Town of Rothesay

Land Acknowledgement

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

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

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

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

ROTHESAY

COUNCIL MEETING
Town Hall Common Room
Monday, November 9, 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

➢ Public Hearing (88 Hampton Road)	28 September 2026
➢ Regular Meeting	13 October 2026
➢ Public Hearing (9 Clark Road)	19 October 2026
➢ Public Hearing (Cameron Road)	26 October 2026
➢ Budget Session	27 October 2026

5. DECLARATION OF CONFLICT OF INTEREST

6. OPENING REMARKS OF COUNCIL

7. DELEGATIONS

8. CONSENT AGENDA

8.1 2 November 2026 Saint Andrew's Society of Saint John – Nov. 28 dinner invitation

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

10. CORRESPONDENCE FOR ACTION

10.1 22 September 2026 Email from resident RE. storage facility
Refer to the Works and Utilities Committee
10.2 31 October 2026 Letter from resident RE. bright lights at 83 Hampton Road
Refer to By-law inspection officers
10.3 3 November 2026 Email from resident RE. water bill for Scribner Holdings
Refer to the Works and Utilities Committee
10.4 4 November 2026 Email from resident RE. sidewalks along Rothesay Road
Refer to the Works and Utilities Committee

11. REPORTS

11.0	November 2026	**Report from Closed Session**
11.1	25 August 2026	Fundy Regional Service Commission (FRSC) Board meeting minutes
11.2	2 September 2026	Kennebecasis Valley Fire Department Board meeting minutes
11.3	26 October 2026	KV Emergency Measures Organization – Terms of Reference
11.4	19 October 2026	Joint Finance Committee meeting minutes
	26 October 2026	Kennebecasis Public Library Joint Finance Committee Recommendation Regarding 2027 Budget letter
	26 October 2026	Kennebecasis Regional Joint Board of Police Commissioners Joint

		Finance Committee Recommendation Regarding 2027 Budget letter
	26 October 2026	Kennebecasis Valley Fire Department Joint Finance Committee Recommendation Regarding 2027 Budget letter
11.5	29 October 2026	Draft Finance Committee meeting minutes
11.6	30 September 2026	Draft unaudited Rothesay General Fund Financial Statements
	30 September 2026	Draft unaudited Rothesay Utility Fund Financial Statements
	30 September 2026	Donation Summary
	9 November 2026	Donation Motions

- Crime Stoppers
- Vito's Hockey Team
- Greater Saint John Chinese Cultural Association

11.7	21 October 2026	Draft Heritage Committee meeting minutes
11.8	20 October 2026	Draft Parks and Recreation Committee meeting minutes
	21 October 2026	Letter from Paula Maguire RE. CanDock project & impact on East Riverside Park
11.9	20 October 2026	Draft Age-Friendly Advisory Committee meeting minutes
11.10	2 September 2026	Draft Nominating Committee meeting minutes
11.11	29 October 2026	Draft Nominating Committee meeting minutes
11.12	October 2026	Monthly Building Permit Report

12. UNFINISHED BUSINESS

TABLED ITEMS

12.1 Marr Road/Chapel Road signalization (Tabled April 2024)
Remove from table

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

12.3 88 Hampton Road Rezoning (portion of PID 00245928)

6 November 2026	Memorandum from DPDS Reade
DRAFT	By-law 2-10-43

12.4 Victoria Gardens / A.E. MacKay Access Easement

5 November 2026	Report submitted by DPDS Reade

13. NEW BUSINESS

13.1 BUSINESS ARISING FROM PUBLIC HEARING (October 19TH)

13.1.1 9 Clark Road Rezoning (PIDs 30130454 and 00241778)

19 October 2026	Minutes from Public Hearing
6 November 2026	Memorandum from DPDS Reade
DRAFT	By-law 2-10-46

13.2 BUSINESS ARISING FROM PUBLIC HEARING (October 26TH)

13.2.1 Cameron Road Rezoning (PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064378 (portion), 00064352 (portion)

26 October 2026	Minutes from Public Hearing
3 November 2026	Memorandum from DPDS Reade
DRAFT	By-law 2-10-47
October 2026	Draft Development Agreement

ADMINISTRATION

13.3 Draft 2027 Rothesay Budgets

13.2.1 General Fund Operating Budget 2026 Motions
4 November 2026 Memorandum from Treasurer Adair

13.2.2 Utility Fund Operating Budget 2026 Motions
4 November 2026 Memorandum from Treasurer Adair

13.2.3 Draft Operating Budgets
4 November 2026 Memorandum from Treasurer Adair

13.2.4 Draft 2027 General Fund Operating Budget
- General Operating Fund Draft Budget Highlights
- Draft 2027 General Operating Fund Budget

13.2.5 Draft 2027 Utility Fund Operating Budget
- Utility Operating Fund Draft Budget Highlights
- Draft 2027 Utility Operating Fund Budget
- Draft 2027 Utility Rate Summary

13.4 Committee Appointments
4 November 2026 Memorandum from the Nominating Committee

13.5 Gala Ballet Productions Inc.
20 September 2026 Sponsorship request letter

14. NEXT MEETING

Regular meeting Monday, December 14, 2026, at 7:00 p.m.

15. ADJOURNMENT

ROTHESAY

PUBLIC HEARING
88 Hampton Road (portion of PID 00245928)
Bill McGuire Centre
Monday, September 29, 2026
7:00 p.m.

PRESENT: MAYOR MATT ALEXANDER
DEPUTY MAYOR TIFFANY MACKAY FRENCH
COUNCILLOR HELEN BOYLE
COUNCILLOR DAVE BROWN
COUNCILLOR TYLER DAVIS
COUNCILLOR BILL McGUIRE
COUNCILLOR DON SHEA

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
DIRECTOR OF DEVELOPMENT/PLANNING SERVICES (DPDS) MARK READE
TREASURER LAURA ADAIR
CENTRAL RECORDS CLERK GRACEN BENNETT

ABSENT: COUNCILLLOR PETER J. LEWIS
DIRECTOR OF OPERATIONS (DO) TIM COLWELL
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN
TOWN CLERK NEIL McKENNA

PUBLIC HEARING **88 Hampton Road (portion of PID 00245928) REZONING from Single Family Residential – Standard [R1B] to Central Commercial (CC)**

1. Call to Order Instructions

Mayor Alexander called the public hearing to order at 7:00pm and explained that the purpose of the public hearing was to consider enacting BY-LAW 2-10-43 to rezone land located at 88 Hampton Road, being an approximately 0.70-hectare portion of PID 00245928 from Single Family Residential – Standard Zone [R1B] to Central Commercial (CC) to utilize the property in conjunction with the existing veterinary clinic at 90 Hampton Road.

Mayor Alexander discussed the procedure for the meeting. He stated that there would be no decision made until the council deliberated on the information presented at the hearing, and that the rezoning would be considered again at the next council meeting. Nine members of the public attended the hearing.

2. Public Hearing Documentation

26 August 2026	Staff Report for the Planning and Advisory Committee
3 September 2026	Community Planning Act, Section 111 notice website/Town Hall
23 September 2026	Social media messages – schedule
9 September 2026	PAC Motion – 88 Hampton Road Rezoning
23 September 2026	BY-LAW 2-10-43 – A By-Law to Amend the Zoning By-Law

Appearances/Presentations:

Presentation:	Mark Reade, P.Eng. MCIP RPP Director of Planning/Development Services
In attendance:	Dr. Charles Abbate, property owner
Appearances:	n/a
Comments:	n/a

Mayor Alexander invited DPDS Reade to present the rezoning application. DPDS Reade explained

that the request to rezone the property at 88 Hampton Road was to rezone it from Single Family Residential-Standard (R1B) to Central Commercial. He noted that application focused on 0.7 hectares of land and the garage on the residential property, which would be repurposed to serve the existing veterinary business at 90 Hampton Road. He further stated that a portion of the property is already zoned as Central Commercial, and that staff's recommendation would be to rezone the entirety of the site to commercial. The Planning Advisory Committee (PAC) recommended that the bylaw to rezone the property at 88 Hampton Road be enacted and that Council enact a condition in accordance with Section 59 of the *Community Planning Act* to limit the land uses within the rezoned area to a veterinary clinic and uses permitted in the current R1B zoning of the subject site.

Mayor Alexander opened the floor for questions from Council members. The first question was concerning the existing part of the property zoned central commercial, and if it was limited to the veterinary clinic. DPDS Reade responded by stating that the existing central commercial zone would allow anything and is not limited to a veterinary clinic. He confirmed that the back piece was the part of the property that would have the condition to limit the impact on adjacent residential homes. He also explained that if the property changed hands and the new owner wanted to have a business other than a veterinary clinic, then they would have to come before PAC and Council.

Mayor Alexander then called Dr. Charles Abbate, the applicant and owner of the veterinary clinic at 90 Hampton Road and the property owner of 88 Hampton Road to present his proposal. Dr. Abbate opened by discussing how he has begun to offer canine rehabilitation for dogs recovering from injuries. He explained the reason he wants the property rezoned is to install an underwater treadmill in his garage. This treadmill would allow dogs to recover faster from their injuries, by allowing them to build up muscle. However, the treadmill is too big to install in his current practice at 90 Hampton Road, and so he has proposed the rezoning of his garage to accommodate the machine which holds about 300 gallons of water.

Mayor Alexander asked Council members if there were any questions for Dr. Abbate. One was asked regarding how much traffic generated by the proposed rezoning. Dr. Abbate stated that clients would generally come for a 1-hour appointment and that those appointments would occur one at a time, so it would not be a high-traffic area. Council then inquired about plans to renovate the garage. The applicant confirmed that only the inside of the garage would be renovated, and that no trees would be cut down. Dr. Abbate was then asked if he was willing to only operate commercially as a veterinary clinic at that location, to which he confirmed. Council asked if there was anyone living in the home. He stated that one of his family members who is 94 years old currently resides there and said that they would stay until they were no longer able.

Mayor Alexander then called anyone from the public wishing to speak in favor of the application to come forward. Marsha Ross (a resident) spoke. She indicated that she was excited to hear about the proposed rezoning because her dog had suffered a leg injury two years ago and now has a plate, rods and screws in his leg. She said that she had gone to the clinic but that there were no options for water therapy. And that she ultimately had to take her dog to Fredericton to get treatment since they have dog swimming facilities. Ms. Ross indicated that she believed that having access to a water treadmill for dogs be a great addition to veterinary services available within the community.

Mayor Alexander then called 2 additional times for anyone to speak in favor. No one came forward.

Mayor Alexander called 3 times for anyone to oppose the application. No one came forward.

Mayor Alexander then invited the applicant to deliver closing remarks.

Adjournment
Mayor Alexander thanked all in attendance, and the public hearing adjourned at 7:18 p.m.

_____ _____

MAYOR ASSISTANT CLERK

ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
Tuesday, October 14, 2026
7:00 p.m.

PRESENT: MAYOR MATT ALEXANDER
DEPUTY MAYOR TIFFANY MACKAY FRENCH
COUNCILLOR HELEN BOYLE
COUNCILLOR DAVE BROWN
COUNCILLOR TYLER DAVIS
COUNCILLOR PETER J. LEWIS
COUNCILLOR BILL McGUIRE
COUNCILLOR DON SHEA

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
ASSISTANT TREASURER LAURA ADAIR
TOWN CLERK NEIL McKENNA
ASSISTANT CLERK LIZ HAZLETT
DIRECTOR OF DEVELOPMENT/PLANNING SERVICES (DPDS) MARK READE
DIRECTOR OF TECHNOLOGY/ASSET MANAGEMENT MICHAEL KEAN
DIRECTOR OF OPERATIONS (DO) TIM COLWELL
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN
DIRECTOR OF HUMAN RESOURCES ASHLEY BURCHELL

1. CALL TO ORDER

Mayor Alexander called the meeting to order at 7:00 p.m.

2. LAND ACKNOWLEDGEMENT

Mayor Alexander read the Rothesay Land Acknowledgement and spoke about the legacy of Day Schools in New Brunswick.

3. APPROVAL OF AGENDA

MOVED by Counc. Brown and seconded by Counc. Boyle the agenda be approved as circulated.

CARRIED.

4. ADOPTION OF MINUTES

- Regular Meeting 10 August 2026

MOVED by Counc. Lewis and seconded by Deputy Mayor Mackay French the Open Session Council minutes of August 10, 2026, be adopted as circulated.

CARRIED.

- Regular Meeting 14 September 2026

MOVED by Counc. Brown and seconded by Deputy Mayor Mackay French the Open Session Council minutes of September 14, 2026, be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

Counc. Boyle declared a conflict of interest with respect to Item 8.1 (Consent Agenda).
Counc. Lewis declared a conflict of interest with respect to Item 11.9 (50 Chatwin Street).

2026Nov09OpenSessionFINAL_009

Counc. Shea declared a conflict of interest with respect to Item 11.9 (Chapel Road).

6. OPENING REMARKS OF COUNCIL

Mayor Alexander shared the following remarks:

He attended the 100th anniversary flag raising for the Royal Canadian Legion, and also attended the 80th anniversary celebration of Branch 58. Councilor Brown recently attended a Regional Services Commission meeting, and he went to the Fire Department's open house. Deputy Mayor Mackay French attended the Saint John Region Chamber of Commerce's "State of the Region" event and reminded residents about the intergenerational fashion show happening on Wednesday, October 14 in support of the RICC.

7. DELEGATIONS

N/A

8. CONSENT AGENDA

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

8.1 21 September 2026 Email from Fiona Boyd thanking Town for support

MOVED by Deputy Mayor Mackay French and seconded by Counc. McGuire the consent agenda be received/filed.

CARRIED.

Counc. Boyle returned to the meeting.

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

N/A

10. CORRESPONDENCE FOR ACTION

10.1 22 September 2026 Email from resident RE. K Park Boat Launch

MOVED by Counc. McGuire and seconded by Deputy Mayor Mackay French the email from a resident RE. K Park Boat Launch dated 22 September 2026 be referred to the Parks and Recreation Committee.

CARRIED.

10.2 25 September 2026 Letter from resident RE. weir near retention pond

MOVED by Counc. Lewis and seconded by Counc. Boyle the email from a resident RE. the weir near retention pond Boat Launch dated 25 September 2026 be referred to the Works and Utilities Committee.

CARRIED.

10.3 5 October 2026 Email from resident RE. East Riverside Kingshurst Park & FloatWalk concern

MOVED by Counc. McGuire and seconded by Counc. Shea the email from a resident RE. the East Riverside Kingshurst Park & FloatWalk concern dated 5 October 2026 be referred to the Works and Utilities Committee.

CARRIED.

10.4 6 October 2026 Email from resident RE. East Riverside Kingshurst Park parking
MOVED by Deputy Mayor Mackay French and seconded by Counc. Boyle the email from a resident RE. a East Riverside Kingshurst Park parking concern dated 6 October 2026 be referred to the Works and Utilities Committee.

CARRIED.

10.5 6 October 2026 Email from resident RE. Kennebecasis Valley Woodworking Club
MOVED by Counc. Boyle and seconded by Counc. Brown from resident RE. the Kennebecasis Valley Woodworking Club dated 6 October 2026 be referred to the Works and Utilities Committee.

CARRIED.

10.6 10 September 2026 Email from Rothesay Netherwood School – "Trick or Eat"
MOVED by Counc. Boyle and seconded by Counc. Lewis the email from Rothesay Netherwood School ("Trick or Eat") dated 10 September 2026 be referred to the Clerk's Office.

CARRIED.

11. REPORTS

11.0 October 2026 Report from Closed Session
No reports from Closed session were received.

11.1 8 April 2026 KVFD Board – Meeting Minutes
MOVED by Counc. Lewis and seconded by Counc. Brown the KVFD Board meeting minutes dated 8 April 2026 be received/filed.

CARRIED.

11.2 24 September 2026 Joint Finance Committee meeting minutes
MOVED by Deputy Mayor Mackay French and seconded by Counc. Shea the Joint Finance Committee meeting minutes dated 24 September 2026 be received/filed.

CARRIED.

11.3 14 September 2026 P.R.O. Kids – Application for Rothesay Municipal Funding (2027)
MOVED by Counc. Lewis and seconded by Counc. Brown the P.R.O. Kids – Application for Rothesay Municipal Funding 2027 application dated 14 September 2026 be received/filed.

CARRIED.

11.4 23 September 2026 Draft Finance Committee meeting minutes
MOVED by Deputy Mayor Mackay French and seconded by Counc. McGuire the draft Finance Committee meeting minutes dated 23 September 2026 be received/filed.

