Town of Rothesay

Land Acknowledgement

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

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

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

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

2026January12OpenSessionFINAL_001

ROTHESAY

COUNCIL MEETING
Town Hall Common Room
Monday, January 12, 2026
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 8 December 2025

5. DECLARATION OF CONFLICT OF INTEREST

6. OPENING REMARKS OF COUNCIL

7. DELEGATIONS
7.1 UNB Integrated Health Initiative Heather Campbell *(see Item 13.1.1)*

8. CONSENT AGENDA

8.1	8 December 2025	Email RE: Bill C-233 the No More Loopholes Act
8.2	10 December 2025	Social Media Promotion of Recognition Events 2026 Schedule
8.3	12 December 2025	Response from Minister Gauvin RE: Electric Scooters
8.4	15 December 2025	Letter of thanks from the Kennebecasis Legion Branch 58
8.5	23 December 2025	Donation thank you letter from Shining Horizons
8.6	1 January 2026	Proclamation request – Amyloidosis Awareness Month (March)
8.7.1	7 January 2026	Response to resident RE: Renforth Ice-Fishing Shacks
8.7.2	2 January 2026	Emails from resident (2) RE: Renforth Ice-Fishing Shacks

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

10. CORRESPONDENCE FOR ACTION

10.1	17 December 2025	Quispamsis letter to KRPF RE: Budget Surplus Request
	16 December 2025	Email from K. Darling, KRPF Board Chair RE: Police Cruiser

Refer to staff for a response

10.2	17 December 2025	Letter from Kennebecasis Park Elementary School RE: Outdoor Learning Space & Town Land Usage

Refer to staff for a report

10.3	18 December 2025	Letter from UMNB RE: Training and Education

Send comments to CAO by January 23rd

10.4	December 2025	Homelessness Tool Kit (FRSC)

Receive/file

10.5.1 9 December 2025 Letter to residents RE: Amendment to Subdivision Agreement – MR Investments Inc. Dunedin Road (Higginson Avenue)
10.5.2 *Various* Correspondence from residents (4)
Refer to staff for a response
10.6 31 December 2025 Donation request from KV Oasis
Send a response requesting financial statements and amount requested

11. REPORTS
11.0 **January 2026** **Report from Closed Session**
11.1 6 November 2025 Fundy Regional Service Commission (FRSC) meeting minutes
11.2 22 October 2025 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
October 2025 KRJBPC Budget vs. Actuals
26 November 2025 KRJBPC Chief's Report
11.3 30 November 2025 Draft unaudited Rothesay General Fund Financial Statements
30 November 2025 Draft unaudited Rothesay Utility Fund Financial Statements
30 November 2025 Donation Summary
11.4 5 January 2026 Draft Planning Advisory Committee meeting minutes
- Holland Hills: 15-17 Chapel Road – Rezoning *(see January 19th Public Hearing)*

11.5 December 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

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13. NEW BUSINESS
13.1 BUSINESS ARISING FROM DELEGATIONS
13.1.1 UNB Integrated Health Initiative
12 January 2026 Presentation
Receive for information

13.2 Local Improvement Levy – Kennebecasis Park
2 January 2026 Memorandum from Town Clerk Banks
12 January 2026 Warrant of Assessment

13.3 Local Improvement Levy – Mulberry Lane
2 January 2026 Memorandum from Town Clerk Banks
12 January 2026 Warrant of Assessment

13.4 Water Treatment Plant Expansion Pre-design Study
7 January 2026 Report prepared by DO Colwell

13.5 Bedrock Well TH90-1 Phase I Hydrogeological Assessment
7 January 2026 Report prepared by DO Colwell

13.6 Drilling of Test Well TW26-01
7 January 2026 Report prepared by DO Colwell

13.7 Purchase of Crack Sealing Equipment for Public Works Department
7 January 2026 Report prepared by DO Colwell

13.8 Hampton Road-Oakville Lane-Sobeys Traffic Signal Controller upgrades
7 January 2026 Report prepared by DO Colwell

13.9 Kennebecasis Valley Fire Department – Administrative Agreement
DRAFT KVFD Administrative Agreement
Authorize Mayor and Clerk to enter into agreement

14. NEXT MEETING

Public Hearing Monday, January 19, 2026 at 7:00 p.m.
Regular meeting Monday, February 9, 2026 at 7:00 p.m.

15. ADJOURNMENT

2026January12OpenSessionFINAL_014

UNB
EST. 1785
UNIVERSITY OF NEW BRUNSWICK

INTEGRATED HEALTH INITIATIVE

Integrated Health Initiative update

January 12, 2026

2026January12OpenSessionFINAL_015

UNB
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UNIVERSITY OF NEW BRUNSWICK

INTEGRATED HEALTH INITIATIVE

Integrated Health Initiative (IHI)

- Building a new health ecosystem for New Brunswick
- Bridging education, research, innovation, community collaboration
- Advancing health and social outcomes across the province
- Anchored in a growing Health Innovation Corridor (UNB, NBCC, DMNB, SJRH)

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UNB
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INTEGRATED HEALTH INITIATIVE

Educating the next generation of health reformers

- Bachelor of Health - unique in Eastern Canada
  - +200 students enrolled
  - 15 practicums this term; co-op option in development
  - 3 majors
- Graduates accepted to medical schools and other graduate programs as well as job ready
- Partnerships
  - *Canadian College of Health Leaders* (CHE pathway)
- School of Integrated Health
  - Dean: Dr. Lisa Best

2026January12OpenSessionFINAL_017

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INTEGRATED HEALTH INITIATIVE

Emerging hub for health innovation

- Homegrown talent → stronger workforce & retention
- Estimated impact snapshot:
  - +200 students to date → +500 projected (+27% enrolment growth)
  - $68M Health & Social Innovation Centre
  - Research funding ↑ from $1.6M → $4.5M+ annually
  - 3 new research chairs in addition to 3 new professors

2026January12OpenSessionFINAL_018

UNB
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INTEGRATED HEALTH INITIATIVE

Research and partnerships

- Focus areas
  - Child and youth mental health
  - Aging transitions
  - Child rights
- Research Chairs:
  - Dr. Ziba Vaghri – *Child Rights for Child Health*
  - Dr. Shelley Doucet – *Interprofessional Patient-Centred Care*
  - *Shannon Family Chair in Aging Transitions*
- Pannell Centre for Integrated Health Research → new home for IHI chairs
- Promise Partnership

2026January12OpenSessionFINAL_019

UNB
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INTEGRATED HEALTH INITIATIVE

Health and Social Innovation Centre

- 65,000 sq. ft. state-of-the-art facility
- LEED-certified; fully accessible
- Connected by new walkways and tunnels
- Healing garden honouring Indigenous history and reconciliation
- Local/regional companies involved
- Creating jobs, expertise and long-term growth in Saint John

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UNB
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INTEGRATED HEALTH INITIATIVE

A hub for health, innovation and creativity

- Health and Social Innovation Centre = community hub
- Connecting providers; entrepreneurs; researchers
- Celebrating creativity and culture - where ideas intersect
- Fostering a vibrant, creative centre for new ideas and impact

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INTEGRATED HEALTH INITIATIVE

2026January12OpenSessionFINAL_022

UNB
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UNIVERSITY OF NEW BRUNSWICK

INTEGRATED HEALTH INITIATIVE

Innovative academic programs

- Bachelor of Social Work
- Online Bachelor of Applied Management
- Environmental Engineering
- Physiotherapy
- Pharmacy
- Optometry

2026January12OpenSessionFINAL_023

UNB
EST. 1785
UNIVERSITY OF NEW BRUNSWICK

INTEGRATED HEALTH INITIATIVE

Thank you

From: Liz Hazlett
Sent: Wednesday, December 10, 2025 8:23 AM
To: Liz Hazlett
Subject: FW: Bill C-233, the No More Loopholes Act / le project de loi C-233, la loi visant à éliminer les échappatoires
Attachments: Q and A Bill C-233 No More Loopholes Act E.pdf; Questions et réponses Projet de Loi C-233 loi visant à éliminer les échappatoires - F.pdf; Myths and Facts BillC233-E.pdf; Mythes et Faits Projet de loi C233-FR.pdf; Template letter of support-Bill C-233-E.docx; modèle de lettre de soutien-projet de loi c-233-F.docx

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From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Tuesday, December 9, 2025 3:39:54 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Fw: Bill C-233, the No More Loopholes Act / le project de loi C-233, la loi visant à éliminer les échappatoires

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: Kwan, Jenny - M.P. <Jenny.Kwan@parl.gc.ca>
Sent: Monday, December 8, 2025 5:05:10 PM
To: Kwan, Jenny - M.P. <Jenny.Kwan@parl.gc.ca>
Subject: Bill C-233, the No More Loopholes Act / le project de loi C-233, la loi visant à éliminer les échappatoires

You don't often get email from jenny.kwan@parl.gc.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.

Dear elected officials,

I'm writing to share important information about Bill C-233 — the No More Loopholes Act — a Private Member's Bill that I introduced in the House of Commons in September, and to urge broad support for this legislation at Second Reading in late February 2026.

This bill takes a straightforward but essential step: it closes the longstanding loophole that allows Canadian-made arms, components, and military technologies to be exported to the United States without permits, risk assessments, or transparency. This bill is essential to stop Canadian arms from being used to violate human rights abroad. Having your municipality's endorsement would be important to me.

Bill C-233 brings Canada's export-control system in line with the rules we already apply to the rest of the world. It strengthens our compliance with the Arms Trade Treaty (ATT), which Canada adopted in 2019, and ensures we meet our legal and moral obligations to prevent Canadian goods from contributing to violations of human rights and international humanitarian law.

Today, most military goods sent from Canada to the U.S. require no permits and are not publicly reported. This is not a small technical gap — it represents the majority of Canada's arms-export volume. As a result, parts and components produced in Canada can be incorporated into larger weapons systems in the U.S. and then transferred to high-risk destinations, including places where civilians are already suffering devastating harm.

Bill C-233 addresses this by:

- Ending the blanket U.S. exemption so that **all** military exports, regardless of destination, undergo the same permit, risk-assessment, and accountability process.
- Clarifying that export controls apply to all military parts, components, and related technology.
- Preventing the use of broad "general export permits" for military items, ensuring proper case-by-case assessment.
- Requiring end-use certificates only when they meaningfully reduce the risk of violations such as war crimes.
- Mandating annual public reports on Canada's compliance with the ATT and the Export and Import Permits Act.
- Helping ensure Canada does not contribute — directly or indirectly — to human-rights abuses abroad.

These measures do **not** restrict production, innovation, or legitimate defence cooperation.

They do **not** interfere with military aid to Ukraine, which flows through a separate, streamlined Department of National Defence process.

They do **not** affect how the Canadian Armed Forces acquire equipment. And they do **not** undermine NATO cooperation — in fact, nearly all NATO members already apply the ATT uniformly.

Civil society organizations across the country support closing this loophole. Groups such as Oxfam, Project Ploughshares, Independent Jewish Voices, Arms Embargo Now, Canadians for a Just Peace in the Middle East, LeadNow, and the Canadian Muslim Public Affairs Council have all emphasized that Canada cannot claim to uphold human rights while allowing most of its military exports to remain unreviewed and unreported.

This bill is fundamentally about transparency, accountability, and ensuring Canada's export-control system reflects our values, our treaty obligations, and our commitment to civilian protection. It is not a partisan issue — it is a matter of international law, human dignity, and responsible governance.

I am including a sample letter of support, and a fact sheet, for your reference.

I hope you will join in supporting Bill C-233 and helping to ensure that Canada's role in global arms transfers is consistent, principled, and accountable.

Sincerely,

Jenny Kwan
MP for Vancouver East

Questions and Answers - A Fact Sheet on Private Member's Bill C-233

An Act to Amend the Import and Export Permits Act

Closing Canada's U.S. Arms-Export Loophole: The "No More Loopholes Act"

Q. What is Canada's current export control regime for arms?

A. Currently, Canadian exports of military goods and technologies are subject to the Export and Imports Permits Act (EIPA) and the Arms Trade Treaty (ATT).

The EIPA requires Canadian individuals and organizations wishing to export controlled items, including military goods and technologies, to obtain a permit issued by the Minister of Foreign Affairs.

Section 7.3(1) of the EIPA requires the Minister to deny export permit applications for controlled items if there is a "substantial risk" that the export or brokering of the items would undermine peace and security or could be used either to commit or to facilitate serious violations of international humanitarian and human rights laws.

The ATT prohibits signatories from exporting military goods and technologies where at least one of the following situations would exist:

- the exportation would violate United Nations Security Council measures, particularly arms embargoes;
- the exportation would violate the exporting country's obligations under international agreements; or
- the exporting country has knowledge that the controlled items being exported would be used to commit genocide, crimes against humanity or other specified attacks against civilians.

Q: What is the issue regarding Canadian arms-export laws currently?

They contain giant loopholes:

- Arms, components and technology can be shipped to the United States without permits, risk assessments, or public reporting.
- Once in the U.S., these Canadian-made parts are built into weapons systems — such as F-35 fighter jets and Apache attack helicopters — which are then sent to Israel, Saudi Arabia and other conflict zones.

Jenny.Kwan@parl.gc.ca
JennyKwanNDP.ca

Q: How did this happen?

In 2019, even though Canada amended its Export and Import Permits Act to align with the Arms Trade Treaty (ATT), however, the U.S. remains exempted.[1] As such, the export or brokering of most military goods and technologies to the US do not need an export permit, allowing this trade to continue unregulated and unreported. For the past two years, arms manufacturers in Canada have profited from this loophole as civilians in Gaza face bombing, starvation, and destruction.

Q: If Canada signed onto the Arms Trade Treaty, isn't Canada committed to preventing human rights abuses?

Yes — on paper. Canada's ATT commitments forbid exporting weapons likely to be used to bomb civilians, starve communities, or commit other human rights violations. In practice, the U.S. loophole undermines those commitments and lets Canadian-made bullets, components, and technology flow into conflicts abroad.

Q: What's the impact?

Project Ploughshares reported that the Canadian Commercial Corporation (CCC) signed a contract worth nearly $80 million for artillery propellants destined for the U.S.; some were later used in weapons transferred to Israel. Canadian-made parts have been integrated into larger weapons systems now used in Gaza, despite government claims to have blocked similar sales. Each shipment erodes Canada's credibility and risks complicity in alleged breaches of international humanitarian law.

Q. What steps have other countries taken to ensure they are not complicit?

A. Switzerland and Germany implemented end-use control measures that include on-site inspections of exported military goods. Netherlands has language in their laws that would require further assessment if goods are re-exported to other countries.

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[1] 1. section 2(a) of the ECL, which states that Canada's export controls do not apply to U.S. destined exports of most controlled items, including military goods and technologies;

2. GAC's A Guide to Canada's Export Control List, which indicates that, "[u]nless otherwise specified, the export controls for military, dual-use and strategic items contained in this Guide apply to all destinations except the United States"; and

3.Canada–U.S. reciprocal arrangements that enable trade between Canada and the United States in most military goods and technologies without the need for an export permit. "

Q: What is MP Jenny Kwan's Private Member's Bill C-233 proposing?

MP Jenny Kwan has introduced the No More Loopholes Act, a Private Member's Bill that would:

- End the U.S. exemption. That means no countries will be exempted from permits, risk assessments and accountability. All exports to the United States will be required to undergo the same permit, risk-assessment, and transparency rules as any other country.
- Clarify that export controls includes all parts, components and technology or is necessary for the use of arms, ammunition, implements or munitions of war.
- Prevent the issuance of general export or brokering permits for military goods and technology.
- Require end use certificates only if it would sufficiently mitigate substantial risk of war crimes.
- Require annual reports to Parliament on Canada's compliance with the EIPA and ATT.
- Help end Canada's complicity in human rights violations linked to weapons transfers.

Q: Who supports closing the loophole?

- The UN Human Rights Council and independent UN experts have called for halting arms transfers that fuel violations of humanitarian law.
- Civil-society groups in Canada, including Arms Embargo Now, Lead Now, Canadians for a Just Peace in the Middle East, Oxfam, Project Ploughshares, Independent Jewish Voices and the Canadian Muslim Public Affairs Committee advocate for stronger export controls.
- Canadians across the country who do not want their taxes or industries tied to atrocities.

Q: What's the call to action?

Parliament must act now to:
1. Close the U.S. loophole once and for all.
2. Ensure Canada's export-control laws live up to our international treaty obligations and human rights standards.
3. Prioritize peace and civilian protection over arms-trade profits.

All MPs — regardless of party — are urged to support the No More Loopholes Act and help end Canada's complicity in war crimes and human rights abuses.

Bill C-233: Myths vs. Facts

Myth 1: Bill C-233 would decimate Canada's defence industry.

Fact: The bill *only* standardizes export controls. It does **not** restrict production, sales, or innovation. It simply applies the same rules to all Group 2 exports.

Myth 2: This would weaken Canada's role in NATO.

Fact: Almost every NATO member is part of the Arms Trade Treaty (ATT). Aligning our controls strengthens cooperation with our allies—not the opposite.

Myth 3: This would delay critical Canadian support to Ukraine.

Fact: Military aid to Ukraine is sent through the Department of National Defence using a **streamlined process** unaffected by the bill. Bill C-233 focuses on exports to the **United States**, not Europe or Ukraine.

Myth 4: This harms the Canadian Armed Forces' access to equipment.

Fact: The bill concerns **exports**, not imports. It does **not** affect how the CAF buys or receives equipment.

Myth 5: Canada's export system already covers everything.

Fact: Most Canadian arms exports—those going to the US—are **not** subject to permits, oversight, or transparency. A system cannot be "world-leading" when most exports are exempt from it.

Myth 6: The bill adds burdens without improving assessments.

Fact: Canada is required under international law (the ATT) to assess **all** arms exports equally. Current exemptions for US-bound exports leave Canada in violation of these obligations.

Myth 7: Canada already applies exemptions more narrowly than other ATT countries.

Fact: Other ATT States Parties, like the UK, still apply oversight and report publicly even when using general licences. Canada does **neither** for most exports to the US.

Myth 8: Canada already controls a wider range of items than the ATT requires.

Fact: Controls on dual-use, nuclear, chemical, biological and missile technologies are unrelated to ATT obligations. They are separate systems and not relevant to Bill C-233.

Myth 9: Canada has been reporting on ATT items for decades.

Fact: The annual report excludes most US-bound exports because they require **no permits**. Canada's report provides only a partial picture of actual arms transfers.

Myth 10: The US may retaliate with new permit requirements.

Fact: The US already applies its own strict licensing rules (ITAR) to exports to Canada. Bill C-233 does not change this reality.

Myth 11: Canada has no "loophole."

Fact: Most conventional weapons exported to the US require **no permit at all**. That *is* the loophole.

Myth 12: Permit-free exports to the US are low-risk because our systems are similar.

Fact: Canada and the US do **not** have similar risk thresholds. Canada restricts transfers that the US routinely allows—including to end-users Canada has barred. Requiring permits prevents Canadian goods from reaching high-risk users via the US.

Myth 13: The ATT allows Canada to exempt the United States.

Fact: The ATT permits flexibility in structure—not in deciding which obligations to follow. Canada must regulate **all** exports consistently.

Why Bill C-233 Matters

- Brings Canada in line with NATO allies
- Closes a major transparency and oversight gap
- Ensures Canadian parts and components cannot be routed to high-risk destinations
- Strengthens Canada's compliance with international law
- Supports long-term efforts to diversify Canada's defence supply chain

Close the U.S. Arms Export Loophole

In 2019, Canada signed the Arms Trade Treaty and pledged that our weapons would never be used to fuel war crimes or human rights abuses. Today, that promise is being broken.

Because of a loophole, Canadian-made weapons and components can be sent to the United States without permits or oversight. From there, they are integrated into larger weapons systems and exported to conflict zones — including Israel, where they are being used in the devastating bombardment and genocide in Gaza.

This loophole makes Canada complicit in atrocities. It allows weapons made here at home to kill civilians and destroy communities abroad, while undermining international law and Canada's own commitments to peace and human rights.

That's why we, the undersigned organizations, strongly support a new Private Member's Bill that will be introduced in Parliament this September to:

- Close the loophole that exempts exports to the United States from oversight;
- Require permits, risk assessments, and transparency for all U.S.-bound arms exports;
- Bring Canada into compliance with its obligations under the Arms Trade Treaty.

The Private Members Bill brought forward by MP Jenny Kwan is about protecting human rights and ensuring accountability. Canadians will not tolerate complicity in war crimes.

We call on all Members of Parliament to support this Bill and on the Canadian public to stand with us in demanding action.

Endorsed by:

2026January12OpenSessionFINAL_032

ROTHESAY
MEMORANDUM

TO	: Mary Jane Banks
FROM	: Alex Holder & Kirstin Duffley
DATE	: December 10, 2025
RE	: Social Media Promotion of Recognition Events 2026 Schedule

The following is a list of recognition/awareness events that were promoted on Rothesay social media channels in 2025. Please review with the Mayor for approval for 2026.

January

- New Years Day (January 1)
- Alzheimer's Awareness Month ***(TOWN HALL BLUE – JAN 7, 2025)***
- Family Literacy Day (January 27)

February

- Lunar New Year
- Black History Month
- 2-1-1 Day (February 11)
- Family Day (Third Monday)
- Pink Shirt Day/ Anti-bullying Day (Last Wednesday)

March

- Amyloidosis Awareness Month ***(TOWN HALL RED – MAR 11, 2025)***
- International Women's Day (March 8)
- Purple Day – Epilepsy Awareness Day (March 26) ***(TOWN HALL PURPLE – MAR 26, 2021)***

April

- National Organ and Tissue Donation Awareness Month ***(TOWN HALL GREEN – APR 23, 2025)***
- National Volunteer Week
- World Hemophilia Day (April 17)
- Earth Day (April 22)
- Worker's Day of Mourning: Half-Masting April 28

May

- Lyme Awareness Month ***(TOWN HALL GREEN – MAY 9, 2024)***
- National Mental Health Week
- National Police Week (Second Week)
- AccessAbility Week **NEW 2025**
- Disability Awareness Week (GNB)
- Fibromyalgia Awareness Month ***(TOWN HALL PURPLE – MAY 12, 2025)***
- Melanoma Awareness Month & Skin Cancer Awareness Month
- Asian Heritage Month
- Food Allergy Awareness Month ***(TOWN HALL PURPLE – MAY 15, 2024)***
    - Sweet Caroline Foundation
- Huntington's Disease Awareness Month **NEW 2025** ***(TOWN HALL PURPLE & BLUE – MAY 27, 2025)***

June

- National Indigenous History Month
- Parks and Recreation Month
- Intergenerational Day (June 1)
- Sustainable Transportation Week (First Week) **NEW 2025**
- National Long-Term Care Day (June 13) **NEW 2025**
- National Day of Remembrance for Victims of Terrorism: Half-Masting (June 23)
- Congratulations to High School Graduates (last day of school)
- Marigold Project
- Airport Workers Day (June 25) **NEW 2025**

July

- Canada Day (July 1)

August

September

- International Literacy Day (September 8)
- International Fetal Alcohol Spectrum Disorder (FASD) Awareness Day (September 9)
- National Firefighters' Memorial Day: Half-Masting (Second Sunday in September)
- Police and Peace Officers' National Memorial Day: Half-Masting (Last Sunday in September)
- Rail Safety Week
- Welcoming Week (Saint John Local Immigration Partnership) **NEW 2025**
- New Brunswick Municipality Week (Third Week)
- National Day for Truth and Reconciliation: Half-Masting (September 30)

October

- Women's History Month in Canada
- Fire Prevention Week
- Breast Cancer Awareness Month ***(TOWN HALL PINK – OCT 17, 2023)*** **(Ribbons for Council)**
- Dyslexia Awareness Month & Mark it Read Day (October 20) ***(TOWN HALL RED – OCT 25, 2022)***

November

- National Veteran's Week (November 5-11)
- Remembrance Day: Half-Masting (November 11)
- Family Violence Prevention Month - ***(TOWN HALL PURPLE – NOV 16, 2021)***

December

- Safe Driving Week (December 1-7)
- International Day of Persons with Disabilities (December 3) **NEW 2025**
- National Day of Remembrance and Action on Violence Against Women: Half-Masting (December 6)
- Christmas Day (December 25)

New Nouveau Brunswick CANADA

December 12, 2025

Dr. Nancy Grant
Mayor - Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5

Mayor Grant:

Thank you for your correspondence dated November 17, 2025, concerning your request to amend the *Motor Vehicle Act* with Provisions for Electric Scooter use.

Most provinces are actively contemplating how to address the issue most effectively. We are collectively attempting to create a consistent approach. I will pass on your recommendations to the Registrar of Motor Vehicles, whose office is developing concepts, for consideration when making these changes.

Sincerely,

Hon. Robert Gauvin
Minister of Public Safety

PSC-292294

Minister of Public Safety / Ministre de la Sécurité publique
Department of Justice and Public Safety / Ministère de la Justice et de la Sécurité publique
P.O. Box 6000, Fredericton, New Brunswick E3B 5H1 / C.P. 6000, Fredericton, Nouveau-Brunswick E3B 5H1
Tel. / Tél. : (506) 444-3910

GNB.CA

Royal Canadian Legion Kennebecasis Branch #58, 8 River Road, Rothesay, NB, E2E 2C4

December 15, 2025

Dr. Nancy Grant
Mayor of Town of Rothesay
70 Hampton Rd.
Rothesay N.B. E2E 5Y2

LETTER OF APPRECIATION

The Royal Canadian Legion, Kennebecasis Branch 58, was honoured to coordinate the Royal Canadian Legion Provincial Command's Provincial Convention, held during the weekend of 19–21 September 2025 in the Town of Rothesay. This year marked the first time our branch had the privilege of hosting this significant event.

The Provincial Convention is a major undertaking, welcoming more than 100 delegates, observers, and guests. Throughout the weekend, participants attended business meetings, a banquet, the election of officers, and a Cenotaph Ceremony held at Rothesay Commons. Attendees travelled primarily from across the Province of New Brunswick, with additional guests from Atlantic Canada, Quebec, and Ontario.

We wish to extend our sincere thanks to the Town of Rothesay for its invaluable assistance. Your financial support toward the Convention Souvenir Booklet contributed greatly to the overall success of both the convention and the Cenotaph Ceremony.

Your support is truly appreciated, and we look forward to the opportunity to work with you again in the future.

Yours Truly

Brian G Eisan CD
President
RCL Kennebecasis Br 58
506-847-5146

Legion | 100 1926 · 2026

2026January12OpenSessionFINAL_036

RECEIVED
DEC 23 2025

Town of Rothesay

SHINING HORIZONS

Dear Mayor and Members of Town Council,

As the year comes to a close, we at Shining Horizons reflect on a truly remarkable year, also made possible by the support of the Town of Rothesay. Thanks to your generosity, we have been able to help a Rothsay family ease the costs of programming through your donation to our Participant financial Relief Fund.

This Fund ensures that participants can continue their therapy even after external funding ends, or if their families face financial hardship. This means that no one has to step away from our programs due to cost, giving them stability, growth.

The impact of your support is evident in stories like Emelia's. Her mother shared:

*"The sense of accomplishment she feels after each session has contributed to increased motivation, which has had a positive impact on her overall development."**

This is just one example of the many lives touched by your generosity. Your support enables us to continue providing safe, meaningful, and transformative experiences to those who need them most through Therapeutic Riding and Equine-Assisted Mental Health programs, led by licensed therapists and skilled equine specialists.

We are deeply grateful for your trust, partnership, and commitment to creating brighter futures. Together, we are making a lasting impact in our community.

With heartfelt appreciation,
Richard DeLange
Executive Director
Shining Horizons

**For more testimonials, please visit our website – shininghorizons.ca*

From: Liz Hazlett
Sent: Wednesday, January 7, 2026 11:58 AM
To: Liz Hazlett
Subject: FW: proclamation request to recognize March as Amyloidosis Awareness Month

---

From: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Sent: Wednesday, January 7, 2026 11:32 AM
To: >; Nancy Grant <NancyGrant@rothesay.ca>
Cc: Alex Holder <alexholder@rothesay.ca>; Kirstin Duffley <kirstinduffley@rothesay.ca>
Subject: RE: proclamation request to recognize March as Amyloidosis Awareness Month

Good morning, Jennifer and thank you for your email.

I am happy to advise a standing date of March 11 has been designated by Council to recognize Amyloidosis Awareness Month, by lighting the Town Hall RED.

As you noted, Rothesay Council typically does not typically issue proclamations but your email will be included on the January 12 Council agenda for information.

Happy New Year and I wish you all the best~

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
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From:
Sent: Thursday, January 1, 2026 7:35 PM
To: Nancy Grant <nancygrant@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: proclamation request to recognize March as Amyloidosis Awareness Month

> You don't often get email from ejennifer569@gmail.com. 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 Mayor Grant,

I am a patient and volunteer with the Canadian Amyloidosis Support Network (CASN), a federally registered non-profit organization that supports patients and families affected by amyloidosis. Amyloidosis is a disease caused by the buildup of abnormal proteins in organs and tissues of the body. Left untreated, this condition can result in organ failure and can be fatal. There are many different types

2026January12OpenSessionFINAL_058

of amyloidosis depending on the protein involved and some forms of the disease are hereditary while others are non-hereditary.

Each year, we work to educate more Canadians about the signs and symptoms of this disease. We know this is important since earlier diagnoses can lead to better outcomes for both patients and their loved ones.

This year we wanted to know if Rothesay Town Hall could be lit up again on a date in March 2026 to recognize Amyloidosis Awareness Month. Thanks to the Town of Rothesay's lighting approval for last year, the Town Hall was lit up in red on March 11, 2025. Is it possible for the Town Hall to be lit up in red on March 11, 2026 and, if that date is not available, on another day in March?

If you need additional information about amyloidosis, please visit our website at amyloidosiscanada.org or our Facebook page.

If you need to contact me, I can be reached at

Kind regards,

I've attached the proclamation that was approved by the Province of New Brunswick for March 2025 for reference along with our draft proclamation request in both French and English. I know that your municipality does not issue proclamations, from what I understand, but this information might be of use as background. I hope this helps!

