

## **Town of Rothesay**

### **Land Acknowledgement**

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

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

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

- presented by the Honourable Graydon Nicholas  
September 13<sup>th</sup>, 2021



**ROTHESAY**  
COUNCIL MEETING  
Town Hall Common Room  
Monday, September 8, 2025  
7:00 p.m.



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

**1. CALL TO ORDER**

**2. LAND ACKNOWLEDGEMENT**

**3. APPROVAL OF AGENDA**

**4. ADOPTION OF MINUTES**

- Regular Meeting 11 August 2025

**5. DECLARATION OF CONFLICT OF INTEREST**

**6. OPENING REMARKS OF COUNCIL**

- **PRESENTATION:** Through the Lens Photo Contest Winner  
➤ **PRESENTATION:** Thank you to Our Lady of Perpetual Help Church (Parking)

**7. DELEGATIONS**

**7.1 Fundy Regional Service Commission (FRSC)** Phil Ouellette, CEO (*see Item 13.1.1*)

**8. CONSENT AGENDA**

- 8.1 26 August 2025 Sponsorship request RE: KV Old Boys 2025 Country & Western Show  
(*see Item 11.4*)  
8.2 27 August 2025 Invitation to a Community Safety Meeting for the Fundy Regional Service  
Commission (RSC 9)  
8.3 28 August 2025 Email RE: Approval to change 2026 PMHP from Southridge to Campbell  
21 August 2025 Request letter to DTI (*see also Item 13.4*)

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

**10. CORRESPONDENCE FOR ACTION**

- 10.1 11 August 2025 Email from resident RE: Request for KV Go stop near Barsa and a  
Pedestrian Walkway on Dolan Road

**Refer to staff for a response**

- 10.2 28 August 2025 Email from Rothesay Elementary School RE: Arthur Miller Fields

**Refer to the Parks and Recreation Committee**

**11. REPORTS**

- 11.0 **September 2025** **Report from Closed Session**  
11.1 26 June 2025 Fundy Regional Service Commission (FRSC) meeting minutes  
11.2 30 June 2025 RCMP J Division Quarterly Report

# ROTHESAY

2025September08OpenSessionFINAL\_002

Regular Council Meeting

Agenda

-2-

8 September 2025

- 11.3 11 June 2025 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes
- 30 April 2025 KVFD Statement of Expense with Budget Variance
- 2 June 2025 KVFD Compliance Report
- 31 December 2024 KVFD Audited Financial Statements (*previously provided*)
- 11 June 2025 KVFD Fire Chief's Report
- March 2025 KVFD Response Report
- April 2025 KVFD Response Report
- 11 June 2025 Memorandum from Chief Boyle RE KV EMO
- KV EMO Management Program (*previously provided*)
- 11.4 31 July 2025 Draft unaudited Rothesay General Fund Financial Statements
- 31 July 2025 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 July 2025 Donation Summary
- 29 August 2025 Draft Finance Committee meeting minutes
- 11.5 20 August 2025 Draft Works and Utilities Committee meeting minutes
  - For Information – Water Consumption fees and usage data
- 11.6 2 September 2025 Draft Planning Advisory Committee meeting minutes
  - Bridlewood Estates – 43 Lot Subdivision
- 11.7 August 2025 Monthly Building Permit Report

## 12. UNFINISHED BUSINESS

---

### TABLED ITEMS

#### 12.1 Rothesay Arena Open House (Tabled September 2021)

*No action at this time*

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

*No action at this time*

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

*No action at this time*

---

## 13. NEW BUSINESS

### 13.1 BUSINESS ARISING FROM DELEGATIONS

#### 13.1.1 Fundy Regional Service Commission

- 29 August 2025 FRSC letter RE: Submission of draft 2026 FRSC Budget
- DRAFT FRSC 2026 Budget

### ADMINISTRATION

#### 13.2 Committee Appointments (PAC)

- 12 August 2025 Memorandum from Mayor Grant

### DEVELOPMENT

#### 13.3 Local Government Services Easement – Victoria Crescent

- 29 August 2025 Report prepared by DPDS Reade

# ROTHESAY

2025September08OpenSessionFINAL\_003

Regular Council Meeting  
Agenda

-3-

8 September 2025

## OPERATIONS

### **13.4 Provincial-Municipal Highway Partnership (PMHP) Three Year Plan 2028-2030**

29 August 2025      Report prepared by DO Colwell  
Rothsay PMHP Plan 2028-2030

### **13.5 Property Purchase RE Wiljac Street Extension Project**

4 September 2025      Report prepared by CAO McLean

## COUNCIL REQUESTS

### **13.6 Request for police presence in Wells**

3 September 2025      Email from Counc. Lewis

## 14. NEXT MEETING

<b>Public Hearing</b>	Monday, September 15, 2025 at 7:00 p.m.
<b>Regular meeting</b>	<b>TUESDAY</b> , October 14, 2025 at 7:00 p.m.
<b>Public Budget meeting</b>	Tuesday, October 28, 2025 at 6:00 p.m.

## 15. ADJOURNMENT





# FRSC 2026 Budget Overview

---

TOWN OF ROTHESAY  
September 8<sup>th</sup>, 2025



## FRSC Vision

Aspiring Collaborative Excellence,  
Resilient Communities,  
and Delivering Valuable Outcomes



## FRSC Mandate



The FRSC is committed to responsible service delivery that provides equitable access to programs and services for residents across the region. Guided by the principles of sustainability, enhanced quality of life, accountability and continuous improvement, the Commission is responsible for:



Solid Waste  
Management



Community Planning  
& Building Inspection



Regional Public  
Safety



Regional  
Transportation



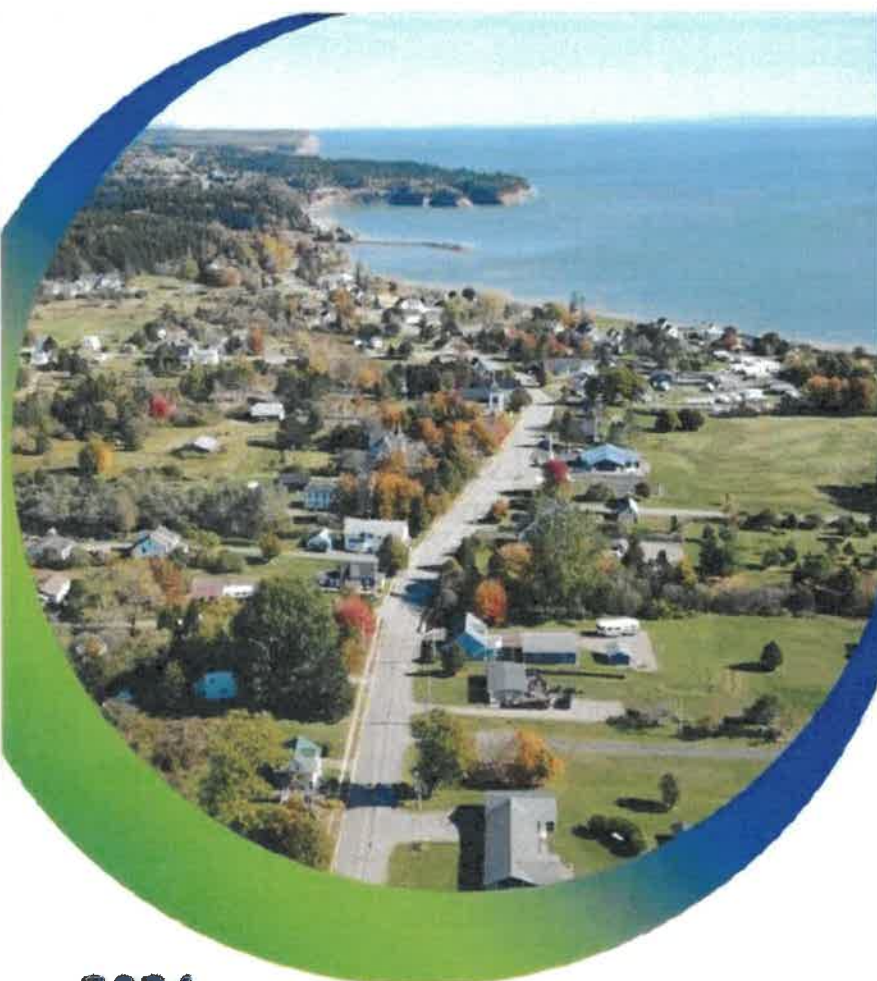
Community  
Development



Regional  
Facilities



Economic Development  
& Tourism Promotion



**2024**  
Annual Report



# Annual Report & Financial Statements

Scan to access the FRSC 2024

ANNUAL REPORT

FINANCIAL STATEMENTS



Or visit [fundyregion.ca/about-reports-financials](https://fundyregion.ca/about-reports-financials)



## FRSC Newsletter



Sign up for our REGIONAL NEWS Newsletter to receive monthly updates on our work and initiatives.



Scan the QR code or visit [fundyregion.ca/sign-up](https://fundyregion.ca/sign-up)





# Celebrating 2025 (so far)

## COMPLETED INITIATIVES



**Community Development Needs Assessment & Action Plan** - Consultation & recommendations completed.



**Regional Transportation Pilot (2025-26)** - Alternatives identified based on member needs.



**Odour Monitoring System** - Implementation & Integration Completed



Introduced the Crane Mountain **Economic Development Funding Program.**



**Cell 9 Temporary Surge Pond** completed.



**Advocated for enhanced funding** for Regional Facilities.

## IN PROGRESS



Create & deliver regionally aligned **best practices, protocols & education** to respond to the needs of the unhoused.



Conduct a background research for the development of a **Rural Plan** for the Fundy Rural District.



Initiate **Regional Risk Assessment** to guide cross-regional safety priorities.



Advance the **Canada Games Aquatic Centre project** toward Class A Design and access funding.



Collect data & develop a regional transportation services **feasibility plan.**



Develop & adopt a "Strive to Zero" **Solid Waste Strategy.**



# 2026 BUDGET

# FRSC Board of Directors' 2025/26 Priority Focus



Develop a two-way agenda between the FRSC & local communities.



Deliver regional value that demonstrates tangible impact.



Build on the strong collaborative foundation set by FRSC leadership.



Celebrate and communicate the impact of regional collaboration.



FRSC partners play a key role in advancing the Region's vision and values.



Maintain the legacy and momentum of current FRSC leadership through political change (local, provincial, federal).



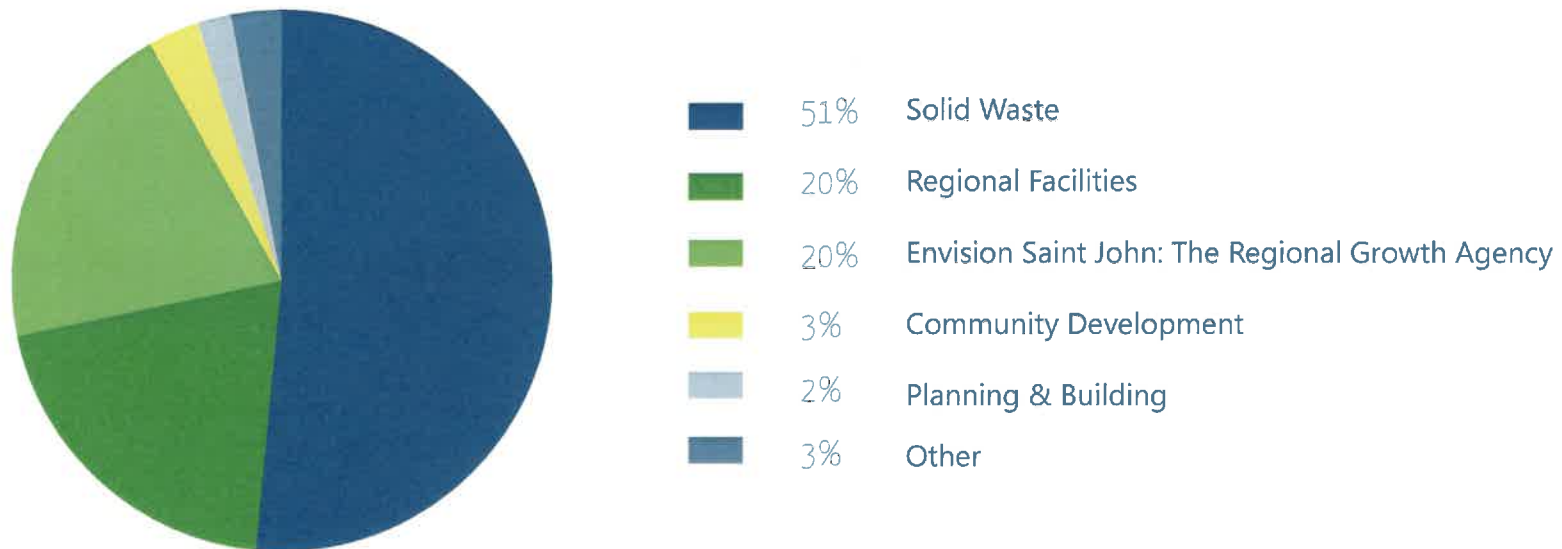
Come together not only for new service outcomes but to identify efficiencies, new revenue sources & cost savings.





# Budget Allocation

## 2026 FRSC Budget





# Member Fees

## 2026 Budget

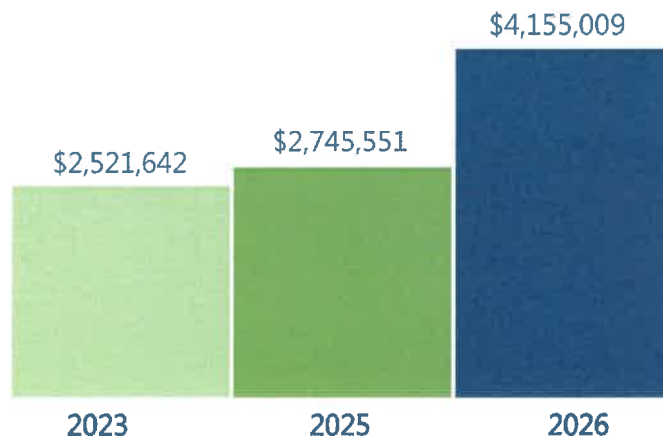
FRSC MEMBER	2023	2024	2025	2026 DRAFT	NET INCREASE
Village of Fundy-St. Martins	\$364,497	\$367,562	\$396,487	\$390,140	\$(6,347)
Town of Hampton	\$443,036	\$419,528	\$466,400	\$462,989	\$(3,411)
Town of Quispamsis	\$977,028	\$946,857	\$1,052,109	\$1,074,465	\$22,356
Town of Rothesay	\$717,817	\$659,368	\$709,531	\$745,648	\$36,117
City of Saint John	\$4,252,066	\$3,782,110	\$3,989,165	\$3,870,198	\$(118,967)
Town of Grand-Bay-Westfield	\$266,760	\$259,776	\$292,863	\$283,345	\$(9,518)
Fundy Rural District	\$590,577	\$591,167	\$632,363	\$633,310	\$947
<b>TOTAL:</b>	<b>\$7,611,782</b>	<b>\$7,026,368</b>	<b>\$7,538,917</b>	<b>\$7,460,094</b>	<b>\$(78,824)</b>



# Leveraging Third Party Funding

2026

In 2026, the FRSC is positioned to leverage external funding of **\$4,155,009**.





# SOLID WASTE



# Solid Waste Services

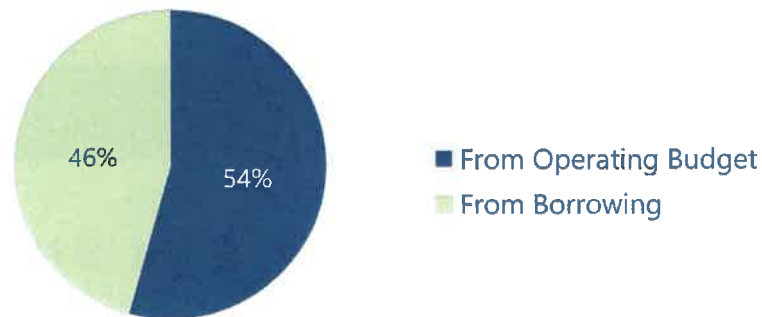
## 2026 PROPOSED TIPPING FEES

TIPPING FEES	2023 RATE	2024 RATE	2025 RATE	DRAFT 2026 RATE
Member	\$123/tonne	\$135/tonne	\$139/tonne	\$143/tonne
Industrial, commercial, institutional	\$123/tonne	\$135/tonne	\$139/tonne	\$143/tonne
Construction and demolition (C&D)	\$30/tonne	\$35/tonne	\$35/tonne	\$40/tonne
International ship's waste (After 'dig' charge)	\$200/tonne	\$250/tonne	\$250/tonne	\$250/tonne
Asbestos (\$500 minimum)	\$100/m <sup>3</sup>	\$125/m <sup>3</sup>	\$125/m <sup>3</sup>	\$125/m <sup>3</sup>
Scrape Service	\$25 per	\$35 per	\$35 per	\$35 per
Compostable organics	\$40/tonne	\$50/tonne	\$50/tonne	\$52/tonne
Per bag cost	\$1	\$1.50	\$1.50	\$1.50

## 2026 Solid Waste Capital Budget



- \$1.4 million in Capital for 2026, including:
  - **\$764,500** | Capital from the operating budget for leachate truck, surge pond relocation, and compost hall panels, among other projects.
  - **\$641,000** | Capital borrowing for replacement of compost loader, end dump, and surge pond relocation project.





# REGIONAL FACILITIES





# Regional Facilities 2026 Budget

## OPERATING INVESTMENT

Facility	2024 FRSC Operating Investment	2025 FRSC Operating Investment	Draft 2026 FRSC Operating Investment
Imperial Theatre	\$551,000	\$578,550	\$624,834
TD Station	\$1,042,002	\$1,099,755	\$990,601
CGAC	\$714,651	\$768,743	\$848,045
SJTCC	\$330,260	\$145,033	(\$17,077)
SJAC	\$349,193	\$230,954	\$241,264
<b>Total:</b>	<b>\$2,987,106*</b>	<b>\$2,823,035*</b>	<b>\$2,687,667*</b>

\* These figures integrate the previous year's surplus/deficit, but do not integrate RSSF funding and capital.

## CAPITAL INVESTMENT

- 2025 FRSC Capital Investment: **\$1,927,000**
- Draft 2026 FRSC Capital Investment: **\$1,966,807\***
- \* **Regional Facilities Committee "capital" recommendation not approved by the FRSC Board**

### Aquatic Centre Enhancement Project

- Draft budget supports 2026 costs associated with Enhancement Project, with the FRSC inheriting 26.7% of costs.
- FRSC pursuing a financial partnership with Provincial and Federal governments to proceed with this project.





# **Economic Development & Tourism Promotion**

# Envision Saint John: The Regional Growth Agency



## PROPOSED MEMBER FEES

MEMBER	2025 FRSC MEMBER FEES (Defined by MSA)*	2026 FRSC MEMBER FEES (Upholding Regional Service Delivery Act)*
Fundy-St. Martins	\$82,409	\$84,944
Hampton	\$197,071	\$206,990
Quispamsis	\$454,000	\$517,221
Rothsay	\$283,000	\$372,348
Saint John	\$1,900,000	\$1,834,747
Grand-Bay-Westfield	\$132,811	\$124,635
Fundy Rural District	\$144,509	\$148,615
<b>Total:</b>	<b>\$3,193,800*</b>	<b>\$3,289,500*</b>

\* Restricted to ESJ's initial budget proposal, which does not incorporate FRSC corporate costs integrated into the service areas, FRSC administration fee, the \$375,000 allotment for 2029 Canada Games operating, and the application of RSSF.



# 2026 PRIORITIES AND OUTCOMES



# Priorities and Outcomes

## 2026 BUDGET

### ENHANCED VALUE

- Net FRSC **membership fees decrease** by \$78,824 in 2026.
- The FRSC will leverage **\$4.16M in external funding**, up \$1.41M from 2025.
- Accessing **\$2.86M of RSSF** in 2026, with remaining \$436,450 for future regional facilities capital expenditures.
- Solid waste **capital budget reduced** by \$522,900 in 2026.
- Regional facilities **operating budget reduced** by \$135,368 from 2025.

### SERVICE DELIVERY AND EFFICIENCY:

- **Annual inflationary increase to tipping fees** introduced to sustain Crane Mountain Landfill operations.
- **New programming and enhancements** include:
  - A plan to leverage provincial and federal partnership for major reinvestment into the Canada Games Aquatic Centre.
  - Enhanced project implementation effort to deliver tangibility to members.
  - Fundy Regional Transportation Pilot Program 2026 expectations.
  - Community Development Needs Assessment & Action Plan implementation.
  - Improved interoperability across public safety organizations.
  - Continued partnerships with regional facilities and Envision Saint John to build regional value.



# Service Based Budget Profiles



**REGIONAL PUBLIC SAFETY**

**VISION**

**A unified and resilient Public Safety response in the Fundy Region, where seamless interagency collaboration and interoperability empowers our communities to thrive and deliver enhanced and effective public safety service for all.**

**GOALS**

- To foster interagency collaboration in the Fundy Region through cooperation, resource sharing, and joint training among public safety agencies to enhance overall emergency response capabilities.
- Achieve Interoperability among public safety agencies in the Fundy Region to optimize incident response and information sharing through collaboration on systems and operational improvements.
- Establish a unified and coordinated regional approach to Emergency Measures Organization (EMO) in the Fundy Region by fostering collaboration, sharing resources, and aligning emergency response plans to enhance preparedness, response, and recovery capabilities.

**2026 FRSC WORK PLAN PRIORITIES**

- Deliver a regional education and awareness campaign on regional rail with government and private partners.
- Review and support the implementation of an emergency response standardization system to improve interoperability across public safety entities in Fundy Region.
- Review and revise response policies and mutual aid agreements, aiming for a long-term transition to automatic aid based on closest-resource response and include any changes in an updated mutual aid agreement.
- Develop public safety training capacity sharing program.

**2026 SERVICE EXPECTATIONS**

- Host up to 8 Public Safety Committee meetings and facilitate a medium in which local public safety leadership exchange and develop partnership.
- Complete and maintain regional risk assessment and public safety asset inventory to identify common risk areas, service gaps, and collaborative opportunities.
- Facilitate dialogue on joint training exercises or simulations among public safety agencies.
- Review and support enhancement of mutual or automatic aid agreements across the region.
- Advocate annually to federal and provincial governments for enhanced funding for regional public safety infrastructure, equipment, programming, and training.
- Administer the Regional Rail Working Group.

**2026 \$UD61T**

Net 2026 costs for FRSC members (in lakhs: RS\$)	% of total budget	% of third party funding	2026 allocation from corporate services*	# of FRSC FTE (equivalent)
\$108,308	1%	\$107,619	\$142,825	0.87

\*Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, and Board honorariums.

One pager profiles containing:

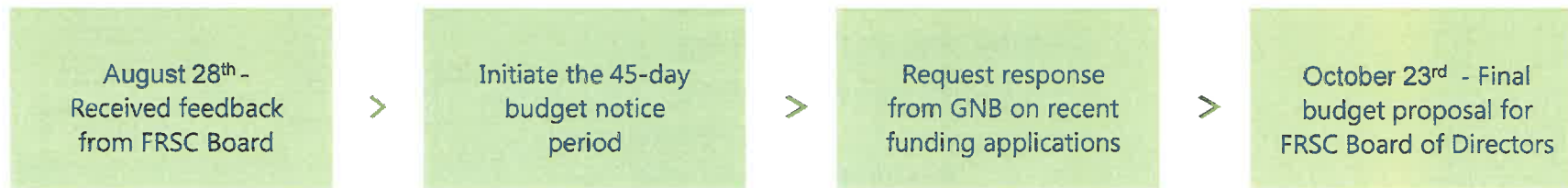
1. Vision
2. Goals
3. 2026 Work Plan Priorities
4. 2026 Service Expectations
5. 2026 Budget
  - a. Percentage of total Budget
  - b. Net 2026 cost for FRSC members
  - c. Third-party funding
  - d. Allocation from corporate services
  - e. Number of FRSC FTE (equivalent)





# Timeline

## 2026 BUDGET





## Questions

## SOLID WASTE



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

## VISION

**To promote the further reduction of waste by promoting individual and corporate responsibility and developing the waste system as an integrated resource to the community.**

## GOALS

- Achieve sustainable and efficient solid waste management and landfill operations in the Fundy Region.
- Review known long-term opportunities, positive or negative, that have developed from recent external impacts to the solid waste management industry in the Fundy Region and recommend a path forward to the FRSC Board of Directors.

## 2026 FRSC WORK PLAN PRIORITIES

- Pursue stage two (2 of 3) of the residential waste limit and reduction initiative with the intention of advancing diversion, customer service, and member cost savings.
- Develop and execute an education campaign for the proper disposal and risks of lithium-ion batteries in our waste stream.
- Install a forest fire break to limit fires spreading to or from the landfill.
- Develop and implement a pilot upcycle program to enhance diversion building on the 2017 Crane Mountain "Yard Sale" success.
- Begin phase one (1 of 3) of relocating the leachate surge pond.
- Develop and implement a waste reduction ambassadors' program.

## 2026 SERVICE EXPECTATIONS

- Strive for a safe operating environment for employees and customers at Crane Mountain Landfill.
- Deliver courteous, respectful service and customer experience for employees and the public.
- Identify new opportunities for revenue and cost savings through continuous improvement initiatives.
- Continue to provide and innovate on a best-in-class solid waste education program for our region's schools.
- Enhance diversion opportunities in composting, recycling, and hazardous waste through expanded programs and partnerships.
- Identify and address community concerns through public engagement, including the new Envirosuite odour monitoring program.



## 2026 BUDGET

## Revenue

- Residential Tip Fees: \$2.6 Million
- ICI Tip Fees: \$7.2 Million
- Recycling : \$1.5 Million
- Other Revenue/Income: \$1.1 Million

## Expenditures

- Allocation from Corporate\*: \$0.5 Million
- Landfill Operations: \$10.5 Million
- Capital Purchases & Projects: \$1.4 Million

Tipping Fee	% of total budget	# of FRSC FTE (equivalent)
\$143	51%	50.27

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, and Board honorarium.



## COMMUNITY DEVELOPMENT



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

## VISION

**Empowering communities, fostering inclusivity, and improving health and well-being outcomes through collaborative community development initiatives.**

## GOALS

- Advocate for an inclusive approach to housing and housing inclusivity, reduced legislative barriers, and comprehensive data to understand and meet regional housing needs and build a region where homelessness is rare, brief and non-recurring.
- Support the equitable access to programs and services, collaborate regionally, and support initiatives that enhance social inclusion throughout the Fundy Region.
- Create a region where community members have access to the programs and services, they need to support their health, well-being, and overall quality of life.

## 2026 FRSC WORK PLAN PRIORITIES

- Convene partners to develop a case & advocacy for placement of collaborative care clinics.
- Working with partners, advocate for an increase in the number of funded childcare spaces.
- Host a regional symposium on the 6 "A"s of food security, sharing key best practices, creating space for collaboration for the region and developing an action plan from key outcomes.
- Explore opportunity of a 'living' volunteer database & support system for seniors to strengthen communities' efforts of aging-in-place.
- Advocate to accelerate & increase affordable housing developments led by NGOs, including bridge financing solutions.
- Support the continued implementation of City of Saint John's Housing for All Strategy.
- Work with partners to identify & deliver resources, tools & governance structure to support FRSC members to respond to needs of unhoused people.
- Develop an emergency preparedness plan for network of partners providing services and supports to individuals living rough across the region.

## 2026 SERVICE EXPECTATIONS

- Ensure ongoing engagement and consultation with local communities, to align work of service areas with local needs.
- Host 6-10 Community Development Committee meetings.
- Oversee the coordination of ESIC contract, including delivery of Urban/Rural Rides.
- Oversee continuation of social mandate pilot.
- Research, analysis, and development of recommendations to support Committee and Board through mandate.
- Pursue funding partnerships with federal and provincial governments.
- Advocate for community development needs originating from the Fundy Region.



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of FRSC FTE (equivalent)
\$199,170	3%	\$521,986	\$324,636	4.61

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, and Board honorarium.



## VISION

**Foster regional collaboration to achieve sustainable communities through collaborative and responsible land use planning that fosters vibrant communities, preserves natural landscapes, and supports equitable and resilient development for present and future generations across the Fundy Region.**

## GOALS

- Deliver modern and responsible Land Use Planning services.
- Enhance regional collaboration for consistent and improved development outcomes.
- Align planning documents with provincial legislation and develop a Regional Land Use Plan to manage sustainable development across the Region.

## 2026 FRSC WORK PLAN PRIORITIES

- Introduce a subdivision bylaw and building bylaw for Fundy St. Martins.
- Establish platform across planners & development officers in the Fundy Region to identify trends, invite professional growth, resolve common challenges & pursue collective opportunities.
- Delivery of recommendation and adoption of Fundy Rural District Rural Plan.

## 2026 SERVICE EXPECTATIONS

- Community planning and building inspection services are provided to the Fundy Rural District and the Village of Fundy-St. Martins.
- Issue building and development permits and inspect new buildings or structures.
- Develop and administer Rural Plans.
- Process land use and subdivision applications.
- Provide planning, building, and development support and advice.
- Host up to 12 Planning Review and Adjustment (PRAC) meetings per year to ensure applications are reviewed per the Community Planning Act.



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of FRSC FTE (equivalent)
\$ 481,364	2%	\$0	\$106,716	2.89

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, and Board honorarium.

## REGIONAL PUBLIC SAFETY



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

## VISION

**A unified and resilient Public Safety response in the Fundy Region, where seamless interagency collaboration and interoperability empowers our communities to thrive and deliver enhanced and effective public safety service for all.**

## GOALS

- To foster interagency collaboration in the Fundy Region through cooperation, resource sharing, and joint training among public safety agencies to enhance overall emergency response capabilities.
- Achieve Interoperability among public safety agencies in the Fundy Region to optimize incident response and information sharing through collaboration on systems and operational improvements.
- Establish a unified and coordinated regional approach to Emergency Measures Organization (EMO) in the Fundy Region by fostering collaboration, sharing resources, and aligning emergency response plans to enhance preparedness, response, and recovery capabilities.

## 2026 FRSC WORK PLAN PRIORITIES

- Deliver a regional education and awareness campaign on regional rail with government and private partners.
- Review and support the implementation of an emergency response standardization system to improve interoperability across public safety entities in Fundy Region.
- Review and revise response policies and mutual aid agreements, aiming for a long-term transition to automatic aid based on closest-resource response and include any changes in an updated mutual aid agreement.
- Develop public safety training capacity sharing program.

## 2026 SERVICE EXPECTATIONS

- Host up to 8 Public Safety Committee meetings and facilitate a medium in which local public safety leadership exchange and develop partnership.
- Complete and maintain regional risk assessment and public safety asset inventory to identify common risk areas, service gaps, and collaborative opportunities.
- Facilitate dialogue on joint training exercises or simulations among public safety agencies.
- Review and support enhancement of mutual or automatic aid agreements across the region.
- Advocate annually to federal and provincial governments for enhanced funding for regional public safety infrastructure, equipment, programming, and training.
- Administer the Regional Rail Working Group.



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of FRSC FTE (equivalent)
\$108,306	1%	\$107,613	\$142,625	0.87

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, and Board honorarium.

## REGIONAL FACILITIES



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

## VISION

**Through the mandate of regional sport, recreation and cultural infrastructure, establish a new standard of collaborative oversight, financial stewardship, and strategic re-investment into exceptional and inclusive regional facilities in the Fundy Region.**

## GOALS

- Build a shared regional facilities value proposition for the Fundy Region.
- Act as financial stewards to the seven communities and residents of the Fundy Region that invest into the regional facilities.
- Promote a culture of continuous improvement across regional facilities, seeking to maximize the diversification of revenue sources, formulation of partnership with federal and provincial governments, to uphold sustainability, impact and service to the Fundy Region.
- Build a framework of trust and accountability, fairness and equity, between the seven communities and the organizations and staff that directly oversee and operate the facilities.
- Develop an approach to future regional facilities and cost-sharing for regional sport, recreation, or cultural infrastructure.

## 2026 FRSC WORK PLAN PRIORITIES

- Implement a financial oversight and performance evaluation system for regional facilities.
- Request that the regional facilities' operators develop a value proposition of the five facilities.
- Finalize detailed design for Canada Games Aquatic Centre Enhancement Project and pursue.
- Deliver recommendations on alternatives to the financing of regional facilities capital.

## 2026 SERVICE EXPECTATIONS

- Host 6-10 Regional Facilities Committee meetings, supported by the regional group of chief administrative officers/rural district manager and representatives from the FRSC Board.
- Monitor and evaluate reporting and auditing requirements of five facilities.
- Review and build recommendations on operating and capital funding proposals submitted by the regional facilities.
- Partner with federal and provincial governments to leverage funding to reduce FRSC subsidy to regional facility.
- Evaluate and build recommendations on annual capital and operating proposals from facility operators and owner.
- Advocate for reliable, sustainable and additional funding from the Government of New Brunswick to fulfill the legislative requirements associated with regional facilities.



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of FRSC FTE (equivalent)
\$4,033,097	20%	\$861,195	\$279,801	1.68

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, and Board honorarium.



## REGIONAL TRANSPORTATION



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

## VISION

**Foster regional collaboration across all aspects of transportation, guided by the principles of sustainability, enhanced quality of life, accessibility, and economic growth.**

## GOALS

- Understand how and why residents travel, their diverse transportation needs and preferences across the Fundy Region.
- Improve transportation access for residents in the Fundy Region.
- Enhance the Connectivity of transportation modes within the Region.
- Promote safe and efficient transportation by addressing conflicts between different modes
- Address legislative and governance barriers to enhance transportation services in the Region.

## 2026 FRSC WORK PLAN PRIORITIES

- Investigate regional trail connectivity and expansion interest and funding availability
- Deliver final recommendation of transit feasibility study for Fundy Region.
- Develop and execute a share the road campaign.
- Deliver a regional Origin Destination Survey to support implementation of regional transportation solutions.

## 2026 SERVICE EXPECTATIONS

- Ensure ongoing engagement and consultation with local communities, to ensure the work of service area aligns with local needs.
- Host up to 12 Regional Transportation Committee meetings.
- Research, analysis, and development of recommendations to support Committee and Board through mandate.
- Pursue funding partnerships with federal and provincial governments.
- Advocate for regional transportation needs originating from Fundy Region.



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of FRSC FTE (equivalent)
\$ 203,874	2%	\$242,676	\$166,251	0.96

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, and Board honorarium.



## VISION

**The Saint John Region in 2050 stands as Atlantic Canada's premier innovation hub, a vibrant, diverse, and resilient economic powerhouse that blends its rich industrial heritage with cutting-edge technology and sustainable practices.**

**At the heart of this transformation is the region's commitment to attracting and empowering people, recognizing that human ingenuity and engagement are the true drivers of economic success.**

## GOALS

- Lead Atlantic Canada's Energy Transition
- Leverage Port Saint John as a catalyst for investment
- Provide the next generation of Health-Tech solutions
- Cultivate a renowned destination for residents and visitors alike
- Strengthen the Region's Workforce Development Ecosystem

## 2026 FRSC WORK PLAN PRIORITIES

**Growth Readiness**

- Develop regional industrial action plan
- Develop investment marketing for priority sectors
- Build strategic partnerships to connect youth, employers and service providers for career decisions
- Empower employers to address talent issues, and align training/education providers and employers
- On-going support for real estate projects & municipal planning
- Work with government, non-profit and private sector land-owners to identify land opportunities for housing development
- Maintain/improve regional economic dashboard

**Talent Attraction & Retention**

- Through SJLIP, improve the new resident experience boosting newcomer inclusion and retention

- Develop marketing campaigns to attract and retain talent
- Develop workforce strategies for priority sectors in Regional Economic Development Plan
- Support attraction and retention of healthcare professionals

**Business Retention & Expansion**

- Gather local-businesses data to identify needed supports (training, advocacy, mentoring, etc.)
- Support ONB, Invest in Canada and Saint John Industrial Parks in responding to Foreign Direct Investment opportunities
- Convene the Energy Sector, set priorities and initiatives for growth.
- Provide full support for entrepreneurs to start and expand businesses
- Share Growth Stories focused on local business successes



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of Envision employees
\$1,927,541	15%	\$1,620,531	\$102,242	15.5

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, and Board honorarium.

## TOURISM PROMOTION



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

## VISION

**At the confluence of historic tides and vibrant city life, the Saint John Region stands as a beacon for explorers of all kinds. Here, where the mighty Bay of Fundy's waters caress the age-old shores, the region unfolds as a panorama of rugged coastal landscapes and expansive seas, framed by the lively hum of the market and the charming whisper of storied streets. The region offers a rich tapestry of experiences that seamlessly weave together the raw beauty of nature, the refined art of gastronomy, and the deep threads of heritage.**

## GOALS

- Cultivate a Renowned Destination for Residents and Visitors Alike
- Advance the Region's infrastructure
- Enhance tourist attractions
- Expand outdoor recreation opportunities
- Diversify accommodation types
- Elevate the visitor experience
- Commit to stewardship

## 2026 FRSC WORK PLAN PRIORITIES

**Destination Awareness:**

- Campaigns, partnerships and activations to grow awareness of the Region targeting Ontario, Quebec and Eastern US markets.
- Promote regional events.
- Build local awareness of events, festivals, and attractions.

**Destination Management:**

- Partner with public and private sectors to identify new attraction opportunities.
- Advocate for improvements in air service.

**Destination Sales:**

- Selling the Region through attendance at marketplaces, hosting clients, pitching stories and bidding on events to host.

**Sponsorships:**

- Help build the Region's pride of place and desirability for visitors and residents through sponsorship of major festivals & events, sporting events, etc.

**Welcome Services:**

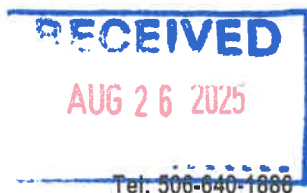
- Operate local Welcome Centres to provide access to regional information.
- Provide Ambassador training to build network of residents able to promote the Region.
- Maintenance and upkeep of on-line resources (Discover Saint John.com; SettleinSaint John.com; SJBusiness support.com)



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of Envision employees
\$452,494	5%	\$750,316	\$84,178	6.5 + 8 part-time employees

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, and Board honorarium.



## KV OLD BOYS

32 Wedgewood Drive  
 Rothesay, New Brunswick  
 E2E 3P7

Email: [kvob@nbnet.nb.ca](mailto:kvob@nbnet.nb.ca)

### MAKING A GOOD COMMUNITY BETTER

August 2025

#### Membership

Steve Ball  
 Greg Boudreau (President)  
 Dick Connolly  
 Doug Gordon  
 Peter Hastings  
 Bob Howes  
 Bob Orr  
 George Patton  
 Don Shea (Secretary-Treasurer)  
 Ken Yorston  
 Brian Flewwelling  
 Stephen Little  
 Neil Hanlon  
 Mike Hughes (Vice-President)  
 Russell Robinson  
 Tom Eastwood  
 David Down  
 Dave Oliver  
 Stew Rogers<sup>1</sup>  
 Daniel Martel<sup>1</sup>  
 Glen Curtis<sup>1</sup>

#### We Remember

Vernon Graves (2002)  
 Rev. Jack Fancy (2008)  
 Greg Rodine (2009)  
 Bob Johnston (2012)  
 Doug Young (2014)  
 Norm McKay (2019)  
 Paul Richard (2021)  
 Barrie Brewer (2022)  
 Ross Mavis (2022)  
 Don Shaw (2023)  
 Clayton Daye (2023)  
 Russ Finnamore (2025)

Tel: (506) 640-1886  
 Email: [kvob@nbnet.nb.ca](mailto:kvob@nbnet.nb.ca)

E-Transfer: [kvob@nbnet.nb.ca](mailto:kvob@nbnet.nb.ca)

#### Warm greetings from the KV OLD BOYS!

As the CLUB gears up for another unforgettable **Country & Western Show** this November, we'd like to take a moment to reconnect with one of our most valued partners — you.

Thanks to your generous support in previous years, our annual country & western show has blossomed into a cherished tradition that unites music lovers, families, and community members from across the region. This year, we're raising the bar once again: more talent and an even greater impact.

We'd be thrilled to welcome you back as a sponsor for our **2025** show. Your sponsorship not only helps us deliver an outstanding experience but also aligns your brand with a passionate and loyal audience.

In previous years, sponsorship contributions ranged from \$100 to \$1,000, with each level playing a vital role in bringing the show to life. Whether you're returning or joining us for the first time, every bit of support helps create an unforgettable experience for our community.

I'm pleased to enclose a copy of our **2024** poster. The 2025 poster will be printed early to mid-September once all sponsors have been contacted.

Organizing a show of this scale involves many hands, so if you've already been contacted by another member of our team, we apologize for the overlap.

With warmest regards,

Greg Boudreau, President

<sup>1</sup> Associate member





# KV OLD BOYS

Present

Our 12<sup>th</sup> Annual

## Country & Western Evening - Fundraiser



Kennebecasis Valley High School Theatre

**November 2<sup>nd</sup>, 2024** - Showtime: 7 pm

Doors Open: 6 pm - All Seats Are Rush

Sound By : D & D Sound and Lighting

**Hosted by - Steve Lyons**

The Band - Mark Hill, Mike Hanlon, Tim Wallace,  
Steve Lyons, Crystal Jones, Sam Aucoin, Reg Gallant,  
Scott Medford, Anna Marie Burke, Carol Perry,

Special Guests - Jacob Chevarie, Tina Pacquet,  
Colby Mawhinney, Chelsea Golding, Bobby Burke

**All Tickets \$20.00**

Advance Tickets now on Sale

Beats & Bytes - Saint John

Guardian Drugs - Hampton and Rothesay

or from any **KV OLD BOY**



**SPONSORS WILL BE  
ACKNOWLEDGED  
HERE ON THE POSTER**



August 27, 2025

Le 27 août 2025

Mayor Nancy Grant  
Town of Rothesay  
70 Hampton Road  
Rothesay NB E2E 5L5  
E-mail: [nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca)

Nancy Grant, Mairesse  
Ville de Rothesay  
70, rue Hampton  
Rothesay (N.-B.) E2E 5L5  
Courriel : [nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca)

Dear Mayor:

The Department of Justice and Public Safety (JPS) would like to invite you to attend a discussion on community safety for municipalities in the Fundy Regional Service Commission (RSC 9). The meeting will be led by the Minister of Public Safety, Hon. Robert Gauvin. This memo is intended as an invitation to a meeting that will take place on September 4, 2025, at 6:00 pm at Delta Hotel located at 39 King Street, Ballroom A in Saint John, NB. Please ensure your council and board representatives receive a copy of this invitation. Justice and Public Safety will invite local MLAs and the police of jurisdiction.

Please consider the following questions, so we can have a thorough discussion when we meet:

Madame la Mairesse,

Le ministère de la Justice et de la Sécurité publique (JSP) souhaite vous inviter à participer à une discussion sur la sécurité communautaire dans les municipalités desservies par la Commission de services régionaux de Fundy (CSR 9). La réunion sera dirigée par le ministre de la Sécurité publique, l'honorable Robert Gauvin. La présente vise à vous inviter à une réunion le 4 septembre 2025 à 18 h 00, à l'Hôtel Delta, située au 39, rue King, salle de bal à Saint John. Veuillez vous assurer que les représentants de votre conseil et de votre conseil d'administration reçoivent une copie de la présente invitation. Le ministère de la Justice et de la Sécurité publique invitera les députés locaux et les représentants des services de police locaux.

Nous vous invitons à réfléchir aux questions suivantes afin que nous puissions avoir une discussion approfondie :

.../2

Page 2

What are you hearing, about crime and/or policing in your community?

If you could get the Department to change one thing that would make your community more secure immediately, what is it?

Please come prepared to discuss any public safety concerns or issues and share your ideas on how to make your community safer.

For questions or clarification please contact the Policing Standards Branch by e-mail at [PSCM-NPGC@GNB.CA](mailto:PSCM-NPGC@GNB.CA) or by telephone at 506-444-4803.

Thank you and we look forward to seeing you on September 4, 2025, at 6:00pm.

Sincerely,

Qu'entendez-vous au sujet de la criminalité ou des services de police dans votre communauté?

Si vous pouviez demander au Ministère de changer une chose qui rendrait immédiatement votre collectivité plus sûre, quelle serait-elle?

Veuillez vous préparer à discuter de vos problèmes ou préoccupations en matière de sécurité publique, ainsi que de vos idées sur la manière de rendre votre collectivité plus sûre.

Pour toute question ou demande de clarification, veuillez communiquer avec la Direction des normes de police par courriel à l'adresse [PSCM-NPGC@GNB.CA](mailto:PSCM-NPGC@GNB.CA), ou par téléphone au 506-444-4803.

Nous vous remercions et nous avons hâte de vous voir le 4 septembre 2025 à 18 h 00.

Veuillez agréer l'expression de mes sentiments les meilleurs.

Le sous-ministre,



Michael J. Comeau, K.C. / c.r.  
Deputy Minister

c.c. Hon. Robert Gauvin, Minister of Public Safety / ministre de la Sécurité publique  
Chris O'Connell, Senior Assistant Deputy Minister / sous-ministre adjoint principal  
Connie Courcy, Executive Director / directrice générale

**Community Safety Meeting / Réunion sur la Sécurité communautaire**  
**RSC/CSR: 9**  
**Fundy Regional Service Commission / Commission de services régionaux de Fundy**

**Date :** September 4, 2025 / Le 4 septembre 2025

**Place / Lieu :** Delta Hotel Saint John – Ballroom A / Hôtel Delta Saint John – Salle de bal A

**Address / Adresse:** 39 King Street, Saint John, NB / 39, rue King, Saint John, N.-B.

**Time / Heure:** 6:00 PM to 8:00 PM / 18 h 00 à 20 h 00

**Agenda / Ordre du jour**

6:00 – 6:15 Introductions	18 h 00 à 18 h 15 Présentations
6:15 – 6:20 Minister’s Opening Remarks	18 h 15 à 18 h 20 Mots de bienvenue du ministre
6:20 – 7:00	18 h 20 à 19 h 00
Discussion on the following Questions	Discussion sur les questions suivantes :
<ul style="list-style-type: none"><li>• What are you hearing, about crime and/or policing in your community?</li><li>• If you could get the Department to change one thing that would make your community immediately more secure, what would it be?</li></ul>	<ul style="list-style-type: none"><li>• Qu’entendez-vous au sujet de la criminalité et/ou des services de police dans votre communauté?</li><li>• Si vous pouviez demander au ministère de changer une chose qui rendrait votre communauté immédiatement plus sécuritaire, qu’est-ce que ce serait?</li></ul>
7:00 – 7:45 Questions	19 h 00 à 19 h 45 Questions
7:45 – 8:00 Next Steps/Closing	19 h 45 à 20 h 00 Étapes à suivre/Fermeture

**Liz Hazlett**

---

**From:** Liz Hazlett  
**Sent:** Friday, August 29, 2025 8:19 AM  
**To:** Liz Hazlett  
**Subject:** FW: Rothesay Request for 2026 PMHP Funding Reallocation  
**Attachments:** Letter Request for 2026 PMHP allocation change Southridge to Campbell.pdf

---

**From:** PMHP-PRPM (DTI/MTI) <[pmhp-prpm@gnb.ca](mailto:pmhp-prpm@gnb.ca)>  
**Sent:** August 28, 2025 4:17 PM  
**To:** Tim Colwell <[timcolwell@rothesay.ca](mailto:timcolwell@rothesay.ca)>  
**Subject:** RE: Rothesay Request for 2026 PMHP Funding Reallocation

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

Good afternoon Tim,

I hope this email finds you well. Your request to change your 2026 project from Southridge Road, *French Village Road to town limit, storm sewer and culvert repairs and paving to Campbell Drive (Route 187), from Route 111 to Marr Road, paving and shouldering* has been approved. Your funding remains unchanged (\$410,000 in DTI contribution) for your project evaluated at \$547,000.

Regards,



**Richard Beauregard-Long. P. Eng. | ing.**  
Senior Functional Planning Engineer | Ingénieur en élaboration de projets

Capital Planning Branch | Planification des Immobilisations  
New Brunswick Department of Transportation et Infrastructure | Ministère des Transports et de l'infrastructure du Nouveau-Brunswick  
New Brunswick | Nouveau-Brunswick

**C: (506) 461.1610**

This message is intended for the person to whom it is addressed and is to be treated as confidential or private communications. It must not be forwarded unless permission has been received from the originator. If you have received this message inadvertently, please notify the sender and delete the message. Then delete your response. Thank you for your cooperation.

-----  
Ce message est destiné à la personne désignée dans la présente et il doit demeurer confidentiel. Il ne doit pas être réacheminé sans la permission de l'expéditeur. Si ce message vous a été envoyé par erreur, veuillez aviser l'expéditeur et effacer le message. Effacez ensuite votre réponse. Merci de votre collaboration.

---

**From:** Tim Colwell <[timcolwell@rothesay.ca](mailto:timcolwell@rothesay.ca)>  
**Sent:** Thursday, August 21, 2025 3:59 PM  
**To:** PMHP-PRPM (DTI/MTI) <[pmhp-prpm@gnb.ca](mailto:pmhp-prpm@gnb.ca)>  
**Subject:** RE: Rothesay Request for 2026 PMHP Funding Reallocation

You don't often get email from [timcolwell@rothesay.ca](mailto:timcolwell@rothesay.ca). [Learn why this is important](#)

Thank you Richard,

2025September08OpenSessionFINAL\_053

The length of the Campbell Drive section is 1130m.

**Tim Colwell, P. Eng.**

**Director of Operations**

506-847-6286

[timcolwell@rothesay.ca](mailto:timcolwell@rothesay.ca)

**From:** PMHP-PRPM (DTI/MTI) <[pmhp-prpm@gnb.ca](mailto:pmhp-prpm@gnb.ca)>

**Sent:** August 21, 2025 3:55 PM

**To:** Tim Colwell <[timcolwell@rothesay.ca](mailto:timcolwell@rothesay.ca)>

**Subject:** RE: Rothesay Request for 2026 PMHP Funding Reallocation

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

Good afternoon Tim,

Your request is reasonable and well documented. We will prepare a Change Request for approval by our executives. Those request typically take 1-3 weeks for processing and we will advise you of the result once we have it.

Would you please be able to provide the length of the area that would be paved on Campbell Drive?

Regards,



**Richard Beauregard-Long. P. Eng. | ing.**

Senior Functional Planning Engineer | Ingénieur en élaboration de projets

Capital Planning Branch | Planification des Immobilisations

New Brunswick Department of Transportation et Infrastructure | Ministère des Transports et de l'infrastructure du Nouveau-Brunswick

New Brunswick | Nouveau-Brunswick

**C: (506) 461.1610**

This message is intended for the person to whom it is addressed and is to be treated as confidential or private communications. It must not be forwarded unless permission has been received from the originator. If you have received this message inadvertently, please notify the sender and delete the message. Then delete your response. Thank you for your cooperation.

Ce message est destiné à la personne désignée dans la présente et il doit demeurer confidentiel. Il ne doit pas être réacheminé sans la permission de l'expéditeur. Si ce message vous a été envoyé par erreur, veuillez aviser l'expéditeur et effacer le message. Effacez ensuite votre réponse. Merci de votre collaboration.

**From:** Tim Colwell <[timcolwell@rothesay.ca](mailto:timcolwell@rothesay.ca)>

**Sent:** Thursday, August 21, 2025 2:51 PM

**To:** Beauregard-Long, Richard (DTI/MTI) <[Richard.Beauregard-Long@gnb.ca](mailto:Richard.Beauregard-Long@gnb.ca)>

**Cc:** PMHP-PRPM (DTI/MTI) <[pmhp-prpm@gnb.ca](mailto:pmhp-prpm@gnb.ca)>

**Subject:** Rothesay Request for 2026 PMHP Funding Reallocation



**ATTENTION! External email / courriel externe.**

Good Afternoon Richard,

Thank you for taking time to explain the PHMP program with me this morning. As I hinted earlier, we would like to request that the funds we will be receiving from the PMHP program for 2026 be reallocated from Southridge Road to Campbell Drive. I have formalized the request in the attached letter.

Should you require any additional information, please feel free to reach out.

Best Regards,



**ROTHESAY**

**Tim Colwell, P. Eng.**

**Director of Operations**

506-847-6286

[timcolwell@rothesay.ca](mailto:timcolwell@rothesay.ca)

---

70 Hampton Rd. | (T) 506-848-6600 | (F) 506-848-6677 | [www.rothesay.ca](http://www.rothesay.ca)



# ROTHESAY



August 21, 2025

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

NBDTI  
Kings Place  
P. O. Box 6000  
Fredericton, NB  
E3B 5H1

Dear Mr. Beauregard-Long:

**RE: Request for reallocation of 2026 PMHP funding from Southridge Road to Campbell Drive**

As part of the Provincial-Municipal Highway Partnership Program (PMHP) Rothesay has been approved for \$410,000 plus non-recoverable HST in provincial funding in the year 2026. This amount was allocated to cover the province's 75% share in the capital costs of rehabilitating Southridge Road from the City of Saint John Limit to French Village Road. The overall estimate excluding HST and including engineering was \$547,000, with Rothesay's 25% contribution being \$137,000. In the most recent PMHP funding application submitted in 2024, Rothesay requested \$442,395 to cover 75% of the capital costs to rehabilitate Campbell Drive in the year 2027, which was unsuccessful in earning the provincial funding.

Where Campbell Drive is a heavily trafficked collector road that connects Route 111 and Route 1 to the most populated areas of Rothesay and Quispamsis, and where Campbell Drive from Route 111 and Marr Road has experienced significant rutting in recent years, Rothesay is requesting that the \$410,000 plus non recoverable HST originally allocated for Southridge Road in 2026 be reallocated to rehabilitate Campbell Drive from Route 111 to Marr Road in 2026. Rothesay is not asking for an increase in funding and will work within the \$410,000 limit allocated by NBDTI. The scope of work will include 10,700 square metres of asphalt milling and paving, base repairs, and shouldering work. No non-eligible PMHP work will be completed as part of this scope of work.

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

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

**ROTHESAY**

TO: Richard Beauregard-Long, P Eng

RE:2026 PMHP Reallocation

-2-

August 21, 2025

Rothesay believes the reallocation of 2026 funding from Southridge Road to Campbell Drive aligns with NBDTI's asset management plans, and can be justified for the following reasons:

**1. Safety risk due to Pavement Condition:**

Rothesay uses the TotalPave pavement management system to track Pavement Condition Index and International Roughness Index of its road network. The Town makes every effort to ensure paving and maintenance decisions are focused on asset management and based on the interest of improving PCI and IRI scores for the entire road network. Both Southridge and Campbell have similar PCI and IRI Scores. In 2025, Southridge had a PCI of 25 and an IRI of 3.81, while Campbell Drive had a PCI of 31 and an IRI of 2.38.

While both roads had similar PCI and IRI scores, we believe that the defects on Campbell Drive are a greater safety risk than the defects on Southridge. The main defects on Southridge Road consisted of patches and longitudinal/transverse cracking. While the "patches on patches" that exist on this road may make for a rougher ride, the risk to safety is minimal. On Campbell Drive the main defect that exists is moderate to severe rutting. Wheel ruts on this section of road have been measured to be up to 1.5" in the worst locations. On rainy days hydroplaning is an issue, and motorcyclists have complained that they have lost control after their tires have dipped down into the ruts. The pictures below show the rutting on Campbell Drive:



**ROTHESAY**

TO: Richard Beauregard-Long, P Eng

RE:2026 PMHP Reallocation

-3-

August 21, 2025



**2. Traffic and significance to area**

For traffic counts, Southridge Road has an AADT of 1500, while Campbell Drive has an estimated AADT of 20,000. Southridge Road has eight homes, and is a local road that parallels Route 111, and connects the Golden Grove Road and French Village Road exits. Campbell Drive serves as the main corridor connecting most of Rothesay's and Quispamsis' residents to commercial areas and Highways 1 and 111.

From the above reasons due to safety, similar pavement condition, traffic and significance to the region, Rothesay believes that reallocating its 2026 PMHP funding from Southridge Road to Campbell Drive is a move that will benefit both the Town and NBDTI.



ROTHESAY

TO: Richard Beauregard-Long, P Eng

RE:2026 PMHP Reallocation

-4-

August 21, 2025

Should you have any additional questions please feel free to reach out by phone at (506) 847-6286 or (506) 313-0079.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Colwell', written over a horizontal line.

Tim Colwell, P. Eng.  
Director of Operations  
Rothesay

---

**From:**  
**Sent:** Friday, August 15, 2025 8:48 AM  
**To:**  
**Subject:** FW: Request for KV Go Bus Service and Pedestrian Walkway on Dolan Road to Connect Barsa Subdivision

---

**From:**  
**Sent:** Monday, August 11, 2025 9:27:56 AM  
**To:** Nancy Grant <[nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca)>  
**Cc:** Matthew Alexander <[MatthewAlexander@rothesay.ca](mailto:MatthewAlexander@rothesay.ca)>; Brett McLean <[BrettMcLean@rothesay.ca](mailto:BrettMcLean@rothesay.ca)>;  
[Alyson.Townsend@gnb.ca](mailto:Alyson.Townsend@gnb.ca) <[Alyson.Townsend@gnb.ca](mailto:Alyson.Townsend@gnb.ca)>  
**Subject:** Request for KV Go Bus Service and Pedestrian Walkway on Dolan Road to Connect Barsa Subdivision

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

To:  
  
Mayor and Council  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5

Respected Mayor and Council,

I am writing on behalf of the residents of Barsa Subdivision and Dolan Road to request your support in ensuring our community is fairly included in the current KV Go transit initiative and in the Town's pedestrian infrastructure planning.