CARRIED.

11.5 31 August 2026 Draft unaudited Rothesay General Fund Financial Statements
MOVED by Counc. Shea and seconded by Counc. Brown the draft unaudited Rothesay General Fund Financial Statements dated 31 August 2026 be received/filed.

2026Nov09OpenSessionFINAL_011

CARRIED.

31 August 2026 Draft unaudited Rothesay Utility Fund Financial Statements

MOVED by Counc. Shea and seconded by Counc. Boyle the draft unaudited Rothesay Utility Fund Financial Statements dated 31 August 2026 be received/filed.

CARRIED.

23 September 2026 Donation Motions

- New Brunswick Medical Education Foundation

MOVED by Deputy Mayor Mackay French and seconded by Counc. Lewis that Council approve a donation request in the amount of $5,200 to the New Brunswick Medical Foundation.

CARRIED.

- Federal Ministers Event

MOVED by Deputy Mayor Mackay French and seconded by Counc. Lewis that Council approve the purchase of two ticket for the Federal Minister Event.

CARRIED.

11.6 25 August 2026 Draft Heritage Committee meeting minutes

MOVED by Counc. Shea and seconded by Counc. Lewis the draft Heritage Committee meeting minutes dated 25 August 2026 be received/filed.

ON THE QUESTION:
Counc. Shea asked why the Committee had met enough times to meet the by-law requirements. Discussion ensued, and Counc. Davis noted that the Committee only meets when it has received applications.

CARRIED.

11.7 22 September 2026 Draft Parks and Recreation meeting minutes
Committee Update

MOVED by Counc. Boyle and seconded by Counc. McGuire the draft Parks and Recreation Committee meeting minutes dated 22 September 2026 be received/filed.

CARRIED.

11.8 23 September 2026 Draft Works and Utilities Committee meeting minutes

MOVED by Counc. Brown and seconded by Deputy Mayor Mackay French the draft Works and Utilities Committee meeting minutes dated 23 September 2026 be received/filed.

CARRIED.

- Peter's Lane parking

MOVED by Deputy Mayor Mackay French and seconded by Counc. Lewis that Council refer the letter from the resident back to the Works and Utilities Committee for further review.

ON THE QUESTION:
Deputy Mayor Mackay French stated that she did not agree with the original recommendation from

the Works and Utilities Committee to send a letter back to the resident indicating that staff are of the opinion that there was no issue requiring action, citing her own past experiences trying to find parking. Councillors discussed possible solutions, including ideas such as posting signage. Concerns regarding accessibility were also raised.

CARRIED.

- Intersection at Hampton Road, Marr Road, and Clark Road

MOVED by Deputy Mayor Mackay French and seconded by Counc. Brown that Council send a letter to the resident explaining that staff is looking into improvements, and one of the improvements is considering changing the phasing of intersection signalization timing.

ON THE QUESTION:
Counc. Davis asked if Town staff were actively looking into implementing signalization. DO Colwell answered that changes to the signalization had been completed as of two weeks earlier. He also stated that measures would continue to be taken moving forward.

CARRIED.

- Power outage concern

MOVED by Counc. McGuire and seconded by Counc. Lewis Chat council send a letter to the resident explaining the matter falls outside of the Town's jurisdiction, and we suggest the resident contact NB Power directly.

CARRIED.

- Request for gate - Colonsay Place/Charles Crescent

MOVED by Deputy Mayor Mackay French and seconded by Counc. Brown that Council send a letter to the resident explaining staff will investigate a more permanent measure to control vehicle access while maintaining accessibility.

CARRIED.

- Speed Radar Signs Report

MOVED by Deputy Mayor Mackay French and seconded by Counc. Brown that Council direct staff to regularly provide radar speed data to the KRPF and request a response regarding any follow-up or enforcement undertaken.

ON THE QUESTION:
Mayor Alexander clarified for Council that the data is received from flashing signs around the community, and that the Works and Utilities Committee reviews the data monthly.

CARRIED.

- E-Scooters concern

MOVED by Counc. Lewis and seconded by Counc. Davis that Council send a letter to the residents stating that Rothesay and Quispamsis are working jointly with the Kennebecasis Regional Police Force to create a local by-law in conjunction with the province to regulate the use of e-bikes and e-scooters.

CARRIED.

11.9 5 October 2026 Draft Planning Advisory Committee meeting minutes
MOVED by Counc. Shea and seconded by Counc. Lewis the draft Planning Advisory Committee meeting minutes dated 5 October 2026 be received/filed.

CARRIED.

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

- 50 Chatwin Street – Cash in Lieu of LPP

MOVED by Deputy Mayor MacKay French and seconded by Counc. Shea that Council accept cash in lieu of Land for Public Purposes for the subdivision of 50 Chatwin Street to create Lot 26-01.

CARRIED.

Counc. Lewis returned to the meeting.

- 9 Clark Road – Single Family Residential [R1B] to Two Family Residential [R2]

MOVED by Counc. Shea and seconded by Counc. Lewis that Council enact **BY-LAW 2-10-46** to rezone land located at 9 Clark Road being an approximate 1394 square metre parcel of land (PIDs 30130454 and 00241778) from Single Family Residential – Standard Zone (R1B) to Two Family Residential Zone (R2).

ON THE QUESTION: CAO McLean clarified that rezoning the property would not automatically make it a legal two-unit building, as the structure did not meet all the legal requirements.

CARRIED.

MOVED by Counc. Shea and Counc. Lewis that Council pursuant to the provisions of Section 59 of the *Community Planning Act*, impose the following condition on the parcel of land having an area of approximately 1394 square metres, located at 9 Clark Road, also identified as PIDs 30130454 and 00241778:

a. That the two parcels of land, PIDs 30130454 and 00241778, be consolidated.

CARRIED.

- Cameron Road – Rezoning to Attached Residential [R3]

MOVED by Counc. Lewis and seconded by Counc. Shea that the recommendation from the Planning Advisory Committee on Cameron Road (lands south of #5, 7, 9, and 11) be received/filed.

CARRIED.

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

- Chapel Road – Single Family Residential –Standard Zone [R1B] to Attached Residential [R3]

MOVED by Counc. Davis and seconded by Counc. Lewis that Council hereby cancels the public hearing scheduled for Monday, October 19th, 2026 to consider rezoning of an approximate 4.4-hectare parcel of land between Chapel Road and Campbell Drive (PID 00479212 and PID 00173443 (portion)) from Single Family Residential – Standard [R1B] to Attached Residential [R3].

CARRIED.

Counc. Shea returned to the meeting.

11.10 September 2026 Monthly Building Permit Report
MOVED by Deputy Mayor Mackay French and seconded by Counc. Brown the September 2026 Monthly Building Permit Report be received/filed.

CARRIED.

12. UNFINISHED BUSINESS

TABLED ITEMS

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

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

---

13. NEW BUSINESS

13.1 BUSINESS ARISING FROM PUBLIC HEARING (SEPTEMBER 28TH)

13.1.1 88 Hampton Road Rezoning PID 00245928 (portion)
28 September 2026 Minutes from Public Hearing
29 September 2026 Memorandum from DPDS Reade
DRAFT By-law 2-10-43
Mayor Alexander provided background.

MOVED by Deputy Mayor Mackay French and seconded by Counc. Lewis that Council give 1st Reading, by Title, to By-law 2-10-43 "A By-law to Amend the Zoning By-law".

CARRIED.

Town Clerk McKenna read By-law 2-10-43 by title.

MOVED by Deputy Mayor Mackay French and seconded by Counc. Lewis that Council give 2nd Reading, by Title, to By-law 2-10-43 "A By-law to Amend the Zoning By-law".

CARRIED.

Town Clerk McKenna read By-law 2-10-43 by title.

13.2 **KVFD - Request for Additional Operating funds**
7 October 2026 Memorandum from CAO McLean
7 October 2026 2026 Cash Injection Calculation
MOVED by Counc. Lewis and seconded by Counc. Shea that Rothesay Mayor and Council authorize the Treasurer to issue a payment to the Kennebecasis Valley Fire Department, (KVFD), in the amount

of $281,484, which represents Rothesay's portion of the $699,091.00 budget shortfall in 2026.

ON THE QUESTION:
Treasurer Adair explained that the Fire Department had recently settled their contract negotiations, and that the Department is now facing a large deficit as the funds had been paid out. She further advised that if the cash injection were approved, it would save the Fire Department from having to carry a deficit forward into 2028. CAO McLean noted that the Town of Quispamsis had also agreed to this arrangement. Counc. Shea asked where the funds would be drawn from, with CAO McLean answering that they would come from operational revenue.

CARRIED.

13.3 **KRPF – Fleet Request**
7 October 2026 Memorandum from CAO McLean

MOVED by Counc. Brown and seconded by Counc. Shea that Rothesay Mayor and Council authorize the Kennebecasis Regional Police Force (KRPF) to fund the purchase of one additional patrol vehicle from the 2026 Operating surplus.

ON THE QUESTION:
Counc. Brown asked whether the Town of Quispamsis had agreed with the request. CAO McLean confirmed that they had agreed. Counc. Lewis expressed frustration at the KRPF's management of their fleet.

CARRIED.

13.4 **Frances Avenue Lift Station Control Panel Replacement**
7 October 2026 Memorandum from CAO McLean

MOVED by Counc. McGuire and seconded by Counc. Shea that Rothesay Mayor and Council authorize the Director of Operations to issue a purchase order to Shadcomm at a price of $29,756.25 inclusive of HST, for the purchase of a new control panel for the Francis Avenue Lift Station.

CARRIED.

14. NEXT MEETING

The next meeting is scheduled as follows:

Budget Session Tuesday, October 27, 2026 at 7:00 p.m.
Regular meeting Monday, November 9, 2026 at 7:00 p.m.

15. ADJOURNMENT

MOVED by Deputy Mayor Mackay French and seconded by Deputy Counc. Lewis the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:47 p.m.

2026Nov09OpenSessionFINAL_016

MAYOR ASSISTANT CLERK

ROTHESAY

PUBLIC HEARING
9 Clark Road (PIDs 30130454 and 00241778)
Bill McGuire Centre
Monday, October 19, 2026
7:00 p.m.

PRESENT: MAYOR MATT ALEXANDER
COUNCILLOR HELEN BOYLE
COUNCILLOR DAVE BROWN
COUNCILLOR TYLER DAVIS
COUNCILLLOR PETER J. LEWIS
COUNCILLOR BILL McGUIRE
COUNCILLOR DON SHEA

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE
DIRECTOR OF TECHNOLOGY/ASSET MANAGEMENT MICHAEL KEAN
DIRECTOR OF OPERATIONS (DO) TIM COLWELL
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN
TREASURER LAURA ADAIR
TOWN CLERK NEIL McKENNA

ABSENT: DEPUTY MAYOR TIFFANY MACKAY FRENCH

PUBLIC HEARING **9 Clark Road (PIDs 30130454 and 00241778) REZONING from Single Family Residential – Standard Zone [R1B] to Two Family Residential [R2]**

1. Call to Order **Instructions**

Mayor Alexander called the public hearing to order at 7:00pm and explained that the purpose of the public hearing was to consider enacting BY-LAW 2-10-46 to rezone 9 Clark Road (PIDs 30130454 and 00241778) from Single Family Residential – Standard Zone [R1B] to Two Family Residential [R2].

Mayor Alexander discussed the procedure for the meeting. He stated that there would be no decision made until the council deliberated on the information presented at the hearing, and that the rezoning would be considered again at the next council meeting.

The applicant and one other member of the public attended the hearing.

2. Public Hearing Documentation

14 October 2026	Social media messages – schedule
28 September 2026	Memorandum prepared by Town Clerk McKenna (public notice)
23 July 2026	Staff Report to the Planning Advisory Committee (PAC)
29 September 2026	Staff Report to the Planning Advisory Committee (PAC)
6 October 2026	Recommendation from the Planning Advisory Committee
DRAFT	BY-LAW 2-10-46

Appearances/Presentations:

Presentation: Mark Reade, P.Eng. MCIP RPP
Director of Planning/Development Services

Appearances: n/a
Comments: n/a

Mayor Alexander invited DPDS Reade to present the rezoning application. DPDS Reade explained that the request to rezone the property at 9 Clark Road was to rezone it from Single Family Residential – Standard Zone [R1B] to Two Family Residential [R2]. The proposed rezoning would allow for the property to be used as a two-unit dwelling. The property currently has an existing single unit residential dwelling which also contains an unused temporary suite, which had been previously approved for the former owner. However, this former temporary suite area can no longer be used due to the specific limitation that temporary suites could only be used by a family member of the previous owner. If the rezoning is approved, the applicant intends to use the existing dwelling with no new development, structure, or addition being added to the property. The Planning Advisory Committee (PAC) received the application and has recommended that the bylaw to rezone the property at 9 Clark Road be enacted, and that Council enact a condition in accordance with Section 59 of the *Community Planning Act* that the two parcels of land, PIDs 30130454 and 00241778, be consolidated.

Mayor Alexander then opened the floor for questions from Council members. Counc. McGuire asked DPDS Reade why Council approval was required and was not simply within the jurisdiction of the Director to decide. DPDS Reade replied that Council approval was needed because the property needed to be rezoned. Counc. Brown asked about the historical process whereby the permits to create a temporary suite had been approved, and DPDS Reade provided additional context on the history of the property.

Following questions from Council, CAO McLean and DPDS Reade spoke, and clarified that rezoning the property would not automatically make it a legal two-unit building, as the appropriate building and development permits would be required to establish the two-unit dwelling.

Mayor Alexander called three times for anyone to speak in favor. No one came forward.

Mayor Alexander then called three times for anyone to oppose the application. No one came forward.

Adjournment
Mayor Alexander thanked all in attendance, and the public hearing adjourned at 7:16 p.m.

_____ _____
MAYOR ASSISTANT CLERK

ROTHESAY

PUBLIC HEARING
Lands south of 5, 7, 9, and 11 Cameron Road
Bill McGuire Memorial Centre
Monday, October 26, 2026
7:00 p.m.

PRESENT: MAYOR MATT ALEXANDER
DEPUTY MAYOR TIFFANY MACKAY FRENCH
COUNCILLOR HELEN BOYLE
COUNCILLOR DAVE BROWN
COUNCILLOR TYLER DAVIS
COUNCILLLOR PETER J. LEWIS
COUNCILLOR BILL McGUIRE
COUNCILLOR DON SHEA

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
DIRECTOR OF PLANNING & DEVELOPMENT SERVICES (DPDS) MARK READE
TOWN CLERK NEIL McKENNA
DIRECTOR OF OPERATIONS (DO) TIM COLWELL

PUBLIC HEARING **Lands south of 5, 7, 9, and 11 Cameron Road (PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064378 (portion), 00064352 (portion)**
REZONING to Attached Residential [R3]

1. Call to Order Instructions

Mayor Alexander called the public hearing to order at 7:02 p.m. and explained that the purpose of the public hearing was to consider enacting BY-LAW 2-10-47 to rezone the lands south of 5, 7, 9, and 11 Cameron Road (PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064378 (portion), 00064352 (portion) to Attached Residential [R3].

Mayor Alexander discussed the procedure for the meeting. He stated that there would be no decision made until Council deliberated on the information presented at the hearing, and that the rezoning would be considered again at the next council meeting on November 9th.

2. Public Hearing Documentation

21 October 2026	Social media messages – schedule
21 October 2026	Memorandum prepared by Town Clerk McKenna (public notice)
5 October 2026	Staff Report to the Planning Advisory Committee (PAC)
6 October 2026	Recommendation from the Planning Advisory Committee
DRAFT	BY-LAW 2-10-47

Appearances/Presentations:

Presentation: Mark Reade, P.Eng. MCIP RPP
Director of Planning/Development Services

Isaiah Reid, Consultant (Don-More Surveys and Engineering)
Appearing on behalf of applicant

Appearances: Sherri Savoie
Jacquelin Clark
Beth Brown Kirk
Nicole Babineau
J. Dan Kirk

Comments: Letters from Star Mott & Gail Toner
Emails: Jacqueline Clark
J. Dan Kirk
B. Brown Kirk
Star Mott
Nicole Babineau
Sherri Savoie
Tom White
Greg Evans
Brian & Gail Steeves
Charlotte McGill Pierce
Chiaretta Cirineo
Clariza Bergeron
Courtney Adams
Drew Schedler
Gail Toner
Ian Britten
Mary Lynch
Phil Lynch
Sue MacDonald

Mayor Alexander invited DPDS Reade to present the rezoning application. DPDS Reade provided an overview of the proposal, noting that the developer was seeking to have the PIDs listed above be rezoned to Attached Residential [R3], and that the proposed housing development would be a mix of two-unit and four-unit dwellings. He noted that the development agreement as currently drafted would allow the developer to build up to 64 units, but clarified that the developer had communicated to Town staff his intention to only build 34. DPDS Reade advised that the proposed housing development conformed to the Town's Municipal Plan. He also noted that the recommendation from the Planning Advisory Committee (PAC) differed from the recommendation from Town staff, with the PAC recommending additional revisions to the development agreement that would limit the number of units that could be built to 34. DPDS Reade further advised that the decision would be up to Council to make.