Declaration

WHEREAS *March is Amyloidosis Awareness Month, a month dedicated to raising awareness, funding research, and supporting those living with amyloidosis and their loved ones; and*

WHEREAS *Amyloidosis is a group of diseases that occurs when an abnormal protein, known as amyloid, builds up in the tissues and organs of the body. Left untreated, the disease can result in organ failure and can be fatal; and*

WHEREAS *Amyloidosis can mimic the signs and symptoms of more common medical conditions and the disease can be challenging to diagnose; and*

WHEREAS *Amyloidosis often affects people who are older or middle aged; however, younger people have been diagnosed with this disease; and*

WHEREAS *Some of the signs and symptoms of amyloidosis can include shortness of breath, weight loss, fatigue, swelling in the ankles and legs, numbness in the hands and feet, foamy urine, carpal tunnel syndrome, bruising around the eyes, and an enlarged tongue; and*

WHEREAS *Early diagnosis can lead to better outcomes for both patients and their families; and*

WHEREAS *Raising awareness about all the amyloidosis diseases, including hereditary and non-hereditary forms of the disease, can contribute to the building of healthier communities across Canada.*

***THEREFORE,** I, Susan Holt, Premier of New Brunswick, do hereby declare the month of March 2025 as:*

"Amyloidosis Awareness Month"

IN NEW BRUNSWICK

Déclaration

ATTENDU QUE *mars est le Mois de la sensibilisation à l'amylose, un mois consacré à la sensibilisation, au financement de la recherche et au soutien des personnes atteintes d'amylose et de leurs proches; et*

ATTENDU QUE *l'amylose est un groupe de maladies qui se développent lorsqu'une protéine se replie de façon anormale, entraînant des dépôts d'amyloïde, s'accumulant dans les tissus et les organes du corps. Si elle n'est pas traitée, la maladie peut entraîner une défaillance d'organe et peut être fatale; et*

ATTENDU QUE *l'amylose peut imiter les signes et les symptômes de situations médicales plus courantes et que la maladie peut être difficile à diagnostiquer; et*

ATTENDU QUE *l'amylose touche souvent les personnes âgées ou d'âge moyen; cependant, des personnes plus jeunes ont reçu un diagnostic de cette maladie; et*

ATTENDU QUE *certains des signes et symptômes de l'amylose peuvent inclure l'essoufflement, la perte de poids, la fatigue, des œdèmes des chevilles et des jambes, l'engourdissement des mains et des pieds, l'urine mousseuse, le syndrome du canal carpien, les ecchymoses autour des yeux et une langue épaissie; et*

ATTENDU QUE *le diagnostic précoce peut mener à de meilleurs résultats pour les patients et leurs familles; et*

ATTENDU QUE *la sensibilisation à tous les types d'amyloses, y compris les formes héréditaires et non héréditaires de la maladie, peut contribuer à l'édification de communautés plus saines partout au Canada.*

***PAR CONSÉQUENT,** je, Susan Holt, première ministre du Nouveau-Brunswick, déclare le mois de mars 2025 comme étant le :*

« Mois de la sensibilisation à l'amylose »

AU NOUVEAU-BRUNSWICK

The Honourable Susan Holt / L'honorable Susan Holt
Premier of New Brunswick / Première ministre du Nouveau-Brunswick

WHEREAS, March is Amyloidosis Awareness Month, a month dedicated to raising awareness, funding research, and supporting those living with amyloidosis and their loved ones; and

WHEREAS, Amyloidosis is a group of diseases that occurs when an abnormal protein, known as amyloid, builds up in the tissues and organs of the body. Left untreated, the disease can result in organ failure and can be fatal; and

WHEREAS, Amyloidosis can mimic the signs and symptoms of more common medical conditions and the disease can be challenging to diagnose; and

WHEREAS, Amyloidosis often affects people who are older or middle aged; however, younger people have been diagnosed with this disease; and

WHEREAS, Some of the signs and symptoms of amyloidosis can include shortness of breath, weight loss, fatigue, swelling in the ankles and legs, numbness in the hands and feet, foamy urine, carpal tunnel syndrome, bruising around the eyes, and an enlarged tongue; and

WHEREAS, Early diagnosis can lead to better outcomes for both patients and their families; and

WHEREAS, Raising awareness about all the amyloidosis diseases, including hereditary and non-hereditary forms of the disease, can contribute to the building of healthier communities across Canada.

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From: Liz Hazlett
Sent: Wednesday, January 7, 2026 8:47 AM
To: Liz Hazlett
Subject: FW: Ice Fishing Shacks

From: Tim Colwell <timcolwell@rothesay.ca>
Sent: Tuesday, January 6, 2026 8:50 AM
To: Rothesay Info <rothesay@rothesay.ca>;
Subject: RE: Ice Fishing Shacks

Hello ,

Ultimately, the decision to put up a gate was a decision by our Town council after several incidents that have occurred over the last number of years with vehicles and shacks going through the ice, posing a safety and environmental risk to this year-round recreation area that includes swimming, rowing, and boating, among others. Ice fishing is still permitted in the area, but only ATV's and pop-up temporary shacks or tents are permitted to access the ice from Town property.

Further information can be found in the link below:

https://www.rothesay.ca/renforth-wharf-ice-fishing-access/

Your concerns will be passed along to mayor and council.

Regards,

Tim Colwell, P. Eng.
Director of Operations
506-847-6286
timcolwell@rothesay.ca

From: Rothesay Info <rothesay@rothesay.ca>
Sent: January 5, 2026 8:16 AM
To:
Cc: Tim Colwell <timcolwell@rothesay.ca>
Subject: RE: Ice Fishing Shacks

Good morning,

Your email has been forwarded on to Tim Colwell, Director of Operations.

Rothesay Administration
(506)848-6600

From:
Sent: January 2, 2026 2:29 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Ice Fishing Shacks

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

To the powers that be of Rothesay

I am so disappointed to learn that you are not allowing the ice fishing shacks on the Renforth River this year
This has been a tradition for many years here.
People look forward to this every winter and it's about the one free thing left for families to enjoy

I live on James Renforth Drive and nothing gives me more joy than seeing those ice fishing shacks

I understand there have been a few small incidents over the past years but that should not determine such strict ruling
Keep the vehicles off the ice but still allow the fishing shacks.

As a tax payer and voter of Rothesay I am asking you to review this matter. I have talked to many in our community and they are very disappointed and disheartened by the mayor and council.

Get Outlook for iOS

From: Liz Hazlett
Sent: Monday, January 5, 2026 8:31 AM
To: Liz Hazlett
Subject: FW: Ice Fishing Shacks

From:
Sent: January 2, 2026 2:29 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Ice Fishing Shacks

> Some people who received this message don't often get email from Learn why this is important

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Keep the vehicles off the ice but still allow the fishing shacks.

As a tax payer and voter of Rothesay I am asking you to review this matter. I have talked to many in our community and they are very disappointed and disheartened by the mayor and council.

Get Outlook for iOS

From: Liz Hazlett
Sent: Monday, January 5, 2026 8:31 AM
To: Liz Hazlett
Subject: FW: Ice Fishing

From:
Sent: January 2, 2026 4:11 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Ice Fishing

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

Please mayor and councillors take the time to watch this segment from land and sea on the history of ice fishing.
I believe this is the one where the Renforth Wharf ice fishing is also being used

https://youtu.be/3LTLIjd5Jbo?si=fCDIWBZ_1xcAsmth

Get Outlook for iOS

Office of the Clerk Town of Quispamsis
12 Landing Court | Quispamsis, NB | E2E 4R2
T: 506 849 5738 | F: 506 849 5799 | csnow@quispamsis.ca

QUISPAMSIS
There Is No Other

December 17, 2025

Mr. Kevin Darling, Board Chair
c/o Chief Mike Young
Kennebecasis Regional Police Force
126 Millennium Drive
Quispamsis, NB E2E 6E6

Dear Mr. Darling:

RE: BUDGET SURPLUS REQUEST

I am pleased to confirm that the Quispamsis Council, at their December 16th, 2025 Regular Meeting, passed the following motion:

MOVED BY . . . Council authorize the Kennebecasis Regional Police Force to use 2025 unbudgeted surplus funds as required to replace an aging patrol vehicle. **MOTION CARRIED**

Trusting this responds favourably to your proposal, and if you have any further questions concerning Council's motion, please contact the Chief Administrative Officer, Ian Watson.

Kind regards,

Lisa MacInnis
Clerk

cc: Mayor and Council, Town of Rothesay

From: Liz Hazlett
Sent: Thursday, January 8, 2026 10:34 AM
To: Liz Hazlett
Subject: FW: Police Cruiser

From: Kevin Darling
Sent: December 16, 2025 8:28 AM
To: Watson, Ian <iwatson@quispamsis.ca>; Brett McLean <brettmclean@rothesay.ca>
Cc: Young, Mike (KRPF/SPRK) <mike.young@nbpolice.ca>
Subject: Police Cruiser

> You 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.

Good Morning Gentlemen

Our Board has requested that I reach out to you both to obtain approval from the Towns to use some of our projected surplus to purchase a replacement police cruiser.

We are currently projecting a surplus in the range of $190K, which is not a result of underspending of our approved 2025 budget. The majority of the projected surplus is as a result of KRFP generating more third party income than budgeted for, this is mainly in the areas of: Interest income (generated on the deposit from the construction contract which will not materialize in 2026), improved terms on our secondment contracts, increased background checks and other miscellaneous income.

Our 2025 fleet maintenance is actually over budget by $50K in 2025 due to the aging of the fleet, this is double the amount we budgeted for.

We have developed a 5 year fleet management plan but will need to delay the start of that to 2027 given the requested budget cuts in 2026.

We had budgeted to two replacement vehicles in the initial 2026 budget but had to remove them at the Town's request to reduce our budget.

There is a vehicle that will need significant maintenance in the next couple of months which makes the timing of a replacement more crucial.

Currently we have days where we have a shortage of vehicles for patrol due to the maintenance required, this reduces our capability to properly patrol our communities.

We are able to source an cruiser before year end but need to get it ordered in the next few days. Estimated cost of the vehicle including equipment fit up is $70K. We would recover some funds from the sale of the old

vehicle but that would not happen until 2026 and historically the amount is less that $5K due to the high mileage on the vehicles

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Based on the current projected surplus, the purchase of a replacement vehicle would reduce the surplus to projected surplus of $120K for 2025.

I know this time of year is very hectic for everyone but this just came up last week and I could not organize a Board meeting until last night, so I apologize for the short notice.

If possible we would appreciate an answer by Friday.

Should you require any additional details please let me know

Regards

Kevin

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, December 17, 2025 1:47 PM
To: Liz Hazlett
Subject: FW: Partnership Opportunity: KPES Outdoor Learning Space & Town Land Usage
Attachments: Project Summary - for Town of Rothesay.docx

From: Savoie, Melissa (ASD-S) <Melissa.Savoie@NBED.NB.CA>
Sent: Wednesday, December 17, 2025 12:56 PM
To: Brett McLean <brettmclean@rothesay.ca>; Tim Colwell <timcolwell@rothesay.ca>
Cc: Mary Jane Banks <maryjanebanks@rothesay.ca>
Subject: Partnership Opportunity: KPES Outdoor Learning Space & Town Land Usage

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Dear Mr. McLean and Mr. Colwell,

I am writing to share some exciting news regarding Kennebecasis Park Elementary School and to seek your guidance on a potential community partnership.

KPES was recently awarded a **$2,500 grant** dedicated to the creation of an outdoor learning space and classroom. Our vision is to provide students with a natural environment that fosters curiosity and connection to the land. Specifically, we are looking at the wooded area running parallel to our school property.

While we initially believed this area fell under the Department of Transportation and Infrastructure (DTI) jurisdiction, our recent research indicates that this land is **Town of Rothesay property**.

Our Vision and Commitment

As outlined in the attached project proposal, this outdoor classroom is designed to be more than just a physical structure. Our goals include:

- **Embedding Wabanaki Ways of Knowing:** Integrating indigenous perspectives and land-based learning into our daily curriculum.
- **Community Partnership:** Creating a space that respects the natural beauty of the K-Park neighborhood.
- **Environmental Stewardship:** Ensuring the project is sustainable and low-impact.

Request for Guidance

We would like to formally request permission to utilize a portion of this town-owned land, including the identified right-of-way, for this educational purpose.

Could you please advise on the necessary steps or formal application process required to move this forward? In the New Year, we are very open to meeting in person or on-site to walk the area and discuss how we can ensure this project aligns with the Town's operational and safety standards.

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Thank you for your time and for everything you do to support the Rothesay community. I look forward to your guidance on how we can make this vision a reality for our students.

I wish you very happy holidays!

Best regards,

Melissa

Melissa Savoie (she/her)
Acting Principal
Kennebecasis Park Elementary School
506-847-6213
Email: melissa.savoie@nbed.nb.ca

***We acknowledge that we learn and play on the unceded territory of the Wolastoqiyik and* Mi'kmaq peoples.**
Together, let's respect and care for the land, water, and each other.

Project Summary: Panther Pathway Woodland Classroom

Project Title: Panther Pathway Woodland Classroom

Lead Organization: Kennebecasis Park Elementary School (KPES)

Project Status: Fully Funded ($2,500 Grant Awarded)

1. Vision & Purpose

The Panther Pathway Woodland Classroom is a land-based learning initiative designed to move education beyond the four walls of the school. Rooted in the school motto, *"Small School, Big Heart,"* this project transforms a portion of the wooded area parallel to KPES into a functional learning space for student reflection, exploration, and connection to the natural environment.

2. Educational Framework

- **Wabanaki Ways of Knowing:** A primary goal is the integration of Indigenous pedagogy and Truth and Reconciliation through daily, land-based learning.
- **Curriculum Integration:** The space will serve as a "living lab" for science (ecosystems), literacy (journaling), and math, while supporting the New Brunswick Holistic Curriculum.
- **Social-Emotional Learning (SEL):** The space aligns with the "Panther Pathway" themes, specifically providing a low-stimulus environment for student regulation and mental well-being.

3. Physical Design & Land Use (Low-Impact)

KPES is committed to maintaining the natural integrity of the woods. The classroom design focuses on:

- **Non-Permanent Seating:** Use of natural elements such as cedar stumps, logs, and rough-cut lumber that can be easily moved or relocated.
- **Accessible Pathways:** Simple clearing of brush and use of wood chips to define a safe, accessible trail for students and staff.
- **Right-of-Way Consideration:** No permanent foundations or concrete structures will be installed, ensuring Town access to the right-of-way is never obstructed.

4. Community Partnership & Stewardship

- **Maintenance:** KPES staff and students will act as land stewards, taking responsibility for seasonal upkeep, litter removal, and trail monitoring.
- **Safety:** Site clearing will improve visibility and remove deadfall, making the area safer for both school and neighborhood use.
- **Expert Collaboration:** We are engaging Indigenous Knowledge Keepers and local forestry experts to ensure the project is ecologically and culturally respectful.

5. Success Indicators

Success will be measured by consistent cross-curricular usage rates, improved student self-regulation, and the successful implementation of student-led "Land Steward" guidelines for respectful use of the space.

December 18, 2025

Dear Mayor and Council,

As we approach this Spring's municipal election, the Union of Municipalities of New Brunswick (UMNB) wants to take stock of the needs of our members as it relates to training and education for new and returning council members. The Union will be collaborating with the Department of Environment and Local Government to help plan the provincial orientation for elected officials and will also be looking to supplement those sessions with additional training offered through the UMNB in 2026.

As part of this planning, we are asking our member councils to discuss the types of sessions and training that you think would benefit your council and local governments across the province. We would ask you consider the following questions:

- What types of information or training would you have liked as a new mayor or council member?
- What skills or specific topics do you feel would allow for productive decision-making and good governance?

Our goal is to ensure that our members are well supported and informed as they begin a new mandate.

We would ask for your feedback on these topics no later than January 31st, 2026. Please send feedback to UMNB Executive Director Dan Murphy at dan.murphy@umnb.ca. Thank you in advance for your attention to this matter and I want to wish you all a happy holiday season and prosperous new year.

Sincerely,

Brittany Merrifield, President
Union of Municipalities of New Brunswick

CC: CAOs and Clerks

Union of Municipalities of New Brunswick
Union des municipalités du Nouveau-Brunswick

302-259 rue Brunswick St., Fredericton NB E3B 1G8
(506) 444-2285 | info@umnb.ca | umnb.ca

Fundy Regional Service Commission
Commission de Services Régionaux de Fundy

HOMELESSNESS RESPONSE TOOLKIT

For the Fundy Region

WHY THE TOOLKIT MATTERS

This toolkit was created in response to community concerns about increasing unsheltered homelessness and street-associated behaviours like sleeping outside, littering or abandoning belongings, loitering, and panhandling. It is essential to recognize that as uncomfortable as these situations can be for business owners and community members, the individuals experiencing poverty, hunger, and homelessness in our communities are only trying to survive. To reduce the number of people in our community experiencing homelessness and poverty, work is being done by all levels of government. In the meantime, our communities can work together to support best practices that create safe streets.

The toolkit offers insights and practical ways to navigate shifting realities, address stigma, and establish standards for addressing common situations and concerns related to people experiencing homelessness in the Fundy Region using a human rights approach. It is a living document that will be updated on a regular basis.

USING THE TOOLKIT

The information contained in this toolkit is meant to guide you as you grapple with this new reality in the Fundy Region where homelessness is far more prevalent and visible than in the past.

There are sections with practical advice for you to follow. Only do what you are comfortable doing, there is no need to cause yourself to feel unsafe when addressing these issues.

Other sections may challenge your beliefs about homelessness and people experiencing homelessness. Take some time and review this information and build your own knowledge and understanding of homelessness.

You should feel empowered, as though you have learned something, and supported by the community as you go through the pages of this resource.

2026January12OpenSessionFINAL_055

HOMELESSNESS RESPONSE TOOLKIT CONTENTS

WHAT TO DO IF...

A practical guide for navigating common situations

SECTION CONTENTS:

- Someone is sleeping in the entrance of my building/business
- I believe someone is having a mental health crisis
- I found a needle outside of my business or home
- Someone is going through the garbage or dumpsters
- I found garbage or abandoned belongings
- I think there has been a drug poisoning or overdose
- My property/business has been damaged and/or things have been stolen
- I want to help but don't know where to start
- I want to talk to my kids about homelessness but don't know how

UNDERSTANDING HOMELESSNESS

SECTION CONTENTS:

- What is homelessness?
- What is harm reduction?
- Rural and urban responses to homelessness
- Roles & responsibilities for addressing homelessness

WHAT WE SAY MATTERS

SECTION CONTENTS:

- Why language and words matter
- Stigmatizing language and alternatives

COMMON BELIEFS & MISCONCEPTIONS

A quick reference about why what you've heard might be wrong

SECTION CONTENTS:

- *"Homeless people are all on drugs"*
- *"Homeless people need to get a job"*
- *"Homeless people want to be homeless and prefer the freedom of being on the street"*
- *"Homeless people are dangerous criminals"*
- *"Homeless people are uneducated"*
- *"Homelessness is the person's fault and a result of their bad choices"*
- *"We aren't doing anything to address homelessness in the Fundy Region"*

ACKNOWLEDGEMENTS

SECTION CONTENTS:

- A huge thank you to all of our partners

WHAT TO DO IF...

The scenarios in the following section are not exhaustive list, but include the most common situations you may encounter. They contain easy to follow steps and are meant as a quick reference.

Recommendations for business owners and employees:

You have the right to call emergency services if someone is causing trouble at your workplace or your property. There are also non-emergency options to help prevent conflicts, build trust and understanding, and set an example to treat everyone with dignity and respect.

211 is a great resource to **connect people with supports.**

It's important to trust your instincts. **If a situation feels aggressive, threatening, or escalates, call 911.**

Someone is sleeping in the entrance of my building/business

If you feel comfortable/safe:

1. **Establish a respectful relationship**. Introduce yourself and offer assistance. Check if they've used any emergency shelters or if they need help finding housing support.
2. If they want help, call **Fresh Start Services'** outreach team at **506-271-0633**. You can also refer them to the **Foundation Centre Homeless Hub** at **100 Waterloo Street** (open 24/7), **Coverdale Centre for Women** at **148 Waterloo Street**, **Outflow Men's Shelter** at **162 Waterloo Street**, or the **Out of the Cold Shelter** at **94 Rothesay Avenue**.
3. If you would like them to move, **use a gentle tone to ask them to leave**.
4. Offering them a drink of water or something warm may help establish some trust.
5. **If they refuse to leave** and you feel safe, call Fresh Start's street outreach. After hours, call the Saint John Police non-emergency line at 506-648-3333.

If you feel unsafe or the person becomes aggressive:

Immediately call 911.

SOMETHING TO CONSIDER

Sleeping outside is rough, so it can take extra time for a person to respond or get moving. Be patient when interacting with them.

Key Contacts:

- **Fresh Start Services:** 506-271-0633
- **Coverdale Centre:** 148 Waterloo Street
- **Outflow Men's Shelter:** 162 Waterloo Street
- **Foundation Centre-Homeless Hub:** 100 Waterloo Street
- **Out of the Cold Shelter:** 94 Rothesay Avenue
- **Saint John Police:** 506-648-3333
- **Emergency Services:** 911

I believe someone is having a mental health crisis

Seeing someone who you think may be in crisis can be upsetting. If you are worried about the welfare or safety of someone because of their perceived mental state, or because you find their behaviour concerning, here are some considerations:

If you are worried the person might harm themselves or others:

This is an emergency, call 911.

If they are in distress but it is not an emergency and you feel safe:

- Ask someone you are with or a bystander to stay with you
- Ask if they are okay or need help
- Get them a cup of water and a snack (if you are able)
- Ask if there is someone you can contact for them
- Call **Mobile Mental Health** at **1-888-811-3664** (7 days a week, **11am-11pm**) and ask someone to come help. You will be transferred to a member of the care team. If they are not available or if it is outside of business hours, call **Saint John Police** at **506-648-3333**

SOMETHING TO CONSIDER

Try having a 'See Something, Say Something' mentality in these situations. People often turn a blind eye when they encounter someone in crisis. But, what if this was your family member? Would you feel okay leaving them in that situation? Act as if this is a person you already care about. If you see someone in danger, say something. You might save their life!

Key Contacts:

- **Mobile Mental Health:** 888-811-3664
- **Emergency Services:** 911
- **Saint John Police:** 506-648-3333

I found a needle:

If the needle is on private property:

- It's your responsibility to remove it

If the needle is on public property:

- Remove it yourself OR
- In Saint John, call 506-658-4455 to request removal

Finding a needle on the ground can be scary, even if you know how to dispose of it. Follow these steps to remove it from the area safely.

If disposing of the needle yourself:

1. **Get gloves and a hard plastic container** designed for sharps. If you don't have one, use a thick plastic bottle with a secure lid (ie. a plastic laundry container) and clearly label it as biohazardous. Local pharmacies may have proper containers available, reach out to your pharmacy to see if they can provide one.
2. Place the **container on a stable surface.**
3. **Put on the gloves and pick up the item so that the sharp end is pointing away** from you.
4. **Drop the item into the container** and ensure the lid is secured in place.
5. **Dispose of the container in a needle drop box** or at a location that accepts needle returns.
6. Carefully **remove your gloves and dispose of or wash them**. If you are unsure of how to remove gloves safely, scan the QR code to watch a video (https://www.youtube.com/watch?v=VkRI6DtvUL4) to help.
7. **Wash your hands with soap and water.**

glove removal video

Glove suggestions:

- medical gloves
- rubber gloves
- gardening gloves
- work gloves

No gloves?

Protect your hands with a garbage bag or similar

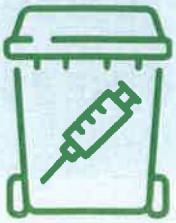
Pharmacies Accepting Sharps

Recycle NB has a program for the safe collection of sharps containers from pharmacies. To find a pharmacy near you that accepts full sharps containers, scan the QR code or click here to go to Recycle NB's website. (https://www.recyclenb.com/pharma-and-sharps-disposal)

list of pharmacies

Sharps bin locations:

Biohazard bins may be available in public areas. Avenue B Harm Reduction has large yellow containers shaped like mailboxes located around the city. If you're a business owner and want one near or on your premises, contact Avenue B Harm Reduction or the City of Saint John.



If you need help disposing of the needle:

Call the **City of Saint John's** customer service team at **506-658-4455** (Monday-Friday 8:30am-4:30pm) or email **service@saintjohn.ca** to request its removal.

I followed the steps but a puncture happened. What do I do?

1. If the needle breaks the skin, **let the cut bleed freely.**
2. **Wash the area** thoroughly with soap and water, **then apply an antiseptic** like rubbing alcohol or peroxide.
3. **See a doctor immediately.** The risk of getting a disease is very low, but a puncture should still be taken seriously. You may need to have blood tests or get immunized.

SOMETHING TO CONSIDER

Not all discarded sharps are from illegal drug use. Sharps, including needles and syringes, are essential to administering some life-sustaining medications including epinephrine and insulin.

There is a risk of transmission regardless of the type of sharp (ie. needles, razors and razor blades, needle tips, glass). The steps should be applied to all types of sharps.

You don't have to be afraid if you find discarded sharps, just be careful and follow the steps to create a cleaner and safer community.

Key Contacts:

- **Avenue B:** 62 Waterloo Street, 506-652-2437
- **City of Saint John:** 506-658-4455
- **Recycle NB:** 844-535-8889, info@healthsteward.ca

Someone is going through garbage or dumpsters:

There are many reasons someone is 'dumpster diving', usually they are looking for food or items to sell or use. Some people survive on money they receive from recyclables, discarded clothing, and other items.

If you feel safe/comfortable:

- **Engage with the person**, see if they need help and ask why they are going through the dumpster. **Stay neutral and non-judgmental.**
- **Redirect to other resources** (ie. meal programs, soup kitchen, toiletry pantries, etc.). There are meals offered throughout the city every day of the week, **call 211** or scan the QR code to visit their website (https://nb.211.ca/search) for information.

211 website

Suggestions to prevent this & protect yourself:

- **Post signage** on or near dumpsters/waste cans with information about food/clothing resources
- Always **shred papers** with personal and/or financial information.
- **Call Fresh Start Services** at **506-271-0633** to see if they are able to offer help.
- **Put refundables in a separate containe**r or bag so collectors can take what they're looking for without going through everything.
- If possible, **lock up your dumpster/garbage bins**.

If someone is sleeping in a dumpster:

- This is **dangerous and could result in death** if trash is collected when they're inside. Get help from **Fresh Start Services or Saint John Police** to convince them to move along.

Key Contacts:

- **Fresh Start Services:** 506-271-0633
- **Saint John Police:** 506-648-3333
- **Community Resources:** 211

I found garbage or abandoned belongings

Every community member wants where we live, work, and play to reflect the pride we have in our community. People experiencing homelessness have limited resources for disposing of waste and moving their belongings. Here is some guidance and advice for how to best manage the appearance of garbage and/or abandoned belongings.

Garbage:

- Call the **City of Saint John**'s customer service team at **506-658-4455** (Monday-Friday, 8:30am-4:30pm) or email **service@saintjohn.ca** to discuss specific concerns or requests.
- Decrease litter by **adding receptacles, increasing lighting, or more signage**.
- **Host area clean-up days** to bring community members and businesses together to clean up and find solutions tailored to their needs. In Saint John, you may be able to book the City's Green Machine free of charge, which comes with all of the supplies you'll need to do this. Find out more here: https://saintjohn.ca/en/parks-and-recreation/recreation/green-machine

Abandoned belongings:

When someone isn't with their belongings it doesn't always mean that they've been abandoned. Please don't remove items unless they've been abandoned for several days. Remember, for people experiencing homelessness what they carry is often all they have and is needed for survival.

If it's been less than 48 hours:

Keep waiting until at least 48 hours have passed.

If it's been more than 48 hours:

1. Call **Fresh Start Services'** outreach team at **506-271-0633** to figure out if the person is coming back. The owner may be hospitalized or incarcerated for a short time.
2. Outreach can **scan the belongings without touching them** for ID and valuables like money or medication that are in plain sight.
3. If possible, **outreach will remove items** and tidy the site. If they are not able to do so, they will arrange for the removal of items and for the site to be cleaned with the City of Saint John.
4. If you're unable to connect with the outreach team, contact **City of Saint John** customer service at **506-658-4455** (Monday-Friday, 8:30am-4pm) to have them removed.

Key Contacts:

- **Fresh Start Services:** 506-271-0633
- **City of Saint John:** 506-658-4455

I think there's been a drug poisoning or overdose

Knowing that people who use substances are experiencing drug poisonings is very upsetting. You can't prevent that from happening, but here are some things you can do to help.

If you believe someone is actively experiencing a drug poisoning:

- Check if the person is responsive and/or can be woken without touching them
- If they are unresponsive **call 911** immediately. It is okay to have your phone on speaker. if you call and the person wasn't experiencing a drug poisoning, you won't be in trouble. It's always best to call.
- **Follow instructions** given by the 911 operator.
- **If a Naloxone kit is available, administer it** following the instructions. Naloxone is a safe medication that can reverse the effects of an overdose from an opioid

Naloxone Training in the Fundy Region:

- **Get trained to respond** to a suspected drug poisoning and carry a Naloxone kit. Avenue B in provides free Naloxone training. Call them at 506-652-2437 or visit their website to schedule a session. If the link doesn't work, use this address: https://avenueb.ca/naloxone-training/
- Naloxone kits can be bought from pharmacies in New Brunswick, call ahead to ensure one is available. If you can't afford to buy one, Avenue B provides kits free of charge.

Avenue B website

Some signs of a possible drug poisoning:

- They are not breathing
- Their breathing is very slow/shallow
- Their lips or fingertips turning blue
- Cannot be woken/is unresponsive

SOMETHING TO CONSIDER

Society tends to focus on addiction symptoms not the complex reasons behind it, leading to judgement and exclusion. Treating individuals experiencing addiction as people first and offering empathy and support promotes positive, compassionate interventions that help save lives.

Key Contacts:

- **Emergency Services:** 911
- **Avenue B:** 506-652-2437

My property/business has been damaged and/or things have been stolen

Damage to property or businesses and theft are illegal acts and the police should be involved. Our community's homelessness response system doesn't have the capacity to intervene in these situations.

If you actively see someone stealing or damaging property, that is a crime. Call Saint John Police at 506-648-3333.