I understand that the municipalities of Quispamsis and Rothesay are proud partners in KV Go, a demonstration project designed to improve mobility and access to essential services in the Kennebecasis Valley. The project's stated goal is to help individuals and families reach grocery stores, banks, medical appointments, municipal parks, and other important destinations.

However, despite being part of the Town of Rothesay and contributing equally as taxpayers, the 74 households in Barsa Subdivision — along with neighboring residents along Dolan Road — have not been included in the current KV Go routing. This exclusion leaves our community without access to the very service that is meant to connect residents to essential amenities.

The current distance from Petro-Canada gas station to Fox Farm Road is approximately 7.1 km. Adding a stop at Barsa Subdivision via Dolan Road would increase the route by only 2 km and less than 2 minutes of travel time, while allowing our entire area to benefit from KV Go. This is a minimal change with a significant positive impact.



In addition to public transit access, we are also requesting that the Town take action to build a pedestrian walkway along Dolan Road. This is not a matter of convenience — it is a matter of safety. Dolan Road is frequently used as a parallel route to the McKay Highway when traffic is blocked or congested. As a result, vehicle traffic can be significant, and most cars travel at high speeds. Our residents include children and senior citizens who walk along this road, often without a safe shoulder or pathway. The lack of a walkway places them at serious risk.

Frankly, I feel that Barsa Subdivision and this section of Dolan Road have been neglected by the Town for years. The lack of transit inclusion and pedestrian safety measures reinforces this concern.

I respectfully ask that the Town:

1. Work with the KV Go transit team to adjust the route to include Dolan Road and Barsa Subdivision.
2. Begin planning for a pedestrian walkway along Dolan Road to ensure safe passage for all residents.

I look forward to your response and to working together to ensure our community receives the same level of service, safety, and connectivity as the rest of Rothesay.

Sincerely,

Resident  
Cell:

Copy: Dy Mayor, Town of Rothesay, CAO, Town of Rothesay , Hon'ble Minister/MLA Rothesay

**From:** Mary Jane Banks  
**Sent:** Tuesday, September 2, 2025 12:04 PM  
**To:** Liz Hazlett  
**Subject:** FW: Arthur Miller Fields

Mary Jane E. Banks, BComm, NACLAA II  
Town Clerk – Rothesay  
Director of Administrative Services  
70 Hampton Road  
Rothesay, NB E2E 5L5

p (506)848-6664  
f (506)848-6677

Before printing, please think about the environment. Respectez l'environnement, réfléchissez avant d'imprimer

---

**From:** Nancy Grant <NancyGrant@rothesay.ca>  
**Sent:** Thursday, August 28, 2025 1:17 PM  
**To:** Mary Jane Banks <MaryJaneBanks@rothesay.ca>  
**Subject:** Fw: Arthur Miller Fields

For Council Agenda please. Thanks

Dr. Nancy Grant  
Mayor

Any correspondence with employees, agents, or elected officials of the town of Rothesay may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6.

---

**From:** Culligan, Stacie (ASD-S) <[Stacie.Culligan@nbed.nb.ca](mailto:Stacie.Culligan@nbed.nb.ca)>  
**Sent:** Thursday, August 28, 2025 11:13:36 AM  
**To:** Nancy Grant <[Nancygrant@rothesay.ca](mailto:Nancygrant@rothesay.ca)>; Matthew Alexander <[matthewalexander@rothesay.ca](mailto:matthewalexander@rothesay.ca)>; Tiffany Mackay French <[tiffanymackayfrench@rothesay.ca](mailto:tiffanymackayfrench@rothesay.ca)>; Bill McGuire <[billmcguire@rothesay.ca](mailto:billmcguire@rothesay.ca)>; Dave Brown <[davebrown@rothesay.ca](mailto:davebrown@rothesay.ca)>; Helen Boyle <[helenboyle@rothesay.ca](mailto:helenboyle@rothesay.ca)>; Peter Lewis <[peterlewis@rothesay.ca](mailto:peterlewis@rothesay.ca)>; Don Shea <[donshea@rothesay.ca](mailto:donshea@rothesay.ca)>  
**Cc:** Blanchard, Sarah (ASD-S) <[sarah.blanchard@nbed.nb.ca](mailto:sarah.blanchard@nbed.nb.ca)>; McQuaid, Jason (ASD-S) <[Jason.McQuaid@nbed.nb.ca](mailto:Jason.McQuaid@nbed.nb.ca)>; McLenaghan, Jeanette (ASD-S) <[Jeanette.McLenaghan@nbed.nb.ca](mailto:Jeanette.McLenaghan@nbed.nb.ca)>  
**Subject:** Arthur Miller Fields

Some people who received this message don't often get email from [stacie.culligan@nbed.nb.ca](mailto:stacie.culligan@nbed.nb.ca). [Learn why this is important](#)

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

**Mayor Grant,**

~~2025 Community Open House on March 9th~~  
We are writing on behalf of our school community to express our concern about the changes to our access to our community turf fields. It has been brought to our attention that Rothesay Elementary School will be charged a fee of \$35 per hour to access the turf fields for physical education classes, which comes at an annual cost of approximately \$41,000.

We currently serve approximately 500 students at Rothesay Elementary, which requires multiple physical education teachers to ensure provincial guidelines of 35 minutes of daily physical education. This requires two classes to use the gymnasium with upwards of 50 students. Access to the turf fields allows us to teach skills such as racquet sports—like tennis, badminton, and pickleball—by providing an alternate space for the second class. The field also allows us to safely provide our classes with exposure to sports such as baseball, rugby, and soccer.

Organized sports are no longer accessible to many children in our community due to the rising costs of facilities, registration, and transportation. Playing sports and accessing recreation has become a privilege denied to many of our students. The only way to ensure universal access to outdoor physical activity for the children of Rothesay is to provide it within their school day.

Many of our children are experiencing chronic absenteeism, anxiety, and depression, and outdoor physical activity has become more important to our school community than ever. There is a wealth of research to support the positive effects of physical activity and outdoor play on students' well-being. Students have reported that they do not have access to outdoor play other than at school. Many of our students come to school to play soccer on the turf.

We appreciate the need to balance the cost of maintaining Arthur Miller Fields by charging a fee. We are simply requesting that our classes have access to the field when it is not in use, rather than having it sit empty. The facilities in our town are funded by tax revenue generated by the families of our students. The intent of these facilities is not for them to sit vacant. Our school has always been a partner in caring for the turf—picking up garbage left by other groups and communicating guidelines for its use to community members. We have always been willing to follow any guidelines provided by the town and have never received any communication about its misuse.

By allowing students from the community to access the fields in a structured class, they will learn to respect the town facilities and will receive quality physical education that will allow them to develop and maintain healthy habits. Healthy and happy children and families create thriving communities.

I would like the opportunity to meet with you to discuss our access to the field and come up with possible solutions for our students.

**Sincerely,**  
Stacie Culligan  
Rothesay Elementary



## **Regular Board Meeting Minutes**

**Date:** June 26, 2025, 9:00 a.m.  
**Location:** FRSC Office  
20 Broadview Ave., Saint John

**MEMBERS PRESENT** Robert Doucet, Mayor, Hampton  
Jim Bedford, Mayor, Fundy St. Martins  
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  
Cassie Silhanek, Recording Secretary, Fundy Regional Service  
Commission

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

---

#### **1. Closed Session**

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

#### **2. Order of Business**

##### **2.a Call to Order**

Chair Doucet called the meeting to order at 10:36 a.m.

##### **2.b Record of Attendance**

##### **2.c Approval of Agenda**

Chair Doucet called for a motion to approve the agenda.

**Resolution Number: RM-2025-063**

**Moved by:** Director O'Hara

**Seconded by:** Director Grant

THAT the Board approve the June 26, 2025, agenda as presented with three additional items moved from closed session being Nominations, CEO Performance Review, and Working NB agreement.

**Motion Carried**

**2.d Approval of Minutes**

Chair Doucet called for approval of the minutes.

**Resolution Number: RM-2025-064**

**Moved by:** Director Bedford

**Seconded by:** Director O'Hara

THAT the Board approve the May 22, 2025, meeting minutes as presented.

**Motion Carried**

2.d.1 May 22, 2025

**2.e Disclosure of Conflict of Interest**

Chair Doucet called for acknowledgement of any conflicts of interest.

Director MacKenzie will remove himself from the vote on item 4.4 - Project Management Agreement – CGAC Enhancement Project, as it is a contract with the City that will be discussed.

**3. CEO Verbal Update**

CEO Ouellette gave a verbal update to the Board on a number of items.

Maggie Mora, Communications Coordinator, presented on Sustainable Transportation Week results.

For more information please see the recording on the website.

**4. Consent Items**

**Resolution Number: RM-2025-065**

**Moved by:** Director MacKenzie

**Seconded by:** Director Bedford

THAT the Board move items 4.1, 4.2 and 4.3 as presented.

**Motion Carried**

**4.a Planning & Building Inspection Monthly Report**

**Resolution Number: RM-2025-065**

**Moved by:** Director MacKenzie

**Seconded by:** Director Bedford

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

**Motion Carried**

**4.b Envision Saint John Audited Financial Statements**

**Resolution Number: RM-2025-065**

**Moved by:** Director MacKenzie

**Seconded by:** Director Bedford

THAT the Board receive and file the Envision Saint John 2024 Audited Financial Statements as presented.

**Motion Carried**



**4.c FRSC Records Management Implementation**

**Resolution Number: RM-2025-065**

**Moved by:** Director MacKenzie

**Seconded by:** Director Bedford

THAT the Board adopt the Regional Service Commissions Records Authority Standards provided by the Provincial Archives of New Brunswick as the Records Retention and Disposition Schedule, in conjunction with the signed approval of the appropriate Director and the Chief Executive Officer for the destruction of any such records.

**Motion Carried**

**4.d Project Management Agreement – CGAC Enhancement Project**

CEO Ouellette introduced this item.

Director MacKenzie removed himself from the discussion at 11:03 a.m.

Discussion around the table included questions about the dedicated person for this project.

Director MacKenzie returned at 11:06 a.m.

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

**Resolution Number: RM-2025-066**

**Moved by:** Director Grant

**Seconded by:** Director Merrifield

THAT the Board approves the proposal from the City of Saint John to provide project management and supporting services for the Canada Games Aquatic Centre Enhancement Project as outlined in their April 22, 2025, correspondence, with a stipulation that amount is not to exceed \$550,000.00.

Conflict (1): Director MacKenzie

**Motion Carried (6 to 0)**

**5. Reports/Presentations**

**5.a Regional Recreation Planning and Support**

Catherine Paulin, FRSC Community Development Coordinator, presented to the Board about actionable and tangible items that will be brought forward with the Regional Recreation Plan and the new position to support its implementation, noting that funding will be provided for 2 years, and then a reassessment of the position will be considered.

**Resolution Number: RM-2025-067**

**Moved by:** Director Bedford

**Seconded by:** Director MacKenzie

THAT the Board directs the FRSC to execute agreements with the Department of Tourism, Heritage and Culture (Government of New Brunswick) to support multi-year funding support to enhance regional planning and support towards recreation and wellness in the Fundy Region.

**Motion Carried**

**5.b Crane Mountain Host Community Economic Development Fund**

Marc MacLeod, General Manager, spoke to the Board about the Crane Mountain Host Community Economic Development Fund and the terms of reference provided within the package.

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

On the question, Director Grant noted her opposition to this motion based on multiple streams of funds already being used by the host community.

**Resolution Number: RM-2025-068**

**Moved by:** Director Merrifield

**Seconded by:** Director MacKenzie

THAT the Board approves the terms of reference to the Crane Mountain Economic Development Fund, referenced and attached to this report, to guide the annual investment into the host community of Crane Mountain Landfill.

Against (1): Director Grant

**Motion Carried (6 to 1)**

**5.c Adoption of FRSC's Updated Economic Development & Tourism Promotion Strategies**

CEO Ouellette introduced the updated Economic Development and Tourism Promotion Strategies to the Board.

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

**Resolution Number: RM-2025-069**

**Moved by:** Director MacKenzie

**Seconded by:** Director Grant

THAT the Board adopts Envision Saint John's 2024-2029 Regional Economic Development Strategic Plan, 2024-2034 Regional Tourism Master Plan, as outlined in this report, as the Fundy Regional Service Commission's regional economic development and regional tourism promotions strategies;

THAT the Board adopts Envision Saint John's updated key performance indicators, as outlined in the agency's recently released 2025-2030 Strategic Plan, as the Fundy Regional Service Commission's key performance indicators in the delivery of the 2024-2029 Regional Economic Development Strategic Plan and 2024-2034 Regional Tourism Master Plan;

AND THAT the Board directs CEO Ouellette to work in partnership with Envision Saint John leadership, and report back to the FRSC Board of Directors, to formulate recommended updates and adjustments to the Master Service Agreement between the FRSC and Envision Saint John aligned with the content of the report presented.

**Motion Carried**

**5.d Regional Public/Community Transportation Project Charter**

Scott Borden, Sr. Director of Community Planning and Transportation spoke about the transit initiatives being developed by the Regional Transportation Committee including the Project Charter and the budget assigned to various parts of the initiative.

Director Bedford left the meeting at 11:46 am and returned at 11:48 am

Director O'Hara noted there is a pilot active in Quispamsis and Rothesay.

**Resolution Number: RM-2025-069**

**Moved by:** Director MacKenzie

**Seconded by:** Director Bedford

THAT the Board approves in principle the contents of the Regional Public/Community Transportation Project Charter as included in this report and direct FRSC staff to apply to the Regional Development Corporation for project funding.

**Motion Carried**

**5.e Canada Games Aquatic Centre Enhancement Project: Consultant Award**

Graeme Stewart-Robertson, Director Policy and Research, spoke to the Canada Games Aquatic Centre Enhancement Project, and the information within the package provided to the Board for this presentation.

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

**Resolution Number: RM-2025-070**

**Moved by:** Director MacKenzie

**Seconded by:** Director Grant

THAT the Board accepts the recommendation of the Regional Facilities Committee to award the contract for design and construction management of the refurbishment of the Canada Games Aquatic Centre (CGAC) to MacLennan Jaunkalns Miller Architects (MJMA) Ltd. for the amount of \$1,518,026.50 plus HST including \$131,002.50 contingency, conditional on the approval of the FRSC's funding application to the Regional Development Corporation, as detailed in the report.

**Motion Carried**

**6. 2026 Budget**

**6.a Update: Fundy Regional Strategy and 2026 Work Plan**

Brenda MacCallum, Director of Community Development and Public Relations, presented on the Strategy, provided in the background and noted one outstanding area, other mandate areas have finished.

**Resolution Number: RM-2025-071**

**Moved by:** Director MacKenzie

**Seconded by:** Director O'Hara

THAT the Board receive and file the Regional Strategy Update as presented.

**Motion Carried**

**6.b Additional 2026 FRSC Budget Parameters**

CEO Ouellette touched briefly on the additional 2026 FRSC Budget Parameters that have been implemented, and the Q1 Financial Statements.

It was noted that the motions for items in 6.2 and 6.3 could be voted on at the same time.

**Resolution Number: RM-2025-072**

**Moved by:** Director O'Hara

**Seconded by:** Director MacKenzie

THAT the Board receive and file the Additional 2026 FRSC Budget Parameters report as presented.

**Motion Carried**

**Resolution Number: RM-2025-073**

**Moved by:** Director O'Hara

**Seconded by:** Director MacKenzie

THAT the Board receive and file the 2025 Q1 Financial Statements as presented.

**Motion Carried**

Director MacKenzie left the meeting at 12:04 p.m.

**6.c 2025 Q1 Financial Statements**

**7. Standing Items**

**7.a Verbal Update: Envision Saint John**

Andrew Beckett, CEO of Envision Saint John, provided a verbal update to the Board on a number of items.

For more information please see the recording on the website.

**7.b Committee Agendas**

**Resolution Number: RM-2025-074**

**Moved by:** Director Merrifield

**Seconded by:** Director Grant

THAT the Board receive and file the committee agendas presented.

Absent (1): Director MacKenzie

**Motion Carried**

**8. Correspondence**

**Resolution Number: RM-2025-075**

**Moved by:** Director Bedford

**Seconded by:** Director O'Hara

THAT the Board receive and file the correspondence as presented.

Absent (1): Director MacKenzie

**Motion Carried**

**8.a June 2, 2025 Letter to Premier Holt and Minister Kennedy**

**8.b May 27, 2025 Memo from Fire Services**

**8.c June 4, 2025 Response from Minister Legacy - Heavy Industrial Taxation**

**9. New Business**



**10. Nominations**

**Resolution Number: RM-2025-076**

**Moved by:** Director Bedford

**Seconded by:** Director Grant

THAT the Board appoints Cindy MacCready to the Fundy Regional Service Commission's Planning Review and Adjustment Committee for a four-year period, starting on June 28, 2025, and ending on June 26, 2029.

Absent (1): Director MacKenzie

**Motion Carried**

**11. CEO Performance Review**

**Resolution Number: RM-2025-077**

**Moved by:** Director O'Hara

**Seconded by:** Director Merrifield

THAT the Board accept the report as presented in Closed Session.

Absent (1): Director MacKenzie

**Motion Carried**

**12. Working NB**

**Resolution Number: RM-2025-078**

**Moved by:** Director Bedford

**Seconded by:** Director Grant

THAT the Board directs CEO Ouellette to execute on the Special Project Agreement for workforce development services with Envision Saint John.

Absent (1): Director MacKenzie

**Motion Carried**

**13. Adjournment**

Chair Doucet called for a motion to adjourn at 12:18 pm.

**Resolution Number: RM-2025-079**

**Moved by:** Director Grant

**Seconded by:** Director Bedford

THAT the Board adjourn the June 26, 2025, meeting at 12:18 p.m.

Absent (1): Director MacKenzie

**Motion Carried**

---

Rob Doucet, Chairperson

---

Cassie Silhanek, Recording Secretary

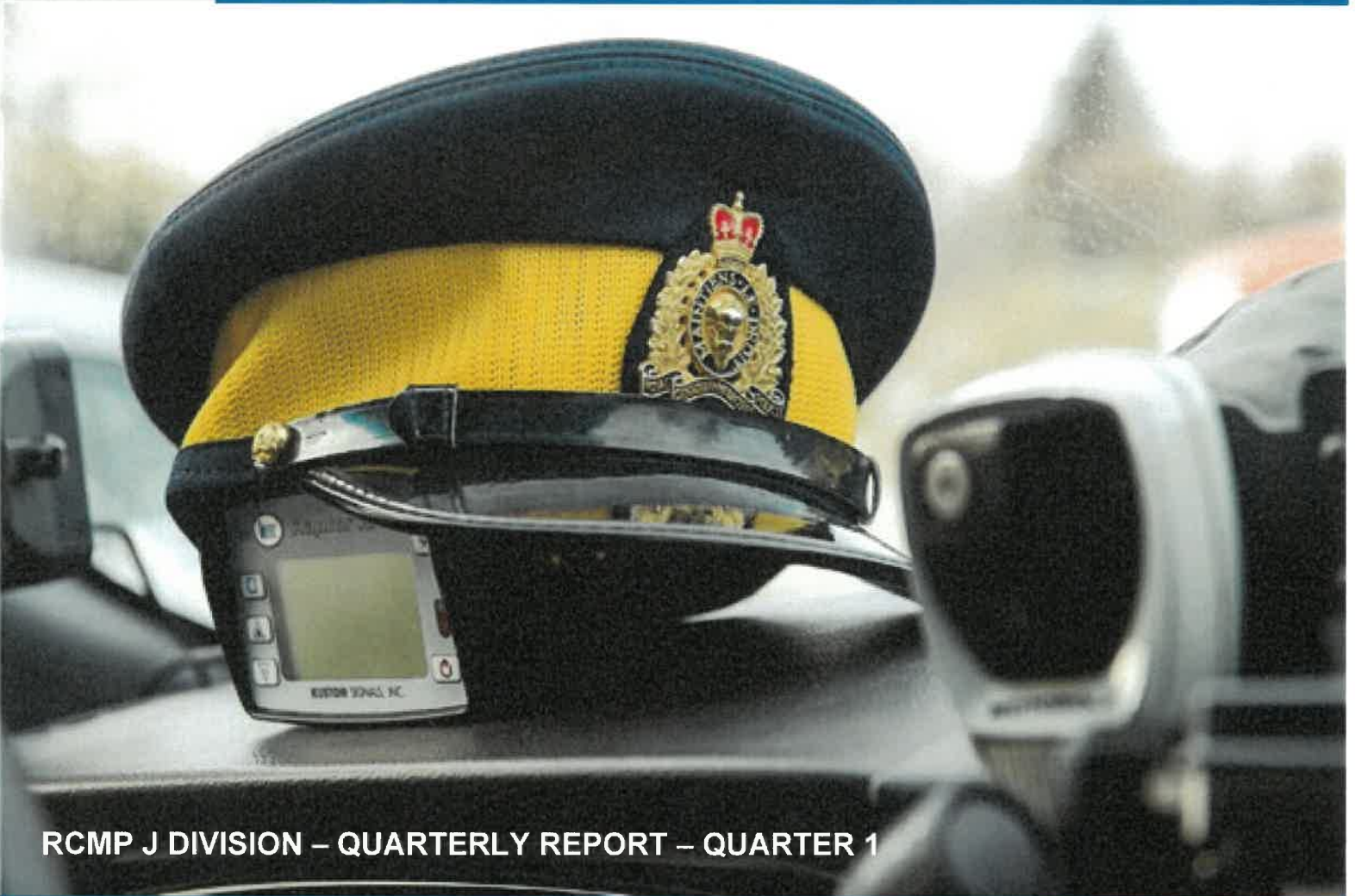
---

Date

# RCMP



ROYAL CANADIAN MOUNTED POLICE



RCMP J DIVISION – QUARTERLY REPORT – QUARTER 1

## SOUTHEAST DISTRICT

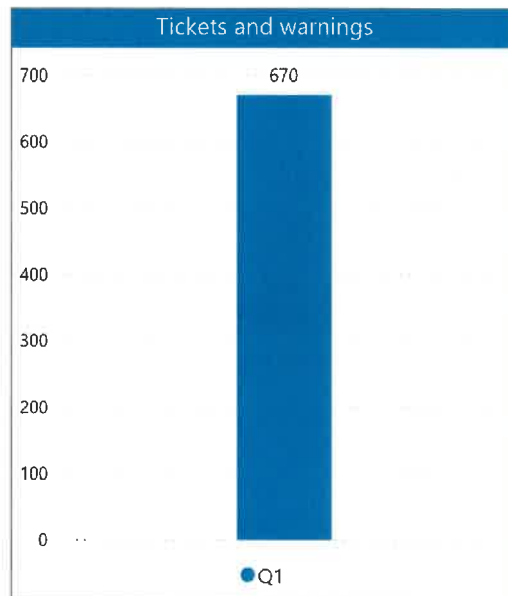
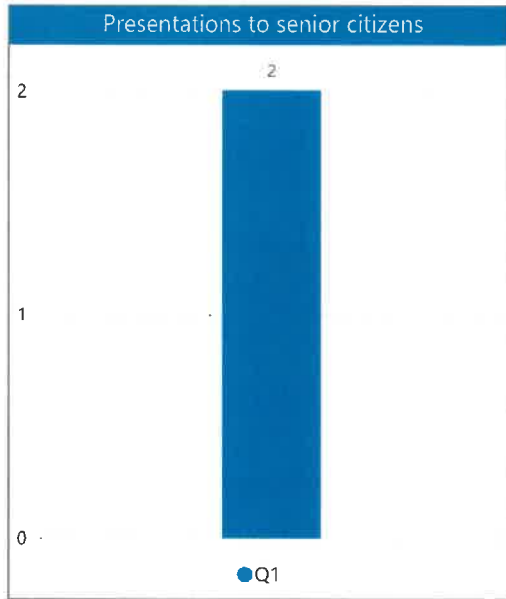
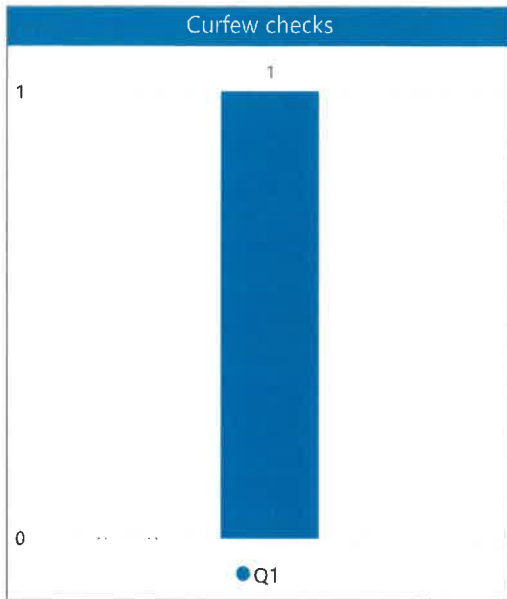
REGIONAL SERVICE COMMISSION 9  
2025-04-01 to 2025-06-30

## TABLE OF CONTENTS

J DIVISION AND RSC PRIORITIES	3
RSC OCCURRENCES OVERVIEW	4
LOCAL GOVERNMENT/RURAL DISTRICT OCCURRENCES OVERVIEW	
Fundy Rural	5
Fundy-St. Martins	6
Grand Bay-Westfield	7
Hampton	8
Quispamsis	9
Rothesay	10
Saint John	11
RSC E-TICKETS	12
RSC COLLISIONS	13
J DIVISION OPERATIONS COMMUNICATION CENTRE	14
RSC CRIME TRENDS	15
GLOSSARY OF TERMS	17
CONTACT INFORMATION & USEFUL LINKS	18

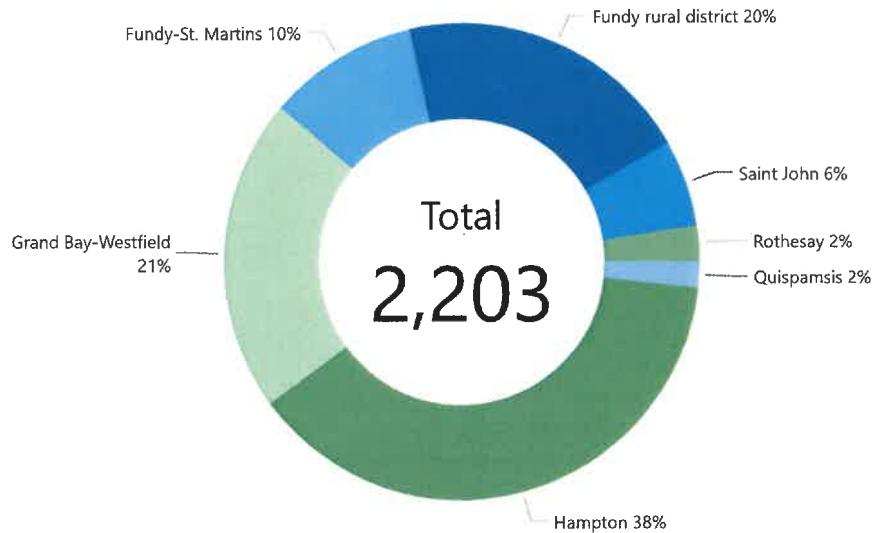
## RCMP J DIVISION QUARTERLY REPORT

### RSC 9 Priorities

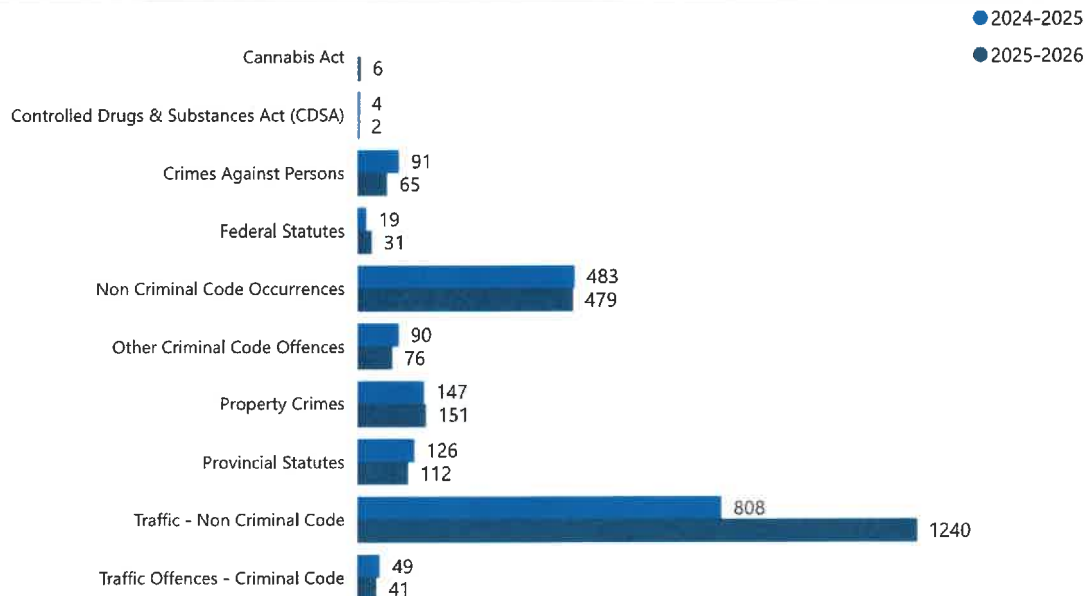


## RCMP J DIVISION QUARTERLY REPORT

### RSC Occurrence Breakdown



### RSC Year Over Year



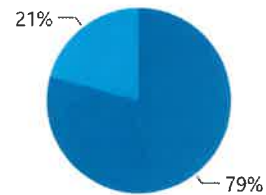


## RCMP J DIVISION QUARTERLY REPORT

## Fundy rural district

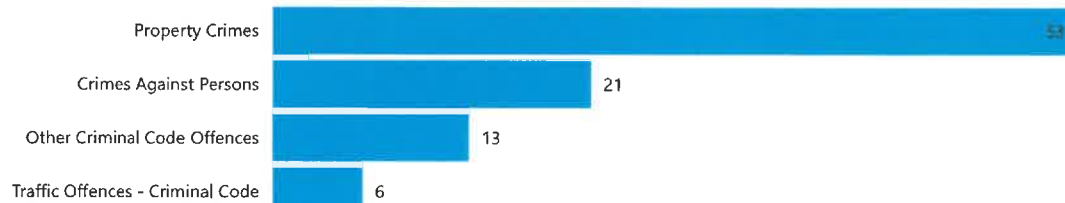
445

Occurrences



● Non-Criminal Code ● Criminal Code

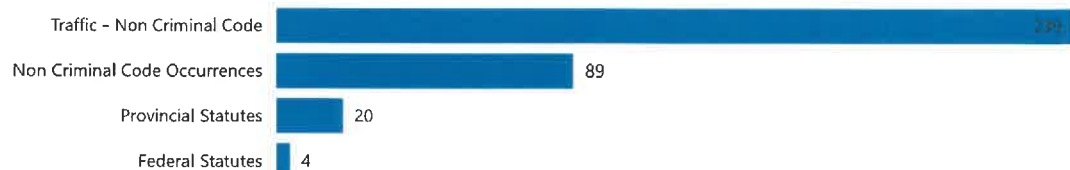
## Criminal Code Occurrences



## Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Mischief	21
Other Violations Involving Violence/Threat	14
Other Criminal Code	11
Break & Enter	9
Fraud	9

## Non-Criminal Code Occurrences



## Top 5 Non-Criminal Code Occurrence Sub Types

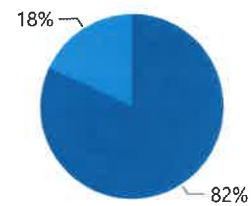
SubType	Count
Assistance Files	35
Crime prevention	5
Federal Statutes	4
Impaired Operation/Related Violations	7
Municipal Bylaw	1
Non Criminal Code Occurrences - Other	48

## RCMP J DIVISION QUARTERLY REPORT

## Fundy-St. Martins

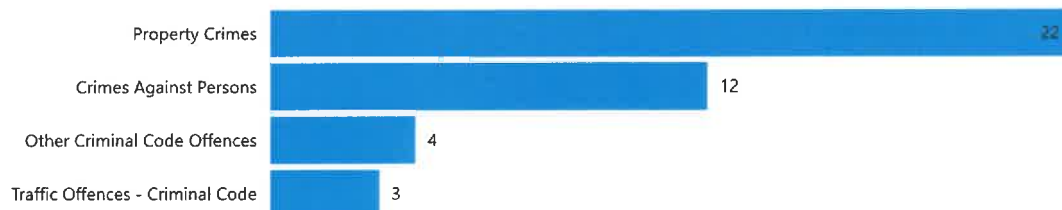
227

Occurrences



● Non-Criminal Code ● Criminal Code

## Criminal Code Occurrences



## Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Fraud	9
Other Violations Involving Violence/Threat	8
Theft \$5,000 or under	5
Assaults	4
Mischief	4
Other Criminal Code	4

## Non-Criminal Code Occurrences



## Top 5 Non-Criminal Code Occurrence Sub Types

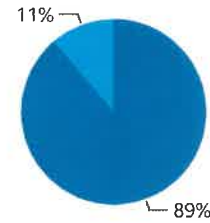
SubType	Count
Assistance Files	25
Crime prevention	3
Federal Statutes	1
Impaired Operation/Related Violations	3
Municipal Bylaw	1
Non Criminal Code Occurrences - Other	37

## RCMP J DIVISION QUARTERLY REPORT

## Grand Bay-Westfield

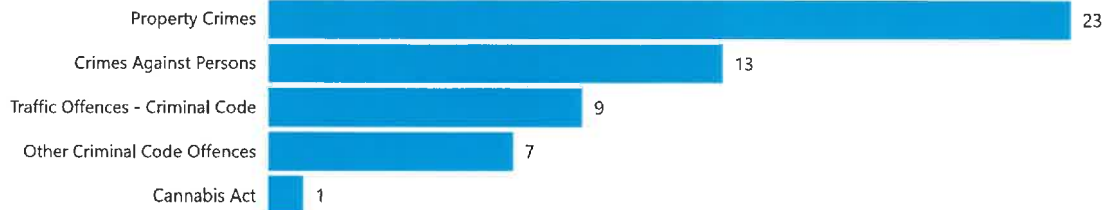
470

Occurrences



● Non-Criminal Code ● Criminal Code

## Criminal Code Occurrences



## Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Mischief	8
Other Criminal Code	7
Other Violations Involving Violence/Threat	7
Assaults	6
Dangerous Operation of a Motor Vehicle	6

## Non-Criminal Code Occurrences



## Top 5 Non-Criminal Code Occurrence Sub Types

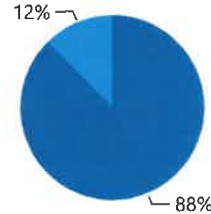
SubType	Count
Assistance Files	12
Crime prevention	2
Federal Statutes	7
Impaired Operation/Related Violations	2
Municipal Bylaw	1
Non Criminal Code Occurrences - Other	46

## RCMP J DIVISION QUARTERLY REPORT

Hampton

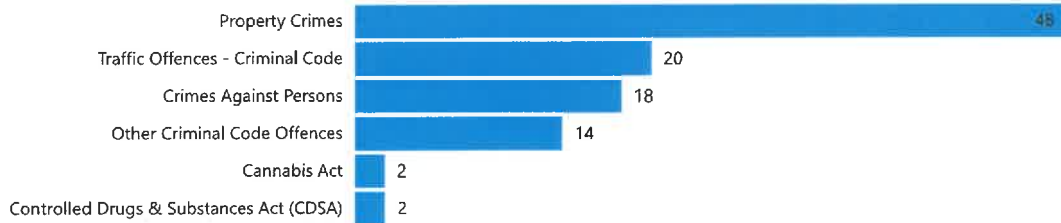
842

Occurrences



● Non-Criminal Code ● Criminal Code

## Criminal Code Occurrences



## Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Impaired Operation/Related Violations	13
Other Criminal Code	13
Mischief	12
Break & Enter	11
Fraud	11

## Non-Criminal Code Occurrences



## Top 5 Non-Criminal Code Occurrence Sub Types

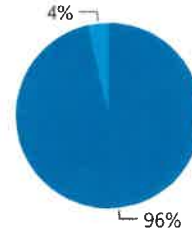
SubType	Count
Assistance Files	63
Crime prevention	13
Federal Statutes	16
Impaired Operation/Related Violations	7
Municipal Bylaw	4
Non Criminal Code Occurrences - Other	125

## RCMP J DIVISION QUARTERLY REPORT

Quispamsis

27

Occurrences



● Non-Criminal Code ● Criminal Code

### Criminal Code Occurrences

Other Criminal Code Offences

1

### Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Other Criminal Code	1

### Non-Criminal Code Occurrences

Traffic - Non Criminal Code

23

Non Criminal Code Occurrences

3

### Top 5 Non-Criminal Code Occurrence Sub Types

SubType	Count
Assistance Files	1
Impaired Operation/Related Violations	1
Non Criminal Code Occurrences - Other	2
Traffic Collision	6
Traffic Enforcement	1
Traffic Violation - Provincial/Territorial	15

## RCMP J DIVISION QUARTERLY REPORT

**Rothsay**

**48**

Occurrences



● Non-Criminal Code

### Criminal Code Occurrences

### Top 5 Criminal Code Occurrence Sub Types

SubType	Count
---------	-------

### Non-Criminal Code Occurrences



### Top 5 Non-Criminal Code Occurrence Sub Types

SubType	Count
Assistance Files	1
Impaired Operation/Related Violations	1
Non Criminal Code Occurrences - Other	5
Provincial Statutes	2
Traffic Collision	6
Traffic Violation - Provincial/Territorial	33

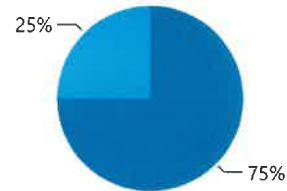


## RCMP J DIVISION QUARTERLY REPORT

Saint John

12

Occurrences



● Non-Criminal Code ● Criminal Code

## Criminal Code Occurrences

Crimes Against Persons

3

## Top 5 Criminal Code Occurrence Sub Types

SubType	Count
Assaults	1
Other Violations Involving Violence/Threat	1
Violations Depriving Freedom	1

## Non-Criminal Code Occurrences

Traffic - Non Criminal Code

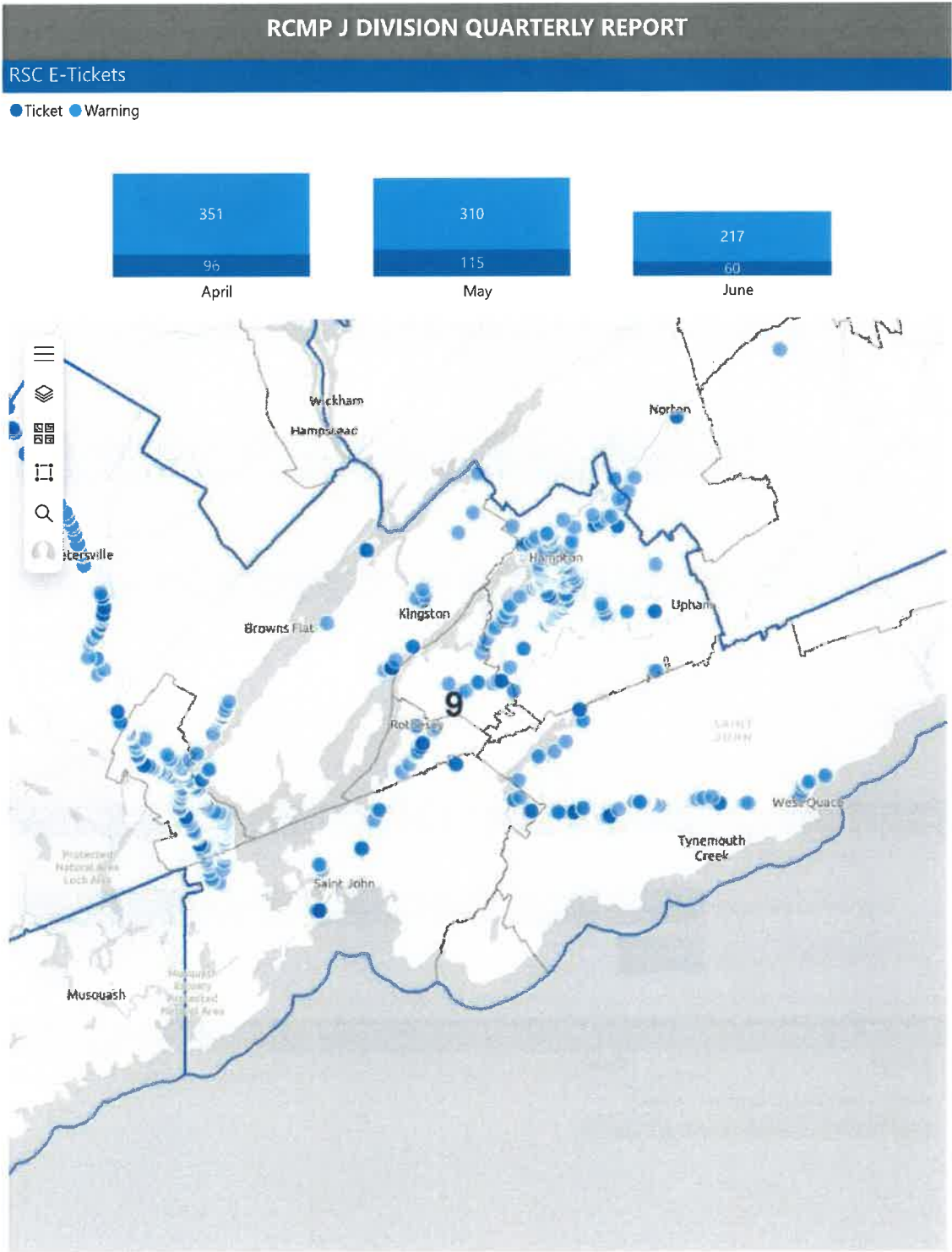
4

Non Criminal Code Occurrences

1

## Top 5 Non-Criminal Code Occurrence Sub Types

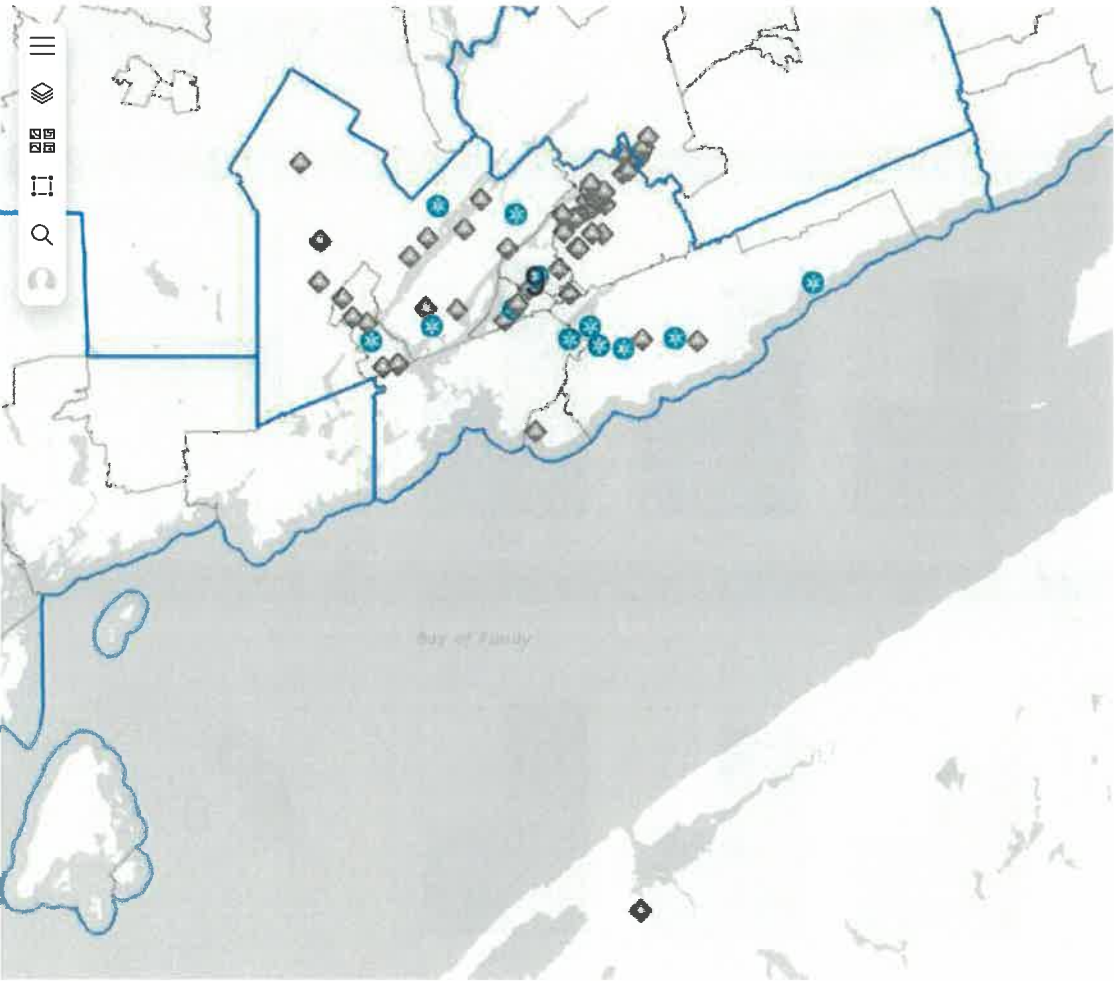
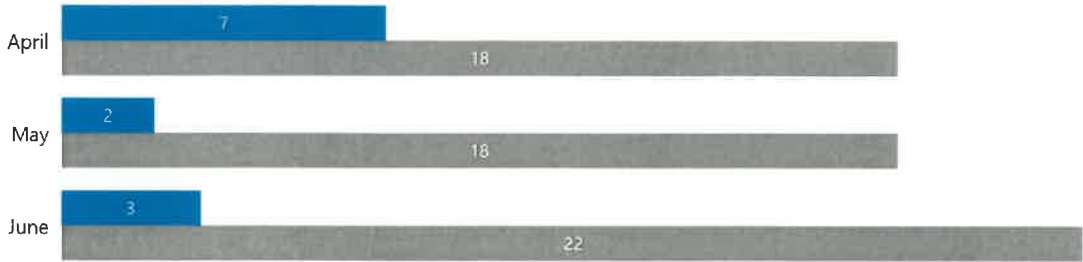
SubType	Count
Non Criminal Code Occurrences - Other	1
Traffic Violation - Provincial/Territorial	8



RCMP J DIVISION QUARTERLY REPORT

RSC Collisions

● Injury ● Property Damage & Other



# RCMP J DIVISION QUARTERLY REPORT

## J Division Operations Communication Centre (OCC)

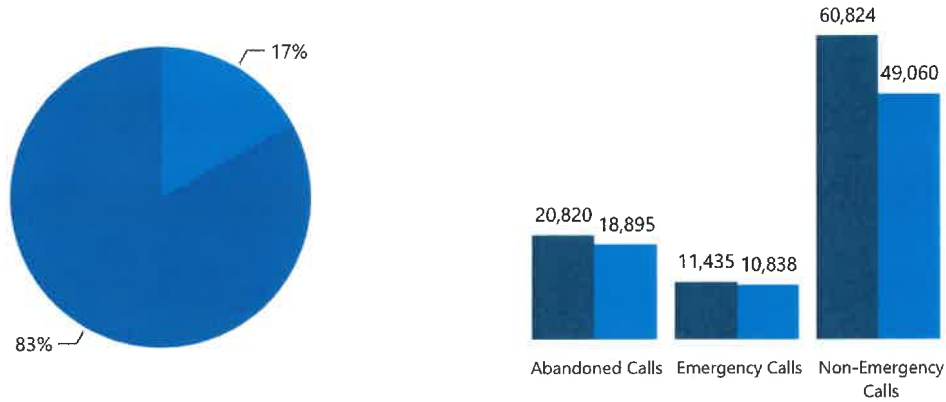
*Does not include the Codiac OCC.*

### Emergency Calls and Non-Emergency Calls

### Call Distribution

● Emergency Calls ● Non-Emergency Calls

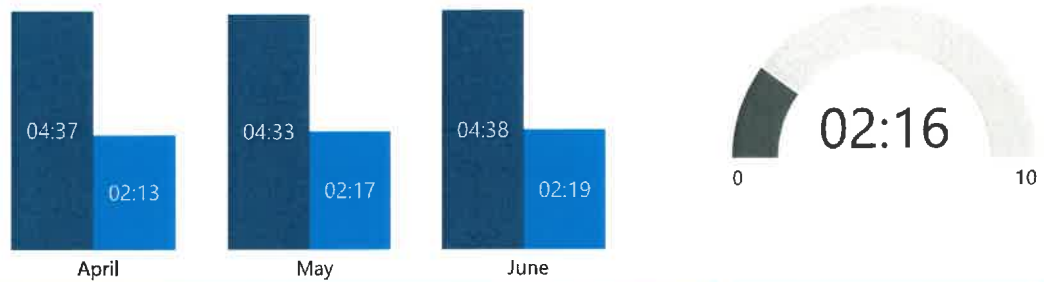
● 2024-2025 ● 2025-2026



### Average Conversation Time (Non-Emergency in mm:ss)

### Quarterly Average

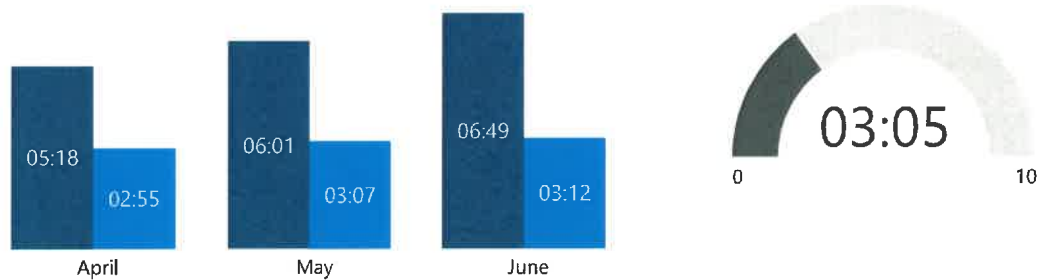
● 2024-2025 ● 2025-2026



### Average Wait Time (Non-Emergency in mm:ss)

### Quarterly Average

● 2024-2025 ● 2025-2026

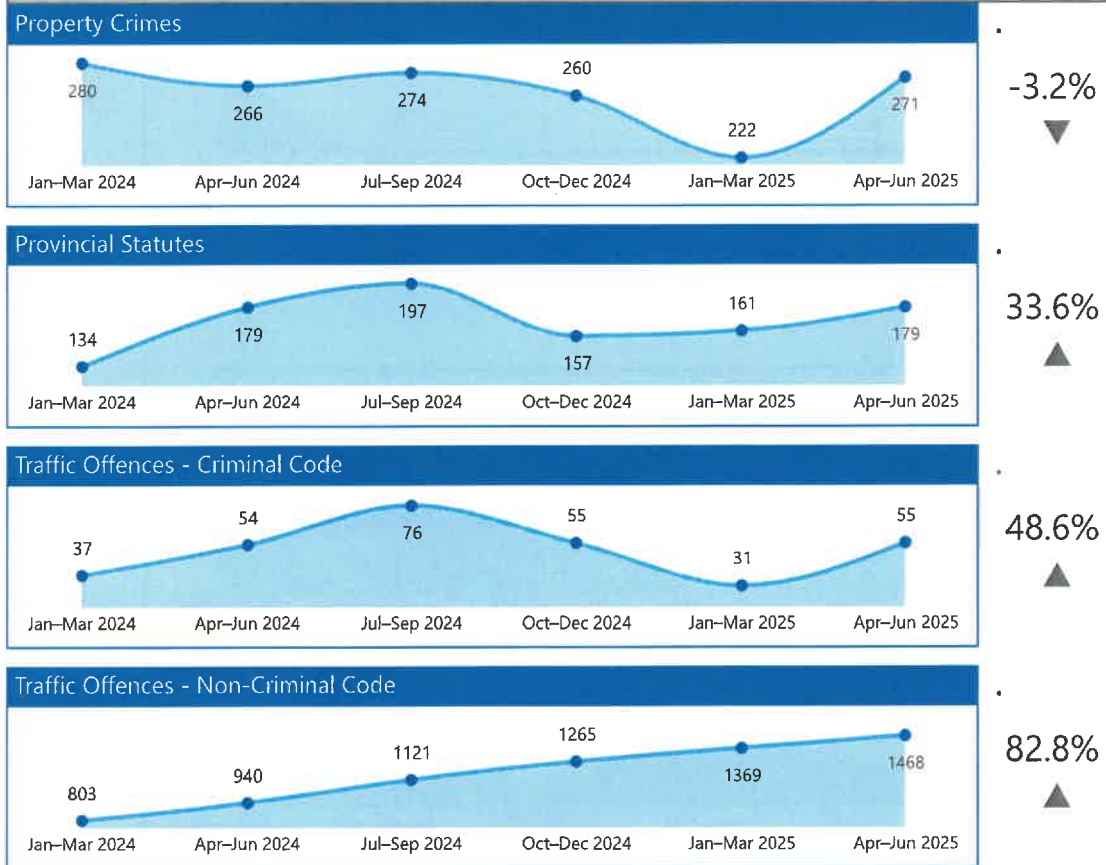




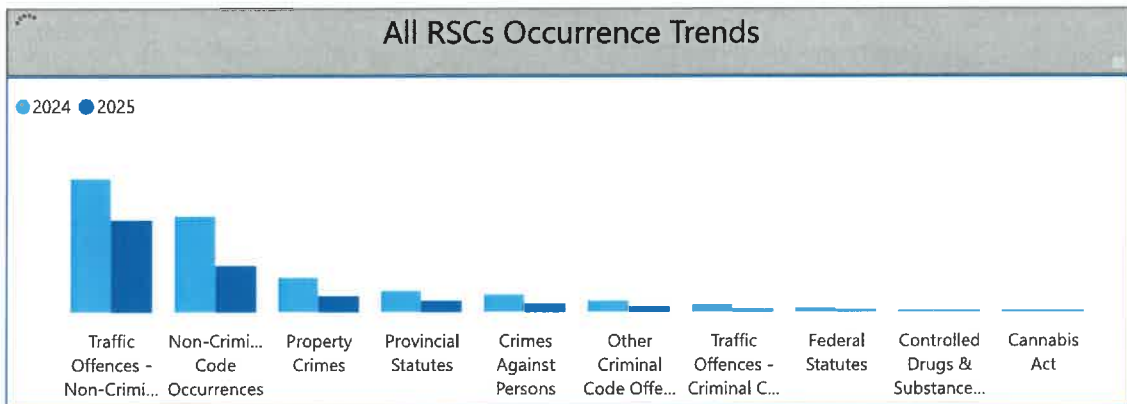
Crime trends shown represent the date range from 2024-01-01 to 2025-06-30 and reflect the new RSC boundaries (Post-LGR).

## RCMP J DIVISION QUARTERLY REPORT

### All RSCs Occurrence Trends



Crime trends shown represent the date range from 2024-01-01 to 2025-06-30 and reflect the new RSC boundaries (Post-LGR).





## GLOSSARY OF TERMS

**Criminal Code:** Criminal offences falling under the Criminal Code of Canada and *Controlled Substance Act*.

**Non-Criminal Code:** Non-criminal charges are regulatory offences as legislated by the Province of New Brunswick.

### Series:

**Cannabis Act:** Distribution, importation and exportation, other cannabis violations, possession, production, and trafficking.

**Controlled Drugs and Substances Act:** Importation and exportation, possession, production, and trafficking.

**Crimes against persons:** Assaults, attempting the commission of a capital crime, other violations involving violence/threat, sexual services offences, sexual violations, violations causing death, and violations depriving freedom.

**Property crimes:** Arson, break and enter, fraud, identity fraud /theft, mischief, possession of property obtained by crime, theft \$5,000 or under, theft of a motor vehicle, theft over \$5,000.

**Traffic offences – Criminal Code:** Dangerous operation of a motor vehicle, impaired operation /related violations, other Criminal Code traffic violations.

**Other Criminal Code Offences:** Disorderly houses, gaming and betting, offensive weapons, organized crime related, other Criminal Code, sexual services offences, and sexual violations.

**Traffic – Non-Criminal Code:** Impaired operation /related violations, traffic – other, traffic collision, traffic enforcement, traffic violation – Provincial /Territorial.

**Federal statutes:** The Statutes of Canada (SC) compile all the laws passed by the Parliament of Canada since Confederation in 1867.

**Provincial statutes:** Provincial statutes of Canada contain public and private acts passed by Canadian provincial governments.

**Non-Criminal Code occurrences:** Assistance files, canceled occurrence, crime prevention, criminal intelligence /national security, municipal bylaw, non-Criminal Code occurrences, and other.

## Call Types:

**Emergency calls:** Total number of 911 calls received during the quarter that require immediate assistance from emergency services.

**Non-emergency calls:** Total number of non-emergency calls received during the quarter for inquiries or assistance that do not require immediate emergency response.

**Abandoned calls:** Percentage of calls, both emergency and nonemergency, that were disconnected by the caller before being answered by an operator.

