.60	\$22,118.40
8	163.84	\$ 9,830.40	\$39,321.60

ROTHESAY

TO: Mayor and Council

FROM: Doug MacDonald **2025November10OpenSessionFINAL_152**

RE: Utility Budget Motions

-2-

November, 2025

Motion:

RESOLVED that the Water System Consumption Charges - schedule "E" of by-law 1-18, page 2, be changed to the following rates per quarter:

	Up to 96 m3	over 96 up to 800 m3	above 800m3
Single Family Residence	\$1.40	\$2.333	\$3.37
Residence with rental or self contained unit	\$1.40	\$2.333	\$3.37
Apt building up to 3 units	\$1.40	\$2.333	\$3.37
Townhouses – individual meters	\$1.40	\$2.333	\$3.37
Commercial	\$1.40	\$2.333	\$3.37

	Up to 72 m3/unit	over 72 up to 600 m3/unit	above 600m3/unit
Apt building	\$1.40	\$2.333	\$3.37
4 units or more			
Townhouses group meters	\$1.40	\$2.333	\$3.37

	Up to 3,250 m3	over 3,250 m3
Institutional (schools)	\$1.40	\$2.333

Motion:

RESOLVED that the Water Meter Rental Rates(Section 5.2) schedule "E" of by-law 1-18, page 1, be changed to the following rates

Meter Size	Total	Quarter17 (over 5 years)
5/8 inch	\$ 472.00	\$ 23.60
3/4 inch	\$ 502.00	\$ 25.10
1 inch	\$ 597.00	\$ 29.85
1 1/2 inch	\$ 2,437.00	\$ 121.85
2 inch	\$ 2,737.00	\$ 136.85
3 inch	\$ 3,737.00	\$ 186.85
4 inch	\$ 6,137.00	\$ 306.85

Motion:

RESOLVED that the Standby Sprinkler Charges (Section 7) schedule "E" of by-law 1-18, page 1, be changed to the following rates

Meter Size	Annual Charge
4	\$1,190.00
6	\$1,500.00
8 or larger	\$1,810.00



ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald
DATE : November 4, 2025
RE : Draft Operating Budgets

Draft 2026 operating budgets for discussion purposes are presented for your consideration.

Various committees, including the Finance Committee, have provided input to the budget amounts with the guidance of senior staff. The draft documents also include the most recent version of the Regional Services Commission budget as well as the proposals received from the Fire and Police Boards. Capital budgets, including funding sources such as Canada Community Building Fund (CCBF) expenditure plans, Reserve allocations, etc. are to be discussed at a future meeting.

In aggregate the General Fund increase is approx. 1.5% and the Utility Fund is 5.7%. Our financial calculations reflect a number of critical assumptions, all of which need to be reviewed, including the following:

General Fund

GNB has released the assessment change for Rothesay with a 1.8% increase in the assessment base plus an amendment to the “equalization” system resulting in operating funds of \$53,660.

The draft documents include no change to the tax rate nor the percentage applied to non-residential properties.

Maintain the base property tax rate of \$1.17 per \$100 of assessed value

Maintain the non-residential tax rate at a multiplier of 170%

The draft utility operating budget includes an increase to water and sewer rates of 3.5%.

Draft capital budgets have not been completed at this time. However, the amount allocated to “capital from operating” for the General Fund has been reduced by \$200,000 from 2025.

ROTHESAY

TO: Mayor and Council [2025November10OpenSessionFINAL_154](#)

FROM: Doug MacDonald

RE: Budget Discussion

-2-

November 4, 2025

General Fund (continued)

Other revenue areas, (ie rent, interest, arena, fields, etc.) have been updated to reflect recent actual results and are slightly higher than previous budgeted amounts except the surplus carried forward to revenue has decreased by approximately \$16,000.

Budgets for shared services have been approved in principle resulting in the following expenditures:

Fire protection	\$2.91 million
Policing services	\$3.57 million

The contracts for snowplowing and waste disposal were renewed in 2024 and 2025 and are reflected in the budgeted expenditures.

Payroll costs represent the largest single annual expenditure incurred by the Town. Aggregate payroll costs are in the range of \$5.3 million or approximately 25% of non-fiscal expenditures. There are several factors to consider when projecting the change in payroll costs for 2025 to 2026, including:

- Current collective agreements
- General rate of inflation
- Payroll agreements by comparable entities
- Potential new hires or internal job realignment
- Increase in the cost of benefit programs (2025 increase was approx. 4%)

In addition to wage adjustments, it is necessary to review staffing levels in various areas. The draft budget includes the addition of three full time positions, one in General Government related to communications, one in Environment Development related to building inspections, and one related to RICC fundraising. In summary, we expect payroll expenditures to increase at a rate higher than recent history.

Recreation department costs are expected to increase due to the need for additional staff plus the operating costs associated with new properties such as the Wells Recreation building.

We are also subject to general inflationary pressures in many other areas

Debenture payments are based upon existing debt and anticipated new payments for debentures to be received in 2026. Also, there are a number of large capital projects planned for future years which will have a longer term impact on financing costs.

ROTHESAY

TO: Mayor and Council [2025November10OpenSessionFINAL_155](#)

FROM: Doug MacDonald

RE: Budget Discussion

-3-

November 4, 2025

Utility Fund

Proposed increase in water usage fees of 3.0% and sewerage fees of 4.8%
(schedule attached)

Proposed based water rate of \$1.40 (from \$1.35) and sewer rate of \$550.00
(from \$525.00)

“Typical” user charge for a resident accessing both water and sewerage is approximately \$1,175.00 annually (an increase of approximately 3.8%)

Similar general inflationary pressures exist as in the General Fund - specifically costs to maintain the infrastructure and payroll cost pressure.

Presentation of wages and benefits are presented as the direct costs on a separate line item rather than including in “overhead”. Overhead and direct wages are allocated to water and sewer using a 40/60 split based on the approximate number of equivalent users.

Debenture payments are based on known repayment schedules, including estimated interest charges associated with the treatment facility project.

Capital from Operating has remained the same as 2025.

GENERAL OPERATING FUND

Draft BUDGET 2026 – HIGHLIGHTS

1. Total Operating Budget \$25.6 million (an increase of 1.5% from 2025)
2. 1.8% increase in aggregate property tax assessments
3. Maintaining the tax rate at \$1.17 per \$100.
4. Maintain the mark-up % re non-residential properties at 170%.
5. No significant changes to other revenue sources
6. Aggregate warrant of assessment = \$24,073,916
7. New equalization funding of \$53,660

8. **General Government** includes the administrative costs, insurance and other overhead expenditures and has a decrease of approximately 2.5% primarily due to a decrease in wages and benefits and professional fees, offset by increases in insurance, information systems costs, FRSC charges and the “cost of assessment”. The budget includes the creation of a new position related to communications.