Consider taking extra steps to prevent damages/thefts:

- Install visible security camera(s) and/or alarms
- Add motion sensor lights
- Install fencing or gates around the property
- Ensure adequate staffing during high-risk times
- Conduct a vulnerability assessment of the premises
- Seek grants that may help cover the costs of increasing security and safety at your premises

SOMETHING TO CONSIDER

Many thefts are of items needed for survival including toiletries, hygiene products, sunscreen, water, items to stay warm, etc.

Some non-profits provide these essentials free of charge through donations from the community. Consider donating to an organization listed on this page by reaching out to see what they need.

Organizations Collecting Donations:

- **Fresh Start Services:** 506-638-1409
- **Avenue B:** 506-652-2437
- **Stone Church:** 506-634-1474
- **Romero House:** 506-642-7447
- **Outflow:** info@outflowsj.com

UNDERSTANDING HOMELESSNESS

UNDERSTANDING HOMELESSNESS

We've been conditioned to believe homelessness is a personal failure caused by bad decisions on the part of the individual. But, the reality is that homelessness is a complex issue rooted in systemic issues like affordable housing shortages, lack of mental health supports and services, low wage employment, and lack of funding for social services. A person experiencing homelessness is trying to navigate a very difficult and painful reality and is more than a problem to be solved.

Recently, you may have found yourself talking about homelessness to colleagues, friends, and family. You might be feeling uncomfortable, frustrated, or upset with what you're seeing in your community. It can sometimes feel like things changed overnight and that you're powerless or unsure how to help. This toolkit was designed to provide you with practical ways to navigate common situations, information to educate you about the realities of homelessness, ways you can help, and opportunities for us to navigate the shifting reality of our region together.

WHAT IS HOMELESSNESS?

In Canada, the Canadian Observatory on Homelessness defines homelessness as describing a range of housing and shelter circumstances. These are:

- **Unsheltered**: *also called 'absolutely homeless' and living on the streets or a place not meant for human habitation*
- **Emergency Sheltered**: *includes people staying in overnight shelters intended for people who are homeless or those staying at shelters for people impacted by family violence*
- **Provisionally Accommodated**: *sometimes called 'hidden homeless', refers to people whose accommodation is temporary or lacks a security of tenure including those who are couch surfing*
- **At Risk of Homelessness**: *refers to people who are not homeless but whose current economic and/or housing situation is precarious (due to increasing costs, unstable income/employment, etc.) or does not meet public health and safety standards*

You may be wondering why someone with a roof over their heads would be considered homeless. That is because part of addressing and reducing homelessness, is preventing it. Community members who are vulnerable to becoming homeless may be struggling in similar ways as the unsheltered, emergency sheltered, and provisionally accommodated folks. For most people, their experience of homelessness is not a static state but one that is fluid and changes dramatically and often.

WHO EXPERIENCES HOMELESSNESS?

Anyone can experience homelessness, and the majority of us are closer to homelessness than we are to extreme wealth. Homelessness does not discriminate. However, there are some groups of people who are disproportionately represented in the homeless population. This includes our indigenous community members, black and racialized people, and youth exiting from or, who have been connected to, government care. Seniors are the fastest growing group of people experiencing homelessness.

URBAN, SURBURBAN, & RURAL HOMELESSNESS

Our region is made up of urban, suburban, and rural communities. Each community has residents experiencing homelessness, but those experiences will look and feel different depending on where the person is. Let's look at homelessness in urban, suburban, and rural communities.

Urban Homelessness

Unsheltered urban homelessness is what people are most familiar with. This is largely because the concentration of people experiencing homelessness in urban areas is greater and unsheltered homelessness is more obvious. You can see folks sleeping on park benches or in the doorways of buildings. In urban communities people experiencing homelessness can connect most easily to social and community supports. In the Fundy Region the only emergency shelters for homelessness are in the City of Saint John. Also, the community services offering supports to individuals experiencing homelessness are located in Saint John. The number of people who are provisionally accommodated or at risk of homelessness is harder to know because of the hidden nature of their experiences.

Homelessness Data

The Human Development Council (HDC) is a social research and planning council that identifies and addresses social issues in New Brunswick through research, information, coordination and networking. The HDC manages an information management system and conducts annual Point-In-Time counts to help measure the scale and circumstances of people experiencing homelessness in New Brunswick. The HDC's website, sjhdc.ca, provides an array of local New Brunswick data and reports on demographics and social issues.

Suburban Homelessness

Homelessness in suburban communities is often hidden from the public eye. Residents experiencing homelessness most often will sleep in their vehicle, stay on a couch at a friend or family member's home, or rent rooms in a motel/hotel over sleeping on the street if they are able.

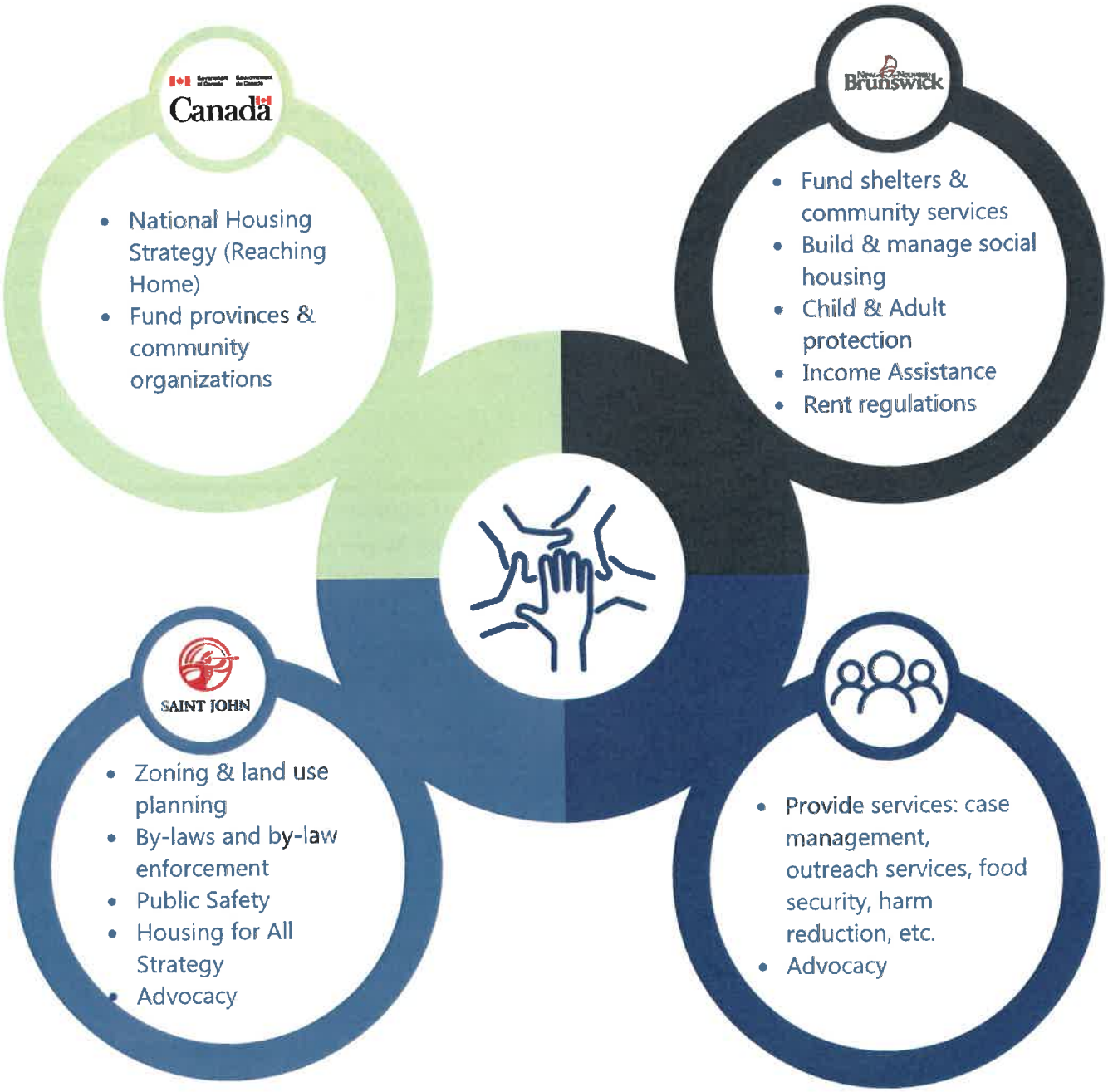
Challenges of suburban homelessness include: communities growing at rates that outpace construction of new and/or appropriate housing, a lack of affordable housing, prevalence of single family homes that are primarily owned, transportation barriers, and limited services and resources. In some suburban communities there can be resistance to creating community services and resources out of fear of increasing the likelihood of issues occurring. With the majority of services concentrated in urban centres, it's harder for people in suburban communities to get the support they need. Homelessness prevention may be the most important tool for suburban communities to avoiding homelessness crises.

Rural Homelessness

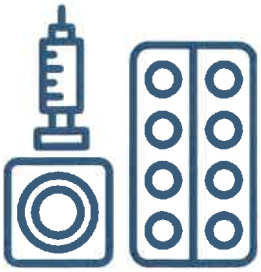
The appeal of living in a rural community has a lot to do with that 'small town feel' where everyone knows one another. The challenge is that when someone is experiencing, or at risk of, homelessness people know about it and that can lead to stigmatization and judgement. It is challenging to bring services to small, rural communities because they are often population-based. Because of that lack of services, people in rural communities rely heavily on their personal networks for support. This keeps homelessness in rural areas hidden. People experiencing homelessness often couch surf with friends or family or stay on someone's property in other structures like a shed or camper. For individuals experiencing domestic violence, the scarcity of options and services can keep them in dangerous situations to retain shelter. Due to this, in part, women and children are often disproportionately affected by rural homelessness. Transportation in rural communities is a barrier for connecting to supports and services in nearby urban communities. If someone does not have access to reliable transportation they may end up 'stuck' in substandard housing or unhoused and unable to access support.

Prevention is key to combatting homelessness, and this is most true in rural settings where an entrance into homelessness is rarely able to be supported in the community.

ROLES & RESPONSIBILITIES



WHAT IS HARM REDUCTION?



Harm reduction is an evidence-based (supported by research and studies), client-centred, public health approach to reducing harms related to addiction and substance use. The primary goal is to save lives and protect the health of people who use drugs and their communities. Other goals include: decreasing the stigma of addiction and drug use, increasing education on safer substance use, encouraging protected sex, and connecting people who use drugs with supports when they voice readiness. It recognizes that there will always be people who use drugs including some who are unwilling or unable to stop. Harm reduction in practice requires individualized supports to help each individual meet their goals.

Wearing a helmet when riding a bike, wearing a seatbelt in a car, and looking before crossing the street are all examples of harm reduction that we engage in on a daily basis. Each of those actions minimize a risk. Common examples of harm reduction for drug and substance use include: using a nicotine patch instead of smoking, consuming water while drinking alcohol, housing first programs, using substances in safe environments with trusted people, and needle exchange programs.

Harm reduction services don't require people to stop or abstain from using substances unless that is their goal. Instead, focus is placed on making positive changes in a way that meets the needs of the individual. Choice is given to as to how someone wants to minimize harm to themselves without judgement or coercion. At the same time, harm reduction promotes opportunities to enhance skills and knowledge for living safer and healthier lives.

Harm reduction in the Fundy Region:

Avenue B in Saint John is a harm reduction service provider. Formerly known as AIDS Saint John, Avenue B's needle exchange program provides essential harm reduction supplies to people in the region. To find out more about Avenue B you can visit their website: avenueb.ca

COMMON QUESTIONS ABOUT HARM REDUCTION

Does harm reduction promote or increase drug use?

A commonly held belief is that harm reduction promotes or encourages drug use. No research exists to support this. Harm reduction helps people make healthier choices for themselves. Opponents have argued that providing things like sterile syringes, naloxone, and safe spaces to do drugs while supervised will incentivize or lead to drug use. This belief ignores the fact that people are going to use drugs and that withholding resources makes an inevitable activity more dangerous leading to more harm and death.

Does harm reduction discourage people from seeking treatment?

Harm reduction provides supports to help each person meet their individual goal, including seeking treatment. If stopping use is a goal of a person, harm reduction connects them to services in a timely manner. In the event of a relapse, harm reduction services continue to support that person without judgement or consequence. Having harm reduction services creates spaces for people using drugs to find out about recovery services without feeling coerced into seeking treatment if they are not ready to do so.

WHAT WE SAY MATTERS

Why language and words matter

Language and words can perpetuate harmful stereotypes, contribute to stigma, and create situations where we judge people because of the language used to describe them. The words we use influence our own opinions and feelings as well as the opinions and feelings of others. Taking the time to consider what we say and how we say it can create bridges between community members and also create opportunities to enact real change. Language that humanizes those community members who are experiencing homelessness helps us see them as people who deserve help.

Using the right language demonstrates respect for our vulnerable community members and also helps to educate others.

Stigmatizing language & alternatives

INSTEAD OF:	USE:
homeless, bum, hobo	person experiencing homelessness
the homeless	unhoused, unsheltered
junkie, addict, druggie	person who uses substances
criminal	person who has been criminalized
clean	sober
welfare	person receiving income assistance
beggar	person who is panhandling

COMMON BELIEFS & MISCONCEPTIONS

COMMON BELIEFS & MISCONCEPTIONS

"Homeless people are all on drugs."

People experiencing homelessness do tend to use drugs and other substances at a higher frequency than housed community members; however, the majority are not using substances regularly.

Research shows that substance use is often a result of homelessness not a cause and that use increases the longer someone experiences homelessness because it is often used as a coping strategy to deal with the stresses and challenges of their daily lives.

"Homeless people need to get a job."

People experiencing homelessness spend most of their time trying to improve their lives, this includes looking for work. However, finding a job while homeless is very hard as there is a lot of stigma a person faces while looking for working without an address. A lack of reliable communication like a phone or internet access makes it hard to manage a schedule for interviews or work itself. When a person is experiencing homelessness they will often not have clean or professional clothing for an interview or access to a place to shower.

People experiencing homelessness do have jobs, however, their income is not sufficient to get them into the rental market. Once some is unhoused, it is very expensive to become housed again as affordability is a barrier.

"Homeless people want to be homeless and prefer the 'freedom' of being on the street."

There is no evidence that supports this idea. Many people remain unhoused because they are unable to meet the expectations of some housing programs requiring things like sobriety. Housing First programs, which offer housing without strings attached, also help debunk this theory. When people are given an opportunity to live in a place that is safe, clean, and theirs they generally accept it and maintain it successfully with supports. Many individuals experiencing homelessness do not want to sleep in shelters because of a lack of privacy leading to feelings of insecurity.

"Homeless people are dangerous criminals."

It is true that there is a greater likelihood that a person experiencing homelessness has interacted with the criminal justice system. However, that is largely because a lot of their daily survival activities are criminalized. The majority of crimes involve theft of necessities like food, clothing, water, theft of items that can easily be sold, or things like loitering and trespassing. In fact, people experiencing homelessness are more likely to be victims of violent crimes than perpetrators.

COMMON BELIEFS & MISCONCEPTIONS

"Homeless people are uneducated."

People experiencing homelessness have a variety of levels of education, many have post-secondary education. In fact, according to the 2024 Point In Time Count conducted in Saint John, 24% of individuals experiencing homelessness had completed or partial post-secondary education, 4% had graduate level education, and 37% had completed high school. Large debts can contribute to housing insecurity and for people who have completed some or all of a post-secondary education but are not in jobs high enough to cover their debts and living expenses, they are at an increased risk of becoming homeless.

"Homelessness is the person's fault and a result of their 'bad choices'."

Every person makes mistakes and choices that they realize may not have been right, however, these rarely lead to homelessness. Homelessness is less likely to be the result of a bad decision or a series of bad decisions and more likely to be a result of things outside of their control. Common reasons people become homeless are a lack of sufficient income, job loss, rising costs of housing, and fleeing domestic violence.

"We aren't doing anything to address homelessness in the Fundy Region."

There is significant work happening across the Fundy Region to address and reduce issues related to homelessness, including its prevention. We have a network of strong, community-based service providers working directly with people experiencing homelessness, government, and landlords to help people get housed and stay housed. For those struggling to maintain a home there are preventative measures and resources to with rent payments, energy bills, and food insecurity. In Saint John, the Housing For All Strategy has created Green Zones with structures for people experiencing homelessness to move into where they can stay dry and warm and have access to bathrooms. There are emergency shelters in the city with over 150 beds for people who are unhoused to have a warm, dry place to sleep. Every community is working hard to increase the amount of affordable housing for its community members.

ACKNOWLEDGEMENTS

This toolkit would not have been possible without some incredible partners. A huge thanks goes out to every organization who took the time to provide feedback on the contents of this toolkit. Partners including the Department of Social Development, City of Saint John, Fresh Start Services, Horizon Health, Human Development Council, and 12Neighbours Inc. provided invaluable input around what should be contained in this toolkit and also validated that this was a worthwhile undertaking.

Thank you to everyone who contributed to creating this toolkit. Your efforts, both in contributing to this and the work you do to address issues related to homelessness in our communities are essential to creating a safe, healthy region for all community members.

ROTHESAY

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

December 9, 2025

NOTICE: Amendment to Subdivision Agreement - MR Investments Inc.
Dunedin Road

Dear Resident,

Rothesay received a request from MR Investments Inc. to amend the Town-Developer Subdivision Agreement that applied to the development of a 14-lot subdivision at the eastern terminus of Dunedin Road.

The agreement included a clause requiring the developer to utilize the Hillside Trail for construction access to the proposed development. Following assessment of this access route by the Developer, constraints were noted which resulted in the Developer requesting relief from this clause of the agreement.

At their meeting of November 10, 2025, Rothesay Council considered a motion to retain the clause within the agreement. This motion would have required construction access to be limited to the Hillside Trail, as originally outlined in the agreement. The motion was defeated by Council, which provides the developer with the opportunity to utilize Public Streets within the area to access the development lands.

Rothesay is providing this notification to residents along Dunedin Road as a courtesy to inform them of the construction traffic on area roadways related to the subdivision development.

Thank You,

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

From: Mary Jane Banks
Sent: Sunday, January 4, 2026 11:01 AM
To: Liz Hazlett; Mark Reade
Subject: Fw: Rothesay development

Mary Jane Banks
Town Clerk

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

From:
Sent: Wednesday, December 31, 2025 12:58:22 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Rothesay development

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.

Subject: Formal Objection to the Development Process and Disregard for Resident Input

To the Honorable Members of the City Council and City Administration,

I am writing on behalf of myself and numerous residents of the neighborhood affected by the proposed development currently under consideration.

The City requested resident input regarding this proposal, and the response from the community was unanimous opposition. That opposition was not based on emotion or resistance to progress, but on clear, well-documented concerns, including the City's failure to complete or even initiate required pre-development conditions—most notably, necessary infrastructure planning such as opening the dead-end road to the highway and addressing traffic, safety, and access issues.

Despite this, it is now evident that resident participation was treated as a procedural formality rather than a meaningful part of the decision-making process. The meetings, discussions, and requests for public comment appear to have been conducted merely to satisfy a requirement, not to genuinely consider or respect the will of the residents who will be most directly impacted.

This approach undermines the very foundation of public trust. When a city asks its residents for input and then proceeds as though that input is irrelevant—especially when the opposition is unanimous—it sends a clear message that community engagement is performative rather than substantive. That is deeply troubling.

2026 January 12 Open Session FINAL_031

The residents of this neighborhood are not opposed to development conducted responsibly, transparently, and in compliance with established requirements. We are opposed to a process that disregards the City's own pre-development obligations, ignores legitimate safety and infrastructure concerns, and treats citizen participation as a box to be checked rather than a voice to be heard.

We are extremely disappointed—and frankly outraged—by the apparent disregard shown toward the residents who live, work, and invest in this community. This situation has created unnecessary division, eroded confidence in City leadership, and left residents feeling disrespected and powerless in matters that directly affect their quality of life.

We formally request:

1.
That the development process be paused until all required pre-development conditions and infrastructure plans are completed and publicly reviewed.

2.
That the City provide a transparent explanation of how resident feedback was evaluated and why unanimous opposition was dismissed.

3.
That future public input be treated as a substantive element of decision-making, not a symbolic exercise.

Democracy does not end with asking for public input—it begins with listening and acting in good faith. We expect better from a City that claims to represent its residents.

Sincerely,

95 Horton Rd

From: Mary Jane Banks
Sent: Sunday, January 4, 2026 11:01 AM
To: Liz Hazlett; Mark Reade
Subject: Fw: Proposed construction traffic on Dunedin road

Mary Jane Banks
Town Clerk

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

From:
Sent: Wednesday, December 31, 2025 1:48:25 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Proposed construction traffic on Dunedin road

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.

To whom it may concern,
My name is I live at 181 Dunedin Rd. I'm writing regarding the recent proposal to enable the through line for construction traffic re the proposed development beyond Dunedin Road and Horton Road and beyond our home.
Several years ago, I was told by town members that Dunedin Road is too narrow for this type of traffic/construction. I was told this following The development of the road (the building of sidewalks, etc.). The road has not changed at all, yet your plans have.
My understanding is there is an issue with the current state of the bridge on the hillside Trail, which makes it inaccessible to construction traffic. I feel that rebuilding this bridge is the responsibility of the town.

From: Mary Jane Banks
Sent: Wednesday, January 7, 2026 2:06 PM
To: Liz Hazlett
Subject: FW: Request for Clarification and Statutory Basis for Reversal of Council Vote on Higginson/Dunedin Road Development Access

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

p (506)848-6664
f (506)848-6677
Before printing, please think about the environment. Respectez l'environnement, réfléchissez avant d'imprimer

-----Original Message-----
From: Mark Reade <markreade@rothesay.ca>
Sent: Wednesday, January 7, 2026 1:59 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Cc: Nancy Grant <NancyGrant@rothesay.ca>; Brett McLean <BrettMcLean@rothesay.ca>
Subject: FW: Request for Clarification and Statutory Basis for Reversal of Council Vote on Higginson/Dunedin Road Development Access

-----Original Message-----
From:
Sent: December 31, 2025 12:31 PM
To: Mark Reade <markreade@rothesay.ca>; Nancy Grant <nancygrant@rothesay.ca>
Cc:
Subject: Request for Clarification and Statutory Basis for Reversal of Council Vote on Higginson/Dunedin Road Development Access

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To Mayor Grant, Mark Reade and Members of Rothesay Town Council,

We are writing regarding the Town's apparent reversal of its prior decision respecting construction access for the development of lands off Hillside Road. Council previously approved the use of the purpose-built Hillside Road access, complete with municipal water infrastructure and fire hydrants, yet now appears to be permitting construction access via

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Dunedin (and Appleby), notwithstanding that this route was expressly rejected during the original vote due to safety and suitability concerns.

As residents directly affected by this decision, we respectfully request clarification on the following matters:

Change in Circumstances or Evidence Under New Brunswick's Community Planning Act:

Municipal planning decisions are expected to be consistent, evidence-based and aligned with adopted plans and policies. At the time of Council's original vote, Dunedin was deemed unsuitable due to its steep grade, narrow roadway, lack of sidewalks, and public safety risks. Please clarify what material change (whether new technical information, engineering advice, or legal opinion) has occurred that would justify reversing that determination.

Municipal Infrastructure Responsibility and Building Standards:

Hillside Road was constructed for the express purpose of supporting the approved Town development plan and includes municipal water and fire protection infrastructure. Under the Municipalities Act, municipalities retain responsibility for municipal roads and related infrastructure once accepted by the Town. If the bridge or any portion of Hillside Road is now considered inadequate or unsafe, this raises important questions regarding compliance with applicable building and engineering standards at the time of construction.

Residential property owners are required to obtain permits, comply with the New Brunswick Building Code, and undergo inspections even for relatively minor projects such as decks or garages. In that context, it is difficult to understand why residents are held to a strict standard of code compliance and inspection while a municipally constructed or approved bridge, intended to support development traffic, would be treated differently.

Please clarify whether the bridge was built and inspected in accordance with applicable codes and standards, and if not, why.

Further, please explain on what statutory or policy basis developers would be expected to assume responsibility for the safety or adequacy of a municipal road or bridge constructed and approved by the Town.

Public Safety and Compatibility with Existing Neighbourhoods:

The Community Planning Act emphasizes orderly development and the mitigation of land-use conflicts. Using Dunedin and Appleby as construction access routes for extensive development raises serious concerns regarding road capacity, pedestrian safety, and neighbourhood compatibility. These roads were not designed to accommodate sustained heavy construction traffic, and the associated risks to residents, pedestrians and subcontractors for this planned development are evident.

Finally, while residents appreciate that certain Council discussions occur in closed session as permitted by legislation, transparency remains essential, particularly where Council reverses itself on a highly contentious matter with significant neighbourhood impact. A decision to vote one way and subsequently act in opposition to that vote, without a clear public explanation, is difficult to reconcile with the principles of procedural fairness and consistency contemplated by New Brunswick's municipal planning framework.

We respectfully request a written response addressing the above points and clarifying the statutory authority, factual basis, and rationale supporting this change in direction.

Sincerely,

Residents of the Dunedin Hill

From: Mary Jane Banks
Sent: Wednesday, January 7, 2026 8:48 AM
To: Liz Hazlett
Subject: FW: Amendment to Subdivision Agreement

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:
Sent: Monday, January 5, 2026 4:38 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Amendment to Subdivision Agreement

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.

To mayor and Council,

Re: Amendment to Subdivision Agreement – MR Investments Inc.

Dear Mayor & Council,

We are writing in response to a letter we have received from staff stating another change to the above subdivision Agreement. Specifically that all Construction traffic required to facilitate the construction of 12 to 14 new homes will be allowed to use Dunedin Road for the time it will take to complete the development. This is a complete reversal of the agreement as accepted by all affected in the local neighbourhood. In fact this is a second reversal by council of the initial conditions accepted by the residents of Dunedin Road.

- Council initially agreed that Dunedin Road would remain a dead end to ensure it did not become the local road in the future that connected the south side of the hill with Rothesay road. Dunedin Road was established over 100 years ago reflecting the standards of a different time. The street is narrow with mature street trees and is the reason many of

its residents choose the area; it reflects a time when scale, balance, trees and suburban landscaping, among were deemed important.

- To ensure minimum disruption to the neighbourhood during the multiyear process of developing new homes at the top of the hill, it was agreed that all construction traffic would be limited to using the hill side trail which was established by and for heavy equipment used in the construction of the water main from the south side to the north side of the hill. The use of this construction road, with direct access to the Phase #1 development site, would have improved street safety and reduced the disruption throughout the length of the neighbourhood from the Rothesay road to the top of the hill.

It has been my experience that when change, for whatever reason, is necessary; an effort to mitigate the negative impacts of the change is made. Perhaps it's the Council's intention to limit the size of equipment, the times of the day they can use the road, noise limitations or how often the road is cleaned etc… Should Council's original development agreements be impossible; how will the resulting negative effects of these changes be mitigated in the best interests of the community? What are the new conditions?

The conditions on the Phase One development initially accepted by the residents were the result of a public process; however, it seems that the reversing of these conditions can be accomplished without consultation or consideration? The letter from the Town dated December 7th was sent as a "courtesy". Dismissing the implications of our understanding does not feel like a courtesy. Please explain.

Sincerely

79 Dunedin Road.

Ps. I note that Phase One is for 14 homes; however; in referencing the "Secondary Plan", the number of homes that could fit in a Phase One development to match neighbourhood lot sizes is less than 12? What changed?

From: Liz Hazlett
Sent: Wednesday, January 7, 2026 12:08 PM
To: Liz Hazlett
Subject: FW: ACTION REQUEST: Supporting KV Oasis: A Vital Partnership for Our Youth and Families

---

From: Jen Kelly Barnett <jen.kellybarnett@kvoasis.com>
Sent: Wednesday, December 31, 2025 1:35:49 PM
To: O'Hara, Libby <eohara@quispamsis.ca>; Nancy Grant <nancygrant@rothesay.ca>; john.herron@gnb.ca <john.herron@gnb.ca>; mayor.doucet@hampton.ca <mayor.doucet@hampton.ca>; aaron.kennedy@gnb.ca <aaron.kennedy@gnb.ca>; alyson.townsend@gnb.ca <alyson.townsend@gnb.ca>; Hennessy, Jim (PETL/EPFT) <jim.hennessy@gnb.ca>
Subject: Supporting KV Oasis: A Vital Partnership for Our Youth and Families

You don't often get email from jen.kellybarnett@kvoasis.com. 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 Mayor O'Hara, Mayor Grant, Mayor Doucet, Hon. Herron, Hon. Kennedy, and Hon. Townsend,

I hope this message finds you well. I'm reaching out from KV Oasis Youth & Family Support Services with an urgent request for your partnership and support.

The Importance of Your Support

KV Oasis is truly unique in our region. After extensive conversations with local schools and community members in the Kennebecasis area and our neighboring communities such as Hampton, it is clear that there are no comparable services in the surrounding towns. While there are resources in the city, out here in the Kennebecasis Valley and our surrounding communities, there is a significant gap in accessible, free support for youth and families. We are the vital bridge for these communities, and many families still don't know we're here.

Aligning Our Operational Needs

With the Building Safer Communities Fund ending in March, we face an urgent need to secure funding. We have approximately three months of operational costs covered after our current funding ends, and we are applying for various program-specific grants. However, to keep our doors open and continue offering these crucial services, we need local and provincial partnerships to bridge the gap for the next three to five years.

A Collaborative Path Forward

With your help in securing this foundational support for the next three to five years, we can focus our efforts on long-term fundraising and program expansion. Historically, fundraising has not been a primary focus, but our goal is to build it up so that we rely less on external asks in the future. This will help us

2026January12OpenSessionFINAL_088

sustain and grow our programs over time, ensuring that we can continue to serve our community independently and effectively. We deeply value your leadership and your guidance on how we can apply for this support that will be crucial in ensuring KV Oasis remains a safe and thriving space for our youth.

Thank you for your time and consideration in helping us continue to fill this essential role for our youth and families.