## CONTACT INFORMATION

### Southeast District

#### RSC 9 –Regional Service Commission

Sgt. Benjamin Comley

Tel: (506) 343-7903 Email: [benjamin.comley@rcmp-grc.gc.ca](mailto:benjamin.comley@rcmp-grc.gc.ca)

Lisette Robichaud-Gallant, Planning Analyst

Tel: (506) 851-6434 Email: [lisette.robichaud@rcmp-grc.gc.ca](mailto:lisette.robichaud@rcmp-grc.gc.ca)

Meghan J Wells, Community Program Officer

Tel: (506) 433-7795 Email: [meghan.j.wells@rcmp-grc.gc.ca](mailto:meghan.j.wells@rcmp-grc.gc.ca)

### Billing

Carla Miller, Manager – Policing Standards and Contract Management

Department of Justice and Public Safety, GNB

Tel: (506) 453-3683 Email: [Carla.Miller@gnb.ca](mailto:Carla.Miller@gnb.ca)

## USEFUL LINKS

- [Online Crime Reporting](#)
- [New Brunswick occurrence map](#)
- [Justice and Public Safety – Public Safety Crime Dashboards](#)

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING  
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB  
JUNE 11, 2025**

---

Present: Chair Kirk Miller	John Jarvie, Administrator
Vice Chair Dave Brown	Chief Mike Boyle
Commissioner Stéphane Bolduc	Deputy Chief Shawn White
Commissioner Noah Donovan	Division Chief Karen Trecartin
Commissioner Patricia Murray	Carlene MacBean, Executive Assistant

Absent: Treasurer Peter Lewis

---

1.0 Call to Order

Chair Miller called the meeting to order at 6:35 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by D. Brown and seconded by S. Bolduc, the agenda be approved as presented.

**CARRIED**

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 April 9, 2025

Moved by D. Brown and seconded by N. Donovan, that the minutes of April 9, 2025 be approved as presented.

**CARRIED**

## 6.0 Unfinished Business

### 6.1 CFAI Applicant Agency Status

Chief Boyle reported on the site visit that took place from April 27 to April 30 when the department hosted the peer team from the Commission on Fire Accreditation (CFAI). During the site visit, chief officers participated in over 30 interviews on all areas of the department, including governance, finance, fire prevention and operations. Representatives from Rothesay, Quispamsis, Hampton Fire Rescue, Saint John Fire Department, Kennebecasis Regional Police Force, Public Safety Communications Centre and the IAFF all took part in various interviews during the visit.

During the exit briefing held on Wednesday, the peer team announced they would be making a recommendation to the CFAI that the KVFD become an accredited fire department. Along with the recommendation, the peer team also listed 26 recommendations for improvement that will be included in their site visit report, that will be shared with the Fire Board and councils when it is delivered to the department. After many years of preparation, a contingent of KVFD representatives will be travelling to Denver, Colorado in August. During the commission hearing, it is expected that the department will have a municipal representative, typically the CAO, union representative, fire chief and accreditation manager.

Representing the department in August will be:

- Ian Watson, CAO, Town of Quispamsis
- Andrew Beale, Secretary, IAFF Local 3591
- Fire Chief Mike Boyle
- Division Chief Karen Trecartin, accreditation manager

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

**CARRIED**

## 7.0 Correspondence

None

8.0 New Business

8.1 CAFC Tariff Remissions for Fire Departments - Email

Chief Boyle reviewed a release from the Canadian Association of Fire Chiefs (CAFC) regarding their work on raising awareness of tariffs and the cost on different fire equipment.

Moved by N. Donovan and S. Bolduc to receive and file.

**CARRIED**

9.0 Financial

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

Moved by N. Donovan and seconded by D. Brown to receive and file.

**CARRIED**

9.2 Budget Variance Analysis

Moved by S. Bolduc and seconded by D. Brown to receive and file.

**CARRIED**

9.3 Compliance Report

Moved by S. Bolduc and seconded by N. Donovan to receive and file.

**CARRIED**

Chair Miller left the meeting at 6:48 pm. Vice Chair Brown assumed the chair.

**10.0 Business Arising from Committee of the Whole****10.1 Approval of 2024 Audit**

Moved by S. Bolduc and seconded by N. Donovan, to receive and file the Kennebecasis Valley Fire Department audited financial statements as of December 31, 2024 and to forward a signed copy to both Town Treasurers.

**CARRIED****10.2 Appointment of Firm for 2025 Financial Audit**

Moved by N. Donovan and seconded by S. Bolduc, the reappointment of the accounting firm of Teed Saunders Doyle as the 2025 auditors of the Kennebecasis Valley Fire Department with the fee to be determined.

**CARRIED**

Chair Miller returned to the meeting and resumed as chair at 6:49 pm.

**11.0 Reports****11.1 Chief's Report**

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

**CARRIED****11.2 Response Summary**

Moved by P. Murray and seconded by S. Bolduc to receive and file.

**CARRIED****11.3 EMO Report**

The KV EMO committee continues to hold monthly meetings. Through May and into June, Chief Boyle held introductory briefings on KV EMO to staff from both towns and the police and fire departments. In addition to the KV EMO Emergency Management Program document presented, a continuity of operations plan is also in development



for the towns and police/fire departments. An initial exercise is planned for June; this exercise will simulate KV EMO moving into a Level 1 – Active monitoring phase of operation.

The completed draft of the KV EMO Emergency Management Program will be sent to both councils with a cover letter requesting they adopt the plan and include it in their EMO By-law and that each town designate a deputy EMO director. Chief Boyle will make the offer of presenting in person if they wish.

Moved by N. Donovan and seconded by P. Murray, for Chief Boyle to send a letter to both councils.

**CARRIED**

## 12.0 Adjournment

Moved by N. Donovan that the meeting be adjourned at 7:06 pm.

**Date of next meeting – September 3, 2025**

Respectfully submitted,

  
\_\_\_\_\_  
CHAIR

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

**Kennebecasis Valley Fire Department Inc.**  
**Statement of Expense with Budget Variance**  
**For the 4-months ending April 30, 2025**

**9.1**

		BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2025
<b>Line No. REVENUE:</b>					
1	Members Contributions	\$2,127,231	<b>\$2,127,234</b>	\$3	<b>\$6,913,500</b>
2	Rebate of Property Tax (Miscellaneous Rev)	\$0		\$0	<b>\$85,679</b>
4	Revenue Fee Structure	\$0		\$0	<b>\$0</b>
5	Misc. Revenue	\$2,000	<b>\$1,270</b>	(\$730)	<b>\$6,000</b>
6	Interest Income C/A	\$8,333	<b>\$10,625</b>	\$2,292	<b>\$25,000</b>
7	Deficit 2nd previous year	\$62,765	<b>\$62,765</b>	\$0	<b>\$62,765</b>
8		<b>\$2,200,329</b>	<b>\$2,201,894</b>	<b>\$1,565</b>	<b>\$7,092,944</b>
<b>EXPENSES:</b>					
<b>ADMINISTRATION:</b>					
9	Admin. Wages and Benefits	\$260,686	<b>\$247,370</b>	(\$13,316)	\$747,800
10	Convention/dues/training	\$9,000	<b>\$12,206</b>	\$3,206	<b>\$27,000</b>
11	Administrative Agreement	\$4,000	<b>\$4,000</b>	\$0	<b>\$12,000</b>
12	Professional Services	\$11,213	<b>\$7,672</b>	(\$3,540)	<b>\$33,638</b>
13	CPSE Accreditation	\$7,082	<b>\$11,838</b>	\$4,756	<b>\$21,245</b>
14	Office supplies/Copy Machine/ S/C	\$3,737	<b>\$5,332</b>	\$1,595	<b>\$11,210</b>
15	Computer hardware/software/IT	\$27,050	<b>\$27,035</b>	(\$15)	\$39,000
16	Telephone/ Internet	\$5,768	<b>\$5,733</b>	(\$35)	<b>\$17,304</b>
17		<b>\$328,535</b>	<b>\$321,187</b>	<b>(\$7,348)</b>	<b>\$909,197</b>
<b>FIREFIGHTING FORCE:</b>					
18	Salaries Basic	\$1,164,150	<b>\$946,216</b>	(\$217,934)	<b>\$3,363,100</b>
19	Overtime	\$16,667	<b>\$20,586</b>	\$3,919	<b>\$50,000</b>
20	Force Benefits	\$322,648	<b>\$276,539</b>	(\$46,109)	\$900,500
21	Career Uniforms and maintenance	\$10,167	<b>\$7,552</b>	(\$2,615)	<b>\$30,500</b>
22	Medical and Fitness Testing	\$6,667	<b>\$4,219</b>	(\$2,448)	<b>\$20,000</b>
23	Employee Wellness	\$2,333	<b>\$2,538</b>	\$204	<b>\$7,000</b>
24	Career Recognition	\$1,333	<b>\$0</b>	(\$1,333)	<b>\$4,000</b>
25	Holiday Relief Wages and overtime	\$152,585	<b>\$160,917</b>	\$8,332	\$440,800
26	Holiday Relief Benefits	\$62,619	<b>\$49,396</b>	(\$13,223)	\$180,900
27		<b>\$1,739,168</b>	<b>\$1,467,962</b>	<b>(\$271,207)</b>	<b>\$4,996,800</b>

		BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE	BUDGET 2025
<b>TELECOMMUNICATIONS:</b>					
28	Cellular Telephones	\$2,667	<b>\$3,814</b>	\$1,148	<b>\$8,000</b>
29	Communication Equipment	\$500	<b>\$0</b>	(\$500)	<b>\$1,500</b>
30	Maintenance / Repairs	\$0	<b>\$0</b>	\$0	<b>\$700</b>
31	Dispatch Service	\$132,300	<b>\$140,211</b>	\$7,911	<b>\$264,600</b>
32		<u>\$135,467</u>	<u><b>\$144,026</b></u>	<u>\$8,559</u>	<u>\$274,800</u>
<b>INSURANCE:</b>					
33	Insurance	\$84,898	<b>\$84,214</b>	(\$684)	<b>\$84,898</b>
34		<u>\$84,898</u>	<u><b>\$84,214</b></u>	<u>(\$684)</u>	<u>\$84,898</u>
<b>PREVENTION AND TRAINING:</b>					
35	Firefighter / Co. Officer Training	\$13,909	<b>\$4,422</b>	(\$9,487)	<b>\$51,000</b>
36	Fire Prevention	\$2,667	<b>\$1,548</b>	(\$1,119)	<b>\$8,000</b>
37	Public Education	\$1,200	<b>\$0</b>	(\$1,200)	<b>\$3,600</b>
38	Training Supplies	\$1,667	<b>\$738</b>	(\$929)	<b>\$5,000</b>
39		<u>\$19,442</u>	<u><b>\$6,707</b></u>	<u>(\$12,735)</u>	<u>\$67,600</u>
<b>FACILITIES:</b>					
40	Station 1 Operating	\$163,000	<b>\$161,250</b>	(\$1,750)	\$229,800
41	Station 2 Operating	\$78,275	<b>\$77,599</b>	(\$676)	\$114,000
42	Station Supplies	\$10,000	<b>\$8,473</b>	(\$1,527)	<b>\$30,000</b>
43		<u>\$251,275</u>	<u><b>\$247,321</b></u>	<u>(\$3,954)</u>	<u>\$373,800</u>
<b>FLEET:</b>					
44	Fuel Vehicle	\$12,667	<b>\$8,638</b>	(\$4,029)	<b>\$38,000</b>
45	Registration Vehicle	\$750	<b>\$468</b>	(\$282)	<b>\$750</b>
46	Vehicle Maint. & Repairs	\$30,000	<b>\$33,894</b>	\$3,894	<b>\$90,000</b>
47		<u>\$43,417</u>	<u><b>\$43,000</b></u>	<u>(\$417)</u>	<u>\$128,750</u>
<b>OPERATIONS:</b>					
48	New Equipment	\$8,667	<b>\$11,492</b>	\$2,826	<b>\$26,000</b>
49	Maint. & Repairs Equip.	\$6,667	<b>\$9,992</b>	\$3,325	<b>\$20,000</b>
50	Maint. & Repairs Bunker Gear	\$1,625	<b>\$819</b>	(\$806)	<b>\$6,500</b>
51	Medical Supplies	\$4,333	<b>\$4,008</b>	(\$326)	<b>\$13,000</b>
52	Fire Fighting Supplies	\$2,333	<b>\$92</b>	(\$2,242)	<b>\$7,000</b>
53	H&S/Cause determination	\$1,500	<b>\$341</b>	(\$1,159)	<b>\$6,000</b>
54		<u>\$25,125</u>	<u><b>\$26,743</b></u>	<u>\$1,618</u>	<u>\$78,500</u>

		BUDGET	ACTUAL	VARIANCES	BUDGET
		YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2025
<b>EMO:</b>					
55	EMO	\$22,438	<b>\$272</b>	(\$22,166)	<b>\$67,315</b>
		\$22,438	<b>\$272</b>	(\$22,166)	\$67,315
<b>WATER COSTS:</b>					
56	Water Costs - Quispamsis	\$1,472	<b>\$1,475</b>	\$3	<b>\$5,887</b>
57	Water Costs - Rothesay	\$7,649	<b>\$7,664</b>	\$15	<b>\$30,596</b>
58		\$9,121	<b>\$9,139</b>	\$18	\$36,483
<b>OTHER:</b>					
59	Miscellaneous	\$1,667	<b>\$1,870</b>	\$203	<b>\$5,000</b>
60	Retirement Allowance	\$23,267	<b>\$23,267</b>	\$0	<b>\$69,800</b>
61		\$24,933	<b>\$25,136</b>	\$203	\$74,800
62	Operating Cost Total	\$2,683,819	<b>\$2,375,707</b>	(\$308,112)	\$7,092,943
63	(DEFICIT) SURPLUS FOR THE PERIOD	<b>(\$483,490)</b>	<b>(\$173,813)</b>	<b>\$309,677</b>	<b>\$0</b>

**Kennebecasis Valley Fire Department Inc.**

Budget Variances Analysis greater than \$5,000

For the 4-months ending April, 2025

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
9	<b>Admin. Wages and Benefits</b>	\$260,686	\$247,370	<b>(\$13,316)</b>	Significant reduction in WSNB Premiums (50% lower than budgeted)
18	<b>Salaries Basic</b>	\$1,164,150	\$946,216	<b>(\$217,934)</b>	Cumulative effect of no new CBA retro payment since January 1, 2024
20	<b>Force Benefits</b>	\$322,648	\$276,539	<b>(\$46,109)</b>	Significant reduction in WSNB Premiums (50% lower than budgeted)
25	<b>Holiday Relief Wages &amp; Overtime</b>	\$152,585	\$160,917	<b>\$8,332</b>	As required
26	<b>Holiday Relief Benefits</b>	\$62,619	\$49,396	<b>(\$13,223)</b>	Significant reduction in WSNB Premiums (50% lower than budgeted)
31	<b>Dispatch Service</b>	\$132,300	\$140,211	<b>\$7,911</b>	Under budgeted
35	<b>Firefighter/Co. Officer Training</b>	\$13,909	\$4,422	<b>(\$9,487)</b>	Timing
55	<b>EMO</b>	\$22,438	\$272	<b>(\$22,166)</b>	As required
	<b>Material Variances</b>	<b>\$2,131,335</b>	<b>\$1,825,342</b>	<b>(\$305,992)</b>	

**Kennebecasis Valley Fire Department Inc.**

Invoices over \$5,000

For the months of March - April 2025

Non-Recurring Monthly Invoices		Amount	Description
04-10-25	Teed Saunders Doyle	\$9,775.00	Annual financial audit
04-16-25	Worksafe	\$9,130.00	Annual firefighter assessment fee
04-28-25	Minister of Finance	\$112,334.24	Station #1 property tax
04-28-25	Minister of Finance	\$50,496.21	Station #2 property tax

**Kennebecasis Valley Fire Department Inc.**

Chief Michael Boyle

Deputy Chief Shawn White

7 Campbell Drive, Rothesay, NB E2E 5B6  
Phone (506) 848-6601 Fax (506) 848-6608  
Email: [finance.kvfire.ca](mailto:finance.kvfire.ca)

---

TO: Finance Committee  
FROM: Ron Catchick  
DATE: June 2, 2025  
RE: Compliance Report

---

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

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

HST rebate claim - remitted semi-annually – February 18, 2025 claim filed and received (next claim due June 30, 2025)

WHSCC – remitted monthly –payment remitted

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

Ron Catchick  
Finance Administrator





# Kennebecasis Valley Fire Department

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

### **Significant Incidents**

#### **April 25<sup>th</sup>**

KVFD assisted Hampton Fire Rescue with a fire on Woodcrest Drive in Kingston. Engine 2, Tank 2 and the on-duty chief responded to the incident.



#### **April 12<sup>th</sup>**

At 4:50 p.m. on Friday, firefighters were dispatched to a structure fire on Cliff Street in Quispamsis. On arrival, they found a garage and two vehicles fully involved in fire. With a focus on saving the house beside the garage, firefighters carried out an aggressive fire attack, minimizing the damage to the house. However, the garage and vehicles were destroyed. Hampton Fire Rescue and Nauwigewauk Fire Department assisted with tanker trucks.



### **Mutual Aid Water Shuttle Exercise**

Beginning at 4 am on April 12<sup>th</sup>, the KVFD along with almost a dozen regional fire departments participated in a water shuttle exercise that was hosted by the Nauwigewauk Fire Department. Over the two-hour exercise, over 60 tanker loads of water were delivered to the pumping site; tankers were able to maintain an impressive 540 gallons per minute throughout the duration of the exercise.



### **Incident Scene Safety Officer Course**

On March 15<sup>th</sup>, the KVFD hosted an incident scene safety officer course delivered by Senior Firefighter Matt McCully. This course outlines the role and responsibilities of company and chief officers who act in the role of safety officer during an emergency incident. 18 members from seven area fire departments participated in the training.





**New Brunswick  
Association of Fire  
Prevention Officers  
(NBAFPOE)  
Convention**

On April 12<sup>th</sup>, Fire prevention officers from across the province attended the 2025 seminar for the NBAFOE. Division Chief Karen Trecartin and Fire Prevention Officer Art Willins attended the seminar representing the KVFD. During the seminar, DC Trecartin was elected as the incoming president of the association.



**CFAI Peer Team Visit**

Throughout the last week of April, the peer team from the Commission on Fire Accreditation International visited the KVFD to evaluate the department for accreditation. With nearly 30 interviews completed in the week, the department was recommended for accreditation and will present in front of the commission this August in Colorado.



### **Regional Training Day**

On May 10<sup>th</sup>, members from the KVFD along with members from six other fire departments participated in a regional training day. Training was hosted at various locations, including incident command with Chief Boyle at KVFD Station 1. Other training topics included pump operations, live fire training, auto extrication and off-road rescue.



### **New Brunswick Association of Fire Chiefs (NBAFC) 45<sup>th</sup> Annual Convention**

On May 24<sup>th</sup>, the NBAFC held its 45<sup>th</sup> annual convention in Moncton. In addition to presenting several training sessions, the NBAFC held its annual general meeting. Chief Boyle attended the convention representing the KVFD along with over 60 fire chiefs from across the province.



## Response Report March 2025

Response Type Description	2022	2023	2024	3 Year Average	2025
Alarm No Fire - accidental miscellaneous	4	1	0	1.67	4
Alarm No Fire - detector activated	2	4	1	2.33	2
Alarm No Fire - miscellaneous	0	0	3	1	3
Alarm No Fire - smoke or steam mistaken	1	0	0	0.33	1
Alarm No Fire - sprinkler surge or discharge	0	3	0	1	0
Alarm No Fire - unknown odours	2	0	0	0.67	1
Building Collapse	0	0	0	0	0
Chimney Fire	1	1	0	0.67	1
Explosion - no fire	1	0	0	0.33	0
False Alarm - miscellaneous	0	0	0	0	0
False Alarm - municipal alarm system	0	0	0	0	0
False Alarm - verbal report to fire station	0	0	0	0	0
Fire/explosion - dollar loss	3	3	3	3	2
Gas Leak - miscellaneous	0	0	0	0	0
Gas Leak - propane	1	0	0	0.33	0
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide	4	0	0	1.33	0
Home Accident	0	0	0	0	0
Incident Situation Unclassified	0	0	0	0	0
Industrial Accident	0	0	0	0	0
Public Hazard - gasoline or fuel spill	0	0	1	0.33	1
Public Hazard - hazardous object removed	0	0	0	0	0
Public Hazard - miscellaneous	1	0	2	1	0
Public Hazard - power line down	1	0	2	1	0
Public Hazard - toxic chemical spill	0	0	0	0	0
Public Service - animal rescue	0	0	0	0	0
Public Service - assist police or another agency	0	0	3	1	1
Public Service - citizens locked in or out	1	1	3	1.67	2
Public Service - citizens trapped in elevators	0	0	1	0.33	0
Public Service - first aid	47	40	57	48	56
Public Service - Flooding	0	0	2	0.67	1
Public Service - mutual aid	0	1	2	1	0
Public Service- miscellaneous	1	3	1	1.67	2
Rescue - Miscellaneous	0	0	1	0.33	0
Resuscitation Call - dead on arrival	0	0	0	0	0
Rubbish/grass fire - no dollar loss	1	1	2	1.33	0
Rupture - water pipes	0	0	0	0	0
Vehicle Accident	5	4	6	5	8
Total	76	62	90	76	85



## Response Report April 2025

Response Type Description	2022	2023	2024	3 Year Average	2025
Alarm No Fire - accidental miscellaneous	3	5	4	4.0	6
Alarm No Fire - detector activated	6	4	4	4.7	2
Alarm No Fire - miscellaneous	1	0	3	1.3	4
Alarm No Fire - smoke or steam mistaken	1	0	1	0.7	0
Alarm No Fire - sprinkler surge or discharge	0	0	0	0.0	0
Alarm No Fire - unknown odours	0	0	0	0.0	0
Building Collapse	1	0	0	0.3	0
Chimney Fire	0	0	0	0.0	0
Explosion - no fire	0	0	0	0.0	0
False Alarm - miscellaneous	0	0	0	0.0	0
False Alarm - municipal alarm system	0	0	0	0.0	0
False Alarm - verbal report to fire station	0	0	0	0.0	0
Fire/explosion - dollar loss	1	1	3	1.7	4
Gas Leak - miscellaneous	0	0	1	0.3	0
Gas Leak - propane	0	1	0	0.3	0
Gas Leak - refrigerant	0	0	0	0.0	0
Gas Leak - response to carbon monoxide detector alarm	0	0	0	0.0	2
Home Accident	0	0	0	0.0	0
Incident Situation Unclassified	0	0	0	0.0	0
Industrial Accident	0	0	0	0.0	0
Public Hazard - gasoline or fuel spill	1	1	0	0.7	0
Public Hazard - hazardous object removed	0	0	0	0.0	0
Public Hazard - miscellaneous	0	0	0	0.0	3
Public Hazard - power line down	14	1	2	5.7	1
Public Hazard - toxic chemical spill	0	0	0	0.0	0
Public Service - animal rescue	0	0	0	0.0	0
Public Service - assist police or another agency	0	1	1	0.7	0
Public Service - citizens locked in or out	0	1	2	1.0	1
Public Service - citizens trapped in elevators	0	0	1	0.3	0
Public Service - first aid	41	41	57	46.3	34
Public Service - Flooding	0	0	0	0.0	0
Public Service - mutual aid	1	0	4	1.7	2
Public Service- miscellaneous	1	1	0	0.7	2
Rescue - Miscellaneous	0	0	1	0.3	0
Resuscitation Call - dead on arrival	0	1	0	0.3	0
Rubbish/grass fire - no dollar loss	3	4	7	4.7	5
Rupture - water pipes	0	0	0	0.0	0
Vehicle Accident	5	9	11	8.3	3
Total	79	71	102	84.0	69





## Kennebecasis Valley Fire Department

---

### *Office of the Fire Chief*

To: Joint Board of Fire Commissioners  
From: Chief Mike Boyle  
Re: KV EMO  
Date: June 11<sup>th</sup>, 2025

---

The KV EMO committee continues to hold monthly meetings. Through May and into June, Chief Boyle held introductory briefings on KV EMO to staff from both towns and the police and fire departments. In addition to the KV EMO Emergency Management Program document presented, a continuity of operations plan is also in development for the towns and police/fire departments. An initial exercise is planned for June; this exercise will simulate KV EMO moving into a Level 1 – Active monitoring phase of operation.

The completed draft of the KV EMO Emergency Management Program will be presented to councils soon; on adoption of this program, it is expected that each town will be designating a deputy EMO director.

# Town of Rothesay

## General Fund Financial Statements

July 31, 2025

### Attached Reports:

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

# Town of Rothesay

## Balance Sheet - Capital General Fund

7/31/2025

### ASSETS

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

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

\$ 58,140,091

### LIABILITIES AND EQUITY

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

Total Liabilities \$ 4,586,500

Investment in General Fund Fixed Assets 53,553,591

\$ 58,140,091

2025September08OpenSessionFINAL\_111

# Town of Rothesay

Balance Sheet - General Fund Reserves

7/31/2025

## ASSETS

BNS CCBF Interest Account	3,680,982
BNS General Operating Reserve #214-15	1,025,407
BNS General Capital Reserves #2261-14	2,149,380
BNS - RICC reserve	32,890
Gen Reserves due to/from Gen Operating	(0)
	<u>\$ 6,888,658</u>

## LIABILITIES AND EQUITY

Def. Rev -CCBF Fund - General	2,897,035
Invest. in General Capital Reserve	1,736,833
General CCBF Funding	783,947
Invest. in General Operating Reserve	1,025,407
Invest. in Land for Public Purposes Reserve	180,295
Invest. in Regional Facilities	232,251
Invest. in RICC	32,890
	<u>\$ 6,888,658</u>

2025September08OpenSessionFINAL\_112

## Town of Rothesay

Balance Sheet - General Operating Fund

7/31/2025

## CURRENT ASSETS

Cash	2,643,951
Receivables	22,670
HST Receivable	478,413
Inventory	53,389
Gen Operating due to/from Util Operating	(1,024,597)
Total Current Assets	<u>2,173,827</u>
Other Assets:	
Projects	<u>3,329,424</u>
TOTAL ASSETS	<u><u>5,503,251</u></u>

## CURRENT LIABILITIES AND EQUITY

Accounts Payable	602,900
Other Payables	890,002
Gen Operating due to/from Gen Reserves	0
Gen Operating due to/from Gen Capital	133,500
Accrued Sick Leave	50,200
Accrued Pension Obligation Y/E	(31,900)
Accrued Retirement Allowance	543,187
Def. Rev-Quispamsis/Library Share	35,420
TOTAL LIABILITIES	<u><u>2,223,310</u></u>

## EQUITY

Retained Earnings	170,093
Surplus/(Deficit) for the Period	<u>3,111,989</u>
	<u><u>3,282,081</u></u>
	<u><u>5,505,391</u></u>

2025September08OpenSessionFINAL\_113

# Town of Rothesay

Statement of Revenue & Expenditure  
7 Months Ended 7/31/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,971,283	1,971,283	13,798,981	13,798,980	0		23,655,395
Sale of Services	46,198	41,737	369,494	340,162	29,331		568,750
Services to Province of New Brunswic	0	0	0	20,000	(20,000)		80,000
Other Revenue from Own Sources	31,810	9,125	228,278	68,725	159,553		114,350
CORE Equalization	4,366	4,366	30,561	30,560	1		52,389
Conditional Transfers	66,578	45,000	130,662	46,750	83,912		46,750
Other Transfers	50,000	50,000	459,616	459,616	(0)		709,616
	<u>\$2,170,235</u>	<u>\$2,121,511</u>	<u>\$15,017,592</u>	<u>\$14,764,794</u>	<u>\$252,797</u>		<u>\$25,227,250</u>
<b>EXPENSES</b>							
General Government Services	195,529	158,262	2,270,247	2,156,008	(114,239)		3,161,057
Protective Services	499,925	499,980	4,153,637	4,120,929	(32,708)		6,651,330
Transportation Services	297,042	324,383	2,560,707	2,642,398	81,692		4,402,284
Environmental Health Services	70,991	79,583	535,027	578,083	43,056		995,000
Environmental Development	46,384	56,782	333,504	377,733	44,230		723,872
Recreation & Cultural Services	354,493	345,101	1,646,596	1,742,504	95,908		3,017,766
Fiscal Services	5,792	625	405,885	363,084	(42,801)		6,275,941
	<u>\$1,470,157</u>	<u>\$1,464,716</u>	<u>\$11,905,603</u>	<u>\$11,980,740</u>	<u>75,137</u>		<u>\$25,227,250</u>
Surplus (Deficit) for the Year	<u>\$700,077</u>	<u>\$656,795</u>	<u>\$3,111,989</u>	<u>\$2,784,055</u>	<u>\$327,934</u>		<u>\$ 0</u>

# 2025September08OpenSessionFINAL\_114

## Town of Rothesay

Statement of Revenue & Expenditure  
7 Months Ended 7/31/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	5,674	3,333	23,985	23,333	651		40,000
Wells Canopy revenue	435	1,000	8,989	7,000	1,989		12,000
Town Hall Rent	9,405	10,133	67,436	70,933	(3,497)		121,600
Community Garden revenue	0	0	906	1,000	(94)		1,000
Fox Farm Rental revenue	1,950	1,950	13,650	13,650	0		23,400
Arena Revenue	122	208	160,584	133,958	26,626	1	245,500
Recreation Programs	28,612	25,113	93,944	90,288	3,656		125,250
	<u>46,198</u>	<u>41,737</u>	<u>369,494</u>	<u>340,162</u>	<u>29,331</u>		<u>568,750</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	10,777	4,792	57,467	33,642	23,825	2	57,600
Recycling Dollies & Lids	0	0	0	42	(42)		42
Interest & Sundry	11,836	2,500	42,353	17,500	24,853	3	30,000
Miscellaneous	8,198	833	116,751	5,833	110,917	4	10,000
Fire Dept. Administration	1,000	1,000	7,000	7,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<u>31,810</u>	<u>9,125</u>	<u>228,278</u>	<u>68,725</u>	<u>159,553</u>		<u>114,350</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	2,420	1,750	670		1,750
Grant - Other	25,000	0	86,664	0	86,664	5	0
Grant - Students	41,578	45,000	41,578	45,000	(3,422)		45,000
	<u>66,578</u>	<u>45,000</u>	<u>130,662</u>	<u>46,750</u>	<u>83,912</u>		<u>46,750</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	109,616	109,616	(0)		109,616
Utility Fund Transfer	50,000	50,000	350,000	350,000	0		600,000
	<u>50,000</u>	<u>50,000</u>	<u>459,616</u>	<u>459,616</u>	<u>(0)</u>		<u>709,616</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
Legislative							
Mayor	4,177	4,583	30,517	32,083	1,566		55,000
Councillors	15,990	12,884	110,062	90,189	(19,873)	6	154,610
Regional Service Commission 9	3,825	3,825	26,772	26,772	0		45,895
Other	273	3,108	3,470	21,759	18,289	7	37,301
	<u>24,264</u>	<u>24,401</u>	<u>170,821</u>	<u>170,804</u>	<u>(18)</u>		<u>292,806</u>
Administrative							
Administration - Wages & Benefits	109,955	102,354	842,470	778,418	(64,052)	8	1,397,409
Office Building	17,538	12,417	158,417	140,517	(17,900)	9	203,500
Supplies	29,278	6,050	230,831	175,350	(55,481)	10	210,600
Solicitor	2,823	2,823	28,485	30,297	1,811		50,000
Professional Fees	0	0	66,746	66,600	(146)		100,000
Other	10,292	9,383	86,825	83,682	(3,143)		116,598
	<u>169,887</u>	<u>133,028</u>	<u>1,413,774</u>	<u>1,274,863</u>	<u>(138,910)</u>		<u>2,078,107</u>
Other General Government Services							
Website/Other	0	0	1,528	3,000	1,472		3,000
Community Communications (Team)	203	833	1,791	6,333	4,542		65,500
Civic Relations	50	0	95	1,500	1,405		1,500
Insurance	0	0	256,420	272,900	16,480	11	272,900
Donations	0	0	15,864	15,864	0		36,500
Cost of Assessment	0	0	388,127	388,127	0		388,127
Property Taxes - L.P.P.	1,125	0	19,653	18,617	(1,036)		18,617
Fox Farm Rental Expenses	0	0	2,175	4,000	1,825		4,000
	<u>1,178</u>	<u>833</u>	<u>685,652</u>	<u>710,341</u>	<u>24,689</u>		<u>790,144</u>
<b>Total General Government Services</b>	<u>195,529</u>	<u>158,262</u>	<u>2,270,247</u>	<u>2,156,008</u>	<u>(114,239)</u>		<u>3,161,057</u>
<b>Protective Services</b>							
Police							
Police Protection	284,836	284,836	1,993,851	1,993,851	0		3,418,030
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>284,836</u>	<u>284,836</u>	<u>1,996,651</u>	<u>1,996,651</u>	<u>0</u>		<u>3,420,830</u>
Fire							
Fire Protection	214,769	214,769	1,785,653	1,785,653	0		2,890,000
Water Costs Fire Protection	0	0	335,000	335,000	0		335,000
	<u>214,769</u>	<u>214,769</u>	<u>2,120,653</u>	<u>2,120,653</u>	<u>0</u>		<u>3,225,000</u>
Emergency Measures							
EMO Director/Committee	0	0	0	1,000	1,000		1,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>		<u>1,000</u>
Other							
Animal & Pest Control	320	292	3,076	2,042	(1,034)		3,500
Other	0	83	33,257	583	(32,674)	12	1,000
	<u>320</u>	<u>375</u>	<u>36,333</u>	<u>2,625</u>	<u>(33,708)</u>		<u>4,500</u>
<b>Total Protective Services</b>	<u>499,925</u>	<u>499,980</u>	<u>4,153,637</u>	<u>4,120,929</u>	<u>(32,708)</u>		<u>6,651,330</u>
<b>Transportation Services</b>							
Common Services							
Administration (Wages & Benefits)	156,911	143,481	972,899	1,006,182	33,283	13	1,723,500
Workshops, Yards & Equipment	43,395	53,000	407,126	503,801	96,675	14	801,261
Engineering	0	0	7,557	7,500	(57)		7,500
	<u>200,306</u>	<u>196,481</u>	<u>1,387,582</u>	<u>1,515,483</u>	<u>127,901</u>		<u>2,532,261</u>
Roads & Streets	6,020	7,300	26,224	25,800	(424)		67,000
Crosswalks & Sidewalks	0	100	3,827	3,962	135		36,850
Culverts & Drainage Ditches	29,970	53,000	147,102	85,000	(62,102)	15	100,000
Street Cleaning & Flushing	0	0	9,890	10,000	110		10,000
Snow & Ice Removal	0	4,167	725,214	759,957	34,744	16	1,267,000
	<u>35,989</u>	<u>64,567</u>	<u>912,257</u>	<u>884,719</u>	<u>(27,537)</u>		<u>1,480,850</u>
Street Lighting	13,858	15,833	99,747	110,833	11,086		190,000
Traffic Services							
Street Signs	2,848	3,000	4,408	4,500	92		20,000
Traffic Lanemarking	29,435	31,500	38,330	40,000	1,670		40,000
Traffic Signals	687	1,000	43,717	15,000	(28,717)	17	20,000
Railway Crossing	4,386	4,300	17,361	17,200	(161)		26,000
	<u>37,356</u>	<u>39,800</u>	<u>103,816</u>	<u>76,700</u>	<u>(27,116)</u>		<u>106,000</u>
Public Transit							
Public Transit - Comex Service	7,556	7,556	52,892	52,893	0		90,673
Public Transit - Other	146	146	2,582	1,770	(812)		2,500
Public Transit - KV Go	1,831	0	1,831	0	(1,831)		0
	<u>9,533</u>	<u>7,702</u>	<u>57,305</u>	<u>54,663</u>	<u>(2,643)</u>		<u>93,173</u>
<b>Total Transportation Services</b>	<u>297,042</u>	<u>324,383</u>	<u>2,560,707</u>	<u>2,642,398</u>	<u>81,692</u>		<u>4,402,284</u>



# 2025September08OpenSessionFINAL\_115

## Environmental Health Services

Solid Waste Disposal Land Fill garbage	21,427	25,000	158,420	175,000	16,580	300,000
Solid Waste Disposal Landfill Compost	4,786	3,333	23,315	23,333	19	40,000
Solid Waste Collection Fero	44,674	51,250	321,243	358,750	37,507	615,000
Clean Up Campaign	0	0	31,945	21,000	(10,945)	40,000
Food Cycler	104	0	104	0	(104)	0
<b>Total Environmental Health Services</b>	<b>70,991</b>	<b>79,583</b>	<b>535,027</b>	<b>578,083</b>	<b>43,056</b>	<b>995,000</b>

## Environmental Development Services

Planning & Zoning						
Administration (Wages and benefits)	27,400	34,418	228,380	257,183	28,803	449,000
Administration	6,703	9,083	17,631	27,583	9,952	115,500
Planning Projects	0	833	1,525	5,833	4,308	10,000
	<b>34,103</b>	<b>44,335</b>	<b>247,537</b>	<b>290,600</b>	<b>43,063</b>	<b>574,500</b>
Envision Saint John	12,281	12,281	85,967	85,967	0	147,372
Tourism	0	167	0	1,167	1,167	2,000
	<b>12,281</b>	<b>12,448</b>	<b>85,967</b>	<b>87,134</b>	<b>1,167</b>	<b>149,372</b>
<b>Total Environmental Development Service</b>	<b>46,384</b>	<b>56,782</b>	<b>333,504</b>	<b>377,733</b>	<b>44,230</b>	<b>723,872</b>

## Recreation & Cultural Services

Administration (wages and benefits)	33,388	31,993	249,870	238,795	(11,075)	423,000
Administration	2,667	3,175	51,327	54,725	3,398	70,600
RICC Fundraising	903	0	16,761	0	(16,761)	0
Rothsay Arena	21,194	30,117	236,665	238,594	1,929	409,500
Parks & Gardens	121,003	93,892	496,090	531,103	35,014	865,250
Playgrounds and Fields	14,133	12,750	56,364	82,750	26,386	149,000
Rothsay Common Rink	647	1,850	48,886	75,700	26,814	102,500
Memorial Centre	1,639	5,471	41,679	48,446	6,767	76,000
Wells Building	2,883	3,417	31,494	37,420	5,925	54,505
James Renforth	49	67	3,347	1,892	(1,456)	2,225
Beaches	21,289	30,000	27,087	36,500	9,413	66,500
Summer Programs	38,850	36,842	53,742	54,792	1,049	101,225
The Hive expenses	881	1,554	7,640	10,879	3,239	18,650
Regional Facilities Operating	79,227	79,227	237,680	237,680	0	329,491
Kennebecasis Public Library	8,080	8,080	56,562	56,562	0	96,963
Regional Facilities Capital	0	0	0	0	0	199,357
Special Events	7,662	6,667	31,403	29,167	(2,236)	45,500
PRO Kids	0	0	0	7,500	7,500	7,500
<b>Total Recreation and Cultural Services</b>	<b>354,493</b>	<b>345,101</b>	<b>1,646,596</b>	<b>1,742,504</b>	<b>95,908</b>	<b>3,017,766</b>

## Fiscal Services

Debt Charges						
Interest	1,292	625	89,926	80,084	(9,842)	204,941
Debtenture Payments	0	0	283,000	283,000	0	671,000
	<b>1,292</b>	<b>625</b>	<b>372,926</b>	<b>363,084</b>	<b>(9,842)</b>	<b>875,941</b>
Transfers To:						
Capital Fund for Capital Expenditures	0	0	0	0	0	5,400,000
Reserve Funds	4,500	0	32,959	0	(32,959)	0
	<b>4,500</b>	<b>0</b>	<b>32,959</b>	<b>0</b>	<b>(32,959)</b>	<b>5,400,000</b>
<b>Total Fiscal Services</b>	<b>5,792</b>	<b>625</b>	<b>405,885</b>	<b>363,084</b>	<b>(42,801)</b>	<b>6,275,941</b>
	1,470,157	1,464,716	11,905,603	11,980,740	75,137	25,227,250

2025September08OpenSessionFINAL\_116

## Town of Rothesay

## Variance Report - General Fund

Note #	Actual	month ending Budget	7/31/2025 Better/(Worse)	Description of Variance
<b>Revenue</b>				
1	Arena Revenue	\$ 160,584	\$ 133,958	\$ 26,626 Higher than anticipated
2	Licenses & Permits	\$ 57,467	\$ 33,642	\$ 23,825 Refunded builder permit
3	Interest & Sundry	\$ 42,353	\$ 17,500	\$ 24,853 Conservative budget
4	Miscellaneous	\$ 107,751	\$ 5,833	\$ 101,917 Sale of equipment
5	Grant - Other	\$ 61,664	\$ -	\$ 61,664 \$52.7K from Girls Softball Well lighting
<b>Expenses</b>				
<i>General Government</i>				
6	Councillors	110,062	90,189	\$ (19,873) \$6K error in budgeting for # councillors and \$6k travel
7	Other	3,470	21,759	\$ 18,289 Developmental seminars offset by councillors travel
8	Administration - Wages & Benefits	842,470	778,418	\$ (64,052) Unbudgeted wage increase
9	Office Building	158,417	140,517	\$ (17,900) Renovations to offices
10	Supplies	230,831	175,350	\$ (55,481) Office furniture & stationary
11	Insurance	256,420	272,900	\$ 16,480 Lower than expected
<i>Protective Services</i>				
12	Other	33,257	500	\$ (32,757) Fire Hydrant repair
<i>Transportation</i>				
13	Administration (Wages & Benefits)	972,899	1,006,182	\$ 33,283 Vacant position
14	Workshops, Yards & Equipment	407,126	501,801	\$ 94,675 timing
15	Culverts & Drainage Ditches	147,102	85,000	\$ (62,102) Shed on Clark Rd & Drainage at 10 Beach
16	Snow & Ice Removal	725,214	759,957	\$ 34,744 Fuel adjustment was less than anticipated
17	Traffic Signals	43,717	15,000	\$ (28,717) New LED audible signals at Hampton/Marr
<i>Environmental Health</i>				
18	Solid Waste Collection Fero	321,243	358,750	\$ 37,507 Budget for fuel escalation higher than actual
<i>Environmental Development</i>				
19	Administration (wages and benefits)	228,380	257,183	\$ 28,803 Vacant position
<i>Recreation &amp; Cultural Services</i>				
20	Administration (wages and benefits)	249,870	238,795	\$ (11,075) Wage increases after budget
21	RICC Fundraising	16,761	0	\$ (16,761) RICC BBQ, wrapping 2 vehicles
22	Parks & Gardens	496,090	531,103	\$ 35,014 Vacant position and timing
23	Playgrounds and Fields	56,364	82,750	\$ 26,386 Timing, budgeted allocated monthly
24	Rothesay Common Rink	48,886	75,700	\$ 26,814 Wages and expenses lower than anticipated
25	PRO Kids	\$ -	\$ 7,500	\$ 7,500 Budgeted but not yet paid
<i>Fiscal Services</i>				
26	Interest	\$ 89,926	\$ 80,084	\$ (9,842) PerfectMind credit card charges & BNS increased fees & Debenture cos
27	Reserve Funds	\$ 32,959	\$ -	\$ (32,959) RICC donations transfer to reserve

2025September08OpenSessionFINAL\_117

# Town of Rothesay

Capital Projects

General Fund

7 Months Ended 7/31/2025

	ANNUAL BUDGET	CURRENT Y-T-D	Remaining Budget
<b>General Government</b>			
G 202*-001 Town Hall Improvements	85,000	35,942	49,058
G 202*-00* IT	21,500	0	21,500
Goldie Crt		73,824	(73,824)
Common Roof Replacement		21,488	(21,488)
Total General Government	106,500	131,255	70,558
<b>Transportation</b>			
T-2025-001 Asphalt (13)	2,398,000	1,218,960	1,179,040
Designated Highway - Hampton Road Paving	903,000	0	903,000
T-2024-00* Wiljac Improvements	1,700,000	417,413	1,282,587
T-202*-00* Fleet Replacement	866,000	302,528	563,472
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	2,145,214	4,027,786
<b>Recreation</b>			
R-202*-00* Synthetic Turf	1,500,000	512,979	987,021
Wells Recreation Park Tennis court conversion	80,000	92,973	(12,973)
R-2022-004 Wells Bldg	60,000	43,663	16,337
Wells lighting	565,000	316,353	248,647
R-202*-00* Recreation Equipment	60,000	12,528	47,472
R-202*-00* Arena Renovation	105,000	32,644	72,356
R-2023-005 McGuire Centre Repairs	20,000	0	20,000
R-20**-00* Jordan Miller Park	15,000	0	15,000
R-2014-019 Wells Trail	2,800,000	0	2,800,000
Total Recreation	5,205,000	1,011,141	4,193,859
<b>Carryovers</b>			
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)
<b>Total</b>	<b>\$ 11,484,500</b>	<b>\$ 3,329,424</b>	<b>\$ 8,250,388</b>

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

# Town of Rothesay

## Utility Fund Financial Statements

July 31, 2025

### Attached Reports:

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

## Town of Rothesay

## Capital Balance Sheet

As at 7/31/2025

ASSETS

## Assets:

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

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

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

LIABILITIES

## Current:

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

## Long-Term:

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

EQUITY

## Investments:

Investment in Fixed Assets	33,862,136
Total Equity	<hr/>
	33,862,136

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

2025September08OpenSessionFINAL\_120

# Town of Rothesay

Balance Sheet - Utilities Fund Reserves  
7/31/2025

## ASSETS

BNS Utility Capital Reserve # 00241 12	1,679,673
Util Reserve due to/from Gen Reserves	12,012
	<u>\$ 1,691,685</u>

## LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	1,160,944
Invest. in Utility Operating Reserve	122,015
Invest. in Sewerage Outfall Reserve	408,726
	<u>\$ 1,691,685</u>

2025September08OpenSessionFINAL\_121

# Town of Rothesay

Utilities Fund Operating Balance Sheet  
As at 7/31/2025

## ASSETS

### Current assets:

Accounts Receivable Net of Allowance	1,047,012
Accounts Receivable - Misc.	127,813
Total Current Assets	<u>1,174,825</u>

### Other Assets:

Projects	1,232,806
	<u>1,232,806</u>

TOTAL ASSETS	<u><u>\$ 2,407,631</u></u>
--------------	----------------------------

## LIABILITIES

Accrued Payables	15,664
Due from General Fund	(1,025,586)
Due to Capital Fund	291,066
Deferred Revenue	8,007
Total Liabilities	<u>(710,849)</u>

## EQUITY

### Surplus:

Opening Retained Earnings	32,335
Profit (Loss) to Date	3,086,144
	<u>3,118,479</u>

TOTAL LIABILITIES & EQUITY	<u><u>\$ 2,407,631</u></u>
----------------------------	----------------------------



## 2025September08OpenSessionFINAL\_122

**Town of Rothesay**  
**Utilities Operating Income Statement**  
**7 Months Ended 7/31/2025**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	0	0	634,909	598,000	36,909	1	1,160,000
Meter and non-hookup fees	0	0	35,330	31,000	4,330		62,000
Water Supply for Fire Prot.	0	0	335,000	335,000	0		335,000
Local Improvement Levy	0	0	61,132	59,000	2,132		59,000
Sewerage Services	(525)	0	2,439,306	2,400,000	39,306	2	2,400,000
Connection Fees	2,700	26,975	50,725	75,000	(24,275)	3	75,000
Interest Earned	12,576	8,750	74,630	61,250	13,380	4	105,000
Misc. Revenue	525	600	3,000	3,879	(879)		6,479
Infrastructure Grants	0	0	877,280	0	877,280	5	0
Transfer from Reserves	0	0	250,000	0	250,000	6	0
Surplus - Previous Years	0	0	40,521	40,521	0		40,521
<b>TOTAL RECEIPTS</b>	<b>15,276</b>	<b>36,325</b>	<b>4,801,833</b>	<b>3,603,650</b>	<b>1,198,183</b>		<b>4,243,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	20,000	20,000	140,000	140,000	0		240,000
Wages	16,780	20,833	145,841	145,833	(7)		250,000
Audit/Legal/Training	0	500	10,437	11,500	1,063		14,000
Other Water	0	167	(459)	1,167	1,626		2,000
Purification & Treatment	32,352	31,000	513,761	516,600	2,839		615,000
Transmission & Distribution	3,167	10,833	77,030	75,833	(1,197)		130,000
Power & Pumping	4,076	5,417	42,188	37,917	(4,271)		65,000
Billing/Collections	59	260	414	1,819	1,405		3,118
Water Purchased	182	292	515	1,168	653		1,750
Misc. Expenses	0	13,167	5,701	26,667	20,965	7	35,000
McGuire Road Operating	268	1,000	19,555	9,500	(10,055)	8	16,000
<b>TOTAL WATER SUPPLY</b>	<b>76,883</b>	<b>103,469</b>	<b>954,982</b>	<b>968,004</b>	<b>13,021</b>		<b>1,371,868</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	30,000	30,000	210,000	210,000	0		360,000
Wages	31,250	31,250	218,750	218,750	0		375,000
Audit/Legal/Training	0	750	7,225	11,250	4,025		15,000
Collection System Maintenance	1,173	20,000	7,622	30,000	22,378	9	75,000
Sewer Claims	11,275	5,750	22,570	17,250	(5,320)		23,000
Lift Stations	6,211	4,250	92,291	61,900	(30,391)	10	85,000
Treatment/Disposal	7,564	17,667	61,723	84,467	22,744	11	125,000
Misc. Expenses	613	2,525	11,139	20,025	8,886		35,000
<b>TOTAL SWGE COLLECTION &amp; DISPO</b>	<b>88,086</b>	<b>112,192</b>	<b>631,319</b>	<b>653,642</b>	<b>22,323</b>		<b>1,093,000</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	0	12,753	12,753	0		75,000
Interest on Long-Term Debt	0	0	88,635	88,635	0		260,532
Principal Repayment	0	0	28,000	28,000	0		592,600
Transfer to Reserve Accounts	0	0	0	0	0		75,000
Capital Fund Through Operating	0	0	0	0	0		775,000
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>129,388</b>	<b>129,388</b>	<b>0</b>		<b>1,778,132</b>
<b>TOTAL EXPENSES</b>	<b>164,969</b>	<b>215,660</b>	<b>1,715,689</b>	<b>1,751,033</b>	<b>35,344</b>		<b>4,243,000</b>
<b>NET INCOME (LOSS) FOR THE PER</b>	<b>(149,694)</b>	<b>(179,335)</b>	<b>3,086,144</b>	<b>1,852,617</b>	<b>1,233,527</b>		<b>0</b>

2025September08OpenSessionFINAL\_123

# Town of Rothesay

Variance Report - Utility Operating

7/31/2025

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	634,909	598,000	36,909	Larger consumption compared to past Q's
2	Sewerage Services	2,439,306	2,400,000	39,306	Conservative budget
3	Connection Fees	50,725	75,000	(24,275)	Timing
4	Interest Earned	74,630	61,250	13,380	Conservative budget
5	Infrastructure Grants	877,280	0	877,280	WWTP
6	Transfer from Reserves	250,000	0	250,000	Gas Tax capital
Water					
7	Misc. Expenses	5,701	26,667	20,965	Timing
8	McGuire Road Operating	19,555	9,500	(10,055)	Concrete slab at 24 McGuire
Sewer					
9	Collection System Maintenance	7,622	30,000	22,378	Timing
10	Lift Stations	92,291	61,900	(30,391)	Install wet wizard, FV & Riverside upgrades
11	Treatment/Disposal	61,723	84,467	22,744	Timing

2025September08OpenSessionFINAL\_124

# Town of Rothesay

Capital Projects

Utility Fund

7 Months Ended 7/31/2025

	Original BUDGET	Current Y-T-D	Remaining Budget
<b>WATER</b>			
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)
	<u>\$ 1,615,000</u>	<u>\$ 565,178</u>	<u>\$ -</u>
			<u>\$ 1,049,822</u>

<b>SEWER</b>			
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	\$ 73,266	(73,266)
Unbudgeted items:			
	<u>10,120,000</u>	<u>519,157</u>	<u>-</u>
			<u>9,600,843</u>

<b>Total Approved</b>	<u>11,735,000</u>	<u>1,084,335</u>	<u>-</u>	<u>10,650,665</u>
-----------------------	-------------------	------------------	----------	-------------------

**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
			(148,470)
	11,735,000	1,232,806	-
			10,502,194

**Funding:**

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

# Town of Rothesay

7/31/2025

219500-60

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

# TOWN OF ROTHESAY

## FINANCE COMMITTEE

August 29, 2025

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander, Chairman (Chair)

Councillor Don Shea

Councillor Helen Boyle

Town Manager Brett McLean

Treasurer Doug MacDonald

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

The agenda was accepted with an amendment changing the reference to June internal financial statements to the correct reference (ie July). (DS/NG)

### Review of Minutes

The minutes of July 28, 2025 were accepted as presented (NG/DS)

### July Financial Statements

- a) **General Fund** – the operating variance report was reviewed noting there were no significant differences from the previous month. In response to a question from Councillor Shea it was noted by the Treasurer that Councillor expense is negative variance due to error in budgeting process where one councillor was omitted by accident.

Capital Projects – the Treasurer commented that the asphalt program was essentially complete and additional expenditures will be reflected in the August financial results. Funding of approximately \$80,000 has been received related to the ball field lighting with \$25,000 more expected at the official opening.

- b) **Utility Fund** – the operating variance report was reviewed noting there were no significant differences from the previous month.

Capital Projects – the Treasurer commented that the sewer treatment project has been delayed pending further regulatory issues.

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

### Donation Requests

Donation summary – reviewed with no comment.

- a. **Tani Koi Judo** – Committee agreed not to fund given a donation contributed in 2024.
- b. **KV Old Boys** – Finance Committee agree to donate \$500 (HB/NG) (Councillor Shea excused himself with a conflict).

### **Council remuneration**

The Treasurer provided the existing remuneration resolution. The committee was reminded that pursuant to Town by-laws a revised resolution is required for approval at the October Council meeting.

### **2026 budget process**

The recommended 2026 process was discussed and the suggested process is as follows:

- Preliminary discussion of “third party” submissions at the regular Finance Committee meeting on September 22nd
- Joint Finance committee meeting with Quispamsis on Thursday September 25<sup>th</sup>.
- Draft budget to be presented to the CAO prior to October 15<sup>th</sup> Department Heads to present detailed proposals to Council at a working session on October 15<sup>th</sup>.
- Review of status and potential implications with Council on October 20<sup>th</sup>.
- Draft budgets discussed with the Finance Committee at its regular meeting on October 27<sup>th</sup>.
- Draft budgets presented for discussion to Council and the public on Tuesday October 28th at 6:00 pm (special meeting).
- The public is invited to provide written comments to the Town on or before noon Friday October 31st.
- Comments will be presented by staff to the Finance Committee November 3rd for a final recommendation to Council on November 10th. (council submissions are required not later than the 6<sup>th</sup>).
- Final budget presented to Council its regular meeting on Tuesday November 10th.

### **For Information**

**Update to Community Funding Act** – draft proposals relating to Provincial “equalization” reviewed and, if approved, significant new reporting requirements will be implemented.

**July Remittance report** – all items filed.

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

### **Next Meeting**

The next meeting is set for September 22, 2025. Joint Finance meeting September 25<sup>th</sup>.

The meeting adjourned at 9:25am.

---

Deputy Mayor Matt Alexander

---

Doug MacDonald, Treasurer



**ROTHESAY**  
WORKS AND UTILITIES COMMITTEE MEETING  
**Rothesay Town Hall Common Room**  
Wednesday, August 20<sup>th</sup>, 2025  
**5:30 p.m.**



**PRESENT:** COUNCILLOR DAVE BROWN  
SHAWN CARTER, VICE CHAIRPERSON  
STEPHEN ROSENBERG  
CYNTHIA VANBUSKIRK

**DRAFT**

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

**ABSENT:** DEPUTY MAYOR ALEXANDER, CHAIRPERSON  
GEORGE THAMBI  
SARAH RICHARDS

Vice-Chairperson Carter called the meeting to order at 5:32 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by Counc. Brown and seconded by C. VanBuskirk the agenda be approved with the following addition:  
Item 9.1 Report by DO Colwell

**CARRIED.**

**2. APPROVAL OF MINUTES**

2.1 Regular Works and Utilities Committee meeting of July 23<sup>rd</sup>, 2025.

**MOVED** by S. Rosenberg and seconded by C. VanBuskirk the minutes of July 23<sup>rd</sup>, 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 conducted speed studies on both Monaco Drive and Jones Avenue:

- The 85th percentile speed on Monaco Drive was recorded at 48km/h and the average speed was 40km/hr
- The 85th percentile speed on Jones Avenue was recorded at 44km/h and the average speed was 38km/hr

The Committee reviewed various radar speed monitoring technologies, including the puck, the Black Cat device (a discreet radar unit mounted to a utility pole), and portable standing radar speed signs. It was noted that all methods produced consistent and comparable results.

## 6.3 Council Priorities 2021-2026

The RICC (Rothesay Intergenerational Community Complex) is a priority for the Town, and with appropriate funding in place, construction duration is anticipated to be two years.

## 7. CORRESPONDENCE FOR ACTION

N/A

## 8. NEW BUSINESS

N/A

## 9. CORRESPONDENCE FOR INFORMATION

### 9.1 Discussion – Water system and water rates – Report by DO Colwell

#### **Meeting Addendum:**

DO Colwell presented an addendum containing information for discussion. The package included the fee schedule for water billing rates, a list of the top water users in 2024 (with personal information including name and civic number redacted), and a pie chart breaking down which neighborhoods had the most over usage of water. DO Colwell explained the reason for this discussion was to review the water billing rates as a means to discourage wasteful use going forward as droughts such as this summer continues, and the water system undergoes its expansion. The intention is to limit overuse of Town water for pool filling and irrigation.

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. CAO McLean suggested that leaking toilets have been a common culprit for high water usage in the past and suggested there are simple methods to determine if a toilet is leaking.