5. **Protective Services** budgets reflect the submissions from the Fire and Police Boards
 - KVFD - \$2,912,000 – a funding increase of 1% (including capital expenditures)
(expenditure growth offset by the inclusion of 2024 operating surplus)
 - KRJBPC - \$3,569,500 – a funding increase of 4.4%

6. **Transportation Services** includes costs the Works Dept, snow removal contracts, salt expenditures and expected wage adjustments – an aggregate increase of 6.27%
 - Inflationary pressures related to road, sidewalk, drainage and traffic signal maintenance
 - Snow removal contract reduced due to lower fuel escalation

GENERAL OPERATING FUND

Draft BUDGET 2026 – HIGHLIGHTS

7. **Environmental Health Services** includes garbage collection and disposal fees. The aggregate budget decreased by 4.8% due to renewal of the waste disposal contract and lower fuel escalation charges. These decreases are partially offset by a proposed increase in tipping fees of \$4 per tonne.
8. **Environmental Development Services** – includes Planning Dept salary and projects as well as Envision SJ re Economic Development. The budget increase includes the addition of a position to create a full time building inspection officer plus a \$122,000 increase to the Envision expenditure via the FRSC.
9. **Recreation & Cultural Services** reflect an increase of 4.38% to reflect costs including the maintenance of trail infrastructure, regional facilities, parks, etc.
 - Normal payroll increases plus inflationary pressures associated with parks and gardens, recreational properties
 - Additional expenditures related to the addition of a full time staff member to facilitate RICC fund raising efforts.
 - Expenditures offset by a decrease in funding to Regional Facilities via the FRSC
10. **Fiscal Services** includes debt service costs and a decrease in the funding of capital projects
 - Capital funding from operations reduced from 2025 by \$200,000.

GENERAL OPERATING FUND

Draft BUDGET 2026 – HIGHLIGHTS

Total proposed expenditures by category	are as follows:	% of total Budget
General Government Services	\$ 3,082,000	12.0%
Protective Services	\$ 6,858,000	26.8%
Transportation Services	\$ 4,677,000	18.3%
Environmental Health Services	\$ 947,000	3.7%
Environmental Development (planning)	\$ 950,000	3.7%
Recreation and Cultural Services	\$ 3,150,000	12.3%
Fiscal Services (P&I)	\$ 736,000	2.9%
Capital Expenditures	\$ 5,200,000	20.3%

Town of Rothesay
2026 General Fund Operating Budget

	BUDGET <u>2025</u>	BUDGET <u>2026</u>	% Change	% of Total Budget
REVENUE				
Warrant of Assessment	<u>23,655,395</u>	<u>24,073,916</u>		
Sale of Services	568,750	534,000		
Services to Province of New Brunswick	80,000	80,000		
Other Revenue from Own Sources	114,350	99,138		
Core Equalization	<u>52,389</u>	<u>53,660</u>		
Conditional Transfers	46,750	47,000		
Other Transfers	709,616	712,285		
	<u>\$25,227,250</u>	<u>\$25,600,000</u>	<u>1.48%</u>	
EXPENSES				
General Government Services	3,161,057	3,082,039	-2.50%	12.04%
Protective Services	6,651,330	6,858,426	3.11%	26.79%
Transportation Services	4,402,284	4,677,215	6.25%	18.27%
Environmental Health Services	995,000	947,000	-4.82%	3.70%
Environmental Development	723,872	949,703	31.20%	3.71%
Recreation & Cultural Services	3,017,766	3,149,897	4.38%	12.30%
Fiscal Services	6,275,941	5,935,720	-5.42%	23.19%
	<u>\$25,227,250</u>	<u>\$25,600,000</u>	<u>1.48%</u>	<u>100.00%</u>
Surplus (Deficit) for the Year		\$0	-\$0	

	Budget 2025	DRAFT BUDGET 2026
REVENUE		
Sale of Services		
Bill McGuire Memorial Centre	40,000	40,000
Town Hall Rent	121,600	100,000
Community Garden	1,000	1,000
Wells Canopy Rental	0	12,000
Fox Farm Rental	23,400	0
Arena Revenue	245,500	253,500
Recreation Programs	125,250	127,500
	556,750	534,000
Other Revenue from Own Sources		
Licenses & Permits	57,600	57,600
Recycling Dollies & Lids	42	0
Interest & Sundry	30,000	30,000
Miscellaneous	10,000	6,830
Fire Dept. Administration	12,000	0
Local Improvement Levy Mulberry Lane	4,708	4,708
	114,350	99,138
Conditional Transfers		
Canada Day Grant	1,750	2,000
Grant - Other	0	0
Grant - Students	45,000	45,000
	46,750	47,000
Other Transfers		
Surplus of 2nd Previous Year	109,616	112,285
Transfer from reserves		
Utility Fund Transfer	600,000	600,000
	709,616	712,285

	Budget 2025	DRAFT BUDGET 2026
EXPENSES		
General Government Services		
Legislative		
Mayor	55,000	56,900
Councillors	154,610	178,000
FRSC Corporate	55,996	58,573
Other	27,200	38,741
	<hr/> 292,806	<hr/> 332,214
Administrative		
Administration - Wages & Benefits	1,397,409	1,299,223
Office Building	203,500	204,000
Supplies & Info Systems	210,600	287,000
Solicitor	50,000	50,000
Professional Fees	100,000	35,000
Other	116,598	121,598
	<hr/> 2,078,107	<hr/> 1,996,821
Other General Government Services		
Website/Other	3,000	3,000
Community Communications (Team)	65,500	10,700
Civic Relations	1,500	1,500
Insurance	272,900	286,545
Donations	36,500	36,500
Cost of Assessment	388,127	395,059
Property Taxes - L.P.P.	18,617	19,700
Fox Farm Rental Expenses	4,000	0
	<hr/> 790,144	<hr/> 753,004
Total General Government Services	<hr/>3,161,057	<hr/>3,082,039

	Budget	DRAFT BUDGET
	2025	2026
Protective Services		
Police		
Police Protection	3,418,030	3,569,517
Crime Stoppers	2,800	2,800
	<u>3,420,830</u>	<u>3,572,317</u>
Fire		
Fire Protection	2,890,000	2,911,609
Water Costs Fire Protection	335,000	340,000
	<u>3,225,000</u>	<u>3,251,609</u>
Emergency Measures		
EMO Director/Committee	1,000	1,000
	<u>1,000</u>	<u>1,000</u>
Other		
Animal & Pest Control	3,500	3,500
Other	1,000	30,000
	<u>4,500</u>	<u>33,500</u>
Total Protective Services	<u>6,651,330</u>	<u>6,858,426</u>

	Budget 2025	DRAFT BUDGET 2026
Transportation Services		
Common Services		
Administration (Wages & Benefits)	1,723,500	1,872,500
Workshops, Yards & Equipment	801,261	733,775
Engineering	7,500	10,000
	<u>2,532,261</u>	<u>2,616,275</u>
Roads & Streets	67,000	92,000
Crosswalks & Sidewalks	36,850	53,000
Culverts & Drainage Ditches	100,000	175,000
Street Cleaning & Flushing	10,000	20,000
Snow & Ice Removal	1,267,000	1,247,000
Flood Costs	0	0
	<u>1,480,850</u>	<u>1,587,000</u>
Street Lighting	190,000	190,000
Traffic Services		
Street Signs	20,000	12,000
Traffic Lanemarking	40,000	40,000
Traffic Signals	20,000	110,000
Railway Crossing	26,000	26,000
	<u>106,000</u>	<u>188,000</u>
Public Transit		
Public Transit - Comex Service	90,673	92,940
Public Transit - Other	2,500	3,000
	<u>93,173</u>	<u>95,940</u>
Total Transportation Services	<u>4,402,284</u>	<u>4,677,215</u>