Warm regards,

Jen Kelly-Barnett

Director KV Oasis
(506) 285-5862

KV OASIS YOUTH & FAMILY SUPPORT SERVICES

"Our mission is to empower and inspire the next generation by fostering confidence, providing essential mental health support, imparting crucial life skills, and actively engaging in crime prevention initiatives."

j

Fundy Regional Service Commission
Commission de Services Régionaux de Fundy

2026January12OpenSessionFINAL_089

Regular Board Meeting Minutes

Date: **November 6, 2025, 9:00 a.m.**
Location: **FRSC Office**
20 Broadview Ave., Saint John

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

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

GUESTS Brenda MacCallum, FRSC Director of Communications and Community Development
Marc MacLeod, FRSC General Manager
Graeme-Stewart Robertson, FRSC Director of Policy and Research
Presenters and members of the public were also in attendance.

Meeting Minutes of the Board of Directors of Fundy Regional Service Commission.
For more information, please see the website for full agenda packages and meeting recordings.

---

1. Order of Business

1.a Call to Order

Chair Doucet called the meeting to order at 8:58 a.m.

1.a.1 Land Acknowledgement

CEO Ouellette gave a land acknowledgment to open the meeting.

1.b Record of Attendance

It is noted for the record that all Board members are present in person.

1.c Approval of Agenda

Chair Doucet called for a motion to approve the agenda.

Resolution Number: RM-2025-119

Moved by: Director O'Hara

Seconded by: Director Grant

THAT the Board approve the November 6, 2025, agenda as presented.

Motion Carried

1.d Approval of Minutes

Chair Doucet called for approval of the minutes.

Resolution Number: RM-2025-120

Moved by: Director Bedford

Seconded by: Director MacKenzie

THAT the Board approve the October 2, 2025, meeting minutes as presented.

Motion Carried

1.e Disclosure of Conflict of Interest

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

2. CEO Verbal Update

CEO Ouellette gave a verbal update to the Board. Brenda MacCallum, Director of Communications and Community Development also brought forward a brief update to the Board.

3. Consent Items

Chair Doucet called for a motion to approve the consent items provided in the package.

On the question, Director O'Hara requested more information about resources related to the Climate Action Plan. CEO Ouellette brought Graeme Stewart-Robertson, Director of Policy and Research, to speak to the Climate Action Plan.

Resolution Number: RM-2025-121

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the Board approve all consent items as presented.

Motion Carried

3.a Planning & Building Inspection Monthly Report

Resolution Number: RM-2025-121

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the Board receive and file the Planning & Building Inspection Monthly Report.

Motion Carried

3.b Rural Transit Solutions Fund Agreement

Resolution Number: RM-2025-121

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the Fundy Regional Service Commission has the capacity and authority to undertake the *Empowering Rural Connectivity: Sustainable Transit for the Fundy Region* Project and directs Chief Executive Officer Phil Ouellette to enter into and execute an agreement for Rural Transit Solutions Fund funding with Housing, Infrastructure and Communities Canada

Motion Carried

3.c Regional Climate Action Pilot - Call for Proposals

Resolution Number: RM-2025-121

Moved by: Director MacKenzie

Seconded by: Director Merrifield

THAT the Board receive and file the Regional Climate Action Pilot Report as presented.

Motion Carried

4. Reports/Presentations

4.a 2026 FRSC Budget Recommendation

CEO Ouellette gave the Board a budget update highlighting key points from the report submitted.

Chair Doucet opened the floor for comments or questions.

Director Bedford stated for the record that the capital costs need to be eliminated.

Resolution Number: RM-2025-122

Moved by: Director O'Hara

Seconded by: Director MacKenzie

THAT the Board approves the 2026 FRSC operating and capital budget as presented in this November 6th, 2025, FRSC report; and in the event the Regional Development Corporation approves the 2026 regional facilities capital funding proposal prior to December 15th, 2025, direct CEO Ouellette to replace accessed one-time use revenues from the Regional Services Support Fund by those accessed by the Regional Development Corporation.

Against (1): Director Riddell

Motion Carried (6 to 1)

Resolution Number: RM-2025-123

Moved by: Director MacKenzie

Seconded by: Director Grant

THAT the Board adopt the updated Standard Operating Procedure: Salary Grid for Management and Trades Employee Group as outlined in the 2026 FRSC Budget Recommendation - 2025-084 report.

AND THAT the Board authorizes Chair Rob Doucet to re-submit and finalize the Regional Services Support Fund investment plan, which integrates the new assumptions outlined in the updated version of the 2026 FRSC budget.

Motion Carried

4.b CGAC Enhancement Project - Phase A Engineering Evaluation and Project Planning

Graeme Stewart-Robertson, Director of Policy and Research, started the presentation. Samir Yammine, City of Saint John, also presented on the state of the project today. The consultant with MJMA for the Enhancement Project presented to the Board presented on the concept drawings. Ricardo, Steven and Anna.

Chair Doucet opened the floor to the board for questions. It was noted the presentation will be circulated, it was also noted that more information is on a website that in embedded within the City of Saint John's website.

Resolution Number: RM-2025-124

Moved by: Director MacKenzie

Seconded by: Director Bedford

THAT the Board receive and file the CGAC Enhancement Project - Phase A Engineering Evaluation and Project Planning report as presented.

Motion Carried

4.c Solid Waste Action Plan

Marc MacLeod, General Manager, presented the Solid Waste Action Plan to the Board.

Resolution Number: RM-2025-125

Moved by: Director Merrifield

Seconded by: Director O'Hara

THAT the Board approves the Solid Waste Action Plan, STRIVE 2040, as presented.

Motion Carried

4.d Updated FRSC Procedural Bylaw

CEO Ouellette spoke to the Board about the updated Procedural Bylaw presented in the package.

Chair Doucet opened the floor for comments or questions.

Director Riddell brought forward concerns.

A point of order was called by Director O'Hara against Director Riddell noting statements of vexatious nature against another board member, the statement was retracted by Director Riddell.

Director MacKenzie left the meeting at 10:08 a.m.

Resolution Number: RM-2025-126

Moved by: Director MacKenzie

Seconded by: Director Grant

THAT the Board repeal the bylaw and adopt the updated procedural bylaw outlined and attached to this report.

Against (1): Director Riddell

Motion Carried (6 to 1)

4.e Solid Waste Engagement Committee By-Law

Marc MacLeod, General Manager, presented to the Board the Solid Waste Engagement Committee Bylaw.

Resolution Number: RM-2025-127

Moved by: Director Bedford

Seconded by: Director Merrifield

THAT the Board approves the Solid Waste Engagement Committee By-Law as presented.

Motion Carried

4.f FRSC – Goals and KPIs

Graeme Stewart-Robertson, Director of Policy and Research, spoke to the Board about the Goals and KPI's process and the presented report. Allan Gates, Thinkwell, entered the meeting at 10:17 a.m. to present alongside Mr. Stewart-Robertson.

Director O'Hara left the meeting at 10:28 a.m. and returned at 10:30 a.m.

Resolution Number: RM-2025-129

Moved by: Director O'Hara

Seconded by: Director Merrifield

THAT the Board receive and file the FRSC Goals and KPI's report as presented.

Motion Carried

5. Standing Items

5.a Envision Saint John Update

5.a.1 Response to Tariffs: Canadian Products

CEO Ouellette spoke to the Board on behalf of Envision Saint John for their part in working on the response to tariffs.

Resolution Number: RM-2025-128

Moved by: Director O'Hara

Seconded by: Director Bedford

THAT the Board receive and file the Response to Tariffs: Canadian Products letter as presented.

Motion Carried

5.b Committee Agendas

Chair Doucet called for a motion to receive and file the agendas.

Resolution Number: RM-2025-130

Moved by: Director Grant

Seconded by: Director O'Hara

THAT the Board receive and file the committee agendas presented.

Motion Carried

5.b.1 Community Development - October 15, 2025

5.b.2 Public Safety - October 21, 2025

6. New Business

Chair Doucet called for any new business to be brought forward.

Director Riddell, brought forward his resignation as an item of new business.

7. Correspondence

Chair Doucet called for a motion to approve the correspondence.

Resolution Number: RM-2025-131

Moved by: Director Bedford

Seconded by: Director Merrifield

THAT the Board receive and file the correspondence as presented.

Motion Carried

7.a Memorandum to Local Governments and Rural District Advisory Committees

8. Adjournment

Chair Doucet called for a motion to adjourn.

Resolution Number: RM-2025-132

Moved by: Director O'Hara

Seconded by: Director Merrifield

THAT the Board adjourn the November 6, 2025, meeting at 10:37 a.m.

Motion Carried

_____

Rob Doucet, Chairperson

_____

Cassie Silhanek, Recording Secretary

_____

Date

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF OCTOBER 22, 2025 @ 3:00 PM

MINUTES
REGULAR MEETING

PROTECTED "A"
THIRD PARTY RULE APPLIES

In Attendance:

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

Chairperson Kevin Darling called the meeting to order at 3:52 PM and opened the Regular Meeting.

1. APPROVAL OF AGENDA:

Chairperson Kevin Darling asked for an approval of the agenda.

It was moved by Don Shea and seconded by Rob Simonds that the Agenda for the Regular Meeting of October 22, 2025, be approved as presented. All in Favour. ***MOTION CARRIED.***

2. LAND ACKNOWLEDGEMENT:

Insp. Anika Becker read Land Acknowledgement.

3. APPROVAL OF SEPTEMBER 24, 2025, REGULAR BOARD MEETING MINUTES:

Chairperson Kevin Darling asked for a motion to approve the Minutes of the September 24, 2025, Regular Meeting.

It was moved by John Buchanan and seconded by Don Shea to accept the Minutes of September 24, 2025, *Regular Meeting as presented. All in Favour.* ***MOTION CARRIED.***

PROTECTED "A"
THIRD PARTY RULE APPLIES

4. DECLARATION OF CONFLICT OF INTEREST:

None

5. CHIEFS REPORT:

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

Crime Stats:

- Advised we are seeing increases and decreases where we should.
- Intimate Partner Violence is climbing which is alarming. D/C Henderson advised we report on the study code for IPV which does not necessarily mean that the call is criminal. We do a report on every IPV call we attend whether it is criminal or not.
- Don Shea inquired whether there was an age factor involved in IPV Calls. D/C Henderson advised we have seen a little spike in youth which could be a result of programs that help identify IPV relationships.
- Chief advised in the next package IPV will look different with more description.

Wells Traffic Initiative:

- Chief Young advised we received a request formally through Rothesay Council in relation to ATV and motorbike activity in Wells/French Village area. The traffic unit conducted an ATV Safety Enforcement Strategy where we conducted enforcement, provided education and awareness campaigns and 50 targeted patrols have been completed since September 24th, 2025. As a result of this enforcement there have been no new ATV related complaints reported, also combined enforcement and educational approach contributed to improved compliance, heightened public awareness and measurable reduction in unsafe ATV activity. Moving forward we will continue to monitor any complaints we receive and will balance our approach to what we are going to do moving forward. This report will be included in the council package
- Mike Biggar asked if there is any focus in the context of this initiative around the protection of municipal assets such as a water tower or electrical infrastructure, etc. Chief Young advised it is not included but if something comes up, we will have a response.

Progress Report Review/Questions:

- Don Shea asked for the definition of VTRA and was advised it stands for Violent Risk Threat Assessment which are assessments done on youth and their level of risk.

  Mike Biggar exited the meeting at 4:04 PM

- Andrea Wilbur added the report is good and so much progress has been made and detail provided.

PROTECTED "A"
THIRD PARTY RULE APPLIES

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

6. COMMITTEE REPORTS:

Finance Committee

Kevin Darling advised the committee did not meet

- September financials have been provided
- We are currently sitting at a small surplus of approximately $13,000 YTD

Policy Committee

Vibhuti Harquail advised the committee is moving along on policy with a goal to have something for the board to look at in the November Board Meeting.

Building & Grounds/Transportation Committee

John Buchanan advised the committee did not meet. D/C Henderson provided updates on some building items:

- The HVAC motor was replaced and is working properly. We have requested a quote for full replacement cost.
- Prep work has been done for the installation of the flex arm gate including hedging and hydro seeing.
- Homestar will be picking up concrete blocks shortly for clearing of parking lot in the winter
- Homestar was in to check what we thought was a leak in the garage and found there was something on the roof that needed to be clamped down.
- All phones have been replaced from analog to digital.
- Battery in the generator has been replaced
- Garages are clean and ready for use for police vehicles to park
- Cleaning around the building is good.
- Kerrie Luck asked whether there was consideration to ensure the gate is far enough in on our property as there are plans by the towns for future paths and development. D/C Henderson advised there is enough space.
- John Buchanan inquired whether there was any feedback about the lockers. D/C Henderson advised the lockers are excellent and we have not received any negative feedback.
- Experience with Homestar has been excellent

PROTECTED "A"
THIRD PARTY RULE APPLIES

7. CORRESPONDENCE

None

8. OLD BUSINESS:

None

9. NEW BUSINESS:

None

10. MOTION TO ADJOURN:

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

It was moved by Vibhuti Harquail and seconded by Andrea Wilbur to adjourn the Regular Meeting. All in favour. ***MOTION CARRIED.***

Adjourned 4:13 PM

Respectfully Submitted,

Chairperson
Kevin Darling

Executive Assistant to the Board
Rebecca Moore

PROTECTED "A"
THIRD PARTY RULE APPLIES

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

	YTD October 2025			2025
	Actual	Budget	over Budget	Annual Budget
Income				
Municipal Funding Rothesay	2,848,358.30	2,848,358.30	0.00	3,418,030.00
Municipal Funding Quispamsis	4,318,050.00	4,318,050.00	0.00	5,181,660.00
Prior Year Surplus	161,712.50	161,712.50	0.00	194,055.00
Other Primary Income	646,554.46	456,833.20	189,721.26	548,200.00
Total Income	**7,974,675.26**	**7,784,954.00**	**189,721.26**	**9,341,944.80**
EXPENSES				
Admin	956,855.06	875,544.30	81,310.76	1,050,652.59
Building	372,040.58	397,599.30	-25,558.72	477,118.50
Crime Control	6,265,547.36	6,277,977.10	-12,429.74	7,533,573.70
Vehicles	298,746.28	233,833.30	64,912.98	280,600.00
Total Expenses	**7,893,189.28**	**7,784,954.00**	**108,235.28**	**9,341,944.80**
Net Operating Income (Surplus/Deficit)	**81,485.98**	**0.00**	**81,485.98**	**0.00**

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

CHIEF OF POLICE REPORT
NOVEMBER 26, 2025 @ 1500hrs

REGULAR MEETING

Training Report – November 2025

Dates	Course	Location	Member
Nov 3-7	AWLE Training	NL	Sgt. Kelley McIntyre Cpl. Lindsey Haines Cst. Jackie Curren
Nov 5-7	Hope Restored Conference	Fredericton	Cst. Alicia Conley Cst. Liam Dalgleish
Nov 12	Equity, Diversity and Inclusion Workshop	Qplex	Insp. Becker Sgt. Bennett Sgt. Vern Saunders Cst. Jackie Curren Cst. Renan Wolf Cst. Alicia Conley Laurie Young Amanda Lewis
Nov 13	Power Play Training Program	Oasis	Cst. Renan Wolf Cst. Alicia Conley Cst. Hannah Blizzard Cst. Liam Dalgleish Cst. John Baxter
Nov 17-21	Media Relations Course	Ontario	Cpl. Dylan Lisson Cst. Alicia Conley
Nov 18-19	ETS Training	Saint John	Cpl. Mark Roberts Cpl. Aaron Haines Cst. Nick Dupuis
Nov 26	ETS Training- Range Day	Saint John	Cpl. Mark Roberts Cpl. Aaron Haines Cst. Nick Dupuis
On-going	Human Trafficking Training #Not in My City	Online	All Members

2025 CRIME STATISTICS – GENERAL

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	478	430	429	453	440	486	495	474	492	481		
TOTAL FILES CREATED	271	195	218	215	218	238	253	308	228	225		
POPA/M Tickets/E Tickets	252	217	269	190	231	303	246	250	280	211		
Bylaw Tickets	6	13	2	1	8	0	2	4	4	0		
Crimes Against Persons	2	6	5	2	5	5	10	12	9	5		
Property Crime	18	11	8	14	15	19	15	23	23	20		
Other CC	7	0	6	2	4	3	5	5	4	0		
Traffic Collisions (Non-Injury)	51	29	26	32	27	29	34	27	26	61		
Fatal and Injury Traffic Collisions	3	2	1	0	2	1	1	6	1	3		
Intimate Partner Violence Files	22	23	35	17	20	23	18	17	27	16		
Other Family Violence	5	6	7	13	7	2	10	14	5	4		
Impaired Driving (All categories)	11	9	12	1	8	7	12	12	6	4		
Mental Health Calls	13	18	12	11	11	8	15	10	11	6		

2024 CRIME STATISTICS - GENERAL

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

ABOUT OUR CRIME STATISTICS

POPA/M tickets/E tickets: Tickets have increased by 74% compared to the same period last year, from 1408 last year to 2449 this year. This appears to be linked to the newly formed independent traffic unit.

Bylaw tickets: Bylaw tickets have decreased by 23.1% compared to the same period last year, from 52 last year to 40 this year. This could be attributed to increased preventive patrols in problem areas.

Crimes against persons: Has declined 43% compared to the same period last year, from 107 incidents last year to 61 this year. This could be linked to strategic deployment of patrols to high incident areas such as liquor establishments, as well as continued youth outreach and IPV prevention initiatives.

Property crime: Decreased by 36.6% compared to the same period last year, from 262incidents last year to 166 this year. This could be linked to strategic patrols and increased officer visibility in high incident areas such as construction sites, businesses, and storage facilities.

Other CC: Decreased by 45.5% compared to the same period last year, from 66 incidents last year to 36 this year. This is difficult to pinpoint as "Other CC" encompasses a wide range of offences under the criminal code.

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

Fatal and injury traffic collisions: Decreased by 46%, from 37 incident last year to 20 this year. Most likely linked to increased enforcement by newly formed independent traffic unit.

Intimate partner violence: Increase by 32.1% from 156 last year to 206 this year. This could be linked to improved reporting due to public education and awareness.

Impaired Driving (all categories): No significant change.

Mental health calls: No significant change.

Canadian Centre for Justice Statistics – Crime Definitions

In Canada, CCJS stands for the **Canadian Centre for Justice Statistics**. It's a program within Statistics Canada, the national statistical office, responsible for providing data and information about crime, the justice system, and the administration of criminal and civil justice. The CCJS is a key source of information for the justice community and the public.

The data and research produced by the CCJS are used by governments, researchers, and other organizations to inform policy decisions, understand trends in crime and justice, and develop strategies to address issues related to safety and justice in Canada.

We are obligated to report to CCJS each month using their Uniform Crime Reporting codes, including the crime types below:

- **Crimes Against Persons:** Also known as offenses against the person, are criminal acts that directly involve the use or threat of force against another individual. This category includes a wide range of offenses, from fatal to non-fatal, with some common examples being murder, rape, assault, and robbery. In essence, these crimes involve direct harm or violence inflicted on a person.

- **Property Crime:** Also known as crimes against property, are offenses that target and violate someone's rights to use and enjoy their property, without involving violence or the threat of violence against a person. These crimes typically focus on the unauthorized taking, damaging, or misuse of property.

- **Other Criminal Code:** Is a broad term often used to refer to laws beyond the main Criminal Code (RSC, 1985, c. C-46) that deal with criminal conduct. These may include provincial or territorial laws, federal statutes with criminal provisions, and even international treaties with enforcement mechanisms. The exact meaning can depend on the context, but it generally refers to legal frameworks outside the core Criminal Code that may still involve criminal investigations, prosecutions, and punishments.

- **Intimate partner violence (IPV):** Sometimes referred to as domestic violence or spousal abuse, is a form of violence that occurs within an intimate relationship. It encompasses a range of behaviors causing physical, sexual, or psychological harm to a partner, including acts of physical aggression, sexual coercion, psychological abuse, and controlling behaviors.

Crimes vary from year to year and month to month, due to a complex interplay of factors, including shifts in reporting practices, changes in societal attitudes, economic conditions, and the impact of specific events like the COVID-19 pandemic. Additionally, variations can be observed across different types of crimes and geographical locations, these patterns are also recognized by CCJS, and we are required to verify/justify them.

Intimate Partner Violence

The Kennebecasis Regional Police Force (KRPF) adheres to the **New Brunswick Intimate Partner Violence (IPV) Protocols** and the **New Brunswick Operational Manual Policy**, which incorporates the **National Framework for Collaborative Police Action on Intimate Partner Violence** as endorsed by the **Canadian Association of Chiefs of Police**.
Our approach is grounded in compliance with the **Family Services Act**, the **Public Prosecutions Operational Manual**, and the **Criminal Code of Canada**. The NB Operational Manual provides a clear definition of IPV and outlines the parameters for investigation, incident flagging, arrest, and prosecution. This definition is used consistently across all police services in New Brunswick and applies to both **criminal and non-criminal IPV incidents**.

At KRPF, we are diligent in:

- **Documenting all IPV-related cases** and ensuring they are flagged appropriately.
- **Applying the correct UCR codes** for accurate statistical and operational reporting.
- **Conducting thorough investigations and follow-ups** on every IPV matter.
- **Responding and Reporting** on every instance of IPV (both criminal and non-criminal), without exception.
- **Completing an Operational and Administrative review on** every single IPV report (IPV Coordinator)

Year	TOTAL IPV CALLS	TOTAL CRIMINAL IPV	TOTAL NON-CRIMINAL IPV	TOTAL OTHER FAMILY VIOLENCE	TOTAL CRIMINAL OTHER FAMILY VIOLENCE	OTHER NON-CRIMINAL OTHER FAMILY VIOLENCE
2023	197	69	128	39	16	23
2024	212	47	165	66	17	49
2025	225	48	177	73	9	64

Intimate Partner Violence (IPV)

- **Total IPV Calls:** Increased steadily.
- **Criminal IPV:** Declined sharply.
- **Non-Criminal IPV:** Rose significantly.

While IPV calls are rising overall, fewer are classified as criminal **Other Family Violence (OFV)**

- **Total OFV**: Nearly doubled from.
- **Criminal OFV**: Rose slightly in 2024 but dropped sharply in 2025.
- **Non-Criminal OFV:** Increased dramatically.
- **Overall Trend**: Both IPV and OFV show fewer criminal classifications but more total calls
- **Interpretation:** Similarly to IPV, OFV incidents are rising, but the majority are non-criminal.

To support accuracy and accountability, we have established an **annual audit process**. This audit has proven effective in:

- **Identifying best practices** that strengthen operational consistency
- **Ensuring adherence to policies** and compliance with reporting standards
- **Highlighting training gaps** where additional support or clarification is needed

By embedding this structured review, we not only maintain reliable data but also enhance staff development and reinforce confidence in our reporting practices.

We are committed to accurate reporting, consistent coding, and a trauma-informed, victim-centered approach to all IPV investigations. Our practices reflect our dedication to public safety, accountability, and alignment with provincial and national policing standards.

OUR STRATEGIC PRIORITIES

COMMUNITY SAFETY & CRIME PREVENTION

CRIME PREVENTION:

INTIMATE PARTNER VIOLENCE:

November is Intimate Partner Violence Awareness month. All platoons are participating in an awareness campaign during traffic check stops to distribute resource materials to lone female drivers, women with other women, or women with children for their own use or to pass on to others who may need it.

Nov 24 – IPV/Human Trafficking survivor presentation for lunch and learn

TRAFFIC:

Traffic Safety:

- Nov 6 – Meeting with Rothesay, Quispamsis, KVFD and KRPF to plan KV Santa Clause Parade traffic and security operations
- RIDE Checkpoint Operations Plan being developed by Sgt. Scott to roll out during the holidays

KRPF Traffic Safety Blog with Higgins Insurance:

- The Kennebecasis Regional Police Force and Higgins Insurance are proud to partner in sharing monthly safety tips. By combining policing expertise with insurance and risk-management experience, our goal is to provide practical advice that helps protect people, property, and our community. Together, we're committed to promoting awareness, preventing accidents, and keeping our region safe year-round.
- October Blog – Move Over, Slow Down

TRAFFIC STATS – AUGUST 2025			
	TOTAL	TRAFFIC	PATROL
TICKETS	211	174	37
COLLISIONS	61	40	0
IMPAIRED DRIVING	4	4	0
RIDE	10	8	2

Traffic Enforcement Activities:

Operation Impact Oct 10-13

Operation Impact is a national public-awareness and enforcement campaign conducted over the Thanksgiving weekend. The campaign focuses on education and enforcement related to impaired driving (alcohol, drugs, and fatigue), aggressive driving, distracted driving, and the proper use of seatbelts and child car seats. These factors continue to be the leading causes of death and injury on Canadian roadways.

During this year's initiative, members issued **39 traffic tickets** and conducted **8 RIDE check stops**. No impaired drivers were detected.

PRIORITY NEIGHBOURHOODS & VULNERABLE POPULATIONS:

- Dec 6 – "Cram a Cruiser" food drive at KV Superstore (Cpl. Lee)

YOUTH:

- Patrol officers continue to conduct foot patrols at various schools
- Nov 13 – Power Play Youth Leadership Program training for officers at KV Oasis
- Halloween patrols were a success with no notable incidents and participation by 3 auxiliary officers. Treats were also handed out
- Oct 26 - KPRF participation at the KV Oasis Trunk or Treat

COMMUNITY EVENTS:

Lakefield Elementary School	Cst. Walker delivered the Wits Program to the students at Lakefield Elementary School
K Park Elementary	Sgt. McIntyre & Cst. Dalgleish delivered the Wits Program to the students at K Park Elementary
Millennium Cycle	Cst. Walker attended the Millennium Cycle Customer Appreciation Day event. During this community engagement initiative, Cst. Walker while on one of our e-bikes promoted positive police-community interaction and highlighted safe cycling practices. Cst. Walker engaged with participants, answered questions regarding the e-bike and general road safety, he represented our department in a professional and approachable manner throughout the event.
Trunk or Treat	Sgt. McIntyre & Other KRPF Members attended a Truck or Treat Event at KV Oasis
Crime Stoppers Gala	Sgt. McIntyre attended the Crime Stoppers Gala
Fairvale Elementary School – Breakfast Program	Chief Young attends Fairvale Elementary School every Wednesday & Friday to help with their breakfast program.
Remembrance Day Ceremony	Chief Young, D/C Henderson, Insp. Becker and Inspector Flynn attended and participated in the Remembrance Day Ceremony at the Qplex with other KRPF Members
Light Up Holiday Wonderland	Chief Young & Deputy Chief Henderson attended the annual tree lighting at the Arts & Culture Park in Quispamsis, NB on November 19.
Mayor Tree Lighting on the Commons	Chief Young & Deputy Chief Henderson will be attending The Mayors Tree Lighting on the Commons in Rothesay on December 10, 2025

EMPLOYEE ENGAGEMENT & WELL-BEING

WORKPLACE PROCEDURES AND PRACTICES

Health & Safety

- Health, Wellbeing and Performance Support Program – Individual health Assessments underway, weekly on-site strength training classes and training support underway
- Psychological Health & Safety in the Workplace employee focus Groups being held November 25th and December 8th. This will provide opportunities for groups of staff to further elaborate on their thoughts, ideas, and experiences regarding psychological health and safety at KRPF

EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

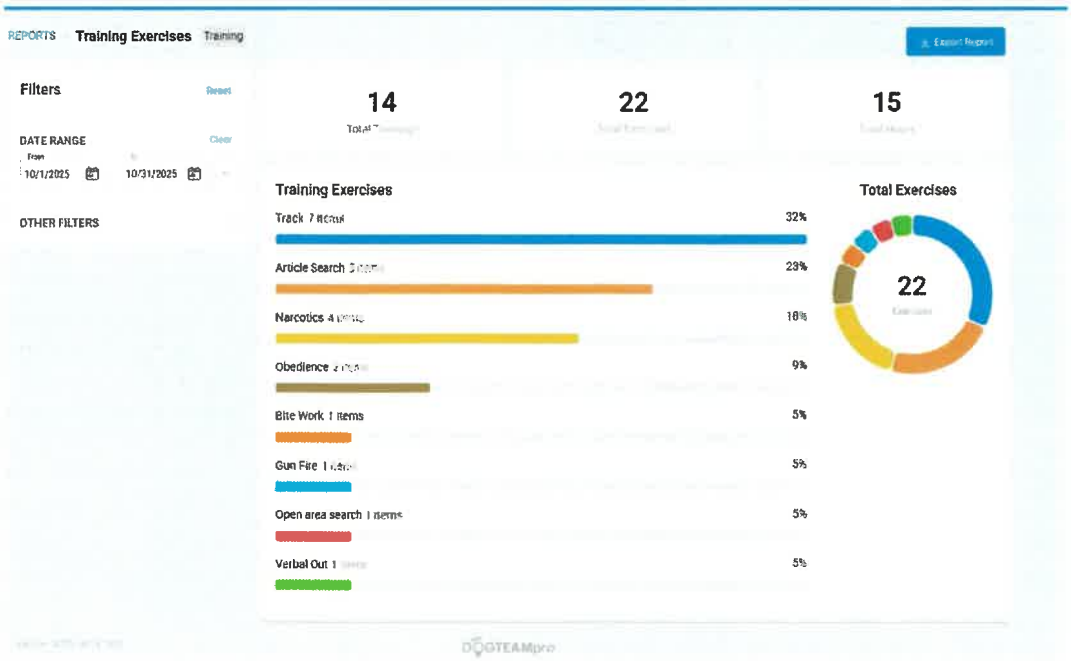
- Review of Coroner's Act & Fire Marshall's Act during platoon meetings to ensure officers understand their authorities therein while investigating sudden deaths and suspicious fires
- Remembrance Day Ceremony Operational Plan (QPlex)
- Police presence at Remembrance Day Ceremony at the Rothesay Commons
- DNR officers gave presentations to all platoons on their roles and responsibilities when it comes to wild animals (ie. when to call them out etc.). They also spoke about how to dispatch injured animals such as deer and bear safely.