DO Colwell suggested that in the fee schedule the second column, which bills \$1.73/m<sup>3</sup> for consumption between 96m<sup>3</sup> and 800m<sup>3</sup> be eradicated and be replaced with the third column with a new limit of anything greater than 96m<sup>3</sup> be billed at \$2.59/m<sup>3</sup>.

Here's a concise summary with key points from on excessive water usage and potential solutions:

#### **a) Key Causes of Excessive Water Use:**

- Leaking toilets (often unnoticed and a major contributor).
- Outdoor water use, such as multiple hoses and lawn watering.
- Pool filling using municipal water.
- General lack of awareness or concern from some residents about high usage.

#### **b) Education as a Solution:**

There's a need to educate residents on how to detect and reduce water waste.

**c) Pricing as a Deterrent:**

Beyond education, increasing water rates or implementing tiered pricing could act as an incentive for conservation by making excessive use more costly.

**d) Data-Driven Awareness:**

Usage data can help the Town identify trends and focus efforts where overuse is most common.

The Committee suggested it would be beneficial to issue a general public reminder emphasizing the importance of water conservation. A simple message reinforcing the value of common-sense conservation would serve as a helpful reminder that excessive or careless water use is not appropriate.

DO Colwell stated the average water consumption per resident in Rothesay is approximately 230 litres per day. While being a fully metered community has contributed significantly to encouraging conservation, there remains room for further improvement.

DO Colwell will look into marketing campaigns for conservation and education for residents about water usage for the next Works and Utility meeting.

DO Colwell will review the 96 cubic meter per quarter threshold to see if that's still suitable and bring results back to the next Works and Utility meeting. He will also determine what the 85<sup>th</sup> percentile usage as a possible new benchmark.

**9.2 Discussion – Parking By-Law**

CAO McLean noted that the Town has considered establishing a standalone parking by-law, separate from the existing traffic by-law, for several years. However, access to vehicle license plate data has not been available, as the current parking regulations are embedded within the traffic by-law, which falls under the jurisdiction of the Registrar of Motor Vehicles.

DO Colwell explained that, in order to separate the parking by-law and obtain access to license plate data, the Town will submit a Memorandum of Understanding to the Registrar of Motor Vehicles outlining the intended use and handling of the data, this will be done after the new parking by-law is drafted.

**10. DATE OF NEXT MEETING:**

The next meeting is tentatively scheduled for Wednesday, September 17<sup>th</sup>, 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.



**ROTHESAY**  
**Rothesay Water System**  
**FEES AND CHARGES, BY-LAW 1-18**  
**Schedule "E"**



**ROTHESAY MAIN WATER SYSTEM CONSUMPTION CHARGES (Per quarter)**

CHARGES PER QUARTER	up to 96 m <sup>3</sup>	over 96 up to 800 m <sup>3</sup>	above 800 m <sup>3</sup>	up to 72 m <sup>3</sup> /unit	above 72 up to 600 m <sup>3</sup> per unit	above 600 m <sup>3</sup> /unit	up to 3250 m <sup>3</sup>	above 3250 m <sup>3</sup>
Single family residence	\$ 1.15	\$ 1.73	\$ 2.59					
Residence with rental or self contained unit	\$ 1.15	\$ 1.73	\$ 2.59					
Apt bldg - up to 3 units	\$ 1.15	\$ 1.73	\$ 2.59					
Apt. bldg - 4 units or more				\$ 1.15	\$ 1.73	\$ 2.59		
Townhouses - individual meters	\$ 1.15	\$ 1.73	\$ 2.59					
Townhouses - group meters				\$ 1.15	\$ 1.73	\$ 2.59		
Commercial	\$ 1.15	\$ 1.73	\$ 2.59					
Institutional (schools)							\$ 1.15	\$ 1.73

By-Law 1-18  
 Schedule "E"  
 2/2  
 12 February 2019

ROTHESAY WATER UTILITY  
HIGHEST CONSUMPTION USERS OF 2024

2025-08-18

	GREATER THAN 96 m3, LESS THAN OR EQUAL TO 800m3
	GREATER THAN 800m3

Street	Usage (m3)				TOTAL 2024	Property Notes	Neighborhood
	Q1	Q2	Q3	Q4			
ALEXANDER AVENUE	93	94	106	74	293		Old Rothesay
ALMON LANE	55	220	288	61	563	pool	Old Rothesay
ARIES COURT	99	94	63	56	312	pool	Oakville Acres
BEL-AIR AVE	80	208	29	10	327		Oakville Acres
BEL-AIR AVE	96	83	80	60	319		Oakville Acres
BEL-AIR AVE	73	79	68	80	300		Oakville Acres
BEL-AIR AVE	166	39	50	32	287		Oakville Acres
BEL-AIR AVE	76	83	83	44	286	pool	Oakville Acres
BRIDLE PATH LANE	72	86	128	64	286		Off Grove
BROADWAY	87	91	230	182	590		K Park
CALISTOGA ROAD	85	64	62	75	286		K Park
CAPRI AVENUE	53	144	161	57	415		Oakville Acres
CAPRI AVENUE	45	84	101	100	330		Oakville Acres
CARRIAGE WAY	118	131	394	128	771		Oakville Acres
CARRIAGE WAY	80	68	108	286	542		Oakville Acres
CARRIAGE WAY	41	126	168	54	389		Oakville Acres
CARRIAGE WAY	90	83	108	74	355		Oakville Acres
CARRIAGE WAY	87	68	73	69	297		Oakville Acres
CARRIAGE WAY	85	82	73	50	290		Oakville Acres
CEDAR BANK DRIVE	113	191	165	78	547	pool	K Park
CHAPEL ROAD	60	115	230	316	721		Fairvale
CHAPEL ROAD	142	143	147	113	545		Fairvale
CHAPEL ROAD	86	96	95	76	353		Fairvale
CHAPEL ROAD	103	89	87	72	351		Fairvale
CHARLES CRESCENT	51	97	176	31	324		Highland
COLLEGE HILL ROAD	89	67	185	149	341	pool	Old Rothesay
CRESCENT DRIVE	62	169	146	78	455		K Park
CRESCENT DRIVE	67	83	96	75	321		K Park
CRESCENT DRIVE	79	108	83	38	308		K Park
CRESTLINE ROAD	73	84	77	73	307		K Park
CRESTWOOD DRIVE	157	130	150	136	437		Highland
DOBBIN STREET	85	77	91	83	336		Fairvale
DUNEDIN	296	138	39	50	473	pool	East Riverside Kinghurst
ELIZABETH PARKWAY	104	131	220	153	608		K Park
ELIZABETH PARKWAY	49	175	124	111	459	pool	K Park
ELIZABETH PARKWAY	100	132	130	89	451		K Park
ELIZABETH PARKWAY	103	90	110	79	382	pool	K Park
ELIZABETH PARKWAY	55	43	179	34	311		K Park
ELIZABETH PARKWAY	61	74	105	63	303		K Park
ELIZABETH PARKWAY	96	70	95	41	302		K Park
ELIZABETH PARKWAY	68	77	78	69	292		K Park
ELMHURST CRESCENT	46	67	199	27	312	pool	Highland
ERISKAY DRIVE	72	164	293	64	529		Highland
ERISKAY DRIVE	98	96	96	91	290		Highland
FOREST ROAD	85	87	116	83	371	pool	K Park
FOREST ROAD	83	104	121	52	360	pool	K Park
FOREST ROAD	75	82	94	54	305	pool	K Park

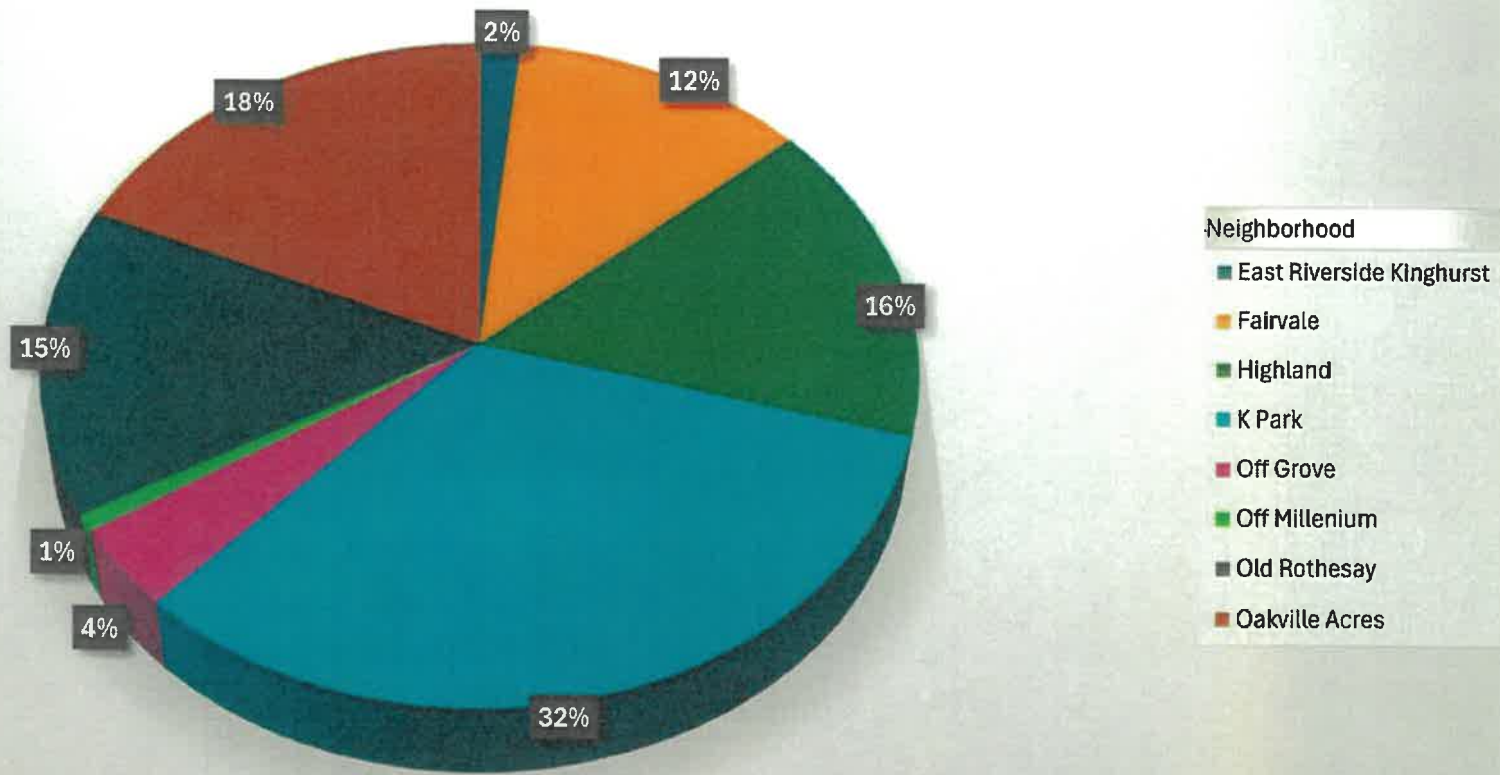


GARRISON DRIVE	15	23	341	82	461	K Park
GARRISON DRIVE	116	99	102	86	403	K Park
GONDOLA POINT ROAD	140	140	180	110	460 pool	Old Rothesay
GONDOLA POINT ROAD	125	142	131	68	398	Old Rothesay
GONDOLA POINT ROAD	134	141	81	91	356	Old Rothesay
GONDOLA POINT ROAD	85	91	152	94	328 pool	Old Rothesay
GONDOLA POINT ROAD	91	118	110	57	319	Old Rothesay
GONDOLA POINT ROAD	91	102	119	83	312 pool	Old Rothesay
GROVE AVENUE	90	125	113	0	328 greenhouse	Off Grove
HAMPTON ROAD	182	171	199	187	552 pool	Old Rothesay
HAMPTON ROAD	93	86	241	108	420	Old Rothesay
HARRY MILLER COURT	76	99	117	75	292 pool	Highland
HIGHLAND AVENUE	142	80	192	114	414 pool	Highland
HIGHLAND AVENUE	122	112	135	113	369 pool	Highland
HIGHLAND AVENUE	120	130	103	85	353	Highland
HIGHLAND AVENUE	134	89	127	55	350	Highland
HIGHLAND AVENUE	78	139	118	79	335 pool	Highland
HIGHLAND AVENUE	102	112	69	40	283 pool	Highland
HOLIDAY DRIVE	852	213	80	38	1,183	K Park
HOLIDAY DRIVE	82	210	79	62	433	K Park
HOLIDAY DRIVE	67	106	99	71	343 pool	K Park
ISAAC STREET	85	90	100	91	366	Fairvale
ISAAC STREET	53	49	195	46	343	Fairvale
ISAAC STREET	105	100	73	49	327	Fairvale
ISAAC STREET	77	78	91	70	316	Fairvale
ISAAC STREET	33	69	172	31	305 pool	Fairvale
ISLAY DRIVE	119	105	106	95	425	Highland
JOHN STREET	117	122	61	50	300	off Grove
JOHN STREET	105	100	92	88	297	off Grove
KATILYN STREET	83	64	108	67	322	Fairvale
KENT STREET	155	143	136	136	570	Fairvale
KILDARE COURT	160	111	34	30	335	K Park
KILDARE COURT	78	88	92	74	332	K Park
KILDARE COURT	81	79	85	86	331	K Park
LINDEN CRESCENT	95	99	110	94	304 pool	Highland
LONGWOOD DRIVE	136	170	174	237	717	Oakville Acres
LONGWOOD DRIVE	103	110	102	56	371 pool	Oakville Acres
LONGWOOD DRIVE	77	90	98	68	333	Oakville Acres
LONGWOOD DRIVE	83	92	83	64	322	Oakville Acres
LONGWOOD DRIVE	46	122	105	48	321 pool	Oakville Acres
LONGWOOD DRIVE	56	64	129	55	304 pool	Oakville Acres
MAIDEN LANE	79	105	99	78	283 pool	Old Rothesay
MILLWOOD LANE	10	100	181	7	291 pool	Highland
MONACO DRIVE	75	129	77	63	344	Oakville Acres
MONACO DRIVE	116	119	50	30	315	Oakville Acres
NETHEBRY ROAD	55	64	76	93	288 pool	K Park
PAIGE STREET	61	63	95	69	288	Fairvale
PARK DRIVE	159	121	103	105	488	K Park
PARK DRIVE	74	69	85	126	354	K Park
PARK DRIVE	82	77	92	68	319	K Park
PARK DRIVE	81	86	74	74	315	K Park
PARK DRIVE	95	139	26	49	309	K Park
PARK DRIVE	57	61	66	119	303	K Park
PARK DRIVE	75	67	74	72	288	K Park
PARK DRIVE	72	66	76	73	287 pool	K Park

PARTRIDGE ROAD	84	69	99	136	388	K Park
PARTRIDGE ROAD	67	115	87	56	325 pool	K Park
PETERS LANE	283	211	44	55	538	Old Rothesay
ROBINSON STREET	95	76	90	66	327 pool	Fairvale
ROCKHAVEN PLACE	72	76	93	78	319	Fairvale
ROSALIE COURT	101	162	39	37	302	Highland
ROTHESAY PARK ROAD	71	121	131	111	323 dog is mean	Old Rothesay
ROTHESAY PARK ROAD	81	125	106	64	312	Old Rothesay
ROTHESAY ROAD	73	169	176	50	418 pool	Old Rothesay
ROTHESAY ROAD	118	104	139	82	361	Old Rothesay
ROTHESAY ROAD	157	80	77	60	314	East Riverside Kinghurst
SEVILLE ROW	65	81	94	56	296	Oakville Acres
STATION ROAD	112	108	103	91	323 guest house	Old Rothesay
STEELE STREET	103	121	188	105	412 pool	off Grove
SUNSET LANE	56	32	50	183	321	K Park
TOYE COURT	132	130	160	95	422	Highland
TOYE COURT	42	69	310	41	421 pool	Highland
TURNBULL COURT	48	114	129	40	291	Old Rothesay
USHER COURT	41	96	268	47	405	Highland
VALLEY ROAD	113	180	178	121	592 pool	K Park
VALLEY ROAD	54	70	198	44	366 pool	K Park
VALLEY ROAD	44	142	133	42	361	K Park
WEDGEWOOD DRIVE	88	81	93	71	333	Off Millenium
WRIGHT LANE	86	81	138	81	305	Highland

30% of these users have pools

## Highest Consumers by Neighborhood







**ROTHESAY**  
2025 September 08 Open Session FINAL\_136  
PLANNING ADVISORY COMMITTEE MEETING  
**Rothestay Town Hall Common Room**  
**Tuesday, September 2, 2025 at 5:30 p.m.**



**DRAFT**

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

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

**ABSENT:** TYLER DAVIS

The meeting was called to order at 5:29 p.m. Chairperson Guimond welcomed new member Counc. Lewis to replace Counc. Mackay French.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Counc. Shea and seconded by R. Forte the agenda be approved as circulated.

**CARRIED.**

**2. ADOPTION OF MINUTES**

**2.1 Regular Meeting of August 5, 2025**

**MOVED** by Counc. Shea and seconded by M. Graham the Planning Advisory Committee meeting minutes of August 5, 2025 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. NEW BUSINESS**

**4.1 107 Hampton Road**

**Ryan Emmerson**

OWNER:

Emmerson Service Centre Ltd.

PID:

00242628

PROPOSAL:

Variance (Signage)

Ryan Emmerson was in attendance on behalf of Emmerson Service Centre Ltd. DPDS Reade summarized the report, highlighting that polling was not required, and staff believe the variance is reasonable as it would create visual relief in the large façade of the building.

Mr. Emmerson explained that the murals would be wraps for the garage doors and are intended to spruce up the big white building. He mentioned that each image shown in the rendering has the name of a manufacturer on it. He asked if the recommendation could be changed from “without text” to wording that would permit this. DPDS Reade noted the intent of the condition was to prevent excess text and sale signs. He offered that staff do not see a problem with Mr. Emmerson’s request.

**MOVED** by Counc. Lewis and seconded by M. Graham the Planning Advisory Committee grant a variance from Rothesay By-law No. 3-10 (Section 12.2 - Fascia Signs) to permit an additional 2 fascia mural signs of 9.29m<sup>2</sup> containing product imagery with text limited to the name of the manufacturers.

**YEA votes recorded from:** Councs. Lewis and Shea, and K. Adams, R. Forte, and M. Graham.  
**NAY vote recorded from** J. LeHeup

**CARRIED.**

**MOVED** by Counc. Lewis and seconded by M. Graham the Planning Advisory Committee grant a variance from Rothesay By-law No. 3-10 (Section 12.2 – Fascia Signs) to permit increased sign coverage from 15% to 49.6%.

**CARRIED.**

<b>4.2</b>	<b>3 Kildare Court</b>	<b>Manchester Enterprises 2023 Ltd.</b>
	OWNER:	Daryl Ritchie
	PID:	00236539
	PROPOSAL:	Side-yard Variance

DPDS Reade explained that approval for a variance of 4 metres to 1 metre was granted earlier in the year. During the construction process it was determined that a further variance is required from 1 metre to 0.46 metres. He noted that polling was conducted, and work has not progressed since the new application was submitted. Staff support the proposal, on the condition that the Surveyor's Location Certificate be provided to the Development Officer prior to any further construction.

**MOVED** by Counc. Shea and seconded by K. Adams the Planning Advisory Committee grant an additional variance from the Rothesay Zoning By-Law No. 2-10 allowing for a reduced minor setback of 0.46 metres for a proposed attached 2-car garage at 3 Kildare Court (PID 00236539). The variance is subject to the following conditions:

- a. The applicant is required to submit the following:
  - 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; and
    - 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 further construction.

**ON THE QUESTION:**

CAO McLean noted this is a prime example of why these conditions exist and will continue to be used going forward.

**CARRIED.**

**4.3 30 Amberdale Drive Danielle White**  
 OWNER: Danielle White  
 PID: 30037477  
 PROPOSAL: Conditional Use - Daycare

The applicant, Danielle White, was in attendance. DPDS Reade summarized the report, noting how the application will meet all by-law requirements under Section 5.2 of the Zoning By-law, in terms of capacity, location, parking, and use of the property.

Ms. White spoke of her request, mentioning that she operated a similar daycare in Oromocto for the last three years. She noted two of the children are her own and highlighted how the property is suitable, especially in terms of location and proximity to a nearby park.

Discussion ensued and the following comments were made: the ages of the six children will conform with requirements set out in the legislation; the Zoning By-law's reference to the Family Services Act is outdated as the Early Childhood Services Act would apply in this case; the recommendation can be modified to grant conditional approval, to allow the applicant to use municipal approval to obtain the required provincial licensing – or written confirmation that a license is not required – as long as the documentation is subsequently provided to the Town; and it is not anticipated that the change will delay the process. Ms. White mentioned that she has already spoken to her insurance provider and the Fire Marshall.

**MOVED** by Counc. Lewis and seconded by R. Forte the Planning Advisory Committee grant as a Conditional Use approval to operate a daycare from the residential dwelling located at 30 Amberdale Drive (PID: 30037477) subject to Section 5.2 of By-law 2-10 Daycare requirements, *conditional on production of a license, if required, or written confirmation from the province that a license is not required, and provided to the Development Officer.*

#### ON THE QUESTION:

When asked, there were no comments from members of the public in attendance.

**CARRIED.**

Ms. White thanked the Committee and left the meeting.

**4.4 251 Gondola Point Road Leanne Becker & Jana Sura-Johnson**  
 OWNER: Leanne Becker & Jana Sura-Johnson  
 PID: 00243733  
 PROPOSAL: Temporary Suite

The applicants were not in attendance. DPDS Reade summarized the report, noting that polling was conducted. He spoke of the existing dwelling, the proposed new temporary suite to be constructed and attached by a breezeway, and how the proposal conforms to by-law requirements.

Discussion ensued, and there was support for temporary suites as a means of helping families stay close when family members require support. However, questions were raised about the rationale behind constructing a new building connected by a long breezeway, as opposed to more common – and more cost effective – practices of converting a portion of the existing dwelling, or building an addition. There was concern that the proposal may intend to use the guise of a temporary suite to construct a new building that could be converted into a permanent secondary unit or be subdivided into a new lot.

M. Graham noted there had been concern in the past that requiring the removal of temporary suites seems unreasonable and a waste of the investments of property owners. Staff advised that “removal” relates to eliminating electrical connections for stoves, and plumbing connections for sinks, which can be easily reversed should the Town’s approach towards temporary suites change.

Further discussion ensued on: the breezeway; the requirement for a municipal water and sewer connection since sharing the existing septic system and well is not permitted or recommended; potential to create a permanent unit, or rental, and set a precedent; further exploration needed on accessory dwellings as a housing option; the current process of reviewing the Zoning By-law; and a suggestion to table the application pending further discussion with the applicants.

**MOVED** by R. Forte and seconded by M. Graham the Planning Advisory Committee table the application for a temporary suite as a Conditional & Similar/Compatible use located at 251 Gondola Point Road (PID 00243733) pending further discussion between the applicants and staff.

**CARRIED.**

#### **4.5 Bridlewood Estates**

OWNER:

PID:

PROPOSAL:

#### **JP Custom Homes**

JP Custom Homes

30228456, 00441998, 30021539, & 00244434

43 Lot Subdivision

Peter Donovan was in attendance on behalf of JP Custom Homes. DPDS Reade summarized the report, highlighting: the proposal’s conformance with the Single Family Residential (R1B) Zone; public road connections to Longwood Drive, Bel-Air Avenue, and Carriage Way; options for land for public purposes (LPP) and discussions with a previous developer regarding deferred LPP contributions; stormwater management; modifying the road design of Saddleback Drive to create a traffic calming effect; municipal services – including installing and commissioning the entirety of the water distribution network - for the whole development – in the first phase of Public Street construction to eliminate dead-end watermains; and polling was conducted.

DPDS Reade and Mr. Donovan responded to questions from the Committee with the following: there are some areas of landlocked parcels that create a buffer, but these are not big enough for development and are owned by the Bel-Air Condo Association; curb will be required if there is underground stormwater management to avoid issues that occurred along Carriage Way such as water pooling; there are two lots fronting on Longwood Drive that can connect to the municipal water system before having to develop Saddleback Drive; the target audience can range but young families are within it; and it is estimated that twelve homes could be constructed in a year. When asked, Mr. Donovan briefly described the housing plans used by JP Custom Homes which can be a mix of spec or custom built.

CAO McLean spoke in favour of the project, noting it is a great fit, especially since it solves problems related to dead-end watermains, creates sidewalk connections, will attract young families, will provide housing, and adds to the tax base.

The following members of the public spoke: Nicole Robertson, 66 Bel-Air Avenue; Greg Langille, 59 Bel-Air Avenue; Tanya Pitzner, 24 Carriage Way; Debbie and Hugh Johansen, 64 Bel-Air Avenue; one owner of 4 Carriage Way; Ian Revill, 19 Carriage Way; Steve Almon, 82 Longwood Drive; and Trena Moore, 30 Bel-Air Avenue.

Concerns were raised regarding: stormwater management and pooling water; traffic – was a zig-zag configuration of roads considered to disperse traffic away from the congested Oakville Acres intersection by Sobeys?; existing traffic concerns with the lights, and corner, at the Oakville Acres intersection; limited traffic capacity for Hampton Road; opportunities for land development across the highway; removal of vegetation; reduction in property values; construction traffic on Carriage Way; water levels near Salmon Creek; construction noise; and connections to existing roads.

CAO McLean and Mr. Donovan addressed these concerns with the following: the development will require a net-zero stormwater management plan for pre-and-post water flow; the street layout was designed by an engineering and survey team and also considers installation of water, sewer, and stormwater infrastructure; it is likely vehicles will travel to the Oakville Acres intersection regardless of the street layout; the traffic light system at the Oakville Acres intersection was changed to produce an advance green light from Oakville Acres, and staff have explored the idea of a “no-turn on red” sign when exiting Sobeys, however this may create other issues; during the initial design there was discussion about making the lots on either side of Saddleback Drive have similar lot depths to create more greenspace; however, the lot depths do have some relation to the road connection to Longwood Drive; the developer is also working with the original subdivision plan; there is intent to save as much vegetation as possible; building houses closer to the street can create more greenspace but the developer must adhere to front setback distances as it relates to NB Power infrastructure requirements; it is not common for construction of new subdivisions to reduce property values, it is likely assessments would increase; it is reasonable and likely construction traffic will travel along the roads within the proposed subdivision and on Longwood Drive; staff are aware of water levels near Salmon Creek and a net zero stormwater management plan is intended to manage pre-and-post runoff; construction noise will adhere to Town by-law requirements; and the land for public purposes will be walkways, not vehicle connections.

DPDS Reade advised that should the Developer elect to have further discussions with Rothesay regarding the provision of walking trails through the three areas of Land for Public Purposes, an alternate motion “B” is recommended. When questioned, he noted staff recommend the alternate motion, and the Committee and Mr. Donovan were in favour.

**MOVED** by R. Forte and seconded by M. Graham the Planning Advisory Committee hereby recommends that Council assent to the Tentative Subdivision Plan prepared by DeSaulniers Surveys Inc. for the Bridlewood Estates Subdivision, for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated), with respect to the vesting of the proposed Public Streets and necessary Local Government Services Easements and Municipal Drainage Easements. With respect to the vesting of Saddleback Drive, the final engineering design and Final Plan of Subdivision may incorporate horizontal curvature of the Saddleback Drive alignment as a means of promoting reduced vehicle speeds.

**CARRIED.**

**MOVED** by K. Adams and seconded by M. Graham the Planning Advisory Committee hereby recommends that Council assent to the Tentative Subdivision Plan prepared by DeSaulniers Surveys Inc. for the Bridlewood Estates Subdivision for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated), with respect to the vesting of the proposed 703 square metres of Lands for Public Purposes, with the balance of the LPP dedication to be deferred pending discussions between the Developer and Rothesay regarding provision of walking trails by the Developer in the three areas of Land for Public Purposes. The acceptance of the three areas of Land for Public Purposes is subject to the following amendment being made to the final plan of subdivision:

- a. Relocation of the proposed LFPP-1 to the northwest so that it is located between lots P3-14 and P3-15 and aligned with the Future Street (PID 30246441).

**CARRIED.**

**MOVED** by R. Forte and seconded by Counc. Lewis the Planning Advisory Committee hereby recommends that Rothesay enter into a Development Agreement with the landowner / developer in general conformance with the amended draft Development Agreement, with respect to LPP, for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated).

**CARRIED.**

**MOVED** by M. Graham and seconded by Counc. Lewis the Planning Advisory Committee approves the following street names for Public Streets within the proposed subdivision for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated): Saddleback Drive, Equus Way, and Rein Ridge Lane.

**CARRIED.**

Mr. Donovan thanked the Committee and left the meeting.

## 5. OLD BUSINESS

---

### TABLED ITEMS

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

## 6. CORRESPONDENCE FOR INFORMATION

N/A

## 7. DATE OF NEXT MEETING(S)

The next meeting will be held on:

**Regular Meeting**

Monday, October 6, 2025 at 5:30 p.m.

## 8. ADJOURNMENT

**MOVED** by M. Graham and seconded by R. Forte the meeting be adjourned.

**CARRIED.**

# ROTHESAY

Planning Advisory Committee  
Minutes

2025September08OpenSessionFINAL\_142

-7-

2 September 2025

**DRAFT**

The meeting adjourned at 7:15 p.m.

---

CHAIRPERSON

---

RECORDING SECRETARY





2025 September 08 Open Session FINAL\_143

# ROTHESAY

## MEMORANDUM



---

TO : Mayor Grant and Council  
FROM : Planning Advisory Committee  
DATE : 4 September 2025  
RE : Bridlewood Estates – 43 Lot Subdivision  
PIDs 30228456, 00441998, 30021539, 00244434

---

### Recommendation:

- Council assent to the Tentative Subdivision Plan prepared by DeSaulniers Surveys Inc. for the Bridlewood Estates Subdivision, for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated), with respect to the vesting of the proposed Public Streets and necessary Local Government Services Easements and Municipal Drainage Easements. With respect to the vesting of Saddleback Drive, the final engineering design and Final Plan of Subdivision may incorporate horizontal curvature of the Saddleback Drive alignment as a means of promoting reduced vehicle speeds.
- Council assent to the Tentative Subdivision Plan prepared by DeSaulniers Surveys Inc. for the Bridlewood Estates Subdivision for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated), with respect to the vesting of the proposed 703 square metres of Lands for Public Purposes, with the balance of the LPP dedication to be deferred pending discussions between the Developer and Rothesay regarding provision of walking trails by the Developer in the three areas of Land for Public Purposes. The acceptance of the three areas of Land for Public Purposes is subject to the following amendment being made to the final plan of subdivision:
  - Relocation of the proposed LFPP-1 to the northwest so that it is located between lots P3-14 and P3-15 and aligned with the Future Street (PID 30246441).
- Rothesay enter into a Development Agreement with the landowner / developer in general conformance with the amended draft Development Agreement, with respect to LPP, for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated).

### Background:

The Planning Advisory Committee passed the following motions at its regular meeting of Tuesday, September 2, 2025.

## ROTHESAY

TO: Mayor and Council

FROM: Planning Advisory Committee

RE: Bridlewood Estates – 43 Lot Subdivision -2-

2025September08OpenSessionFINAL\_144

September 4, 2025

**MOVED** by R. Forte and seconded by M. Graham the Planning Advisory Committee hereby recommends that Council assent to the Tentative Subdivision Plan prepared by DeSaulniers Surveys Inc. for the Bridlewood Estates Subdivision, for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated), with respect to the vesting of the proposed Public Streets and necessary Local Government Services Easements and Municipal Drainage Easements. With respect to the vesting of Saddleback Drive, the final engineering design and Final Plan of Subdivision may incorporate horizontal curvature of the Saddleback Drive alignment as a means of promoting reduced vehicle speeds.

**CARRIED.**

**MOVED** by K. Adams and seconded by M. Graham the Planning Advisory Committee hereby recommends that Council assent to the Tentative Subdivision Plan prepared by DeSaulniers Surveys Inc. for the Bridlewood Estates Subdivision for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated), with respect to the vesting of the proposed 703 square metres of Lands for Public Purposes, with the balance of the LPP dedication to be deferred pending discussions between the Developer and Rothesay regarding provision of walking trails by the Developer in the three areas of Land for Public Purposes. The acceptance of the three areas of Land for Public Purposes is subject to the following amendment being made to the final plan of subdivision:

- Relocation of the proposed LFPP-1 to the northwest so that it is located between lots P3-14 and P3-15 and aligned with the Future Street (PID 30246441).

**CARRIED.**

**MOVED** by R. Forte and seconded by Counc. Lewis the Planning Advisory Committee hereby recommends that Rothesay enter into a Development Agreement with the landowner / developer in general conformance with the amended draft Development Agreement, with respect to LPP, for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated).

**CARRIED.**

**MOVED** by M. Graham and seconded by Counc. Lewis the Planning Advisory Committee approves the following street names for Public Streets within the proposed subdivision for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated): Saddleback Drive, Equus Way, and Rein Ridge Lane.

**CARRIED.**

# Rothesay

## DEVELOPMENT AGREEMENT

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

Parcel Identifiers  
of Parcels Burdened  
by Agreement: 30228456, 00441998, 30021539, 00244434  
(PIDs to be consolidated)

Owner of Land Parcels: **JP Custom Homes Ltd.**  
PO Box 4592  
Rothesay, NB  
E2E 5X3 (Hereinafter called the "Developer")

Agreement with: **Rothesay**  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5 (Hereinafter called "Rothesay")  
  
a body corporate under and by virtue of the Local  
Governance Act, RSNB 2021, Chapter 18, located  
in the County of Kings and Province of New  
Brunswick

**WHEREAS** the Developer is the registered owner of certain lands  
accessed from Longwood Drive and Carriage Way (PIDs # 30228456, 00441998,  
30021539 & 00244434) and which said lands are more particularly described in  
Schedule A hereto (hereinafter called the "Lands").

**AND WHEREAS** the Developer is now desirous of entering into a  
subdivision agreement to allow for a 43-lot residential subdivision including new  
public road connections to Longwood Drive, Bel-Air Avenue and Carriage Way  
identified as **Bridlewood Estates Subdivision** 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 forty-three (43) lots.
2. The Developer agrees that the construction of the initial portion of  
Saddleback Street shall include the extension and commissioning of a  
watermain and related services along the entire lengths of Saddleback  
Drive, Carriage Way, Equus Way, and Rein Ridge Lane to provide an  
interconnection with Rothesay's water distribution network as indicated  
on Schedule C.
3. The Developer agrees to submit for approval by Rothesay, 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:
  - a) Plan of Subdivision prepared by a person registered to practice  
land surveying in the Province of New Brunswick;
  - b) 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 Rothesay an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to Rothesay:
  - 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 Rothesay has accepted "final completion" of the work mentioned in this agreement, by resolution of Rothesay 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
  - c) Schedule C Proposed Phasing of Public Infrastructure

### **Subdivision**

6. Rothesay 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.
7. 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**

8. Rothesay and the Developer agree that the following parcels totalling 703 square meters as indicated on Schedule B alone shall be vested to Rothesay as Land for Public Purposes (LPP):
  - a) LFPP-1 (385 square metres) subject to its relocation to align with PID 30246441
  - b) LFPP-2 (225 square metres)
  - c) LFPP-3 (93 square metres)
9. The balance of the Land for Public Purposes dedication shall be deferred pending discussions between Rothesay and the Developer regarding the provision of walking trails by the Developer in the three areas of Land for Public Purposes. The acceptance of the three areas of Land for Public Purposes

### **Site Development**

10. 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.

11. The Developer agrees to not commence clearing of trees, excavation of topsoil or blasting activities in association with the construction of the subdivision until Rothesay has provided final approval of the subdivision design as determined by the Development Officer, in consultation with Rothesay's Engineer.
12. 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 if 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 night time hours.

### **Municipal Streets**

13. The Developer shall carry out, subject to inspection and approval by Rothesay representatives, and pay for the entire actual cost of the following:
  - a) surveying and staking of lots and streets;
  - b) rough grading of streets to profiles approved by Rothesay;
  - c) fine grading of streets to profiles approved by Rothesay;
  - d) hard surfacing of the streets as shown on the plan to Rothesay specifications; sub-grade standards, compaction and finish as approved by Rothesay's Engineer, in writing, before final hard surfacing may be installed;
  - e) the installation of sidewalk along one side of the street, approved by Rothesay;
  - f) the installation of curb and gutter, approved by Rothesay;
  - g) 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 Rothesay and where such trees are as follows:
    - i. 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 Rothesay.
  - h) engineering design and inspection of those works referred to in clauses b), c) d), e), f), and g) of this section.



14. The Developer agrees to provide, upon completion of Part (13), 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.
15. The Developer agrees to provide as-built drawings that delineate all public infrastructure to be submitted to Rothesay in compliance with the minimum standards and requirements specified in Rothesay's Digital Data Submission Standards for Infrastructure and Construction Drawings.
16. Rothesay reserves the right to assign public street names, notwithstanding that the names may not correspond with those shown on Schedule B.
17. 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 Rothesay.
18. The Developer agrees that it will not commence construction of any dwelling and no building permit will be issued by Rothesay for any such dwelling until such time as the street, which provides the normal access, to each dwelling, has been constructed to Rothesay standards as specified by Rothesay 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.
19. The Developer agrees to restore, in so doing assuming all costs, any and all disturbed areas of the public street and public street right of way to the satisfaction of Rothesay's Engineer following installation of the required municipal services.
20. The Developer agrees that the horizontal alignment of Saddleback Drive shall include either of the following measures, subject to the approval of the Director of Operations, to mitigate vehicle speeds:
  - a) provision of curvature within the horizontal alignment of Saddleback Drive; or
  - b) inclusion of a traffic circle or curb extensions at the Saddleback Drive / Rein Ridge Lane intersection.

#### **Storm Water**

21. The Developer shall carry out, subject to inspection and approval by Rothesay representatives, and pay for the entire actual costs of the installation of a storm water system including the following:
  - a. Construction, to Rothesay 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 Rothesay Engineer, from the entire developed portion of the lands. This includes any necessary work to convey stormwater to Salmon Creek, including but not limited to storm sewer mains along Longwood Drive.
22. The Developer agrees to provide additional stormwater storage of 1.5 times post development runoff minus pre-development runoff for flows directed to the Oakville Acres Pond.

23. The Developer agrees to submit for approval by Rothesay, prior to commencing any work on the storm water system such plans, as required by Rothesay, that shall conform with the design schematics and construction standards of Rothesay, unless otherwise acceptable to Rothesay's Engineer.
24. 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 Rothesay's storm water or sanitary collection system.
25. 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.
26. The Developer agrees to provide to Rothesay's 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 Rothesay specifications.

#### **Water Supply**

27. The Developer agrees to connect to Rothesay's nearest and existing water system at a point to be determined by Rothesay's Engineer and utilizing methods of connection approved by Rothesay.
28. Rothesay agrees to supply potable water for the purposes and for those purposes only for a maximum of forty-three (43) single family residential dwellings and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
29. The Developer agrees that the construction of the initial portion of Saddleback Street shall include the extension and commissioning of a watermain and related services along the entire lengths of Saddleback Drive, Carriage Way, Equus Way, and Rein Ridge Lane to provide an interconnection with Rothesay's water distribution network as indicated on Schedule C.
30. The Developer agrees to pay Rothesay a connection fee for each residential unit to the Rothesay water system calculated in the manner set out by Water By-law 1-18 as amended from time to time, to be paid to Rothesay on issuance of each building permit.
31. The Developer agrees that Rothesay 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. Rothesay 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.
32. The Developer agrees that all connections to Rothesay water mains shall be approved and inspected by Rothesay's Engineer or such other person as is designated by Rothesay prior to backfilling and that the operation of water system valves is the sole responsibility of Rothesay.



33. The Developer agrees to comply with Rothesay's Water By-law and furthermore that a separate water meter shall be installed, at their expense, for each residential connection made to Rothesay's water system.
34. The Developer agrees that Rothesay may terminate the Developer's connection to Rothesay water system in the event that Rothesay determines that the Developer is drawing water for an unauthorized purpose or for any other use that Rothesay deems in its absolute discretion.
35. 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 Rothesay water system has been satisfactorily completed and constructed in accordance with Rothesay specifications.

#### **Sanitary Sewer**

36. The Developer agrees to connect to the existing and nearest sanitary sewer system at a point to be determined by Rothesay's Engineer and utilizing methods of connection approved by Rothesay's Engineer.
37. The Developer agrees to pay Rothesay a connection fee for each residential unit to the Rothesay sewer system calculated in the manner set out by Sewage By-law 1-15 as amended from time to time, to be paid to Rothesay on issuance of each building permit.
38. The Developer agrees to carry out subject to inspection and approval by Rothesay 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.
39. The Developer agrees to submit for approval by Rothesay, prior to commencing any work to connect to the sanitary sewer system, any plans required by Rothesay, with each such plan meeting the requirements as described in Rothesay specifications for such development.
40. The Developer agrees that all connections to Rothesay sanitary sewer system shall be supervised by the Developer's engineer and inspected by Rothesay's Engineer or such other person as is designated by Rothesay prior to backfilling and shall occur at the sole expense of the Developer.

#### **Local Government Service Easements**

41. The Developer agrees to secure and grant to Rothesay, its successors and assigns, unencumbered easements crossing the Lands of the Developer and the Lands of PID 30228456, 00441998, 30021539, 00244434, in the form customarily used by Rothesay, providing for the full, free and uninterrupted right, liberty, privilege and easement to install, construct, reconstruct, repair, clean, maintain, inspect and use as part of the municipal services of Rothesay and as appurtenant thereto, and for all times hereafter, including sewers, water system mains, storm water collection infrastructure and other municipal services of such kind, size, type and number as Rothesay may from time to time determine necessary.

#### **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 Rothesay a Building Permit for any retaining wall, as required on the Lands, of 1.5 meters in height or greater 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 Rothesay from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with Rothesay prior to the commencement of any work hereunder a certificate of insurance naming Rothesay 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.<sup>00</sup>). 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 Rothesay. 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 **JP Custom Homes**, PO BOX 4592, ROTHESAY, New BRUNSWICK, E2E 5X3 and to Rothesay 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 Rothesay 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. Rothesay reserves the right and the Developer agrees that Rothesay has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not commenced on or before September 8, 2035 being a date 10 years (120 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 48, 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 8, 2035 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 Rothesay's Engineers being continued through to completion as continuously and expeditiously as deemed reasonable.
49. The Developer agrees that should Rothesay terminate this Agreement Rothesay 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 Rothesay

for the costs of completing the work mentioned in this agreement, the Developer shall promptly on receipt of an invoice pay to Rothesay the full amount owing as required to complete the work.

### **Security**

50. The Developer expressly agrees and understands that notwithstanding any provision of Rothesay'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 Rothesay an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to Rothesay; 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 Rothesay has accepted "final completion" of the work mentioned in this agreement, by resolution of Rothesay Council.

### **Failure to Comply**

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

- a) Rothesay 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) Rothesay 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) Rothesay 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, Rothesay 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 Rothesay 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: \_\_\_\_\_, 2025

Witness:

JP Custom Homes

\_\_\_\_\_

Peter F. Donovan, President

Witness:

Rothesay:

\_\_\_\_\_

Dr. Nancy E. Grant, Mayor

\_\_\_\_\_

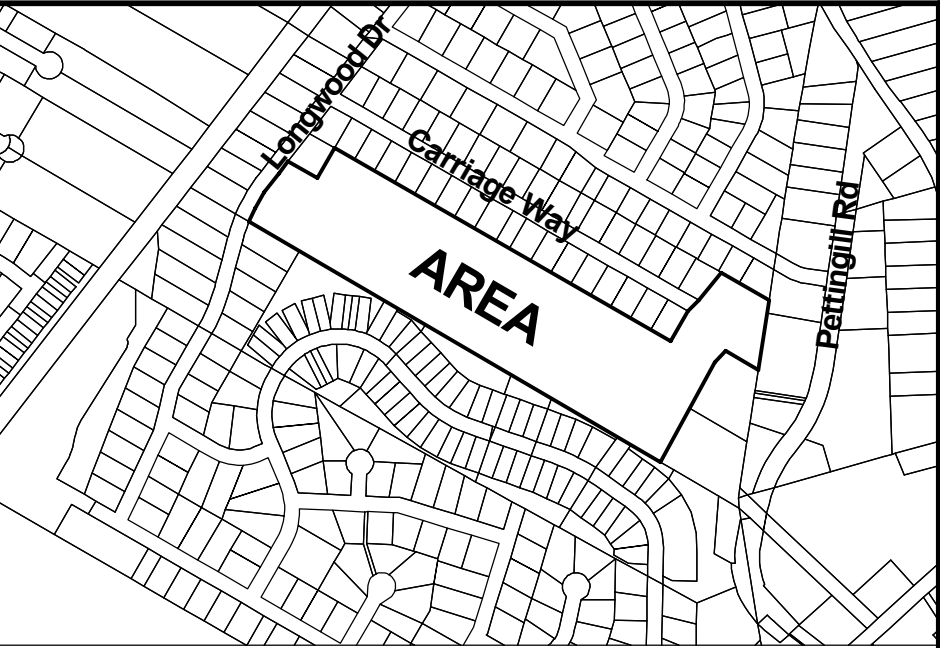
Mary Jane E. Banks, Clerk

**SCHEDULE A**

PIDs 30228456, 00441998, 30021539, 00244434  
(PIDs to be consolidated)

DRAFT





KEY PLAN: SNB MAPPING

SCALE 1:10,000

LEGEND

- SURVEY MARKER SET

●

ROUND IRON BAR FOUND

■

SQUARE IRON BAR FOUND

○

IRON PIPE FOUND

△

TRAVERSE CONTROL POINT

○

CALCULATED POINT

▲

NB GRID MONUMENT
- LAND DEALT WITH BY THIS PLAN SHOWN THUS

---

FENCE

---

EASEMENT

---

CENTRE LINE

○

ANCHOR / POLE

---

POWER WIRE

NOTES

1. All computations performed and coordinates shown on this plan are based on the New Brunswick Stereographic Double projection and the NAD83(CSRS) ellipsoid, as realized by SNB's adjusted coordinate monuments or high precision monuments.

2. Directions are NB grid azimuths established from GNSS observations of adjusted/HPN monument.

3. Distances shown are grid distances calculated using a combined scale factor utilizing geoid model CGG2013.

4. All peripheral information was derived from various sources and should be verified.

5. All document and plan references refer to the County Registry Office and or the Provincial Land Registration Office for the District of New Brunswick.

6. Field observations completed on

PURPOSE OF PLAN

- To create Lots P1-1, P2-1, P3-1 to P3-18, and P4-1 to P4-23

• To create 5m wide Public Utility Easements shown thus

• To create Land for Public Purposes LFPP-1 to LFPP-3

• To create Public Streets "Saddleback Drive", "Rein Ridge Lane" & "Equus Way"

In accordance with section 88(6)(a) of the Community Planning Act land indicated hereon as a public street vests in the Town of Rothesay as a local government street.

In accordance with section 88(6)(c) of the Community Planning Act land indicated hereon as land for public purposes vests in the Town of Rothesay as land for public purposes.

The Public Utility Easements shown on this plan vest in New Brunswick Power Corporation, Bell Canada and Rogers Communication Inc. pursuant to Regulation 2021-83 of the Community Planning Act - CHAPTER 2017, c.19

SIGNATURES OF OWNERS OR AGENTS

TENTATIVE

SUBDIVISION PLAN

BRIDLEWOOD ESTATES SUBDIVISION

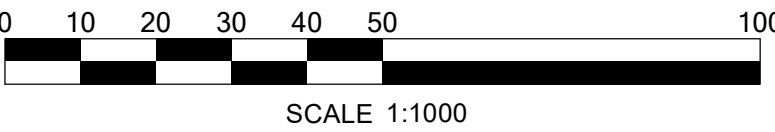
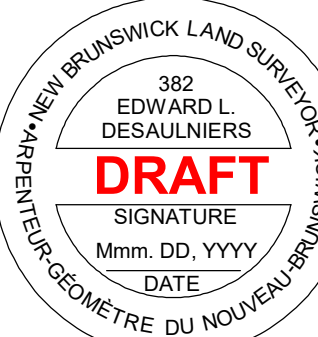
SITUATE

Longwood Drive, Town of Rothesay, County of Kings,  
Province of New Brunswick.



Certification is not made as to legal title, being the domain of a lawyer, nor to the zoning by-laws or regulations being the domain of a development officer.

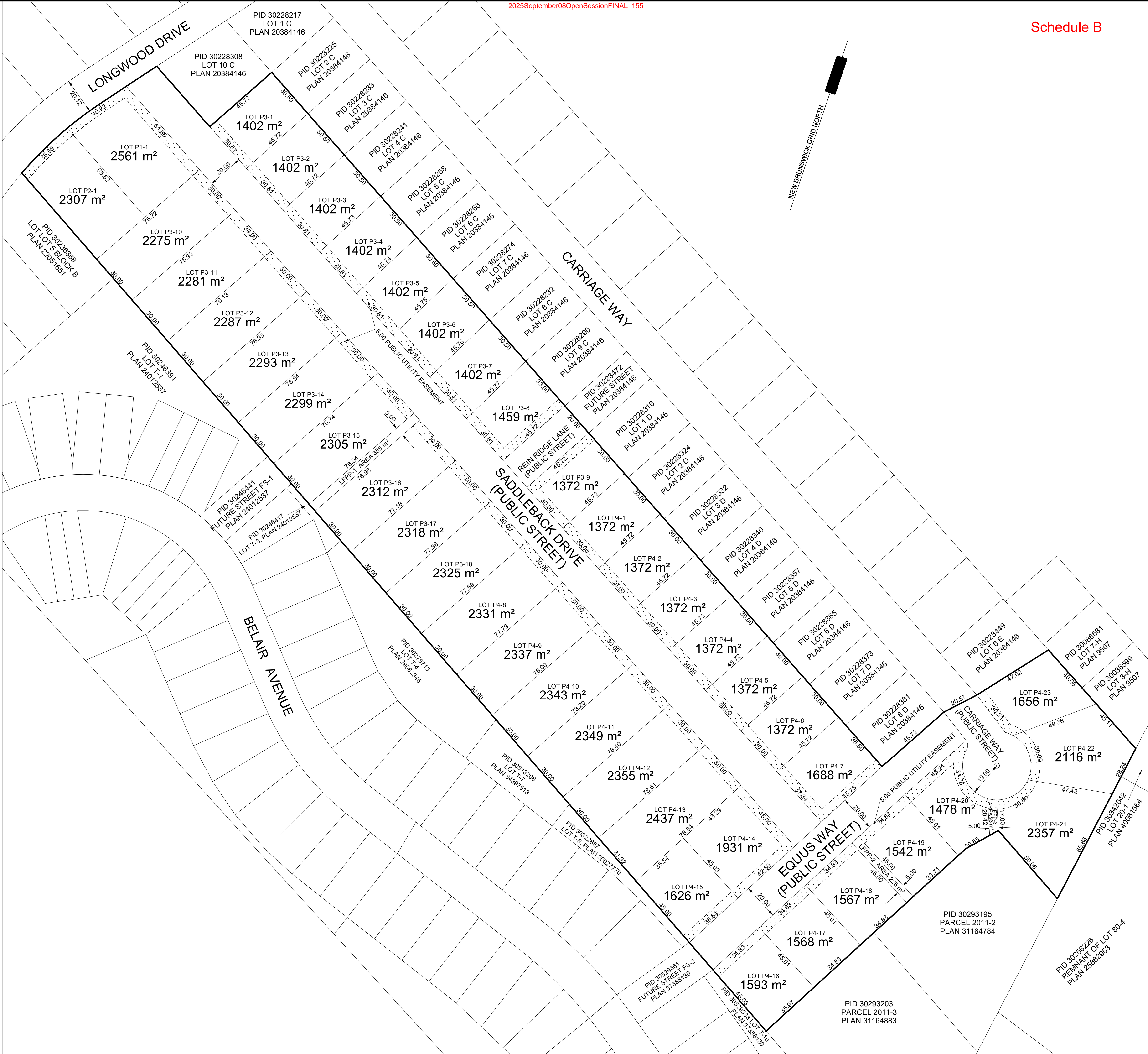
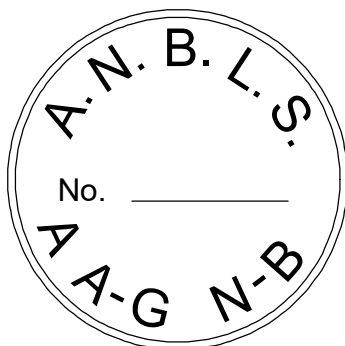
I do hereby certify to the correctness of this plan and that I have satisfied all the requirements of the surveys act.



Drawn by:

Job No.:

R0







KEY PLAN:								
<b>LEGEND:</b>								
<b>PROPOSED</b>		<b>EXISTING</b>						
EDGE OF PAVEMENT								
CURB / CURB & GUTTER								
WATERMAIN & GATE VALVE								
SANITARY PIPE & MANHOLE								
STORM PIPE & MANHOLE								
SANITARY LATERAL								
STORM LATERAL								
WATER LATERAL								
FIRE HYDRANT								
LIGHT STANDARD								
UTILITY LINE & POLE								
PROPERTY BOUNDARY		PROPERTY LINE						
EASEMENT		FENCE						
HEADWALL		ROAD SIGN						
DISCLAIMER:								
DRAWINGS SUBJECT TO APPROVAL PRIOR TO CONSTRUCTION. THIS DRAWING AND DESIGN IS COPYRIGHT PROTECTED WHICH SHALL NOT BE USED, REPRODUCED OR REVISED WITHOUT WRITTEN PERMISSION BY BRUNSWICK ENGINEERING & CONSULTING INC.. SEE SHEET ## FOR CONSTRUCTION NOTES AND DETAILS.								
REVISION:								
<table><tr><td>NO.</td><td>DATE</td><td>DESCRIPTION</td></tr><tr><td>0</td><td></td><td></td></tr></table>			NO.	DATE	DESCRIPTION	0		
NO.	DATE	DESCRIPTION						
0								
STATUS:								
<table><tr><td>NO.</td><td>DATE</td><td>DESCRIPTION</td></tr><tr><td>0</td><td></td><td></td></tr></table>			NO.	DATE	DESCRIPTION	0		
NO.	DATE	DESCRIPTION						
0								
CLIENT:								
CLIENT REF. #: 2108								
PROJECT:								
BRIDLEWOOD ESTATES SUBDIVISION ROTHESAY, NB								
TITLE:								
PROPOSED DEVELOPMENT								
40 Ashburn Lake Road, PO Box 1045, Saint John, NB E2L 4E3 tel: 506.696.9155 fax: 506.696.9158								
SEAL:								
DESIGNED BY:								
DRAWN BY:								
CHECKED BY:								
PROJECT NO:								
DATE: (YYYY/MM/DD)								
IF THIS BAR IS NOT 25mm LONG, ADJUST YOUR PLOTTING SCALE.								
ORIGINAL SCALE:								
HORIZONTAL: 1:1250 VERTICAL: N/A								
25mm								
SHEET NUMBER:								
1								
SHEET #:								
1 OF 1								



Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: Peter F. Donovan, President  
JP Custom Homes  
PO Box 4592  
Rothesay, NB  
E2E 5X3

Office Held by Deponent: Director

Corporation: JP Custom Homes Ltd.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2025.

I, **Peter F. Donovan**, 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 “**Peter F. Donovan**” subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
4. the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,  
in the County of Kings, )  
and Province of New Brunswick, )  
This \_\_\_\_ day of \_\_\_\_\_, 2025. )

BEFORE ME: )

\_\_\_\_\_  
Commissioner of Oaths )

\_\_\_\_\_  
**Peter F. Donovan**

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: Dr. Nancy E. Grant

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

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2025.

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

- 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 Dr. Nancy E. Grant, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
- the signature “Dr. Nancy E. Grant” subscribed to the within instrument is the signature of Dr. Nancy E. Grant, who is the Mayor of Rothesay 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 Rothesay to and for the uses and purposes therein expressed and contained;
- the Seal affixed to the foregoing indenture is the official seal of the said Rothesay and was so affixed by order of the Council of the said Rothesay, 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;

DECLARED TO at Rothesay of  
Rothesay, in the County of Kings, )  
and Province of New Brunswick, )  
This \_\_\_\_ day of \_\_\_\_\_, 2025. )

BEFORE ME: )

\_\_\_\_\_  
Commissioner of Oaths )

\_\_\_\_\_  
MARY JANE E. BANKS



**To:** Chair and Members of Rothesay Planning Advisory Committee  
**From:** Mark Reade, P.Eng., RPP, MCIP – Director of Planning and Development Services  
**Date:** Thursday, August 28, 2025  
**Subject:** 43 Lot Subdivision – Bridlewood Estates (PIDs 30228456, 00441998, 30021539 & 00244434)

<b>Applicant:</b>	JP Custom Homes	<b>Property Owner:</b>	JP Custom Homes
<b>Mailing Address:</b>	PO Box 4592 Rothesay, NB E2E 5X3	<b>Mailing Address:</b>	PO Box 4592 Rothesay, NB E2E 5X3
<b>Property Location:</b>	Longwood Drive	<b>PID:</b>	30228456, 00441998, 30021539 & 00244434
<b>Plan Designation:</b>	Low Density	<b>Zone:</b>	Single Family Residential – Standard Zone [R1B]
<b>Application For:</b>	Amending Development Agreement (43 Lot Subdivision & Cash in Lieu of Land for Public Purposes)		
<b>Input from Other Sources:</b>	Utilities (Power and Communications)		

**Origin:**

An application by JP Custom Homes to subdivide a portion of land accessed off Longwood Drive to allow for 43 new single-family home lots and new public road connections to Longwood Drive, Bel-Air Avenue, and Carriage Way.