	Budget 2025	DRAFT BUDGET 2026
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Environmental Health Services

Solid Waste Disposal Land Fill garbage	300,000	300,000
Solid Waste Disposal Landfill Compost	40,000	40,000
Solid Waste Collection Fero	615,000	567,000
Solid Waste Recycling bins	0	0
Clean Up Campaign	40,000	40,000
	995,000	947,000

Environmental Development Services

Planning & Zoning

Administration	564,500	667,800
Planning Projects	10,000	10,000
Heritage Committee	0	500
	574,500	678,300

Envision Saint John	147,372	269,403
Tourism	2,000	2,000
	149,372	271,403
	723,872	949,703

	Budget	DRAFT BUDGET
	2025	2026
Recreation & Cultural Services		
Administration	493,600	536,100
Beaches	66,500	66,500
Rothesay Arena	409,500	419,000
Memorial Centre	76,000	81,500
Summer Programs	101,225	107,500
Parks & Gardens	857,750	876,100
Rothesay Common Rink	102,500	108,200
Wells Bdlg	54,505	55,000
James Renforth Drive	2,225	4,425
Playgrounds and Fields	156,500	156,500
The Hive expenses	18,650	23,052
Regional Facilities - Operating	329,491	221,308
Regional Facilities - Capital	199,357	196,363
RICC Fundraising	0	134,000
Kennebecasis Public Library	96,963	111,349
Special Events	45,500	45,500
PRO Kids	7,500	7,500
	3,017,766	3,149,897

	Budget 2025	DRAFT BUDGET 2026
Fiscal Services		
Debt Charges		
Interest	204,941	207,720
Debenture Payments	671,000	528,000
	<u>875,941</u>	<u>735,720</u>
Transfers To:		
Capital Fund for Capital Expenditures	5,400,000	5,200,000
Capital Projects Funded by Grants		
Reserve Funds	0	0
	<u>5,400,000</u>	<u>5,200,000</u>
	<u>6,275,941</u>	<u>5,935,720</u>

Town of Rothesay

Assessments and Tax Rates

Municipal Tax Base For Rate:

Residential

Non-residential

	2024	2025	2026
Residential	\$ 1,706,003,600	\$ 1,841,854,900	\$ 1,877,280,700
Non-residential	\$ 96,932,600	\$ 105,866,900	\$ 106,070,000

Non-Residential Multiplier (1.4 - 1.7)

1.7 1.7 1.7

	2024	2025	2026
Municipal Tax Base For Rate:	\$ 1,870,789,020	\$ 2,021,828,630	\$ 2,057,599,700
Tax Rate	1.1900	1.1700	1.1700
Warrant of Assessment	\$ 22,262,389	\$ 23,655,395	\$ 24,073,916
A one cent increase in the tax rate raises:	\$ 187,079	\$ 202,183	\$ 205,760
Cost of Assessment	\$ 362,933	\$ 388,127	\$ 395,059
Percentage Change	2024	2025	2026
Assessment increase	11.83%	8.07%	1.77%



UTILITY OPERATING FUND BUDGET 2026 HIGHLIGHTS

1. Total Revenue \$4,486,500
2. Revenue from sale of water of \$1,250,000 includes a 3.0% increase in rates (base water rate - \$1.40 per cubic metre and \$240 per annum fixed fee)
3. Revenue from sewerage services \$2,575,000 includes a 4.8% increase of \$25 to an annual base rate of \$550 per equivalent user per year
4. Aggregate “typical” residential utility fees total approximately \$1,175 annually
5. Total operating expenses, including debt service charges but excluding capital from operating, increased to \$3,636,500 (7.2%)
6. Increase in fiscal services to reflect increase in debenture payments from 2025 capital projects
7. Capital from Operating maintained at \$775,000

- Expenses:	2025	2026
Water Supply	\$ 1,371,868	\$ 1,467,860
Sewer Collection and Disposal	1,093,000	1,163,500
Fiscal Services	928,132	1,005,140
Total	<u>\$ 3,393,000</u>	<u>\$ 3,636,500</u>

- Revenue:	2025	2026
Water services	\$ 1,160,000	\$ 1,250,000
Sewerage services	2,400,000	2,575,000
Other Revenue	665,700	661,500
	<u>\$ 4,243,000</u>	<u>\$ 4,486,500</u>

Town of Rothesay

2026 UTILITY OPERATING FUND BUDGET

	2025 Budget	2026 Budget	
REVENUE			
1 Sale of Water	\$ 1,160,000	\$ 1,250,000	3.5%
2 Water Connection Fees	50,000	50,000	
3 Meter and Non-Hookup Fees	62,000	62,000	
4 Water Supply for Fire Protection	340,000	340,000	
5 Sewerage Services	2,400,000	2,575,000	2.5% <i>1.3</i>
6 Sewer Connection Fees	25,000	25,000	
7 Infrastructure grants	100,000	90,000	
8 Interest Earned	40,521	33,385	
9 Developer payments	59,000	59,000	
10 Prior Years surplus	6,479	2,115	
11 Local Improvement levy			
12 Misc Revenue (meter reading)			
TOTAL REVENUE	\$ 4,243,000	\$ 4,486,500	5.7%
EXPENDITURES			
WATER SUPPLY			
13 Share of Overhead Expenses	240,000	240,000	
Wages and benefits	250,000	260,000	
14 Profess. Fees/Legal/Training	16,000	16,000	
15 Purification/Treatment	615,000	710,000	
16 Water Purchased	1,750	1,750	
17 Trans/Distribution	130,000	135,000	
18 Power & Pumping	65,000	68,000	
19 Billing and Collections	3,118	2,000	
20 Other Expenses	35,000	17,110	
McGuire Road Operating	16,000	18,000	
TOTAL WATER SUPPLY	# \$ 1,371,868	\$ 1,467,860	7.0%
SEWERAGE COLLECTION AND DISPOSAL			
21 Share of Overhead Expenses	360,000	360,000	
Wages and benefits	375,000	390,000	
22 Profess. Fees/Legal/Training	15,000	15,000	
23 Collection System	98,000	101,000	
24 Lift Stations	85,000	152,500	
25 Treatment/Disposal	125,000	125,000	
26 Other Expenses	35,000	20,000	
TOTAL SEWERAGE COLL & DISP	1,093,000	1,163,500	
	\$ 2,464,868	\$ 2,631,360	6.8%
FISCAL SERVICES			
27 Interest on Short Term Loans	75,000	75,000	
28 Interest on Long Term Debt- Water	116,504	112,062	
29 Interest on Long Term Debt- Sewer	144,028	200,043	
30 Principal Repayment- Water	355,639	321,500	
31 Principal Repayment- Sewer	238,981	296,535	
32 New Debenture	-	-	
33	928,132	1,005,140	
34	75,000	75,000	
35 Trf to Reserves - connect fees	-	-	
36 Trf to Reserves-Dev Infrastruc.	775,000	775,000	
37 Trsfr to Reserve Accts - other			
38 Capital Fund			
39 Prev Yrs Deficits			
TOTAL FISCAL SERVICES	\$ 1,778,132	\$ 1,855,140	4.3%
TOTAL EXPENSES	\$ 4,243,000	\$ 4,486,500	5.7%
NET INCOME (LOSS)	\$ -	\$ -	

Town of Rothesay

Rothesay Utility Charges									
Typical user	RATE % increase								
	2024			2025			2026		
Water Fixed		\$ 225.00		4%	\$ 235.00	\$ 58.75	2.1%	\$ 240.00	\$ 60.00
Avg Water Usage @ 275 m3	\$ 1.29	<u>354.75</u>		5%	<u>372.49</u>	\$ 1.35	3.5%	<u>384.24</u>	\$ 1.40
	4%	579.75		5%	607.49		3.0%	624.24	
Sewer		<u>475.00</u>		10%	<u>525.00</u>		4.8%	<u>550.00</u>	
		<u>\$1,054.75</u>			<u>\$1,132.49</u>			<u>\$ 1,174.24</u>	
		6.43%			7.37%			3.80%	



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
November 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: Nov 3, 2025

SUBJECT: Renforth Wharf/Beach Access

RECOMMENDATION

It is recommended that Mayor and Council receive this report for information.