DIVERSITY, EQUITY AND INCLUSION:

- Nov 12 – NBACP EDI Workshop for Law Enforcement at the QPlex – 52 participants, 6 speakers

K9 Unit:

- 3 K9 deployments
- Assisted with calls for service and traffic enforcement
- Continued weekly training



CRIMINAL INVESTIGATION DIVISION (CID) – November 2025 Report

(CID) Sgt. Bennett, Cst. Lisson, Cst. Curren, Cst. MacDonald /vacant position				
Active Files (New this month)	**On-going Files**	**Concluded and/or charged**	**Assist Patrol**	**Other**
New Files: • Theft MV (RNS) • Theft MV • Attempt theft of MV • Fraud over/Town of Quispamsis • Assist Town of Rothesay/Harassment • Sexual Assault (x3) • B&E Residence	Continued investigations: • Fraud (x3) • Assist other agency (x4) • Sexual Assault (x4) • B&E Res/Non-Residence (x9) • Theft over (x2)	• Sexual Interference to crown • SXA • Fraud/Bitcoin • Theft • MVA • Sudden Death	• Theft over • Assault Causing • Assist • DFR/IPV File/Assist with SW • Review Fraud	• Surveillance course/Instruct and attend (3 members) • Atlantic Women in Law Enforcement Conference (2 members) • Organized/planned "Bring Your Kid to Work Day" (6 grade 9 students attended) • Chiefs of Police EDI workshop (2 members) • Member sent on Media Relations Course • Cpl. Lisson promoted to Sergeant and will be leaving the unit in January.

Intelligence - Cst. Curren	
Provincial Intel	**Local Intel**
• Federal Focus on Fentanyl and the Canada/US border. • Involved with Metal Theft working group • Weekly intel meeting/call with RCMP/Municipal agencies/Public Safety/CBSA (Provincial integrated intelligence)	• Community assessments team meetings with parole – biweekly • General Intelligence file for patrol to add intel/street crime checks. • Provincial and National Human Trafficking group • Cultivation of new sources. • Romanian Travelling Criminals working group

Forensic Identification Section (FIS) - Cpl. Roberts		
Active Files (New this month)	**On-going Files**	**Assist Other agency**
New files • Sudden Death (x2) • Found Bones/turned out to be animal • Assist Other Agency • Break & Enter (Residence • Break & Enter (Non Residence) • Sexual Assault	Continued investigations • Sexual Assault (x2) • Assist other agency (x5) • B & E • Medial Call • Sudden Death	• Bathurst – Digital Forensics • Saint John – Digital Forensics • ETS Training Days

Integrated Enforcement Unit (IEU) - Cst. MacEachern			
Active Files (recent)	**Assist Patrol**	**Assist CID**	**Assist Other Agency**
• Arrest of female – Charges of possession for the purpose, proceeds of crime, unlawfully at large • Arrest of male – Charges of possession for the purpose, proceeds of crime, warrant executed		• Assist SJPF patrol with arrest of male – Firearms offence and drug related offences	

Town of Rothesay

General Fund Financial Statements

November 30, 2025

Attached Reports:

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

Town of Rothesay

Balance Sheet - Capital General Fund
11/30/2025

ASSETS

Capital Assets - General Land	4,829,831
Capital Assets - General Fund Land Improvements	10,227,427
Capital Assets - General Fund Buildings	9,725,884
Capital Assets - General Fund Vehicles	6,146,966
Capital Assets - General Fund Equipment	4,531,094
Capital Assets - General Fund Roads & Streets	50,249,347
Capital Assets - General Fund Drainage Network	21,876,106
Capital Assets - Under Construction - General	(0)
	107,586,655
Accumulated Amortization - General Fund Land Improvements	(5,772,052)
Accumulated Amortization - General Fund Buildings	(3,391,516)
Accumulated Amortization - General Fund Vehicles	(3,878,462)
Accumulated Amortization - General Fund Equipment	(2,904,611)
Accumulated Amortization - General Fund Roads & Streets	(24,759,465)
Accumulated Amortization - General Fund Drainage Network	(8,740,459)
	(49,446,564)
	$ 58,140,091

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(120,500)
Total Long Term Debt	4,685,000
Total Liabilities	$ 4,564,500
Investment in General Fund Fixed Assets	53,575,591
	$ 58,140,091

Town of Rothesay

Balance Sheet - General Fund Reserves
11/30/2025

ASSETS

BNS CCBF Interest Account		4,154,389
BNS General Operating Reserve #214-15		1,035,600
BNS General Capital Reserves #2261-14		2,180,687
BNS - RICC reserve		76,703
	$	7,447,379

LIABILITIES AND EQUITY

Def. Rev -CCBF Fund - General		2,897,035
Invest. in General Capital Reserve		1,754,121
General CCBF Funding		1,257,354
Invest. in General Operating Reserve		1,035,600
Invest. in Land for Public Purposes Reserve		192,003
Invest. in Regional Facilities		234,563
Invest. in RICC		76,703
	$	7,447,379

Town of Rothesay

Balance Sheet - General Operating Fund
11/30/2025

CURRENT ASSETS

Cash	2,050,067
Receivables	45,641
HST Receivable	208,982
Inventory	53,389
Gen Operating due to/from Util Operating	(532,686)
Total Current Assets	1,825,392
Other Assets:	
Projects	7,621,906
TOTAL ASSETS	9,447,299

CURRENT LIABILITIES AND EQUITY

Accounts Payable	852,302
Other Payables	953,517
Gen Operating due to/from Gen Capital	120,500
Accrued Sick Leave	50,200
Accrued Pension Obligation Y/E	(31,900)
Accrued Retirement Allowance	543,187
Def. Rev-Quispamsis/Library Share	35,420
TOTAL LIABILITIES	2,523,225

EQUITY

Retained Earnings	170,093
Surplus/(Deficit) for the Period	6,753,981
	6,924,073
	9,447,299

Town of Rothesay

Statement of Revenue & Expenditure
11 Months Ended 11/30/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,971,283	1,971,283	21,684,113	21,684,112	1		23,655,395
Sale of Services	62,901	71,087	564,791	514,712	50,079		568,750
Services to Province of New Brunswic	16,274	0	71,946	60,000	11,946		80,000
Other Revenue from Own Sources	30,100	9,125	458,930	105,225	353,705		114,350
CORE Equalization	4,366	4,366	48,024	48,023	0		52,389
Conditional Transfers	689,866	0	843,246	46,750	796,496		46,750
Other Transfers	50,000	50,000	659,616	659,616	(0)		709,616
	$2,824,790	$2,105,861	$24,330,665	$23,118,439	$1,212,226		$25,227,250
EXPENSES							
General Government Services	184,853	179,327	3,106,791	2,946,385	(160,406)		3,161,057
Protective Services	496,091	499,980	6,202,860	6,171,004	(31,855)		6,651,330
Transportation Services	396,285	416,918	3,873,315	3,912,827	39,512		4,402,284
Environmental Health Services	32,718	79,583	830,512	915,417	84,904		995,000
Environmental Development	40,043	50,282	514,948	669,920	154,972		723,872
Recreation & Cultural Services	153,079	159,174	2,561,066	2,622,581	61,515		3,017,766
Fiscal Services	68,805	47,635	487,193	412,594	(74,599)		6,275,941
	$1,371,874	$1,432,900	$17,576,685	$17,650,727	74,042		$25,227,250
Surplus (Deficit) for the Year	$1,452,916	$672,961	$6,753,981	$5,467,712	$1,286,269		$ (0)

Town of Rothesay

Statement of Revenue & Expenditure
11 Months Ended 11/30/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	4,217	3,333	46,241	36,667	9,575		40,000
Wells Canopy revenue	543	1,000	12,902	11,000	1,902		12,000
Town Hall Rent	9,769	10,133	105,908	111,467	(5,559)		121,600
Community Garden revenue	0	0	906	1,000	(94)		1,000
Fox Farm Rental revenue	(7,800)	1,950	5,850	21,450	(15,600)	1	23,400
Arena Revenue	54,224	52,358	254,014	210,092	43,922	2	245,500
Recreation Programs	1,947	2,313	138,970	123,038	15,933	3	125,250
	62,901	**71,087**	**564,791**	**514,712**	**50,079**		568,750
Other Revenue from Own Sources							
Licenses & Permits	22,207	4,792	212,465	52,808	159,656	4	57,600
Recycling Dollies & Lids	0	0	0	42	(42)		42
Interest & Sundry	4,944	2,500	62,475	27,500	34,975	5	30,000
Miscellaneous	1,949	833	168,282	9,167	159,116	6	10,000
Fire Dept. Administration	1,000	1,000	11,000	11,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	30,100	**9,125**	**458,930**	**105,225**	**353,705**		114,350
Conditional Transfers							
Canada Day Grant	0	0	2,420	1,750	670		1,750
Grant - Other	689,866	0	789,030	0	789,030	7	0
Grant - Students	0	0	51,795	45,000	6,795		45,000
	689,866	0	843,246	46,750	796,496		46,750
Other Transfers							
Surplus of 2nd Previous Year	0	0	109,616	109,616	(0)		109,616
Utility Fund Transfer	50,000	50,000	550,000	550,000	0		600,000
	50,000	50,000	659,616	659,616	(0)		709,616
EXPENSES							
General Government Services							
Legislative							
Mayor	5,201	4,583	48,787	50,417	1,630		55,000
Councillors	13,898	12,884	165,054	141,726	(23,328)	8	154,610
Regional Service Commission 9	3,825	3,825	42,070	42,070	0		45,895
Other	250	3,108	4,820	34,193	29,372	9	37,301
	23,174	24,401	260,731	268,406	7,674		292,806
Administrative							
Administration - Wages & Benefits	111,728	100,182	1,353,449	1,234,948	(118,501)	10	1,397,409
Office Building	9,570	12,417	196,650	190,633	(6,017)		203,500
Supplies	19,618	6,050	348,330	204,550	(143,780)	11	210,600
Solicitor	3,305	12,000	41,300	47,323	6,023		50,000
Professional Fees	0	0	84,370	100,000	15,630	12	100,000
Other	10,159	5,383	119,993	111,215	(8,778)		116,598
	154,381	136,032	2,144,092	1,888,668	(255,423)		2,078,107
Other General Government Services							
Website/Other	0	0	1,528	3,000	1,472		3,000
Community Communications (Team)	35	833	4,413	64,667	60,254	13	65,500
Civic Relations	271	0	2,634	1,500	(1,134)		1,500
Insurance	0	0	257,816	272,900	15,084	14	272,900
Donations	6,620	18,061	24,984	36,500	11,516		36,500
Cost of Assessment	0	0	388,127	388,127	0		388,127
Property Taxes - L.P.P.	0	0	19,653	18,617	(1,036)		18,617
Fox Farm Rental Expenses	373	0	2,814	4,000	1,186		4,000
	7,299	18,895	701,968	789,311	87,343		790,144
Total General Government Services	184,853	179,327	3,106,791	2,946,385	(160,406)		3,161,057
Protective Services							
Police							
Police Protection	284,836	284,836	3,133,194	3,133,194	0		3,418,030
Crime Stoppers	0	0	2,800	2,800	0		2,800
	284,836	284,836	3,135,994	3,135,994	0		3,420,830
Fire							
Fire Protection	211,255	214,769	2,691,371	2,694,885	3,514		2,890,000
Water Costs Fire Protection	0	0	335,000	335,000	0		335,000
	211,255	214,769	3,026,371	3,029,885	3,514		3,225,000
Emergency Measures							
EMO Director/Committee	0	0	0	1,000	1,000		1,000
	0	0	0	1,000	1,000		1,000
Other							
Animal & Pest Control	0	292	4,111	3,208	(902)		3,500
Other	0	83	36,384	917	(35,467)	15	1,000
	0	375	40,495	4,125	(36,370)		4,500
Total Protective Services	**496,091**	**499,980**	**6,202,860**	**6,171,004**	**(31,855)**		**6,651,330**
Transportation Services							
Common Services							
Administration (Wages & Benefits)	131,104	128,981	1,566,620	1,585,421	18,801	16	1,723,500
Workshops, Yards & Equipment	59,316	55,000	585,964	738,312	152,348	17	801,261
Engineering	0	0	9,975	7,500	(2,475)		7,500
	190,420	183,981	2,162,559	2,331,233	168,674		2,532,261
Roads & Streets	4,138	5,000	61,373	62,000	627		67,000
Crosswalks & Sidewalks	59,852	910	91,870	35,992	(55,878)	18	36,850
Culverts & Drainage Ditches	9,499	5,000	188,270	100,000	(88,270)	19	100,000
Street Cleaning & Flushing	0	0	9,890	10,000	110		10,000
Snow & Ice Removal	97,356	186,535	854,479	1,008,965	154,485	20	1,267,000
	170,845	197,445	1,205,883	1,216,957	11,074		1,480,850
Street Lighting	14,745	15,833	162,452	174,167	11,715		190,000
Traffic Services							
Street Signs	0	0	7,935	20,000	12,065	21	20,000
Traffic Lanemarking	0	0	38,676	40,000	1,325		40,000
Traffic Signals	1,127	1,000	55,041	19,000	(36,041)	22	20,000
Railway Crossing	86	3,400	48,730	26,000	(22,730)	23	26,000
	1,213	4,400	150,381	105,000	(45,381)		106,000
Public Transit							
Public Transit - Comex Service	15,112	15,112	83,116	83,117	0		90,673
Public Transit - Other	146	146	6,106	2,354	(3,752)		2,500
Public Transit - KV Go	3,802	0	102,818	0	(102,818)	24	0
	19,060	15,258	192,040	85,471	(106,570)		93,173
Total Transportation Services	**396,285**	**416,918**	**3,873,315**	**3,912,827**	**39,512**		4,402,284

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Environmental Health Services							
Solid Waste Disposal Land Fill garbage	20,915	25,000	254,795	275,000	20,205	25	300,000
Solid Waste Disposal Landfill Compost	4,655	3,333	37,836	36,667	(1,169)		40,000
Solid Waste Collection Fero	7,149	51,250	504,060	563,750	59,690	26	615,000
Clean Up Campaign	0	0	31,945	40,000	8,055		40,000
Food Cycler	0	0	1,877	0	(1,877)		0
Total Environmental Health Services	**32,718**	**79,583**	**830,512**	**915,417**	**84,904**		995,000
Environmental Development Services							
Planning & Zoning							
Administration (Wages and benefits)	27,250	34,418	352,476	410,912	58,436	27	449,000
Administration	512	2,583	22,787	112,917	90,130	28	115,500
Planning Projects	0	833	4,594	9,167	4,572		10,000
	27,762	37,835	379,857	532,995	153,138		574,500
Envision Saint John	12,281	12,281	135,091	135,091	0		147,372
Tourism	0	167	0	1,833	1,833		2,000
	12,281	12,448	135,091	136,924	1,833		149,372
Total Environmental Development Service	**40,043**	**50,282**	**514,948**	**669,920**	**154,972**		723,872
Recreation & Cultural Services							
Administration (wages and benefits)	39,930	31,993	405,639	381,611	(24,028)	29	423,000
Administration	1,953	3,175	59,559	67,425	7,866		70,600
RICC Fundraising	1,356	0	23,738	0	(23,738)	30	0
Rothesay Arena	34,759	32,617	376,601	370,837	(5,764)		409,500
Parks & Gardens	51,885	55,892	795,571	813,830	18,259	31	865,250
Playgrounds and Fields	7,845	10,750	108,215	138,250	30,035	32	149,000
Rothesay Common Rink	1,455	3,250	64,305	85,050	20,745	33	102,500
Memorial Centre	1,970	5,471	66,574	70,429	3,856		76,000
Wells Building	2,627	3,417	42,749	51,088	8,339		54,505
James Renforth	39	67	3,940	2,158	(1,782)		2,225
Beaches	0	0	53,322	66,500	13,178	34	66,500
Summer Programs	28	1,242	95,115	101,183	6,068		101,225
The Hive expenses	1,124	1,554	12,866	17,096	4,230		18,650
Regional Facilities Operating	0	0	316,907	316,907	0		329,491
Kennebecasis Public Library	8,080	8,080	88,883	88,883	0		96,963
Regional Facilities Capital	0	0	0	0	0		199,357
Special Events	28	1,667	39,584	43,833	4,249		45,500
PRO Kids	0	0	7,500	7,500	0		7,500
Total Recreation and Cultural Services	**153,079**	**159,174**	**2,561,066**	**2,622,581**	**61,515**		3,017,766
Fiscal Services							
Debt Charges							
Interest	13,266	12,635	106,906	94,594	(12,312)	35	204,941
Debenture Payments	35,000	35,000	318,000	318,000	0		671,000
	48,266	47,635	424,906	412,594	(12,312)		875,941
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		5,400,000
Reserve Funds	20,538	0	62,287	0	(62,287)	36	0
	20,538	0	62,287	0	(62,287)		5,400,000
Total Fiscal Services	**68,805**	**47,635**	**487,193**	**412,594**	**(74,599)**		6,275,941
	1,371,874	1,432,900	17,576,685	17,650,727	74,042		25,227,250

Town of Rothesay

Variance Report - General Fund

month ending 11/30/2025

Note #		Actual	Budget	Better/(Worse)	Description of Variance
	Revenue				
1	Fox Farm Rental revenue	$ 5,850	$ 21,450	$ (15,600)	No rent after July, tenant failed to pay 4 months
2	Arena Revenue	$ 254,014	$ 210,092	$ 43,922	Higher than anticipated
3	Recreation Programs	$ 138,970	$ 123,038	$ 15,933	Revenue higher than anticipated
4	Licenses & Permits	$ 212,465	$ 52,808	$ 159,656	Higher than anticipated
5	Interest & Sundry	$ 62,475	$ 27,500	$ 34,975	Conservative budget
6	Miscellaneous	$ 168,282	$ 9,167	$ 159,116	Sale of equipment
7	Grant - Other	$ 789,030	$ -	$ 789,030	$52.7K from Girls Softball Well lighting + $690K PNB hwy
	Expenses				
	General Government				
8	Councillors	165,054	141,726	$ (23,328)	$6K error in budgeting for # councillors and $6k travel
9	Other	4,820	34,193	$ 29,372	Developmental seminars offset by councillors travel
10	Administration - Wages & Benefits	1,353,449	1,234,948	$ (118,501)	Unbudgeted wage increase
11	Supplies	348,330	204,550	$ (143,780)	12K Office furniture remaining IT
12	Professional Fees	84,370	100,000	$ 15,630	Timing
13	Community Communications (Team)	4,413	64,667	$ 60,254	$50k not spent on study
14	Insurance	257,816	272,900	$ 15,084	Lower than expected
	Protective Services				
15	Other	36,384	917	$ (35,467)	Fire Hydrant repair
	Transportation				
16	Administration (Wages & Benefits)	1,566,620	1,585,421	$ 18,801	Vacant position
17	Workshops, Yards & Equipment	585,964	738,312	$ 152,348	timing
18	Crosswalks & Sidewalks	91,870	35,992	$ (55,878)	timing
19	Culverts & Drainage Ditches	188,270	100,000	$ (88,270)	Shed on Clark Rd & Drainage at 10 Beach, RCS bridge
20	Snow & Ice Removal	854,479	1,008,965	$ 154,485	Fuel adjustment was less than anticipated
21	Street Signs	7,935	20,000	$ 12,065	timing
22	Traffic Signals	55,041	19,000	$ (36,041)	New LED audible signals at Hampton/Marr
23	Railway Crossing	48,730	26,000	$ (22,730)	Work done by Galbraith to keep pillars Kpark
24	Public Transit - KV Go	102,818	0	$ (102,818)	Unbudgeted expense
	Environmental Health				
25	Solid Waste Disposal Land Fill garbage	254,795	275,000	$ 20,205	Less waste than budgeted
26	Solid Waste Collection Fero	504,060	563,750	$ 59,690	Budget for fuel escalation higher than actual
	Environmental Development				
27	Administration (wages and benefits)	352,476	410,912	$ 58,436	Vacant position
28	Adminsitration	22,787	112,917	$ 90,130	Software and bylaw enforcement
	Recreation & Cultural Services				
29	Administration (wages and benefits)	405,639	381,611	$ (24,028)	Wage increases after budget
30	RICC Fundraising	23,738	0	$ (23,738)	RICC BBQ, wrapping 2 vehicles
31	Parks & Gardens	795,571	813,830	$ 18,259	Vacant position and timing
32	Playgrounds and Fields	108,215	138,250	$ 30,035	Timing, budgeted allocated monthly
33	Rothesay Common Rink	64,305	85,050	$ 20,745	Wages and expenses lower than anticipated
34	Beaches	$ 53,322	$ 66,500	$ 13,178	Wages lower than anticipated
	Fiscal Services				
35	Interest	$ 106,906	$ 94,594	$ (12,312)	PerfectMind credit card charges & BNS increased fees & Debenture cos
36	Reserve Funds	$ 62,287	$ -	$ (62,287)	RICC donations transfer to reserve

Town of Rothesay

Capital Projects
General Fund
11 Months Ended 11/30/2025

		ANNUAL BUDGET	CURRENT Y-T-D	Remaining Budget
	General Government			
12010560	G 202* 001 Town Hall Improvements	85,000	63,299	21,701
12010760	G 202* 00* IT	21,500	0	21,500
	Goldie Crt		106,482	(106,482)
	Common Roof Replacement		21,488	(21,488)
	Total General Government	106,500	191,269	43,201
	Transportation			
12020960	T-2025-001 Asphalt (13)	2,398,000	3,428,688	(1,030,688)
12023660	Designated Highway - Hampton Road Paving	903,000	941,623	(38,623)
12017560	T-2024-00* Wiljac Improvements	1,700,000	432,448	1,267,552
12028460	T-202*-00* Fleet Replacement	866,000	559,178	306,822
12028260	T-202*-00* Buildings	71,000	33,325	37,675
12012560	T-2025-00* Renforth Property study	50,000	19,074	30,926
12026460	T-202*-00* Salt Storage Facility	185,000	153,913	31,087
	Total Transportation	6,173,000	5,568,250	604,750
	Recreation			
12026360	R-202*-00* Synthetic Turf	1,500,000	921,311	578,689
12014060	Wells Recreation Park Tennis court conversion	80,000	93,382	(13,382)
12028860	R-2022-004 Wells Bldg	60,000	65,691	(5,691)
	Wells lighting	565,000	624,187	(59,187)
12028560	R-202*-00* Recreation Equipment	60,000	23,276	36,724
12028760	R-202*-00* Arena Renovation	105,000	81,457	23,544
12029060	R-2023-005 McGuire Centre Repairs	20,000	0	20,000
12016560	R-20**-00* Jordan Miller Park	15,000	0	15,000
12023360	R-2014-019 Wells Trail	2,800,000	0	2,800,000
	Total Recreation	5,205,000	1,809,303	3,395,697
	Carryovers			
12029360	T-2024-001 Asphalt	0	3,116	(3,116)
12020760	R-2020-007 Trail Development	0	4,167	(4,167)
12029260	T-2023-004 Intersection Improvement (Gondola/(	0	31,301	(31,301)
12028960	R-202*-00* Recreation Master Plan	0	5,824	(5,824)
12022160	Clark Rd/Gondoal Point Rd Intersection Design	0	8,677	(8,677)
		0	53,085	(53,085)
	Total	$ 11,484,500	$ 7,621,906	$ 3,990,564

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

November 30, 2025

Attached Reports:

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

Town of Rothesay

Capital Balance Sheet
As at 11/30/2025

ASSETS

Assets:	
Capital Assets - Under Construction - Utilities	3,543,967
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	2,054,054
Capital Assets Utilities Equipment	813,621
Capital Assets Utilities Water System	30,232,286
Capital Assets Utilities Sewer System	28,886,973
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	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)
	(23,334,121)
TOTAL ASSETS	42,691,795

LIABILITIES

Current:	
Util Capital due to/from Util Operating	(291,066)
Total Current Liabilities	(291,066)
Long-Term:	
Long-Term Debt	8,970,725
Total Liabilities	8,679,659

EQUITY

Investments:	
Investment in Fixed Assets	34,012,136
Total Equity	34,012,136
TOTAL LIABILITIES & EQUITY	42,691,795

Town of Rothesay

Balance Sheet - Utilities Fund Reserves
11/30/2025

ASSETS

BNS Utility Capital Reserve # 00241 12		1,708,279
	$	1,708,279

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve		1,172,413
Invest. in Utility Operating Reserve		123,220
Invest. in Sewerage Outfall Reserve		412,645
	$	1,708,279

Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 11/30/2025

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	901,910
Total Current Assets	901,910
Other Assets:	
Projects	1,355,522
	1,355,522
TOTAL ASSETS	$ 2,257,432

LIABILITIES

Accrued Payables	15,664
Due from General Fund	(532,686)
Due to Capital Fund	291,066
Deferred Revenue	8,007
Total Liabilities	(217,950)

EQUITY

Surplus:	
Opening Retained Earnings	32,335
Profit (Loss) to Date	2,443,046
	2,475,382
TOTAL LIABILITIES & EQUITY	$ 2,257,432

Town of Rothesay

Utilities Operating Income Statement
11 Months Ended 11/30/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	(226)	0	977,269	893,000	84,269	1	1,160,000
Meter and non-hookup fees	(59)	0	52,913	46,500	6,413		62,000
Water Supply for Fire Prot.	0	0	335,000	335,000	0		335,000
Local Improvement Levy	0	0	61,132	59,000	2,132		59,000
Sewerage Services	0	0	2,436,936	2,400,000	36,936	2	2,400,000
Connection Fees	21,600	0	85,675	75,000	10,675	3	75,000
Interest Earned	11,601	8,750	120,703	96,250	24,453	4	105,000
Misc. Revenue	375	500	5,400	5,979	(579)		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
TOTAL RECEIPTS	33,291	9,250	5,242,830	3,951,250	1,291,580		4,243,000
WATER SUPPLY							
Share of Overhead Expenses	20,000	20,000	220,000	220,000	0		240,000
Wages	15,219	20,833	232,235	229,167	(3,069)		250,000
Audit/Legal/Training	636	500	14,487	13,500	(987)		14,000
Other Water	250	167	228	1,833	1,606		2,000
Purification & Treatment	26,300	14,500	677,949	597,150	(80,799)	7	615,000
Transmission & Distribution	4,051	10,833	86,630	119,167	32,537	8	130,000
Power & Pumping	3,951	5,417	56,932	59,583	2,652		65,000
Billing/Collections	61	260	653	2,858	2,206		3,118
Water Purchased	124	290	866	1,750	884		1,750
Misc. Expenses	0	1,667	5,701	33,333	27,632	9	35,000
McGuire Road Operating	711	1,375	26,899	14,375	(12,524)	10	16,000
TOTAL WATER SUPPLY	71,303	75,842	1,322,579	1,292,717	(29,862)		1,371,868
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	30,000	30,000	330,000	330,000	0		360,000
Wages	31,250	31,250	343,750	343,750	0		375,000
Audit/Legal/Training	0	750	7,409	14,250	6,841		15,000
Collection System Maintenance	1,018	5,000	11,620	75,000	63,380	11	75,000
Sewer Claims	0	0	22,714	23,000	286		23,000
Lift Stations	3,366	4,250	107,860	80,100	(27,760)	12	85,000
Treatment/Disposal	8,764	7,667	91,635	115,333	23,698	13	125,000
Misc. Expenses	0	2,525	11,320	32,475	21,155	14	35,000
TOTAL SWGE COLLECTION & DISPC	74,397	81,442	926,309	1,013,908	87,600		1,093,000
FISCAL SERVICES							
Interest on Bank Loans	0	0	12,753	75,000	62,247	15	75,000
Interest on Long-Term Debt	20,767	20,767	158,108	158,543	435		260,532
Principal Repayment	150,000	150,000	380,035	379,600	(435)		592,600
Transfer to Reserve Accounts	0	0	0	0	0		75,000
Capital Fund Through Operating	0	0	0	0	0		775,000
TOTAL FISCAL SERVICES	170,767	170,767	550,896	613,143	62,247		1,778,132
TOTAL EXPENSES	316,467	328,050	2,799,783	2,919,768	119,984		4,243,000
NET INCOME (LOSS) FOR THE PEF	(283,176)	(318,800)	2,443,046	1,031,483	1,411,564		0

Town of Rothesay

Variance Report - Utility Operating

11/30/2025

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
	Revenue				
1	Sale of Water	977,269	893,000	84,269	Larger consumption comapred to past Q's
2	Sewerage Services	2,436,936	2,400,000	36,936	Conservative budget
3	Connection Fees	85,675	75,000	10,675	Timing
4	Interest Earned	120,703	96,250	24,453	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	Purification & Treatment	677,949	597,150	(80,799)	Well#1 replace motor & pump
8	Transmission & Distribution	86,630	119,167	32,537	Timing
9	Misc. Expenses	5,701	33,333	27,632	Timing - new water meters bill not yet received
10	McGuire Road Operating	26,899	14,375	(12,524)	Concrete slab at 24 Mcguire
	Sewer				
11	Collection System Maintenance	11,620	75,000	63,380	Timing
12	Lift Stations	107,860	80,100	(27,760)	Install wet wizard, FV & Riverside upgrades
13	Treatment/Disposal	91,635	115,333	23,698	Timing
14	Misc. Expenses	11,320	32,475	21,155	Timing
	Fiscal Services				
15	Interest on Bank Loans	12,753	75,000	62,247	Budgeted for new debenture costs

Town of Rothesay

Capital Projects
Utility Fund
11 Months Ended 11/30/2025

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

Funding:

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

Town of Rothesay

STATEMENT OF REVENUE, EXPENSES AND SURPLUS
11 MONTHS ENDED 11/30/2025

		CURRENT MONTH	BUDGET FOR MONTH	ACTUAL YTD	BUDGET YTD	VARIANCE	ANNUAL BGT
	REVENUE:						
14410140	Water Services Residential	(226)	-	585,149	540,000	45,149	700,000
14410240	Water Services Multi Resid.	-	-	131,223	126,000	5,223	166,000
14410340	Water Commercial	-	-	171,785	147,000	24,785	194,000
14410540	Water Institutional	-	-	46,834	31,000	15,834	44,000
14410640	Sale to Fire Department	-	-	15,328	21,100	(5,772)	28,100
14410740	Sprinkler standby chg . Comm.	-	-	10,200	10,100	100	10,100
14410840	Sprinkler standby chg . Instit	-	-	8,600	8,700	(100)	8,700
14410940	Sprinkler standby chg . Multi Residential	-	-	8,150	9,100	(950)	9,100
		(226)	-	977,269	893,000	84,269	1,160,000
14420150	Sewer Residential	-	-	1,758,775	1,740,000	18,775	1,740,000
14420250	Sewer Multi Resid.	-	-	374,981	361,000	13,981	361,000
14420350	Sewer Commercial	-	-	160,380	161,000	(620)	161,000
14420550	Sewer Institutional	-	-	142,800	138,000	4,800	138,000
		-	-	2,436,936	2,400,000	36,936	2,400,000
19100140	Trsfr from Reserves-wat	-	-	250,000	-	250,000	-
		-	-	250,000	-	250,000	-
19110150	Surplus-Previous yrs	-	-	40,521	40,521	0	40,521
14450140	Water Connection Fees	12,800	-	51,175	50,000	1,175	50,000
14450250	Sewer Connection Fees	8,800	-	34,500	25,000	9,500	25,000
14460040	Infrastructure Grants	-	-	601,146	-	601,146	-
14460050	Infrastructure Grants	-	-	276,134	-	276,134	-
		-	-	877,280	-	877,280	-
14490140	Water Meter Demand Charge	-	-	4,472	1,500	2,972	2,000
14490340	Non hookup water fee	(59)	-	48,441	45,000	3,441	60,000
		(59)	-	52,913	46,500	6,413	62,000
15620140	Int. earned on O/D-water	11,601	8,750	119,897	96,250	23,647	105,000
15900140	Misc Revenue - Meter reading fees	375	500	5,400	5,979	(579)	6,479
15620250	Int. earned on O/Due-Sew	-	-	806	-	806	-
		11,976	9,250	126,103	102,229	23,874	111,479
15720040	Water Cost-Fire Prot.	-	-	335,000	335,000	0	335,000
15990040	Local Improvement Levy- K. Pk	-	-	61,132	59,000	2,132	59,000
	TOTAL REVENUE	33,291	9,250	5,242,830	3,951,250	1,291,580	4,243,000
	EXPENSES:						
	WATER						
24110040	Share of Overhead Trf	20,000	20,000	220,000	220,000	0	240,000
24131040	Utilities Personnel - Wages	37,432	51,083	449,849	561,917	112,067	613,000
24132040	Utilities Personnel - E.I.	-	-	8,167	-	(8,167)	-
24133040	Utilities Personnel - C.P.P.	1,296	-	25,999	-	(25,999)	-
24134040	Utilities Personnel - Benefits	3,144	-	34,584	-	(34,584)	-
24135040	Utilities Personnel - Pension	2,884	-	34,580	-	(34,580)	-
24136040	Utilities Personnel - Overtime	1,713	-	22,807	-	(22,807)	-
24136140	Utilities Wages allocation to Sewer	(31,250)	(30,250)	(343,750)	(332,750)	11,000	(363,000)
		15,219	20,833	232,235	229,167	(3,069)	250,000
24110240	Legal Water	-	-	2,926	2,000	(926)	2,000
24110340	Audit Water	-	-	5,996	6,000	4	6,000
24110440	Training Water	636	500	5,564	5,500	(64)	6,000
		636	500	14,487	13,500	(987)	14,000
24110540	Other Water	250	167	228	1,833	1,606	2,000
24120040	Purific./Treatment Prop. taxes	-	-	9,861	11,000	1,139	11,000
24120140	Pur/Treat NB Power	6,311	7,250	70,818	79,750	8,932	87,000
24120240	Pur/Treat Maintenance Wells	11,547	-	442,227	360,000	(82,227)	360,000
24120340	Pur/Treat Warranties Agreements	315	-	26,923	34,000	7,077	35,000
24120440	Pur/Treat Testing	2,352	2,000	16,212	19,350	3,138	20,000
24120540	Pur/Treat Chemicals	4,048	3,000	71,277	68,300	(2,977)	75,000
24120640	Pur/Treat Maintenance Equip	1,727	2,250	40,632	24,750	(15,882)	27,000
		26,300	14,500	677,949	597,150	(80,799)	615,000
24140040	Transmission & Distribution	4,051	7,917	86,630	87,083	454	95,000
24140140	Transmission & Distribution Aquadata wate	-	2,917	-	32,083	32,083	35,000
		4,051	10,833	86,630	119,167	32,537	130,000
24150040	Power and Pumping other	131	583	1,962	6,417	4,454	7,000
24150140	Power/Pump NB Power	3,553	4,167	44,901	45,833	932	50,000
24150240	Pow/Pump Maint. NBPower	266	667	10,068	7,333	(2,735)	8,000
		3,951	5,417	56,932	59,583	2,652	65,000
24160040	Billing/Collections	61	260	653	2,858	2,206	3,118
24170040	Water Purchased	124	290	866	1,750	884	1,750
24180040	New water meters	-	-	3,487	15,000	11,514	15,000
24190040	Water Groundwater monitoring	-	1,667	2,215	18,333	16,119	20,000
		-	1,667	5,701	33,333	27,632	35,000
24190140	McGuire Road Building Operating	407	875	21,008	9,625	(11,383)	10,500
24190240	McGuire Road Shop Heat	217	-	4,139	2,250	(1,889)	3,000
24190440	McGuire Road Shop Alarms	87	-	766	500	(266)	500
24190540	McGuire Road Shop Shop Supplies	-	500	986	2,000	1,014	2,000
		711	1,375	26,899	14,375	(12,524)	16,000
	TOTAL WATER	**71,303**	**75,842**	**1,322,579**	**1,292,717**	**(29,862)**	**1,371,868**
	SEWER						
24210050	Share of Overhead Trf	30,000	30,000	330,000	330,000	0	360,000
		30,000	30,000	330,000	330,000	0	360,000
24231050	Utilities Personnel - Wages	31,250	31,250	343,750	343,750	0	375,000
24210350	Audit - Sewer	-	-	5,996	6,000	4	6,000
24210450	Training - Sewer	-	750	1,413	8,250	6,837	9,000
		-	750	7,409	14,250	6,841	15,000
24220050	Collection system claims CN	-	-	22,714	23,000	286	23,000
24220150	Sew coll Flushing	-	-	115	10,000	9,885	10,000
24220250	Sew coll Maintenance	1,018	5,000	11,506	65,000	53,494	65,000
		1,018	5,000	34,334	98,000	63,666	98,000
24230050	Lift Stations Maintenance	-	-	62,823	30,000	(32,823)	30,000
24230150	Lift stns NB Power	3,366	4,250	42,978	46,750	3,772	51,000
24230250	Lift Stations Water	-	-	2,059	3,350	1,291	4,000
		3,366	4,250	107,860	80,100	(27,760)	85,000
24240050	Treat/Disposal Chem testing	186	333	2,667	3,667	1,000	4,000
24240150	Treat/Disp NB Power	8,578	7,333	74,312	80,667	6,354	88,000
24240250	Treat/Disp Maint/rep	-	-	4,283	18,000	13,717	20,000
24240350	Treat/Disp prop. taxes LIL	-	-	10,373	13,000	2,627	13,000
		8,764	7,667	91,635	115,333	23,698	125,000
24290050	Other Sewer	-	667	34	7,333	7,300	8,000
24210550	Other Sewer	-	1,858	5,456	20,442	14,986	22,300
24210650	Other Sewer - Clothing/Laundry	-	-	5,831	4,700	(1,131)	4,700
		-	2,525	11,320	32,475	21,155	35,000
	TOTAL SEWER	**74,397**	**81,442**	**926,309**	**1,013,908**	**87,600**	**1,093,000**
	FISCAL SERVICES						
28120040	Int on L.T. Debt	4,783	4,783	87,307	87,742	435	116,504
28130040	Principal Payments	49,740	49,740	266,775	266,340	(435)	355,639
28210050	Int on Temp Loans	-	-	12,753	75,000	62,247	75,000
28220050	Int on L.T. Debt	15,984	15,984	70,801	70,800	(0)	144,028
28230050	Principal Payments	100,260	100,260	113,260	113,260	0	236,961
28311040	Trf to Water Reserve	-	-	-	-	0	75,000
28320040	Capital Funded by operating -Water	-	-	-	-	0	775,000
		170,767	**170,767**	**550,896**	**613,143**	**62,247**	**1,778,132**
	TOTAL EXPENSES	316,467	328,050	2,799,783	2,919,768	119,984	4,243,000
	SURPLUS(DEFICIT) FOR THE PERIOD	(283,176)	(318,800)	2,443,046	1,031,483	1,411,564	0

Town of Rothesay

11/30/2025

219500-60

Donations/Cultural Support		Budget	Paid to date
KV3C (in kind)		2,500.00	-
NB Medical Education Trust		5,000.00	5,000.00
KV Food Basket		5,000.00	5,000.00
Fairweather Scholarship		1,000.00	1,000.00
Saint John Theatre Company		1,000.00	
Symphony NB		2,500.00	
	sub	17,000.00	11,000.00
Other:		19,500.00	
Junior Achievement NB			300.00
RES - 50th Anniversary			300.00
Shining Horizons Therapeutic Riding Assoc.			1,200.00
YMCA - Red Triangle Gala			125.00
Royal Canadian Legion			1,000.00
RNS - 2025 Spring Art Show			500.00
You Can Ride for Two			500.00
Fundy Tree Trimming - grinding stumps			938.57
Hilary Pond			500.00
St Josephs hospital foundation			1,000.00
Powow - City of SJ			500.00
KV Old boys			500.00
Royal Canadian Legion			120.00
Fresh Start			500.00
YMCA			1,000.00
RHS			5,000.00
Saint John Regional Hospital Foundation			
	sub	19,500.00	13,983.57
		36,500.00	24,983.57
G/L Balance			24,983.57

ROTHESAY

2026January12OpenSessionFINAL_132

PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Monday, January 5, 2026 at 5:30 p.m.

DRAFT

PRESENT: COUNCILLOR DON SHEA
COUNCILLOR PETER LEWIS
KELLY ADAMS, VICE-CHAIRPERSON
RALPH FORTE, CHAIRPERSON
MATTHEW GRAHAM
RHEAL GUIMOND
TED HARLEY
COLLEEN LANG

ASSISTANT CLERK LIZ HAZLETT
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE

ABSENT: CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
TOWN CLERK MARY JANE BANKS

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

1. ELECTION OF OFFICERS

DPDS Reade called three times for nominations from the floor for Chairperson. Counc. Shea nominated Ralph Forte as Chairperson. There being no other nominations, Ralph Forte accepted and was elected Chairperson by acclamation.

Chairperson Forte called three times for nominations from the floor for Vice-Chairperson. R. Guimond nominated Kelly Adams as Vice-Chairperson. There being no other nominations, Kelly Adams accepted and was elected Vice-Chairperson by acclamation.

Chairperson Forte thanked R. Guimond for his leadership as Chairperson, noting he was elected during his very first meeting on the committee.

2. APPROVAL OF THE AGENDA

MOVED by Counc. Shea and seconded by M. Graham the agenda be approved as circulated.
CARRIED.

3. ADMINISTRATION

3.1 CODE OF ETHICS

The Committee was asked to signed the member statement and submit it to staff.

3.2 COMMITTEE MANDATE

Chairperson Forte reviewed the mandate.

3.3 COMMITTEE MEETING DATES

M. Graham mentioned that the March meeting is scheduled during March Break and attendance may be an issue. Discussion ensued and DPDS Reade noted staff will poll the Committee regarding an alternate date – likely towards the end of February – to ensure the meeting precedes the regular Council meeting in March.

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MOVED by T. Harley and seconded by Counc. Shea to approve the meeting schedule, with staff to poll the Committee for an alternate date for the March meeting.

CARRIED.

3.4 COUNCIL PRIORITIES (2021-2026)

Chairperson Forte reviewed the priorities.

4. ADOPTION OF MINUTES

4.1 Regular Meeting of December 1, 2025

MOVED by R. Guimond and seconded by Counc. Lewis the Planning Advisory Committee meeting minutes of December 1, 2025 be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

N/A

6. NEW BUSINESS

N/A

7. OLD BUSINESS

7.1 Holland Hills (15-17 Chapel Road) **Andrew Baskin**

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

Mr. Baskin, and Jacob Kilpatrick of Engineering by Houghton, were in attendance. DPDS Reade summarized the application, noting Council set a public hearing date for January 19, 2026. He relayed that the applicant has altered the roof design, to eliminate the lofts on the fourth storey, in response to height concerns expressed at the last meeting. A flatroof is now proposed, instead of a peaked roof, and additional alterations may involve reintroduction of a modest peak. DPDS Reade advised the application generally conforms to the Municipal Plan and R4 Zone requirements but will require some variances for density, parking, side-yard setbacks, and height. Approval of a development agreement is also required. He reported findings of a shadow study that suggest some properties on Hillsview Crescent will be impacted with the worst of it occurring during evenings in the winter. He noted because of the topography, the current zoning would permit a maximum building height that would have a similar impact to these properties. He added that resident use of backyards is also less common in winter evenings. He concluded by noting, polling was conducted to notify residents within 100m of the property of the application and the upcoming public hearing. He reviewed the recommendations.

Mr. Kilpatrick introduced himself and addressed concerns raised at the last meeting, more specifically:

Building Height – the proposed building height was reduced by 2 meters.

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Traffic Study – Englobe conducted two traffic studies – one commissioned by the developer for the project (2021), and another commissioned by the Town for the Marr Road/Chapel Road intersection (2024). A pandemic/post-pandemic study, in Fredericton, found that post-pandemic traffic volumes were typically 30% higher than volumes during the pandemic. Findings from the 2021 study were adjusted to account for this change; and the 2024 study found lower traffic volumes than the adjusted 2021 data. The findings remained consistent indicating that traffic signals for the Marr Road/Chapel Road intersection are not warranted. However, there are other ways to reduce traffic delays at the intersection, such as a left turn lane on Marr Road to turn onto Chapel Road.

Discussion ensued and the following comments were made:

Parking – a vehicle turning model scenario will be conducted to ensure a fire truck can navigate the parking lot.

Fire Hydrant – a fire hydrant will be located at a proper distance from the building in accordance with the National Building Code. Installation of an automatic sprinkler system is also required.

Snow Removal – The overall design will ensure that vehicles such as snowplows and garbage trucks will be able to provide services. Plans will be cognizant of the shared parking lot and snow storage options.

Accessible Units – In accordance with the Building Code, there will be three accessible units in each building (one accessible unit for every 20 units, rounded up equals three per building). The accessible units will be stacked above one another, similar to the first phase building, since all buildings will have an elevator.

Traffic – Questions were raised as to why there are two signalized intersections along Clark Road but one is not warranted along Marr Road where it is busier. Mr. Kilpatrick explained that traffic signal installation is based on overall delays for all traffic movements. In this case, traffic signals would increase a delay on Marr Road (a collector road). Chairperson Forte asked if the traffic study anticipates traffic generation from other nearby developments (Sierra Avenue, Dobbin Street, Maliseet Drive, and near Fairvale Elementary School). Mr. Kilpatrick reported that the traffic study includes a 1% annual increase in traffic volume until 2032; and combined with the post-pandemic 30% increase, traffic signals are still not warranted.

Outdoor mechanical equipment – noise from outdoor mechanical equipment (ex. heat pumps, compressors), is not a concern. Noise generated is not expected to exceed that of neighbouring commercial properties (Sobeys and Canadian Tire), or other multi-unit buildings. Staff would be more concerned with a visual impact, but this can be addressed through the design. Mr. Baskin confirmed that the units will be separately metered as each unit will have electric heat as their primary source, supplemented with heat pumps.

Shadow Study – Town staff concur with the shadow study, noting there will not be a significant impact during the summer months.

Chairperson Forte asked if anyone from the public wished to speak. No one came forward.

DRAFT

MOVED by Counc. Lewis and seconded by Counc. Shea the Planning Advisory Committee hereby recommends that Council enact By-law 2-10-43 to rezone land located off Chapel Road (PIDs 00065094 & 00056614) from Single Family Residential – Standard [R1B] to Multi-Unit Residential (R4) to allow for the development of two, 48-unit apartment buildings subject to the execution of a Development Agreement in accordance with the Community Planning Act.

ON THE QUESTION:
DPDS Reade confirmed that the public hearing is scheduled for January 19, 2026.

CARRIED.

MOVED by Counc. Lewis and seconded by M. Graham the Planning Advisory Committee hereby recommends that Council authorize the Mayor and Clerk to enter into an agreement, to allow for the development of two, 48-unit apartment buildings on land located off Chapel Road (PIDs 00065094 & 00056614).

CARRIED.

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

TABLED ITEMS

7.2 4 Grove Avenue (PID 00258376) – Setback Variance
No action at this time

7.3 251 Gondola Point Road (PID 00243733) – Temporary Suite
No action at this time

7.4 Appleby Drive & Higginson Avenue **Andrew McKay**

OWNER:	A.E. McKay Builders
PID:	30175467 & 30175475
PROPOSAL:	Subdivision

MOVED by Counc. Shea and seconded by M. Graham that Appleby Drive & Higginson Avenue be removed from the table.

CARRIED.

Mr. McKay, and Rick Turner of Hughes Surveys and Consultants, were in attendance. DPDS Reade summarized the 18-lot application, noting the land is within the Secondary Plan area (Phase 1) and is zoned for single-family homes, as proposed. He advised that the Town is actively working with property owners to acquire land for the Wiljac Street extension project. He briefly spoke of: future road connections between Appleby Drive, Higginson Avenue, and a future street; municipal water and sewer connections; and recent approvals for a subdivision on Higginson Avenue (MR Investments Inc.), and a one-lot subdivision (off Riverside Drive/High Cliff Court) – with a private access route – on a separate area of Mr. McKay's land. He reviewed the recommendations, and noted polling was conducted for both the December and January Planning Advisory Committee meetings.

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Mr. Turner introduced himself and gave a brief presentation. He displayed maps of the area, highlighting that the proposal will connect single access areas (Appleby Drive and Horton Road). He explained that this will address public concerns by providing alternate routes to improve safety (ex. in the event of a snowstorm). He noted that a gravel road was created for the one-lot subdivision which offers a route roughly halfway to a Wiljac Street connection. He relayed that Mr. McKay hopes to develop the proposed lots to provide additional capital to extend the connection to the Lordly Estate property. He added that Mr. McKay has been working with the Town to acquire necessary land to help make the Wiljac Street extension project a reality.

In response to an inquiry, Mr. Turner confirmed that a direct route to Fox Farm Road would be logical and preferable for construction vehicles. He expressed interest in improving safety and addressing public concerns. For instance, he stated he is reviewing the topography in order to best design the roadway and resolve driveway concerns submitted by a resident on Burnett Terrace.

R. Forte invited members of the public to speak. The following people spoke: Catherine Chiasson, 136 Horton Road; Linda Lord, 16 Valpy Drive; Tom Mueller, 105 Horton Road; Greg Murdock, 22 Maplecrest Drive; Erika Williams, 74 Riverside Drive; Tim Walsh (on behalf of his sister at 77 Wiljac Street); and Angela Blanchard, 110 Wiljac Street.

The following concerns were raised: public concerns have not changed over time yet development seems to proceed; a connection between the roads does not address poor road conditions (steep, narrow, lack of sidewalks, and unsuitable by today's standards); the proposed lots along with lots approved for the Higginson Avenue project (MR Investments Inc.) will generate more traffic on substandard roads; infrastructure should be in place, as promised, before development occurs (i.e. completion of the Wiljac Street extension project); out of sequence approvals such as the one-lot subdivision on Secondary Plan-Phase 4 land; a blatant disregard of public concerns and prior decisions; unresolved safety issues raised for past development applications; potential buyers viewing lots for development that has not yet been approved; an original request for 14 lots – which suggests 18 lots will be smaller and ill-suited for the character of the existing neighbourhood; poorly conducted efforts for public consultation; unfairness regarding developers bearing the cost of infrastructure – infrastructure funding assistance can be sought from the Province; risk of Appleby Drive and Horton Road becoming throughways for traffic; public frustration as action seems to occur without proper notification or explanation (ex. removal of Clause 16 for the Higginson project, and the one-lot subdivision approval without similar traffic restrictions); larger scale developments requiring more construction traffic than what was required for existing homes; interest in exploration of the alternate route proposed by Mr. Turner; drainage; a need for traffic calming measures (speed bumps) before adding more traffic; municipal work on Wiljac Street needs to be done properly without impacting existing homes (ex. previous sewer work on Wiljac Street); and potential for significant traffic to travel through Wiljac Street.

Mr. McKay noted he has spent considerable money working with the Town to extend Wiljac Street – including acquiring property and constructing a road halfway on his land. He explained that he is doing his part to construct his portion of the road and added that completion requires environmental approvals that are underway. He stated he would be happy to use such a connection for construction vehicles, and noted the proposal will be used to recoup funds already spent.

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Mr. McKay clarified that he has not issued advertisements but at the request of individuals, he has shown land to potential buyers that could purchase land once approvals have been granted. In response to inquiries, he confirmed that there will be sufficient water pressure to service the area, and two lots could be purchased and consolidated for one home. He added that this project will increase curbs and sidewalks in the area as requested and have underground electrical infrastructure.

Mr. Turner reiterated safety concerns, noting that residents could be trapped if something happens on single access routes like Appleby Drive. He added that the proposed lot sizes are more than adequate, and both Council and Mr. McKay have demonstrated that the Wiljac Street project is an active priority.

In response to an inquiry from Counc. Shea, there was discussion on the gravel road in Mr. Turner's presentation, more specifically, the intent to extend Wiljac Street across the Lordly Estate property to connect to the gravel road. DPDS Reade advised this will be a phased approach over time (short-to-medium rather than a long-term timeframe). Counc. Shea mentioned that it is unfortunate CAO McLean is not in attendance to provide a status update on the Wiljac Street extension project.

Mr. McKay reiterated that he and the Town are actively working to make the Wiljac Street project happen. He explained that rock was used from the one-lot subdivision to construct the gravel road, and only one excavator was used – keeping construction traffic to a minimum. Work is currently underway regarding environmental approvals therefore it is possible the connection to the Lordly Estate property could be completed this spring. In response to inquiries, he confirmed the intent is for developers to also utilize this route, and there will be a stormwater management plan.

As a former resident of the area, Counc. Lewis agreed with the need for traffic calming, and construction traffic management.

Counc. Shea proposed tabling the matter until there is more information on the connection to Wiljac Street, including the cost and timeframe. R. Guimond stated he hopes to see the concerns regarding infrastructure (sewer lines, and roads) addressed.

MOVED by Counc. Shea and seconded by C. Lang the item be tabled pending more information on the connection to Wiljac Street.
YEA votes recorded from: Councs. Lewis and Shea, and K. Adams, R. Forte, T. Harley, and C. Lang.
NAY votes recorded from: M. Graham and R. Guimond.

CARRIED.

Chairperson Forte thanked Mr. McKay and Mr. Turner.

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7.5 Polling Procedure

22 December 2025 Report prepared by DPDS Reade
REVISED PAC Agenda & Polling Procedures Policy

DPDS Reade summarized the report, noting the revision will change the deadline for applications from two weeks before a meeting to four weeks before a meeting. As an example, he mentioned that applications would be received on the last business day in January for the March meeting.

MOVED by Counc. Lewis and seconded by R. Guimond that the Planning Advisory Committee approve the revised PAC Agenda & Polling Procedures Policy.

CARRIED.

8. CORRESPONDENCE FOR INFORMATION

N/A

7. DATE OF NEXT MEETING(S)

The next meeting will be held on:

Regular Meeting Monday, February 2, 2026 at 5:30 p.m.

8. ADJOURNMENT

MOVED by Counc. Lewis and seconded by M. Graham the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:41 p.m.

CHAIRPERSON RECORDING SECRETARY

BUILDING PERMIT REPORT

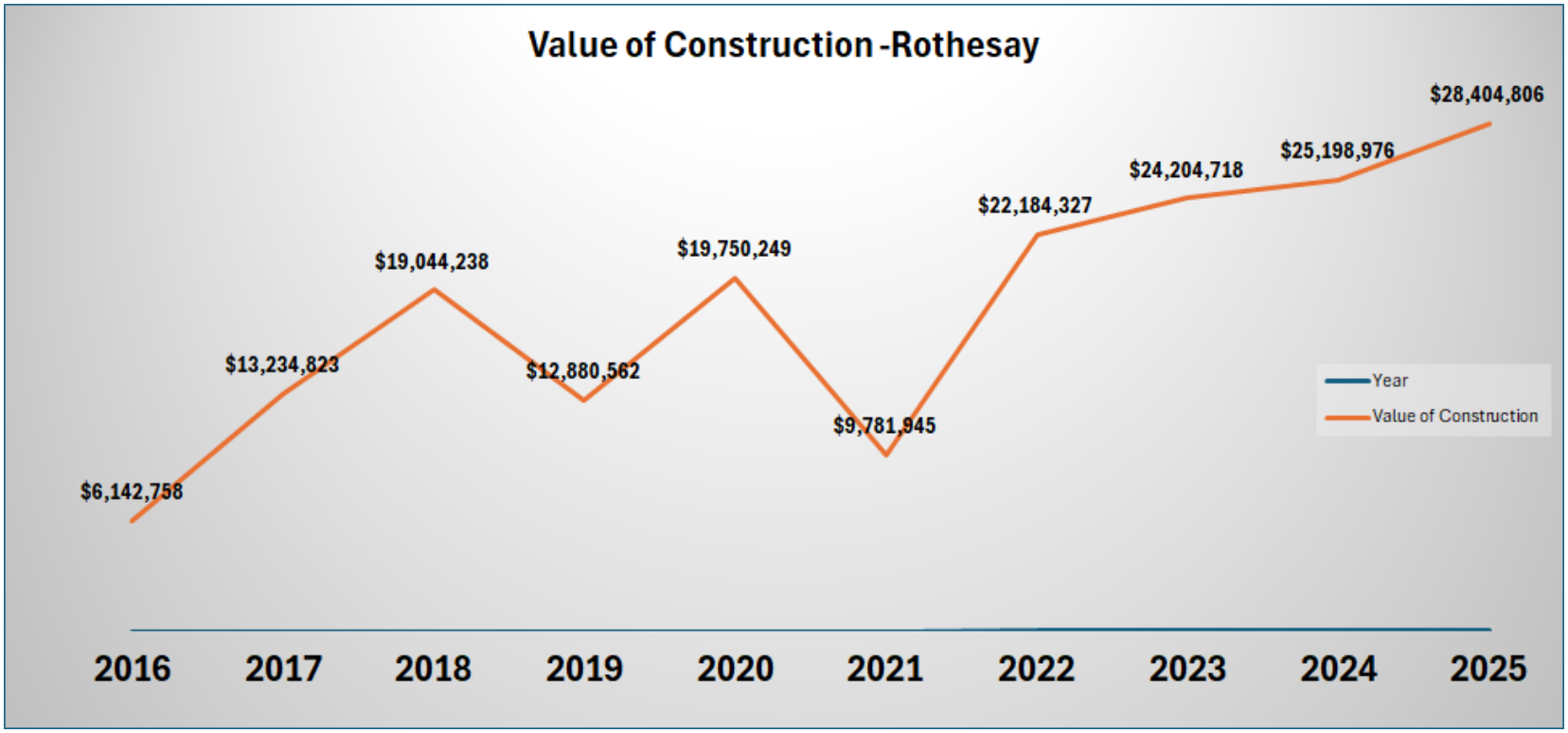
12/1/2025 to 12/31/2025

Date	Building Permit No	Property Location	*Nature of Construction*	*Value of Construction*	*Building Permit Fee*
12/05/2025	BP2023-00101	18 PAIGE ST	DETACHED GARAGE	$40,000.00	$20.00
12/05/2025	BP2025-00027	2 BANKS LN	IN GROUND POOL	$60,000.00	$435.00
12/05/2025	BP2025-00135	1 TENNIS CRT RD	DEMOLITION	$0.00	$500.00
12/05/2025	BP2025-00178	349 ERISKAY DR	SOLAR	$29,103.00	$217.50
12/05/2025	BP2025-00179	14 PARKDALE AVE	DECK	$2,500.00	$21.75
12/10/2025	BP2025-00184	77 APPLEBY DR	STORAGE SHED	$9,000.00	$65.25
12/11/2025	BP2025-00185	2 MULBERRY LN	SINGLE FAMILY	$269,800.00	$1,957.50
12/18/2025	BP2025-00186	57 IONA AVE	STORAGE SHED	$4,000.00	$29.00
			Totals:	**$414,403.00**	**$3,246.00**
			Summary for 2025 to Date:	**$28,408,806.46**	**$208,217.50**

2024 Summary

	Value of Construction	Building Permit Fee
Montlhy total:	**$239,188.00**	**$1,740.00**
Summary to Date:	**$25,198,976.34**	**$185,071.00**

BUILDING PERMIT YEARLY SUMMARY



Continuing Projects (2025-2026)

Dobbin Street - 56 Multi dwelling units
Dobbin Street 29 Multi dwelling units
Spring of 2026 completion date

2025 Major Permits - Construction Value

Holland Hills 48 multi dwelling units -$10,000,000
Cameron Road – 4 duplexes, $1,940,000
Glengarry Estates -12 town-houses $2,200,000
Wendy's Restaurant -Hampton Road $1,100,000

ROTHESAY

MEMORANDUM

TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	January 2, 2026
RE	:	Local Improvement Levy

In accordance with By-Law 3-00, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2026. The full Assessment Roll is available in the Treasurer's Office for examination.

By-Law 4-00 relates to the water reconstruction project undertaken in 2000-2001 in Kennebecasis Park.

ROTHESAY

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

T: 506-848-6600
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Rothesay@rothesay.ca
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Warrant of Assessment

MOVED by and seconded by Councillor

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2026 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 3-00.