**Background:**

The proposed subdivision of the subject land off Longwood Drive (PIDs # 30228456, 00441998, 30021539 & 00244434) consists of 43 single-family building lots all zoned Single Family Residential – Standard (R1B). All the proposed lots would meet or exceed the minimum 1350m<sup>2</sup> lot size requirements for the R1B zone and be fully serviced with municipal sewer and water.

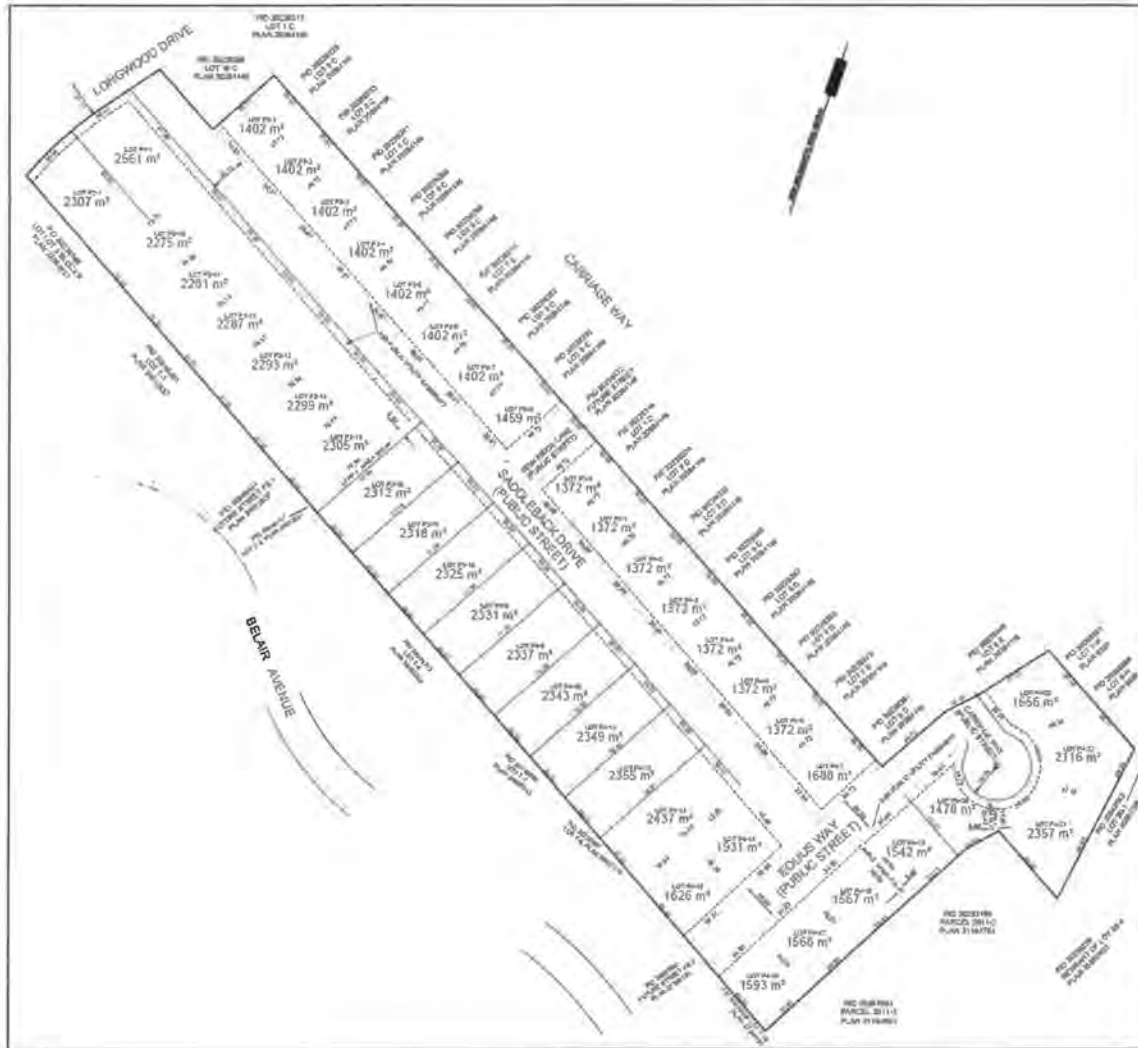
The Bridlewood subdivision lands are the vacant lands between the existing residential subdivision on Carriage Way and the “Rothesay Landings” development on Bel-Air Avenue. The proposed subdivision represents the completion of the phased residential development in the area that began in 2004 when Council assented to the 44-unit “Carriage Way” subdivision plan. Subsequently in 2007, Council approved the 86-unit Rothesay Landings residential subdivision agreement. The proposed subdivision includes road connections to existing road reserves to both existing subdivisions.

**Municipal Plan:**

Most of the lands within the proposed subdivision are designated as Medium Density Residential on the Municipal Plan Future Land Use Map, with a portion of the site frontage along Longwood Drive designated as Low Density. Municipal Plan policies MDR-2 and LDR-2 outline the development vision and scope of land uses within these areas.

*Policy MDR-2 Medium Density Residential Uses: Allow within the Medium Density Residential designation, a range of housing types where the dominant form of housing is two unit semi-detached, duplex dwellings, triplex-dwellings, fourplex dwellings, row houses, garden homes, or clustered housing. Other compatible uses may be permitted in the Medium Density Residential designation without amendment to the Municipal Plan, including but not limited to parks, municipal facilities, single-family homes, neighbourhood commercial, and public utilities.*





**Figure 1 - Proposed Bridlewood Estates Subdivision**

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

The proposal for a subdivision of single-unit dwellings conforms to the Municipal Plan.

#### **Zoning By-law:**

The site is zoned Single Family Residential – Standard (R1B). Lot dimensions conform to the standards of the zone. The proposed lots range in size from 1372 square metres to 2561 square metres, meeting the minimum lot area of 1350 square metres. Proposed lot frontages are between 30 metres and 42.5 metres, meeting or exceeding the minimum 30 metre lot frontage of the R1-B zone.

**Subdivision By-law:**

The proposed Bridlewood subdivision represents minor changes to the original plan of subdivision for the site, which included the area along Carriage Way that was constructed by the previous developer (Haldor (1972)).

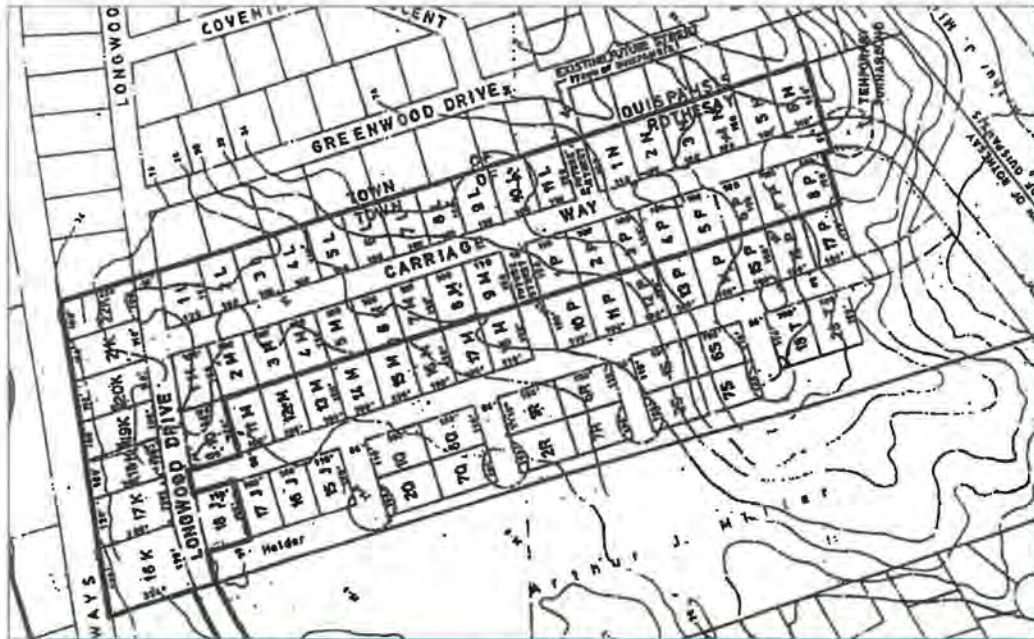


Figure 2 - Original 2005 Tentative Plan of Bridlewood Estates Subdivision

**Land for Public Purposes**

Consistent with jurisdiction provided by the *Community Planning Act*, Section 4.10 of Rothesay's Subdivision By-law provides for Council to accept land in the amount of ten percent (10%) of the area of the subdivision, exclusive of the public streets or money in Lieu of Land for Public Purposes in the amount of 8% of the market value of the proposed building lots. Staff calculate the market value of the new lots using \$13.50 per square meter as stated in Schedule C of the Subdivision By-law.

For the lands subject to the current application, the applicant is proposing to dedicate three areas of Land for Public Purposes which allow for the development of walkways. Staff recommend taking the balance of the land as money-in-lieu of Land for Public Purposes. The combined land and money-in-lieu dedication of 703 square metres of land and \$ 72,737.87 as money-in-lieu is summarized in Table 1.0.

Staff recommend a combined dedication to accept the three walkway areas proposed by the applicant and the balance as money-in-lieu. With respect to the three areas of land proposed to be dedicated as LPP, Staff note that LFPP-1 does not align with the Future Street (PID 30246441) along Bel-Air Avenue and will not provide a direct, unimpeded connection between Saddleback Drive and Bel-Air Avenue. As proposed, it abuts privately held lands owned by Rothesay Landings Estates Inc. Given this, LFPP-1 must be relocated to the northwest so that it is located between Lots P3-14 and P3-15 aligning with and abutting the Future Street.

Staff note that the Land for Public Purposes (LPP) or money-in-lieu for Public Purposes dedication required from Haldor (1972) Ltd. related to the development constructed along Carriage Way was deferred at the time the Carriage Way development was approved. Staff are working with the previous developer who has proposed a land dedication within the general area. This dedication will come to the Committee later once Staff have reviewed Haldor (1972)'s proposal in more detail.



<b>Table 1.0 Proposed Development – Land for Public Purposes (LPP) / Money-in-lieu of LPP Requirement</b>			
<b>Total Requirement</b>			
<b>Total Area of Lots</b>	<b>10% LPP requirement</b>	<b>Estimated value of lots</b>	<b>LPP Cash in Lieu Requirement 8% of Estimated Value</b>
79714 m <sup>2</sup>	7971.4 m <sup>2</sup>	\$ 1,076,139	\$ 86,091.12
<b>Land / Money-in-lieu to be provided</b>			
<b>Land to be provided</b>		<b>Balance as Money-in-Lieu</b>	
LFPP-1	385 m <sup>2</sup>	Remaining Lot Area	72684 m <sup>2</sup>
LFPP-2	225 m <sup>2</sup>	Estimated Value	\$ 981,234
LFPP-3	93 m <sup>2</sup>	Cash in Lieu requirement (8% of estimated value)	\$ 72,737.87
<b>Total<sup>1</sup></b>	<b>703 m<sup>2</sup></b>		

**Notes**

1. The 703 sq.m. LPP dedication would cover 7030 square metres of the 79714 square metres of the lots to be developed.

Rothsay's Subdivision By-Law does not include an explicit provision, like that of other municipalities, allowing for work in kind to be provided by a developer, such as construction of a walking trail. The *Community Planning Act* provides jurisdiction to the Planning Advisory Committee to grant reasonable variances related to the provision of Land for Public Purposes.

Staff note that should the developer be willing to construct walking trails to a design standard approved by Rothsay, the committee could entertain a variance to reduce the cash-in-lieu requirement payable. Should the Developer be amenable to exploring this concept, Staff recommend that the acceptance of the three areas of Land for Public Purposes (LFPP-1, LFPP2, LFPP-3) be assented to, with the money-in-lieu deduction deferred pending further discussions with the Town and Developer and costing of the trail construction through these areas.

*Development Agreement*

Considering that a new developer is undertaking the development, Staff have drafted a stand-alone development agreement for lands that are the subject of the application.

The draft Development Agreement contains clauses requiring roadway, water supply, sanitary sewer and stormwater infrastructure to be provided to support the proposed development. To ensure timely completion of the water distribution network to support the development and reduction of dead end watermain over the course of the construction, the agreement contains a clause requiring the developer to install and commission the entirety of the water distribution network to serve the development with the first phase of Public Street construction. This will eliminate the existing dead end watermain on Carriage Way and provide a connected distribution network along Saddleback Drive and Equus Way via connections to Bel-Air Avenue and Carriage Way.

The horizontal alignment of Saddleback Drive is straight, and Staff note from experience such an alignment can promote higher vehicle speeds. These higher vehicle speeds, whether real or perceived, often result in requests from residents to the Town for traffic calming measures. Staff do not have an issue with the location and general configuration of Saddleback Drive but note the width of the site is comparable to the area developed for Bel Air Avenue that provides for lots having varying widths on both sides of the street allowing for a curved roadway which can be employed to slow traffic.

Given thus, Staff have included a clause in the Development Agreement requiring the final design of Saddleback Drive incorporate one of the following elements to promote reduced vehicle speeds, subject to the approval of the Director of Operations:

- provision of curvature within the horizontal alignment of Saddleback Drive; or
- inclusion of a traffic circle or curb extensions at the Saddleback Drive / Rein Ridge Lane intersection.

The topography of the site has a grade break around an elevation of 39 meters. Lands east of this grade break drain towards the Oakville Acres Pond. West of this grade break, land drains towards Longwood Drive and eventually to Salmon Creek. While the impact of the development on the capacity of the Oakville Acres Pond will be assessed at the detailed design stage, Staff have included provision in the Development Agreement that the Developer be responsible for the following:

- Provision of additional stormwater storage of 1.5 times post development runoff minus pre-development runoff for flows directed to the Oakville Acres Pond.
- Provision of additional storm sewer capacity between the site to Salmon Creek.

Staff are recommending that Council assent is also recommended to any Local Government Services Easements or Municipal Drainage Easements that may be identified during detailed design.

#### *Street Names*

The proposed street names, which are of an equestrian theme, Saddleback Street, Equus Way, and Rein Ridge Lane have been reviewed by Staff and are acceptable. Approval of the street names by the Committee is recommended.

#### **Polling**

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

#### **Recommendation:**

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

- A. PAC Hereby recommends that Council assent to the Tentative Subdivision Plan prepared by DeSaulniers Surveys Inc. for the Bridlewood Estates Subdivision, for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated), with respect to the vesting of the proposed Public Streets and necessary Local Government Services Easements and Municipal Drainage Easements. With respect to the vesting of Saddleback Drive, the final engineering design and Final Plan of Subdivision may incorporate horizontal curvature of the Saddleback Drive alignment as a means of promoting reduced vehicle speeds.
- B. PAC Hereby recommends that Council assent to the Tentative Subdivision Plan prepared by DeSaulniers Surveys Inc. for the Bridlewood Estates Subdivision for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated), with respect to the vesting of the proposed 703 square metres of Lands for Public Purposes, with the balance of the LPP dedication to be taken as money-in-lieu subject to the following amendment being made to the final plan of subdivision:
  - a. Relocation of the proposed LFPP-1 to the northwest so that it is located between lots P3-14 and P3-15 and aligned with the Future Street (PID 30246441).



- C. PAC Hereby recommends that Rothesay enter into a Development Agreement with the landowner / developer in general conformance with the draft Development Agreement for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated).
- D. PAC approves the following street names for Public Streets within the proposed subdivision for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated): Saddleback Street, Equus Way, and Rein Ridge Lane.

Should the Developer elect to have further discussions with Rothesay regarding the provision of walking trails through the three areas of Land for Public Purposes, the following alternate motion B is recommended:

- B. PAC Hereby recommends that Council assent to the Tentative Subdivision Plan prepared by DeSaulniers Surveys Inc. for the Bridlewood Estates Subdivision for the properties identified as PIDs 30228456, 00441998, 30021539, and 00244434 (to be consolidated), with respect to the vesting of the proposed 703 square metres of Lands for Public Purposes, with the balance of the LPP dedication to be deferred pending discussions between the Developer and Rothesay regarding provision of walking trails by the Developer in the three areas of Land for Public Purposes. The acceptance of the three areas of Land for Public Purposes is subject to the following amendment being made to the final plan of subdivision:
  - a. Relocation of the proposed LFPP-1 to the northwest so that it is located between lots P3-14 and P3-15 and aligned with the Future Street (PID 30246441).

**Attachments:**

Attachment 1	Air Photo
Attachment 2	Future Land Use Map – Municipal Plan
Attachment 3	Zoning Map
Attachment 4	Tentative Plan of Subdivision
Attachment 5	Draft Development Agreement

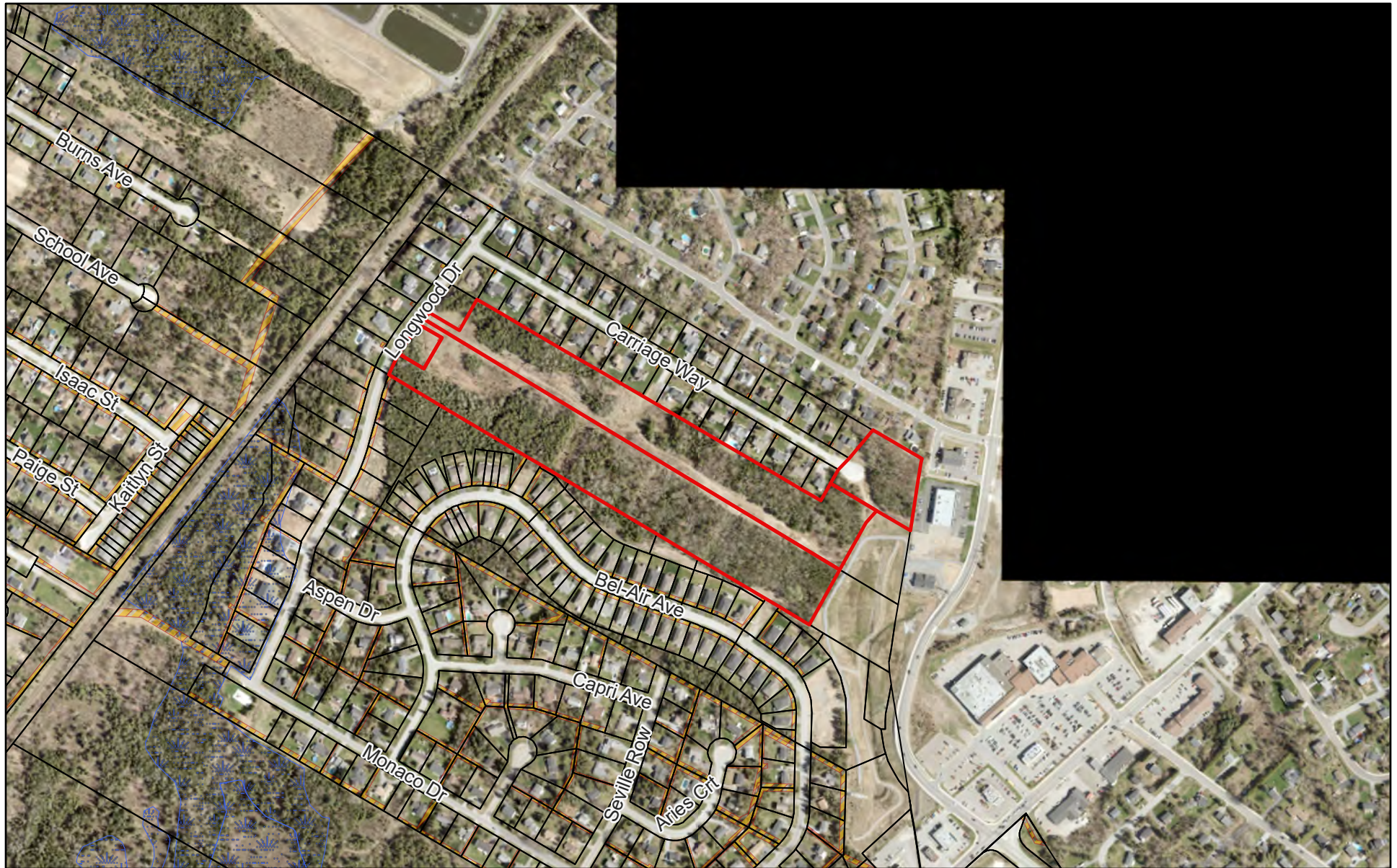


Report Prepared by: Mark Reade, P.Eng., RPP, MCIP  
Date: Thursday August 28, 2025



# Bridlewood Estates - Air Photo

2025September08OpenSessionFINAL\_165



2025-07-24



Subject Site



Encumbrance



Wetlands 2022

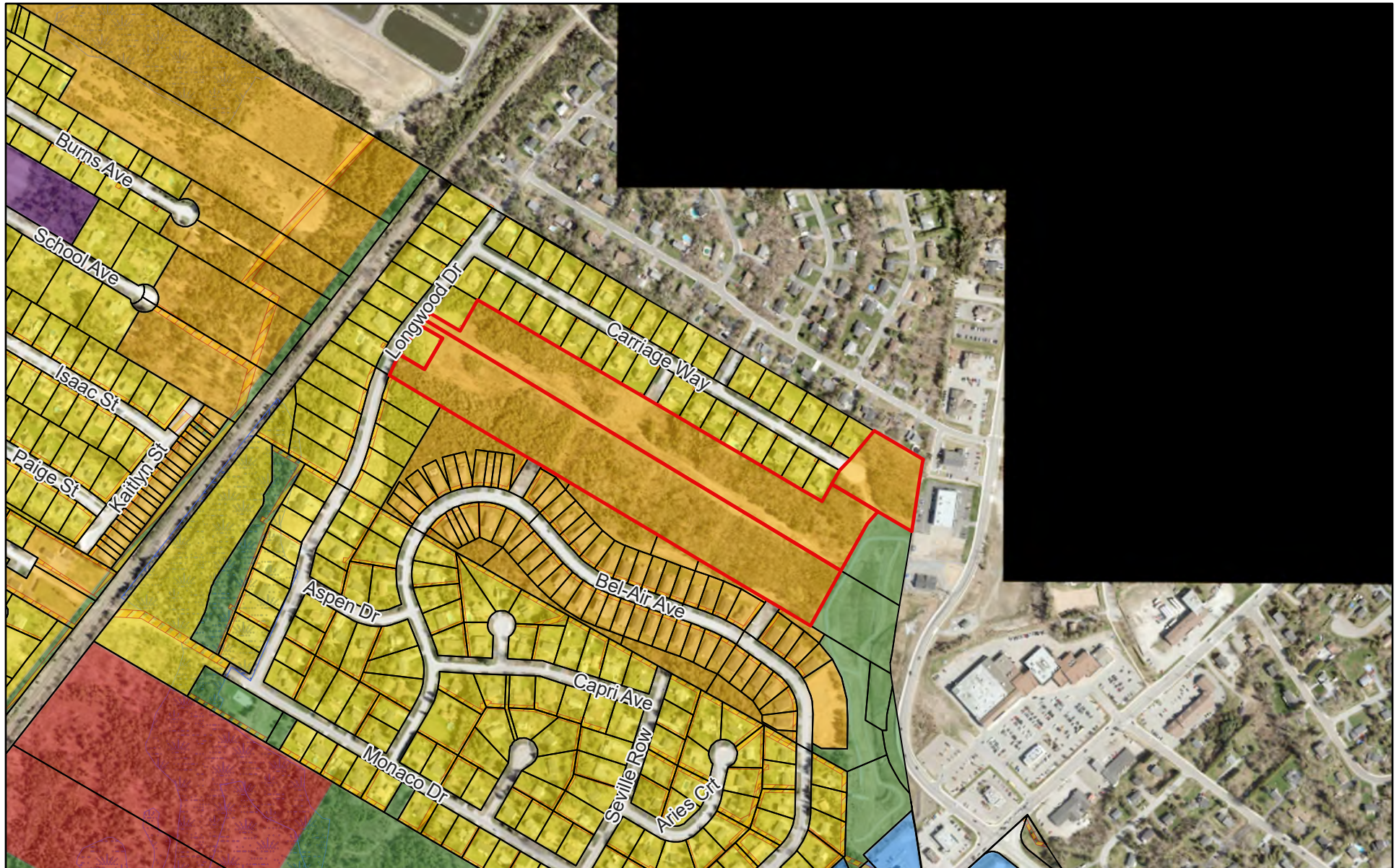


1:10,000  
0 0.05 0.1 0.2 mi  
0 0.07 0.15 0.3 km




# Bridlewood - Future Land Use


2025September08OpenSessionFINAL\_166





2025-07-24

 Subject Site

Future Land Use

 Low Density

 Medium Density


 Park & Conservation

 Commercial

 High Density

 Institutional

 Wetlands 2022

 Encumbrance

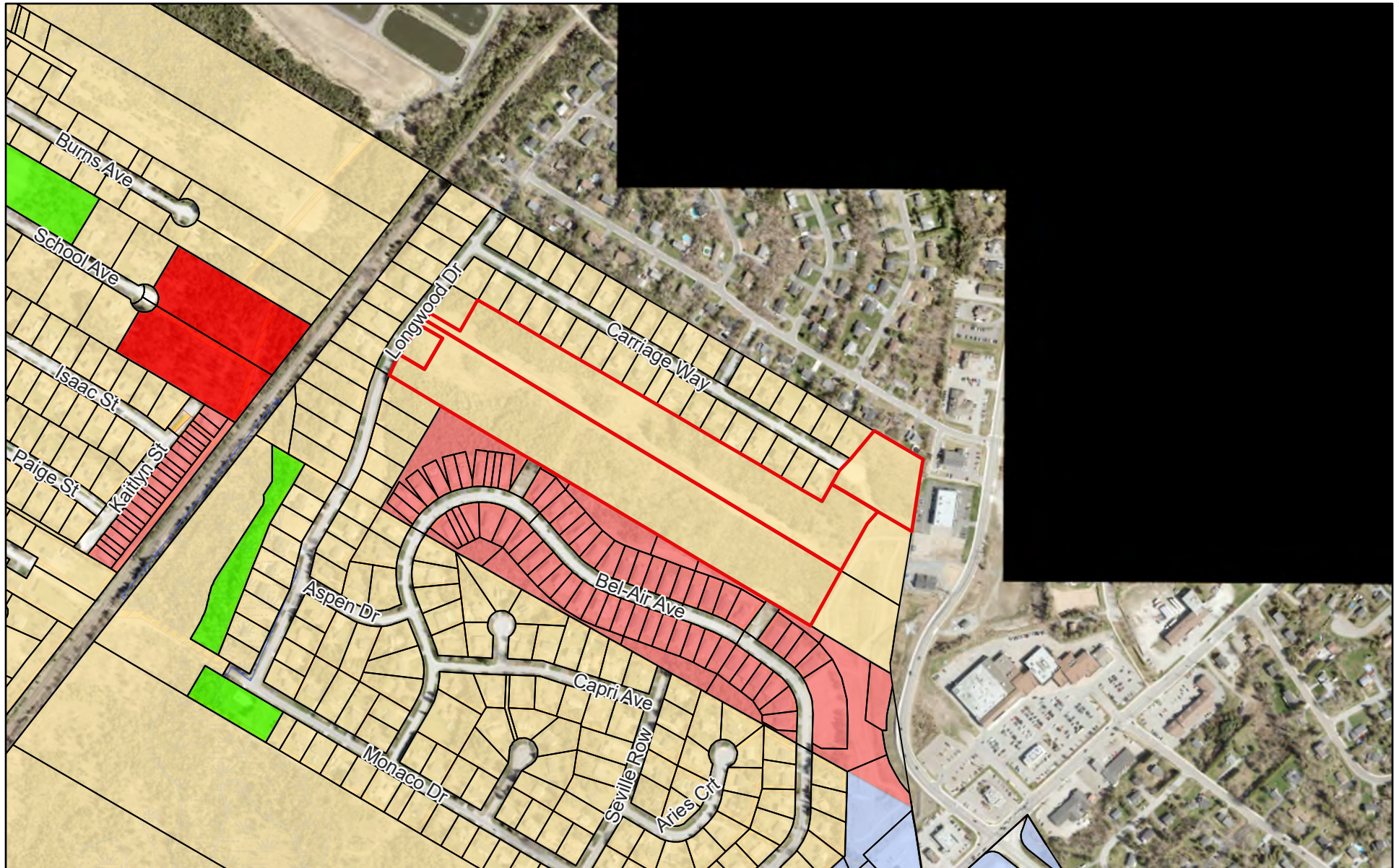


1:10,000  
0 0.05 0.1 0.2 mi  
0 0.07 0.15 0.3 km





# Bridlewood - Zoning

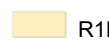




2025September08OpenSessionFINAL\_167

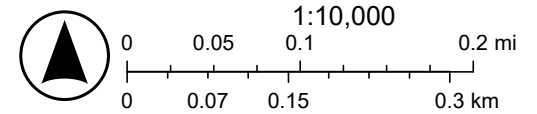


2025-07-24

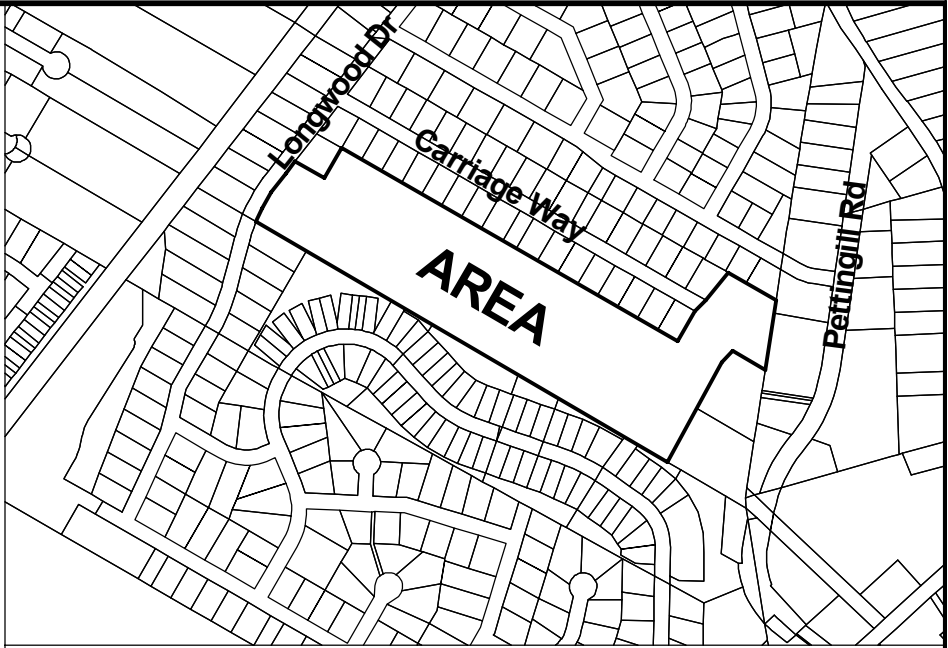
 Subject Site  
 Wetlands 2022

Zoning

 R1B  
 R3  
 R4  
 CC  
 REC







KEY PLAN: SNB MAPPING

SCALE 1:10,000

LEGEND

- SURVEY MARKER SET

●

ROUND IRON BAR FOUND

■

SQUARE IRON BAR FOUND

○

IRON PIPE FOUND

△

TRAVERSE CONTROL POINT

○

CALCULATED POINT

▲

NB GRID MONUMENT
- LAND DEALT WITH BY THIS PLAN SHOWN THUS

---

FENCE

---

EASEMENT

---

CENTRE LINE

○

ANCHOR / POLE

---

POWER WIRE

NOTES

- All computations performed and coordinates shown on this plan are based on the New Brunswick Stereographic Double projection and the NAD83(CSRS) ellipsoid, as realized by SNB's adjusted coordinate monuments or high precision monuments.
- Directions are NB grid azimuths established from GNSS observations of adjusted HPN monument.
- Distances shown are grid distances calculated using a combined scale factor utilizing geoid model CGG2013.
- All peripheral information was derived from various sources and should be verified.
- All document and plan references refer to the County Registry Office and or the Provincial Land Registration Office for the District of New Brunswick.
- Field observations completed on

PURPOSE OF PLAN

- To create Lots P1-1, P2-1, P3-1 to P3-18, and P4-1 to P4-23
- To create 5m wide Public Utility Easements shown thus
- To create Land for Public Purposes LFPP-1 to LFPP-3
- To create Public Streets "Saddleback Drive", "Rein Ridge Lane" & "Equus Way"

In accordance with section 88(6)(a) of the Community Planning Act land indicated hereon as a public street vests in the Town of Rothesay as a local government street.

In accordance with section 88(6)(c) of the Community Planning Act land indicated hereon as land for public purposes vests in the Town of Rothesay as land for public purposes.

The Public Utility Easements shown on this plan vest in New Brunswick Power Corporation, Bell Canada and Rogers Communication Inc. pursuant to Regulation 2021-83 of the Community Planning Act - CHAPTER 2017, c.19

SIGNATURES OF OWNERS OR AGENTS

TENTATIVE

SUBDIVISION PLAN

BRIDLEWOOD ESTATES SUBDIVISION

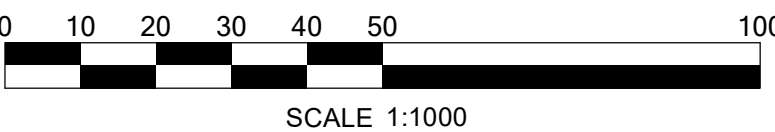
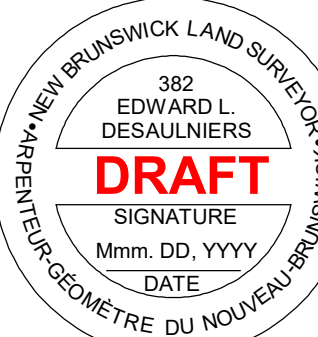
SITUATE

Longwood Drive, Town of Rothesay, County of Kings,  
Province of New Brunswick.



Certification is not made as to legal title, being the domain of a lawyer, nor to the zoning by-laws or regulations being the domain of a development officer.

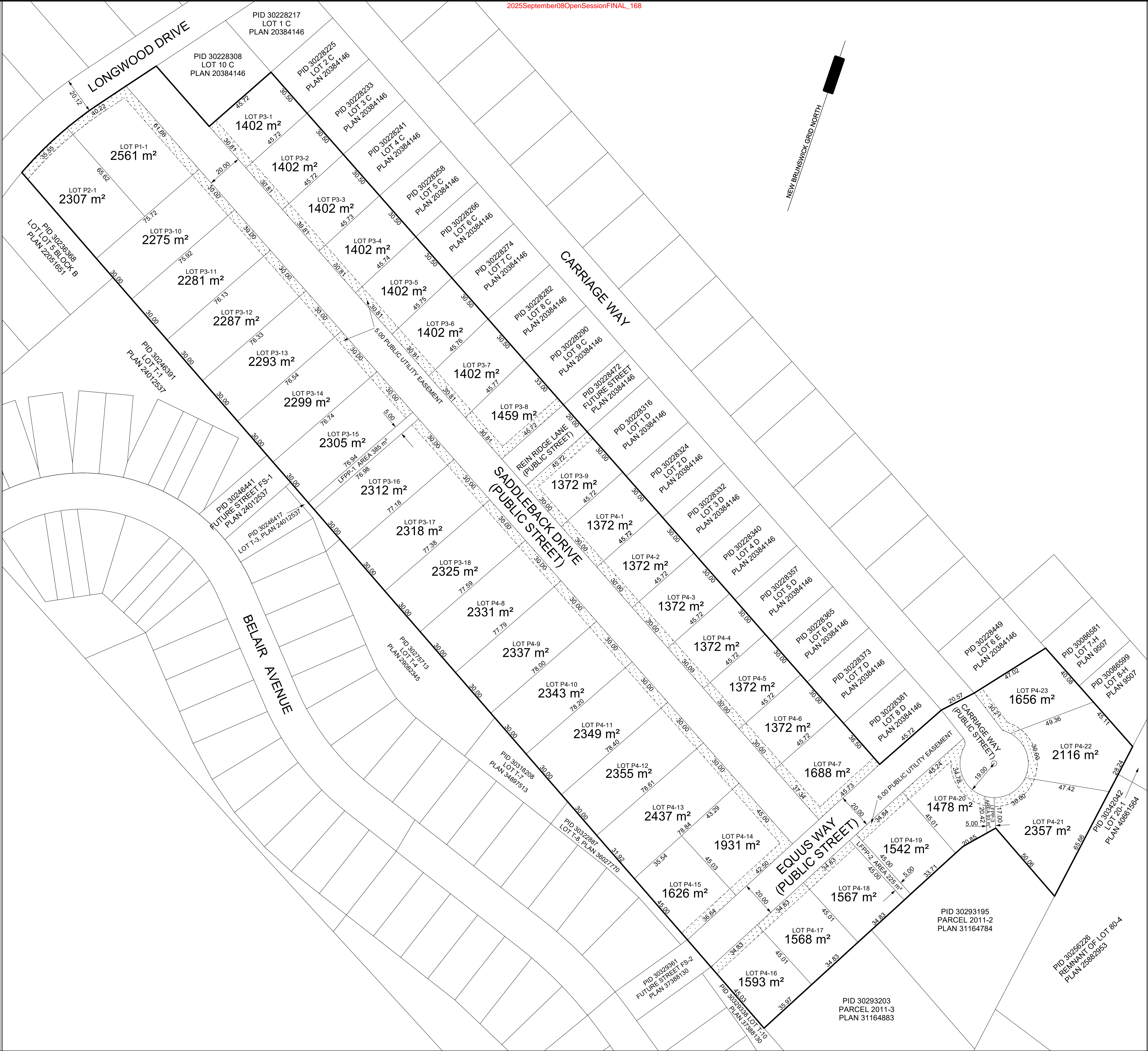
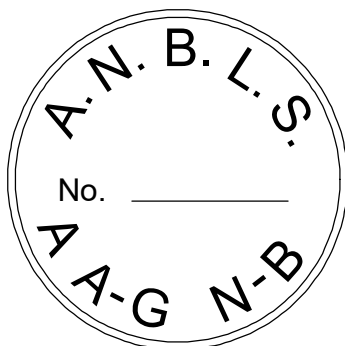
I do hereby certify to the correctness of this plan and that I have satisfied all the requirements of the surveys act.



Drawn by:

Job No.:

R0





## Rothesay

### DEVELOPMENT AGREEMENT

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

Parcel Identifiers  
of Parcels Burdened  
by Agreement:

30228456, 00441998, 30021539, 00244434  
(PIDs to be consolidated)

Owner of Land Parcels:

**JP Custom Homes**  
PO Box 4592  
Rothesay, NB  
E2E 5X3 (Hereinafter called the "Developer")

Agreement with:

**Rothesay**  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5 (Hereinafter called "Rothesay")

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

**WHEREAS** the Developer is the registered owner of certain lands accessed from Longwood Drive and Carriage Way (PIDs # 30228456, 00441998, 30021539 & 00244434) and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

**AND WHEREAS** the Developer is now desirous of entering into a subdivision agreement to allow for a 43 lot residential subdivision including new public road connections to Longwood Drive, Bel-Air Avenue and Carriage Way identified as **Bridlewood Estates Subdivision** 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 forty-three (43) lots.
2. The Developer agrees that the construction of the initial portion of Saddleback Street shall include the extension and commissioning of a watermain and related services along the entire lengths of Saddleback Drive, Carriage Way, Equus Way, and Rein Ridge Lane to provide an interconnection with Rothesay's water distribution network as indicated on **Schedule C**.
3. The Developer agrees to submit for approval by Rothesay, 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:
  - a) Plan of Subdivision prepared by a person registered to practice land surveying in the Province of New Brunswick;
  - b) 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 Rothesay an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to Rothesay:
  - 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 Rothesay has accepted "final completion" of the work mentioned in this agreement, by resolution of Rothesay 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
  - c) Schedule C Proposed Phasing of Public Infrastructure

#### **Subdivision**

6. Rothesay 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.
7. 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**

8. Rothesay and the Developer agree that the following parcels totalling 703 square meters as indicated on Schedule B alone shall be vested to Rothesay as Land for Public Purposes (LPP):
  - a) LFPP-1 (385 square metres) subject to its relocation to align with PID 30246441
  - b) LFPP-2 (225 square metres)
  - c) LFPP-3 (93 square metres)
9. The balance of the Land for Public Purposes dedication shall be provided to Rothesay as money-in-lieu of Land for Public Purposes totalling \$72,737.87.

10. Clause regarding trail / pedestrian connector construction by Developer.

#### **Site Development**

11. 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.

12. The Developer agrees to not commence clearing of trees, excavation of topsoil or blasting activities in association with the construction of the subdivision until Rothesay has provided final approval of the subdivision design as determined by the Development Officer, in consultation with Rothesay's Engineer.
13. 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 if 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 night time hours.

**Municipal Streets**

14. The Developer shall carry out, subject to inspection and approval by Rothesay representatives, and pay for the entire actual cost of the following:
  - a) surveying and staking of lots and streets;
  - b) rough grading of streets to profiles approved by Rothesay;
  - c) fine grading of streets to profiles approved by Rothesay;
  - d) hard surfacing of the streets as shown on the plan to Rothesay specifications; sub-grade standards, compaction and finish as approved by Rothesay's Engineer, in writing, before final hard surfacing may be installed;
  - e) the installation of sidewalk along one side of the street, approved by Rothesay;
  - f) the installation of curb and gutter, approved by Rothesay;
  - g) 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 Rothesay and where such trees are as follows:
    - i. 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 Rothesay.
  - h) engineering design and inspection of those works referred to in clauses b), c) d), e), f), and g) of this section.



15. The Developer agrees to provide, upon completion of Part (13), signed documentation and progress reports from a practicing Professional Engineer, licensed in New Brunswick ensuring that applicable codes and standards have been met and that the work was completed and utilizing such materials as in accordance with the terms of this Agreement and approved specifications.
16. The Developer agrees to provide as-built drawings that delineate all public infrastructure to be submitted to Rothesay in compliance with the minimum standards and requirements specified in Rothesay's Digital Data Submission Standards for Infrastructure and Construction Drawings.
17. Rothesay reserves the right to assign public street names, notwithstanding that the names may not correspond with those shown on Schedule B.
18. The Developer agrees that all items, materials, pipes, fittings, and other such infrastructure following acceptance of delivery on site by the Developer shall remain the full responsibility of the Developer against their accidental breakage or vandalism until the completed works are accepted by Rothesay.
19. The Developer agrees that it will not commence construction of any dwelling and no building permit will be issued by Rothesay for any such dwelling until such time as the street, which provides the normal access, to each dwelling, has been constructed to Rothesay standards as specified by Rothesay 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.
20. The Developer agrees to restore, in so doing assuming all costs, any and all disturbed areas of the public street and public street right of way to the satisfaction of Rothesay's Engineer following installation of the required municipal services.
21. The Developer agrees that the horizontal alignment of Saddleback Drive shall include either of the following measures, subject to the approval of the Director of Operations, to mitigate vehicle speeds:
  - a) provision of curvature within the horizontal alignment of Saddleback Drive; or
  - b) inclusion of a traffic circle or curb extensions at the Saddleback Drive / Rein Ridge Lane intersection.

#### **Storm Water**

22. The Developer shall carry out, subject to inspection and approval by Rothesay representatives, and pay for the entire actual costs of the installation of a storm water system including the following:
  - a. Construction, to Rothesay 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 Rothesay Engineer, from the entire developed portion of the lands. This includes any necessary work to convey stormwater to Salmon Creek, including but not limited to storm sewer mains along Longwood Drive.
23. The Developer agrees to provide additional stormwater storage of 1.5 times post development runoff minus pre-development runoff for flows directed to the Oakville Acres Pond.
24. The Developer agrees to submit for approval by Rothesay, prior to commencing any work on the storm water system such plans, as required



by Rothesay, that shall conform with the design schematics and construction standards of Rothesay, unless otherwise acceptable to Rothesay's Engineer.

25. 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 Rothesay's storm water or sanitary collection system.
26. 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.
27. The Developer agrees to provide to Rothesay's 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 Rothesay specifications.

#### **Water Supply**

28. The Developer agrees to connect to Rothesay's nearest and existing water system at a point to be determined by Rothesay's Engineer and utilizing methods of connection approved by Rothesay.
29. Rothesay agrees to supply potable water for the purposes and for those purposes only for a maximum of forty-three(43) single family residential dwellings and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
30. The Developer agrees that the construction of the initial portion of Saddleback Street shall include the extension and commissioning of a watermain and related services along the entire lengths of Saddleback Drive, Carriage Way, Equus Way, and Rein Ridge Lane to provide an interconnection with Rothesay's water distribution network as indicated on Schedule C.
31. The Developer agrees to pay Rothesay a connection fee for each residential unit to the Rothesay water system calculated in the manner set out by Water By-law 1-18 as amended from time to time, to be paid to Rothesay on issuance of each building permit.
32. The Developer agrees that Rothesay 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. Rothesay 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 Rothesay water mains shall be approved and inspected by Rothesay's Engineer or such other person as is designated by Rothesay prior to backfilling and that the operation of water system valves is the sole responsibility of Rothesay.
34. The Developer agrees to comply with Rothesay's Water By-law and furthermore that a separate water meter shall be installed, at their expense, for each residential connection made to Rothesay's water system.



35. The Developer agrees that Rothesay may terminate the Developer's connection to Rothesay water system in the event that Rothesay determines that the Developer is drawing water for an unauthorized purpose or for any other use that Rothesay 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 Rothesay water system has been satisfactorily completed and constructed in accordance with Rothesay specifications.

#### **Sanitary Sewer**

37. The Developer agrees to connect to the existing and nearest sanitary sewer system at a point to be determined by Rothesay's Engineer and utilizing methods of connection approved by Rothesay's Engineer.
38. The Developer agrees to pay Rothesay a connection fee for each residential unit to the Rothesay sewer system calculated in the manner set out by Sewage By-law 1-15 as amended from time to time, to be paid to Rothesay on issuance of each building permit.
39. The Developer agrees to carry out subject to inspection and approval by Rothesay 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 Rothesay, prior to commencing any work to connect to the sanitary sewer system, any plans required by Rothesay, with each such plan meeting the requirements as described in Rothesay specifications for such development.
41. The Developer agrees that all connections to Rothesay sanitary sewer system shall be supervised by the Developer's engineer and inspected by Rothesay's Engineer or such other person as is designated by Rothesay prior to backfilling and shall occur at the sole expense of the Developer.

#### **Local Government Service Easements**

42. The Developer agrees to secure and grant to Rothesay, its successors and assigns, unencumbered easements crossing the Lands of the Developer and the Lands of PID 30228456, 00441998, 30021539, 00244434, in the form customarily used by Rothesay, providing for the full, free and uninterrupted right, liberty, privilege and easement to install, construct, reconstruct, repair, clean, maintain, inspect and use as part of the municipal services of Rothesay and as appurtenant thereto, and for all times hereafter, including sewers, water system mains, storm water collection infrastructure and other municipal services of such kind, size, type and number as Rothesay may from time to time determine necessary.

#### **Retaining Walls**

43. 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.
44. The Developer agrees to obtain from Rothesay a Building Permit for any retaining wall, as required on the Lands, in excess of 1.2 meters in height and that such retaining walls will be designed by a Professional Engineer,



licensed to practice in New Brunswick.

#### **Indemnification**

45. The Developer does hereby indemnify and save harmless Rothesay from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with Rothesay prior to the commencement of any work hereunder a certificate of insurance naming Rothesay 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.<sup>00</sup>). 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 Rothesay. 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**

46. 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 **JP Custom Homes, PO BOX 4592, ROTHESAY, New BRUNSWICK, E2E 5X3** and to Rothesay 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**

47. The Developer agrees to be bound by and to act in accordance with the By-laws of Rothesay 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**

48. Rothesay reserves the right and the Developer agrees that Rothesay has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not commenced on or before **insert date** being a date 10 years (120 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.
49. Notwithstanding Part 48, the Parties agree that development shall be deemed to have commenced if within a period of not less than three (3) months prior to **insert date** 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 Rothesay's Engineers being continued through to completion as continuously and expeditiously as deemed reasonable.
50. The Developer agrees that should Rothesay terminate this Agreement Rothesay 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 Rothesay for the costs of completing the work mentioned in this agreement, the Developer shall promptly on receipt of an invoice pay to Rothesay the full amount owing as required to complete the work.



**Security**

51. The Developer expressly agrees and understands that notwithstanding any provision of Rothesay'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 Rothesay an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to Rothesay; 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 Rothesay has accepted "final completion" of the work mentioned in this agreement, by resolution of Rothesay Council.

**Failure to Comply**

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

- a) Rothesay 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) Rothesay 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) Rothesay 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, Rothesay 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**

53. 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**

54. If any paragraph or part of this agreement is found to be beyond the powers of Rothesay 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**

55. 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: \_\_\_\_\_, 2025

Witness: JP Custom Homes

\_\_\_\_\_  
Paul Carson, Director

Witness: Rothesay;

\_\_\_\_\_  
Dr. Nancy E. Grant, Mayor

\_\_\_\_\_  
Mary Jane Banks, Clerk



**SCHEDULE A**

PIDs 30228456, 00441998, 30021539, 00244434  
(PIDs to be consolidated)

DRAFT

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: Paul Carson, Director  
JP Custom Homes  
PO Box 4592  
Rothesay, NB  
E2E 5X3

Office Held by Deponent: Director

Corporation: JP Custom Homes

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2025.

I, Paul Carson, 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 "Paul Carson" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
4. the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,  
in the County of Kings,  
and Province of New Brunswick,  
This \_\_\_\_ day of \_\_\_\_\_, 2025.

BEFORE ME:

Commissioner of Oaths

Paul Carson

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: Dr. Nancy E. Grant

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

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2025.

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

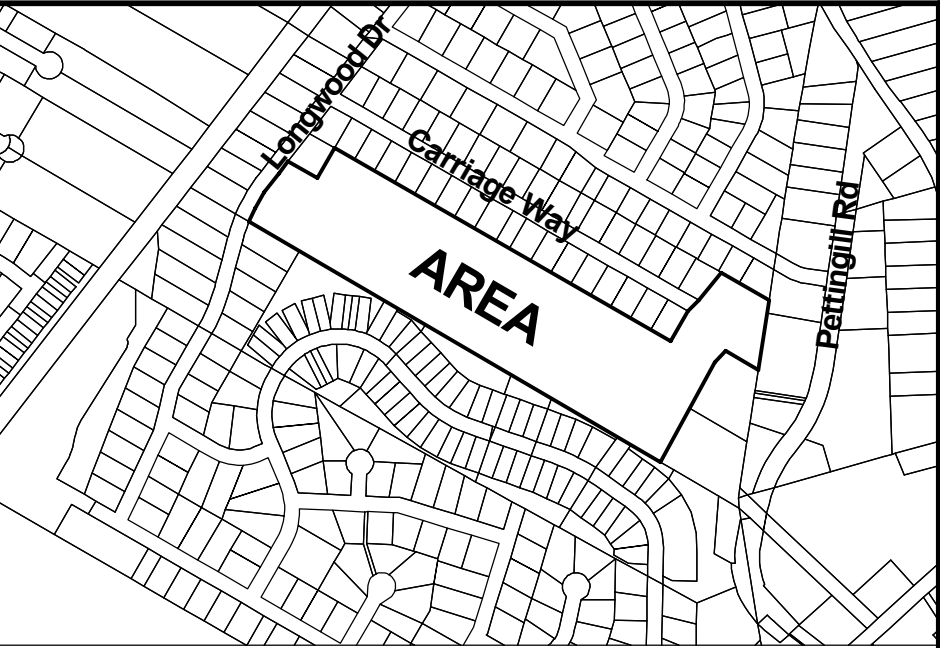
- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
- 6. That the attached instrument was executed by me and Dr. Nancy E. Grant, the other officer specified above, as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

DECLARED TO at Rothesay of  
Rothesay, in the County of Kings, )  
and Province of New Brunswick, )  
This \_\_\_\_ day of \_\_\_\_\_, 2025. )

BEFORE ME: )  
)  
)  
)  
Commissioner of Oaths )

\_\_\_\_\_  
MARY JANE E. BANKS





KEY PLAN: SNB MAPPING

SCALE 1:10,000

LEGEND

- SURVEY MARKER SET

●

ROUND IRON BAR FOUND

■

SQUARE IRON BAR FOUND

○

IRON PIPE FOUND

△

TRAVERSE CONTROL POINT

○

CALCULATED POINT

▲

NB GRID MONUMENT
- LAND DEALT WITH BY THIS PLAN SHOWN THUS

---

FENCE

---

EASEMENT

---

CENTRE LINE

○

ANCHOR / POLE

---

POWER WIRE

NOTES

1. All computations performed and coordinates shown on this plan are based on the New Brunswick Stereographic Double projection and the NAD83(CSRS) ellipsoid, as realized by SNB's adjusted coordinate monuments or high precision monuments.

2. Directions are NB grid azimuths established from GNSS observations of adjusted/HPN monument.

3. Distances shown are grid distances calculated using a combined scale factor utilizing geoid model CGG2013.

4. All peripheral information was derived from various sources and should be verified.

5. All document and plan references refer to the County Registry Office and or the Provincial Land Registration Office for the District of New Brunswick.

6. Field observations completed on

PURPOSE OF PLAN

- To create Lots P1-1, P2-1, P3-1 to P3-18, and P4-1 to P4-23

• To create 5m wide Public Utility Easements shown thus

• To create Land for Public Purposes LFPP-1 to LFPP-3

• To create Public Streets "Saddleback Drive", "Rein Ridge Lane" & "Equus Way"

In accordance with section 88(6)(a) of the Community Planning Act land indicated hereon as a public street vests in the Town of Rothesay as a local government street.

In accordance with section 88(6)(c) of the Community Planning Act land indicated hereon as land for public purposes vests in the Town of Rothesay as land for public purposes.

The Public Utility Easements shown on this plan vest in New Brunswick Power Corporation, Bell Canada and Rogers Communication Inc. pursuant to Regulation 2021-83 of the Community Planning Act - CHAPTER 2017, c.19

SIGNATURES OF OWNERS OR AGENTS

TENTATIVE

SUBDIVISION PLAN

BRIDLEWOOD ESTATES SUBDIVISION

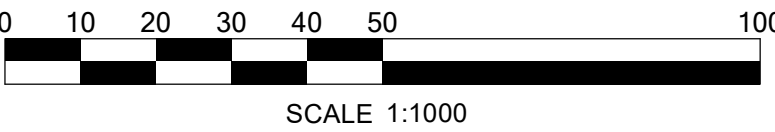
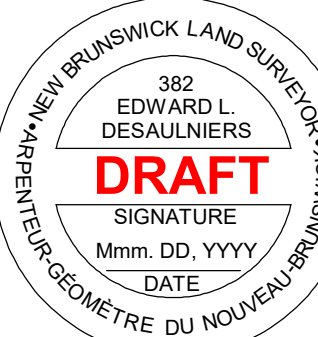
SITUATE

Longwood Drive, Town of Rothesay, County of Kings,  
Province of New Brunswick.



Certification is not made as to legal title, being the domain of a lawyer, nor to the zoning by-laws or regulations being the domain of a development officer.

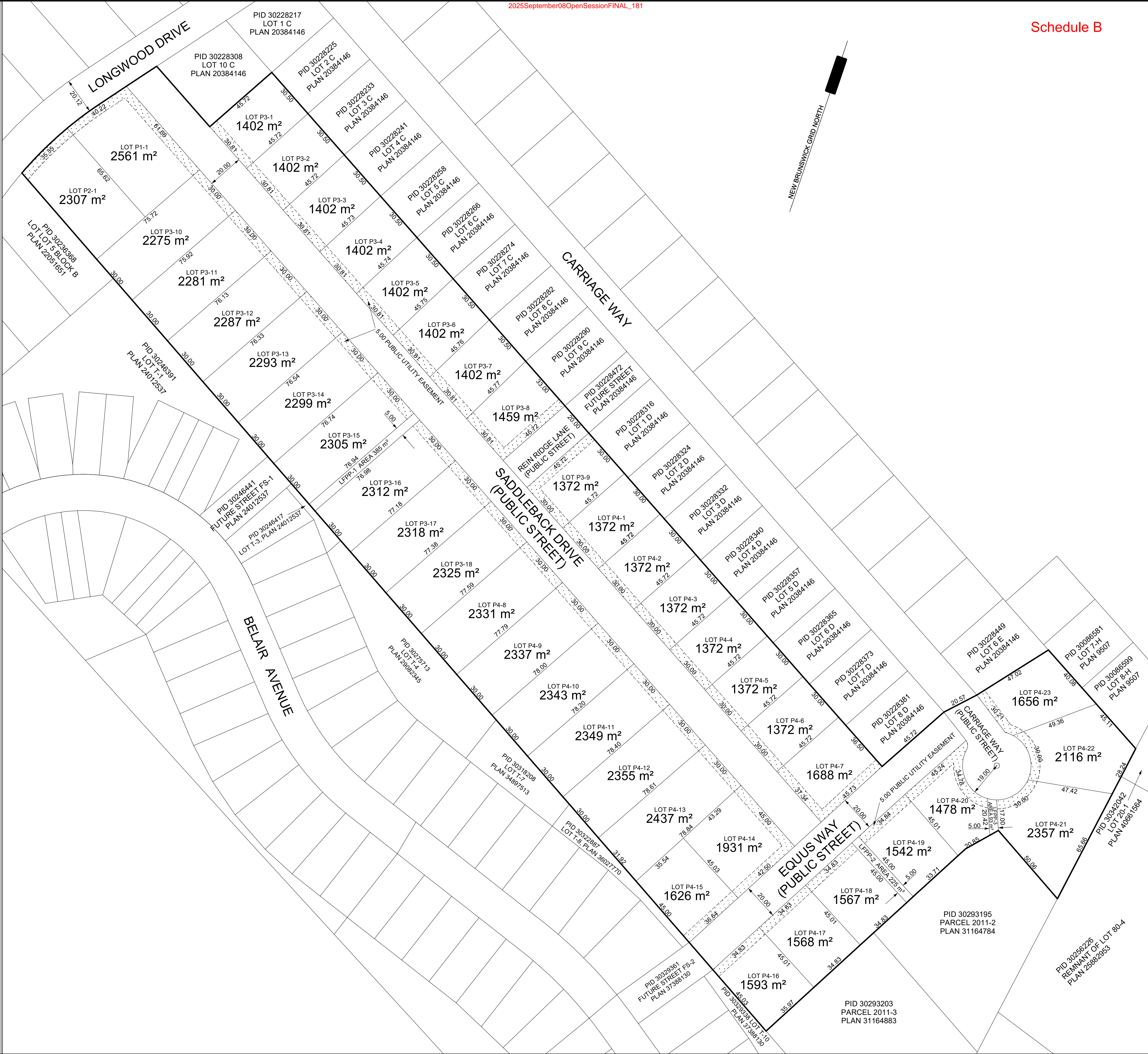
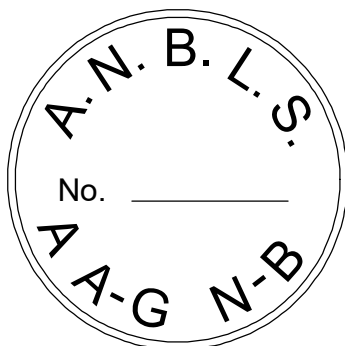
I do hereby certify to the correctness of this plan and that I have satisfied all the requirements of the surveys act.