Mayor Alexander then invited Councillors to ask DPDS Reade questions about the application. Counc. Lewis asked why Town staff's recommendation differed from PAC's recommendation, with DPDS Reade replying that the application as proposed had met the requirements for density, could help generate additional tax revenue, and would provide more housing. Counc. Davis then asked if the developer wanted to build additional units beyond what was specified in the development agreement, would he need to go through the same process with the Town? DPDS Reade confirmed that he would be required to do so. Counc. Lewis then noted that most residents on Cameron Road seemed comfortable with 34 units, and that most did not want a sidewalk to be installed. Counc. Boyle then asked if the proposed idea of adding a walkway to Miller Park Apartments would be a private walkway, with DPDS Reade confirming that it was his understanding that it would be private.

Isaiah Reid then presented on behalf of the applicant. He provided background detail on the history of the proposed development and noted that the developer had listened to the concerns of the community and reduced the number of units that would be built. He showed pictures of units that had already been built in the Town and clarified that the developer had no objections to building a hard surface through Jordan Miller Park if that could help alleviate concerns regarding a sidewalk.

Mayor Alexander then invited registered participants to speak. The following people spoke:

Sherri Savoie expressed opposition to the project, stating that residents did not have all the facts. She also expressed concern regarding the possible environmental impacts that could be created as a result

of the proposed development and indicated that Council did not seem to be listening to the concerns of residents. She expressed frustration with the process and ended her remarks by appealing to the developer to not move forward with the proposed development.

Jacquelin Clark then spoke and expressed her support for the latest proposal for the development agreement. She noted that she had not liked the original proposal and commended the applicant on working with the community. She asked Council to approve the agreement, but with the recommendations from the PAC included, which would limit the number of units that could be built. She also expressed support for investigating options other than a sidewalk. She also spoke about traffic concerns in the area, noting that 475 cars had passed her driveway on a day when she and others had kept track of how much traffic travelled down Cameron Road.

Beth Brown Kirk spoke next and noted that residents had come to the hearing not having a full understanding of the process, and thanked Council and staff for providing clarification. She spoke about her family history in Rothesay, and informed Council that she believed that the rezoning application should be conditioned on an executed development agreement with meaningful public input before Council makes its final decision. She spoke about the community's previous efforts to ensure that traffic, safety, wetland, and watercourse protections were accounted for in the rezoning application. She also expressed concern about the draft development agreement requiring decorative pole lamping along driveways, citing frustration with the lived experience of having pole lamp lighting being installed and subsequently shining bright lights into her home.

The next speaker was Nicole Babineau, who briefly expressed support for the proposal and indicated that the community did not want a sidewalk to be built on Cameron Road.

The final registered speaker was J. Dan Kirk, who spoke about the process surrounding previous development applications, and stressed the importance of respecting terms in written contracts. He encouraged DPDS Reade to work with Director of Operations Tim Colwell to provide a recommendation on traffic considerations and include it in the development agreement. Mr. Kirk then called for the draft development agreement to bind future owners of the property to the same conditions that would bind the current owner, with DPDS Reade indicating that this provision was already included in the agreement. Mr. Kirk concluded his remarks by encouraging Council to only approve the agreement if it established clear responsibilities and safeguards that provide for safe access and lasting accountability.

Mayor Alexander then called three times for anyone else in the audience to speak who wished to speak in favour of the application. The following individuals spoke:

Brad Dryer – 211 Gondola Point Road

Mr. Dryer indicated that the community had largely been against the original proposal and thanked the applicant for working with residents to find a path forward. He spoke about the process and indicated that he felt there had been some mistrust created early on, but that the proposal to build 34 units now seemed to be well received. He also spoke about traffic concerns, noting that 34 units would not materially change the issue.

Mayor Alexander then called three times for anyone else in the audience to speak who wished to speak against the application. The following individuals spoke:

Charlotte McGill Pierce – 6 Persimmon Lane
Drew Schedler – 9 Fir Lane

Ms. McGill Pierce indicated that she was not explicitly against the proposal but wanted clarification on how the PIDs would be amalgamated and how they would be treated if the properties were to ever

be sold to a different owner. She asked – should the rezoning to R3 be approved – if the PIDs would revert back to their current zoning if the new homes are not built. DPDS Reade responded that the development agreement would still apply if the property were to be sold to another developer. Ms. McGill Pierce sought further clarification on whether a new developer would have to go through the same process with the Town if they wanted to build additional units, with DPDS Reade explaining that an amendment to the development agreement would first need to be obtained, and that doing so would require both a Planning Advisory Committee meeting and a public hearing. Isaiah Reid provided additional clarity, noting that the consolidation of PIDs could happen with or without the rezoning but that it could not be sold as an R3 development without a decision from Council to authorize the rezoning. Ms. McGill Pierce also spoke about traffic concerns and light pollution.

Mr. Schedler spoke briefly, noting that he felt that the community and developer were working together well, but that Town staff were pushing back on an agreement that most residents found acceptable.

Following the conclusion of comments from the public, Mayor Alexander offered Mr. Dobson the opportunity to speak. Mr. Dobson accepted and talked about the fact that he anticipated that many of the people who would move into the homes he planned to build would likely be existing community members looking to downsize and remain in the community. He also noted that he was okay with the conditions suggested by PAC, and that he was happy to answer questions from residents.

Adjournment
Mayor Alexander thanked all in attendance, and the public hearing adjourned at 8:32 p.m.

_____ _____
MAYOR ASSISTANT CLERK

ROTHESAY

SPECIAL COUNCIL MEETING
Rothesay Town Hall Common Room
Tuesday, October 27, 2026
7:00 p.m.

PRESENT: MAYOR MATT ALEXANDER
DEPUTY MAYOR TIFFANY MACKAY FRENCH
COUNCILLOR HELEN BOYLE
COUNCILLOR DAVE BROWN
COUNCILLOR TYLER DAVIS
COUNCILLOR PETER J. LEWIS
COUNCILLOR BILL McGUIRE
COUNCILLOR DON SHEA

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
TOWN CLERK NEIL McKENNA
TREASURER LAURA ADAIR
DIRECTOR OF OPERATIONS (DO) TIM COLWELL
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN
DIRECTOR OF TECHNOLOGY/ASSET MANAGEMENT (TAM) MIKE KEAN
DIRECTOR OF DEVELOPMENT/PLANNING SERVICES (DPDS) MARK READE

Mayor Alexander called the meeting to order at 7:00 p.m.

1. APPROVAL OF AGENDA

MOVED by Counc. Shea and seconded by Counc. Boyle the agenda be approved.

CARRIED.

2. DRAFT 2026 Rothesay Budgets (Presentation by Treasurer)

2.1 24 October 2026 Memorandum from Treasurer Adair

2.2 Draft 2027 General Operating Fund Budget
- General Operating Fund Draft Budget Highlights
- Draft 2027 General Operating Fund Budget

2.3 Draft 2027 Utility Operating Fund Budget
- Utility Operating Fund Draft Budget Highlights
- Draft 2027 Utility Operating Fund Budget
- Draft 2027 Utility Rate Summary

Treasurer Adair reviewed the documentation provided and highlighted the following:

- Budget process
  - Input is received from various sources such as Council priorities, projected 2027 financial results, operational issues, funding sources, and committees
  - Tonight's public session is intended to present the budget, and public comments will be received until 8:00 a.m. on November 6th
  - Comments and amendments (if any) will be presented at Council's regular November 9th meeting
  - Council will vote on the budget (November 9th), and send its submission to the Province for approval thereafter
  - Capital Budget to be considered in November and December
    - 'Capital from Operating' will be discussed tonight
- There are two independent operating budgets – Utility (water and sewer), General (everything else)

- General Operating Fund (Revenue) Highlights
  - Total Operating Budget: $27.5 million (an increase of 7.62% from 2026)
  - 7.53% increase in aggregate property tax assessments
  - Decrease in the tax rate to $1.14.00 per $100

- Maintain the mark-up percentage re. non-residential properties at 170%.
- No significant changes to other revenue sources
- Aggregate warrant of assessment = $25,887,508
- New equalization funding of $35,773

- General Fund (Expenses)
  - Wages and benefits (represents approx. 29% of total expenditures) – aggregate increase from 2026 of 4%
  - Factors to consider:
    - Collective agreement mandated changes re. unionized staff
    - General rate of inflation re non-unionized staff
    - Comparisons to similar entities (i.e., Quispamsis)
    - Budgeted for 4 additional positions, Human Resource Assistant, Front Desk Clerk, Planning Assistant and Arena Coordinator
    - Additional students – Planning student and Playground Leader
    - Increases in the cost of benefit programs (0%)

  - Protective Services (increase of 2.4%)
    - Fire protection: $ 2.9 million – includes capital except fire truck
    - Police services: $ 3.6 million

  - General Government (increase of 5.4%)
    - Payroll adjustments (two additional positions)
    - Increase to Town Hall Building Maintenance - $25,000
    - Insurance - $8,500 (re. inflation and new properties)

  - Transportation Services (increase of 5.1%)
    - Equipment repairs and maintenance – increase of $37,000 due to fuel prices
    - Roads & Streets - $10,000 higher diesel prices yield higher asphalt prices
    - Snow & Ice removal increase of $68,000 due to fuel escalation clause
    - Increase in railway crossing to East River Side upgrades - $30,000
    - Street trees – increase $20,000 to restore to 2025 level

  - Environmental Health (increase of 15.2%)
    - Waste disposal – tipping fee increase 3% per tonne
    - Increase related to waste disposal contract (fuel escalation charges)

  - Environmental Development (increase of 8.2%)
    - Addition of a full-time assistant planner

  - Recreation and Culture (increase of 11.4%)
    - Addition of full-time Arena Coordinator position and additional playground leader student and canteen student
    - RFC budgets - increase of $62,000

  - Capital from Operating and reserve allocation – increase of $954,700

- Utility Fund (Revenue)
  - Proposed increase in water fees of 2.43%
    - Base water usage rate increase from $1.40 per cubic meter to $1.42
    - Water “fixed” user charge increase from $240 annually to $248

    - Base sewer rate per equivalent user increase from $550 annually to $565 – 2.73%
    - “typical” single family residential aggregate annual fee increase of approximately $30

- Utility Fund (Expenses)
    - Increase of approximately 5.7% for water, sewer, and fiscal services expenses

Questions were raised by Council, and the following comments were made:

- Counc. Shea asked for clarification on the number of additional staff. Treasurer Adair advised that four positions are being budgeted for, and CAO McLean clarified that three of the four positions had been funded in 2025 but not in 2026, with the ask to Council that funding be restored for the three existing positions (and the one new position) for 2027
- Mayor Alexander sought clarification on the taxation rate for owner-occupied versus non-owner occupied residential properties, with Treasurer Adair explaining that the rate for owner-occupied was $1.1594 and the rate for non-owner occupied was $1.7211.

Treasurer Adair concluded by noting that Council will vote on the operating budgets at its regular November 9th meeting, and the budgets will be submitted to the Province, for approval, before the November 15th deadline.

3. NEXT MEETING

The next meeting is scheduled as follows:

Regular meeting Monday, November 9, 2026

4. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:22 p.m.

MAYOR ASSISTANT CLERK

Outlook

The St. Andrews Society - 228th Annual Dinner - Guest Invitation

From Deryl Fitzgerald
Date Tue 2026-11-03 11:40 AM
To Rothesay Info <rothesay@rothesay.ca>

1 attachment (75 KB)
St. Andrew's dinner Invitation to Mayor Alexander.pdf;

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.

Mayor Alexander

Please refer to the attached formal invitation for the upcoming St. Andrews Society Annual Dinner to be held at the Rothesay Country Club on Saturday, November 28, 2026

Regards

Deryl Fitzgerald
President
St. Andrews Society Saint John
Founded 1798

THE SAINT ANDREW'S SOCIETY OF SAINT JOHN

Founded 1798

November 2, 2026

His Worship Dr. Matt Alexander
Mayor of Rothesay, NB

Subject: **Invitation – 2026 St. Andrew's Dinner**

Dear Mayor Alexander,

On behalf of the Saint Andrew's Society of Saint John, it is my pleasure to invite you and a guest to attend our annual St. Andrew's Dinner, taking place on **Saturday, November 28, 2026**, at the Riverside Country Club, 2524 Rothesay Road, Rothesay, New Brunswick.

Founded in 1798, the Saint Andrew's Society of Saint John is proud to be the oldest St. Andrew's Society in Canada. For more than 225 years, our Society has been dedicated to preserving and celebrating Scottish heritage and traditions, while recognizing the contributions of those of Scottish ancestry to our community and province.

Our annual St. Andrew's Dinner is one of the highlights of our calendar, bringing together members, guests and friends to celebrate our Scottish heritage and the enduring traditions associated with St. Andrew's Day.

The evening will begin with a reception at **6:30 p.m.**, followed by **dinner seating at 7:00 p.m. sharp**. We would be delighted to have you and your guest join us as our guests of honour, and we have reserved places for you both at the head table.

It would be a pleasure to welcome you and share this special evening with you as we celebrate our Society's long history and the Scottish heritage that continues to enrich the City of Saint John.

We sincerely hope you will be able to join us! **Please RSVP by reply e-mail.**

Yours sincerely,

Deryl Fitzgerald
President
Saint Andrew's Society of Saint John

Outlook

Fw: Storage Locker Break-Ins: Kennebecasis Self Storage, 500 Block Millenium Drive

From Matthew Alexander <MatthewAlexander@rothesay.ca>
Date Mon 2026-10-19 7:54 AM
To Brett McLean <BrettMcLean@rothesay.ca>; Mark Reade <markreade@rothesay.ca>; Neil McKenna <neil.mckenna@rothesay.ca>

Matt Alexander
Rothesay Mayor

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

From:
Sent: Sunday, 18 October 2026 18:46:03
To: Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Bill McGuire <billmcguire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Don Shea <donshea@rothesay.ca>; Tyler Davis <tylerdavis@rothesay.ca>;

Subject: Storage Locker Break-Ins: Kennebecasis Self Storage, 500 Block Millenium Drive

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

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

Good day Rothesay Town Council,

According to a recently published article (Oct. 17, 2026) on the 97.3 The Wave website, on September 30th, 2026 multiple lockers were broken into at the storage facility adjacent to my property at 48 Wedgewood Drive, Rothesay. There were multiple police vehicles at the establishment shortly after but the actual issue never became public until the aforementioned article was published. An arrest was made October 8th with several different charges and the legal proceedings will proceed later in October.

I felt compelled to bring this to your attention as this is the most recent of a long list of issues we, the neighboring properties, have had with this business. (43 Wedgewood Dr.) and myself actually supported this business proposal at council in 2017 but there was a specific list of parameters and conditions that we understood, were part and parcel of the development approval. Very few of these have been fully met and we have grown tired of the process of filing complaints with the town. Brian White, now retired but formerly of Rothesay Development Services probably would recall all of this quite vividly.

This most recent development is different. It's now a serious legal issue with the criminal element now just next door. This probably could have been avoided if the required 8 ft. fencing and card-lock security gate had been completed as planned. This is just one of many key conditions stipulated in the proposal documentation. Currently, anybody can have full access to the entire property off Millenium Drive, 24 hrs./day.

Is there anything that can be done to force compliance with the original conditions of approval.