ORIGIN

During the ice fishing season of 2024/25 Council directed the CAO to establish a more permanent method of control for access to the River via the Renforth Wharf and Beach.

BACKGROUND

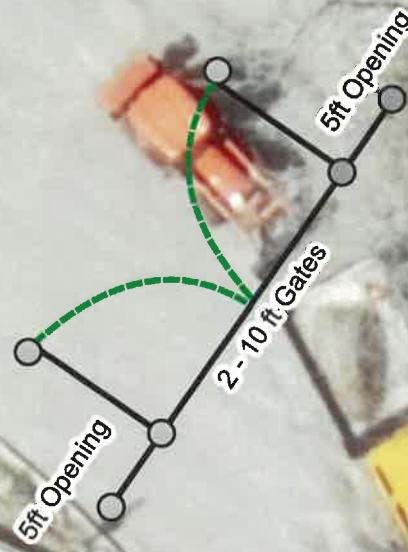
Over the years there have been a number of issues surrounding the ice fishing “Village” at Renforth. Structures have gone through the ice, vandalism of Town property has been prevalent, concerns regarding impaired drivers leaving the site have been raised and costs for the Town have continued to climb. In 2024/25 the Town implemented a barrier system that required inordinate amounts of staff (over) time to manage. In 2024/25, even with the barrier system in place, a full-size structure went into the river and had to be removed by divers and equipment in summer 2025.

Council made a firm decision to prevent similar issues in the future by installing a locked barrier system to prevent large structures from being placed on the ice.

DISCUSSION

The gating system will be installed at the Renforth Wharf access road in the next two weeks. This system will include 5-foot openings on each side of the main gate to allow ATV and sled access. The main gate section will consist of two 10-foot panels for a total 20-foot-wide span. The main gate will be lockable in both the closed or fully open position to prevent or permit access to the wharf twelve months of the year. Town Operations and Town Parks staff will control the keys to this gating system.

2025November10OpenSessionFINAL_173



Renforth Wharf Gate



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
November 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
Brett McLean, CAO

DATE: Nov 3, 2025

SUBJECT: ATV use in Wells

RECOMMENDATION

It is recommended that Mayor and Council receive this report for information.

ORIGIN

At their regularly scheduled meeting of September 8, 2025 Council passed the following motion:

MOVED by Counc. Lewis and seconded by Counc. McGuire Council send a letter of concern to the Kennebecasis Regional Police Force (KRPF) traffic division regarding councillor's concerns for the Wells area, *particularly related to the protection of residents and municipal assets, and a copy be sent to Minister Gauvin.*

BACKGROUND

A request was sent to KRPF Chief Young and Deputy Chief Henderson on September 17th with the following response from Deputy Chief Henderson on October 3rd:

Good Afternoon Brett,

I just wanted to let you know that an *Operational Plan* has been developed and implemented in response to the recent complaints regarding ATV activity in the Wells area.

This initiative is being led by our **Traffic Unit** and is already underway. The plan is designed to address community concerns and ensure improved safety and compliance moving forward.

We'll continue to monitor the situation and provide updates as needed.

Have a great day.

Mary

Deputy Chief Mary Henderson

The request letter has also been copied to the Honourable Robert Gauvin, Minister of Justice and Public Safety for the Province of New Brunswick.



October 21, 2025

Chief Mike Young
Kennebecasis Regional Police Force
126 Millennium Dr.
Quispamsis, NB
E2E 0C6

70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
F: 506-848-6677
Rothesay@rothesay.ca
www.rothesay.ca

Dear Chief Young:

On behalf of Rothesay Council, I am writing to formally request an increase in patrol frequencies in the Wells area due to ongoing public safety concerns related to ATV activity – speeding, on-street use, wheelie's, etc.

In response to these concerns, Council respectfully requests that your department increase patrols in the affected area, particularly during peak hours when such activity is most prevalent. A stronger police presence would serve as a deterrent and reinforce community standards around responsible vehicle use.

We appreciate the dedication of your officers and the work they do to keep our neighbourhoods safe. Please let us know if further information is required.

Regards,

Brett McLean, P. Eng.
Chief Administrative Officer



2025November10OpenSessionFINAL_177

ROTHESAY



November 1, 2025

Hon. Robert Gauvin
Minister of Public Safety
Legislative Assembly of New Brunswick
706 Queen Street
Fredericton, NB
E3B 1C5

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Subject: Public Safety Concerns related to ATV Activity

Dear Minister Gauvin:

Rothesay Mayor and Council passed the following motion at their meeting of September 8, 2025:

MOVED by Counc. Lewis and seconded by Counc. McGuire Council send a letter of concern to the Kennebecasis Regional Police Force (KRPF) traffic division regarding Councillor's concerns for the Wells area, *particularly related to the protection of residents and municipal assets, and that a copy be sent to Minister Gauvin.*

Attached is a copy of a letter sent on behalf of the Rothesay Mayor and Council to the Kennebecasis Regional Police Force.

We would appreciate any support or guidance the Department of Public Safety may be able to provide to assist in managing this matter and ensuring the safety of all residents.

Thank you for your attention and ongoing commitment to public safety in our region.

Regards,

Brett McLean, P.Eng.
Chief Administrative Officer

Explore our past / Explorez notre passé
Discover your future / Découvrez votre avenir

Grand Bay-Westfield • Quispamsis • Rothesay • St. Martins • Saint John



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council (Open Session)
November 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: November 3, 2025

SUBJECT: Request to Amend Subdivision Agreement - MR Investments Inc.

RECOMMENDATION

That Clause 16 remains in the agreement until such time as Rothesay and area landowners have secured a workable construction access from Fox Farm Road via the Wiljac Street extension.

ORIGIN

MR Investments Inc. (Stephen Maltby), the developer of a proposed 14-lot subdivision at the end of Dunedin Road, has requested an amendment to their Subdivision Agreement with Rothesay. The amendment seeks to permit access for construction vehicles via the existing roadway network between Rothesay Road and the development area.

BACKGROUND

On September 12, 2022, Rothesay Council resolved to enter into a Subdivision Agreement for the construction of a 14-lot subdivision by MR investments at the end of Dunedin Road. Following discussions between Town Staff and the Developer, it was agreed to utilize the Hillside Trail for construction vehicles to access the proposed development. This amendment was in response to concerns raised by area residents regarding construction traffic on area streets.