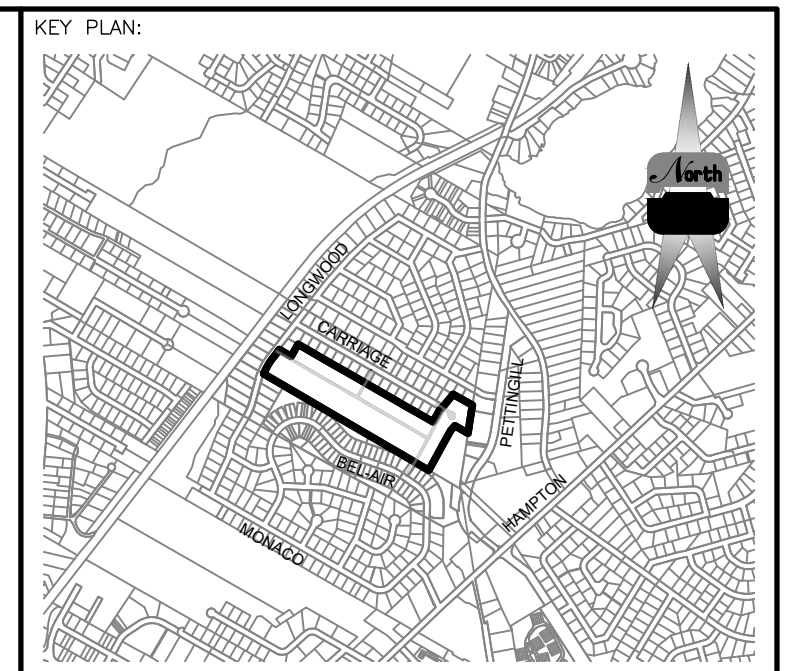
Drawn by:

Job No.:

R0







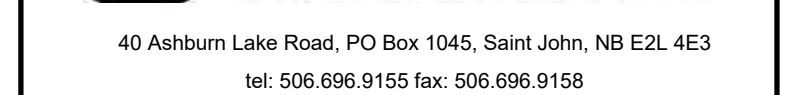
DISCLAIMER:  
DRAWINGS SUBJECT TO APPROVAL PRIOR TO CONSTRUCTION. THIS DRAWING AND DESIGN IS COPYRIGHT PROTECTED WHICH SHALL NOT BE USED, REPRODUCED OR REVISED WITHOUT WRITTEN PERMISSION BY BRUNSWICK ENGINEERING & CONSULTING INC. SEE SHEET ## FOR CONSTRUCTION NOTES AND DETAILS.

CLIENT: 



\_\_\_\_\_

\_\_\_\_\_



SEAL:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SHEET NUMBER:

SHEET NUMBER: 1

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----



**From:** Mark Reade  
**Sent:** Thursday, August 7, 2025 1:12 PM  
**To:**  
**Cc:** Liz Hazlett  
**Subject:** RE: Bridlewood Estaticd

thank you for your e-mail. I will forward it to the Committee for their consideration.

This application will be on the agenda for the Committee's September meeting (Tuesday September 2).

Mark

ROTHESAY  
Mark Reade, P. Eng., RPP, MCIP  
Director of Planning and Development Services  
Direct: 506-848-6609  
T: 506-848-6600  
F: 506-848-6677  
E-Mail: markreade@rothesay.ca  
70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

**From:**  
**Sent:** July 31, 2025 12:33 PM  
**To:** Mark Reade <markreade@rothesay.ca>  
**Subject:** Bridlewood Estaticd

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

I am a Carriage way owner and appreciate the improvements that the town has made to our street over the last two months. With this in mind, if the new subdivision were to proceed we collectively would appreciate your consideration of having our street spared from all of the trucks and construction equipment involved in the development.

Many thanks,

Sent from my iPad

**From:** Mark Reade  
**Sent:** Thursday, August 7, 2025 1:13 PM  
**To:**  
**Cc:**  
**Subject:** RE: Subdivision application-Bridlewood Estates

thank you for your e-mail. I will forward it to the Committee for their consideration.

This application will be on the agenda for the Committee's September meeting (Tuesday September 2).

Mark

ROTHESAY  
Mark Reade, P. Eng., RPP, MCIP  
Director of Planning and Development Services  
Direct: 506-848-6609  
T: 506-848-6600  
F: 506-848-6677  
E-Mail: markreade@rothesay.ca  
70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

**From:**  
**Sent:** August 1, 2025 8:48 AM  
**To:** Mark Reade <markreade@rothesay.ca>  
**Cc:**  
**Subject:** Subdivision application-Bridlewood Estates

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

Mark Reade;

My name is \_\_\_\_\_ and my wife, \_\_\_\_\_ and I reside at 76 Bel-Air Avenue, the last house in the sub-division, Rothesay Landings.

Our home is on a hill and on a bend and we have had several near misses with vehicles and pedestrians in the five and half years we have lived here. An increase in traffic will make this area more dangerous, with the new residents using Bel-Air Ave. as opposed to Longwood/Pettinghill. I have inquired about speed bumps in the past but never followed through with the process required by the Town of Rothesay.

Also, we only received this notice on Thursday, July 31st, which does not allow anyone in our subdivision time to respond, especially considering ongoing postal issues and August 1st being the start of a long weekend.

Thank you

Sent from my iPhone



---

**From:** Mark Reade  
**Sent:** Thursday, August 7, 2025 1:10 PM  
**To:**  
**Cc:** Liz Hazlett  
**Subject:** RE: Subdivision Application - Bridlewood Estates

thank you for your e-mail, I will forward it to the Committee for their consideration.

This application will be on the agenda for the Committee's September meeting (Tuesday September 2).

Mark



**ROTHESAY**  
**Mark Reade, P. Eng., RPP, MCIP**  
***Director of Planning and Development Services***  
**Direct: 506-848-6609**  
**T: 506-848-6600**  
**F: 506-848-6677**  
**E-Mail: [markreade@rothesay.ca](mailto:markreade@rothesay.ca)**  
70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

**From:**  
**Sent:** August 1, 2025 3:44 PM  
**To:** Mark Reade <[markreade@rothesay.ca](mailto:markreade@rothesay.ca)>  
**Subject:** Subdivision Application - Bridlewood Estates

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

Mark Reade,

My name is \_\_\_\_\_ and I live on 77 Bel-Air Ave, which is next to the lot containing the road into the water retention basin.

My home is on a hill at the beginning of a downward curve in the road and I have had a few close calls while exiting my driveway with cars going too fast on the street. As well, many residents with dogs and children in the area use Bel-Air as a place to walk and gain access to the trail around the retention area.

My concern is that with the increased traffic from the proposed subdivision there will be a greater risk of accidents involving vehicles and pedestrians. I would like to see speed bumps in this area of Bel-Air to help mitigate any future incidents.

Sincerely,

---

**From:**  
**Sent:** Friday, August 29, 2025 8:20 AM  
**To:**  
**Subject:** FW: Subdivision Application - Bridlewood Estates. Longwood Drive

**From:** Rothesay Info <[Rothesay@rothesay.ca](mailto:Rothesay@rothesay.ca)>  
**Sent:** August 25, 2025 3:29 PM  
**To:**  
**Cc:** Mark Reade <[markreade@rothesay.ca](mailto:markreade@rothesay.ca)>  
**Subject:** RE: Subdivision Application - Bridlewood Estates. Longwood Drive

Good afternoon

Thank you for your email.

By copy of this email I am forwarding your comments to Mark Reade, Director of Planning & Development, however, he is currently on vacation returning on Tuesday, September 2<sup>nd</sup>.

*Bev Côté*  
Receptionist  
Rothesay  
506-848-6600

**From:**  
**Sent:** August 25, 2025 2:43 PM  
**To:** Rothesay Info <[Rothesay@rothesay.ca](mailto:Rothesay@rothesay.ca)>  
**Subject:** Subdivision Application - Bridlewood Estates. Longwood Drive

Some people who received this message don't often get email from [michael.owens@bellaliant.net](mailto:michael.owens@bellaliant.net). [Learn why this is important](#)

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

Dear Mark Reade,

My wife and I have received your notice of the Planning Advisory Committee public meeting on September 2, 2025 concerning the application for a new subdivision on Longwood Drive. As we will not be able to attend the meeting, and the proposed development is planned for the land directly across Longwood Drive from our home, we wanted to provide our comments. We recall a similar proposal a number of years ago for the same property which ultimately did not proceed. We did want to begin by stating we are in favor of this proposal as we feel it can only benefit the local area while providing an increased tax base for the town. The site is currently used by a number of residents as a walking trail for their pets, but I don't see this being a negative as there will still be a street available for this. We do notice more frequent use of the property as a dumping site for everything from garbage, to brush, to left over



gravel, and residual building supplies such as concrete and paving mix. If the proposal is approved, the development will end this and offer a more pleasant view.

There are a few concerns we have which are listed below. I am not sure if these fall within the Planning Committee's scope or not, but thought it was of value to note these.

- Environmental impact - will there be consideration given to ensuring any natural drainage from adjoining properties on Carriage Way, or, any natural drainage currently on the site, be allowed for when construction begins?
- There was a drainage issue we noticed on Carriage Way that resulted in a buildup of water, and ice in the winter, on either side of the street and where Carriage Way meets Longwood Drive. As our portion of Longwood Drive is fairly flat, we would not want to see the same type of buildup of water emptying into our driveway when the main sub-division street (Saddleback Drive) is completed.
- Has there been a time frame attached to the project should it be approved? As we will be living in somewhat of a construction zone, it would be good to understand how long that might be as it could impact current traffic along Longwood Drive, as well as the potential ongoing noise from clearing and building.
- The application calls for the addition of 43 building lots but doesn't indicate how these would be completed or sold. Is the intent to have the lots pre-sold by the developer and the homes built at the beginning, or would the homes only be built once a lot has been sold by the developer? This would stretch out the time for completion of the subdivision and could result in the land remaining undeveloped for a longer period of time.
- With the recent approval of the Millennium Drive development, and the infrastructure investment needed there, would there be a concern the town's resources may not be able to undertake both projects, thus delaying one or the other?
- There are a number of deer that currently roam through the site which we would not want to see relocate to our property. Are there plans to take any action that would move the deer out of the area entirely?

As mentioned above we do support this development as it would have more positive impacts to our neighborhood, and therefor the town itself.

Thank you for the opportunity to voice our concerns.

Regards,

52 Longwood Drive

Rothsay, NB, E2E 0C2





---

**From:**  
**Sent:** Friday, August 29, 2025 8:21 AM  
**To:**  
**Subject:** FW: Subdivision application - Bridlewood Estates, Longwood Drive

**From:**  
**Sent:** August 27, 2025 7:19 AM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Cc:** Mark Reade <[markreade@rothesay.ca](mailto:markreade@rothesay.ca)>  
**Subject:** Re: Subdivision application - Bridlewood Estates, Longwood Drive

Some people who received this message don't often get email from [Learn why this is important](#)

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

Hi,

I have one more question. Will the water main be extended to make a loop and avoid a dead end so the water stays fresh?

Thanks,

On Mon., Aug. 25, 2025, 3:27 p.m. Rothesay Info, <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)> wrote:

Good afternoon

Thank you for your email.

By copy of this email I am forwarding your comments/concerns to Mark Reade, Director of Planning & Development, however, he is currently on vacation returning on Tuesday, September 2<sup>nd</sup>.

*Bev Côté*

Receptionist

Rothesay

506-848-6600

**From:**

**Sent:** August 23, 2025 2:58 PM

**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>

**Subject:** Subdivision application - Bridlewood Estates, Longwood Drive

Some people who received this message don't often get email from

[Learn why this is important](#)

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

Hello,

We are \_\_\_\_\_ and live at 36 Carrigae Way. Our concern with the proposed development is about excessive removal of trees and water drainage. Our lot will be adjacent to the new road, Equus Way and the natural drainage for the area will be onto this new road. Will drainage be addressed with underground infrastructure or by ditching? The latter being unsightly and requiring additional trees to be removed. We cherish the natural buffer provided by the trees and hope as many as possible remain post development.

Another concern is if excavation occurs up to the property line, this could negatively impact roots from trees on the other side of the property line. Please protect the trees on our property by not excavating in a manner that damages vital roots for these trees.

In addition, will the newly installed sidewalk continue in front of our property and on to Equus Way?

We look forward to a well planned and executed development.

Thanks,



# ROTHESAY

2025September08OpenSessionFINAL\_193

## BUILDING PERMIT REPORT

8/1/2025 to 8/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
08/08/2025	BP2025-00088	36 LARSEN DR	SINGLE FAMILY	\$600,000.00	\$4,350.00
08/21/2025	BP2025-00092	10 SHIPYARD RD	ADDITION	\$45,000.00	\$326.25
08/26/2025	BP2025-00103	1 USHER CRT	IN GROUND POOL	\$130,000.00	\$942.50
08/12/2025	BP2025-00120	82 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$203,051.00	\$1,479.00
08/01/2025	BP2025-00121	113 RENSHAW RD	DECK	\$5,000.00	\$36.25
08/01/2025	BP2025-00122	35 CHAPEL RD	DOOR	\$7,185.24	\$58.00
08/12/2025	BP2025-00125	3162 ROTHESAY RD	IN GROUND POOL	\$80,000.00	\$580.00
08/13/2025	BP2025-00126	15 WEEDEN AVE	DECK	\$5,000.00	\$36.25
08/20/2025	BP2025-00127	13 KILDARE CRT	IN GROUND POOL	\$70,000.00	\$507.50
08/19/2025	BP2025-00129	348 GONDOLA POINT RD	WINDOWS	\$1,200.00	\$20.00
08/18/2025	BP2025-00130	41 RIVER RD	WINDOWS	\$6,949.00	\$50.75
08/19/2025	BP2025-00131	19 ALMON LN	FENCE	\$2,000.00	\$20.00
08/14/2025	BP2025-00132	93 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$25,000.00	\$181.25





## BUILDING PERMIT REPORT

8/1/2025 to 8/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
08/22/2025	BP2025-00137	10 KIMBERLY DR	IN GROUND POOL	\$100,000.00	\$725.00
08/25/2025	BP2025-00138	40 MALISEET DR	ADDITION	\$48,500.00	\$355.25
08/21/2025	BP2025-00139	2865 ROTHESAY RD	RENOVATION	\$20,000.00	\$145.00
08/25/2025	BP2025-00141	7 CHARLES CRES	ABOVE GROUND POOL/DECK	\$30,000.00	\$217.50
Totals:				<b>\$1,378,885.24</b>	<b>\$10,030.50</b>
Summary for 2025 to Date:				<b>\$10,469,106.21</b>	<b>\$76,085.75</b>

### 2024 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,581,896.55	\$11,524.00
Summary to Date:	\$18,477,957.35	\$135,727.50

August 29, 2025

**Mary Jane Banks, Town Clerk**

Town of Rothesay  
70 Hampton Rd.  
Rothesay, NB E2E 5L5

**SUBJECT:** Submission of draft 2026 Fundy Regional Service Commission Budget

Dear Ms. Banks,

At the August 28, 2025, meeting of the Fundy Regional Service Commission ("Commission") Board of Directors, the following resolutions were adopted:

1. THAT the Board direct the FRSC to include the draft 2026 FRSC budget, as presented in this report, to initiate the 45-day budget notice period.
2. THAT the Board direct CEO Ouellette to proceed with the present of the draft FRSC 2026 budget to each FRSC member council within the 45-day budget notice period.
3. THAT the Board authorize Chair Jim Bedford to submit and finalize the RSSF Investment Plan, which integrates the assumptions outlined in this report.

The Government of New Brunswick's Regional Service Delivery Act stipulates parameters in the budget approval process for regional service commissions under Article 28:

*A Board shall not vote on a budget for the Commission, borrow money or set fees for services unless the Commission has given written notice of the vote and a copy of the proposed budget, borrowing or fees to its members that are local governments and to the Minister at least 45 days before the vote.*

Accompanying this letter is a draft copy of the Commission's 2026 budget as well as the staff report that was shared with the Board of Directors on August 28, 2025. We request that any feedback on this draft budget be shared with the Commission prior to Monday October 13 2025, in order to give sufficient time to make necessary adjustments before the budget is presented for adoption to the Commission's Board of Directors on October 23, 2025.

We intend to present to the Rothesay Common Council on Monday, September 8, 2025, to run through this budget proposal.

If you require any further information or have any questions, please do not hesitate to contact me.

Sincerely,

**Phil Ouellette**

Chief Executive Officer  
Fundy Regional Service Commission

Enclosures: August 28, 2025, FRSC Staff Report with Draft 2026 Budget

CC: Mayor Nancy Grant  
John Jarvie  
Chair Rob Doucet



Date: August 28<sup>th</sup>, 2025

Author: Phil Ouellette

Open Session ☒

Closed Session ☐

#### RECOMMENDATION

It is recommended that the FRSC Board of Directors:

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

#### BACKGROUND/PAST RESOLUTIONS

Please find summary PowerPoint presentation of draft 2026 FRSC budget in *Attachment #1*, an executive summary in the green table in the “report” section.

As part of the 2026 budget development, the FRSC Board adopted budget evaluation criteria and timeline on April 3<sup>rd</sup>, 2025 (*see Attachment #2*). This mandate included a sequence of interactions within the development and decision-making process, including the involvement of the FRSC Executive Committee, the regional group of chief administrative officers/rural district manager, and key touch points with the FRSC Board of Directors. FRSC staff has recently shared with the FRSC Executive Committee and the regional group of CAOs/RDM some preliminary summary themes originating from the 2026 budget development exercise. The evaluation of the 2026 budget through the approved budget development criteria can be found in *Attachment #3*).

The Board was informed of updated parameters to guide the 2026 budget development process at its June 26<sup>th</sup> meeting, which included:

- It is essential that FRSC and its partners develop 2026 budget proposals that acknowledge the challenging financial situation faced by FRSC members (due to the recent GNB decision to freeze property assessments).
- Seek to maintain existing service standards, while rigorously reviewing budget to identify potential savings to offset subsidy from FRSC members.





- Any enhancement of service (i.e. new budget expense) must be accompanied by detailed rationale and impact.

On July 24<sup>th</sup>, the FRSC Board of Directors received a staff report on preliminary themes of the 2026 FRSC Budget, which included updates on economic development/tourism promotion, Regional Support Services Fund ("RSSF") adjustments, and solid waste services. During the July Board meeting, the FRSC Board also adopted an important update to the Fundy Regional Strategy and was presented a finalized version of the 2026 FRSC work plan. FRSC has ambitiously sought to assemble a 2026 work plan in conjunction with the 2026 FRSC budget, which would be the first time that an approved FRSC annual work plan informs the budget development process.

The Government of New Brunswick's ("GNB") Regional Service Delivery Act stipulates parameters in the budget approval process for regional service commissions under Article 28:

"A Board shall not vote on a budget for the Commission, borrow money or set fees for services unless the Commission has given written notice of the vote and a copy of the proposed budget, borrowing or fees to its members that are local governments and to the Minister at least 45 days before the vote."

The FRSC Board of Directors' vote to initiate the 45-day review period requires a "simple majority of all members present", while the vote to adopt the budget, currently scheduled for October 23<sup>rd</sup>, 2025, requires "2/3 of the voting members present, who represent at least 51% of the total population represented by all the voting members present." During this 45-day review period, the FRSC is committed to completing FRSC member council presentations on the 2026 budget, to build understanding of the budget's objectives, respond to questions and collect feedback.

#### **FINANCIAL, ECONOMIC, ENVIRONMENTAL, AND SOCIAL CONSIDERATIONS**

The 2026 FRSC budget equips the Fundy Region to enhance its ability to deliver on the goals and actions that were prioritized by its membership and committees, embedded in the 2026 FRSC work plan and aligned with the Fundy Regional Strategy. The 2026 budget decreases the net expenses to regional facilities, due to recent changes to RSSF eligibility. While the FRSC budget brings enhanced capacity, it does so with an effort to prioritize new expenditures in service areas require more tangible outcomes. Most importantly, the 2026 budget proposes a net reduction of \$78,824 to total FRSC membership fees, which upholds the commitment made to the FRSC Board on June 26<sup>th</sup> to "maintain existing service standards, while rigorously reviewing budget to identify potential savings to offset subsidy from FRSC members." The draft 2026 FRSC budget is available as Attachment #4 of this report, which includes a summary sheet of member fees for each FRSC service area.

To determine a per member fee, the Commission divides total costs proportionally, according to an equation that evaluates each community's percentage of the region's total tax base and population. To calculate this equation, the Government of New Brunswick distributes an annual breakdown of population and tax base numbers for each community, which each regional service commission is to use in the



development of their budget proposals. The 2026 budget is to be developed with 2021 population and 2025 tax base numbers. As the population variable remains consistent, it is the tax base numbers that alter proportionality in the draft 2026 FRSC budget.

Below is a breakdown of membership fees within the parameters of the draft 2026 budget (as the solid waste service is supported through tipping fees, the below information removes solid waste service expenditures as part of the membership fee breakdown):

FRSC Member	2023 Member Fee	2024 Member Fee	2025 Member Fee	Draft 2026 Member Fee	Net increase in Member Fee (2025-26)
Village of Fundy-St. Martins	\$364,497	\$367,562	\$396,487	\$390,140	\$(6,347)
Town of Hampton	\$443,036	\$419,528	\$466,400	\$462,989	\$(3,411)
Town of Quispamsis	\$977,028	\$946,857	\$1,052,109	\$1,074,465	\$22,356
Town of Rothesay	\$717,817	\$659,368	\$709,531	\$745,648	\$36,117
City of Saint John	\$4,252,066	\$3,782,110	\$3,989,165	\$3,870,198	\$(118,967)
Town of Grand-Bay-Westfield	\$266,760	\$259,776	\$292,863	\$283,345	\$(9,518)
Fundy Rural District	\$590,577	\$591,167	\$632,363	\$633,310	\$947
<b>Total:</b>	<b>\$7,611,78</b>	<b>\$7,026,36</b>	<b>\$7,538,917</b>	<b>\$7,460,094</b>	<b>\$(78,824)</b>

Accounting for all FRSC service areas (including solid waste services), the FRSC's total budget in 2025 was \$22,276,007 and the new 2026 total overall budget is \$24,353,075. Approximately 91% of the expenses within the draft 2026 FRSC budget fall within three service areas, including:

1. Solid waste.
2. Regional facilities.
3. Regional economic development and tourism promotion.

#### **External Funding and the FRSC**

The RSSF offers support to regional service commissions in the delivery of their regional strategies, and each commission is required to apply to the Government of New Brunswick to access the fund. Each commission is provided a maximum quantity of funding availability for their region, which must meet defined eligibility.



In 2025, the GNB announced changes to the eligibility of RSSF, which will now includes the eligibility of up to 25% of total costs for regional facilities (operating and capital). In addition, GNB announced a \$500,000 decrease in the RSSF, which impacts each RSC. The RSSF was previously funded through proportional reductions GNB made to local government equalization grants, which was regularly identified by the FRSC and many other RSCs and local governments as a flaw within the funding of RSCs. As a result of the recent fiscal reform announcement, GNB is seeking to no longer associate RSSF with a corresponding reduction in local government funding.

The FRSC has a total of \$2,859,773 of RSSF for the 2026 budget, which is down from \$2,913,453 in 2025. The draft 2026 FRSC budget proposes accessing \$2,859,773 of RSSF, which will support a variety of costs across seven budget categories, including:

Service Area	Proposed 2026 RSSF Allocation
Tourism Promotion	\$500,316
Economic Development	\$820,531
Community Development	\$326,750
Regional Transportation	\$192,676
Public Safety	\$107,613
Cooperative Services	\$50,692
Solid Waste	n/a
Other Services	n/a
Regional Facilities	\$861,195
<b>Total:</b>	<b>\$2,859,773</b>

An important change occurred in the distribution of RSSF in the 2026 budget, as the FRSC is maximizing RSSF to the regional facilities mandate, which was previously ineligible. This change translates to a reduction in per member net costs to regional facilities. In turn, it increases the per member net costs to economic development and tourism promotion, which were the largest recipients of RSSF in past FRSC budgets.

The FRSC also has an accumulation of \$436,450 of unused and unallocated RSSF from 2024 and 2025, which is one-time funding that can be used to subsidize eligible FRSC budget expenditures. The FRSC did not apply this available funding to the 2026 budget, as the FRSC is well served apply these funds to scheduled fluctuations in FRSC expenditures caused by regional facilities capital (i.e. TD Station roof, Aquatic Centre Enhancement Project). Most of the \$436,450 originates from the 2025 budget, and according to the Department of Environment and Local Government, the FRSC will have until end-of-2028 to use these funds.

Accounting for a variety of third-party funding sources, in 2026 the FRSC is expected to leverage a total of \$4,155,009 of external funding, which is up from \$2,745,551 in 2025. This increase is primarily due to flow through funding from WorkingNB that FRSC now receives and transfers to Envision Saint John.



## REPORT

### Executive Summary

- The FRSC's 2026 budget aligns with the recently updated Fundy Regional Strategy and the 2026 FRSC work plan tailored to the needs identified by FRSC members and committees.
- Guided by the input of FRSC members and committees, the 2026 budget enhances the FRSC's ability to deliver impactful and tangible outcomes across its service areas.
- Net FRSC membership fees are slated to decrease by \$78,824 in 2026.
- The FRSC is expected to leverage \$4,155,009 of external funding in 2026, which is an increase of \$1,409,458 from 2025.
- In addition to accessing \$2,859,773 of RSSF in 2026, the FRSC maintains \$436,450 of unused one-time RSSF, which will be accessed for future budget year fluctuations caused by regional facilities capital.
- 2026 budget will apply an inflationary increase to tipping fees to uphold Crane Mountain's ability to respond to escalating costs while delivering on operational expectations and upholding the landfill's commitment to customer service excellence.
- The solid waste capital budget is projected to decrease by \$522,900 in 2026.
- The 2026 FRSC operating investment into the five regional facilities has been reduced by \$135,368 from the previous year's investment.
- The 2026 budget accommodates the delivery of new programming and enhancements to the FRSC, including:
  - A plan to leverage provincial and federal partnership to see major reinvestment into the Canada Games Aquatic Centre to support our Region's hosting of the 2029 Canada Games.
  - A more deliberate project implementation effort across FRSC's new mandates, to deliver additional tangibility and impact across the Fundy Region.
  - The execution of 2026 expectations of the Fundy Regional Transportation Pilot Program.
  - The implementation of the Community Development Needs Assessment and Action Plan.
  - Improve interoperability across public safety organizations in the Fundy Region.
  - Continued investment and partnership with the five regional facilities and Envision Saint John, who are all poised to build-off past success and bring additional value to the Fundy Region in 2026.
- As part of the 2026 FRSC budget approval process, one-page service-based budget profiles have been assembled for each FRSC service.

### 2026 in Context

The 2026 FRSC budget upholds the focus as well as the vision of the Fundy Regional Strategy of "Inspiring Collaborative Excellence, Resilient Communities, and Valuable Outcomes." While the FRSC was developed





by provincial legislation and regulation, the FRSC is led and shaped by the seven autonomous and distinct local communities within Fundy Region. The FRSC Board has played a critical role in the Commission's vision and evolution, focusing on building upon a history of regional collaboration and embedding a governance structure and regional processes that prioritize local needs. FRSC's standing committees, working groups, administrative advisory bodies, FRSC employees, and various community connections, advance this member-driven vision, continuously improving on their ability to achieve regional alignment and value.

Since 2023, the FRSC has introduced incremental growth to its service areas, aimed at providing a baseline of resources to deliver on the Commission's mandates and priorities identified by FRSC standing committees and the FRSC Board. As part of the approval process for the 2025 FRSC budget, the FRSC board committed to updating the Fundy Regional Strategy, which was completed in July 2025. This updated Strategy integrated needs and priorities from FRSC members and committees, charting an ambitious course for the Fundy Region. In addition, the FRSC proactively developed a 2026 work plan 6-months earlier than previous years, seeking to more clearly articulate major 2026 actions to inform the 2026 budget approval process.

#### **Balancing Priorities**

In the process of formulating the update to the Fundy Regional Strategy and the 2026 FSC workplan, FRSC committees and members are seeking to respond, animate and deliver on the various strategies, reports, plans, surveys, and research completed over the past three years. A central theme for 2026 will be to execute on FRSC's priorities and deliver tangible outcomes for its members. It is for this reason that the 2026 budget introduces a more deliberate project implementation effort, aimed at delivering local impact across regional initiatives found in the 2026 work plan. The focus of 2025 FRSC Summit (slatted for this fall) will be to collect input from FRSC members on desired local connections and demonstrable outcomes from key 2026 FRSC work plan items, which will be further facilitated through this project implementation effort. This theme must be balanced with the challenging fiscal situation local communities find themselves in 2026, as GNB has decided to freeze property assessments, which will impact local tax base revenue used to deliver critical service and value to residents.

For 2026, FRSC staff are presenting a budget that seeks to limit the financial burden on FRSC members, with an emphasis on creatively using resources to drive impact and deliver on the vision and ambition of the Fundy Regional Strategy and the 2026 work plan. In addition to the various other touch points through the 2026 budget development process, FRSC staff completed a rigorous internal review and evaluation of budget priorities. This included the review of past budget outcomes, trends, cost savings, cross departmental synergies, and ongoing continuous improvement efforts.

#### **Communicating the 2026 Budget**

The 2026 budget development and review process are contingent on FRSC's ability to clearly communicate the details, focus and impact of the budget to its members. In addition to the overview presentation (*see attachment #1*), the FRSC has also developed service-based profiles for each service



area, which outline the following detail of each service area: vision and goals of service area, work plan priorities, service expectations, and 2026 budget allocation (*see attachment #5*).

### **Key Highlights of Draft 2025 FRSC Budget**

#### **Cross Service Area Adjustments**

There are a variety of cost pressures that are themes across service areas, and adjustments were made in the draft 2026 FRSC budget to respond to these pressures, including:

- Cost of materials and fuel continues to place pressure on the Commission’s operations.
- Inflation.
- Insurance premiums.
- Administrative support to committees, working groups, coordination, office support.
- Legal costs.

The FRSC’s budget template (as included in *Attachment #4*) is designed and required by the Department of Environment and Local Government, which includes the need to outline a “corporate” expenditure table. This budget template also requires the FRSC to develop separate budgets for each mandated responsibility. The corporate budget with the 2026 FRSC budget summary document outlines the enabling expenditures that are inherited in each separate mandated service budget. This applies to administrative salaries, audit functions, communications expenditures, costs to host meetings, per diem for Board members, audit costs, among others. Each year, FRSC staff update the proportional share of each employees’ time to each service area, which results in a proportional cost distribution across service areas.

#### **Solid Waste Service**

The 2026 solid waste budget increases from \$11.8 million to \$12.4 million through strong revenue performance primarily buoyed by the addition of the Circular Materials recycling contract through to December 31, 2026, and projected recycling revenue from upcycle initiatives in 2026. The projected tipping fee growth of NBCPI at 3% in 2026 will be applied in the absence of significant capital reserves, capital borrowing requirements and significant asset retirement obligations. The tipping fee for garbage and organics were informed by NBCPI (NB Consumer Price Index – All Goods) while C&D (Construction and Demolition) was adjusted to meet market rate changes which outpaced NBCPI. The NBCPI is defined and published by Statistics Canada and is the most localized breakdown available without the cost customization for calculating a regional CPI. NBCPI is used to uphold reasonable consumer expectations on tip fees for our services.

Tipping fees	2023 rate	2024 rate	2025 rate	Draft 2026 rate
Member	\$123/tonne	\$135/tonne	\$139/tonne	\$143/tonne
Industrial, commercial, institutional	\$123/tonne	\$135/tonne	\$139/tonne	\$143/tonne
Construction and demolition (C&D)	\$30/tonne	\$35/tonne	\$35/tonne	\$40/tonne



International ship's waste (After 'dig' charge)	\$200/tonne	\$250/tonne	\$250/tonne	\$250/tonne
Asbestos (\$500 minimum)	\$100/m <sup>3</sup>	\$125/m <sup>3</sup>	\$125/m <sup>3</sup>	\$125/m <sup>3</sup>
Scrape Service	\$25 per	\$35 per	\$35 per	\$35 per
Compostable organics	\$40/tonne	\$50/tonne	\$50/tonne	\$52/tonne
Per bag cost	\$1	\$1.50	\$1.50	\$1.50

The temporary and elevated 2026 revenue projection has allowed landfill operations to schedule 'one-off' projects to support landfill longevity and performance:

Retrofit and repair of site buildings (siding, bathrooms, pumps, etc.).	\$107,000
Investment of additional temporary capping space (cell #5).	\$265,000
Site Maintenance improvements (fire break, walkway, etc.).	\$100,000

Operations are expected to experience a reduction in fuel costs, projecting savings for landfill operations including leachate management. These savings are offset by projected increases in property taxes, HHW disposal, compost cart supplies, etc. The budget also exhibits an increase in personnel from reallocation of generator operator costs to the landfill offset by a \$85,000 reduction in transfers to the generator facility. The new yardman's role is wholly offset by increased revenue from recycling.

Fiscal services have decreased including the reduction of the reallocation to the generator fund, but also due to a reduction in long-term debt obligations and a reduction in asset retirement obligation due to the lifespan increase of cells in the landfill. Capital investment from operations has increased, which indicates reduced reliance on borrowing.

The 2026 capital budget reduced ~\$520,000 to ~\$1.4 million, which includes two expenses:

1. \$764,500 for *capital from the operating fund*.
  - a. End Dump Trailer \$19,000 (\$136k remainder to be borrowed)
  - b. Forklift \$47,500
  - c. Leachate Truck \$302,000
  - d. ¾ Tonne Landfill Truck \$55,000
  - e. ½ Tonne Landfill Truck \$35,000
  - f. 4 Roll off Boxes \$30,000
  - g. Pumphouse Pump \$16,000
  - h. Site Water Truck \$20,000
  - i. Compost Hall Panels \$80,000
  - j. Surge Pond Relocation \$160,000
2. *Capital borrowing* totals \$641,000 for replacement of the compost loader (\$165k), end dump trailer (\$136K remainder) and \$340,000 for the start of the 3-year, \$5 million surge pond relocation project requiring MCBB approval for the whole project in 2026.



Please see *attachment #5* for FRSC's 2026 service-based budget for this service area.

Regional Sport, Recreation and Cultural Infrastructure (Regional Facilities)

Below is a breakdown of 2024 to 2026 operating investments into regional facilities, which illustrates a favorable trend towards an overall annual reduction in FRSC operational subsidy to the five facilities:

Facility	2024 FRSC Operating Investment	2025 FRSC Operating Investment	Draft 2026 FRSC Operating Investment
Imperial Theatre	\$551,000	\$578,550	\$624,834
TD Station	\$1,042,002	\$1,099,755	\$990,601
Canada Games Aquatic Centre	\$714,651	\$768,743	\$848,045
Saint John Trade and Convention Centre	\$330,260	\$145,033	(\$17,077)
Saint John Arts Centre	\$349,193	\$230,954	\$241,264
<b>Total:</b>	<b>\$2,987,106*</b>	<b>\$2,823,035*</b>	<b>\$2,687,667*</b>

\* These figures integrate the previous year's surplus/deficit, but do not integrate RSSF funding and capital.

In 2025, the FRSC invested \$1,927,000 in regional facilities capital, while the 2026 FRSC budget includes an investment of \$1,966,807. The capital costs submitted by the City of Saint John for the Fundy Regional Facilities is available in *Attachment #6*. While there is a small increase in capital, there is a larger reduction in operating, which results in a net reduction in the overall costs to support the operating and capital costs of the five facilities. The FRSC will begin incurring construction costs associated with the Aquatic Centre Enhancement Project in 2026, but the FRSC will only incur 26.7% of costs, as it awaits confirmation of 73.3% from federal and provincial governments. A major priority for the Fundy Region in 2025 and early 2026 is to finalize the funding agreement with other levels of government to proceed with the Enhancement Project. It is also important to note that the Enhancement Project is informed by a Class D estimate, and the FRSC will access more accurate design estimates over the coming months, which will bring more certainty to estimates. Details of the regional facilities capital is available in a separate report as part of the open agenda packet for the August 28<sup>th</sup>, 2025, FRSC Board meeting. The FRSC also received confirmation from the Regional Development Corporation on Friday August 22<sup>nd</sup>, that they have increased their contribution to the 2026 design associated with the Aquatic Centre Enhancement Project. This additional \$70,699 is integrated into the budget assumptions of the draft 2026 FRSC budget.

The FRSC intends to pursue important regional facilities-related projects in 2026, including investigating an alternative arrangement to finance regional facilities capital, delivering on value proposition for the five facilities and the implementation of a facilities financial oversight and performance evaluation system. Please see *attachment #5* for FRSC's 2026 service-based budget for this service area.





### Regional Economic Development and Tourism Promotion

Envision Saint John has submitted their 2026 budget proposal to the FRSC (*see attachment #7*), which outlines the workload and priorities the agency has planned for the coming year. The budget proposal is seeking a total of \$3,225,000, up from \$3,129,925 in 2025 (or an increase of \$95,075). In addition to Envision Saint John's budget proposal, the 2026 economic development and tourism promotion budget also includes two additional expenses (in addition to allocation from FRSC corporate):

1. 2% FRSC administration (as per the Master Service Agreement).
2. FRSC \$375,000 annual contribution towards the operations of the 2029 Canada Games.

FRSC has committed to contribute \$1.5 million towards the operations of the 2029 Canada Games, and the FRSC is planning to contribute \$375,000 each year until 2029. This total investment is expected to be reduced, as up to \$500,000 of this operational commitment can be covered through in-kind expenses incurred by regional facilities and/or local communities.

For the 2026 fiscal year, the Master Service Agreement ("MSA") between the FRSC and Envision Saint John does not detail the specific investment requirement for each FRSC member, as was the case in past years. In 2026, the FRSC is transitioning from defined contributions as per the MSA, to the cost sharing formula defined by GNB's section 16 of Regulation 2022-84 (under the Regional Service Delivery Act), which indicates that RSC cost sharing on the regional economic development and regional tourism promotion mandates are to be calculated "on the basis of the tax base of the local government or rural district for the previous year."

Using the proposed 2026 budget submitted by Envision Saint John, below is a breakdown of the proportionate cost per member in comparison to the 2025 formula:

Member	2025 FRSC member fees towards Envision Saint John (defined by MSA)*	2026 FRSC member fees towards Envision Saint John (upholding Regional Service Delivery Act)*
Fundy-St. Martins	\$82,409	\$84,944
Hampton	\$197,071	\$206,990
Quispamsis	\$454,000	\$517,221
Rothsay	\$283,000	\$372,348
Saint John	\$1,900,000	\$1,834,747
Grand-Bay-Westfield	\$132,811	\$124,635
Fundy Rural District	\$144,509	\$148,615
<b>Total:</b>	<b>\$3,193,800*</b>	<b>\$3,289,500*</b>

\* These budget allotments are restricted to Envision Saint John's initial budget proposal to the FRSC, which does not incorporate FRSC corporate costs integrated into the service areas, FRSC administration fee, the \$375,000 allotment for 2029 Canada Games operating, and the application of RSSF.

The 2026 net FRSC membership cost for economic development and tourism promotion has increased by over \$750,000, which is primarily caused by applying the RSSF to the regional facilities service area (in addition to the additional cost outlined above). The highest recipient of RSSF in past FRSC budgets was



the economic development and tourism promotion service area, and with the new eligibility of applying RSSF to 25% of regional facilities expenditures, the 2026 budget transferred a portion of this subsidy to regional facilities.

Please see *attachment #5* for FRSC's 2026 service-based budget for this service areas.

#### Community Planning and Building Inspection Service

This service is financed entirely by Fundy-St. Martins and Fundy Rural District, and all other members are not charged for this service. The 2026 FRSC budget is calling for a net increase of \$4,526 in this service area. In 2026, the FRSC is excited to deliver on the Fundy Rural District Rual Plan as well as a sub-division and building bylaws for Fundy-St. Martins. Please see *attachment #5* for FRSC's 2026 service-based budget for this service area.

#### Community Development

The community development service accounts for 3% of the draft 2026 FRSC budget, which is projected to incur a \$24,055 increase from the 2025 budget. These additional funds will support the implementation of the recently adopted needs assessment and action plan, including efforts to improve food security and aging-in-place in the Fundy Region, and support local communities and partners access more funding and support from other levels of government. This service area's increase is also due to the onboard of the regional recreation planning effort (approved in 2025) as well as the continuation of the social capacity coordinator efforts, which will be supported in 2026 through funding from the Economic and Social Inclusion Corporation. The 2026 budget introduces a \$30,000 budget expenditure for project implementation associated with this service area, to deliver more tangible outcomes across the Fundy Region associated with the implementation of the 2026 work plan. The project implementation expenditure generates the greatest synergy with the 2026 effort to increase local and regional: capacity of food security support networks, supports towards seniors programming, support to access community development focused federal and provincial funding.

Please see *attachment #5* for FRSC's 2026 service-based budget for this service area.

#### Regional Transportation

The regional transportation service accounts for 2% of the draft 2026 FRSC budget, which is projected to incur a \$65,627 increase from the 2025 budget. This service areas intends to execute on the recently adopted regional transportation project charter in 2026, which will include partnership development to secure third-party funding. The 2026 budget introduces a new \$60,000 budget expenditure for project implementation associated with this service area, which was included to support transit- or transportation-related demonstration projects. FRSC intends to use these project implementation funds to access leveraged funding from federal and provincial governments. Please see *attachment #5* for FRSC's 2026 service-based budget for this service area.



#### Regional Public Safety

The regional public safety service accounts for 1% of the draft 2026 FRSC budget, which is projected to incur a \$22,061 increase from the 2025 budget. Equipped with the outcome of the regional risk assessment, this service area will pursue emergency response standardization and introduce a regional training capacity sharing program. The 2026 budget introduces a new \$20,000 budget expenditure for project implementation associated with this service area, to deliver more tangible outcomes across the Fundy Region associated with the implementation of the 2026 work plan. The project implementation expenditure is best suited to support the local changes needed to deliver on improvements to regional collaboration across local public safety organizations.

Please see *attachment #5* for FRSC's 2026 service-based budget for this service area.

#### Cooperative Services

The 2026 budget includes a \$10,229 increase in the cooperative service budget, which is a transfer of staff time that was previously assigned to other FRSC service areas. These are not a new expense but intended to cover staff's time on projects that arise within a fiscal year, initiatives requiring regional coordination (not covered in other service areas), among others.

#### Next Steps

With the adoption of the outlined resolutions in this report, the FRSC Board will initiate the 45-day review period for the draft FRSC 2026 budget, which will be circulated to each Member. It is during this period that the FRSC can collect feedback and determine if adjustments are warranted prior to a final vote on the budget (currently scheduled for October 23<sup>rd</sup>, 2025).

#### **ATTACHMENTS**

1. PowerPoint presentation on draft 2025 FRSC budget
2. Approved 2026 FRSC budget development timeline and evaluation criteria
3. Evaluation of 2026 Budget through Budget Development Criteria
4. Draft 2026 FRSC Budget Summary Document
5. 2026 Service Based Budget Summaries: FRSC Mandates
6. 2025 FRSC Regional Facilities Capital Projects
7. Envision Saint John's 2026 Budget and Budget Overview Documents



**Fundy Regional  
Service Commission**

Commission de Services  
Régionaux de Fundy

# FRSC 2026 Budget Overview

---

August 28<sup>th</sup>, 2025



## FRSC Board of Directors' 2025/26 Priority Focus



Develop a two-way agenda between the FRSC & local communities.



Deliver regional value that demonstrates tangible impact.



Build on the strong collaborative foundation set by FRSC leadership.



Celebrate and communicate the impact of regional collaboration.



FRSC partners play a key role in advancing the Region's vision and values.



Maintain the legacy and momentum of current FRSC leadership through political change (local, provincial, federal).

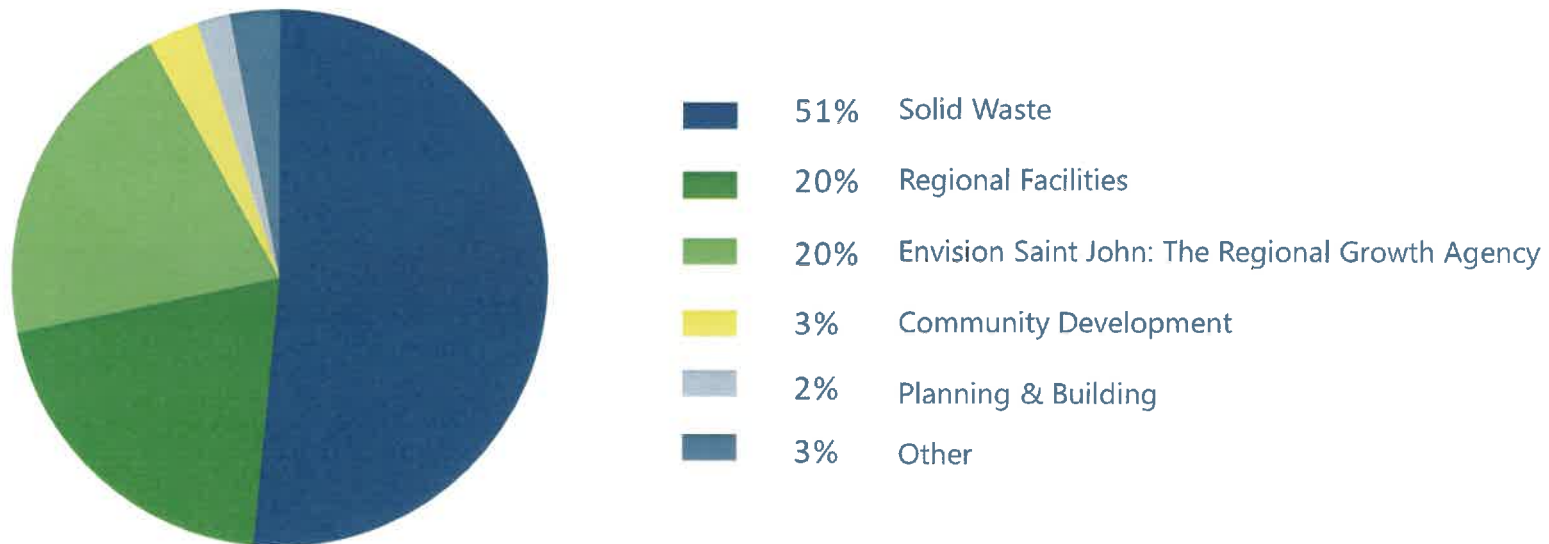


Come together not only for new service outcomes but to identify efficiencies, new revenue sources & cost savings.

# Budget Allocation



## 2026 FRSC Budget





# Member Fees

## 2026 Budget

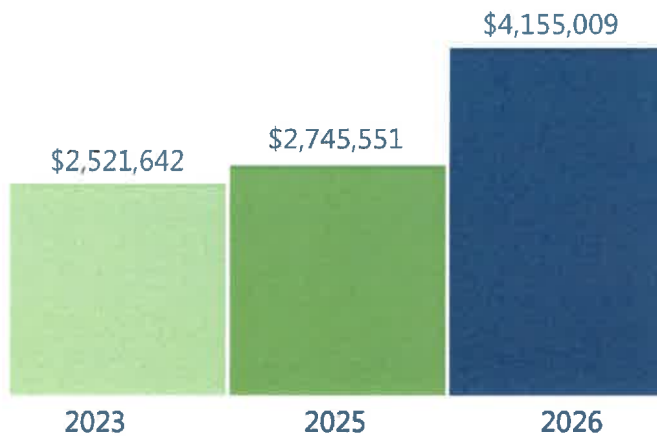
FRSC MEMBER	2023	2024	2025	2026 DRAFT	NET INCREASE
Village of Fundy-St. Martins	\$364,497	\$367,562	\$396,487	\$390,140	\$(6,347)
Town of Hampton	\$443,036	\$419,528	\$466,400	\$462,989	\$(3,411)
Town of Quispamsis	\$977,028	\$946,857	\$1,052,109	\$1,074,465	\$22,356
Town of Rothesay	\$717,817	\$659,368	\$709,531	\$745,648	\$36,117
City of Saint John	\$4,252,066	\$3,782,110	\$3,989,165	\$3,870,198	\$(118,967)
Town of Grand-Bay-Westfield	\$266,760	\$259,776	\$292,863	\$283,345	\$(9,518)
Fundy Rural District	\$590,577	\$591,167	\$632,363	\$633,310	\$947
<b>TOTAL:</b>	<b>\$7,611,782</b>	<b>\$7,026,368</b>	<b>\$7,538,917</b>	<b>\$7,460,094</b>	<b>\$(78,824)</b>



# Leveraging Third Party Funding

2026

In 2026, the FRSC is positioned to leverage external funding of \$4,155,009.







SOLID WASTE



# Solid Waste Services

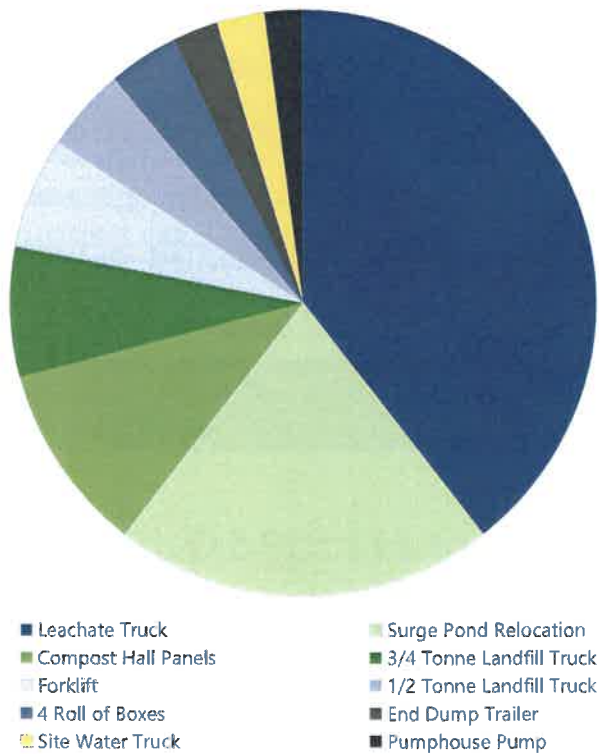
## 2026 PROPOSED TIPPING FEES

TIPPING FEES	2023 RATE	2024 RATE	2025 RATE	DRAFT 2026 RATE
Member	\$123/tonne	\$135/tonne	\$139/tonne	\$143/tonne
Industrial, commercial, institutional	\$123/tonne	\$135/tonne	\$139/tonne	\$143/tonne
Construction and demolition (C&D)	\$30/tonne	\$35/tonne	\$35/tonne	\$40/tonne
International ship's waste (After 'dig' charge)	\$200/tonne	\$250/tonne	\$250/tonne	\$250/tonne
Asbestos (\$500 minimum)	\$100/m <sup>3</sup>	\$125/m <sup>3</sup>	\$125/m <sup>3</sup>	\$125/m <sup>3</sup>
Scrape Service	\$25 per	\$35 per	\$35 per	\$35 per
Compostable organics	\$40/tonne	\$50/tonne	\$50/tonne	\$52/tonne
Per bag cost	\$1	\$1.50	\$1.50	\$1.50

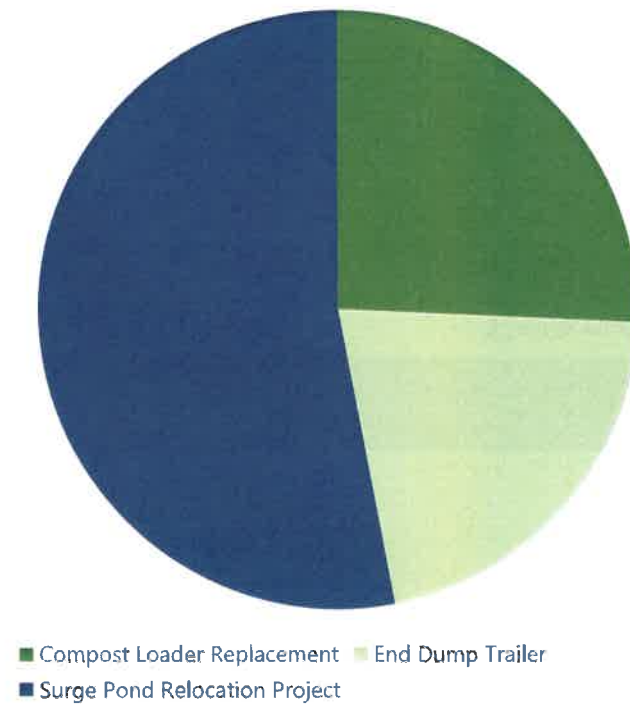
## 2026 Solid Waste Capital Budget



**\$764,500 FROM OPERATING BUDGET**



**\$641,000 FROM BORROWING**





# REGIONAL FACILITIES





# Regional Facilities 2026 Budget

## OPERATING INVESTMENT

Facility	2024 FRSC Operating Investment	2025 FRSC Operating Investment	Draft 2026 FRSC Operating Investment
Imperial Theatre	\$551,000	\$578,550	\$624,834
TD Station	\$1,042,002	\$1,099,755	\$990,601
CGAC	\$714,651	\$768,743	\$848,045
SJTCC	\$330,260	\$145,033	(\$17,077)
SJAC	\$349,193	\$230,954	\$241,264
<b>Total:</b>	<b>\$2,987,106*</b>	<b>\$2,823,035*</b>	<b>\$2,687,667*</b>

\* These figures integrate the previous year's surplus/deficit, but do not integrate RSSF funding and capital.

## CAPITAL INVESTMENT

- 2025 FRSC Capital Investment: **\$1,927,000**
- Draft 2026 FRSC Capital Investment: **\$1,966,807**

### Aquatic Centre Enhancement Project

- Draft budget supports 2026 costs associated with Enhancement Project, with the FRSC inheriting 26.7% of costs.
- FRSC pursuing financial partnership with Provincial and Federal governments to proceed with this project.



# 2026 PRIORITIES AND OUTCOMES



# Priorities and Outcomes

## 2026 BUDGET

### ENHANCED VALUE

- Net FRSC **membership fees decrease** by \$78,824 in 2026.
- The FRSC will leverage **\$4.16M in external funding**, up \$1.41M from 2025.
- Accessing **\$2.86M of RSSF** in 2026, with remaining \$436,450 for future regional facilities capital expenditures.
- Solid waste **capital budget reduced** by \$522,900 in 2026.
- Regional facilities **operating budget reduced** by \$135,368 from 2025.

### SERVICE DELIVERY AND EFFICIENCY:

- **Annual inflationary increase to tipping fees** introduced to sustain Crane Mountain Landfill operations.
- **New programming and enhancements** include:
  - A plan to leverage provincial and federal partnership for major reinvestment into the Canada Games Aquatic Centre.
  - Enhanced project implementation effort to deliver tangibility to members.
  - Fundy Regional Transportation Pilot Program 2026 expectations.
  - Community Development Needs Assessment & Action Plan implementation.
  - Improved interoperability across public safety organizations.
  - Continued partnerships with regional facilities and Envision Saint John to build regional value.
  - Various initiatives originating from Envision Saint John in the delivery of regional economic development and tourism promotion.

# Service Based Budget Profiles



**REGIONAL PUBLIC SAFETY**

**VISION**

A unified and resilient Public Safety response in the Fundy Region, where seamless interagency collaboration and interoperability empowers our communities to thrive and deliver enhanced and effective public safety service for all.