Please advise,

Thank you,

48 Wedgewood Drive

Rothesay, NB

Outlook

Escalation — Lighting Concern, 83 Hampton Road / 17 Scott Avenue, Unit 11

From
Date Sat 2026-10-31 10:00 AM
To Matthew Alexander <matthewalexander@rothesay.ca>
Cc Rothesay Info <rothesay@rothesay.ca>; Steve Nason <stevenason@rothesay.ca>

4 attachments (2 MB)

foto-lihtari-plaza-2026-10-17.jpg; foto-fasad-budynku-2026-10-17.jpg; foto-lihtari-plaza-2026-10-19.jpg; foto-fasad-budynku-2026-10-19.jpg;

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

Dear Mayor Alexander,

I am writing to ask Council to intervene in a lighting complaint that has remained unresolved since October 7, 2026.

The full history is as follows:

- October 7, 2026: I reported to the Town (rothesay@rothesay.ca) that harsh commercial lighting from the property at 83 Hampton Road floods my home at 17 Scott Avenue, Unit 11, Rothesay, and cited Rothesay Zoning By-law No. 2-10, sections 3.5, 5.11 and 5.6. I attached three night photographs.
- October 7 and October 13, 2026: the Town's only response was to forward my complaint to Bylaw Inspector Steve Nason. No inspection date and no file number were given. I sent a follow-up on October 13.
- October 19, 2026: Mr. Nason advised that the property owner had promised to adjust the fixtures downward immediately, with one week to comply.
- What the property owner did: on the evening of October 19, the fixtures were re-aimed downward. That adjustment did not solve the problem — the attached photographs taken after the adjustment show the light still flooding our home, and the light continued to flood the house through the night of October 23–24.
- October 26, 2026: I wrote to Mr. Nason again, asking for an inspection and a written plan, with a reply by Friday, October 30, 2026. I have received only an automatic acknowledgement and no substantive reply.

Current state: the commercial lighting at 83 Hampton Road still floods

our home at night. The re-aiming of the fixtures has not brought the lighting into compliance.

I respectfully ask Council to direct an inspection of the lighting at 83 Hampton Road, and to provide a written plan, with a deadline, to bring it into compliance with Zoning By-law No. 2-10, sections 3.5, 5.11 and 5.6.

Attached photographs:
1. Plaza fixtures, 17 October 2026 — before the owner's adjustment.
2. Facade of 17 Scott Avenue, 17 October 2026 — before the owner's adjustment.
3. Plaza fixtures, 19 October 2026 — after the fixtures were re-aimed downward.
4. Facade of 17 Scott Avenue, 19 October 2026 — after the fixtures were re-aimed downward.

Thank you for your attention to this matter.

17 Scott Avenue, Unit 11, Rothesay, NB E2E 2K2

Outlook

Scribner Holdings Water Billing

From
Date Tue 2026-11-03 12:06 PM
To Matthew Alexander <matthewalexander@rothesay.ca>; Neil McKenna <neil.mckenna@rothesay.ca>
Cc

1 attachment (59 KB)
Scribner Holdings Inc - Water services.pdf;

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.

Good morning, Mayor Alexander and Mr. McKenna,

Please review the attached letter regarding the water billing for Scribner Holdings Inc.

If you have any questions, please reach out to Michael Lawlor at 506-847-0266 or me at 506-650-1555

Regards,

Secretary/Treasurer
Scribner Holdings Inc.

Scribner Holdings Inc. Townhouse Home Owners Association (21-35 Scribner Crescent) – 8 units

November 3, 2026

29 Scribner Crescent
Rothesay, NB
E2E 3N2
Customer No --- SCRIBN

Attn – Rothesay Mayor and Council
Town of Rothesay
70 Hampton Road, Rothesay, NB, E2E 5L5

Dear Mayor and Council Members

I am writing to express our concern regarding new charges that we have had incurred after sewage and water infrastructure work was completed on Scribner Crescent during the summer of 2026. When we received our water bill for the Q3, 2026, our flat fee was increased from $345 to $614. When I called the town office, I was told that during the infrastructure upgrades, someone realized that our meter size was 2 inches instead of 1 ½ inches. We were never shown any proof of this and have not experienced any upgrades resulting from this supposed water meter size. Furthermore, our in-ground infrastructure is over 40 years old. Any costs related to providing water services to our small townhouse association have long been recouped by the town.

We are requesting a review of this matter and that we be grandfathered at our previous rate.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

President – Scribner Holdings Inc.

Secretary/Treasurer – Scribner Holdings Inc.

Outlook

Request for Additional Crosswalks Along Rothesay Road

From
Date Wed 2026-11-04 2:34 PM
To Rothesay Info <rothesay@rothesay.ca>

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.

Dear Town Council,

I am writing to express my concern about pedestrian safety along Rothesay Road and to request that the town consider installing additional crosswalks along this busy road.

With more homes being built and more people living in the area, there are increasingly more pedestrians walking along Rothesay Road. Unfortunately, there do not appear to be enough designated and safe places for people to cross the street.

When comparing Rothesay Road to Pettingill Road in neighbouring Quispamsis, there are noticeably more designated crosswalks along Pettingill. I believe Rothesay Road deserves the same consideration, especially as our community continues to grow.

People should not have to walk long distances to find a safe place to cross, or take unnecessary risks trying to get across a busy road. This is particularly concerning for children, families, seniors, and anyone who walks in the area.

I would like to ask the town to review pedestrian safety along Rothesay Road and consider adding more clearly marked crosswalks in areas where they are most needed.

It would be much better to address this concern now, as our community grows, rather than waiting for a serious accident to happen.

Thank you for taking the time to consider this request. I hope this is something the town will look into seriously.

Sincerely,

A concerned resident

Sent from my iPhone

Fundy Regional Service Commission
Commission de Services Régionaux de Fundy

Regular Board Meeting Minutes

Date: **August 25, 2026, 3:30 p.m.**
Location: **FRSC Office**
20 Broadview Ave., Saint John

MEMBERS PRESENT Robert Doucet, Mayor, Hampton
Brittany Merrifield, Mayor, Grand Bay-Westfield
John MacKenzie. Deputy Mayor, Saint John
Matthew Alexander, Mayor, Rothesay
John Cairns, Mayor, Fundy-St. Martins
Ray Riddell, Chair, Fundy Rural District Advisory Committee
Kerrie Luck, Deputy-Mayor, Quispamsis

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

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

---

1. Closed Session

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

2. Order of Business

2.a Call to Order

Chair MacKenzie called the meeting to order at 3:38 p.m.

2.a.1 Land Acknowledgement

CEO Ouellette gave a land acknowledgment to open the meeting.

2.b Record of Attendance

The record shows all members are in attendance in person.

2.c Approval of Agenda

Chair MacKenzie called for a motion to approve the agenda with the addition of 7.1 and 7.2 as new business, moved from closed session.

Resolution Number: RM-2026-070

Moved by: Director Alexander

Seconded by: Director Doucet

THAT the Board approve the August 25, 2026, agenda as presented with an addition of 7.1 2027 Wage Scale and Compensation Policy and 7.2 Letter to Canada Games Aquatic Centre under new business.

Motion Carried

2.d Approval of Minutes

Chair MacKenzie called for approval of the minutes.

Resolution Number: RM-2026-071

Moved by: Director Doucet

Seconded by: Director Alexander

THAT the Board approve the 3 meeting minutes as presented, with correction to the attendance to be consistent.

Motion Carried

2.d.1 Committee of the Whole June 25, 2026

2.d.2 Committee of the Whole July 28, 2026

2.d.3 Regular Board July 28, 2026

2.e Disclosure of Conflict of Interest

Chair MacKenzie called for acknowledgement of any conflicts of interest, CEO Ouellette declared a conflict for item 6.1.a Regional Facilities Committee Recommendation for 2027 Budget, noting his wife serves on the Board of Directors for the Arts Centre.

3. CEO Verbal Update

CEO Ouellette gave a verbal update to the Board, touching on a number of items included, a new physical activity newsletter, tour of the regional facilities walking tour, pilot for the timing of the meeting, live streaming the meetings.

Resolution Number: RM-2026-072

Moved by: Director Doucet

Seconded by: Director Alexander

THAT the Board receive and file the verbal update as presented.

Motion Carried

4. Consent Items

Chair MacKenzie called for a motion to approve the consent items as presented.

On the question it was decided that the Board would like to remove item 4.3 and move it to the new business section for further discussion and resolution, both the mover and seconder approved of this change.

Resolution Number: RM-2026-073

Moved by: Director Doucet

Seconded by: Director Alexander

THAT the Board move all items in consent except item 4.3 which will be move to New Business for further discussion.

Motion Carried

4.a Planning & Building Inspection Monthly Report

Resolution Number: RM-2026-073

Moved by: Director Doucet

Seconded by: Director Alexander

It is recommended that the Fundy Regional Service Commission receive and file this report.

Motion Carried

4.b Financial Update - Q2 2026

Resolution Number: RM-2026-073

Moved by: Director Doucet

Seconded by: Director Alexander

Receive and file the FRSC's Q2 Income Statement for the quarter ended June 30, 2026.

Motion Carried

4.d Fundy Regional Transit Plan Engagement Summary

Resolution Number: RM-2026-073

Moved by: Director Doucet

Seconded by: Director Alexander

THAT the Board receive and file the presentation.

Motion Carried

4.e 2027 FRSC Work Plan

Resolution Number: RM-2026-073

Moved by: Director Doucet

Seconded by: Director Alexander

Adopt the 2027 FRSC Work Plan as presented, acknowledging the conditionality of some work plan projects.

Motion Carried

4.f Fundy Region Physical Activity Action Plan

Resolution Number: RM-2026-073

Moved by: Director Doucet

Seconded by: Director Alexander

Adopt the Fundy Region Physical Activity Action Plan 2026 – 2027 as presented in this report.

Motion Carried

4.g FRSC Board of Directors Regional Collaboration Outcomes and Characteristics Framework

Resolution Number: RM-2026-073

Moved by: Director Doucet

Seconded by: Director Alexander

Adopt the FRSC Board of Directors Regional Collaboration Framework as outlined in this report.

Motion Carried

5. Reports/Presentations

5.a Fundy Region Origin Destination Survey Results

Scott Borden spoke to the Board regarding the presentation on the Fundy TRAC survey.

Mr. Borden introduced Ahsan Habib, Professor, School of Planning & Dept. Civil and Resource Engineering (cross), Dalhousie University, spoke about the presentation included in the agenda package.

Resolution Number: RM-2026-074

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board receive and file the Fundy Region Origin Destination Survey Results presentation.

Motion Carried

6. Standing Items

6.a Committee Updates

6.a.1 Regional Facilities Committee Recommendation for 2027 Budget

It is noted that CEO Ouellette has a conflict of interest on the item regarding the Saint John Arts Centre.

CEO Ouellette spoke to the report provided and touched on funding from levels of government, the next meeting on the Regional Facilities Committee which will inform the submission brought forward to the next Board meeting.

Resolution Number: RM-2026-075

Moved by: Director Alexander

Seconded by: Director Doucet

THAT the Board:

1. Directs staff to include $255,226.00 in the draft 2027 FRSC budget for the Saint John Arts Centre's operating costs;
2. Directs staff to include $656,076.00 in the draft 2027 FRSC budget for the Imperial Theatre's operating costs;
3. Directs staff to include $1,095,470.00 (inclusive of the deficit carry over from 2025 of $207,859.00) in the draft 2027 FRSC budget for the Canada Games Aquatic Centre's (CGAC) operating costs, conditional on the approval of the CGAC renewal project;
4. Directs staff to include $996,451.00 (inclusive of the deficit carry over from 2025 of $94,915.00) in the draft 2027 FRSC budget for the TD Station's operating costs;
5. Directs staff to include $295,224.00 (inclusive of the surplus carry over from 2025 of $4,811.00 applied) in the draft 2027 FRSC budget for the Saint John Trade and Convention Centre's operating costs;
6. Directs the 5 regional facilities to provide quarterly reports to the FRSC for 2026 and every year moving forward;
7. Requests that Harbour Station Commission and Envision Saint John undertake a strategic planning exercise for TD Station to be presented by Q3 of 2027, with the goal of delivering a long-term viability plan for the facility and establishing regional alignment on key facility outcomes and value for the Fundy Region;

8. Directs staff to submit a letter to the Government of New Brunswick outlining the current challenges of formulating a capital budget for regional facilities and request the following interventions from the Government of New Brunswick:

    1. Written confirmation of 73.3% funding from federal and provincial governments towards the CGAC Renewal Project;

    2. Written confirmation of 40% RDC funding (or $506,474) towards the five 2027 capital projects (that fall outside of CGAC Renewal Project) from the Government of New Brunswick; and,

    3. One-time funding from Government of New Brunswick in 2027 to support transitional studies for FRSC's long-term approach to regional facilities operating and capital, which exceeds the FRSC's and Envision Saint John's ability to complete this in house; and,

9. Requests clear and firm commitment from the Government of New Brunswick on the details of net new revenue the City of Saint John will receive as a result of property tax from heavy industry being retained by local governments (scheduled to occur in January 2028).

Motion Carried

6.a.2 Housing for All Presentation and Proposal to Community Development Committee

Brenda MacCallum, gave an update from the Community Development Committee, noting the request from the City of Saint John, given at the end of the presentation, focusing on Outreach and Security teams. No recommendation has come from the committee, noting a difficult budget year. Advocacy is anticipated, and will be addressed at the next meeting.

Resolution Number: RM-2026-076

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board receive and file the Housing for All Presentation and Proposal presentation.

Motion Carried

6.b Committee Agendas

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

Moved by: Director Merrifield

Seconded by: Director Alexander

THAT the Board receive and file the committee agendas presented.

Motion Carried

6.b.1 Public Safety - July 28, 2026

6.b.2 Regional Facilities - August 5, 2026

6.b.3 Community Development - August 12, 2026

6.b.4 Regional Facilities - August 12, 2026

7. New Business

Two items were moved from Closed Session into Open Session for resolution, and one item moved from Consent to be covered in new business as a discussion before resolution.

Resolution Number: RM-2026-077

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board move the new business items in 7.1 and 7.2 as presented.

Motion Carried

7.a 2027 Wage Scale and Compensation Policy

Resolution Number: RM-2026-077

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board rescinds FRSC’s Standard Operating Procedure – Annual Management Wage Adjustments (adopted June 2025) included in the closed session report.

Motion Carried

Resolution Number: RM-2026-077

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board adopts the new Standard Operating Procedure – FRSC Compensation policy included in the closed session report.

Motion Carried

Resolution Number: RM-2026-077

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board directs FRSC staff to include wage adjustments in the draft 2027 Budget, as per the findings included in this report.

Motion Carried

7.b Letter to Canada Games Aquatic Centre

Resolution Number: RM-2026-077

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board directs CEO Ouellette to send a letter to the CGAC as discussed in closed session.

Motion Carried

7.c Moved from consent for discussion - FRSC Letter of Support – City of Saint John Multiplex

CEO Ouellette spoke to the item as presented in the consent report, noting that the Executive Committee, and CAO's were consulted on this item. Examples of support for our member communities were brought forward and how the letters are worded.

Concerns were brought forward about the use of "Region" for the projects, it was requested to have the wording reworked. Members expressed support for all members around the table and their various projects, concerns that after time the support may be watered down.

Resolution Number: RM-2026-078

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board directs the FRSC to submit a letter of support towards the City of Saint John's Multiplex Project as outlined in this report.

Against (2): Director Cairns, Director Riddell

Motion Carried (5 to 2)

8. Correspondence

No correspondence was included.

9. Adjournment

Chair Doucet called for a motion to adjourn.

Moved by: Director Luck

Seconded by: Director Doucet

THAT the Board adjourn the August 25, 2026, meeting at 4:52 p.m.

Motion Carried

_____

John MacKenzie, Chairperson

_____

Cassie Silhanek, Recording Secretary

_____

Date

KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
SEPTEMBER 2, 2026

Present:	Vice Chair Dave Brown	Ian Watson, Administrator
	Treasurer Peter Lewis	Chief Shawn White
	Commissioner Stéphane Bolduc	Carlene MacBean, Executive Assistant
	Commissioner Noah Donovan	Ron Catchick, Finance Administrator
	Commissioner Emil Olsen	

1.0 Call to Order

Vice Chair Brown called the meeting to order at 7:05 pm and welcomed new Fire Board member Emil Olsen. He also thanked former Commissioner Kirk Miller for his years of service to the Fire Board.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by N. Donovan and seconded by S. Bolduc, the agenda be approved with the following additions:

- Item 10.1 2027 Operating Budget
- Item 10.2 2027 Capital Budget

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 April 8, 2026

Moved by S. Bolduc and seconded by P. Lewis, that the minutes of April 8, 2026 be approved as presented.