The following clause was added to the agreement

PART 16. The Developer and Rothesay agree that the water utility pipeline service road connecting to Grove Avenue ("Hillside Trail") shall be used for all construction

machinery, heavy equipment, and related commercial vehicle movements until such time that the subdivision is substantially complete.

The agreement was subsequently executed by both the Developer and Rothesay.

Since execution of the agreement, the Developer contends the provision is unworkable. In correspondence from the developer, they note the bridge on the Hillside Trail cannot support the heavy loads, and contractors have cited grades along the trail as being unsafe along the proposed trail access. According to the Developer, this has resulted in multiple contractors refusing to utilize the Hillside Trail for construction access.

DISCUSSION

Hillside Secondary Plan

The proposed development site is within the Hillside South Planning Area, located between Maplecrest Drive and the Riverside Country Club. Rothesay adopted the Hillside Secondary Plan in 2019 to guide development in this area and the Hillside North Planning Area, located further to the northeast adjacent to Rothesay Netherwood School.

Within the Hillside South Area two areas of land can be developed in initially based on gravity sanitary sewer servicing from Rothesay Road. These two areas are the MR Investments Inc. lands and a second area of land owned by a separate developer (A.E. McKay Builders Ltd.) at the end of Appleby Drive.

Beyond development of these two initial areas, a new collector road was identified as a requirement to provide access to this area. The new collector road will see Wiljac Street extended northerly into the Secondary Plan Area to provide access initially to the Hillside South area and then further to the north to provide a connection to the Hillside North area and a connection to the existing roadway network in the Grove Avenue / Campbell Drive area. To provide a connection to Fox Farm Road, Wiljac Street will be extended southerly. This will provide for a continuous collector roadway between Fox Farm Road and Grove Avenue within the Hillside Secondary Plan Area to distribute traffic from existing and future development as well as providing an additional connection point to the broader area for emergency access.

Neighbourhood Traffic Concerns

During the approval process for the MR Investments Inc. subdivision, concerns were expressed by area residents relating to increased traffic on existing streets between the proposed development and Rothesay Road.

These concerns related to both construction traffic and traffic from future residents once the proposed developments are completed. From a review of comments from the Public obtained during the Open House for the Hillside Secondary Plan, Staff understand that this was also a concern expressed during that consultation process.

Completion of a second access into the Hillside South Planning Area will assist in mitigating traffic through providing an additional access for both construction traffic and traffic from future development.

Status of the Wiljac Street Extension

Staff have been working on the Wiljac Street Extension since adoption of the Secondary Plan. To date the following elements are in place:

- Land has been acquired to provide for the extension of Wiljac Street between Neil Street and Fox Farm Road.

- Land acquisition is being finalized to provide for the required extension of Wiljac Street northerly through the Lordly property.
- Design of the required roadway extensions and upgrades to Wiljac Street by an engineering consultant.

These elements will result in a secondary access to the lands actively being developed within the Hillside South Secondary Plan area. Construction of the required town-led roadway connections is scheduled to occur in the 2026 construction season.

Recent Development in the Hillside South Area

The correspondence provided by MR Investments Inc. references a recent approved project on the lands of A.E. McKay Builders Ltd. This application involved the development of a building lot served by a Private Access.

Staff would like to provide clarification on this approval as MR Investments Inc. have raised this issue in their letter.

- **Required Approvals** – Nothing in Provincial Legislation or Rothesay’s Development By-Laws prohibits the development of the one-lot subdivision that was the subject of the A.E. McKay application. Approval of an access for a lot that does not abut a Public Street is within the jurisdiction of Rothesay’s Planning Advisory Committee (PAC) under both the *Community Planning Act* and Rothesay’s Subdivision By-Law.

PAC approved the access, subject to conditions, at their meeting of August 5, 2025. The required assent to money-in-lieu of Land for Public Purposes was subsequently given by Council. The subdivision application involved neighbourhood notification in accordance with PAC’s Polling Procedure.

- **Conformance with Municipal Plan and Zoning By-Law** – Lands that were the subject of the A.E. McKay Builders’ application are designated as Parks and Conservation in the Municipal Plan, with the surrounding lands designated Low Density Residential. The lands are zoned Single Family Residential – Standard (R1-B) in Rothesay’s Zoning By-Law.

The Municipal Plan is a policy-based document providing a generalized approach to land use designations. Guidance is provided for instances such as this where the boundaries of land use designations do not coincide with physical features such as roadways or watercourses. This allows for consideration of adjacent land use designations in determining permitted uses on a property.

As the area of the application is adjacent to lands designated Low Density Residential in the Municipal Plan, the proposed development aligns with the land use vision established in the Municipal Plan. Staff also note that low density residential development of the lands within the application was also outlined in the Hillside Secondary Plan.

Staff’s professional planning opinion is the recent A.E. McKay Builders’ application conforms to the Municipal Plan, Zoning By-Law, and Secondary Plan.

CONCLUSION

A second connection will be available to the Hillside South Planning Area resulting from planned work in the 2026 construction season. Given this, Staff recommend that Clause 16 remain in the agreement.

FINANCIAL IMPLICATIONS

Engineering and construction costs associated with the Wiljac Street extension are components of Rothesay's 2026 proposed Capital and Operating Budgets.



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP, Director Planning and Development Services

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).

ATTACHMENTS

Existing (Subdivision) Development Agreement between MR Investments and Rothesay
Letter dated October 8, 2025 from MR Investments Inc.

Rothesay

DEVELOPMENT AGREEMENT

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

Parcel Identifiers
of Parcels Burdened
by Agreement: 00239632

Owner of Land Parcels: **MR Investments Inc.**
16 Arthur Avenue
Rothesay, NB
E2E 6A7 (Hereinafter called the "Developer")

Agreement with: **Rothesay**
70 Hampton Road
Rothesay, N.B.
E2E 5L5 (Hereinafter called the "Town")

a body corporate under and by virtue of the
Municipalities Act, RSNB 1973, Chapter M-22,
located in the County of Kings and Province of New
Brunswick

WHEREAS the Developer is the registered owner of certain lands located off
Dunedin Road and Higginson Avenue PID 00239632 and which said lands are
more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND WHEREAS the Town did on September 12, 2022 agree to enter into
agreement with the Developer to allow for the extension of public roads and the
development of a subdivision containing not more than fourteen (14) lots for
fourteen (14) single family dwellings on the Lands as described in Schedule A.

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

1. The Developer agrees that the number of Lots situated on the Lands indicated on Schedule A shall not exceed fourteen (14) lots.
2. The Developer agrees that the number of residential dwellings situated on the Lands indicated on Schedule A shall not exceed fourteen (14) single family dwellings.
3. The Developer agrees to submit for approval by the Town, prior to commencing any work on the subdivision, the following plans, each meeting the requirements in accordance with the minimum requirements, standards and specifications as prescribed in the Standard Specifications for Developers of Rothesay Subdivision By-law No. 4-10;
 - i. Plan of Subdivision prepared by a person registered to practice land surveying in the Province of New Brunswick;
 - ii. a letter of engagement from the project engineer retained by the Developer to design the proposed works, along with engineering design drawings for all municipal services as specified herein; and
4. The Developer agrees that the Building Inspector shall not issue a building permit to the Developer for work directly connected with the development of the Lands, nor shall the Developer be entitled to such a permit unless and until the Developer deposits with the Town an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to the Town;

- a) Valued at 50% of the cost of construction to execute the work approved by the Engineer pursuant to this agreement; and
- b) Containing a provision that upon the expiration of a thirty-six (36) month term it be renewed and extended (with appropriate amendments to reduce the sum to an amount sufficient to recover the remaining work) from year to year until such time as the Town has accepted "final completion" of the work mentioned in this agreement, by resolution of the Town Council.