**GOALS**

- To foster interagency collaboration in the Fundy Region through cooperation, resource sharing, and joint training among public safety agencies to enhance overall emergency response capabilities.
- Achieve Interoperability among public safety agencies in the Fundy Region to optimize incident response and information sharing through collaboration on systems and operational improvements.
- Establish a unified and coordinated regional approach to Emergency Measures Organization (EMO) in the Fundy Region by fostering collaboration, sharing resources, and aligning emergency response plans to enhance preparedness, response, and recovery capabilities.

**2026 FRSC WORK PLAN PRIORITIES**

- Deliver a regional education and awareness campaign on regional rail with government and private partners.
- Review and support the implementation of an emergency response standardization system to improve interoperability across public safety entities in Fundy Region.
- Review and revise response policies and mutual aid agreements, aiming for a long-term transition to automatic aid based on closest-resource response and include any changes in an updated mutual aid agreement.
- Develop public safety training capacity sharing program.

**2026 SERVICE EXPECTATIONS**

- Host up to 8 Public Safety Committee meetings and facilitate a medium in which local public safety leadership exchange and develop partnership.
- Complete and maintain regional risk assessment and public safety asset inventory to identify common risk areas, service gaps, and collaborative opportunities.
- Facilitate dialogue on joint training exercises or simulations among public safety agencies.
- Review and support enhancement of mutual or automatic aid agreements across the region.
- Advocate annually to federal and provincial governments for enhanced funding for regional public safety infrastructure, equipment, programming, and training.
- Administer the Regional Rail Working Group.

**2026 BUDGET**

Net 2026 costs for FRSC members (includes RSG)	% of total budget	% of third party funding	% allocation from corporate services*	# of FRSC FTE (equivalent)
\$108,306	1%	\$107,613	\$342,623	0.27

\* Corporate services include FRSC office space, mailing services, Finance, IT services, HR costs, and Board honorariums.

One pager profiles containing:

1. Vision
2. Goals
3. 2026 Work Plan Priorities
4. 2026 Service Expectations
5. 2026 Budget
  - a. Percentage of total Budget
  - b. Net 2026 cost for FRSC members
  - c. Third-party funding
  - d. Allocation from corporate services
  - e. Number of FRSC FTE (equivalent)

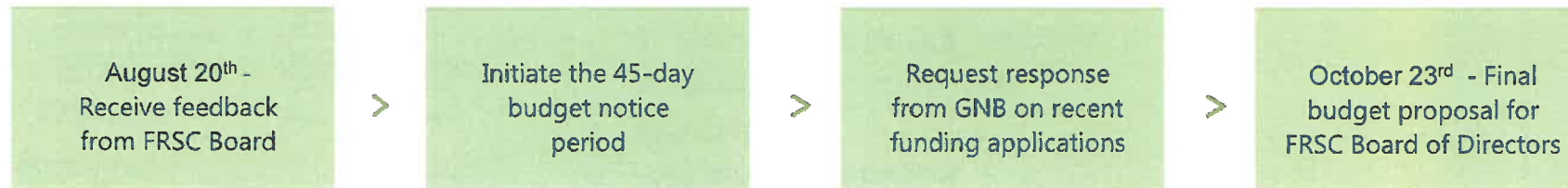






## Next Steps

### 2026 BUDGET





## Recommendation

For the Fundy Regional Service Commission Board of Directors to

1. Include the draft 2026 FRSC budget 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 45-day budget notice period.
3. Authorize Chair Rob Doucet to submit and finalize the RSSF Investment Plan.



Title: 2026 FRSC Budget Development

Date: 2025-04-03

Author: Phil Ouellette

Report Number: 2025-027

Open Session ☒

Closed Session ☐

Closed Reason: Choose an item.

#### RECOMMENDATION

It is recommended that the Board of Directors:

#### RESOLUTION

Adopt the seven FRSC Budget Evaluation Criteria and Timeline, as outlined in this April 3<sup>rd</sup>, 2025, FRSC report, to guide the development and decision-making associated with the 2026 FRSC budget.

#### VOTING REQUIREMENT

Simple Majority of  
Members Present

#### BACKGROUND/PAST RESOLUTIONS

In 2023 and 2024, the FRSC Board adopted evaluation criteria and timeline to guide the development of the following years' FRSC budget.

#### FINANCIAL, ECONOMIC, ENVIRONMENTAL, AND SOCIAL CONSIDERATIONS

N/A

#### REPORT

The goal of this report is to invite greater ownership and predictability in the 2026 FRSC budget development process, to ultimately introduce an impactful budget aligned with the desired service outcomes of FRSC members. The content of this report seeks to respond to various facets of the budget development process, including:

1. Clarify roles and responsibilities.
2. Outline a detailed timeline that will guide the development process.
3. Prevent the likelihood of developing multiple budget scenarios.
4. Prevent any surprises in the introduction of budget recommendations and adjustments.
5. Inform the FRSC Board on initial evaluation criteria that will be used to introduce budget recommendations.
6. Clarify variables that introduce additional risk in the 2026 budget development process.



The FRSC has a strong record of developing fair and strong budget proposals, which have effectively supported the Commission's needs and demands. Further, to improve on the ownership and predictability of the eventual budget proposal (expected in August 2025), the following seven criteria are proposed to guide the development, review and decision-making process associated with the 2026 budget. The seven criteria are the following (items in **red** are changes from previous 2024 criteria description):

1. **Incrementality:** While the FRSC has made important adjustments in its pursuit to respond to its new mandates and the needs of its members, the organization is still working through its "start-up" phase. This phase invites demands for new processes, structure, and ultimately, value. The Commission's ability to adjust will take-time, and highest-impact and -need priorities should be pursued in the immediate future.
2. **Regional Strategy:** The FRSC adopted a five-year Fundy Regional Strategy in 2023, and by mid-2025, the FRSC is expected to bring updates to the Strategy after consultation with committees, CAOs/RDM, and the Board. It is important for the 2026 budget to uphold the ongoing implementation of the vision and actions items originating from the Regional Strategy.
3. **Delivering Valuable Service:** The FRSC is a service provider, with over ten years of delivering valuable service to the Fundy Region as a professional public sector organization. Value can originate from service gaps or service improvements, with an objective of upholding economies of scale and cross-community collaboration. The service being sought in 2026 will be defined in the 2026 FRSC work plan, which will uphold the Regional Strategy, and is expected to be presented to the FRSC Board for approval by mid-2025.
4. **Financial Capacity:** The FRSC respects the financial capacity of its members, including the acknowledgement of the organizational and financial transition experienced at the local level as result of the local governance reform agenda.
5. **Continuous Improvement:** The FRSC will seek opportunities to generate cost savings and new revenue opportunities through an embedded culture of continuous improvement. This will include maximizing the opportunity to access third-party funding, including those originating from the Government of New Brunswick and the Government of Canada.
6. **Accountability and Transparency:** The development of the annual FRSC budget will be guided by a commitment to be transparent and intentional throughout the process. The FRSC will build ample opportunity for feedback amongst members,





invite predictability into the development process, and ultimately uphold strategic and responsible financial decision making.

7. **Safety and Security:** The FRSC will continue to uphold a culture of safety and security for its employees, operations, customers, assets, and programming. This includes the necessary actions needed to mitigate risks and deliver reliable service.

In addition to evaluation criteria, there are a variety of variables and drivers that will impact our collective ability to develop a 2026 budget, including:

- The Government of New Brunswick will introduce detail on its fiscal reform agenda in 2025, which will inform expectations into 2026 for local communities and regional service commissions (financial and otherwise).
- The FRSC is advocating for new resources from the Government of New Brunswick to support the significant operating and capital costs originating from the five legislated regional facilities.
- The FRSC's pursuit of the Aquatic Centre Enhancement Project is expected to generate some projected costs for the project into 2026, which will need to be accounted for in the FRSC 2026 budget.
- The FRSC currently has approximately \$350,000 of additional unused RSSF capacity due to the FRSC reaching its maximum eligibility of the RSSF through the 2025 budget process. The RSSF was also expected to grow for two more years through previous Government of New Brunswick plans, but it is likely that adjustments occur to this timeline due to GNB's fiscal reform program.
- Inflation, fuel costs, cost of materials, impact of tariffs, among others, continue to impact budgets, including the FRSC's, and additional pressures will be experienced into 2026.
- A municipal election is slated for May 2026, and the FRSC will be developing and executing on an enhanced orientation and training for the incoming Board of Directors, Councils and FRSC standing committees.
- FRSC will continue to engage regional CAOs as well as the FRSC Executive Committee in the preparation of the 2026 budget.
- The FRSC Board will receive periodic updates on the budgets until it is eventually presented in August 2025.
- The 2026 Budget will complete the legislatively required 45-day review period, which will include an invitation to present to each FRSC member council.

Finally, to help guide the sequencing of the 2026 budget development process, a timeline has been assembled, which outlines key milestones and inputs into the budget development and approval process. The timeline outlines the various parties involved in budget development, including FRSC Staff, FRSC Executive Committee and Board of Directors.

#	TASK	TIMELINE	MEDIUM
1	Present and approve timeline, primary drivers, and influences for Budget 2026 Development	April	FRSC Board



2	Development of recommendations for 2026 FRSC work plan and adjustments to the Fundy Regional Strategy.	April – June	FRSC Staff
3	Completion of five-year rolling budget for Envision Saint John	Early June	Economic Development
4	Provide FRSC Executive with initial parameters and key outcomes of 2026 budget recommendations	June	FRSC Executive Committee
5	Provide regional CAOs/Rural Manager with initial parameters and key outcomes of 2026 budget recommendations	June	Regional CAOs/Rural Manager
6	Deadline for regional facilities to submit operating and capital proposals to Regional Facilities Committee	Late June	Regional Facilities Committee
7	Submitted feedback on departmental budget priorities from staff	July 1 <sup>st</sup>	FRSC Staff
8	Staff priority session: integrating expectations of 2026 work plan priorities, finalize draft budget recommendation, and use following data to inform budget adjustments: <ul style="list-style-type: none"> <li>• Reserve targets</li> <li>• 2024 Audit</li> <li>• Budget variances from previous year</li> <li>• Previous quarterly financial updates</li> <li>• Five-year capital and operating budget</li> <li>• Tipping fee analysis</li> <li>• Debt ratio</li> <li>• Corporate percentage allocation to departments</li> </ul>	July 15 <sup>th</sup>	FRSC Staff
9	Committee to meet with regional facilities, receive presentation and formulate recommendations for Board	Mid July	Regional Facilities Committee
10	Regional CAOs/Rural Manager meeting to review and provide feedback initial parameters and key outcomes of the 2026 budget recommendation	Mid July	Regional CAOs/Rural Manager
11	FRSC Executive Committee meeting to review and provide feedback initial parameters and key outcomes of the 2026 budget recommendation	Mid July	FRSC Executive Committee
12	Recommendation from Regional Facilities Committee to FRSC Board	July 25 <sup>th</sup>	Regional Facilities Committee
13	Board to receive update on initial parameters and key outcomes of the 2026 budget recommendation	July 25 <sup>th</sup>	FRSC Board
14	Submit initial application to access 2026 RSSF from GNB (conditional on approval of budget)	Early August	GNB
15	FRSC Executive Committee meeting to review and provide feedback on proposed recommendation of 2026 FRSC budget	Mid-August	FRSC Executive Committee



16	Monthly Regional CAO meeting: Update to CAOs on budget development process	Mid-August	Regional CAOs/Rural Manager
17	Present 2026 FRSC Budget and initiation of the 45-day notice period and seek mandate to submit funding proposal to GNB on RSC Grant (conditional on 2026 FRSC budget approval of the FRSC Board)	August 28 <sup>nd</sup>	FRSC Board
18	Complete FRSC member council presentations on 2026 FRSC Budget	September to October	FRSC Staff
19	FRSC Executive Committee receive updates from FRSC staff on updates collected from FRSC member councils	September to October	FRSC Executive Committee
20	Regional CAOs/Rural Manager receive updates from FRSC staff on updates collected from FRSC member councils	Mid September	Regional CAOs/Rural Manager
21	FRSC Board to receive update of input collected from member councils on 2026 FRSC Budget	Sept. 25 <sup>th</sup>	FRSC Board
22	Confirm available RSSF for FRSC to finalize budget recommendation	Sept./Oct.	GNB
23	Final draft of 2026 Budget for adoption (post 45-day notice)	October 23 <sup>rd</sup>	FRSC Board
24	Submission to budget to ELG	November 1 <sup>st</sup>	GNB

#### ATTACHMENTS

N/A

## Attachment #3 – 2026 Budget Evaluation Criteria Summary

Criteria	Qualification
<p><b>Incrementality:</b> The FRSC remains in a “start-up” mode as it navigates the onboarding of its new mandated services, and the Commissions is experiencing demands and pressures to adapt quickly to build new processes, structure, and ultimately, value. The Commission’s ability to adjust will take time, and highest-impact and -need priorities should be pursued in the immediate future.</p>	<p>The 2026 budget proposes is primarily focused on maintaining existing resource allocation, instead of introducing permanent new expenditures. The Government of New Brunswick is pursuing a Regional Service Commission Review in 2025 and into 2026, which will collect feedback, identify gaps and improvements to the 12 commissions, which may yield adjustments to the mandates. A discussion of adjustments to FRSC establishment will be entertained once we there is understanding of the outcome of the RSC review. However, the FRSC does seek to introduce small incremental budget capacity in the newer mandates, in order to help support execution of key priorities identified by past consultation and research. In addition, solid waste service is introducing an annual inflationary increase to tipping fees, in order to uphold service standards and our commitment to customer service excellence.</p>
<p><b>Regional Strategy:</b> The FRSC adopted a five-year Fundy Regional Strategy in 2023, which provides a vision for the Fundy Region and an inventory of actions to be integrated into annual work plans and budgets. Actions identified in the strategy will invite opportunities to access funding from the Government of New Brunswick.</p>	<p>The adoption of the Fundy Regional Strategy in 2023 was completed at a time that all RSCs were still interpreting the outcome of the local governance reform agenda and the new mandates assigned to RSCs. With a more refined experienced rating, the FRSC adopted an updated Fundy Regional Strategy in July 2025, which integrates the needs and priorities of FRSC members and the FRSC committee structure. The 2026 budget, and future budgets, will benefit from this Strategy update, which further embeds the member-driven nature of the FRSC.</p>
<p><b>Delivering Valuable Service:</b> The FRSC is a service provider, with over ten years of delivering valuable service to the Fundy Region as a professional public sector organization. The FRSC will strive to deliver early</p>	<p>The draft 2025 FRSC budget builds from the success of strong and valuable service delivery that the Commission has upheld over the past decade. Solid waste, community planning, and building inspection service have had years to mold and refine programing and value to customers. However, both these services continue their progress to maximize the value and impact of its service to FRSC customers and members, and in 2025, both these services will be resourced to continue building value (i.e. rural plan development and execution, enforcement pilot, investigation of regional</p>



<p>and lasting services within its new mandate. Value can originate from service gaps or service improvements, with an objective of upholding economies of scale and cross-community collaboration.</p>	<p>planning, affordable housing coordination, leachate and odor management, public engagement and education, energy generation, etc.).</p> <p>An important theme in 2025 for the new mandated services is to transition the mandates' focus on planning, research and analysis, to tangible programming, impactful service, and reciprocity from the prior plans and research. As these services remain at their infancy, part of the FRSC's reality is that it must be strategic with "how" it delivers this value and impact but also acknowledge that this process will be incremental and iterative, learning from both our successes and our obstacles. The FRSC must maintain an eagerness to pilot and introduce new programming and service to achieve value and impact.</p>
<p><b>Financial Capacity:</b> The FRSC respects the financial capacity of its members, including the acknowledgement of the organizational and financial transition experienced at the local level as result of the local governance reform agenda.</p>	<p>As indicated in the above FRSC budget report, due to the revenue implications of the property assessment freeze, the 2026 FRSC budget seeks to limit the financial burden on FRSC members, with an emphasis on creatively using resources to drive impact and deliver on the vision and ambition of the Fundy Regional Strategy and the 2026 work plan. The 2026 budget achieves by maximizing the investments of the RSSF and other third-party funding sources, ongoing continuous improvement efforts, and advocating for policy and financial reform to improve the financial reality of FRSC members.</p> <p>The 2026 budget also required challenging decisions associated with the growing cost of regional facilities. The decision to only budget 26.7% of costs associated with the Aquatic Centre Enhancement Project illustrates FRSC's leadership to support the 2029 Canada Games and significant reinvestment into the Aquatic Centre, however, not without the financial partnership of federal and provincial governments.</p>
<p><b>Continuous Improvement:</b></p> <p>The FRSC will seek opportunities to generate cost savings and new revenue opportunities through an embedded culture of continuous improvement. This will include maximizing the opportunity to access third-party funding, including those originating from the Government of New</p>	<p>The FRSC has developed a culture of continuous improvement since the landfill was introduced in the 1990s, which evolved into the FRSC's expanded responsibilities. In 2026, the FRSC will continue to experience the cost avoidance associated the FRSC's decision to proceed with the height augmentation initiative for the landfill, which will ease the immediate burden of the landfill's asset retirement obligations. As a result, the landfill will not have the same impact of borrowing and invite opportunities to include grater capacity in the FRSC budget to include regular capital maintenance expenditures in the operating budget.</p>

Brunswick and the Government of Canada.	The FRSC will also benefit from more reliable, accessible and more affordable aggregate due to the new agreement with a third party who has recently opened an aggregate pit adjacent to the landfill.
<p><b>Accountability and Transparency:</b></p> <p>The development of the annual FRSC budget will be guided by a commitment to be transparent and intentional throughout the process. The FRSC will build ample opportunity for feedback amongst members, invite predictability into the development process, and ultimately uphold strategic and responsible financial decision making.</p>	<p>The process to develop the 2025 FRSC budget upheld transparency and predictability, which included the approval of budget criteria, responsibilities to the FRSC Executive Committee, integration with the regional group of chief administrative officers/rural district manager, and reporting on preliminary themes to the FRSC Board of Directors. In addition, the budget was developed through the collective expertise of the FRSC administrative team, including the oversight and guidance of the FRSC's Chief Financial Officer. The development of the 2026 work plan in conjunction with the 2026 budget, also introduces a new level of alignment and clarity. Finally, the legislative requirement of a 45-day review period prior to voting on the FRSC budget is another valuable step in upholding transparency and accountability.</p>
<p><b>Safety and Security:</b> The FRSC will continue to uphold a culture of safety and security for its employees, operations, customers, assets, and programming. This includes the necessary actions needed to mitigate risks and deliver reliable service.</p>	<p>The principle of safety and security was included in the 2025 FRSC budget criteria as the previous principles did not clearly articulate the importance of safety and security for the FRSC, its operations, employees and customers. The 2026 FRSC budget will introduce some important improvements to this principle, including:</p> <ul style="list-style-type: none"> <li>• Actions as it relates to the fire protection plan undertaken in 2025 for the Crane Mountain Landfill.</li> <li>• Enhanced information technology network capacity and cyber security across the FRSC.</li> <li>• The relocation of the surge pond will seek to reduce the risk associated with leachate accumulation and treatment during high precipitation events.</li> <li>• Formalized employee Health and Safety Training for all employees.</li> <li>• Introduction of an employee wellness resources program and trainings to support employee wellbeing.</li> </ul>

**FUNDY REGIONAL SERVICE COMMISSION****2026 REGIONAL SERVICE COMMISSION OPERATING & CAPITAL BUDGETS**

	2025	2026	% OF TOTAL BUDGET	Change in Net Costs
<b>OPERATING BUDGET</b>				
1. Cooperative & Regional Planning Services Fund (from page CRP-1)	58,061	104,941	0.43%	46,880
2. Local Planning Services Fund (from page LP-1)	539,732	499,205	2.05%	-40,527
3. Solid Waste Services Fund (from page SW-1)	11,759,833	12,420,662	51.00%	660,829
4. Electricity Generation Facility Services Fund (from page GF-1)	235,219	147,223	0.60%	-87,996
5. Regional Mandate - Tourism Promotion Fund (from page TP-1)	886,094	1,250,632	5.14%	364,538
6. Regional Mandate - Economic Development Fund (from page ED-1)	2,502,262	3,651,604	14.99%	1,149,342
7. Regional Mandate - Community Development Fund (from page CD-1)	605,210	722,089	2.97%	116,879
8. Regional Transportation Service Fund (from page RT-1)	370,256	446,549	1.83%	76,293
9. Public Safety Committee Fund (from page PSC-1)	187,859	215,920	0.89%	28,061
10. Support to facilitation of cost-sharing - Sport, Recreation and Cultural Infrastructure Fund (fr	5,131,481	4,894,293	20.10%	-237,188
11. Other Shared Services Fund (from page OT-1)	-	-	0.00%	-
Total Regional Service Commission Operating Budget	22,276,007	24,353,118	100.00%	2,077,111

SW,TP,ED,SRC

91.23%

**CAPITAL BUDGET**

1. Total Capital Cost - Corporate Services (from page CS-1)	-	-		
2. Total Capital Cost - Cooperative & Regional Planning Services Fund (from page CRP-1)	-	-		
3. Total Capital Cost - Local Planning Services Fund (from page LP-1)	44,000	-		
4. Total Capital Cost - Solid Waste Services Fund (from page SW-1)	1,928,400	1,405,500		
5. Total Capital Cost - Electricity Generation Facility Services Fund (from page GF-1)	-	-		
6. Total Capital Cost - Regional Mandate - Tourism Promotion Fund (from page TP-1)	-	-		
7. Total Capital Cost - Regional Mandate - Economic Development Fund (from page ED-1)	-	-		
8. Total Capital Cost - Regional Mandate - Community Development Fund (from page CD-1)	-	-		
9. Total Capital Cost - Regional Transportation Service Fund (from page RT-1)	-	-		
10. Total Capital Cost - Public Safety Committee Fund (from page PSC-1)	-	-		
11. Total Capital Cost - Support to facilitation of cost-sharing - Sport, Recreation and Cultural In	-	-		
12. Total Capital Cost - Other Shared Services Fund (from page OT-1)	-	-		
Total Regional Service Commission Capital Budget	1,972,400	1,405,500		

**FUNDY REGIONAL SERVICE COMMISSION**

	2025	2026	% change	Change in Net Costs
<b>MEMBER FEES</b>				
1. Cooperative & Regional Planning Services Fund (from page CRP-1)	44,020	54,249	23.24%	10,229
2. Local Planning Services Fund (from page LP-1)	476,838	481,364	0.95%	4,526
3. Solid Waste Services Fund (from page SW-1)	-	-		-
4. Electricity Generation Facility Services Fund (from page GF-1)	-	-		-
5. Regional Mandate - Tourism Promotion Fund (from page TP-1)	423,508	452,494	6.84%	28,986
6. Regional Mandate - Economic Development Fund (from page ED-1)	1,204,694	1,927,541	60.00%	722,847
7. Regional Mandate - Community Development Fund (from page CD-1)	175,115	199,170	13.74%	24,055
8. Regional Transportation Service Fund (from page RT-1)	138,246	203,873	47.47%	65,627
9. Public Safety Committee Fund (from page PSC-1)	86,246	108,307	25.58%	22,061
10. Support to facilitation of cost-sharing - Sport, Recreation and Cultural Infrastructure Fund (fr	4,990,247	4,033,098	-19.18%	-957,149
11. Other Shared Services Fund (from page OT-1)	-	-		-
Total Regional Service Commission Operating Budget	7,538,914	7,460,096	-1.05%	-78,818

FUNDY REGIONAL SERVICE COMMISSION												(Excl SW fees)	(Excl SW fees)												
2026 MEMBER FEES												2026	2025												
	2021		2025									TOTAL	TOTAL	INCREASE											
	POP.		TAX BASE	CRP	LP	TP	ED	CD	RT	PSC	SRC	MEMBER	MEMBER	(REDUCTION)											
												FEES	FEES	IN 2026											
Fundy-St. Martins	5,225	\$	458,918,125	\$	1,812	\$	175,069	\$	11,685	\$	49,774	\$	6,653	\$	6,810	\$	3,618	\$	134,718	\$	390,139	\$	396,487	\$	(6,348)
Hampton	9,345		1,118,290,805	\$	3,695			\$	28,473	\$	121,290	\$	13,566	\$	13,886	\$	7,377	\$	274,703	\$	462,990		466,400	\$	(3,410)
Quispamsis	18,780		2,794,346,927	\$	8,260			\$	71,147	\$	303,075	\$	30,328	\$	31,044	\$	16,492	\$	614,119	\$	1,074,465		1,052,109	\$	22,356
Rothsay	11,975		2,011,654,821	\$	5,618			\$	51,219	\$	218,184	\$	20,626	\$	21,113	\$	11,216	\$	417,671	\$	745,647		709,531	\$	36,116
Saint John	69,875		9,912,443,531	\$	29,996			\$	252,383	\$	1,075,102	\$	110,125	\$	112,725	\$	59,886	\$	2,229,983	\$	3,870,200		3,989,165	\$	(118,965)
Grand Bay-Westfield	5,880		673,353,486	\$	2,279			\$	17,144	\$	73,032	\$	8,366	\$	8,564	\$	4,549	\$	169,410	\$	283,344		292,863	\$	(9,519)
Fundy Rural District	6,410		802,909,968	\$	2,589	\$	306,295	\$	20,443	\$	87,084	\$	9,506	\$	9,731	\$	5,169	\$	192,494	\$	633,311		632,363	\$	948
.....	127,490	\$	17,771,917,663	\$	54,249	\$	481,364	\$	452,494	\$	1,927,541	\$	199,170	\$	203,873	\$	108,307	\$	4,033,098	\$	7,460,096	\$	7,538,918	\$	(78,822)



**Fundy Regional Service Commission****Operating Fund Budget****Cooperative & Regional Planning Services**

	Budget 2025	Budget 2026
<b>REVENUE</b>		
MEMBER CHARGES	\$44,020	\$54,249
GOVERNMENT TRANSFERS		
Regional Services Support Fund	\$12,500	\$50,692
SALE OF SERVICE	-	-
SECOND PREVIOUS YEAR SURPLUS	1,541	-
	<u>58,061</u>	<u>104,941</u>
<b>EXPENDITURES</b>		
ALLOCATION FROM CORPORATE SERVICES	33,061	76,383
REGIONAL PLANNING	25,000	25,000
REGIONAL POLICING COLLABORATION	-	-
REGIONAL EMERGENCY MEASURES PLANNING	-	-
OTHER SERVICES PROVIDED TO ALL MEMBERS	-	-
FISCAL SERVICES		
SECOND PREVIOUS YEAR DEFICIT	-	3,558
	<u>58,061</u>	<u>104,941</u>
<b>BUDGETED SURPLUS &lt;DEFICIT&gt;</b>	<u>\$ -</u>	<u>\$ -</u>

**Fundy Regional Service Commission**  
**Operating Fund Budget**  
**Local Planning Service**

	Budget 2025	Budget 2026
<b>REVENUE</b>		
MEMBER CHARGES	\$476,838	\$481,364
FEEES AND SERVICES	-	-
GOVERNMENT TRANSFER	-	-
EXPANDED PLANNING AND BUILDING SERVICES	62,894	-
SECOND PREVIOUS YEAR SURPLUS	-	17,841
	<b>539,732</b>	<b>499,205</b>
<b>EXPENDITURES</b>		
ALLOCATION FROM CORPORATE SERVICES	134,088	106,716
OTHER ADMINISTRATION	70,952	71,099
PLANNING SERVICES	182,410	184,440
INSPECTION SERVICES	149,190	133,950
FISCAL SERVICES	3,000	3,000
SECOND PREVIOUS YEAR DEFICIT	92	-
	<b>539,732</b>	<b>499,205</b>
<b>BUDGETED SURPLUS &lt;DEFICIT&gt;</b>	<b>\$ 0</b>	<b>\$ -</b>

# **Fundy Regional Service Commission**

## **Operating Fund Budget**

### **Solid Waste Services**

	<b>Budget 2025</b>	<b>Budget 2026</b>
<b>REVENUE</b>		
TIPPING FEES		
MEMBERS	\$2,445,983	\$2,594,735
INDUSTRIAL, COMMERCIAL & INSTITUTIONAL	7,006,390	7,156,290
CONSTRUCTION & DEMOLITION	192,500	220,000
INTERNATIONAL SHIP'S WASTE	660	660
ASBESTOS	70,000	70,000
RECYCLING	1,430,300	1,516,800
OTHER OPERATIONAL REVENUE	419,000	504,600
GOVERNMENT TRANSFERS		
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	155,000	-
INVESTMENT INCOME	40,000	60,000
SURPLUS OF SECOND PREVIOUS YEAR	-	297,577
<b>TOTAL REVENUE</b>	<b>11,759,833</b>	<b>12,420,662</b>
<b>EXPENDITURES</b>		
<b>ADMINISTRATION</b>		
ALLOCATION FROM CORPORATE SERVICES	478,806	597,618
DIRECTORS OFFICE		
PERSONNEL	247,710	257,820
TRAVEL	14,000	16,000
TRAINING & DEVELOPMENT	16,500	28,500
OTHER ADMINISTRATION		
ADVERTISING	-	-
LIABILITY INSURANCE	296,420	277,250
PROFESSIONAL SERVICES	366,000	323,545
LEGAL SERVICES	10,000	20,000
OFFICE EQUIPMENT & SUPPLIES	49,350	53,810
PRINTING & COPYING	3,300	3,300
TELECOMMUNICATIONS	13,000	15,000
CMEI	98,875	99,468
HOST COMMUNITY ECONOMICAL FUND	67,000	67,402
HOST COMMUNITY ENHANCEMENT FUND	27,126	27,289
PUBLIC EDUCATION		
PERSONNEL & OTHER ADMINISTRATIVE	133,130	145,330
ADVERTISING, TOURS & PROMOTIONAL	128,600	139,000
<b>TOTAL ADMINISTRATION</b>	<b>1,949,817</b>	<b>2,071,332</b>

**Fundy Regional Service Commission**  
**Operating Fund Budget**  
**Solid Waste Services**

	<b>Budget 2025</b>	<b>Budget 2026</b>
<b>OPERATIONS</b>		
STATION & BUILDINGS		
REPAIRS & MAINTENANCE	8,000	40,000
ELECTRICITY	15,127	21,048
PROPERTY TAXES	261,287	285,117
ENVIRONMENTAL HEALTH & SAFETY	118,110	132,690
MACHINERY & EQUIPMENT		
SMALL EQUIPMENT	13,000	33,000
FUEL	297,400	271,200
REPAIRS & MAINTENANCE	152,100	193,500
LANDFILL OPERATIONS		
PERSONNEL	1,159,262	1,311,808
SITE & ROAD MAINTENANCE	77,200	179,500
MONITORING	74,820	70,550
SITE SECURITY AND SAFETY	34,033	41,665
SPECIAL WASTE HANDLING	25,000	82,400
COVER MATERIAL	29,200	265,700
LEACHATE & SILTATION MANAGEMENT	1,540,677	1,508,032
SAFETY EQUIPMENT & SUPPLIES	63,300	87,670
SCALEHOUSE		
PERSONNEL	195,630	258,200
SUPPLIES	29,350	31,325
WASTE DIVERSION		
PERSONNEL - RECYCLING	870,511	934,833
RECYCLING FACILITY	192,674	235,619
COMPOSTING PROGRAM		
PERSONNEL	314,000	335,360
PROCESSING	706,348	731,331
CART & BIN PURCHASES	76,800	86,500
HAZARDOUS HOUSEHOLD WASTE		
COLLECTION	2,000	2,000
DISPOSAL	50,000	70,000
OTHER	11,000	5,000
<b>TOTAL OPERATIONS</b>	<b>6,316,829</b>	<b>7,214,048</b>



**Fundy Regional Service Commission**  
**Operating Fund Budget**  
**Solid Waste Services**

	<b>Budget 2025</b>	<b>Budget 2026</b>
<b>FISCAL SERVICES</b>		
DEBENTURE ISSUE COSTS	11,000	11,000
BANK SERVICE CHARGES	17,000	17,000
INTEREST - CURRENT OPERATIONS	34,000	34,000
INTEREST - LONG TERM DEBT	184,897	138,907
PRINCIPAL - LONG TERM DEBT	1,115,000	1,119,000
CAPITAL EXPENDITURES FROM OPERATIONS	828,400	764,500
DEFICIT OF SECOND PREVIOUS YEAR	96,732	-
TRANSFER TO RESERVE FUNDS	-	-
TRANSFER TO GENERATION FACILITY FUND	235,219	147,223
ASSET RETIREMENT OBLIGATION	950,939	883,652
INVESTMENT MANAGEMENT FEES	20,000	20,000
<b>TOTAL FISCAL SERVICES</b>	<b>3,493,187</b>	<b>3,135,282</b>
<b>TOTAL EXPENDITURES</b>	<b>11,759,833</b>	<b>12,420,662</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Fundy Regional Service Commission**  
**Operating Fund Budget**  
**Electrical Generation**

	Budget 2025	Budget 2026
<b>REVENUE</b>		
SALE OF SERVICE - SAINT JOHN ENERGY	\$ -	\$ -
SECOND PREVIOUS YEAR SURPLUS	-	-
TRANSFER FROM SOLID WASTE OPERATING FUND	235,219	147,223
<b>TOTAL REVENUE</b>	<b>\$ 235,219</b>	<b>\$ 147,223</b>
<b>EXPENDITURES</b>		
ALLOCATION FROM CORPORATE SERVICES	15,110	-
OTHER ADMINISTRATION	13,101	8,219
PERSONNEL	62,230	-
MACHINERY & EQUIPMENT	77,672	12,750
FISCAL SERVICES	63,853	63,432
SECOND PREVIOUS YEAR DEFICIT	3,253	62,822
<b>TOTAL ELECTRICAL GENERATION</b>	<b>235,219</b>	<b>147,223</b>
<b>BUDGETED SURPLUS &lt;DEFICIT&gt;</b>	<b>\$ -</b>	<b>\$ -</b>

**Fundy Regional Service Commission**  
**Operating Fund Budget**  
**Regional Tourism Promotion**

	Budget 2025	Budget 2026
<b>REVENUE</b>		
MEMBER CHARGES	\$ 68,105	146,560
MEMBER CHARGES FOR ENVISION CONTRACT	355,403	305,934
2% CONTRACT ADMIN FEE	15,969	16,454
GOVERNMENT TRANSFER		
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	443,047	500,316
PETL - Workforce Development Project (25%)	-	250,000
SECOND PREVIOUS YEAR SURPLUS	3,570	31,368
	<b>886,094</b>	<b>1,250,632</b>
<b>EXPENDITURES</b>		
ALLOCATION FROM CORPORATE SERVICES	87,644	84,178
OTHER ADMINISTRATION	798,450	1,166,454
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	-
	<b>886,094</b>	<b>1,250,632</b>
<b>BUDGETED SURPLUS &lt;DEFICIT&gt;</b>	<b>\$ -</b>	<b>\$ -</b>

**Fundy Regional Service Commission**  
**Operating Fund Budget**  
**Economic Development Services**

	Budget 2025	Budget 2026
<b>REVENUE</b>		
MEMBER CHARGES	\$ 59,005	\$ 329,322
MEMBER CHARGES FOR ENVISION CONTRACT	1,145,689	1,598,219
2% CONTRACT ADMIN FEE	47,907	49,362
GOVERNMENT TRANSFER		
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	1,249,661	820,531
PETL - Workforce Development Project (75%)	-	750,000
DEPARTMENT OF HEALTH (Community Promotional F	-	50,000
SECOND PREVIOUS YEAR SURPLUS	-	54,170
	<b>2,502,262</b>	<b>3,651,604</b>
<b>EXPENDITURES</b>		
ALLOCATION FROM CORPORATE SERVICES	103,972	102,242
OTHER ADMINISTRATION	2,395,350	3,549,362
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	2,940	-
	<b>2,502,262</b>	<b>3,651,604</b>
<b>BUDGETED SURPLUS &lt;DEFICIT&gt;</b>	<b>\$ -</b>	<b>\$ -</b>

**Fundy Regional Service Commission**  
**Operating Fund Budget**  
**Community Development Services**

	Budget 2025	Budget 2026
<b>REVENUE</b>		
MEMBER CHARGES	\$ 175,115	\$ 199,170
FEES AND SERVICES	-	-
GOVERNMENT TRANSFERS		
Department of Tourism, Heritage & Cultural	-	75,000
LGR Implementation Support Fund	70,000	50,000
NB Economic and Social Inclusion Corporation	69,023	70,236
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	279,657	326,750
SECOND PREVIOUS YEAR SURPLUS	11,415	933
	<b>605,210</b>	<b>722,089</b>
<b>EXPENDITURES</b>		
ALLOCATION FROM CORPORATE SERVICES	296,351	324,636
OTHER ADMINISTRATION	308,859	397,453
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	-
	<b>605,210</b>	<b>722,089</b>
<b>BUDGETED SURPLUS &lt;DEFICIT&gt;</b>	<b>-\$ 0</b>	<b>\$ -</b>



**Fundy Regional Service Commission**  
**Operating Fund Budget**  
**Regional Transportation Services**

	Budget 2025	Budget 2026
<b>REVENUE</b>		
MEMBER CHARGES	\$ 138,246	\$ 203,873
FEES AND SERVICES	-	-
GOVERNMENT TRANSFERS		
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	159,477	192,676
ECONOMIC & SOCIAL INCLUSION CORPORATION	50,000	50,000
EXPANDED PLANNING AND BUILDING SERVICE	22,533	-
REGIONAL DEVELOPMENT CORPORATION		-
RURAL TRANSIT SOLUTIONS FUND		-
SECOND PREVIOUS YEAR SURPLUS	-	-
	<b>370,256</b>	<b>446,549</b>
<b>EXPENDITURES</b>		
ALLOCATION FROM CORPORATE SERVICES	155,033	166,251
OTHER ADMINISTRATION	213,920	269,100
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	1,303	11,198
	<b>370,256</b>	<b>446,549</b>
<b>BUDGETED SURPLUS &lt;DEFICIT&gt;</b>	<b>\$ -</b>	<b>\$ -</b>

**Fundy Regional Service Commission**  
**Operating Fund Budget**  
**Regional Public Safety Committee Services**

	Budget 2025	Budget 2026
<b>REVENUE</b>		
MEMBER CHARGES	\$ 86,246	\$ 108,307
FEES AND SERVICES	-	-
GOVERNMENT TRANSFERS		
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	93,930	107,613
SECOND PREVIOUS YEAR SURPLUS	7,683	-
	<b>187,859</b>	<b>215,920</b>
<b>EXPENDITURES</b>		
ALLOCATION FROM CORPORATE SERVICES	128,459	142,625
OTHER ADMINISTRATION	59,400	72,600
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	695
	187,859	215,920
<b>BUDGETED SURPLUS &lt;DEFICIT&gt;</b>	\$ -	\$ -

**Fundy Regional Service Commission**  
**Operating Fund Budget**  
**Regional Sport, Recreation and Cultural Infrastructure**  
**Support and Development Services**

	Budget 2025	Budget 2026
<b>REVENUE</b>		
MEMBER CHARGES	\$ 140,212	\$ 158,817
MEMBER CHARGES FOR REGIONAL FACILITIES	4,850,035	3,874,281
GOVERNMENT TRANSFERS	-	-
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	140,723	861,195
SECOND PREVIOUS YEAR SURPLUS	511	-
	<b>5,131,481</b>	<b>4,894,293</b>
<b>EXPENDITURES</b>		
ALLOCATION FROM CORPORATE SERVICES	242,446	279,801
OTHER ADMINISTRATION	4,889,035	4,607,375
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	7,117
	<b>5,131,481</b>	<b>4,894,293</b>
<b>BUDGETED SURPLUS &lt;DEFICIT&gt;</b>	<b>\$ -</b>	<b>\$ -</b>

**REGIONAL FACILITIES - 2026 OPERATING & CAPITAL BUDGET**

	<u>Harbour Station Commission</u>	<u>Imperial Theatre Inc</u>	<u>Saint John Trade &amp; Convention Centre</u>	<u>Saint John Aquatic Centre Commission</u>	<u>Saint John Arts Centre Inc</u>	<u>Total Operating Budget</u>
<b>2026 Operating Budget</b>	\$ 902,160	\$ 624,834	\$ 287,372	\$ 817,103	\$ 241,264	\$ 2,872,733
<b>Market Square (lease, utilities, management fee)</b>						-
<b>Deficit (Surplus) from 2nd preceding year (2024)</b>	88,441		(304,449)	30,942		(185,066)
	\$ 990,601	\$ 624,834	\$ (17,077)	\$ 848,045	\$ 241,264	\$ 2,687,667
<b>2026 Capital Budget (73.33% Canada Games Funding; 0% Other Facilities)</b>	\$ 850,000	\$ -	\$ 100,000	\$ 946,108	\$ -	\$ 1,896,108
<b>Total</b>	<b>\$ 1,840,601</b>	<b>\$ 624,834</b>	<b>\$ 82,923</b>	<b>\$ 1,794,153</b>	<b>\$ 241,264</b>	<b>\$ 4,583,775</b>

Imperial Theatre Inc is a registered charity and has a June 30th yearend.

It is the owner of its' facility. Imperial Theatre Foundation Inc is a registered public foundation which fundraises for capital and operating expenses of Imperial Theatre Inc.

Saint John Arts Centre Inc is a registered charity with a December 31st yearend

Its' facility is leased from the City of Saint John.

**REGIONAL FACILITIES - 2026 OPERATING & CAPITAL BUDGET****Municipal Contributions:**

	2025 Tax Base	2021 Population	50%/50% Proration										Total Operating	Total Capital	Total
Fundy-St. Martins	\$ 458,918,125	5,225	3.340%	\$ 33,089	\$ 20,871	\$ (570)	\$ 28,327	\$ 8,059	\$ 89,776	\$ 63,336	\$ 153,112				
Hampton	1,118,290,805	9,345	6.811%	67,472	42,559	(1,163)	57,762	16,433	183,063	129,148	312,211				
Quispamsis	2,794,346,927	18,780	15.227%	150,839	95,143	(2,600)	129,132	36,737	409,250	288,720	697,970				
Rothesay	2,011,654,821	11,975	10.356%	102,588	64,708	(1,769)	87,824	24,986	278,337	196,363	474,700				
Saint John	9,912,443,531	69,875	55.292%	547,724	345,484	(9,442)	468,901	133,400	1,486,066	1,048,397	2,534,463				
Grand Bay/Westfield	673,353,486	5,880	4.200%	41,610	26,246	(717)	35,622	10,134	112,895	79,646	192,541				
Fundy Rural District	802,909,968	6,410	4.773%	47,280	29,822	(815)	40,476	11,515	128,278	90,498	218,777				
Total	17,771,917,663	127,490	100.00%	\$ 990,601	\$ 624,834	\$ (17,077)	\$ 848,045	\$ 241,264	\$ 2,687,667	\$ 1,896,108	\$ 4,583,775				
	-								\$ 2,687,667		4,583,775.00				

	5 Facilities Annual Operating	5 Facilities Capital	5 Facilities Total
<b><u>Municipal Contributions Summary:</u></b>			
Fundy-St. Martins	89,776	63,336	153,112
Hampton	183,063	129,148	312,211
Quispamsis	409,250	288,720	697,970
Rothsay	278,337	196,363	474,700
Saint John	1,486,066	1,048,397	2,534,463
Grand Bay-Westfield	112,895	79,646	192,541
Fundy Rural District	128,278	90,498	218,777
.....	<u>2,687,667</u>	<u>1,896,108</u>	<u>4,583,775</u>
			4,583,775

**2026 QUARTERLY OPERATING PAYMENTS TO FIVE REGIONAL FACILITIES**

	<u>Harbour Station Commission</u>	<u>Imperial Theatre Inc</u>	<u>Saint John Trade &amp; Convention Centre</u>	<u>Saint John Aquatic Centre Commission</u>	<u>Saint John Arts Centre inc</u>	<u>Total Operating Budget</u>
<b>2026 Approved Operating Budget</b>	990,601.00	624,834.00	(17,077.00)	848,045.00	241,264.00	<b>2,687,667.00</b>
First quarter	\$ 247,650.25	\$ 156,208.50	-\$ 4,269.25	\$ 212,011.25	\$ 60,316.00	\$ 671,916.75
Second quarter	\$ 247,650.25	156,208.50	(4,269.25)	212,011.25	60,316.00	\$ 671,916.75
Third quarter	\$ 247,650.25	156,208.50	(4,269.25)	212,011.25	60,316.00	\$ 671,916.75
Fourth quarter	\$ 247,650.25	156,208.50	(4,269.25)	212,011.25	60,316.00	\$ 671,916.75
	<u>\$ 990,601.00</u>	<u>\$ 624,834.00</u>	<u>-\$ 17,077.00</u>	<u>\$ 848,045.00</u>	<u>\$ 241,264.00</u>	<u>\$ 2,687,667.00</u>



**Fundy Regional Service Commission**  
**Operating Fund Budget**  
**Corporate Services**

	<b>Budget 2025</b>	<b>Budget 2026</b>
<b><u>REVENUE</u></b>		
GOVERNMENT TRANSFER		
Regional Services Support Fund	\$ -	\$ -
Total Revenue	-	-
<b><u>EXPENDITURES</u></b>		
Governance	144,210	126,540
Administration		
CEO Office/Human Resources/Financial		
Management/Other Administrative Services	1,530,760	1,753,910
Capital Expenditures	-	-
Total Corporate Services	1,674,970	1,880,450
<b>NET CORPORATE EXPENDITURES</b>	<b>\$ 1,674,970</b>	<b>\$ 1,880,450</b>
<b>Allocation to Funds:</b>		
Cooperative & Regional Planning Services	\$ 33,061	\$ 76,383
Local Planning Service	134,088	106,716
Solid Waste Services	478,806	597,618
Electrical Generation	15,110	-
Regional Tourism Promotion	87,644	84,178
Regional Economic Development	103,972	102,242
Community Development	296,351	324,636
Regional Transportation	155,033	166,251
Regional Public Safety	128,459	142,625
Regional Sport, Recreation & Cultural	242,446	279,801
Other Services	-	-
	<b>\$ 1,674,970</b>	<b>\$ 1,880,450</b>
	\$	-

# SOLID WASTE



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

## VISION

**To promote the further reduction of waste by promoting individual and corporate responsibility and developing the waste system as an integrated resource to the community.**

## GOALS

- Achieve sustainable and efficient solid waste management and landfill operations in the Fundy Region.
- Review known long-term opportunities, positive or negative, that have developed from recent external impacts to the solid waste management industry in the Fundy Region and recommend a path forward to the FRSC Board of Directors.

## 2026 FRSC WORK PLAN PRIORITIES

- Pursue stage two (2 of 3) of the residential waste limit and reduction initiative with the intention of advancing diversion, customer service, and member cost savings.
- Develop and execute an education campaign for the proper disposal and risks of lithium-ion batteries in our waste stream.
- Install a forest fire break to limit fires spreading to or from the landfill.
- Develop and implement a pilot upcycle program to enhance diversion building on the 2017 Crane Mountain "Yard Sale" success.
- Begin phase one (1 of 3) of relocating the leachate surge pond.
- Develop and implement a waste reduction ambassadors' program.

## 2026 SERVICE EXPECTATIONS

- Strive for a safe operating environment for employees and customers at Crane Mountain Landfill.
- Deliver courteous, respectful service and customer experience for employees and the public.
- Identify new opportunities for revenue and cost savings through continuous improvement initiatives.
- Continue to provide and innovate on a best-in-class solid waste education program for our region's schools.
- Enhance diversion opportunities in composting, recycling, and hazardous waste through expanded programs and partnerships.
- Identify and address community concerns through public engagement, including the new Envirosuite odour monitoring program.



## 2026 BUDGET

### Revenue

- Residential Tip Fees: \$2.6 Million
- ICI Tip Fees: \$7.2 Million
- Recycling: \$1.5 Million
- Other Revenue/Income: \$1.1 Million

### Expenditures

- Allocation from Corporate\*: \$0.5 Million
- Landfill Operations: \$10.5 Million
- Capital Purchases & Projects: \$1.4 Million

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, Board honorarium, among other.

Tipping Fee	% of total budget	# of FRSC FTE (equivalent)
\$139	51%	4.61



# COMMUNITY DEVELOPMENT

## VISION

**Empowering communities, fostering inclusivity, and improving health and well-being outcomes through collaborative community development initiatives.**

## GOALS

- Advocate for an inclusive approach to housing and housing inclusivity, reduced legislative barriers, and comprehensive data to understand and meet regional housing needs and build a region where homelessness is rare, brief and non-recurring.
- Support the equitable access to programs and services, collaborate regionally, and support initiatives that enhance social inclusion throughout the Fundy Region.
- Create a region where community members have access to the programs and services, they need to support their health, well-being, and overall quality of life.

## 2026 FRSC WORK PLAN PRIORITIES

- Convene partners to develop a case & advocacy for placement of collaborative care clinics.
- Working with partners, advocate for an increase in the number of funded childcare spaces.
- Host a regional symposium on the 6 "A"s of food security, sharing key best practices, creating space for collaboration for the region and developing an action plan from key outcomes.
- Explore opportunity of a 'living' volunteer database & support system for seniors to strengthen communities' efforts of aging-in-place.
- Advocate to accelerate & increase affordable housing developments led by NGOs, including bridge financing solutions.
- Support the continued implementation of City of Saint John's Housing for All Strategy.
- Work with partners to identify & deliver resources, tools & governance structure to support FRSC members to respond to needs of unhoused people.
- Develop an emergency preparedness plan for network of partners providing services and supports to individuals living rough across the region.

## 2026 SERVICE EXPECTATIONS

- Ensure ongoing engagement and consultation with local communities, to align work of service areas with local needs.
- Host 6-10 Community Development Committee meetings.
- Oversee the coordination of ESIC contract, including delivery of Urban/Rural Rides.
- Oversee continuation of social mandate pilot.
- Research, analysis, and development of recommendations to support Committee and Board through mandate.
- Pursue funding partnerships with federal and provincial governments.
- Advocate for community development needs originating from the Fundy Region.



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of FRSC FTE (equivalent)
\$199,170	3%	\$521,986	\$324,636	4.61

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, Board honorarium, among other.



## COMMUNITY PLANNING & BUILDING INSPECTION

### VISION

**Foster regional collaboration to achieve sustainable communities through collaborative and responsible land use planning that fosters vibrant communities, preserves natural landscapes, and supports equitable and resilient development for present and future generations across the Fundy Region.**

### GOALS

- Deliver modern and responsible Land Use Planning services.
- Enhance regional collaboration for consistent and improved development outcomes.
- Align planning documents with provincial legislation and develop a Regional Land Use Plan to manage sustainable development across the Region.

### 2026 FRSC WORK PLAN PRIORITIES

- Introduce a subdivision bylaw and building bylaw for Fundy St. Martins.
- Establish platform across planners & development officers in the Fundy Region to identify trends, invite professional growth, resolve common challenges & pursue collective opportunities.
- Delivery of recommendation and adoption of Fundy Rural District Rural Plan.

### 2026 SERVICE EXPECTATIONS

- Community planning and building inspection services are provided to the Fundy Rural District and the Village of Fundy-St. Martins.
- Issue building and development permits and inspect new buildings or structures.
- Develop and administer Rural Plans.
- Process land use and subdivision applications.
- Provide planning, building, and development support and advice.
- Host up to 12 Planning Review and Adjustment (PRAC) meetings per year to ensure applications are reviewed per the Community Planning Act.



### 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of FRSC FTE (equivalent)
\$ 481,364	2%	\$0	\$106,716	2.89

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, Board honorarium, among other.

## REGIONAL PUBLIC SAFETY



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

## VISION

**A unified and resilient Public Safety response in the Fundy Region, where seamless interagency collaboration and interoperability empowers our communities to thrive and deliver enhanced and effective public safety service for all.**

## GOALS

- To foster interagency collaboration in the Fundy Region through cooperation, resource sharing, and joint training among public safety agencies to enhance overall emergency response capabilities.
- Achieve Interoperability among public safety agencies in the Fundy Region to optimize incident response and information sharing through collaboration on systems and operational improvements.
- Establish a unified and coordinated regional approach to Emergency Measures Organization (EMO) in the Fundy Region by fostering collaboration, sharing resources, and aligning emergency response plans to enhance preparedness, response, and recovery capabilities.

## 2026 FRSC WORK PLAN PRIORITIES

- Deliver a regional education and awareness campaign on regional rail with government and private partners.
- Review and support the implementation of an emergency response standardization system to improve interoperability across public safety entities in Fundy Region.
- Review and revise response policies and mutual aid agreements, aiming for a long-term transition to automatic aid based on closest-resource response and include any changes in an updated mutual aid agreement.
- Develop public safety training capacity sharing program.

## 2026 SERVICE EXPECTATIONS

- Host up to 8 Public Safety Committee meetings and facilitate a medium in which local public safety leadership exchange and develop partnership.
- Complete and maintain regional risk assessment and public safety asset inventory to identify common risk areas, service gaps, and collaborative opportunities.
- Facilitate dialogue on joint training exercises or simulations among public safety agencies.
- Review and support enhancement of mutual or automatic aid agreements across the region.
- Advocate annually to federal and provincial governments for enhanced funding for regional public safety infrastructure, equipment, programming, and training.
- Administer the Regional Rail Working Group.



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of FRSC FTE (equivalent)
\$108,306	1%	\$107,613	\$142,625	0.87

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, Board honorarium, among other.



# REGIONAL FACILITIES



Fundy Regional  
Service Commission  
Commission de Services  
Regionaux de Fundy

## VISION

Through the mandate of regional sport, recreation and cultural infrastructure, establish a new standard of collaborative oversight, financial stewardship, and strategic re-investment into exceptional and inclusive regional facilities in the Fundy Region.

## GOALS

- Build a shared regional facilities value proposition for the Fundy Region.
- Act as financial stewards to the seven communities and residents of the Fundy Region that invest into the regional facilities.
- Promote a culture of continuous improvement across regional facilities, seeking to maximize the diversification of revenue sources, formulation of partnership with federal and provincial governments, to uphold sustainability, impact and service to the Fundy Region.
- Build a framework of trust and accountability, fairness and equity, between the seven communities and the organizations and staff that directly oversee and operate the facilities.
- Develop an approach to future regional facilities and cost-sharing for regional sport, recreation, or cultural infrastructure.

## 2026 FRSC WORK PLAN PRIORITIES

- Implement a financial oversight and performance evaluation system for regional facilities.
- Request that the regional facilities' operators develop a value proposition of the five facilities.
- Finalize detailed design for Canada Games Aquatic Centre Enhancement Project and pursue.
- Deliver recommendations on alternatives to the financing of regional facilities capital.

## 2026 SERVICE EXPECTATIONS

- Host 6-10 Regional Facilities Committee meetings, supported by the regional group of chief administrative officers/rural district manager and representatives from the FRSC Board.
- Monitor and evaluate reporting and auditing requirements of five facilities.
- Review and build recommendations on operating and capital funding proposals submitted by the regional facilities.
- Partner with federal and provincial governments to leverage funding to reduce FRSC subsidy to regional facility.
- Evaluate and build recommendations on annual capital and operating proposals from facility operators and owner.
- Advocate for reliable, sustainable and additional funding from the Government of New Brunswick to fulfill the legislative requirements associated with regional facilities.



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of FRSC FTE (equivalent)
\$4,033,097	20%	\$861,195	\$279,801	1.68

\* Corporate services include office space, enabling services, Finance, IT services, HR costs, Board honorarium



# REGIONAL TRANSPORTATION

## VISION

**Foster regional collaboration across all aspects of transportation, guided by the principles of sustainability, enhanced quality of life, accessibility, and economic growth.**

## GOALS

- Understand how and why residents travel, their diverse transportation needs and preferences across the Fundy Region.
- Improve transportation access for residents in the Fundy Region.
- Enhance the Connectivity of transportation modes within the Region.
- Promote safe and efficient transportation by addressing conflicts between different modes
- Address legislative and governance barriers to enhance transportation services in the Region.

## 2026 FRSC WORK PLAN PRIORITIES

- Investigate regional trail connectivity and expansion interest and funding availability
- Deliver final recommendation of transit feasibility study for Fundy Region.
- Develop and execute a share the road campaign.
- Deliver a regional Origin Destination Survey to support implementation of regional transportation solutions.

## 2026 SERVICE EXPECTATIONS

- Ensure ongoing engagement and consultation with local communities, to ensure the work of service area aligns with local needs.
- Host up to 12 Regional Transportation Committee meetings.
- Research, analysis, and development of recommendations to support Committee and Board through mandate.
- Pursue funding partnerships with federal and provincial governments.
- Advocate for regional transportation needs originating from Fundy Region.



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of FRSC FTE (equivalent)
\$ 203,874	2%	\$242,676	\$166,251	0.96

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, Board honorarium, among other.