CARRIED

6.0 Unfinished Business

None

7.0 Correspondence

7.1 Letter to Fire Marshal re: Change to Fire Chief and Deputy Chief

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

CARRIED

7.2 Letter from Rothesay re: Appointment of Rothesay Council Representatives

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

CARRIED

7.3 Letters from Quispamsis re: Appointment of Quispamsis Fire Board Representatives

Moved by N. Donovan and seconded by E. Olsen to receive and file.

CARRIED

7.4 Letter from Quispamsis re: Committee Appointment Transition

Moved by N. Donovan and seconded by P. Lewis to receive and file.

CARRIED

8.0 New Business

Chair moved to Administrator Watson for the election of officers, item 8.1.

8.1 Election of Officers

8.1.1 Chair

Commissioner Brown was nominated for the position of Chair and accepted the nomination. Upon three calls for nominations, no other nominations were made.

As there were no other nominations, Commissioner Brown won by acclimation.

CARRIED

8.1.2 Vice Chair

Commissioner Donovan was nominated for the position of Vice Chair and accepted the nomination. Upon three calls for nominations, no other nominations were made.

As there were no other nominations, Commissioner Donovan won by acclimation.

CARRIED

8.1.3 Secretary Treasurer

Commissioner Lewis was nominated for the position of Secretary Treasurer and accepted the nomination. Upon three calls for nominations, no other nominations were made.

As there were no other nominations, Commissioner Lewis won by acclimation.

CARRIED

Administrator Watson handed the Chair back to Chair Brown.

8.2 Department of Natural Resources Surplus Equipment

The Department of Natural Resources has deemed some equipment surplus. As such, they have been donating that equipment to fire departments throughout the province. KVFD was chosen as one of those departments with delivery expected soon.

The equipment includes:
- Wajax Mark III pump
- 20 lengths of discharge hose
- Tools and accessories

Responsibility for the maintenance and replacement of these kits will rest solely with the recipient fire departments.

Moved by S. Bolduc and seconded by E. Olsen to receive and file.

CARRIED

8.3 Response Model Pilot Project

Beginning in the late summer of 2026, the Department implemented a pilot project involving two of its four platoons. Under this pilot, selected lower-risk incidents, including many medical responses and other predetermined call types, may be staffed with three firefighters rather than the traditional four-person crew.

This deployment model allows two firefighters to remain available with a second apparatus, enhancing the Department's ability to respond immediately should another emergency occur while the initial crew is committed.

Higher-risk incidents, including structure fires, motor vehicle collisions involving entrapment, hazardous materials incidents, technical rescues, and other significant emergencies, continue to receive a full response in accordance with Department policies and established response protocols.

Although still in the early stages, the pilot project has already demonstrated positive operational results. To date, the revised deployment model has:
- Improved the Department's ability to respond to simultaneous incidents.
- Increased the availability of emergency resources throughout the Kennebecasis Valley.
- Reduced the likelihood that all on-duty crews are committed to a single incident.
- Improved operational flexibility during periods of increased call volume.

- Maximized the operational value of the additional staffing approved by the Joint Board of Fire Commissioners.

The pilot has already resulted in successful responses to simultaneous incidents that, under the previous deployment model, would likely have required mutual aid assistance or experienced delayed response times.

The pilot project will continue to be monitored and evaluated over the coming months. Management will assess:

- Response times.
- Simultaneous incident frequency.
- Resource availability.
- Operational effectiveness.
- Firefighter and public safety outcomes.
- Feedback from Company Officers and firefighters.

The results of the evaluation will be used to determine whether the deployment model should become a permanent operational practice or whether further refinements are required. This pilot project reflects the Department's commitment to continuously evaluating and improving service delivery through evidence-based operational practices. By strategically adjusting staffing for selected lower-risk incidents, the Department has increased its ability to maintain emergency response coverage during simultaneous incidents while continuing to provide an appropriate level of service for higher-risk emergencies.

This initiative is one example of how the Department is maximizing the operational value of the additional staffing approved by the Joint Board of Fire Commissioners, ensuring that the investment translates into improved service delivery and enhanced emergency response coverage for the community.

The early results have been encouraging and indicate that this initiative is improving operational readiness, increasing service capacity, and providing greater emergency response coverage for the residents of Rothesay and Quispamsis.

Moved by P. Lewis and seconded by N. Donovan to

CARRIED

8.4 Engine 1 – Frame Rails

Chief White reported the repairs to the frame rails on Engine 1 have been completed successfully. The project was completed under the budget previously approved by the Joint Board of Fire Commissioners, and Engine 1 was returned to frontline service in May 2026. The total cost of the repairs was $126,603.20.

The successful completion of this project has restored the Department's full frontline response capability while extending the service life of one of its primary emergency response apparatuses.

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

CARRIED

8.5 Station One – Wall/Office Space

Chief White reported that, as the Fire Board is aware, the department has outgrown the available office space at Station One. Currently, the two Division Chiefs and sharing an office and the Training Captain is working out of a partitioned area in the Sayre Room. This arrangement is far from ideal and does not provide appropriate dedicated workspace for these positions.

Therefore, he proposed constructing a new wall in the lobby which would create one, potentially two, additional office spaces at Station One.

The proposed change would better utilize the office space at both stations. One Division Chief would work out of Station Two, while the other Division Chief would move into the newly created space at Station One. The Training Captain and the Fire Prevention Officer would move to the shared existing space at Station One.

This is a relatively simple medication that would make better use of the existing space and address our immediate office requirements without the need for a larger renovation.

Two quotes have been received for this work (pre-tax amounts):

- Percey Home Improvements: $6,125.75
- Homestar Inc: $8,908.40

Moved by N. Donovan and seconded by S.Bolduc to proceed with the quote from Percey's Home Improvements for $6,125.75 (pre-tax).

CARRIED

8.6 Atlantic Air Show 2026

The Atlantic Airshow is one of Atlantic Canada's premier aviation events, attracting thousands of spectators, performers, volunteers and support personnel. Events of this size require a coordinated emergency response capability that can provide immediate fire, rescue and medical response while integrating with the event's overall emergency management structure.

The fire department was approached regarding the provision of dedicated fire protection and emergency response resources for the event and we agreed to commit resources and be reimbursed on a full cost recovery basis.

KVFD personnel integrated into the Airshow Incident Command System (ICS) and worked collaboratively with Saint John Airport Fire Services, Saint John Fire Department, Ambulance New Brunswick, RCMP, Kennebecasis Regional Police Force, Saint John Police Force and event organizers.

The personnel and apparatus assigned to the Airshow constituted a dedicated event resource, and deployment was coordinated in advance with event organizers and participating emergency response agencies.

KVFD's participation would also provide an opportunity to strengthen regional interoperability and working relationships with neighbouring emergency services and partner agencies. Participation in the event was planned to ensure that KVFD maintains appropriate emergency response capability within Quispamsis and Rothesay.

Moved by N. Donovan and seconded by P. Lewis to receive and file.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Month Ended July 31, 2026

Moved by P. Lewis and seconded by N. Donovan to receive and file.

CARRIED

9.2 Budget Variance Analysis

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

CARRIED

9.3 Compliance Report

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

CARRIED

9.4 Communication of Audit Results from Teed Saunders Doyle

Moved by N. Donovan and seconded by P. Lewis to receive and file.

CARRIED

9.5 2025 Audited Financial Statements (information only)

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

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 2027 Operating Budget

Moved by S. Bolduc and seconded by N. Donovan that the 2027 Operating Budget be approved as presented and submitted to the Joint Finance Committee.

CARRIED

10.2 2027 Capital Budget

Moved by N. Donovan and seconded by S. Bolduc that the 2027 Capital Budget be approved as presented and submitted to the Joint Finance Committee.

CARRIED

11.0 Reports

11.1 Chief's Report

Moved by E. Olsen and seconded by P. Lewis to receive and file.

CARRIED

11.2 Response Summary Reports – April 2026 to August 2026

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

CARRIED

11.3 KV EMO Report

Chief White reported the terms of reference have been developed for the KV EMO Committee. He requested the Commissioners review and sign off on these. They will then be signed off by the CAO's for Quispamsis and Rothesay to ensure everyone is on the same page.

Moved by P. Lewis and seconded by E. Olsen to table and defer to the October meeting so Commissioners can review and provide input.

CARRIED

11.4 Fire Prevention Report

Moved by P. Lewis and seconded by S. Bolduc to table and defer to the October meeting in order for Deputy Chief Trecartin to be in attendance and present.

CARRIED

11.5 Training Report

Moved by S. Bolduc and seconded by E. Olsen to receive and file.

CARRIED

11.6 Professional Standards & Technology Report

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

CARRIED

12.0 Adjournment

Moved by S. Bolduc that the meeting be adjourned at 7:46 pm.

Date of next meeting – October 24, 2026

Respectfully submitted,

CHAIR

SECRETARY / TREASURER

Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Joint Board of Fire Commissioners

From: Chief Shawn White

Re: DNR Surplus Equipment

Date: September 2, 2026

The department of natural Resources has deemed some equipment as surplus. As such they have been donating that equipment to fire departments in the province. KVFD was chosen as one of those departments to receive the refurbished equipment with delivery expected anytime now.

Please see attached for more information.

April 9, 2026

Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5

Attention: Mayor Nancy Grant and Clerk Mary Jane Banks

Dear Mayor Grant and Clerk Banks :

I am pleased to inform you about a significant initiative designed to enhance wildfire response capabilities across New Brunswick. The Department of Natural Resources (DNR) has repurposed and redistributed essential firefighting equipment to support the following Volunteer Fire Departments within your municipality:

- Kennebecasis Valley Fire Department Inc.

Before we proceed with the delivery of this equipment, please review the attached Gifting Agreement. If you find it satisfactory, kindly sign where indicated and return an electronic copy to stacey.mcmullin@gnb.ca

DNR will then sign the agreement, return a copy for your records, and arrange for the delivery of the equipment to each Fire Department.

Effective wildfire management requires coordinated efforts from multiple agencies, and DNR relies heavily on the support of local fire departments to fulfill its mandate. Thanks to the Natural Resources Canada program "*Fighting and Managing Wildfires in a Changing Climate*" funding, the Government of New Brunswick (GNB) is now able to significantly enhance the wildfire response capabilities of all volunteer fire departments in the province. Over the next few years, we will be providing these departments with wildland fire equipment and comprehensive training on its use.

The Wildfire Management Branch of DNR will supply fully refurbished Wajax Mark III portable high-pressure fire pump kits to New Brunswick's volunteer fire departments. Each kit includes a Wajax Mark-III pump, 20 lengths of discharge hose, tools, and accessories. It is important to note that the responsibility for the maintenance and replacement of these kits in the future will rest solely with the recipient fire departments.

Natural Resources / Ressources naturelles
P.O. Box 6000, Fredericton, New Brunswick E3B 5H1 / C.P. 6000, Fredericton, Nouveau-Brunswick E3B 5H1

GNB.CA

In addition to providing the equipment, DNR will offer initial training on the use of these kits and will maintain a collaborative relationship with the fire departments moving forward. This collaboration will include district presence at two training nights per year, focusing on wildland-specific tactics and operations, as well as DNR representation at fire association meetings.

This initiative aims to enhance the effectiveness of wildfire response and improve community safety by fostering interagency collaboration. Our goals are to:

- Improve coordination between DNR and fire departments for more efficient and effective emergency responses.
- Organize joint training exercises and preparedness activities to familiarize DNR and fire departments with each other's protocols.
- Establish regular communication channels to facilitate information sharing, thereby reducing response times and improving outcomes.

Ultimately, this initiative seeks to better protect our communities and minimize the impact of wildfires on New Brunswick residents. Every volunteer fire department in the province will receive a kit, with the rollout prioritizing those located within communities most at risk of wildfires.

We look forward to working closely with your municipality to ensure the success of this initiative and to enhance the safety and well-being of our communities.

Kind regards,

Troy Adams
Director, Wildfire Management
Natural Resources

GIFTING AGREEMENT

THIS AGREEMENT is made and entered into this 27 day of APRIL, 2026.

BETWEEN: **HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF NEW BRUNSWICK** as represented by the Minister of Natural Resources (the "**Donor**")

AND

ROTHESAY (the "**Recipient**")

BACKGROUND

A. The Donor desires to donate certain equipment to the Recipient for the use by its Fire Departments, and the Recipient desires to accept such donation under the terms and conditions described below.

IN CONSIDERATION of the mutual responsibilities and obligations in this Contract the Parties agree as follows:

1. **DONATION OF EQUIPMENT**

The Donor agrees to donate, transfer, and deliver to the Recipient, and the Recipient agrees to accept, the equipment listed in the attached Schedule A (the "**Equipment**") for use by the Fire Departments operating under its authority, with each Fire Department listed below receiving the Equipment listed in Schedule A.

- Kennebecasis Valley Fire Department Inc.

2. **ACCEPTANCE OF EQUIPMENT**

The Recipient acknowledges and agrees that the Equipment is accepted "as is" and "with all faults" and that the Donor makes no representations or warranties of any kind, express or implied, as to the condition, quality, or suitability of the Equipment for any particular purpose.

3. **RELEASE OF LIABILITY**

The Recipient hereby releases, waives, and discharges the Donor, its officers, employees, and agents from any and all liability, claims, demands, actions, or causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by the Recipient or any third party, or to any property belonging to the Recipient or any third party, arising out of the use or possession of the Equipment.

4. **COMPLIANCE WITH LAWS**

The Recipient agrees to comply with all applicable federal, provincial, and local laws, regulations, and ordinances in the use and operation of the Equipment.

5. **INSPECTION AND ACCEPTANCE**

The Recipient acknowledges that it has inspected the Equipment and accepts it in its current condition. The Donor will not be responsible for any defects or issues discovered after the transfer.

6. **USE OF EQUIPMENT**

The Recipient agrees to use the Equipment solely for the purposes intended and in a manner consistent with its design and capabilities. Any misuse or unauthorized use of the Equipment will be the sole responsibility of the Recipient.

7. **AMENDMENT AND TERMINATION**

This Agreement may be amended or terminated only by a written agreement signed by both parties. The Donor reserves the right to terminate this Agreement if the Recipient fails to comply with any of its terms.

8. **SEVERABILITY**

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions will continue in full force and effect.

9. **INDEMNIFICATION**

The Recipient agrees to indemnify, defend, and hold harmless the Donor, its officers, employees, and agents from and against any and all claims, liabilities, damages, losses, and expenses, including reasonable legal fees, arising out of or in any way connected with the use, operation, or possession of the Equipment.

10. **GOVERNING LAW**

This Agreement will be governed by and construed in accordance with the laws of the Province of New Brunswick and the applicable laws of Canada.

11. **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties with respect to the gift and supersedes all prior agreements and understandings, whether written or oral, relating to such subject matter.

12. **SIGNED ORIGINALS**

Identical copies of this Agreement may be signed separately by the Parties and combined to form fully executed originals. A signed Agreement delivered by electronic means is as valid as if delivered physically and will be treated as an executed original of this Agreement.

[Signature pages to follow]

The Parties enter into this agreement by signing below.

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF NEW BRUNSWICK as represented by the Minister of Natural Resources and his authorized signatory

Witness

Troy Adams, Director, Wildfire Management, Natural Resources

Date: May 4, 2026

ROTHESAY

Nancy Grant
Mayor

Date: _____

Mary Jane Banks
Clerk

Date: 29 Sept 2026

New Nouveau Brunswick

SCHEDULE A

EACH FIRE DEPARTMENT WILL RECEIVE THE FOLLOWING EQUIPMENT:

Equipment List		
Quantity	**Item**	
Refurbished		
1	Wajax Mark III Pump	
1	8-foot Suction Hose	
20	100 ft Forestry Hose	
1	Spark Plug Wrench	
1	Barrel Nozzle	
1	Fog Nozzle	
1	Foot Valve	
1	Hose Strangler	
1	"Y" Valve	
1	Hose Coupling Wrench	
New		
1	Fuel Can	
1	Fuel Line	
1	Toolbox	
1	Amsoil Oil, 1 Liter	
1	Spark Plug	
1	Oil Absorbent Pads	

Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Joint Board of Fire Commissioners

From: Chief Shawn White

Re: Response Model Pilot Project

Date: September 2nd, 2026

Purpose

The purpose of this report is to provide the Joint Board of Fire Commissioners with an update on an operational pilot project that has been implemented to improve emergency response coverage and maximize the operational benefits associated with the addition of two new firefighters.