Schedules

5. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with the following Schedules attached to this Agreement:
 - a. Schedule A Legal Description of Parcels
 - b. Schedule B Proposed Plan of Subdivision

Subdivision

6. The Developer agrees that no subdivision approvals shall be granted without the capital costs equal to a proportionate share of the cost for installing municipal infrastructure to service the Hillside South Secondary Plan area inclusive of the subject Lands have been approved by Rothesay Town Council, pursuant to Policy DEVC-1 of Rothesay By-law 1-20.
7. The Developer agrees that all Lots shall meet the requirements of the Single Family Residential – Standard Zone [R1B] as described in the Rothesay Zoning By-law No. 2-10.
8. The Town and Developer agree that the Development Officer may, at their discretion, consider a reduction in the total number of Lots and the resulting applicable and necessary changes to Schedule B as non-substantive and generally in conformance with this Agreement.
9. The Developer agrees, that except as otherwise provided for herein, the development, subdivision and use of the Lands shall comply with the requirements of the Rothesay Zoning By-law and Subdivision By-law, as may be amended from time to time.

Land for Public Purposes

10. The Town and Developer agree to defer the requirement for Land for Public Purposes (LPP) until such time that the Developer submits future phases for subdivision approval and the Town has determined the preferred location of LPP.
11. Furthermore, the Town and Developer agree that an amount no less than **2484.5 square meters** being 10% of the area of the 14 lots being subdivided or **\$26,832.60** as cash in lieu LPP being 8% of the market value as calculated by law shall form a debit owing on the lands.

Site Development

12. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with Schedule B.
13. The Developer agrees to not commence clearing of trees, excavation of topsoil or blasting activities in association with the construction of the subdivision until the Town has provided final approval of the subdivision design as determined by the Development Officer, in consultation with the Town's Engineer.

14. The Developer agrees that driveways for each developed Lot shall conform as follows:

- a) All areas used for vehicular traffic or the parking or storage of a vehicle shall be paved with asphalt, concrete, interlocking stone or other environmentally safe and dust-free equivalent surface.
- b) Every developed Lot shall have one (1) permanent driveway lighting fixture that shall as follows:
 - i. provide illumination of the primary driveway entrance to the public street right of way;
 - ii. be supplied from the property's electrical system;
 - iii. automatically switch on there is insufficient daylight;
 - iv. be located not closer than 1.5 meters to the paved driveway edge and not closer than 2 meters to the public street right of way boundary; and
 - v. be installed by the Developer and maintained by the successive lot owner(s) their successors and assigns, in a manner to ensure continuous operation during nighttime hours.

15. The Developer agrees that all proposed new public utility distribution infrastructure (including electricity, telecommunications, and internet lines) installed in and for the purpose of supplying service to the subdivision shall be installed underground, exclusive of existing above ground public utilities.

16. The Developer and Rothesay agree that the water utility pipeline right-of-way connecting to Grove Avenue "Hillside Trail" shall be used solely for all construction machinery, heavy equipment, and related commercial vehicles until such time that the subdivision is substantially complete.

Municipal Streets

17. The Developer shall carry out, subject to inspection and approval by Town representatives, and pay for the entire actual cost of the following:

- a. surveying and staking of lots and streets;
- b. rough grading of streets to profiles approved by the Town;
- c. fine grading of streets to profiles approved by the Town;
- d. hard surfacing of the streets as shown on the plan to Town specifications; sub-grade standards, compaction and finish as approved by the Town Engineer, in writing, before final hard surfacing may be installed;
- e. constructing the roads as shown on the plan and complete the connection to the Higginson Avenue as shown on Schedule B;
- f. supply and maintenance of for a period of one (1) year the topsoil, sod, landscaping and the planting of street trees calculated as one tree for each 10 meters measured along the linear centre line of the public street right of way, planted in location(s) approved by the Town and where such trees are as follows:
 - (a) Not smaller than six centimeters (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by the Town.
- g. engineering design and inspection of those works referred to in clauses b), c) d), e) and f) of this section.

18. The Developer agrees to provide, upon completion of Part (17), signed documentation and progress reports from a practicing Professional Engineer, licensed in New Brunswick ensuring that applicable codes and standards have been met and that the work was completed and utilizing such materials as in accordance with the terms of this Agreement and approved specifications.

19. The Developer agrees to provide, upon the request of the Town, as-built drawings that delineate all public infrastructure to be submitted to the Town

in compliance with the minimum standards and requirements specified in the Town's Digital Data Submission Standards for Infrastructure and Construction Drawings.

20. The Town reserves the right to assign public street names, notwithstanding that the names may not correspond with those shown on Schedule B.
21. The Developer agrees that all items, materials, pipes, fittings, and other such infrastructure following acceptance of delivery on site by the Developer shall remain the full responsibility of the Developer against their accidental breakage or vandalism until the completed works are accepted by the Town.
22. The Developer agrees that it will not commence construction of any dwelling and no building permit will be issued by the Town for any such dwelling until such time as the street, which provides the normal access, to each dwelling, has been constructed to Town standards as specified by the Town and is ready for hard surfacing at least beyond the point which shall be used as the normal entrance of the driveway to service such dwelling.
23. The Developer agrees to restore all disturbed areas of the public street and public street right of way to the satisfaction of the Town Engineer following installation of the required municipal services.

Storm Water

24. The Developer shall carry out, subject to inspection and approval by Town representatives, and pay for the entire actual costs of the installation of a storm water system. The Developer agrees to accept responsibility for all costs associated with the following:
 - a. Construction, to Town standards, of a storm water system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water, to a predetermined location selected by the Developer's Engineer and approved by the Town Engineer, from the entire developed portion of the lands as well as topsoil and hydro-seeding of shoulders of roadways.
25. The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water system such plans, as required by the Town, that shall conform with the design schematics and construction standards of the Town, unless otherwise acceptable to the Town Engineer.
26. The Developer agrees that all roof leaders, down spouts, and other storm water drains from all proposed dwelling shall not be directed or otherwise connected or discharged to the Town's storm water or sanitary collection system.
27. The Developer agrees that the storm water drainage from all dwellings shall not be discharged:
 - a. directly onto the ground surface within one meter of a proposed dwelling;
 - b. within 1.5 m of an adjacent property boundary;
 - c. to a location where discharged water has the potential to adversely impact the stability of a side yard or rear yard slope or a portion of the property where there exists a risk of instability or slope failure; or
 - d. to a location or in such a manner that the discharge water causes or has the potential to cause nuisance, hazard or damage to adjacent dwellings or structures.
28. The Developer agrees to provide to the Town Engineer written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in

accordance with the Town specifications.