# ECONOMIC DEVELOPMENT



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

## VISION

**The Saint John Region in 2050 stands as Atlantic Canada's premier innovation hub, a vibrant, diverse, and resilient economic powerhouse that blends its rich industrial heritage with cutting-edge technology and sustainable practices.**

**At the heart of this transformation is the region's commitment to attracting and empowering people, recognizing that human ingenuity and engagement are the true drivers of economic success.**

## GOALS

- Lead Atlantic Canada's Energy Transition
- Leverage Port Saint John as a catalyst for investment
- Provide the next generation of Health-Tech solutions
- Cultivate a renowned destination for residents and visitors alike
- Strengthen the Region's Workforce Development Ecosystem

## 2026 FRSC WORK PLAN PRIORITIES

### Growth Readiness

- Develop regional industrial action plan
- Develop investment marketing for priority sectors
- Build strategic partnerships to connect youth, employers and service providers for career decisions
- Empower employers to address talent issues, and align training/education providers and employers
- On-going support for real estate projects & municipal planning
- Work with government, non-profit and private sector land-owners to identify land opportunities for housing development
- Maintain/improve regional economic dashboard

### Talent Attraction & Retention

- Through SJLIP, improve the new resident experience boosting newcomer inclusion and retention

- Develop marketing campaigns to attract and retain talent
- Develop workforce strategies for priority sectors in Regional Economic Development Plan
- Support attraction and retention of healthcare professionals

### Business Retention & Expansion

- Gather local-businesses data to identify needed supports (training, advocacy, mentoring, etc.)
- Support ONB, Invest in Canada and Saint John Industrial Parks in responding to Foreign Direct Investment opportunities
- Convene the Energy Sector, set priorities and initiatives for growth.
- Provide full support for entrepreneurs to start and expand businesses
- Share Growth Stories focused on local business successes



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of Envision employees
\$1,927,541	15%	\$1,620,531	\$102,242	15.5

\* Corporate services include office space, enabling services, Finance, IT services, HR costs, Board honorarium

## TOURISM PROMOTION



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

## VISION

**At the confluence of historic tides and vibrant city life, the Saint John Region stands as a beacon for explorers of all kinds. Here, where the mighty Bay of Fundy's waters caress the age-old shores, the region unfolds as a panorama of rugged coastal landscapes and expansive seas, framed by the lively hum of the market and the charming whisper of storied streets. The region offers a rich tapestry of experiences that seamlessly weave together the raw beauty of nature, the refined art of gastronomy, and the deep threads of heritage.**

## GOALS

- Cultivate a Renowned Destination for Residents and Visitors Alike
- Advance the Region's infrastructure
- Enhance tourist attractions
- Expand outdoor recreation opportunities
- Diversify accommodation types
- Elevate the visitor experience
- Commit to stewardship

## 2026 FRSC WORK PLAN PRIORITIES

## Destination Awareness:

- Campaigns, partnerships and activations to grow awareness of the Region targeting Ontario, Quebec and Eastern US markets.
- Promote regional events.
- Build local awareness of events, festivals, and attractions.

## Destination Management:

- Partner with public and private sectors to identify new attraction opportunities.
- Advocate for improvements in air service.

## Destination Sales:

- Selling the Region through attendance at marketplaces, hosting clients, pitching stories and bidding on events to host.

## Sponsorships:

- Help build the Region's pride of place and desirability for visitors and residents through sponsorship of major festivals & events, sporting events, etc.

## Welcome Services:

- Operate local Welcome Centres to provide access to regional information.
- Provide Ambassador training to build network of residents able to promote the Region.
- Maintenance and upkeep of on-line resources (Discover Saint John.com; SettleinSaint John.com; SJBusiness support.com)



## 2026 BUDGET

Net 2026 costs for FRSC members (includes RSSF)	% of total budget	\$ of third-party funding	2026 allocation from corporate services*	# of Envision employees
\$452,494	5%	\$750,316	\$84,178	6.5 + 8 part-time employees

\* Corporate services include FRSC office space, enabling services, Finance, IT services, HR costs, Board honorarium, among other.



## Attachment #6 – 2026 Fundy Regional Facilities Capital Budget

Regional Facilities 2026 Capital Projects			
Date:30 July 2025			
Building Name	Project Description	Cost	Additional Detailed
<b>Canada Games Aquatic Center</b>			
	Replace Various Fitness Equipment Apparatuses	\$ 50,000	End of Useful Life
	Replace Tot's Pool Water Feature at End of Useful Life	\$ 10,000	End of Useful Life
	Replace Competition Pool Guard Chair	\$ 15,000	End of Useful Life
	Replace Ten touch Pads for Competition Pool	\$ 35,000	End of Useful Life
	Canada Games Design and Construction Management	\$ 700,000	Canada Games 2029
	Replace Competition Pook Bulkhead	\$ 650,000	Safety Issues and End of Useful Life
	Canada Games Aquatic Center Renovation Project	\$ 1,200,000	Canada Games 2029 Construction. Assuming 3 month construction in 2026
<b>Total</b>		<b>\$ 2,660,000</b>	
<b>TD-Station</b>			
	Upgrade Concourse Dishwasher	\$ 20,000	End of Useful Life
	Replace Sabre Compressors 1, 2, and 3 at End of Useful Life	\$ 525,000	End of Useful Life , major impact on the TD-Station Operation
	Design Engineering to Replace Sloped PVC Roof Membranes	\$ 125,000	Surpassed life expectancy and shown sign of water leaks
	Replace Brine Plate Chiller Gasket	\$ 50,000	End of Useful Life
	Replace Flood Water Boiler #1 at End of Useful Life	\$ 15,000	End of Useful Life
	Network Cyber security and Building Management System Upgrades	\$ 50,000	End of Useful Life. Old Technologies and do not integrate with the latest software
	Enhancement Study	\$ 65,000	Building Condition Assessment and Future Need Assessment
<b>Total</b>		<b>\$ 850,000</b>	



<b>Trade &amp; Conventional Center</b>			
	Website Updated	\$ 20,000	Combined website with TD Station. Current website outdated and not user friendly. Continue to have synergies between both venues .Sharing website is a great step
	Large Ice Machine	\$ 25,000	Current ice machine is small, we have regularly been bringing in ice from TD Station and recently for a large event had to rent a reefer truck
	Additional Plateware	\$ 15,000	when over 450 guests, we borrow bowls and sometimes event rent off of outside company
	Grill Upgrade	\$ 10,000	Existing grill not operational and will require repair and gas hook-up. This will allow us to expand our menu.
	Carpet Cleaner/Vacuum	\$ 30,000	Cost Saving Measure. 2-3 times a year we pay to have our carpet cleaned estimated \$3500 per
<b>Total</b>		<b>\$ 100,000</b>	
<b>Grand Total</b>		<b>\$ 3,610,000</b>	



---

**Audience:** Fundy Region Service Commission

**Date of Memorandum:** June 27, 2025

**Report Author:** Andrew Beckett

**Reviewed and Approved By:** Agency Board of Directors and Members

**Subject:** 2026 Operating Budget

*For Information* ☐

*For Approval* ☒

---

## BACKGROUND

In accordance with the Master Service Agreement with the FRSC, the Agency is required to submit its operating budget and a four-year forecast (a five-year rolling budget) by the end of June each year.

To meet this requirement, over the past few months work has been undertaken to develop an operating budget for the 2026 fiscal period. This process started with the development of workplans to advance the Strategic Pillars detailed in the Agency's 2025-2030 Strategic Plan.

Attached is the following:

- 2026 Strategic Workplans
- 2026 Operating Budget with comparisons to prior year budget and projections,
- Summary salary comparisons for the 2025 and 2026 fiscal periods
- Five year rolling budget 2026-2030

The 2026 Budget has been approved by the Agency's Board of Directors and Members. It is now being submitted to the Fundy Region Service Commission for your consideration.

The following narrative provides details related to the budget requests.

## OVERVIEW

The 2026 operating year will be the first full year under the Agency's new strategic plan. The Plan has enabled all service areas to focus their workplans on activities that will support the Agency's strategic pillars.

The 2026 Budget has a proposed deficit of \$160,900. The Agency's unrestricted operating surplus will be utilized to cover this deficit.

## OPERATING FUNDING AND REVENUES

Overall Operating Funding and Revenues are budgeted to be \$6,113,700, an increase of \$67,541 over the 2025 budget year.

### **Government Funding** – increase of \$22,675

- Funding from the FRSC will increase by \$95,075 (3%). The increase is largely attributable to inflationary increases and a requested increase in destination marketing expenditures.
- “FRSC-other” is budgeted at \$50,000. This is funding we receive to support recruitment activities for healthcare professionals.
- Provincial funding is budgeted at \$1,050,000. There is a component of this funding that is contingent on achieving certain established targets. We are advised of the status of the contingent amount in March of each year. If for any reason the contingent amount is reduced there is sufficient time to reduce planned expenditures. We have also budgeted \$50,000 for tourism related activities. This funding has been received annually for the past few years and is expected to continue.
- Federal funding from IRCC is budgeted at \$161,600 in accordance with the three-year funding agreement between the Agency and IRCC for activities associated with the Local Immigration Partnership.

**Destination Marketing Fee** revenue has been budgeted to increase by \$27,056 (2%). This increase is deemed reasonable based on historical occupancy rates and anticipated room rate increases.

**Other Income** is budgeted to be \$64,500, which is the amortization of the last lease incentive payment associated with the Agency’s office space.

**Defined Projects Reimbursements** are budgeted to be \$14,400 for recovery of administration costs associated with the LIP Program.

**Rental Income** is budgeted at \$108,000 consistent with amounts received from external rentals of surplus space in prior years.

## OPERATING EXPENSES

Overall Operating Expenses are budgeted to be \$6,274,600, an increase of \$228,441 over the 2025 budget year. An overview of the strategic workplan activities associated with each of the Agency’s strategic pillars is attached as Appendix A.

**Administration** expenses has been budgeted to decrease by \$67,541. Professional consulting costs have been reduced as provision is now made in various service area budgets. While most

other expenditures remain consistent with prior years it should be noted that there is uncertainty related to office space costs as the current lease expires at the end of July, 2026. An RFP process is currently underway to look at options for office space. A provision of \$250,000 has been made for anticipated costs associated with fit-up of new office space. This will be funded from operations over a ten-year period.

**Data Services** expenses are budgeted to increase by \$21,375 due cost increases for some of our data subscriptions and the Agency's Customer Relationship Management system.

**Tourism Promotion** expenses are budgeted to increase by \$291,287 as a result of a request to increase spending on destination marketing activities, which have been increased by \$230,000. The destination marketing budget has remained unchanged for a number of years. With increased costs for creative development and media placements during this time, media placements have been had to be reduced. The increased funding will allow for more media placements in existing markets, with major focus being Quebec and Ontario. With more Canadian travellers choosing to explore Canada there are opportunities to increase the tourism activity in our region through these marketing efforts. The sponsorship budget has also been increased by \$50,000 to support activities that are being planned for non-peak season times.

**Real Estate and Industrial Development** expenses are budgeted to increase by \$68,463. This includes funding to support on-going engagement activities within the energy sector and inflationary increases.

**Population Growth and Workforce Development** expenses are budgeted to remain consistent with prior year. These expenses are fully funded by contributions received from the PETL and IRCC.

**Entrepreneurship and Business Development** expenses are budgeted to decrease by 84,506. The 2025 budget included project funding for development and promotion of a business navigator tool and sector development work which is not needed in 2026.

#### FOUR YEAR FORECAST

The four-year forecast amounts have been developed by applying a 2% inflationary component to expenses. This is deemed to be a reasonable assumption based on the stability of the Agency's operations. A new employee position has been added to the Entrepreneurship & Business Development Service commencing in 2027 to address increased demand.

Provision has also been made for an annual transfer to an Event Attraction Reserve to be used for attracting Regional, Provincial, National and International Events. A policy is being developed for this reserve with initial funding of \$500,000 to be set aside from the agency's accumulated surplus. The annual transfer amount will only be utilized if/when the Reserve balance falls below \$500,000.

For 2027 and 2028 the forecasts show deficit positions (225,000 and 100,000 respectively). The Agency has sufficient accumulated surpluses to cover these deficits.



## Appendix A

## Envision Saint John: The Regional Growth Agency

## 2026 Strategic Work Plan

INITIATIVE NAME	LEAD SERVICE AREA	ACTIVITIES	MEASURE (outputs & outcomes)
<b>Growth Readiness</b>			
Development Project Portfolio Management	Real Estate & Industrial Development	Strategic support to real estate development projects & municipalities. Includes site identification, land use approvals, and economic assessment.	<ol style="list-style-type: none"> <li>1. Projects Supported</li> <li>2. Units Created</li> <li>3. Investment Value</li> <li>4. Projected Tax Base</li> <li>5. Commercial Square Footage</li> </ol>
Strategic Land Program	Real Estate & Industrial Development	Work with government, non-profit, and private sector land owners to bring more land opportunities to support housing developments.	<ol style="list-style-type: none"> <li>1. Sites Evaluated</li> <li>2. Sites Activated</li> <li>3. Development Yield Potential</li> <li>4. Units Created</li> </ol>
Real Estate & Industrial Strategic Projects	Real Estate & Industrial Development	<p>Projects to build out the offerings of the real estate and industrial development services, or large opportunity projects with a heightened agency role. Examples of these projects in 2025 include:</p> <ol style="list-style-type: none"> <li>1. Fundy Quay, First Nations Cultural Facility.</li> <li>2. St. Martin's Golf Course.</li> <li>3. First Nations Casino.</li> <li>4. Regional Industrial Strategy.</li> <li>5. Industrial Investment Attraction Marketing Materials</li> </ol>	<ol style="list-style-type: none"> <li>1. Project Status.</li> <li>2. Investment Value of the Initiative.</li> <li>3. Property Tax Base.</li> <li>4. Jobs.</li> <li>5. Intangible Benefits for the Community.</li> </ol>
Youth Retention	Population Growth & Workforce Development	<p>Develop strategic partnerships that can connect youth with employers and service providers to provide career informed decisions.</p> <ol style="list-style-type: none"> <li>1. Events (Sponsored &amp; Partnerships).</li> <li>2. Recruitment Events.</li> <li>3. NEET Youth.</li> </ol>	Increase retention rates for 19+ youth or local recruitment in PSE
New Resident Inclusion & Retention	Population Growth & Workforce Development	<p>Through the Saint John Local Immigration Partnership (SJLIP), improve the new resident experience boosting newcomer inclusion and retention.</p> <ol style="list-style-type: none"> <li>1. Inclusivity Marketing Campaigns.</li> <li>2. New resident navigation.</li> <li>3. Collaborative Initiatives &amp; Events.</li> <li>4. Stakeholder Engagement - SJLIP.</li> </ol>	<ol style="list-style-type: none"> <li>1. Boost Newcomer Retention</li> <li>2. Increase Ecosystem Collaboration</li> </ol>
Support Employer Readiness	Population Growth & Workforce Development	Empower employers to address talent issues and fostering connectivity and alignment between supply (training and education) and demand (employers).	<ol style="list-style-type: none"> <li>1. Partnerships &amp; Sponsorships.</li> <li>2. Presentation to Employers.</li> <li>3. Cobranded collateral material.</li> </ol>
Data & Research	Data Services and Project Management	<ol style="list-style-type: none"> <li>1. Support Service Areas and their clients with informative and relevant data.</li> <li>2. Provide deeper research and analysis of data trends and insights.</li> </ol>	<ol style="list-style-type: none"> <li>1. Number of data requests (30)</li> <li>2. Number of research/analysis projects (5)</li> <li>3. Economic impact assessments (5)</li> </ol>

INITIATIVE NAME	LEAD SERVICE AREA	ACTIVITIES	MEASURE (outputs & outcomes)
Regional Economic Progress Awareness	Data Services and Project Management	<ol style="list-style-type: none"> <li>1. Monthly Dashboard Updates.</li> <li>2. Publish quarterly insights.</li> <li>3. Promote the service with partners, and receive referrals from partner organizations.</li> <li>4. State of the Economy Report.</li> <li>5. Special Topic Summit (E.g. 2025 Tariffs).</li> <li>6. Data community and networking.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dashboard updates, posts and announcements.</li> <li>2. Dashboard unique visitors and page visits annually.</li> <li>3. Client meetings and event attendance (e.g. state of economy)</li> </ol>
Continuous Improvement	Data Services and Project Management	<ol style="list-style-type: none"> <li>1. CRM workflow, automation and reporting enhancements.</li> <li>2. Internal measurement and review of performance metrics.</li> <li>3. Review Data Warehouse and Partner Networks.</li> <li>4. Map organizational planning processes and master calendar.</li> <li>5. Review economic impact assessment needs and methods.</li> <li>6. AI Tool Evaluation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Internal Measurement Report &amp; Year in Review</li> <li>2. Improve agency performance measure accuracy</li> </ol>

### Talent Attraction & Retention

Saint John Region Talent Story	Population Growth & Workforce Development	Development of Marketing Campaigns to attract and retain talent in the region.	Communicate and market the unique and distinct employment and career opportunities in our region – today and tomorrow.
Sector-driven Workforce Development	Population Growth & Workforce Development	<p>Based on the Regional Economic Development Strategy develop workforce strategies for priority sectors.</p> <ol style="list-style-type: none"> <li>1. Sector Specific Research &amp; Data Projects.</li> <li>2. Recruitment and Convening Events.</li> <li>3. Workforce Partnerships &amp; Taskforces as required.</li> <li>4. Advocacy .</li> </ol>	Data informed decision making and effort. Outputs - Research documents, dashboard visits, recruitment events, round-tables, etc.
Healthcare Recruitment & Retention	Population Growth & Workforce Development	<p>Support the ecosystem in attracting and retaining healthcare professionals within the Saint John Region.</p> <ol style="list-style-type: none"> <li>1. Participate &amp; Sponsor initiatives targeting medical students and residents.</li> <li>2. Offer one-on-one FAM tours with medical professionals in partnership with Horizon Health Network.</li> <li>3. Enable opportunities for the healthcare and business community to gather to foster a business focused approach to healthcare in the Saint John Region.</li> <li>4. Promote and provide support of Saint John as the health centre of Atlantic Canada with the Health &amp; Technology District potential.</li> </ol>	<ol style="list-style-type: none"> <li>1. Number of students attending presentations and events.</li> <li>2. Number of residents attending presentations and events.</li> <li>3. Number of successful hires from one-on-one FAM tours</li> <li>4. Number of events/participants attending healthcare/business community events.</li> <li>5. Path forward for Health &amp; Technology District.</li> </ol>

INITIATIVE NAME	LEAD SERVICE AREA	ACTIVITIES	MEASURE (outputs & outcomes)
<b>Business Retention &amp; Expansion</b>			
Investment Attraction Service	Real Estate & Industrial Development	Undertake strategic initiatives to better position the region for foreign direct investment, including upgrading of sales materials, industrial sector research, and regional land pipeline analysis.  Support Opportunities New Brunswick, Invest in Canada, and Saint John Industrial in responding to Foreign Direct Investment Opportunities.	1. Number of Leads 2. Number of Active Leads 3. Number of Investments Landed 4. Value of Investments in Pipeline
Energy Sector	Real Estate & Industrial Development	1. Convene the energy sector, identify priorities and initiatives to position the sector for growth.  2. Convene sector roundtables to establish priorities, initiatives and work plans.  3. Compile Year-End Summary report of sector actions, initiatives and successes.	Measures Still Under Development
Entrepreneurial Supports	Entrepreneurship & Business Growth	Provide comprehensive support for entrepreneurs to start and expand their businesses. 1. Continue to source and update online business support portal. 2. Enable opportunities for entrepreneurs to network and grow their mentor network. 3. Provide meaningful access to training. 4. Continued focus on Impact Loan program. 5. Sector specific conference (tourism, supply chain etc.). 6. Investment attraction activities focused on business expansion into the Saint John Region (new and existing).	1. Number of new users of the online business support portal. 2. Number of attendees at events targeting entrepreneurs that are hosted or sponsored by Envision Saint John. 3. Attendees obtaining training organized by Envision Saint John. 4. Number of applicants, number of Loans approved, diversity of entrepreneurs in program, number of FTE equivalent positions created.
Business Retention & Expansion	Entrepreneurship & Business Growth	Business Retention and Expansion program will help identify gaps within the business ecosystem of the Saint John Region. 1. Gather data to support training & mentoring opportunities 2. Gather data to support advocacy opportunities for the business community 3. Provide connections to help strengthen local partnerships and promote a resilient Saint John economy  The BRE initiative will be cross-sector (ex. Industrial, Tourism etc.)	1. Number of BR&E meetings 2. Synthesized data to drive insights into common themes and opportunities
Entrepreneurship Awareness	Entrepreneurship & Business Growth	Promote the viability of SME's within the Saint John Region. 1. Publish meaningful Growth Stories focused on local business growth. 2. Participate in youth career focused events & opportunities promoting the entrepreneurial support systems of the region. 3. Share learnings from the BRE program with the general public to create engagement.	1. Number of impressions on business growth related content. 2. Number of participants at events targeting future entrepreneurs that are hosted or sponsored by Envision Saint John.

INITIATIVE NAME	LEAD SERVICE AREA	ACTIVITIES	MEASURE (outputs & outcomes)
<b>Visitor Attraction</b>			
Destination Awareness	Destination Marketing & Sales	<p>Campaigns, partnerships and activations to grow the awareness of the destination:</p> <ol style="list-style-type: none"> <li>1. Awareness campaigns in strategic target markets - ON, QC and US.</li> <li>2. Event campaigns - promotion of regional events</li> <li>3. Locally-targeted awareness campaigns (Backyard Bay-cation).</li> <li>4. Partnerships with provincial and regional operators to leverage funds and increase reach.</li> <li>5. Expansion to awareness investment in additional markets, or making a larger investment into current target markets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Engagement</li> <li>2. Impressions</li> <li>3. Website Traffic</li> <li>4. Visitation rates from target markets</li> </ol>
Destination Sales	Destination Marketing & Sales	<p>Selling the Saint John Region as a destination of choice in the following markets:</p> <ol style="list-style-type: none"> <li>1. Meetings and Conventions.</li> <li>2. Sports and Major Events.</li> <li>3. Travel Trade.</li> <li>4. Travel Media.</li> </ol> <p>Includes attending marketplaces, hosting clients, pitching stories, and bidding on events to host in market.</p>	<ol style="list-style-type: none"> <li>1. Number of bids submitted</li> <li>2. Business won</li> <li>3. Clients hosted</li> <li>4. Visibility of media coverage</li> <li>5. Economic impact of events hosted</li> </ol>
Sponsorship	Destination Marketing & Sales	<p>Sponsorship of a variety of unique events that help to build the Saint John Region's pride of place and desirability as a destination to visit.</p> <ol style="list-style-type: none"> <li>1. Major Festivals &amp; Events</li> <li>2. Regional Events</li> <li>3. Sporting Events</li> </ol>	<ol style="list-style-type: none"> <li>1. Visitation</li> <li>2. Sentiment</li> <li>3. Attendance</li> <li>4. New events planned</li> </ol>
Welcome Services	Destination Marketing & Sales	<p>Providing locals and visitors with access to information about the region</p> <ol style="list-style-type: none"> <li>1. Things to do.</li> <li>2. Business resources.</li> <li>3. New resident services.</li> <li>4. Printed collateral (visitor guide, map, brochures).</li> <li>5. DiscoverSaintJohn.com</li> <li>6. SettleinSaintJohn.com</li> <li>7. SJBusinessSupport.com</li> <li>8. Ambassador training.</li> <li>9. Ambassador program (NEW).</li> </ol>	<ol style="list-style-type: none"> <li>1. Clients served</li> <li>2. Materials distributed</li> <li>3. Training participants</li> <li>4. Number of Ambassadors</li> </ol>
Elevation of the Local Tourism Industry	Destination Marketing & Sales	<p>Efforts to elevate local tourism industry:</p> <ol style="list-style-type: none"> <li>1. Informative emails.</li> <li>2. Workshops.</li> <li>3. Training.</li> <li>4. Navigation services</li> </ol>	<p>Number of participants in workshops and training.</p>

INITIATIVE NAME	LEAD SERVICE AREA	ACTIVITIES	MEASURE (outputs & outcomes)
-----------------	-------------------	------------	---------------------------------

**Risk Mitigation**

Process Review	Finance & Administration	Cross training in payroll and finance and develop training modules to support.	Training Document
Policy Review	Finance & Administration	Annual review of agency policies including making any required adjustments or adding new policies if required.	Policy Document to add to Employee Handbook
Financial Tools	Finance & Administration	Review and implement cloud-based credit card & expense management software	Implementation complete



# ENVISION Saint John

THE REGIONAL GROWTH AGENCY

## 2026 Budget

	2024 Actual	2025 Budget	2025 Forecast (to March 31/25)	2026 Budget	2025-2026 Variance	
					Budget	Forecast
<b>Operating Funding and Revenues</b>						
Government Funding						
FRSC	\$ 2,941,960	\$ 3,129,925	\$ 3,129,924	\$ 3,225,000	\$ 95,075	\$ 95,076
FRSC - Other	87,407	50,000	62,948	50,000	-	12,948
Provincial	1,173,489	1,050,000	1,085,000	1,050,000	-	35,000
Federal-Other	114,528	-	-	-	-	-
Federal-IRCC	-	234,000	119,250	161,600	-	42,350
	4,317,384	4,463,925	4,397,122	4,486,600	22,675	89,478
Destination Marketing Fees	1,375,000	1,353,744	1,341,195	1,380,800	27,056	39,605
Other Income	122,193	-	120,053	64,500	64,500	( 55,553 )
Defined Projects Reimbursements	7,034	46,240	14,410	14,400	-	( 10 )
Rental Income	137,400	108,000	111,000	108,000	-	( 3,000 )
Interest Income	94,539	74,250	79,029	59,400	( 14,850 )	( 19,629 )
<b>Operating Funding and Revenues</b>	<b>\$ 6,053,550</b>	<b>\$ 6,046,159</b>	<b>\$ 6,062,809</b>	<b>\$ 6,113,700</b>	<b>\$ 67,541</b>	<b>\$ 50,891</b>
<b>Operating Expenses</b>						
Administration	1,943,626	1,474,341	1,529,572	1,406,800	-	( 122,772 )
Data Services	221,436	321,125	322,306	342,500	21,375	20,194
Tourism Promotion	2,078,075	2,225,713	2,205,062	2,517,000	291,287	311,938
Real Estate and Industrial Development	452,083	454,137	450,952	522,600	68,463	71,648
Population Growth and Workforce Development	831,768	1,176,837	1,201,381	1,176,200	-	25,181
Entrepreneurship and Business Development	289,439	394,006	331,069	309,500	-	21,569
<b>Total Operating Expenses</b>	<b>\$ 5,816,426</b>	<b>\$ 6,046,159</b>	<b>\$ 6,040,342</b>	<b>\$ 6,274,600</b>	<b>\$ 228,441</b>	<b>\$ 234,258</b>
<b>Net Operating Income</b>	<b>\$ 237,124</b>	<b>\$ -</b>	<b>\$ 22,467</b>	<b>-\$ 160,900</b>	<b>( \$ 160,900 )</b>	<b>( \$ 183,367 )</b>



### 2025-2026 Budgeted Salaries & Benefits Comparison

	2026	# of Emp	2025	# of Emp	Variance
Administration	522,460	3	481,186	3	41,274
Data Services and Project Management	191,307	2	192,032	2	( 725 )
Destination Marketing and Sales	601,356	7	574,525	7	26,831
Real Estate and Industrial Attraction	338,319	3	353,743	3	( 15,424 )
Population Growth and Workforce Development	441,562	5	383,795	5	57,768
Entrepreneurship and Business Development	185,372	2	184,338	2	1,034
	<b>2,280,376</b>	<b>22</b>	<b>2,169,619</b>	<b>22</b>	<b>110,757</b>



## 2026-2030 Rolling Budget

	2025 Budget	2026 Budget		2027 Forecast		2028 Forecast		2029 Forecast		2030 Forecast	
Operating Funding and Revenues											
Government Funding											
FRSC	\$ 3,129,925	3,225,000	3.04%	\$ 3,469,800	7.59%	\$ 3,716,300	7.10%	\$ 3,913,100	5.30%	\$ 4,000,000	2.22%
FRSC - Other	50,000.00	50,000		50,000		50,000		50,000		50,000	
Provincial	1,050,000.00	1,050,000		1,050,000		1,050,000		1,050,000		1,050,000	
Federal-IRCC	234,000.00	161,600		166,400		169,700		173,100		176,600	
	4,463,925	4,486,600		4,736,200		4,986,000		5,186,200		5,276,600	
Destination Marketing Fees	1,353,744	1,380,800		1,408,400		1,436,600		1,465,300		1,494,600	
Other Income	-	64,500									
Defined Projects Reimbursements	46,240	14,400		14,700		15,000		15,300		15,600	
Rental Income	108,000	108,000		110,200		112,400		114,700		116,700	
Interest Income	74,250	59,400		60,600		61,800		63,000		64,300	
Operating Funding and Revenues	\$ 6,046,159	6,113,700		\$ 6,330,100		\$ 6,611,800		\$ 6,844,500		\$ 6,967,800	
Operating Expenses											
Administration	1,474,341	1,406,800		1,511,000		1,540,700		1,571,000		1,613,300	
Data Services	321,125	342,500		349,300		356,300		363,400		370,700	
Tourism Promotion	2,225,713	2,517,000		2,567,400		2,618,800		2,671,200		2,724,600	
Event Attraction						50,000		50,000		50,000	
Real Estate and Industrial Development	454,137	522,600		533,000		543,700		554,600		565,700	
Population Growth and Workforce Development	1,176,837	1,176,200		1,200,000		1,200,000		1,224,000		1,225,000	
Entrepreneurship and Business Development	394,006	309,500		394,400		402,300		410,300		418,500	
Total Operating Expenses	\$ 6,046,159	6,274,600		\$ 6,555,100		\$ 6,711,800		\$ 6,844,500		\$ 6,967,800	
Net Operating Income	\$ -	-160,900		-225,000		-100,000		0		0	



# ROTHESAY

## MEMORANDUM



---

TO	:	Rothesay Council
FROM	:	Mayor Nancy Grant
DATE	:	12 August 2025
RE	:	Committee Appointments

---

**Recommendation:**

- Council ratify the revocation of the appointment of Councillor Mackay French to the Rothesay Planning Advisory Committee, effective 12 August 2025
- Council ratify the appointment of Councillor Peter Lewis to the Rothesay Planning Advisory Committee for the remainder of the Council term.

**Background:**

Councillor Mackay French has been unable to attend recent meetings of the Rothesay Planning Advisory Committee. She has requested that the opportunity for virtual attendance at PAC be allowed.

The Community Planning Act does not specifically allow for virtual attendance. Some municipalities do allow virtual attendance at PAC; however, DPDS Reade has examined this possibility and strongly recommends against it for technical, staffing and procedural reasons.

Therefore, on the basis of inability to attend in person, Councillor Mackay French's appointment to PAC is revoked. Councillor Lewis has agreed to serve on the Committee.

cc. Planning Advisory Committee  
Councillor Mackay French  
Councillor Peter Lewis



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**September 8, 2025**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
Brett McLean, CAO

**DATE:** August 29, 2025

**SUBJECT:** Local Government Services Easement – Victoria Crescent

---

### **RECOMMENDATION**

Staff recommend that Rothesay Council consider the following Motion:

That Council pursuant to Section 88(7) of the *Community Planning Act* ASSENT to the Amending Subdivision Plan Victorian Gardens Subdivision Plan Phase 2B dated August 13, 2025 prepared by Hughes Surveys & Consultants Inc. showing a Local Government Services Easement located on Lot 15 off Victoria Crescent and authorize the Mayor and Clerk to sign any necessary documentation relating to the easement.

### **ORIGIN AND BACKGROUND**

Subdivision of the Victoria Gardens development dates to 2012. Since that time, the municipal infrastructure and Public Streets have been completed.

A portion of the sanitary sewer infrastructure servicing some lots in the development is located on private property and requires a Local Government Services Easement. This easement will provide Rothesay with access to maintain this infrastructure.

The Developer is working to secure these easements and has secured an easement for the portion of 12 Victoria Crescent that would be encumbered for sewer access. The Assent of Council is required for this easement.



## **DISCUSSION**

The Developer has secured an easement for the portion of 12 Victoria Crescent that would be encumbered for sewer access. The attached Tentative Plan of Subdivision illustrates the easement that will encumber 12 Victoria Crescent. The Developer will also be securing easements on the property at 14 Victoria Crescent and 16 Victoria Crescent (Lots 16 and 17 on the attached Tentative Plan of Subdivision). Report(s) for the Assent to these easements will come back to Council at a later date.

The assent to a Local Government Services easement does not require a recommendation from the Planning Advisory Committee as it is within the authority of Council. While the recommendation for assent to Local Government Services Easements typically is included in a recommendation from the Planning Advisory Committee (PAC), such recommendations also involve the vesting of Public Streets and Land for Public Purposes (LPP) in association with a more comprehensive subdivision development. In this case there is no Public Street or LPP to be vested so there is no requirement for a recommendation from PAC.

Input has been sought from the Chief Administrative Office and Director of Operations, and the proposed Local Government Services Easement is sufficient for Rothesay's requirement.

Assent to the proposed Local Government Services Easement is recommended.

---



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).*

## ENDORSEMENTS

PRELIMINARY

See Plan No. 35536573

To Prince  
Albert CourtExisting Public Utility Easement  
See Plan No. 41289845PID 30344030  
Lot 14  
See Plan No. 41289845Local  
Government  
Services  
Easement  
84m<sup>2</sup>  
(See Note 7)PID 30344295  
Lot 15  
See Plan No. 41411928PID 30344022  
Lot 13  
See Plan No. 41289845PID 30344014  
Lot 12  
See Plan No. 41289845PID 30344311  
Lot 17  
See Plan No. 41411928PID 30344329  
Lot 18  
See Plan No. 41411928

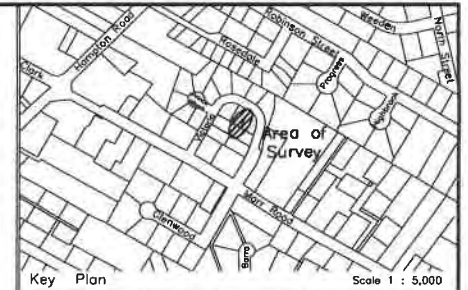
Victoria Crescent

See Plan No. 41411928

To Marr Road

## LEGEND

- ROUND IRON BAR FOUND  
 SQUARE IRON BAR FOUND  
 IRON PIPE FOUND  
 STANDARD SURVEY MARKER FOUND  
 STANDARD SURVEY MARKER PLACED  
 WOODEN POST PLACED  
 CALCULATED POINT  
 TABULATED POINT  
 TRANSVERSE CONTROL POINT  
 N.B. GRID CO-ORDINATE MONUMENT  
 WOODEN POST / UTILITY PIPE  
 FOUNDATION  
 STREET BOUNDARY  
 UTILITY EASEMENT  
 ADJACENT PROPERTY LINE  
 CONTIGUOUS  
 FENCE  
 STRUCTURE





## Registration Data

Owner Name : Marie Evangeline Morris & Peter Arthur Morris  
 PID : 30344295  
 Effective Date : 2021-05-21  
 Instrument : Transfer # 42446501 Reg. 2022-03-24

Owners

Marie E. Morris Peter A. Morris

## NOTES

- Directions are New Brunswick Grid azimuths derived GNSS observations from tabulated N.B. coordinate survey monuments.
- All distances are in metres and are grid distances, calculated using a combined scale factor of 1.000014 and using geoid model HT2\_0; to convert to imperial equivalents divide by 0.3048.
- Area of survey outlined thus , peripheral information compiled from various sources.
- All document and plan references refer to the Registry Office for Kings County or the Land Titles District of New Brunswick.
- Field survey completed on May 22, 2024.
- All computations performed and coordinates shown on this plan are based on New Brunswick Stereographic Double Projection and the NAD83(CSRS) Reference System as realized by Service New Brunswick High Precision Network coordinate survey monuments.
- Pursuant to Section 4 of the "Designated Easements Regulation Community Planning Act" 2021-B3, the Local Government Services Easement(s) shown on this plan vests in the Town of Rothesay. Local Government Services Easement(s) shown thus : 

## Purpose Of Plan

To amend Lot 15 on Plan 41411928 registered June 16, 2021 to create a Local Government Services Easement.

New Brunswick Grid Co-Ordinate Values			
Sta.	X	Y	Rmks.
423	2 540 834.325	7 377 436.555	PLAN 41411928
424	2 540 817.413	7 377 409.278	PLAN 41411928
427	2 540 799.229	7 377 419.782	PLAN 41289845
428	2 540 815.905	7 377 448.652	PLAN 41289845
700	2 540 832.220	7 377 439.709	CALC. PT.
701	2 540 817.357	7 377 413.978	CALC. PT.
702	2 540 814.040	7 377 411.226	CALC. PT.
20713	2 539 706.997	7 377 960.748	N.B. MON. (OBS)
28156	2 534 232.573	7 362 095.001	N.B. MON. (HPN)
28160	2 535 354.190	7 363 188.690	N.B. MON. (HPN)

Amending Subdivision Plan  
 Victorian Gardens Subdivision-Phase 2B,  
 Victoria Crescent,  
 Town of Rothesay,  
 Rothesay Parish,  
 Kings County, NB

HUGHES SURVEYS &amp; CONSULTANTS INC.

Aug 13, 2025.  
Date

1 : 200

4 0 4 8 12 16  
meters

Dwg. No. S23388C	Disk No. 2023	Topos H23388	Disk No. 2023
Dwn. by M.C.B.	Job No. Y23-388	Rev. No.	Map No. H/05-U3A(NE)



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**September 8, 2025**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
Brett McLean, CAO

**DATE:** August 29, 2025

**SUBJECT:** PMHP Program 2028-2030

---

### **RECOMMENDATION**

It is recommended Council pass the following motion:

“That the document entitled Rothesay Three-Year Plan for the PMHP Program 2028-2030 be adopted”.

### **ORIGIN AND BACKGROUND**

The Provincial-Municipal Highway Partnership (PMHP) Program, formerly known as the Municipal Designated Highway (MDH) Program, was created in the 1970's to provide financial assistance to municipalities for capital upgrades to provincial-municipal highways (excludes bypass highways). Over 1,400 km of provincial-municipal highways are eligible for funding under the PMHP Program.

The program previously requested municipalities to submit a five-year submission, but the program has since been revised such that municipalities now only need to submit a request for three years. Rothesay in 2024 had previously submitted a five-year plan for the years 2027 to 2031. That plan will be superseded by the attached 2028-2030 plan.

Staff have prepared the attached Rothesay Provincial-Municipal Highway Partnership Program Three Year Plan 2028 - 2030 that is recommended for submission to the Department of Transportation and Infrastructure under the Program. This has been done with a focus on the existing conditions of the roads and previous years' funding.

It should be noted that Rothesay was approved for \$410,000 of PMHP funding in 2026 to contribute to 75% of the cost of rehabilitating Southridge Road from French Village Road to the Saint John city limit. Through a request to DTI, staff were able to reallocate these funds toward instead rehabilitating Campbell Drive in 2026. There were two reasons for this change:

1. The current rutting condition on Campbell Drive presents a significant safety hazard that needs to be remediated in the immediate future; and
2. There is a significant 1500mm (60") diameter cross culvert on Southridge Road that will need to be replaced as part of the work on Southridge, and this was not accounted for in the previous submission. The work will require significant excavation, dewatering, fish passage, and environmental permitting efforts where it is located in a wetland.

Southridge Road will be re-applied for in the year 2028 as part of the three-year plan with the 1500mm diameter cross-culvert replacement included in the amount.



Report Prepared by: Timothy A. Colwell, P. Eng., Director of Operations

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

Rothsay

---

# Provincial-Municipal Highway Partnership Program Three-Year Plan

2028 - 2030



## Provincial-Municipal Highway Partnership Program - Three Year Plan

### INTRODUCTION

\_\_\_\_\_  
Rothesay \_\_\_\_\_ has prepared a Three-Year Plan for the years 2028-2030 for *the Provincial-Municipal Highway Partnership Program*. Included are project names, descriptions, project limits, cost estimates and financing for each selected project.

### THREE-YEAR PLAN CONTENT

DTI publishes a three-year annual capital plan of anticipated projects. These projects include bridges, highways, buildings, and the Provincial-Municipal Highway Partnership (PMHP) Program.

The Three-Year Plan for the PMHP Program includes the following:

1. Certified copy of the resolution from Council adopting the PMHP Program Three-Year Plan of the local government.
2. Schedule A: Project Description. Schedule A to be completed separately for each project including project name, description, project limits and estimated costs.
3. Schedule B: PMHP Funding Request Summary (Excel spreadsheet).
4. Schedule C: Checklist signed by CAO or Transportation head.

Provincial-Municipal Highway Partnership Program - Three Year Plan

\_\_\_\_\_  
Rothesay

**THREE-YEAR PLAN  
FOR THE PROVINCIAL-MUNICIPAL HIGHWAY PARTNERSHIP (PMHP) PROGRAM  
2028-2030  
RESOLUTION**

2025-Sep-08 Moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_  
\_\_\_\_\_ "that the document entitled \_\_\_\_\_ Rothesay  
*Three-Year Plan for the PMHP Program 2028-2030* be adopted".

Motion Carried

I certify that the above resolution of the council of Rothesay was adopted while in  
*regular/special session September 8, 2025.*

\_\_\_\_\_  
SEAL

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
Rothesay



## Provincial-Municipal Highway Partnership Program - Three Year Plan

**Schedule A – Project Description***Route number or name: Southridge Road***Project Description (Include limits and length of the work, type of rehabilitation):**

Limits of Work: French Village Road to City of Saint John Limit

Length of Section: 1050m

Width of Section: 6.0m

Scope of Work:

1. Asphalt Resurfacing: Pulverizing and Paving Base and Surface Course – 6,600m<sup>2</sup>
2. Shouldering
3. Replacement of a 1500mm (60") diameter x 35m long corrugated steel pipe cross culvert
4. Replacement of 42m of 600mm diameter storm sewer

**Identify non-eligible items of work that will be done as part of this project (i.e., water main, sanitary sewer, sidewalk, etc.):**

N/A

Year	DTI Contribution of Eligible Items (000s)	Municipal Contribution of Eligible Items (000s)	Other Contribution of Eligible Items (000s)	Non-Eligible Items (000s)	Total Project Cost (000s)
2028	839	280	n/a	n/a	1,119
2029					
2030					

## Provincial-Municipal Highway Partnership Program - Three Year Plan

*Route number or name: Route 100 - Hampton Road*

**Project Description (Include limits and length of the work, type of rehabilitation):**

Limits of Work: Quispamsis Town Limit to Rothesay Town Hall

Length of Section: 1410m

Width of Section: Varies: 9.0 to 13.0m

Scope of Work:

1. Asphalt Resurfacing: Milling and Paving Surface Course - 17,600m<sup>2</sup>
2. Curb Replacement Town Hall to Marr Road
3. Structure cover adjustments

**Identify non-eligible items of work that will be done as part of this project (i.e., water main, sanitary sewer, sidewalk, etc.):**

Installation of underground electrical ducting for street lights, sidewalk replacement  
Town Hall to Marr Road

Year	DTI Contribution of Eligible Items (000s)	Municipal Contribution of Eligible Items (000s)	Other Contribution of Eligible Items (000s)	Non-Eligible Items (000s)	Total Project Cost (000s)
2028					
2029	691	230		334	1,255
2030					

## Provincial-Municipal Highway Partnership Program - Three Year Plan

*Route number or name: Route 100 - Rothesay Road*

**Project Description (Include limits and length of the work, type of rehabilitation):**

Limits of Work: Golf Club Court to Hampton Road

Length of Section: 2070m

Width of Section: Varies: 9.5m

Scope of Work:

1. Asphalt Resurfacing: Milling and Paving Surface Course – 20,500m<sup>2</sup>
2. Misc Curb Repairs
3. Structure cover adjustments
4. Storm Sewer Upgrades

**Identify non-eligible items of work that will be done as part of this project (i.e., water main, sanitary sewer, sidewalk, etc.):**

1. Misc Sidewalk Repairs

Year	DTI Contribution of Eligible Items (000s)	Municipal Contribution of Eligible Items (000s)	Other Contribution of Eligible Items (000s)	Non-Eligible Items (000s)	Total Project Cost (000s)
2028					
2029					
2030	927	309		42	1,278



Provincial-Municipal Highway Partnership Program - Three Year Plan

## **Schedule B: PMHP Funding Request Summary**

Please refer to the Excel document named: “**PMHP Funding Request Summary 2028-2030.xls**”.

**SCHEDULE B – PMHP PROGRAM FUNDING REQUEST SUMMARY**

Insert your data in the green cells  
Fixed cells (do not alter)

## Rothesay

	2028	2029	2030
Provincial share	75%	75%	75%
Municipal share	25%	25%	25%

Project Name with Route Number or Name	Total Eligible Items (000s)			
	2028	2029	2030	Total
Southridge Road (French Village Road to Town Limit)	\$1,118,900			\$1,118,900
Route 100 - Hampton Road (Scott Ave to Quispamsis Town Limit)		\$921,831		\$921,831
Route 100 - Rothesay Road (Hampton Road to Golf Club Court)			\$1,236,041	\$1,236,041
<b>DTI Contribution of Eligible Items</b>	<b>\$839,175</b>	<b>\$691,373</b>	<b>\$927,031</b>	<b>\$2,457,579</b>
Municipal of Contribution Eligible Items	\$279,725	\$230,458	\$309,010	\$819,193
Other Contribution (Eligible Items)	\$0	\$0	\$0	\$0
<b>Total Eligible Items</b>	<b>\$1,118,900</b>	<b>\$921,831</b>	<b>\$1,236,041</b>	<b>\$3,276,772</b>
Non-Eligible Items (if applicable)	\$0	\$333,779	\$42,026	\$375,805
<b>Total Project Cost (Eligible and Non-Eligible Items)</b>	<b>\$1,118,900</b>	<b>\$1,255,610</b>	<b>\$1,278,067</b>	<b>\$3,652,577</b>

Provincial-Municipal Highway Partnership Program - Three Year Plan

**Schedule C: Checklist**

- Schedule A for each individual project duly completed
- Schedule B duly and correctly completed
- Signed Council Resolution
- Submitted application by the requested deadline
- Failure to have the above completed properly and on time may result in the rejection of the application

Authorized Signature: \_\_\_\_\_



Timothy A. Colwell, P. Eng. – Director of Operations

**SOUTHRIDGE ROAD: FRENCH VILLAGE ROAD TO SJ CITY LIMIT**

PCI 2025	IRI 2025	PCI 2024	IRI 2024	PCI 2022	IRI 2022	Street Name	From	To
28	2.00	37	2.33	39	1.99	Southridge Road	Southridge Road	END
24	3.27	33	3.52	47	2.77	Southridge Road	Southridge Road	Southridge Road
17	6.64	18	4.20	32	5.07	Southridge Road	Southridge Road	Southridge Road
31	3.45	39	1.46	50	2.16	Southridge Road	French Village Road	Southridge Road

SOUTHRIDGE ROAD:	2025	2024	2022
Area Weighted PCI Average 2025:	25	32	42
Area Weighted IRI Average 2025:	3.81	2.87	2.98

**Route 100/Hampton Road: Rothsay Town Hall to Quispamsis Town limit**

PCI 2025	IRI 2025	PCI 2024	IRI 2024	PCI 2022	IRI 2022	Street Name	From	To
54	3.9955169	58	3.04	62	2.98	Hampton Road	Highland Avenue	Scott Avenue
71	3.8628378	55	2.28	45	2.41	Hampton Road	Iona Avenue	Scott Avenue
72	3.7385858	69	3.45	60	2.72	Hampton Road	Iona Avenue	Mclaughlin Drive
48	3.1040922	47	2.27	62	2.22	Hampton Road	Mclaughlin Drive	Clark Road
68	4.2599499	71	2.49	77	3.22	Hampton Road	Marr Road	Alliance Drive
55	3.8675542	52	3.31	63	3.08	Hampton Road	Rosedale Avenue	Alliance Drive
37	2.8573493	34	2.16	77	2.09	Hampton Road	Rosedale Avenue	Robinson Street
35	2.9721153	41	1.76	60	1.78	Hampton Road	Robinson Street	Weeden Avenue
41	2.9565566	50	2.34	52	2.65	Hampton Road	Weeden Avenue	Sierra Avenue
43	3.7517721	39	2.44	66	2.42	Hampton Road	Sierra Avenue	Parkdale Avenue
58	2.4821532	61	2.38	76	2.15	Hampton Road	Parkdale Avenue	Oakville Lane
61	5.8613379	47	4.22	67	4.11	Hampton Road	Holland Drive	Oakville Lane

Hampton Road: Highland to Quispamsis	2025	2024	2022
Area Weighted PCI Average 2025:	52	49	64
Area Weighted IRI Average 2025:	3.61	2.69	2.68

**Route 100/Rothsay Road: Hampton Road to Golf Club Court**

PCI 2025	IRI 2025	PCI 2024	IRI 2024	PCI 2022	IRI 2022	Street Name	From	To
83	4.17	83	2.88	83	2.85	Rothsay Road	Larsen Drive	Kingshurst Lane
81	2.78	81	2.34	80	2.14	Rothsay Road	Troop Street	Mcnamee Lane
81	2.41	81	1.70	83	2.12	Rothsay Road	Tennis Court Road	Gondola Point Road
82	2.76	82	2.19	84	2.19	Rothsay Road	Golf Club Court	Gibbon Road
77	3.18	74	2.29	84	2.45	Rothsay Road	Gibbon Road	Renshaw Road
82	3.71	83	2.46	85	2.65	Rothsay Road	Scovil Road	Renshaw Road
85	5.94	79	3.70	81	3.17	Rothsay Road	Scovil Road	Gentleman Drive
79	2.84	81	2.01	85	1.94	Rothsay Road	Gentleman Drive	Larsen Drive
81	2.50	83	1.55	83	2.00	Rothsay Road	Kingshurst Lane	Troop Street
74	3.53	82	2.50	77	2.85	Rothsay Road	Mcnamee Lane	Turnbull Court
70	3.91	77	3.12	79	3.04	Rothsay Road	Allison Drive	Turnbull Court
82	4.03	70	3.12	72	3.15	Rothsay Road	Domville Lane	Allison Drive
80	4.97	56	4.17	73	2.53	Rothsay Road	Domville Lane	College Hill Road
78	3.19	74	1.96	80	2.31	Rothsay Road	College Hill Road	Maiden Lane

<b>Rothesay Road: Hampton Rd to Golf Club Ct</b>	<b>2025</b>	<b>2024</b>	<b>2022</b>
Area Weighted PCI Average 2025:	79	76	77
Area Weighted IRI Average 2025:	3.32	2.39	2.50





70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**September 8, 2025**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
Brett Mclean, CAO

**DATE:** September 4, 2025

**SUBJECT:** Property Purchase re. Wiljac Street Extension Project

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council authorize the CAO to purchase a portion of PID 30316509, equal to 0.338 ha as per the attached property sketch, from the owner, Eva Lordly Estate and Michael Lordly in trust, for the total sum of \$30,000 plus associated legal and survey fees.

### **ORIGIN**

PID 30316509 is a large tract of land that separates the current dead-end of Wiljac Street from three other parcels of land in the Hillside South area intended for development by their respective owners.

### **BACKGROUND**

The owners of the Lordly Estate are not, at the present time, interested in developing their property however their property does present a barrier to accessing the properties that are ready for development in the Hillside South area. The Town and one of the three property owners in the Hillside South area have been in discussions with the Lordly family for a considerable amount of time in order to acquire access across their property. The Lordly family recently made a decision

to sell the necessary portion of their property to the Town for the sum of \$30,000 plus associated fees.

### **DISCUSSION**

Access to Hillside South has been a concern since the first proposal was brought before Council by MR Investments some time ago. There are only four options for access which include:

- Dunedin drive –very steep with significant concern having been expressed by the existing residents,
- Appleby Drive - very steep with significant concern having been expressed by the existing residents,
- Hillside Trail – includes wooden bridges not rated for traffic plus significant concern expressed by regular trail users,
- Wiljac Street – a dead-end street with significant concern having been expressed by the existing residents.

It was a difficult decision and after weighing all the options Council, with a non-unanimous vote, approved a recommendation to design and construct the extension of Wiljac Street to open up the Hillside South area for development. Access across the Lordly property is required in order for this option to work.

### **FINANCIAL IMPLICATIONS**

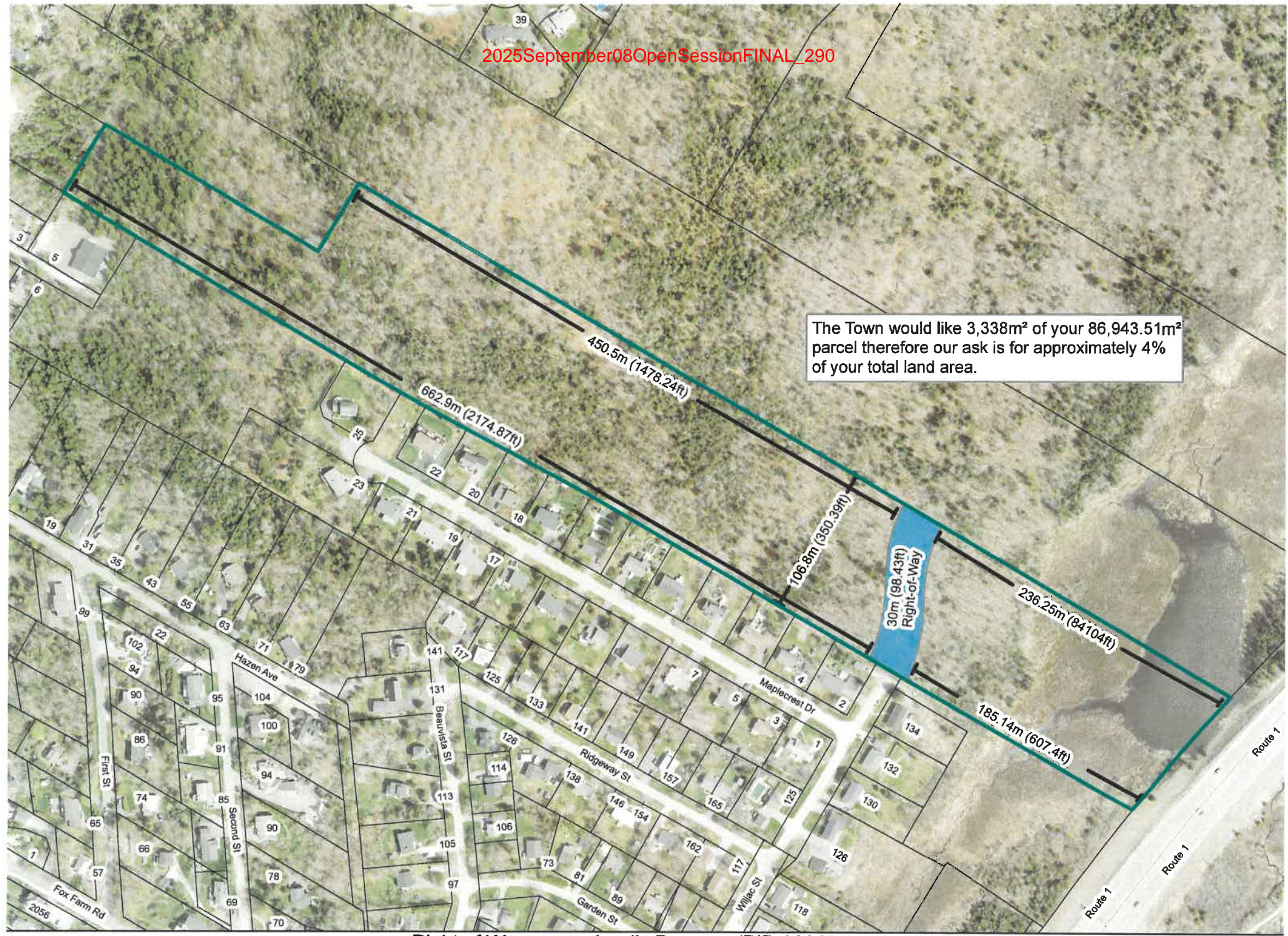
This property acquisition forms part of the overall \$2.5M Wiljac project approved as part of the 2025 General Fund Capital Budget. The price for the property is \$30,000 and it is expected the associated legal and survey fees will amount to \$5,000 or less. Staff have been of the opinion that a long-term lease or easement across the Lordly property was the best deal that could be achieved, therefore the fee simple purchase now offered by the owner is the best possible scenario. Once the purchase is complete, staff will bring the item back to Council to have the land vested as public right-of-way.

Report Reviewed by:  \_\_\_\_\_  
Doug MacDonald, Treasurer

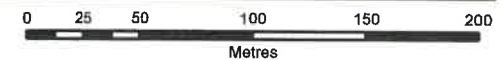
*A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).*



The Town would like 3,338m<sup>2</sup> of your 86,943.51m<sup>2</sup> parcel therefore our ask is for approximately 4% of your total land area.



Right of Way across Lordly Property (PID 30316509)  
86943.51m<sup>2</sup> (21.48 Acres)





**Liz Hazlett**

---

**From:** Liz Hazlett  
**Sent:** Wednesday, September 3, 2025 8:15 AM  
**To:** Liz Hazlett  
**Subject:** FW: Please add to the next council package.

---

**From:** Peter Lewis <[PeterLewis@rothesay.ca](mailto:PeterLewis@rothesay.ca)>  
**Sent:** Wednesday, September 3, 2025 5:37 AM  
**To:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>  
**Subject:** Please add to the next council package.

To Mayor and Council.

I would like to ask for your support in sending a letter to the traffic division of the Rothesay police department.

I am making this request in light of a notable change in our community dynamic in the Wells area. We have had some major accidents in our community in the last 30 days with some serious injuries and at least one death. The bikes, 4 wheelers and huge addition of scooters has made some youths to make some poor decisions. I feel there is not enough police presence represented in our community. Last weekend we were without power for 12 hours because a Drunk driver took out a pole on the main road. I really feel with a higher police presence this uptick in drinking and driving would also be curtailed at least somewhat.

Every community has growing pains with some youth in their community causing issues such as knocking on seniors doors late at night and scaring them. We are in this phase right now. What used to be a quiet neighborhood has now become a place where it almost seems lawless.

We have a large investment at the Wells field and trail system with youths hanging out down there all hours of the night screaming and raising hell. Thankfully Nothing has happened there yet.

I am not requesting a drive by every couple of hours , we need more than that and the residents of Wells deserve more than that.

Councillor Peter Lewis