Background

Over the past decade, the Kennebecasis Valley Fire Department's response model has remained largely unchanged despite continued growth in call volume and increasing service demands.

One operational challenge identified by management has been the Department's ability to respond to simultaneous incidents. There have been occasions where all on-duty personnel were committed to one or more emergency incidents, leaving no immediately available resources to respond to subsequent calls within the community.

With the recent addition of two new firefighters, an opportunity was identified to evaluate whether alternative deployment strategies could improve operational readiness without reducing firefighter or public safety.

Pilot Project

Beginning in the late summer of 2026, the Department implemented a pilot project involving two of its four platoons. Under this pilot, selected lower-risk incidents, including many medical responses and other predetermined call types, may be staffed with **three firefighters** rather than the traditional four-person crew.

This deployment model allows two firefighters to remain available with a second apparatus, enhancing the Department's ability to respond immediately should another emergency occur while the initial crew is committed.

Higher-risk incidents, including structure fires, motor vehicle collisions involving entrapment, hazardous materials incidents, technical rescues, and other significant emergencies, continue to receive a full response in accordance with Department policies and established response protocols.

Preliminary Results

Although still in the early stages, the pilot project has already demonstrated positive operational results.

To date, the revised deployment model has:

- Improved the Department's ability to respond to simultaneous incidents.
- Increased the availability of emergency resources throughout the Kennebecasis Valley.
- Reduced the likelihood that all on-duty crews are committed to a single incident.
- Improved operational flexibility during periods of increased call volume.
- Maximized the operational value of the additional staffing approved by the Joint Board of Fire Commissioners.

The pilot has already resulted in successful responses to simultaneous incidents that, under the previous deployment model, would likely have required mutual aid assistance or experienced delayed response times.

Evaluation

The pilot project will continue to be monitored and evaluated over the coming months. Management will assess:

- Response times.
- Simultaneous incident frequency.
- Resource availability.
- Operational effectiveness.
- Firefighter and public safety outcomes.
- Feedback from Company Officers and firefighters.

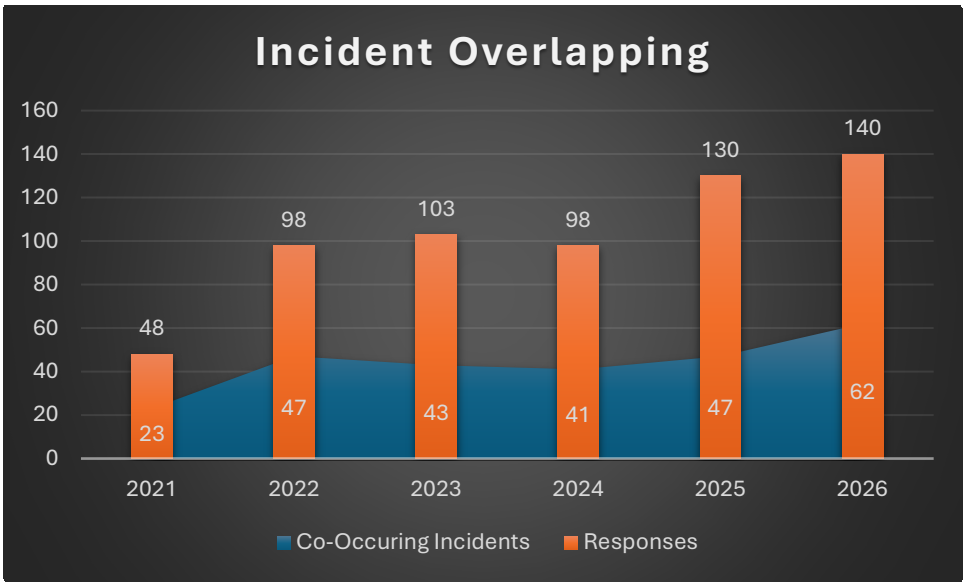
The results of the evaluation will be used to determine whether the deployment model should become a permanent operational practice or whether further refinements are required.

Conclusion

This pilot project reflects the Department's commitment to continuously evaluating and improving service delivery through evidence-based operational practices. By strategically adjusting staffing for selected lower-risk incidents, the Department has increased its ability to maintain emergency response coverage during simultaneous incidents while continuing to provide an appropriate level of service for higher-risk emergencies.

This initiative is one example of how the Department is maximizing the operational value of the additional staffing approved by the Joint Board of Fire Commissioners, ensuring that the investment translates into improved service delivery and enhanced emergency response coverage for the community.

The early results have been encouraging and indicate that this initiative is improving operational readiness, increasing service capacity, and providing greater emergency response coverage for the residents of Rothesay and Quispamsis.



The above chart graphs a 5-year trend of the department being dispatched to more than one emergency at the same time. The blue section indicates the number of times it occurred during the year and the orange bar shows how many responses were involved during these occurrences. There has been a noticeable increase this year and after reviewing the data, this chart does indicate an upward trend. The data for 2026 is a projection based on the first two quarters of the year.

Why is this important? Higher risk responses require both stations at an emergency scene to manage tasks, so having multiple emergencies happening at the same time means we have to evaluate our resources and decide from three options. We can pull an apparatus from one scene and send to another (if safe to do so), send a call out to staff for an emergency call back crew and/or request mutual aid from one of the near by fire departments.

What can we do if it continues to increase? Using our two additional hired firefighters in July, we have implemented a new seat assignment structure for two of the four platoons which allows an engine crew to divide their members for non fire related emergencies. This change has already shown positive results and has allowed the department to respond to three emergencies at the same time. (July 14th @ 09:43)

Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Joint Board of Fire Commissioners

From: Chief Shawn White

Re: Engine 1 Frame Rails

Date: September 2nd, 2026

The repairs to the frame rails on Engine 1 have been completed successfully. The project was completed under the budget previously approved by the Joint Board of Fire Commissioners, and Engine 1 was returned to frontline service in May 2026. The total cost of the repairs was $126,603.20.

The successful completion of this project has restored the Department's full frontline response capability while extending the service life of one of its primary emergency response apparatuses.



Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Joint Board of Fire Commissioners

From: Chief Shawn White

Re: Station One - Wall/Office Space

Date: September 2, 2026

As the Board is aware, KV Fire has outgrown the available office space at Station 1. Currently, our two Division Chiefs are sharing an office, and the Training Captain is working out of a partitioned area in the Sayre Room. This arrangement is not ideal and does not provide appropriate dedicated workspace for these positions.

To address the issue, I am proposing the construction of a new wall extending from the Deputy Chief's office across to the opposite wall. This would create at least one, and potentially two, additional office spaces at Station 1.

The proposed change would allow us to better utilize the office space at both stations. One Division Chief would work out of Station 2, while the other Division Chief would move into the newly created office at Station 1. This would then allow the Training Captain and Fire Prevention Officer to share the existing office upstairs.

This is a relatively simple modification that would make better use of our existing space and address our immediate office requirements without the need for a larger renovation.

Two quotes have been received for the work (pre-tax amounts):

- **Percey Home Improvements:** $6,125.75
- **Homestar:** $8,908.40

Based on the quotes received, I am recommending that the work be awarded to **Percey Home Improvements at a cost of $6,125.75**.

I am requesting the Board's approval to proceed with the construction of the new wall at Station 1 and award the work to Percey Home Improvements at a cost of $6,125.75.

Estimate

Homestar Inc
11 Elliot Road
Quispamsis, NB, E2K 2B5
(506) 847-3202

Estimate For:	**Estimate Number:** 2307
KV Fire Station - Shawn White	Date: 07/30/2026
7 Campbell Drive	**Estimator:** Jason Randell **Estimator Phone:** 5067214328
Rothesay, New Brunswick E2E 5B6 506 647 1825	jason@homestarinc.ca
admin@kvfire.ca	
Job Address:	
KV Fire Station 1	**ASK US ABOUT FINANCING OPTIONS THROUGH FINANCEIT OR OUR LEASE TO OWN OPTIONS**

New wall c/w door
Relocate 2 light fixture and remove 4 pot lights; Supply and install 2x4x10 wall 20 linear feet long;
Supply and install Safe N sound insulation;
Supply and install new door slab and jamb to match existing c/w keyed knob & wired glass Door & jamb to be painted
Supply and install tapcon to 2x4 wall;
Supply and install 1/2 drywall to both sides of new wall capped on top with sheetrock J
Supply and apply 1 tape 3 coats of drywall compound;
Remove decals off wall; drywall repair; Sand all crack fill and prep for paint;
Supply and apply 2 coats of paint to new wall both sides;
Supply and apply paint to drywall repair;
Supply and apply 1 primer coat and 2 coats of paint to new door and door opening (door jamb);
Supply and apply vinyl baseboard to new wall;
Supply and install 4 2x2 ceiling tile were pot light were
Remove debris

Qty	U/M	Product #	Description	
1	Each	RC-Quote	New wall and door	
			Subtotal:	$8,908.40
			Tax:	$1,336.26
			Total:	$10,244.66

Thank you for requesting a quote from *Homestar Inc*. The full description and scope of work is attached. All labour required for installation is included as well as materials.
Please reach out if you have any questions or request revisions. We look forward to hearing from you after your review.

HST # 849644471 RT0001

***Please note that, in the event of significant and unforeseen changes in building material price due to uncontrollable global events (such as natural disaster, pandemics, or national tariff changes), Homestar reserves the right to adjust the quoted amount for materials. If a materials price adjustment is required, the customer has the right to cancel the job and all deposits previously paid (with the exception of custom items that have already been purchased) will be refunded.**

****Ask about financing options through Financeit or our Lease to Own option.**

ESTIMATE

Percy's Home Improvements Inc
BN 709978126
GST/HST Registration No.
709978126

6 Campbell Drive
Rothesay, NB E2E 5B6
percyshomeimprovements@gmail.com
+15066507049

Bill to
Nick Arsenault
Kennebacasis Valley Fire Dept
7 Campbell Dr
Rothesay NB E2E 5B6

Ship to
Nick Arsenault
Kennebacasis Valley Fire Dept
7 Campbell Dr
Rothesay NB E2E 5B6

Estimate details
Estimate no.: 1044
Estimate date: 2026-08-04

#	Product or service	Description	Qty	Rate	Amount	Tax
1.		To supply all materials and labour to build new partion wall in front lobby area as discussed. New wall is to be built with steel studs,from floor to underside of ceiling tile. Drywall on both sides and insulated with quiet zone insulation. Apply 3 coats of crackfill to all areas needed and sand smooth. Apply primer and paint to match existing walls. Supply and install 1 steel door frame and steel door with all hardware needed,Door to be painted to match existing. Replace ceiling tile as needed. Clean up work area daily , Haul away all construction debris.				Zero-rated
2.	**Sales**	Labour to perform work described	40	$75.00	$3,000.00	HST NB 2016
3.	**Sales**	Material needed for work described			$3,125.00	HST NB 2016
4.		Note , Lights in work area are to be re positioned in new office area, If wire is not long enough ,electrical work may be needed. To be done by others				

Subtotal	$6,125.00
HST (NB) 2016 @ 15% on $6,125.00	$918.75
Total	**$7,043.75**

Accepted date	Accepted by

Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Joint Board of Fire Commissioners

From: Chief Shawn White

Re: Atlantic Air Show 2026

Date: September 2, 2026

The Atlantic Airshow is one of Atlantic Canada's premier aviation events, attracting thousands of spectators, performers, volunteers and support personnel.

Events of this size require a coordinated emergency response capability that can provide immediate fire, rescue and medical response while integrating with the event's overall emergency management structure.

KVFD has been approached regarding the provision of dedicated fire protection and emergency response resources for the event.

KVFD proposed to provide a dedicated emergency response team consisting of:

- One (1) Company Officer
- Two (2) Firefighters
- One (1) mini-pumper
- One (1) half-ton utility vehicle equipped for rapid response

The dedicated crew would provide:

- Immediate fire suppression capability
- Rapid rescue response
- Emergency medical first response
- Command and operational support

KVFD personnel would integrate into the Airshow Incident Command System (ICS) and work collaboratively with Saint John Airport Fire Services, Saint John Fire Department,

Ambulance New Brunswick, RCMP, Kennebecasis Regional Police Force, Saint John Police Force and event organizers.

The proposed service would be provided on a full cost recovery basis.

KVFD is not seeking to generate revenue or profit from its participation in the event. The proposed fee is intended to recover the direct costs associated with personnel, apparatus, equipment and operational support.

This approach ensures that the municipalities of Quispamsis and Rothesay, and their taxpayers, are not subsidizing fire protection services being provided to a third-party event outside the Department’s normal service responsibilities.

Participation in the event would be planned to ensure that KVFD maintains appropriate emergency response capability within Quispamsis and Rothesay.

The personnel and apparatus assigned to the Airshow would constitute a dedicated event resource, and deployment would be coordinated in advance with event organizers and participating emergency response agencies.

KVFD's participation would also provide an opportunity to strengthen regional interoperability and working relationships with neighbouring emergency services and partner agencies.

Kennebecasis Valley Fire Department Inc.
Statement of Expense with Budget Variance
For the 7-months ending July 31, 2026

Line		BUDGET YEAR TO DATE	**ACTUAL YEAR to DATE**	VARIANCES YEAR TO DATE (Under Budget)	**BUDGET** 2026
	REVENUE:				
1	Members Contributions	$4,239,273	**$4,239,271**	($1)	**$6,888,818**
2	Rebate of Property Tax (Misc Revenue)	$86,435	**$84,741**	($1,694)	**$86,435**
5	Misc. Revenue	$17,065	**$11,645**	($5,421)	**$29,255**
6	Interest Income C/A	$14,583	**$20,555**	$5,972	**$25,000**
7	Deficit 2nd previous year	$446,915	**$446,915**	$0	**$446,915**
8		$4,804,271	**$4,803,127**	($1,144)	$7,476,423
	EXPENSES:				
	ADMINISTRATION:				
9	Admin. Wages and Benefits	$498,263	**$457,037**	($41,226)	$803,800
10	Convention/dues/training	$15,750	**$12,264**	($3,486)	**$27,000**
11	Administrative Agreement	$6,000	**$6,000**	$0	**$12,000**
12	Professional Services	$22,583	**$13,948**	($8,635)	**$47,000**
13	CPSE Accreditation	$1,167	**$0**	($1,167)	**$2,000**
14	Office supplies/Copy Machine/ S/C	$7,554	**$7,533**	($21)	**$12,950**
15	Computer hardware/software/IT	$25,325	**$30,972**	$5,647	$50,250
16	Telephone/ Internet	$10,397	**$8,489**	($1,908)	**$17,823**
17		$587,039	**$536,244**	($50,795)	$972,823
	FIREFIGHTING FORCE:				
18	Salaries Basic	$2,101,558	**$2,700,437**	$598,879	**$3,642,700**
19	Overtime	$35,000	**$55,132**	$20,132	**$60,000**
20	Force Benefits	$579,291	**$623,622**	$44,331	$930,700
21	Career Uniforms and maintenance	$17,792	**$26,933**	$9,141	**$30,500**
22	Medical and Fitness Testing	$9,000	**$7,625**	($1,375)	**$20,000**
23	Employee Wellness	$4,083	**$3,731**	($352)	**$7,000**
24	Career Recognition	$2,333	**$6,154**	$3,821	**$4,000**
25	Holiday Relief Wages and overtime	$259,788	**$398,409**	$138,621	$450,300
26	Holiday Relief Benefits	$80,386	**$89,576**	$9,190	$139,335
27		$3,089,231	**$3,911,619**	$822,388	$5,284,535
	TELECOMMUNICATIONS:				
28	Cellular Telephones	$4,667	**$5,065**	$398	**$8,000**
29	Communication Equipment	$408	**$90**	($319)	**$700**
30	Maintenance / Repairs	$0	**$0**	$0	**$1,500**
31	Dispatch Service	$229,666	**$229,666**	($0)	**$306,221**
32		$234,741	**$234,820**	$79	$316,421