Local Improvement By-law #	Amount to be collected
By-law 4-00	$ 58,686.20

Dated: _____

_____
Mayor

_____
Clerk

Schedule D.
For the year 2026

FORM OF LOCAL IMPROVEMENT ASSESSMENT ROLL
Town of Rothesay Local Improvement By-Law # 4-00

Assessment Account Number	PAN of Assessed Property	Civic Address of Assessed Property	Frontage (m)	Frontage (m) reduced or exempted	Net Frontage (m)	$ per meter Frontage	Total Assessment ($)	Annual Assessment ($)
122795	1227956	Re: 3 Bayley Road	76.2	38.1	38.1	$6.32	$3,445.40	$240.64
122811	1228114	Re: 1 Bayley Road	104.6	56.1	48.5	$6.32	$4,385.87	$306.32
122646	1226463	Re: 10 Broadway		70	159	$6.32	$14,378.43	$1,004.23
122866	1228669	Re: 15 Broadway	41.9	0	41.9	$6.32	$3,789.03	$264.64
122864	1228643	Re: 17 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122862	1228627	Re: 19 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122655	1226552	Re: 20 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122860	1228601	Re: 21 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122654	1226544	Re: 22 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122889	1228897	Re: 23 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122653	1226536	Re: 24 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122859	1228596	Re: 25 Broadway	32	0	32	$6.32	$2,893.77	$202.11
122855	1228554	Re: 27 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122853	1228538	Re: 29 Broadway	31.7	0	31.7	$6.32	$2,866.64	$200.21
122650	1226502	Re: 30 Broadway	30.8	0	30.8	$6.32	$2,785.26	$194.53
122851	1228512	Re: 31 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122971	1229712	Re: 32 Broadway	30.2	0	30.2	$6.32	$2,731.00	$190.74
122849	1228499	Re: 33 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122970	1229704	Re: 34 Broadway	30.2	0	30.2	$6.32	$2,731.00	$190.74
122847	1228473	Re: 35 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122969	1229699	Re: 36 Broadway	30.9	0	30.9	$6.32	$2,794.30	$195.16
122845	1228457	Re: 37 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122968	1229681	Re: 38 Broadway	30.9	0	30.9	$6.32	$2,794.30	$195.16
122843	1228431	Re: 39 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122649	1226497	Re: 40 Broadway	42.4	0	42.4	$6.32	$3,834.25	$267.80
122841	1228415	Re: 41 Broadway	30.5	0	30.5	$6.32	$2,758.13	$192.64
122840	1228407	Re: 43 Broadway	47.5	0	47.5	$6.32	$4,295.44	$300.01
122879	1228790	Re: 9 Calistoga Road	76.2	27.4	48.8	$6.32	$4,413.00	$308.22
122880	1228805	Re: 11 Calistoga Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122665	1226659	Re: 12 Calistoga Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122664	1226641	Re: 14 Calistoga Road	45.6	12.1	33.5	$6.32	$3,029.42	$211.58
122881	1228813	Re: 15 Calistoga Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122897	1228978	Re: 16 Calistoga Road	34.4	6.9	27.5	$6.32	$2,486.84	$173.69
122882	1228821	Re: 17 Calistoga Road	28.4	0	28.4	$6.32	$2,568.22	$179.37
122663	1226633	Re: 18 Calistoga Road	31	0	31	$6.32	$2,803.34	$195.79
		Re: 19 Calistoga Road		0	8	$6.32	$723.44	$50.53
122883	1228839	Re: 21 Calistoga Road	35.1	0	35.1	$6.32	$3,174.11	$221.69
122902	1229021	Re: 23 Calistoga Road	36.6	0	36.6	$6.32	$3,309.75	$231.16
122835	1228350	Re: 14 Crescent Drive	56.1	18.9	37.2	$6.32	$3,364.01	$234.95
122796	1227964	Re: 15 Crescent Drive	30.4	0	30.4	$6.32	$2,749.08	$192.00
122834	1228342	Re: 16 Crescent Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122797	1227972	Re: 17 Crescent Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122833	1228334	Re: 18 Crescent Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122798	1227980	Re: 19 Crescent Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122832	1228326	Re: 20 Crescent Drive	30.3	0	30.3	$6.32	$2,740.04	$191.37
122799	1227998	Re: 21 Crescent Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122800	1228009	Re: 23 Crescent Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122830	1228300	Re: 24 Crescent Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122801	1228017	Re: 25 Crescent Drive	33.5	0	33.5	$6.32	$3,029.42	$211.58
122829	1228295	Re: 26 Crescent Drive	39.6	0	39.6	$6.32	$3,581.04	$250.11
122817	1228172	Re: 27 Crescent Drive	44.2	0	44.2	$6.32	$3,997.02	$279.16
122933	1229330	Re: 28 Crescent Drive	34.7	0	34.7	$6.32	$3,137.93	$219.16
122816	1228164	Re: 29 Crescent Drive	36.6	0	36.6	$6.32	$3,309.75	$231.16
122828	1228287	Re: 30 Crescent Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122815	1228156	Re: 31 Crescent Drive	41.3	0	41.3	$6.32	$3,734.77	$260.85
122827	1228279	Re: 32 Crescent Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122814	1228148	Re: 33 Crescent Drive	41.1	0	41.1	$6.32	$3,716.69	$259.58
122826	1228261	Re: 34 Crescent Drive	87.6	51.1	36.5	$6.32	$3,300.71	$230.53
122932	1229322	Re: 35 Crescent Drive	36.6	0	36.6	$6.32	$3,309.75	$231.16
122813	1228130	Re: 37 Crescent Drive	42.7	0	42.7	$6.32	$3,861.38	$269.69
122673	1226730	Re: 38 Crescent Drive	44.2	0	44.2	$6.32	$3,997.02	$279.16
122812	1228122	Re: 39 Crescent Drive	106.7	71.1	35.6	$6.32	$3,219.32	$224.85

Schedule D.
For the year 2026

FORM OF LOCAL IMPROVEMENT ASSESSMENT ROLL
Town of Rothesay Local Improvement By-Law # 4-00

Assessment Account Number	PAN of Assessed Property	Civic Address of Assessed Property	Frontage (m)	Frontage (m) reduced or exempted	Net Frontage (m)	$ per meter Frontage	Total Assessment ($)	Annual Assessment ($)
122674	1226748	Re: 1 Crestline Road	59.8	29.9	29.9	$6.32	$2,703.87	$188.85
122987	1229877	Re: 3 Crestline Road	36.9	0	36.9	$6.32	$3,336.88	$233.06
122825	1228253	Re: 4 Crestline Road	32	0	32	$6.32	$2,893.77	$202.11
122985	1229851	Re: 5 Crestline Road	36.9	0	36.9	$6.32	$3,336.88	$233.06
122824	1228245	Re: 6 Crestline Road	88.5	53.3	35.2	$6.32	$3,183.15	$222.32
122906	1229063	Re: 7 Crestline Road	35.4	0	35.4	$6.32	$3,201.24	$223.58
122903	1229039	Re: 8 Crestline Road	61.3	31	30.3	$6.32	$2,740.04	$191.37
122999	1229990	Re: 9 Crestline Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122943	1229437	Re: 10 Crestline Road	37.8	0	37.8	$6.32	$3,418.27	$238.74
122944	1229445	Re: 12 Crestline Road	36.6	0	36.6	$6.32	$3,309.75	$231.16
123000	1230006	Re: 13 Crestline Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122945	1229453	Re: 14 Crestline Road	37.6	0	37.6	$6.32	$3,400.18	$237.48
123001	1230014	Re: 15 Crestline Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122946	1229461	Re: 16 Crestline Road	35.1	0	35.1	$6.32	$3,174.11	$221.69
122998	1229982	Re: 17 Crestline Road	29.1	0	29.1	$6.32	$2,631.52	$183.79
122947	1229479	Re: 18 Crestline Road	35.1	0	35.1	$6.32	$3,174.11	$221.69
122973	1229738	Re: 19 Crestline Road	29.1	0	29.1	$6.32	$2,631.52	$183.79
122948	1229487	Re: 20 Crestline Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122975	1229754	Re: 21 Crestline Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122974	1229746	Re: 23 Crestline Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122976	1229762	Re: 25 Crestline Road	41.1	0	41.1	$6.32	$3,716.69	$259.58
122778	1227786	Re: 53 Elizabeth Parkway	44.2	0	44.2	$6.32	$3,997.02	$279.16
122777	1227778	Re: 55 Elizabeth Parkway	44.2	0	44.2	$6.32	$3,997.02	$279.16
122779	1227794	Re: 57 Elizabeth Parkway	43.6	0	43.6	$6.32	$3,942.76	$275.37
122780	1227809	Re: 59 Elizabeth Parkway	43.8	0	43.8	$6.32	$3,960.85	$276.64
122810	1228106	Re: 60 Elizabeth Parkway	42.4	0	42.4	$6.32	$3,834.25	$267.80
122781	1227817	Re: 61 Elizabeth Parkway	45.1	0	45.1	$6.32	$4,078.41	$284.85
122809	1228091	Re: 62 Elizabeth Parkway	42.2	0	42.2	$6.32	$3,816.16	$266.53
122783	1227833	Re: 63 Elizabeth Parkway	44.8	0	44.8	$6.32	$4,051.28	$282.95
122808	1228083	Re: 64 Elizabeth Parkway	43.7	0	43.7	$6.32	$3,951.81	$276.01
122782	1227825	Re: 65 Elizabeth Parkway	44.6	0	44.6	$6.32	$4,033.19	$281.69
122807	1228075	Re: 66 Elizabeth Parkway	40.5	0	40.5	$6.32	$3,662.43	$255.79
122784	1227841	Re: 67 Elizabeth Parkway	44.1	0	44.1	$6.32	$3,987.98	$278.53
122806	1228067	Re: 68 Elizabeth Parkway	41.1	0	41.1	$6.32	$3,716.69	$259.58
122785	1227859	Re: 69 Elizabeth Parkway	44.2	0	44.2	$6.32	$3,997.02	$279.16
122805	1228059	Re: 70 Elizabeth Parkway	44.2	0	44.2	$6.32	$3,997.02	$279.16
122786	1227867	Re: 71 Elizabeth Parkway	39.4	0	39.4	$6.32	$3,562.96	$248.85
122787	1227875	Re: 73 Elizabeth Parkway	35.8	0	35.8	$6.32	$3,237.41	$226.11
122788	1227883	Re: 75 Elizabeth Parkway	57.8	0	57.8	$6.32	$5,226.88	$365.06
122789	1227891	Re: 77 Elizabeth Parkway	73.9	35.8	38.1	$6.32	$3,445.40	$240.64
122657	1226578	Re: 15 Forest Road	36.6	0	36.6	$6.32	$3,309.75	$231.16
122865	1228651	Re: 16 Forest Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122658	1226586	Re: 17 Forest Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122863	1228635	Re: 18 Forest Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122659	1226594	Re: 19 Forest Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122861	1228619	Re: 20 Forest Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122660	1226609	Re: 21 Forest Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122858	1228588	Re: 22 Forest Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122661	1226617	Re: 23 Forest Road	34.6	0	34.6	$6.32	$3,128.89	$218.53
122857	1228570	Re: 24 Forest Road	32.6	0	32.6	$6.32	$2,948.03	$205.90
122662	1226625	Re: 25 Forest Road	74.7	44.2	30.5	$6.32	$2,758.13	$192.64
122856	1228562	Re: 26 Forest Road	32.6	0	32.6	$6.32	$2,948.03	$205.90
122854	1228546	Re: 28 Forest Road	32.6	0	32.6	$6.32	$2,948.03	$205.90
122884	1228847	Re: 29 Forest Road	80.6	41	39.6	$6.32	$3,581.04	$250.11
122852	1228520	Re: 30 Forest Road	33.5	0	33.5	$6.32	$3,029.42	$211.58
122867	1228677	Re: 31 Forest Road	70.4	27.7	42.7	$6.32	$3,861.38	$269.69
122850	1228504	Re: 32 Forest Road	33.8	0	33.8	$6.32	$3,056.55	$213.48
122848	1228481	Re: 34 Forest Road	32	0	32	$6.32	$2,893.77	$202.11
122818	1228180	Re: 35 Forest Road	96.2	55.1	41.1	$6.32	$3,716.69	$259.58
122846	1228465	Re: 36 Forest Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122836	1228368	Re: 37 Forest Road	53.4	0	53.4	$6.32	$4,828.98	$337.27
122844	1228449	Re: 38 Forest Road	30.5	0	30.5	$6.32	$2,758.13	$192.64
122842	1228423	Re: 40 Forest Road	54.1	20.4	33.7	$6.32	$3,047.50	$212.85
122868	1228685	Re: 14 Holiday Drive	26.3	0	26.3	$6.32	$2,378.32	$166.11

Schedule D.
For the year 2026

FORM OF LOCAL IMPROVEMENT ASSESSMENT ROLL
Town of Rothesay Local Improvement By-Law # 4-00

Assessment Account Number	PAN of Assessed Property	Civic Address of Assessed Property	Frontage (m)	Frontage (m) reduced or exempted	Net Frontage (m)	$ per meter Frontage	Total Assessment ($)	Annual Assessment ($)
122869	1228693	Re: 16 Holiday Drive	29.7	0	29.7	$6.32	$2,685.78	$187.58
122900	1229005	Re: 17 Holiday Drive	39.6	0	39.6	$6.32	$3,581.04	$250.11
122870	1228708	Re: 18 Holiday Drive	25.8	0	25.8	$6.32	$2,333.10	$162.95
122819	1228198	Re: 19 Holiday Drive	39.1	0	39.1	$6.32	$3,535.83	$246.95
122871	1228716	Re: 20 Holiday Drive	27.4	0	27.4	$6.32	$2,477.79	$173.06
122820	1228203	Re: 21 Holiday Drive	34.5	0	34.5	$6.32	$3,119.85	$217.90
122872	1228724	Re: 22 Holiday Drive	27.4	0	27.4	$6.32	$2,477.79	$173.06
122821	1228211	Re: 23 Holiday Drive	32	0	32	$6.32	$2,893.77	$202.11
122905	1229055	Re: 24 Holiday Drive	32.9	0	32.9	$6.32	$2,975.16	$207.79
122822	1228229	Re: 25 Holiday Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122896	1228960	Re: 26 Holiday Drive	35.9	0	35.9	$6.32	$3,246.45	$226.74
122823	1228237	Re: 27 Holiday Drive	32	0	32	$6.32	$2,893.77	$202.11
122899	1228994	Re: 28 Holiday Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122936	1229364	Re: 29 Holiday Drive	32	0	32	$6.32	$2,893.77	$202.11
122898	1228986	Re: 30 Holiday Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122935	1229356	Re: 31 Holiday Drive	33.5	0	33.5	$6.32	$3,029.42	$211.58
122894	1228944	Re: 32 Holiday Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122934	1229348	Re: 33 Holiday Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122940	1229403	Re: 34 Holiday Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
123005	1230056	Re: 35 Holiday Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122941	1229411	Re: 36 Holiday Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122942	1229429	Re: 38 Holiday Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
122885	1228855	Re: 1 Kildare Court	76.2	30.5	45.7	$6.32	$4,132.67	$288.64
122876	1228766	Re: 2 Kildare Court	30.5	0	30.5	$6.32	$2,758.13	$192.64
122888	1228889	Re: 3 Kildare Court	30.5	0	30.5	$6.32	$2,758.13	$192.64
122875	1228758	Re: 4 Kildare Court	30.5	0	30.5	$6.32	$2,758.13	$192.64
122890	1228902	Re: 5 Kildare Court	30.5	0	30.5	$6.32	$2,758.13	$192.64
122874	1228740	Re: 6 Kildare Court	29.8	0	29.8	$6.32	$2,694.83	$188.21
122920	1229209	Re: 7 Kildare Court	67.35	24.6	42.75	$6.32	$3,865.90	$270.01
122873	1228732	Re: 8 Kildare Court	29.9	0	29.9	$6.32	$2,703.87	$188.85
122964	1229649	Re: 9 Kildare Court	30.5	0	30.5	$6.32	$2,758.13	$192.64
122922	1229225	Re: 10 Kildare Court	29.9	0	29.9	$6.32	$2,703.87	$188.85
122965	1229657	Re: 13 Kildare Court	30.5	0	30.5	$6.32	$2,758.13	$192.64
122959	1229592	Re: 12 Kildare Court	30.5	0	30.5	$6.32	$2,758.13	$192.64
122958	1229584	Re: 14 Kildare Court	30.5	0	30.5	$6.32	$2,758.13	$192.64
122918	1229186	Re: 15 Kildare Court	83.1	37.9	45.2	$6.32	$4,087.45	$285.48
122919	1229194	Re: 16 Kildare Court	30.5	0	30.5	$6.32	$2,758.13	$192.64
122917	1229178	Re: 17 Kildare Court	30.5	0	30.5	$6.32	$2,758.13	$192.64
122957	1229576	Re: 18 Kildare Court	29	0	29	$6.32	$2,622.48	$183.16
122966	1229665	Re: 19 Kildare Court	30.5	0	30.5	$6.32	$2,758.13	$192.64
122956	1229568	Re: 20 Kildare Court	25.5	0	25.5	$6.32	$2,305.97	$161.06
122955	1229550	Re: 22 Kildare Court	25.6	0	25.6	$6.32	$2,315.02	$161.69
122954	1229542	Re: 24 Kildare Court	33.5	0	33.5	$6.32	$3,029.42	$211.58
122953	1229534	Re: 26 Kildare Court	33.5	0	33.5	$6.32	$3,029.42	$211.58
122952	1229526	Re: 28 Kildare Court	35.4	0	35.4	$6.32	$3,201.24	$223.58
123007	1230072	Re: 3 McHarg Place	38.1	0	38.1	$6.32	$3,445.40	$240.64
122939	1229398	Re: 53 Park Drive	100.3	52.8	47.5	$6.32	$4,295.44	$300.01
122938	1229380	Re: 55 Park Drive	36.6	0	36.6	$6.32	$3,309.75	$231.16
		Re: 56 Park Drive		0	220	$6.32	$19,894.68	$1,389.50
122937	1229372	Re: 57 Park Drive	86.1	36	50.1	$6.32	$4,530.56	$316.43
122656	1226560	Re: 59 Park Drive	82.9	31.1	51.8	$6.32	$4,684.29	$327.16
398534	3985348	Re: 60 Park Drive	58	0	58	$6.32	$5,244.96	$366.32
122669	1226691	Re: 61 Park Drive	36.4	0	36.4	$6.32	$3,291.67	$229.90
398533	3985330	Re: 62 Park Drive	32.8	0	32.8	$6.32	$2,966.12	$207.16
122668	1226683	Re: 63 Park Drive	32.2	0	32.2	$6.32	$2,911.86	$203.37
398532	3985322	Re: 64 Park Drive	40	0	40	$6.32	$3,617.21	$252.64
122667	1226675	Re: 65 Park Drive	32.3	0	32.3	$6.32	$2,920.90	$204.00
398530	3985306	Re: 66 Park Drive	31.9	0	31.9	$6.32	$2,884.73	$201.48
122904	1229047	Re: 67 Park Drive	32.3	0	32.3	$6.32	$2,920.90	$204.00
398528	3985283	Re: 68 Park Drive	32.9	0	32.9	$6.32	$2,975.16	$207.79
122666	1226667	Re: 69 Park Drive	82.6	50.3	32.3	$6.32	$2,920.90	$204.00
123057	1230577	Re: 70 Park Drive	44	0	44	$6.32	$3,978.94	$277.90
123059	1230593	Re: 74 Park Drive	43	0	43	$6.32	$3,888.51	$271.58
122878	1228782	Re: 75 Park Drive	30.4	0	30.4	$6.32	$2,749.08	$192.00

Schedule D.
For the year 2026

FORM OF LOCAL IMPROVEMENT ASSESSMENT ROLL
Town of Rothesay Local Improvement By-Law # 4-00

Assessment Account Number	PAN of Assessed Property	Civic Address of Assessed Property	Frontage (m)	Frontage (m) reduced or exempted	Net Frontage (m)	$ per meter Frontage	Total Assessment ($)	Annual Assessment ($)
123060	1230608	Re: 76 Park Drive	33.5	0	33.5	$6.32	$3,029.42	$211.58
122877	1228774	Re: 77 Park Drive	75.2	47.2	28	$6.32	$2,532.05	$176.85
123061	1230616	Re: 78 Park Drive	38.2	0	38.2	$6.32	$3,454.44	$241.27
123062	1230624	Re: 80 Park Drive	38.1	0	38.1	$6.32	$3,445.40	$240.64
122960	1229607	Re: 81 Park Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
123063	1230632	Re: 82 Park Drive	33.5	0	33.5	$6.32	$3,029.42	$211.58
122967	1229673	Re: 83 Park Drive	30.5	0	30.5	$6.32	$2,758.13	$192.64
123064	1230640	Re: 84 Park Drive	33.5	0	33.5	$6.32	$3,029.42	$211.58
123065	1230658	Re: 86 Park Drive	33.5	0	33.5	$6.32	$3,029.42	$211.58
122951	1229518	Re: 87 Park Drive	84.6	48.9	35.7	$6.32	$3,228.36	$225.48
122950	1229500	Re: 89 Park Drive	35.7	0	35.7	$6.32	$3,228.36	$225.48
123022	1230226	Re: 90 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122949	1229495	Re: 91 Park Drive	84.6	48.9	35.7	$6.32	$3,228.36	$225.48
123017	1230179	Re: 92 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122977	1229770	Re: 93 Park Drive	86	48.9	37.1	$6.32	$3,354.97	$234.32
123018	1230187	Re: 94 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122978	1229788	Re: 95 Park Drive	38.3	0	38.3	$6.32	$3,463.48	$241.90
123013	1230137	Re: 96 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122979	1229796	Re: 97 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
123021	1230218	Re: 98 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122980	1229801	Re: 99 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
123020	1230200	Re: 100 Park Drive	35.2	0	35.2	$6.32	$3,183.15	$222.32
122981	1229819	Re: 101 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
123011	1230111	Re: 102 Park Drive	35.2	0	35.2	$6.32	$3,183.15	$222.32
122982	1229827	Re: 103 Park Drive	43.9	0	43.9	$6.32	$3,969.89	$277.27
123009	1230098	Re: 104 Park Drive	35	0	35	$6.32	$3,165.06	$221.06
122996	1229966	Re: 105 Park Drive	36	0	36	$6.32	$3,255.49	$227.37
123012	1230129	Re: 106 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122997	1229974	Re: 107 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122923	1229233	Re: 108 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122963	1229631	Re: 111 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122916	1229160	Re: 112 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122672	1226722	Re: 116 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122983	1229835	Re: 117 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122671	1226714	Re: 118 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122984	1229843	Re: 119 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122901	1229013	Re: 120 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122986	1229869	Re: 121 Park Drive	39.1	0	39.1	$6.32	$3,535.83	$246.95
122992	1229924	Re: 122 Park Drive	35.1	0	35.1	$6.32	$3,174.11	$221.69
122988	1229885	Re: 123 Park Drive	38.2	0	38.2	$6.32	$3,454.44	$241.27
122670	1226706	Re: 124 Park Drive	88.5	53.4	35.1	$6.32	$3,174.11	$221.69
122962	1229623	Re: 125 Park Drive	43.3	0	43.3	$6.32	$3,915.64	$273.48
122972	1229720	Re: 126 Park Drive	73.1	35.1	38	$6.32	$3,436.35	$240.01
122989	1229893	Re: 127 Park Drive	89.1	52.3	36.8	$6.32	$3,327.84	$232.43
122993	1229932	Re: 128 Park Drive	75.3	43.3	32	$6.32	$2,893.77	$202.11
122930	1229306	Re: 130 Park Drive	72	30.5	41.5	$6.32	$3,752.86	$262.11
122931	1229314	Re: 3 Princess Place	27.4	0	27.4	$6.32	$2,477.79	$173.06
122791	1227914	Re: 1 Sunset Lane	35.1	0	35.1	$6.32	$3,174.11	$221.69
122792	1227922	Re: 2 Sunset Lane	35.1	0	35.1	$6.32	$3,174.11	$221.69
122790	1227906	Re: 3 Sunset Lane	30.5	0	30.5	$6.32	$2,758.13	$192.64
122793	1227930	Re: 4 Sunset Lane	30.5	0	30.5	$6.32	$2,758.13	$192.64
122794	1227948	Re: 8 Sunset Lane	69.3	30.8	38.5	$6.32	$3,481.57	$243.16
		Re: All Municipal Streets	561	0	561	$6.32	$50,731.44	$3,543.23
								$58,686.20

2026 expected revenue $58,686.20

ROTHESAY

MEMORANDUM

TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	January 2, 2026
RE	:	Local Improvement Levy

In accordance with By-Law 1-19, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2026. The full Assessment Roll is available in the Treasurer's Office for examination.

By-Law 1-19-01 relates to the road construction project undertaken in 2019.

ROTHESAY

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Warrant of Assessment

MOVED by and seconded by Councillor :

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2026 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 1-19.

Local Improvement By-law #	Amount to be collected
By-law 1-19-01	$ 4,708.33

Dated: _____

_____ Mayor

_____ Clerk

FORM OF LOCAL IMPROVEMENT ASSESSMENT ROLL

For the year 2026 Town of Rothesay Local Improvement By-Law #1-19-01

Assessment Account Number	PAN of Assessed Property	Civic Address of Assessed Property	2022 Assessment ($)
123951	1239513	1 Mulberry Lane	$428.03
123952	1239521	3 Mulberry Lane	$428.03
123953	1239539	5 Mulberry Lane	$428.03
124019	1240190	7 Mulberry Lane	$428.03
388258	6321991	9 Mulberry Lane	$428.03
632201	6322010	11 Mulberry Lane	$428.03
482071	4820711	8 Mulberry Lane	$428.03
124599	1245996, 1246007	6 Mulberry Lane	$428.03
528989	5289895, 5866370	4 Mulberry Lane	$428.03
586636	5866362	2 Mulberry Lane	$428.03
123950	5866354	40 Cameron Road	$428.03
			$4,708.33

70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 12, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: Brett McLean, P. Eng., CAO

DATE: January 7, 2026

SUBJECT: Water Treatment Plant Expansion Pre-design study

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to:

1) Issue a purchase order to CBCL Limited at a cost of $30,000 plus HST to perform a pre-design study and report on the expansion of the Town's water treatment plant.

ORIGIN

The Town's population is growing, and so will its demand for water. A water model and growth road mapping exercise has determined the required capacity of our wellfield and water treatment plant will double in the next ten years and triple in the next twenty-five years. A pre-design study will determine the scope of work and timeline for expanding the Town's water treatment capacity over the next decade.

BACKGROUND

The water treatment plant can currently produce a maximum volume of ~32 L/s (litres per second). A recent additional microfiltration membrane has been added to the plant to add much needed redundancy and provide the potential to have a 50 L/s output; however, there are several other bottlenecks in the treatment process that still need to be completed to get to that output. The required output in ten years will be 60 L/s and in 25 years, 90 L/s. Furthermore, space is limited in the building, making it difficult to perform maintenance on the microfiltration membranes and the oxidation tank.

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DISCUSSION

The objectives of this study are to:

- Provide a timeline with respect to what upgrades need to be made, and when;
- Recommendations to improve redundancy and eliminate maintenance issues;
- Provide budgetary estimates that will be required each year for the upgrades; and
- Determine if the existing plant building needs to be expanded, if the treatment process needs to be broken out into two separate buildings, or if it would be simply more feasible to build a new water treatment plant. This will be reviewed from cost and continuity of operations standpoints.

CBCL was sole sourced to perform this exercise as they have been involved nearly all the process and mechanical work in the plant in the past two decades and have knowledge of the background and function of the plant. Any further design or construction projects that ensue from this study will hit the open market for a request for proposal or tender.

FINANCIAL IMPLICATIONS

This project was budgeted in the Utility's 2026 Capital Budget. The quoted cost of the engineering services from CBCL Limited will be $31,286.40 including the Town's eligible rebated HST.

Report Prepared by: Tim Colwell, P. Eng., Director of Operations

Report Reviewed by: Doug MacDonald, Treasurer

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

70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 12, 2026

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: Brett McLean, P. Eng., CAO

DATE: January 7, 2026

SUBJECT: Bedrock Well TH90-1 Phase I Hydrogeological Assessment

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to:

1) Issue a purchase order in the amount not exceeding $32,200 plus HST to Sullivan's Well Drilling to clean and re-ream test well TH90-1; and
2) Issue a purchase order in the amount not exceeding $28,100 plus HST to Hydrostrata Engineering and Environmental Inc. to provide engineering and testing services during the work.

ORIGIN

The Town's population is growing, and so will its demand for water. A water model and growth road mapping exercise has determined the required capacity of our wellfield and water treatment plant will double in the next ten years and triple in the next twenty-five years. Well TH90-1 is anticipated to be the second bedrock well added to the Town's raw water supply.

BACKGROUND

The Carpenter Pond wellfield is the Town's sole water source and is currently comprised of seven sand and gravel aquifer wells and one infiltration gallery surrounding the pond. The current average withdrawal from the wellfield is in the range of 1,800 to 2,300 m^3/day, and the Approval to Operate allows the Town to draw 4,000 m^3/day.

For several years the utility carried out an exploration program to determine new water sources. In 2019, a report of a bedrock well drilled in 1990 named TH90-1 was surfaced, and the Town's hydrogeology consultant suggested that it be explored further as a potential source, though its location was unknown. The location of the well was eventually discovered next to the pond. TH90-1 was found to have an air-driven yield of 3.8 L/s in a test performed in early 2025. This yield showed some promise, but we want to ensure the well can produce at least 5.0 L/s to make the investment worthwhile.

DISCUSSION

Because this test hole was drilled in 1990, it will need to be re-drilled and cleaned out. Once this work is performed, yield testing using a pump will be performed to see if this number has improved, and water chemistry testing will be performed to determine if it can be further developed into a production well. The table below outlines the work that will need to be performed each year to get TH90-1 from test well into approved production well:

Year	Scope of Work
2026	**Phase I** • Re-ream test hole, perform step pump testing and chemistry testing to determine if further development is suitable (this report) • Install access road to the site (separate project)
2027	**Phase II** • Ream well to larger diameter, install new outer casing, install environmental surface seal, perform hydraulic fracking to increase yield (if necessary) • Formal report to NBDELG requesting well be placed into production as production well
2028	• Correct any deficiencies required by NBDELG review, obtain approval to operate
2029	**Phase III** • Install water main to well, install pump and electronics, and put well into production

There are several moving parts to the development of this well and other wellfield expansion work taking place in 2026, which can be best seen as illustrated below in Figure 1. Figure 1 is an aerial view of the site, depicting the four projects taking place this year for the wellfield expansion. The scope of work shown in purple is the scope of work outlined in this report. The scope of work shown below in red, which involves carving out an access road to the site will need to be completed before this work can begin. A separate tender and recommendation for this work will be presented to Council this winter.