Water Supply

29. The Developer agrees to connect to the Town's nearest and existing water system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
30. The Town agrees to supply potable water for the purposes and for those purposes only for a maximum of fourteen (14) single family residential dwellings and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
31. The Developer agrees to pay the Town a connection fee for each residential unit to the Town water system calculated in the manner set out by By-law as amended from time to time, to be paid to the Town on issuance of each building permit.
32. The Developer agrees that the Town does not guarantee and nothing in this Agreement shall be deemed to be a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water.
33. The Developer agrees that all connections to the Town water mains shall be approved and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and that the operation of water system valves is the sole responsibility of the Town.
34. The Developer agrees to comply with the Town's Water By-law and furthermore that a separate water meter shall be installed, at their expense, for each residential connection made to the Town's water system.
35. The Developer agrees that the Town may terminate the Developer's connection to the Town water system in the event that the Town determines that the Developer is drawing water for an unauthorized purpose or for any other use that the Town deems in its absolute discretion.
36. The Developer agrees to provide, prior to the occupation of any buildings or portions thereof, written certification of a Professional Engineer, licensed to practice in New Brunswick that the connection of service laterals and the connection to the existing town water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Sanitary Sewer

37. The Developer agrees to connect to the existing and nearest sanitary sewer system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
38. The Developer agrees to pay the Town a connection fee for each residential unit to the Town sewer system calculated in the manner set out by By-law as amended from time to time, to be paid to the Town on issuance of each building permit.
39. The Developer agrees to carry out subject to inspection and approval by Town representatives, and pay for the entire actual costs of the following:
 - a. Engineering design, supply, installation, inspection, and construction of all service lateral(s) necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units.
40. The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans

required by the Town, with each such plan meeting the requirements as described in the Town specifications for such development.

41. The Developer agrees that all connections to the Town sanitary sewer system shall be supervised by the Developer's engineer and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and shall occur at the sole expense of the Developer.

Retaining Walls

42. The Developer agrees that dry-stacked segmental concrete (masonry block) gravity walls shall be the preferred method of retaining wall construction for the purpose of erosion control or slope stability on the Lands and furthermore that the use of metal wire basket cages filled with rock (gabions) is not an acceptable method of retaining wall construction.

43. The Developer agrees to obtain from the Town a Building Permit for any retaining wall, as required on the Lands, more than 1.2 meters in height and that such retaining walls will be designed by a Professional Engineer, licensed to practice in New Brunswick.

Indemnification

44. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.00). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled, or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

Notice

45. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to **MR INVESTMENTS INC.**, 16 Arthur Avenue, Rothesay, New Brunswick, E2E 6A7 and to the Town if delivered personally or by prepaid mail addressed to **ROTHESAY**, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-laws

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

Termination

47. The Town reserves the right and the Developer agrees that the Town has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not commenced on or before September 12, 2027 being a date 5 years (60 months) from the date of Council's decision to enter into this Agreement accordingly the Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Rothesay Zoning By-law.

48. Notwithstanding Part 47 (above), the Parties agree that development shall be deemed to have commenced if within a period of not less than three (3) months prior to September 12, 2027 the construction of the public street and municipal service infrastructure has begun and that such construction is deemed by the Development Officer in consultation with the Town Engineer as being continued through to completion as continuously and expeditiously as deemed reasonable.

49. The Developer agrees that should the Town terminate this Agreement the Town may call the Letter of Credit described herein and apply the proceeds to the cost of completing the work or portions thereof as outlined in the agreement. If there are amounts remaining after the completion of the work in accordance with this agreement, the remainder of the proceeds shall be returned to the Institution issuing the Letter of Credit. If the proceeds of the Letter of Credit are insufficient to compensate the Town for the costs of completing the work mentioned in this agreement, the Developer shall promptly on receipt of an invoice pay to the Town the full amount owing as required to complete the work.

Security

50. The Developer expressly agrees and understands that notwithstanding any provision of the Town's Building By-laws or any statutory by-law or regulatory provision to the contrary, the Building Inspector shall not issue a building permit to the Developer for work directly connected with the development of the Lands, nor shall the Developer be entitled to such a permit unless and until the Developer deposits with the Town an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to the Town; and

- a. Valued at 50% of the cost of construction to execute the work approved by the Engineer pursuant to this agreement; and
- b. Containing a provision that upon the expiration of a thirty-six (36) month term it be renewed and extended (with appropriate amendments to reduce the sum to an amount sufficient to recover the remaining work) from year to year until such time as the Town has accepted "final completion" of the work mentioned in this agreement, by resolution of the Town Council.

Failure to Comply

51. The Developer agrees that after 60 days written notice by the Town regarding the failure of the Developer to observe or perform any covenant or condition of this Agreement, then in each such case:

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

Law in order to ensure compliance with this Agreement.

Entire Agreement

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

Severability

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

Reasonableness

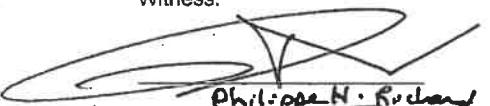
54. Both parties agree to act reasonably in connection with any matter, action, decision, comment, or approval required or contemplated under this Agreement.

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

IN WITNESS HEREOF the parties have duly executed these presents the day and year first above written.

Date: 25 April 2023

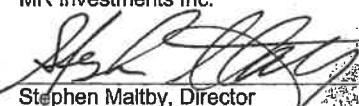
Witness:

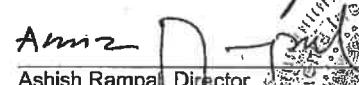

Philippe H. Richard

Witness:

Heister
Heister

MR Investments Inc.


Stephen Maltby, Director


Ashish Rampal, Director

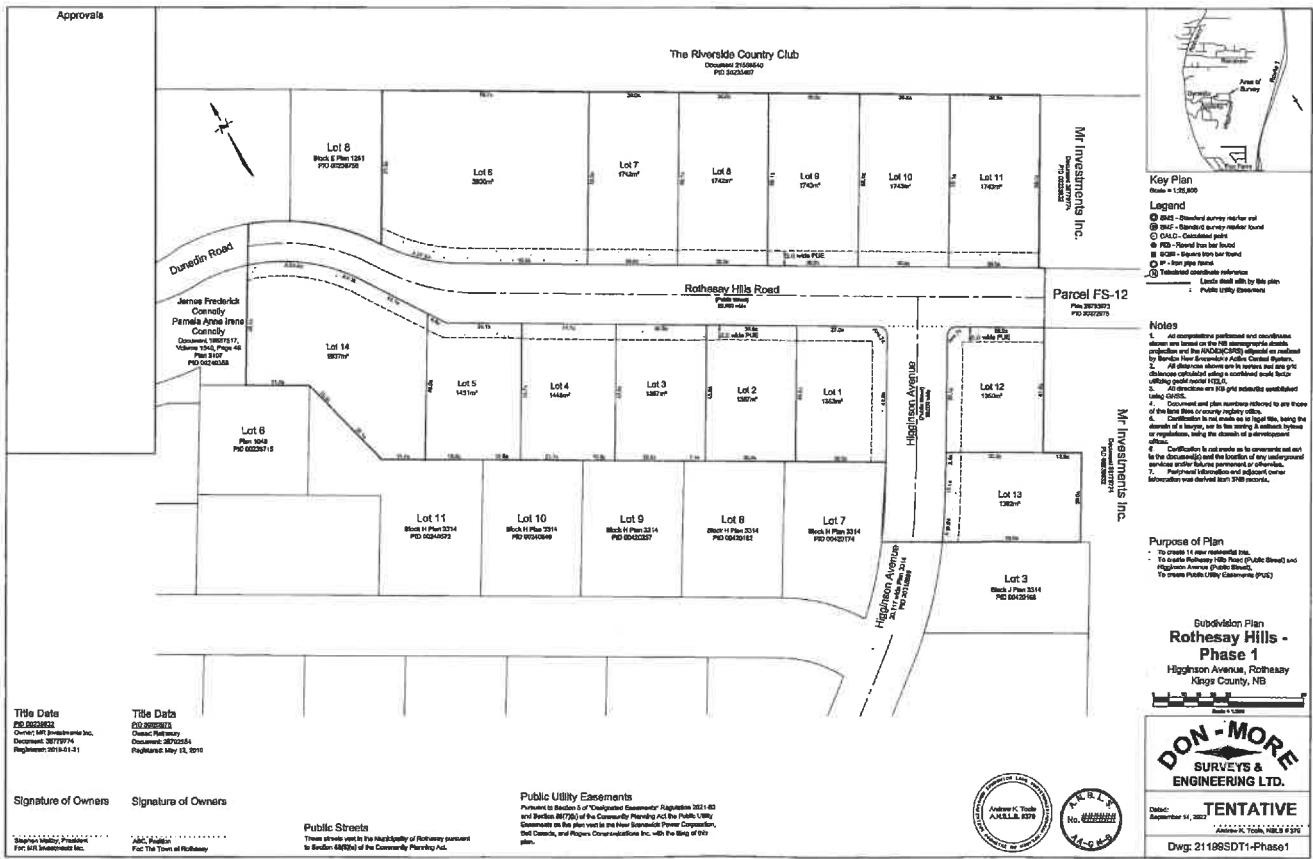
Rothesay:


Mayor

Clerk

SCHEDULE A

PID 00239632



Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: Stephen Maltby
16 Arthur Avenue
Rothesay, NB E2E 6A7

Office Held by Deponent: Director

Corporation: MR Investments Inc.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: May 2nd, 2023.

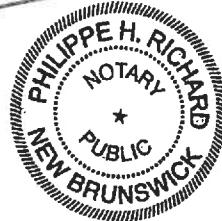
I, Stephen Maltby, the deponent, make oath and say:

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

DECLARED TO at Rothesay,
in the County of Kings,
and Province of New Brunswick,
This 2nd day of May, 2023.

BEFORE ME:

Commissioner of Oaths



Stephen Maltby

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: Ashish Rampal
561 Creekview Circle
Pickering, Ontario
L1W 2Z9

Office Held by Deponent: Director

Corporation: MR Investments Inc.

Place of Execution: Irvine, California, USA

Date of Execution: April 25, 2023

I, Ashish Rampal, the deponent, make oath and say:

- That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
- That the attached instrument was executed by me and Ashish Rampal, the other officer specified above, as the officers duly authorized to execute the instrument on behalf of the corporation;
- The signature "Ashish Rampal" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
- The Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
- That the instrument was executed at the place and on the date specified above;

SWORN before me in the State)
of California, in the United States)
of America this 25th of April, 2023)
by two-way videoconferencing with)
the deponent on the basis of)
evidence provided to me that)
enabled me to verify the deponent's)
identity and confirm the contents of)
the instrument being executed)

PHILIPPE H. RICHARD
A Commissioner of Oaths,
Being a Solicitor.

Amz
Ashish Rampal



Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: **MARY JANE E. BANKS**

Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Deponent: Clerk

Corporation: **Rothesay**

Other Officer Who
Executed the Instrument: **NANCY E. GRANT**

Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Other
Officer Who Executed the
Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: 3 May, 2023.

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

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

DECLARED TO at town of
Rothesay, in the County of Kings,)
and Province of New Brunswick,)
This 3 day of May, 2023.)

BEFORE ME:)

Deborah Keyes)
Commissioner of Oaths)


MARY JANE E. BANKS

Deborah Keyes
Commissioner of Oaths
My commission expires December 2027

COPY

Amendment Request – Clause 16

To: Mayor and Members of Council, Town of Rothesay

CC: Brett McLean; Mark Reade

From: Stephen Maltby, MR Investments Inc.

Date: October 8, 2025



Re: Request to Amend Clause 16 of Subdivision Development Agreement

Dear Mayor and Council,

I am writing to respectfully request an amendment to Clause 16 of the Subdivision Development Agreement for the Dunedin Road/Higginson Avenue subdivision.

As currently written, Clause 16 requires that all construction machinery, heavy equipment, and related vehicles access the site solely via the Hillside Trail/water utility pipeline right-of-way until the subdivision is substantially complete. At the time of approval, it was assumed this would provide a safe and suitable alternative.

Since then, it has become clear that this requirement is neither safe nor realistic:

- The bridge over the brook on the Hillside Trail cannot support heavy loads.
- The trail includes steep elevation changes, including a major hill that contractors have deemed unsafe.
- Multiple contractors have refused to access the site via this route, making development impossible.

Despite my best efforts—including discussions with the golf course and adjacent landowners—no alternative access has proven workable. With only two years remaining before the agreement expires, this clause threatens to block the project entirely, contrary to Council's original intent.

I also want to emphasize that my subdivision plan required zero variances from Rothesay's Municipal Plan. I followed the Town's design requirements exactly. I have given the Town what it asked for—now I simply need fair and workable access to complete the project.

In addition, new circumstances make strict enforcement of Clause 16 inequitable:

- A neighboring developer was recently permitted to use existing public streets to access their land, despite the Town previously telling me that street access posed a safety concern.
- That developer was allowed to construct a private access road longer than the public road

I would need to build for Phase 1, and for only one or two homes. My project would serve 14 homes—directly supporting Rothesay's need for more housing.

- Further, that parcel of land was designated Parks and Conservation in the Town's Secondary Plan, and has no municipal services (necessitating a private well and septic). By contrast, my subdivision can make use of existing municipal services, complies with existing zoning, and requires no such exceptions.

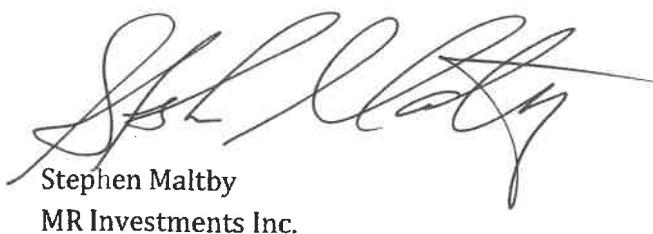
The agreement itself provides for adjustment in circumstances like these. Clause 53 (Severability) allows unworkable provisions to be set aside, and Clause 54 (Reasonableness) requires both parties to act reasonably. Continuing to enforce Clause 16, now proven unsafe and inequitable, does not meet those standards.

It is also important to note that when the Hillside South Secondary Plan was developed, my land was specifically designated as the site for Phase 1 development precisely because it could connect to existing municipal services and because the Town intended to use existing public streets to provide that access. It is therefore inconsistent to now deny me street access—while granting another developer approval to use those same streets to reach a parcel of land that is isolated, zoned Parks and Conservation, requires wells and septic, and had no municipal services planned.

I therefore respectfully request that Council amend Clause 16 to permit construction access via existing public roads, subject to reasonable conditions set by staff to protect public safety and municipal infrastructure.

Thank you for your consideration. I would be pleased to discuss this matter further with staff or Council.

Respectfully submitted,



Stephen Maltby
MR Investments Inc.