2026Nov09OpenSessionFINAL_077

		BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE	BUDGET 2026
	INSURANCE:				
33	Insurance	$93,388	**$84,754**	($8,634)	**$93,388**
34		$93,388	**$84,754**	($8,634)	$93,388
	PREVENTION AND TRAINING:				
35	Firefighter / Co. Officer Training	$33,273	**$8,682**	($24,590)	**$61,000**
36	Fire Prevention	$4,667	**$3,617**	($1,049)	**$8,000**
37	Public Education	$2,100	**$913**	($1,187)	**$3,600**
38	Training Supplies	$2,917	**$3,579**	$662	**$5,000**
39		$42,956	**$16,792**	($26,164)	$77,600
	FACILITIES:				
40	Station 1 Operating	$178,604	**$193,585**	$14,981	*$234,300*
41	Station 2 Operating	$85,826	**$89,518**	$3,693	*$112,700*
42	Station Supplies	$14,583	**$14,003**	($581)	**$25,000**
43		$279,013	**$297,106**	$18,093	$372,000
	FLEET:				
44	Fuel Vehicle	$22,167	**$28,893**	$6,727	**$38,000**
45	Registration Vehicle	$400	**$361**	($39)	**$750**
46	Vehicle Maint. & Repairs	$52,500	**$191,596**	$139,096	**$90,000**
47		$75,067	**$220,851**	$145,784	$128,750
	OPERATIONS:				
48	New Equipment	$15,167	**$11,215**	($3,952)	**$26,000**
49	Maint. & Repairs Equip.	$11,667	**$14,563**	$2,896	**$20,000**
50	Maint. & Repairs Bunker Gear	$2,250	**$670**	($1,580)	**$4,500**
51	Medical Supplies	$7,583	**$8,487**	$904	**$13,000**
52	Fire Fighting Supplies	$4,083	**$2,595**	($1,488)	**$7,000**
53	H&S/Cause determination	$3,000	**$1,221**	($1,779)	**$6,000**
54		$43,750	**$38,752**	($4,998)	$76,500
	EMO:				
55	EMO	$23,371	**$13,294**	($10,077)	**$40,064**
		$23,371	**$13,294**	($10,077)	$40,064
	WATER COSTS:				
56	Water Costs - Quispamsis	$3,029	**$2,982**	($47)	**$6,058**
57	Water Costs - Rothesay	$15,742	**$24,497**	$8,755	**$31,484**
58		$18,771	**$27,479**	$8,708	$37,542

		BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE	BUDGET 2026
	OTHER:				
59	Miscellaneous	$4,083	**$2,286**	($1,797)	**$7,000**
60	Retirement Allowance	$40,717	**$49,817**	$9,100	**$69,800**
61		$44,800	**$52,103**	$7,303	$76,800
62	Operating Cost Total	$4,532,126	**$5,433,813**	$901,687	$7,476,423
63	(DEFICIT) SURPLUS FOR THE PERIOD	**$272,145**	**($630,685)**	**($902,831)**	**$0**

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than $5,000
For the 7 months ending July 31, 2026

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
5	**Miscellaneous Revenue**	$17,065	$11,645	**($5,421)**	Town of Sussex training officer revenue moved to revenue from wage expense offset
6	**Interest Income**	$14,583	$20,555	**$5,972**	Higher than budgeted interest rate
9	**Admin. Wages and Benefits**	$498,263	$457,037	**($41,226)**	Under-budget based on 2 fewer chiefs for 2-month + Lower Chief + DC salaries
15	**Computer hardware/software/IT**	$25,325	$30,972	**$5,647**	Timing of annual subscription payments
12	**Professional Services**	$22,583	$13,948	**($8,635)**	As required
18	**Salaries Basic**	$2,101,558	$2,700,437	**$598,879**	Retro wage payments made July 2026
19	**Overtime**	$35,000	$55,132	**$20,132**	As required
20	**Force Benefits**	$579,291	$623,622	**$44,331**	Retro pension contributions made July 2026
21	**Career Uniforms and maintenance**	$17,792	$26,933	**$9,141**	As required (timing of new hire clothing requirements)
25	**Holiday Relief Wages & Overtime**	$259,788	$398,409	**$138,621**	Retro wage payments made July 2026
26	**Holiday Relief Benefits**	$80,386	$89,576	**$9,190**	Retro pension contributions made July 2026 (no pension for new hires which muted the increase)
33	**Insurance**	$93,388	$84,754	**($8,634)**	Actual cost lower than budgeted
35	**Firefighter/Co. Officer Training**	$33,273	$8,682	**($24,590)**	Training higher in last 1/2 of 2026 + New hire wages in training moved into this account at year-end
40	**Station #1 Operating**	$178,604	$193,585	**$14,981**	Higher than budgeted maintenance costs YTD
44	**Fuel Vehicle**	$22,167	$28,893	**$6,727**	As required (higher than budgeted fuel prices)
46	**Vehicle Maint. & Repairs**	$52,500	$191,596	**$139,096**	As required (E1 frame repair $126K)
55	**EMO**	$23,371	$13,294	**($10,077)**	As required
57	**Water Costs - Rothesay**	$15,742	$24,497	**$8,755**	$9K was billed this year which was missed in 2025
60	**Retirement Allowance**	$40,717	$49,817	**$9,100**	New actuarial completed in 2026 which was a higher expense than previous
	Material Variances	**$4,070,679**	**$4,973,568**	**$902,890**	

Kennebecasis Valley Fire Department Inc.

Invoices over $5,000
For the months of May to July 2026

Non-Recurring Monthly Invoices		Amount	Description
05-01-26	Minister of Finance	$112,334.24	Station #1 property tax
05-01-26	Minister of Finance	$50,496.21	Station #2 property tax
05-05-26	Select Mechanical	$9,736.90	Station #1 heating pump rebuild
05-20-26	Cumings Fire and Safety	$5,023.67	Capital - new fire hose
06-09-26	Eastcan Fire Trucks	$96,485.00	E1 frame repair final payment
06-30-26	Manulife	$24,182.33	Spinks RA payment to RSP
06-30-26	William Gentleman	$5,564.71	RA retro payment
07-02-26	Fire Safe	$5,407.59	New helmets
07-27-26	Rothesay Utility Op	$9,000.58	2025 water invoices missed last year

Kennebecasis Valley Fire Department Inc.

Chief Shawn White Deputy Chief Karen Trecartin

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

TO: Finance Committee
FROM: Ron Catchick
DATE: September 2, 2026
RE: Compliance Report

The following Government remittances have been remitted for the month of August in accordance with the appropriate regulation:

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

HST rebate claim - remitted semi-annually – January 1, 2026 – June 30, 2026 filed and received.

WHSCC – remitted monthly –payment remitted

Ron Catchick
Finance Administrator

teed saunders doyle | accountants & advisors

Communication of audit results

Kennebecasis Valley Fire Department Inc.
For the year ended December 31, 2025

39 Canterbury Street, Saint John, NB, Canada E2L 2C6 | Ph: (506) 636-9220 | Fax: (506) 634-8208 | Email: tsdsj@tsdca.com
565 Priestman Street, Suite 102, Fredericton, NB, Canada E3B 5X8 | Ph: (506) 458-8727 | Fax: (506) 450-3777 | Email: tsdfr@tsdca.com

April 8, 2026

To the Members of the Board of Directors
Kennebecasis Valley Fire Department Inc.

We are pleased to report that we have now substantially completed our audit of the financial statements of Kennebecasis Valley Fire Department Inc. for the year ended December 31, 2025. We enclose our *Communication of audit results* which provides an overview of the results of our audit including comments on misstatements, significant accounting policies, sensitive accounting estimates, and other matters that may be of interest to the Board.

This communication has been prepared to comply with the requirements outlined in CAS 260 *Communication with those Charged with Governance*. The information in the document is intended solely for the information and use of the Board of Directors and management. It is not intended to be distributed or used by anyone other than these specified parties.

We would like to express our appreciation for the cooperation and assistance received from the management and staff during the course of our audit.

Status of the audit

We have substantially completed our audit of the financial statements of the Kennebecasis Valley Fire Department Inc. for the year ended December 31, 2025.

Upon completion of the items noted below, we expect to issue an unqualified opinion on the Kennebecasis Valley Fire Department Inc. financial statements for the year ended December 31, 2025.

We will finalize the report once the Board of Directors has approved the financial statements.

The following items are outstanding as at the date of this report:

- Receipt of signed management representation letter
- Approval of the financial statements by the Board of Directors

Our responsibility

Our function as auditors of Kennebecasis Valley Fire Department Inc. is to report to the directors by expressing an opinion on whether the financial statements are free from material misstatement and present fairly the financial position, results of operations and cash flows in accordance with Canadian public accounting standards. We conducted our audit in accordance with Canadian

generally accepted auditing standards. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. Our audit was designed to provide reasonable but not absolute assurance that there are no misstatements in the financial statements resulting from fraud because fraud is usually accompanied by acts designed to conceal its existence.

The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. Our audit was undertaken using a risk based approach; more audit effort was directed in areas where there was a higher risk of material misstatement.

Independence

We have processes in place to ensure we maintain our independence. The process of maintaining our independence includes, but is not limited to:

- Identification of threats to our independence and putting into place safeguards to mitigate those threats. For example, we evaluate the independence threat of any non-audit services provided to the entity;

- Confirming the independence of our engagement team members.

Internal control

Management is responsible for the design and operation of an effective system of internal control that provides a reasonable assurance that the accounting system provides timely, accurate and reliable financial information, and safeguards the assets of the Kennebecasis Valley Fire Department Inc.

The audit is designed to express an opinion on the financial statements. Our understanding of internal control is sufficient to enable us to plan the audit and to determine the nature, timing and extent of tests to be performed. If we become aware of a deficiency in your internal control systems, auditing standards require us to communicate to the Board of Directors those deficiencies we consider significant or material. However, a financial statement audit is not designed to provide assurance on internal control.

Fraud and illegal acts

Our inquiries of management did not reveal any fraud or illegal acts. Furthermore, nothing has come to our attention that indicates any director, officer or senior employees may have an interest that is in conflict with their responsibilities to Kennebecasis Valley Fire Department Inc.

Legal or regulatory issues

Our audit procedures included an enquiry of legal counsel regarding legal contingencies. Additionally, our audit procedures included consideration of any regulatory issues that affect the operation or financial reporting framework of the entity. There were no legal or regulatory matters reported by legal counsel or entity regulators that require disclosure in the financial statements.

Summary of misstatements

Our audit did not identify any unadjusted non-trivial misstatements.

Summary of disclosure matters

Our audit did not identify any misstatements of disclosure.

Significant new accounting policies

There were no significant new accounting policies noted in the year.

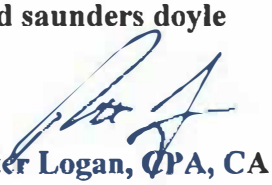
Cooperation during the audit

We report that we received cooperation from management and the employees of Kennebecasis Valley Fire Department Inc. To our knowledge, we were provided access to all necessary records and other documentation.

Consultations with other accountants

To our knowledge, management did not seek the advice or opinion of other external accountants on financial reporting or accounting matters.

Yours sincerely,
teed saunders doyle



Peter Logan, CPA, CA
Partner

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2025

teed saunders doyle | chartered professional accountants & advisors

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

DECEMBER 31, 2025

CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Net Debt	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 18

teed saunders doyle | chartered professional accountants & advisors

An independent member of DFK INTERNATIONAL

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Kennebecasis Valley Fire Department Inc.

Opinion

We have audited the financial statements of the Kennebecasis Valley Fire Department Inc., (the "Department") which comprise the statement of financial position as at December 31, 2025, and the statements of operations, changes in net debt and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Kennebecasis Valley Fire Department Inc. as at December 31, 2025, and the results of its operations, changes in net debt and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

(continues)

Auditors' Responsibilities for the Audit of the Financial Statements (cont'd)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Department's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Department to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Teed Saunders Doyle

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick
April 8, 2026

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2025

	2025	2024
FINANCIAL ASSETS		
Cash (Note 4)	$ 1,957,304	$ 1,455,609
Accounts receivable		
General	12,430	3,700
Province of New Brunswick	48,306	-
Due from member municipalities	-	737
Federal Government and its agencies (Note 5)	38,538	22,214
	$ 2,056,578	$ 1,482,260
LIABILITIES		
Accounts payable and accrued liabilities	$ 204,697	$ 186,716
Accrued sick leave liability (Note 8)	115,008	103,436
Accrued liability for retirement pay allowance (Note 9)	744,059	674,259
Post employment benefits payable (Note 10)	17,500	114,100
	1,081,264	1,078,511
NET ASSETS	975,314	403,749
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 13)	12,354,844	12,218,961
Accumulated amortization (Note 13)	(5,086,546)	(4,598,980)
	7,268,298	7,619,981
Prepaid expenses	17,450	3,572
ACCUMULATED SURPLUS	$ 8,261,062	$ 8,027,302

COMMITMENT (Note 12)

APPROVED BY:

_____ Chairperson

_____ Treasurer

teed saunders doyle | chartered professional accountants & advisors

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2025

	2025 Budget (Note 15)	2025 Actual	2024 Actual
REVENUE (Note 7)			
Contributions by member municipalities - operating	$ 6,913,500	$ 6,913,500	$ 6,448,273
Contributions by member municipalities - capital	-	152,883	403,819
Interest	25,000	38,654	34,439
Miscellaneous (Note 10)	6,000	63,527	28,363
	6,944,500	7,168,564	6,914,894
EXPENDITURE			
Administration	893,585	908,427	858,628
Firefighting force	4,927,384	4,521,645	4,177,057
Telecommunications (Note 7)	274,800	289,426	258,601
Insurance	84,898	84,214	77,180
Prevention and training	67,600	63,173	43,575
Facilities (Note 7)	465,120	462,582	387,817
Fleet	338,200	349,536	332,144
Operations	179,618	180,294	168,242
Water costs	36,483	18,277	35,490
Emergency management operations	67,315	5,821	3,365
Retirement allowance	45,651	45,651	36,147
Other	5,000	5,754	6,339
	7,385,654	6,934,800	6,384,585
ANNUAL SURPLUS (DEFICIT) FOR THE YEAR (Note 14)	$ (441,154)	233,760	530,309
ACCUMULATED SURPLUS - BEGINNING OF YEAR		8,027,302	7,496,993
ACCUMULATED SURPLUS - END OF YEAR		$ 8,261,062	$ 8,027,302
Amortization included in the above expenditure		$ 487,566	$ 416,902

teed saunders doyle | chartered professional accountants & advisors

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

STATEMENT OF CHANGES IN NET ASSETS (DEBT)

AS AT DECEMBER 31, 2025

	2025	2024
Annual surplus	$ 233,760	$ 530,309
Acquisition of tangible capital assets	(135,883)	(395,935)
Proceeds on disposal of tangible capital assets	-	22,475
Amortization of tangible capital assets	487,566	416,902
Gain on disposal of tangible capital assets	-	(22,475)
Acquisition of prepaid expenses	(17,450)	(3,572)
Use of prepaid expenses	3,572	-
Increase in net assets	571,565	547,704
Net assets (debt) - beginning of year	403,749	(143,955)
Net assets - end of year	$ 975,314	$ 403,749

teed saunders doyle | chartered professional accountants & advisors

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2025

	2025	2024
INCREASE (DECREASE) IN CASH		
OPERATING TRANSACTIONS		
Annual surplus	$ 233,760	$ 530,309
Gain on disposal of tangible capital assets	-	(22,475)
Amortization of tangible capital assets	487,566	416,902
Accounts receivable - General	(8,730)	(737)
Accounts receivable - Province of New Brunswick	(48,306)	-
Accounts receivable - Due from member municipalities	737	560,831
Accounts receivable - Federal Government and its agencies	(16,324)	119,608
Accounts payable and accrued liabilities	17,981	(794,854)
Accrued sick leave liability	11,572	(77,352)
Accrued liability for retirement pay allowance	69,800	69,800
Post employment benefits payable	(96,600)	67,500
Prepaid expenses	(13,878)	(3,572)
	637,578	865,960
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(135,883)	(395,935)
Proceeds on disposal of tangible capital assets	-	22,475
NET INCREASE IN CASH	501,695	492,500
CASH - BEGINNING OF YEAR	1,455,609	963,109
CASH - END OF YEAR	$ 1,957,304	$ 1,455,609
REPRESENTED BY:		
Cash - operating	$ 1,147,161	$ 724,983
Cash - retirement allowance	810,143	730,626
	$ 1,957,304	$ 1,455,609

teed saunders doyle | chartered professional accountants & advisors

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2025

1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Valley Fire Department Inc. (the "Department") provides fire prevention, fire protection, fire-fighting, fire investigation services and medical first response to the Towns of Quispamsis and Rothesay.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Department are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

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

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

Financial Instruments

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

Cash and Cash Equivalents

Cash and cash equivalents include cash balances with financial institutions.

Revenue Recognition

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

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Economic Dependence

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

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

Measurement Uncertainty

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

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued sick leave liability;
- accrued retirement pay allowance; and
- accrued post employment benefits.