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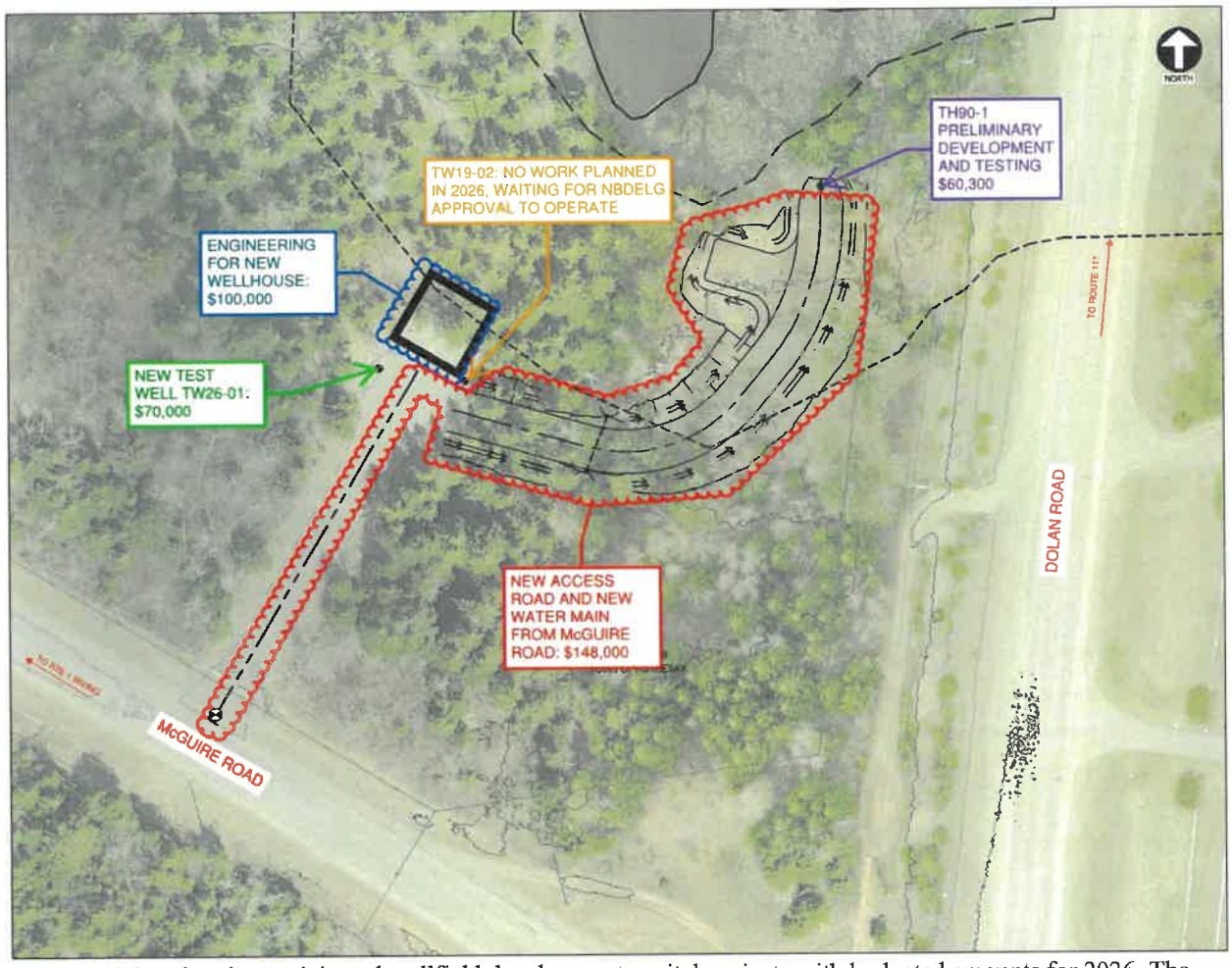

Figure 1: Map showing anticipated wellfield development capital projects with budgeted amounts for 2026. The location of TH90-1 is shown in purple.

The first bedrock well to be added to the water supply, TW19-02, was further developed in 2025 and is awaiting an EIA approval before it can be put into production. If approved in 2026, 2027 will see a pump, distribution piping, and monitoring electronics installed to render that well ready-for-production. A common well house, which will be designed to have inputs for up to four new wells, will be designed in 2026 and built in 2027. Once the wellhouse is commissioned, we will be able to start contributing new wells to the water system.

FINANCIAL IMPLICATIONS

This project was budgeted in the 2026 Utility Capital Fund. The quoted budget of the engineering support from Hydrostrata Engineering and Environmental Inc. will be an upset limit of $29,304.92 including the Town's eligible rebated HST and the quoted drilling costs from Sullivan's Well Drilling will be an upset limit of $33,580.74, including the Town's eligible rebated HST. Overall, the maximum total cost to the Town is anticipated to be $62,885.66 including the Town's eligible rebated HST. The quoted costs were carried in the 2026 Utility Capital Fund Budget.

Hydrostrata and their drilling contractor Sullivan's Well Drilling were sole sourced for this assessment as they have the most extensive knowledge of Rothesay's water supply and historically have performed most

of the Town's engineering work relating to its wells as far back as 1995.

As previously stated, there will be future costs to put this well into full production including Phases II and III, the common well house, the access road to the wellhead, and approximately 60 metres of water main to connect to the Town's raw water transmission main on McGuire Road.

Report Prepared by: Tim Colwell, P. Eng., Director of Operations

Report Reviewed by: Doug MacDonald, CPA CA, Treasurer

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

70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 12, 2026

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: Brett McLean, P. Eng., CAO

DATE: January 7, 2026

SUBJECT: Drilling of Test Well TW26-01

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to:

1) Issue a purchase order in the amount not exceeding $60,000 plus HST to Sullivan's Well Drilling to drill a test well in the Carpenter Pond Wellfield area; and
2) Issue a purchase order in the amount not exceeding $10,000 plus HST to Hydrostrata Engineering and Environmental Inc. to provide engineering and testing services during the work.

ORIGIN

A water model and growth road mapping exercise has determined the required capacity of our wellfield and water treatment plant will double in the next ten years and triple in the next twenty-five years. As such, we need to find new leads for additional raw water sources.

BACKGROUND

For several years the utility carried out an exploration program to determine new water sources, but the program was abandoned after 2019 in favour of boosting rehabilitation efforts on the existing wells. With the expected growth in users in mind, it would be in the best interest of the Town to resume this program. The location of this test hole is near TW19-02 and was discovered as a potential hit in an underground scan at the same time that TW19-02 was discovered in 2019.

DISCUSSION

The scope of work consists of:

- Installation of 10" outer casing in the upper sand and gravel overburden down to bedrock;
- Drilling a 8" diameter test hole into bedrock
- Install grout surface seal;
- Performing preliminary air-driven yield testing and water quality parameter testing;

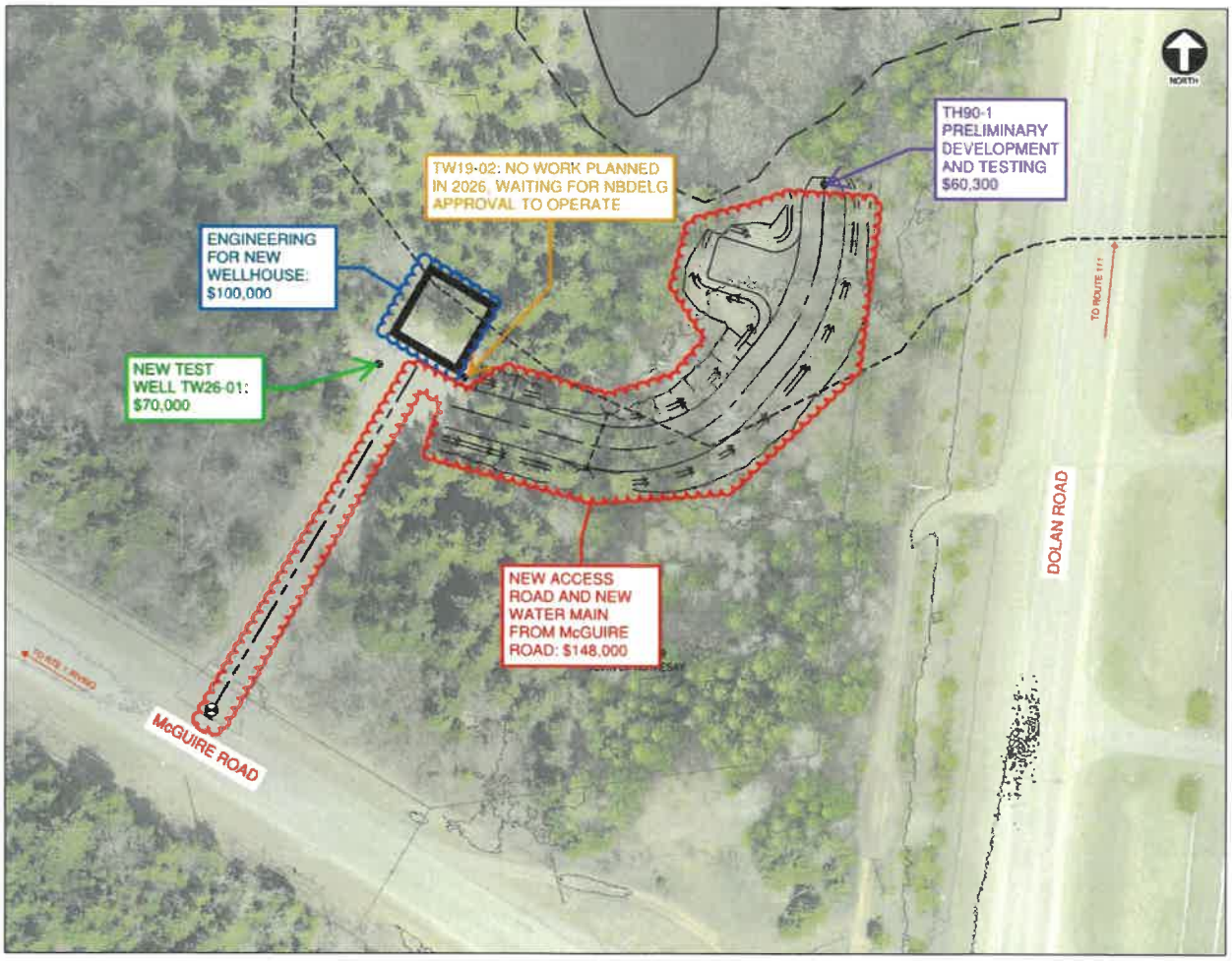

Figure 1: Map showing anticipated wellfield development capital projects with budgeted amounts for 2026. The location of TW26-1 is shown in green.

It should be noted that unlike the two previous wells currently under development (TW19-02 and TW90-1), this test well will be saving steps such as directly drilling to an 8" diameter hole in the bedrock, and installing the grout surface seal. The previous two test holes were only drilled to 6" diameter and missing the surface seal.

If yield and potability (chemistry) testing on this test hole proves to be promising, further testing, reporting, and application to add this well as a production well with NBDELG will be undertaken.

FINANCIAL IMPLICATIONS

This project was budgeted in the 2026 Utility Capital Fund. The quoted budget of the engineering support

from Hydrostrata Engineering and Environmental Inc. will be an upset limit of $10,428.80 including the Town's eligible rebated HST and the quoted drilling costs from Sullivan's Well Drilling will be an upset limit of $62,572.80, including the Town's eligible rebated HST. Overall, the maximum total cost to the Town is anticipated to be $73,001.60 including the Town's eligible rebated HST. The quoted cost was carried in the Utility Capital Budget.

Hydrostrata and their drilling contractor Sullivan's Well Drilling were sole sourced for this assessment as they have the most extensive knowledge of Rothesay's water supply and historically have performed most of the Town's engineering work relating to its wells as far back as 1995.

Report Prepared by: Tim Colwell, P. Eng., Director of Operations

Report Reviewed by: Doug MacDonald, CPA CA, Treasurer

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

70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 12, 2026

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: Brett McLean, P. Eng., CAO

DATE: January 7, 2026

SUBJECT: Purchase of Crack Sealing Equipment for Public Works Department

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RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to:

1) Issue a purchase order to Atlantic Coastal Equipment at a value of $63,195.50 inclusive of HST for the purchase of a 130 Gallon crack seal melter and heat lance.

ORIGIN

The first and most crucial step in maintaining a newly paved road in the 2-5 years following paving is to seal fine cracks before they turn into larger cracks and potholes. Asphalt crack sealing is a relatively cheap and easy-to-do process and can extend the life of a paved surface for several years.

Staff are recommending the purchase of crack sealing equipment for the public works department to perform an annual crack sealing program.

BACKGROUND

The goal of asset management is to perform timely preventative maintenance to maintain assets in good condition for the longest period of time. For example, two people buy identical cars on the same day. Owner 1 gets an undercoating done annually, changes the oil every 8,000 km, and ensures the other fluids are maintained to the proper levels. Owner 2 drives the car off the lot and does not put another cent into their car. After 8 years, Owner 1's car still runs like-new, while Owner 2's faces a failed motor vehicle inspection, and ultimately decides to sell the car at below market value, as the cost to repair it would cost more than the car's present value. Owning and maintaining a pavement network functions in the exact

same way. By performing the right treatment, on the right road, at the right time, Rothesay can maintain as much of its road network in as good condition as possible for a longer period of time, while deferring costly rehabilitation and reconstruction projects. Figure 1 below shows how preventative maintenance can keep a pavement in better condition for a longer period of time as opposed to reactive maintenance, also referred to as the "do-nothing" approach.

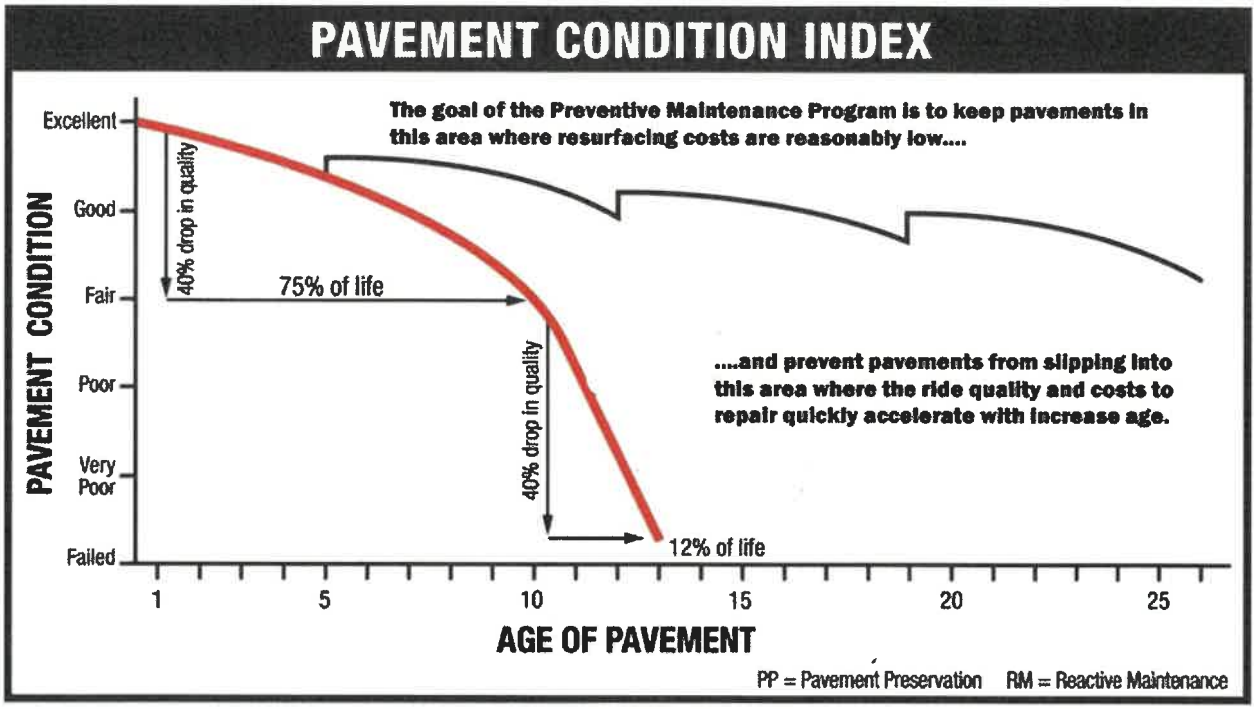

Figure 1: Pavement condition in a "do-nothing" maintenance approach (red curve), versus pavement condition using a timely preventative maintenance approach (black curve)[1]

The first and most critical preventative maintenance treatment in pavement management is crack sealing. The process involves cleaning out the cracks with a hot air lance, which dries the crack, clears out debris, and burns off weeds. The crack seal melter melts bricks of rubberized asphalt into a hot liquid, which is spread over the crack, allowing the liquid to settle into the nooks and crannies. This reduces water's potential to penetrate into the crack, thus preventing freeze-thaw deterioration. Crack sealing can be done on any crack from a hairline up to a centimetre in width, though it is recommended that sealing be performed when cracks are narrowest earlier on.

Staff are recommending that the crack sealing program be completed in-house by the Rothesay public works department, as the capital equipment cost is relatively low, and having the work done by town forces allows flexibility in the scope of work as opposed to a tender, which calls for a rigid scope and quantities. Typically, on a crack sealing tender, you would only list streets that have a significant amount of cracks to seal to make it worthwhile for the contractor to do the work. If done in-house, we will have the ability to sweep through neighborhoods and seal any cracks that need to be sealed regardless of quantity. The work must be done in either the spring or fall when temperatures are mild, so for our works department it makes more sense to do the work in the fall, as springtime tends to be busy with street sweeping, pothole patching, and culvert repairs.

[1]Source: Pavement Maintenance Inc., https://www.pavetechinc.com/preventive-asphalt-road-maintenance/

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DISCUSSION

Staff requested quotes from three different suppliers and received quotes for various sizes of melters and heat lance equipment. Staff are recommending the Marathon 130 Gallon oil-jacketed propane fired melter and heat lance from Atlantic Coastal Equipment. The 130 Gallon size meets our intended production rate and although propane is less convenient to deal with than diesel, the diesel melters have more mechanical components and produce significantly more emissions in the work area. The equipment supply quotes were as follows:

Supplier (Brand)	Asphalt Melter Size	**TOTAL (Excl. HST)**
Stinson Inc. (Crafco)	125 Gallon oil-jacketed, diesel powered	**$113,175**
Atlantic Coastal Equipment Ltd (Marathon)	130 Gallon Oil-jacketed, propane powered	**$54,930**
Saunders Equipment Ltd (Cimlime)	150 Gallon Diesel-fired melter	**$143,800**

It should be noted that in addition to the heat lance and melter, various small tools, and purchase of propane tanks will also be required. These products can be purchased from local distributors. It is anticipated that ~$5,000+HST will cover these costs.

FINANCIAL IMPLICATIONS

The total anticipated cost to the Town including the rebated HST will be **$62,499.80**, as itemized below. The 2026 General Capital Fund included both the cost of the Atlantic Coastal Equipment purchase order and the small tools allowance costs under Public Works Equipment Purchases.

Item	Price (Excl. HST)	Price (incl. 15% HST)	**Cost to Town incl. rebated HST (4.288%)**
Atlantic Coastal Equipment Ltd	$54,930.00	$63,169.50	**$57,285.40**
Various small tools	$5,000.00	$6,500.00	**$5,214.40**
GRAND TOTAL	**$59,930.00**	**$69,669.50**	**$62,499.80**

The budgeted amount in the General Capital fund was **$62,572.80**.

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Report Prepared by: Tim Colwell, P. Eng., Director of Operations

Report Reviewed by: Doug MacDonald, Treasurer

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

70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 12, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: Brett McLean, P. Eng., CAO

DATE: January 7, 2026

SUBJECT: Hampton Road-Oakville Lane-Sobeys Traffic Signal Controller upgrades

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to:

1) Issue a purchase order to Roadway Systems Ltd. at a cost of $82,925.00 plus HST to supply and install a new traffic signal controller cabinet at the Hampton Road-Oakville Lane intersection.

ORIGIN

The replacement of this traffic signal controller cabinet was planned as part of the 2026 Public Works Operating Budget.

BACKGROUND

The existing traffic signal controller at the "Sobey's intersection" is about 25 years old and occasionally will trip and go into a flashing red-yellow sequence. Furthermore, the signals are actuated using older loop-detection technology and older crosswalk buttons that do not have the accessibility features of the modern buttons. The typical lifespan of a controller is about 20 years.

DISCUSSION

The scope of work will involve replacing the controller cabinet, which acts as the "brain" of the intersection, replacing the existing pedestrian push buttons with new accessible push buttons, and will see the installation of a camera-actuated activation system to replace the in-ground detector loops. The accessible push buttons have a tactile arrow and audible cues to inform visually impaired users when it is their turn to cross and which direction they have to go to cross the street. The camera actuated system will

be the same as what can be found in the Town's newer traffic lights at the Common, Clark/Spruce, and Clark/Gondola Point.

Roadway Systems Ltd. was sole sourced to perform this scope of work as they perform all the maintenance on the Town's ten signalized intersections.

FINANCIAL IMPLICATIONS

This project was budgeted in the 2026 Public Works Operating Budget, and $100,000 was budgeted for this expense. The total cost will be $86,480.82 including the Town's eligible rebated HST.

Report Prepared by: Tim Colwell, P. Eng., Director of Operations

Report Reviewed by: Doug MacDonald, Treasurer

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

ADMINISTRATION AGREEMENT – Kennebecasis Valley Fire Department

THIS AGREEMENT dated this first day of January 2026,

BY AND BETWEEN:

QUISPAMSIS, a municipality under and by virtue of the laws of the Province of New Brunswick, (hereinafter referred to as "Quispamsis")

OF THE FIRST PART

- and -

ROTHESAY a municipality under and by virtue of the laws of the Province of New Brunswick, (hereinafter referred to as "Rothesay")

(collectively referenced as "the Towns")

OF THE SECOND PART

- and -

KENNEBECASIS VALLEY FIRE DEPARTMENT INC. a body corporate, incorporated under and by virtue of the laws Province of New Brunswick having its registered office in the town of Rothesay, in the County of Kings and Province of New Brunswick, (hereinafter referred to as the "Corporation")

OF THE THIRD PART

WHEREAS the parties hereto executed a Regional Fire Protection Agreement on the 13th day of February, 2025 (the "Fire Protection Agreement");

AND WHEREAS Section 7.02 of the Fire Protection Agreement, made provision for the parties to enter into arrangements for the administration of the Fire Department;

AND WHEREAS the parties agree there should be general oversight of the Corporation's operations by senior management staff of one or both of the Towns;

NOW THEREFORE this agreement witnesseth for and in consideration of the premises and the mutual covenants herein set forth the parties hereto agree as follows:

ADMINISTRATION OF THE DEPARTMENT

1. Rothesay and Quispamsis, on an alternating basis, shall provide an Administrator to the Kennebecasis Valley Fire Department (hereinafter called the "Department").

2. The Term of this Agreement shall be for a period of forty-eight (48) months commencing January 1, 2026 and ending on December 31, 2029.

3. The Towns will assign the Chief Administrative Officer or, in their absence, other appropriately qualified staff to act as "Administrator" and to provide the services herein set out, in accordance with the schedule noted below, unless otherwise agreed to by both towns in advance and in writing:
    - January 1, 2026 - December 31, 2027: Quispamsis
    - January 1, 2028 - December 31, 2029: Rothesay

4. Any decision to alter the Fire Protection Agreement before December 31, 2029 shall result in concurrent review of this agreement.

5. Notwithstanding the above, this agreement may be reviewed at any time, at the request of either Town.

SERVICES

6. The Administrator shall regularly meet with the Fire Chief and the management or administrative staff of the Department at the Administrator's discretion.
7. The Administrator provides guidance as requested or required to the Fire Chief and the Board of the Corporation in matters of:
    - Finance
    - Human Resources
    - Communication, and
    - Administrative Procedure
8. The Administrator will report to the Fire Board at its regular meetings or in situations which they regard as having particular urgency by email or telephone.
9. The Administrator will report on their activities since the Board last met on any matter they consider relevant to the mandate of the Board or on which the Board requests.
10. The Administrator shall fulfill the functions of the Administrator set out in any collective agreement or other legally binding document of the Board.
11. The Administrator shall perform the Services in a manner consistent with the written direction of the Board and with the Regional Fire Protection Agreement.
12. Notwithstanding the above, the Administrator may initiate contact with the Mayors, Chief Adminsitrative Officers and/or Councils of both towns, or with any other parties as the Administrator deems appropriate.
13. In carrying out its obligations and duties pursuant to this Agreement, the Towns shall not incur expenditures or enter into any contracts involving an expenditure of more than Ten Thousand ($10,000.00) without the approval of the Fire Board.

RECORDS

14. The records of the Department will generally be securely maintained at Fire Station #1 and access to such records will be available to the Administrator whenever a request is made to the Fire Chief.
15. The Administrator shall have access to all records of the Department financial and otherwise. The CAO of the other municipality shall also have this access.

GENERAL

16. Either Rothesay or Quispamsis may terminate this Agreement by giving six (6) months written notice of such termination to the other.

17. Except as caused by the negligence or fraud of the Towns, their Chief Administrative Officers or any of their employees, or by any action taken by them outside the scope of authority hereunder, the Towns shall not be liable for and the Corporation shall indemnify and save harmless the Towns against all loss and damages and all claims, demands, actions, costs and fines of any kind for which the Towns, their employees or agents may become liable or incur in connection with the administration of the Department or the administration of its affairs in accordance with this Agreement.

18. The Towns shall indemnify and save harmless the Corporation against all loss and damages and all claims, demands, actions, costs and fines of any kind for which the Corporation may become liable or incur arising by reason of any breach during the currency of this Agreement by the Towns, their employees or agents or by reason of their negligence of fraud or any action taken by them outside the scope of their authority hereunder.

19. The Agreement shall be considered to be the "Administration Agreement" referenced in Section 7.02 of the Rothesay - Quispamsis Regional Fire Protection Agreement from the date of the execution of this Agreement.

20. The parties agree that the Town providing the Administrator will be paid one thousand dollars ($1,000.00) per month by the Corporation for services rendered under this agreement.

21. This Agreement may be amended and/or extended only by specific written instrument with the full written agreement of all parties. No other act or omission of either party shall have the effect of changing the obligations of the parties hereunder.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

QUISPAMSIS:

_____
PER:

_____
PER:

ROTHESAY:

_____
PER:

_____
PER:

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.:

_____
PER:

_____
PER:

PROVINCE OF NEW BRUNSWICK

COUNTY OF KINGS

AFFIDAVIT OF EXECUTION

I, Peter Lewis, of Rothesay, in the County of Kings and Province of New Brunswick, MAKE OATH AND SAY:

1. THAT I am the Secretary Treasurer of the KENNEBECASIS VALLEY FIRE DEPARTMENT INC., a duly incorporated company, the party to the foregoing indenture.

2. THAT the seal affixed to the said indenture, purporting to be the corporate seal of the said KENNEBECASIS VALLEY FIRE DEPARTMENT INC. is the corporate seal of the said Kennebecasis Valley Fire Department Inc., and was affixed thereto on the authority of the Board of Directors of the said Company, to and for the uses and purposes therein expressed and contained.

3. THAT the signature *"Peter Lewis"* to the said indenture subscribed, purporting to be the signature of Peter Lewis, is my signature and the signature *"Kirk Miller"* is the signature of Kirk Miller who is the Chairman of the KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

4. THAT Kirk Miller and I are duly authorized officers of Kennebecasis Valley Fire Department Inc. having the authority to execute the foregoing indenture.

SWORN TO before me at the Town of _____, in the County and Province of New Brunswick, this_____day of _____, A.D. 2026;	)	
_____ A COMMISSIONER OF OATHS	)	_____ KIRK MILLER

PROVINCE OF NEW BRUNSWICK

COUNTY OF KINGS

AFFIDAVIT OF EXECUTION

I, LISA MACINNIS, of the town of Quispamsis, in the Province of New Brunswick, MAKE OATH AND SAY:

1. THAT I am the Clerk of QUISPAMSIS, the party to the foregoing indenture.

2. THAT the Seal affixed to the said indenture, purporting to be the official seal of the said QUISPAMSIS is the official seal of the said QUISPAMSIS and was affixed thereto on the authority of the Town Council, to and for the uses and purposes therein expressed and contained.

3. THAT the signature "*Elizabeth O'Hara*" to the said indenture subscribed, purporting to be the signature of Elizabeth O'Hara, the Mayor of QUISPAMSIS, is the signature of Elizabeth O'Hara who is the Mayor of the said QUISPAMSIS, and the signature "*Lisa MacInnis*" thereto subscribed is the signature of me this deponent.

4. THAT the said Elizabeth O'Hara and myself are duly authorized officers of the said QUISPAMSIS having authority to execute the foregoing indenture.

SWORN TO before me at the Town of Quispamsis, in the County and Province of New Brunswick, this_____day of _____, A.D. 2026;	)	
_____	)	_____
A COMMISSIONER OF OATHS	)	LISA MACINNIS
	)	

PROVINCE OF NEW BRUNSWICK

COUNTY OF KINGS

AFFIDAVIT OF EXECUTION

I, MARY JANE BANKS, of the town of Rothesay, in the Province of New Brunswick, MAKE OATH AND SAY:

1. THAT I am the Clerk of ROTHESAY, a party to the foregoing indenture.

2. THAT the Seal affixed to the said indenture, purporting to be the official seal of the said ROTHESAY is the official seal of the said ROTHESAY and was affixed thereto on the authority of the Town Council, to and for the uses and purposes therein expressed and contained.

3. THAT the signature *"Dr. Nancy* Grant" to the said indenture subscribed, purporting to be the signature of Dr. Nancy Grant, the Mayor of ROTHESAY, is the signature of Dr. Nancy Grant who is the Mayor of the said ROTHESAY, and the signature *"Mary Jane Banks"* thereto subscribed is the signature of me this deponent.

4. THAT the said Dr. Nancy Grant and myself are duly authorized officers of the said ROTHESAY having authority to execute the foregoing indenture.

SWORN TO before me at the Town of Rothesay, in the County and Province of New Brunswick, this_____day of _____, A.D. 2026;	)	
_____	)	_____
A COMMISSIONER OF OATHS	)	MARY JANE BANKS