Tangible Capital Assets

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

Asset Type	Estimated Useful Life
Buildings	20-40 years
Vehicles	4-25 years
Equipment	3-20 years

Assets under construction are not amortized until the asset is available for productive use. Capital assets are subject to the half year rule of amortization in the year of acquisition.

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

Post Employment Benefits

The Department recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Department has a retirement pay allowance as documented in Note 9 and a pension plan as documented in Note 10.

Asset Retirement Obligations

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations. As at December 31, 2025, no asset retirement obligations have been identified by management.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2025

3. FINANCIAL INSTRUMENTS

The Department is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Department's risk exposure and concentration as of December 31, 2025:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Department is exposed to credit risk from its accounts receivable. The Department's credit risk is mitigated by the fact that its accounts receivable consist primarily of funds due from the Federal Government and the contributing municipalities.

Liquidity Risk

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

Currency Risk

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

Interest Rate Risk

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

4. CASH

	2025	2024
Cash - operating	$ 1,147,161	$ 724,983
Restricted cash - retirement allowance (Note 9)	810,143	730,626
	$ 1,957,304	$ 1,455,609

5. DUE FROM PROVINCE OF NEW BRUNSWICK

	2025	2024
Worksafe New Brunswick (performance rebate)	$ 48,306	$ -

teed saunders doyle | chartered professional accountants & advisors

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2025

6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	2025	2024
Canada Revenue Agency (HST refund)	$ 38,538	$ 22,214

7. RELATED PARTY TRANSACTIONS

The Department is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Department. The Department received property tax rebates in the amounts of $57,818 (2024 - $57,332) from Rothesay and $26,922 (2024 - $26,667) from Quispamsis, which are netted against the property tax expenditure. The Department also has a dispatch agreement with the Municipalities, the amount paid was $251,747 (2023 - $226,158). During the year, the Department recognized the following contributions from the Municipalities as revenue:

	2025	2024
Quispamsis - Operating	$ 4,148,421	$ 3,829,786
Rothesay - Operating	2,765,079	2,618,487
	$ 6,913,500	$ 6,448,273
Quispamsis - Capital	$ 91,141	$ 238,480
Rothesay - Capital	61,742	165,339
	$ 152,883	$ 403,819

8. ACCRUED SICK LEAVE LIABILITY

The Department provides every employee a sick leave entitlement that accumulates at a rate of 18 hours per month while the employee's sick bank is below 1,000 hours, and 13.5 hours per month while the sick bank is above 1,000 hours. Union employees can accumulate to a maximum of 2,184 hours and non-union employees can accumulate 1,870 hours. Both groups can take a leave with pay by virtue of being sick or disabled, quarantined by a physician or Health Authority, or because of an accident or disease for which compensation is not payable under the Workplace Health, Safety and Compensation Commission Act or a long term disability plan. An employee is no longer entitled to accumulate sick leave if the employee has been off active duty, for any reason, for 120 consecutive calendar days or longer. All employees have 12 hours per year taken from their accumulated sick days and moved to a group sick bank until contributions collectively result in an accumulation of 3,000 working hours. For the purpose of the actuarial valuation described below, the group sick bank has been ignored since its use has been minimal in the past and its impact on the actuarial liability and normal cost is expected to be negligible.

An actuarial valuation was performed by Telus Health as at December 31, 2023 on the 38 employee (2020 - 37) plan in accordance with PSA 3255. The actuarial method used was the projected unit credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Department's best estimates. The following summarizes the major assumptions in the valuation:

8. ACCRUED SICK LEAVE LIABILITY (continued)

- annual salary increase is 3.50% (2020 - 2.25%);
- the discount rate used to determine the accrued benefit obligation is 4.25% (2020 - 1.99%);
- retirement age is 60 (2020 - 60); and
- estimated net excess utilization of rate of sick leave is independent of age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of revenue as they come due. The calculated unfunded liability as at December 31, 2025 is $115,008 (2024 - $103,436).

9. ACCRUED LIABILITY FOR RETIREMENT PAY ALLOWANCE

Retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks salary based on a minimum of ten years service. This benefit only applies to employees who have reached the age of 50 years. Upon the death of a full-time employee prior to retirement, a prorated benefit equal to four weeks' regular salary for every five years of employment shall be paid to the employee's named beneficiary or estate.

An actuarial valuation was prepared by LifeWorks as at December 31, 2022 for the Department's 38 members in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The present value of the accrued liability as at December 31, 2025 is estimated to be $744,059 (2024 - $674,259).

The following summarizes the major assumptions in the valuation:

- Discount rate used was 4.52% (2019 - 2.69%);
- Salary increases 3.00% per annum (2019 - 2.50%); and
- retirement age of 60 years old.

The activity for the year is as follows:

	2025	2024
Balance at beginning of year	$ 674,259	$ 604,459
Add: Benefit expense	69,800	69,800
Interest earned	24,149	33,653
	768,208	707,912
Less: Retirement benefits paid	(14,432)	-
	753,776	707,912
Change in liability based on PSAS requirements	(9,717)	(33,653)
Accrued liability for retirement pay allowance at end of year	$ 744,059	$ 674,259

The Department has restricted $810,142 (2024 - $730,626) in cash towards the funding of this liability (Note 4).

10. POST EMPLOYMENT BENEFITS PAYABLE

The Department and its employees participate in the New Brunswick Municipal Employees Pension Plan ("NBMEPP"). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Local Governance Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2023 and resulted in an overall NBMEPP accrued benefit obligation of $58,648,800 based on the accounting basis.

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates.

The following summarizes the major assumptions in the valuation as at December 31, 2024:

- the expected inflation rate is 2.10% (prior 2.10%);
- the discount rate used to determine the accrued benefit obligation is 6.05% (prior 6.05%);
- the expected rate of return on assets is 6.05% (prior 6.05%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 14.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2023 indicated that the market value of the net assets available for the accumulated plan benefits were less than the present value of these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick.

On a going concern valuation basis, the actuarial valuation indicated a plan deficit of $9,496,000, a change of $2,732,600 from the December 31, 2022 deficit of $12,228,600 Based on the assumptions as at December 31, 2023, the actuary expected the level of employer and employee contributions to be sufficient to fund the current service cost and going concern special payments, as required by the Pensions Benefits Act.

As at December 31, 2023, the NBMEPP provides benefits for 332 retirees. Total benefit payments to retirees and terminating employees during 2025 are estimated to be approximately $5,705,700 (actual 2024 - $8,265,100) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.93%. Each participating body contributes an amount that equals their employees' contribution amounts. Pension Fund Assets are invested in Short Term Securities, Bonds, Canadian Equities, Real Estate, Infrastructure, and Foreign Equities. Combined employees and participating bodies' contributions for 2025 are estimated to be approximately $10,714,400 (actual 2024 - $10,407,800) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to the Department:

- The average age of the 42 active employees covered by the NBMEPP is 44.7 (2024 - 44);
- Benefit payments were $616,800 in 2024 and were estimated to be $616,800 in 2025; and
- Combined contributions were $651,400 in 2024 and were estimated to be $671,000 in 2025.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2025

10. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

In addition to determining the position of the NBMEPP as it relates to the Department as at December 31, 2023 and December 31, 2024, NBMEPP's actuary performed an extrapolation of the December 31, 2024 accounting valuation to determine the estimated position as at December 31, 2025. The extrapolation assumes assumptions used as at December 31, 2025 remain unchanged from December 31, 2024. The extrapolation also assumes assets return of 6.05%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience.

Results of the extrapolation are as follows:

	Estimated Jan 1, 2025 to Dec 31, 2025	Jan 1, 2024 to Dec 31, 2024
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	$ 114,100	$ 93,800
Adjustment to actual	12,000	(12,000)
Pension expense for the year	226,900	358,000
Employer contributions	(335,500)	(325,700)
Accrued benefit liability at end of period	$ 17,500	$ 114,100

In summary, the accrued benefit liability as it related to the Department is estimated to be $17,500 as at December 31, 2025. This compares to $93,800 as at January 1, 2024 and $114,100 as at December 31, 2024. The December 31, 2024 liability was estimated in the prior year. The actual liability was calculated to be $126,100.

The financial position as it relates to the accrued benefit liability is shown as follows and illustrates the unamortized amounts being recognized in pension expense over time:

	Estimated Jan 1, 2025 to Dec 31, 2025	Jan 1, 2024 to Dec 31, 2024
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	$ 16,631,000	$ 15,791,400
Plan assets	16,223,900	15,245,700
Plan deficit	407,100	545,700
Unamortized experience losses	(389,600)	(419,600)
Accrued benefit liability at end of period	$ 17,500	$ 126,100

teed saunders doyle | chartered professional accountants & advisors

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2025

10. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2025 to Dec 31, 2025	Jan 1, 2024 to Dec 31, 2024
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	$ 15,791,400	$ 15,182,500
Current service cost	504,400	509,800
Benefit payments	(616,800)	(616,800)
Interest for period	952,000	915,300
Experience gain during period	-	(199,400)
Accrued benefit obligation at end of period	$ 16,631,000	$ 15,791,400

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	Estimated Jan 1, 2025 to Dec 31, 2025	Jan 1, 2024 to Dec 31, 2024
Reconciliation of Plan Assets		
Plan assets at beginning of period	$ 15,245,700	$ 13,781,800
Employer contributions	335,500	325,700
Employee contributions	335,500	325,700
Benefit payments	(616,800)	(616,800)
Return on plan assets during period	924,000	1,429,300
Plan assets at end of period	$ 16,223,900	$ 15,245,700

Total expense related to pensions include the following components:

	Estimated Jan 1, 2025 to Dec 31, 2025	Jan 1, 2024 to Dec 31, 2024
Pension Expense		
Employer current service cost	$ 168,900	$ 184,100
Interest on accrued benefit obligation	952,000	915,300
Expected return on assets	(924,000)	(834,800)
Experience loss	30,000	93,400
Pension expense	$ 226,900	$ 358,000

The pension expense is included in the Statement of Operations. The 2024 pension expense was estimated to be $351,800. The difference between the 2024 estimated and actual expense has been recorded as an expense of the current period.

11. MISCELLANEOUS REVENUE

During the year, total revenue of $63,527 includes reimbursement for assistance in fighting NB wildfires in the amount of $9,436, rental income of $5,785, and worksafe performance refund of $48,306. In the prior year, total revenue of $28,363 includes proceeds received on sale of vehicles of $22,475 and rental income of $5,888

teed saunders doyle | chartered professional accountants & advisors

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2025

12. COMMITMENT

Office Equipment Lease

The Department has entered into a lease agreement with Xerox Canada Ltd. to provide use of a photocopier. In 2023, the Department committed to $542 plus HST per quarter payable over 60 months commencing on November 21, 2023. The future minimum annual payments over the next three years are:

2026	$	2,262
2027		2,262
2028		1,696

teed saunders doyle | accountants & advisors

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2025

13. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	Land	Buildings	Vehicles	Equipment	2025 Total	2024 Total
COST						
Balance - beginning of year	$ 100,049	$ 7,229,476	$ 3,731,613	$ 1,157,823	$ 12,218,961	$ 11,887,878
Add: Net additions during the year	-	-	-	135,883	135,883	395,935
Less: Disposals during the year	-	-	-	-	-	(64,852)
Balance - end of year	100,049	7,229,476	3,731,613	1,293,706	12,354,844	12,218,961
ACCUMULATED AMORTIZATION						
Balance - beginning of year	-	1,851,783	2,171,052	576,145	4,598,980	4,246,930
Add: Amortization during the year	-	176,998	209,450	101,118	487,566	416,902
Less: Accumulated amortization on disposals	-	-	-	-	-	(64,852)
Balance - end of year	-	2,028,781	2,380,502	677,263	5,086,546	4,598,980
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	$ 100,049	$ 5,200,695	$ 1,351,111	$ 616,443	$ 7,268,298	$ 7,619,981

teed saunders doyle | chartered professional accountants & advisors

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2025

14. RECONCILIATION OF ANNUAL SURPLUS

	Operating Fund	Capital Fund	Total
2025 annual surplus - PSAS	$ 568,482	$ (334,722)	$ 233,760
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	62,765	-	62,765
Amortization expense	-	487,566	487,566
Provision for vested retirement benefits - pension	(96,600)	-	(96,600)
Change in amount recorded under PSAS sick leave accrual	11,572	-	11,572
Change in retirement allowance liability	(24,149)	-	(24,149)
Total adjustments to 2025 annual surplus	(46,412)	487,566	441,154
2025 annual surplus for funding requirements	$ 522,070	$ 152,844	$ 674,914

teed saunders doyle | chartered professional accountants & advisors

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2025

15. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget General	Amortization and Long Term Accruals	Transfers	Total
REVENUE				
Contributions by member municipalities - operating	$ 6,913,500	$ -	$ -	$ 6,913,500
Miscellaneous	6,000	-	-	6,000
Interest	25,000	-	-	25,000
Deficit of second previous year	62,765	-	(62,765)	-
	7,007,265	-	(62,765)	6,944,500
EXPENDITURE				
Administration	909,197	(15,612)	-	893,585
Firefighting force	4,996,800	(69,416)	-	4,927,384
Telecommunications	274,800	-	-	274,800
Insurance	84,898	-	-	84,898
Prevention and training	67,600	-	-	67,600
Facilities	288,122	176,998	-	465,120
Fleet	128,750	209,450	-	338,200
Operations	78,500	101,118	-	179,618
Water costs	36,483	-	-	36,483
Emergency management operations	67,315	-	-	67,315
Retirement allowance	69,800	(24,149)	-	45,651
Other	5,000	-	-	5,000
	7,007,265	378,389	-	7,385,654
Deficit	$ -	$ (378,389)	$ (62,765)	$ (441,154)

teed saunders doyle | chartered professional accountants & advisors

Kennebecasis Valley Fire Department

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

Significant Incidents

April 8: KVFD was an initial responding mutual aid department to what evolved into a large-scale hazardous materials incident. Initially requested for mutual aid for a motor vehicle collision on Highway 1 east-bound between Hampton and Quispamsis, the accident involved a tractor trailer hauling a B-train of gasoline that collided with a Gateway Operations "blocker" truck (tandem dump truck with tow-behind collapsible barrier device). The truck driver swerved and the truck subsequently overturned, causing the cargo tanks to rupture in multiple places and creating a large spill, with an estimated total product loss of 36 000 liters.



Simultaneously, crews were met with the challenge of having the driver of the transport pinned in the wreckage and requiring extrication to be rescued. KVFD firefighters were

tasked with fire protection duties on the west side of the incident, while the responding chief officer (Fire 3) was assigned as Operations Officer for the incident. A high-risk operation to free the driver took place under hazardous conditions due to the fuel spill and was successful, with the driver suffering no serious injuries. KVFD crews remained on scene for approximately 9 hours until the initial hazard was contained and the affected vehicles were removed from the scene.

Initial responding agencies included fire departments from Hampton, Kennebecasis Valley, Nauwigewauk, Simonds, Norton, Upham, Peninsula, Long Reach, Saint John (including Hazmat) as well as ANB, RCMP, OFM, Gateway Operations, & NB Department of Environment.





April 14: KVFD crews were dispatched to a report of a structure fire at an apartment building on Rockhaven Place. First arriving crews found heavy smoke issuing from the building and initiated an aggressive interior attack. The fire was held to the apartment of origin, which sustained heavy damage. The remainder of the building was investigated and cleared, requiring significant mechanical ventilation. A large portion of the building was under renovation, exposing large amounts of bare stud walls and ceilings; had the fire grown outside of the unit of origin it would have spread rapidly throughout the remainder of the building.





April 22: KVFD was dispatched to a structure fire on Lionel Drive in Quispamsis. First arriving crews were met with a fire in the kitchen area of the home and effected a quick knockdown of the fire before it had a chance to spread, containing it to the area of origin.



April 25: KVFD was dispatched to Jenkins Drive for a Structure Fire. Crews arrived on scene quickly and found a fire in the kitchen. The fire was quickly extinguished but the home sustained moderate smoke and fire damage to the kitchen.

May 29: around 9:30 p.m., firefighters were dispatched to a structure fire on Dofred Road in Rothesay. Crews arrived to find a garage on fire, with the fire threatening a nearby home. Firefighters quickly attacked the fire and protected the home from further damage.

Thank you to our mutual aid partners **Saint John Firefighters**, **Hampton Fire Rescue**, **Simonds Fire Rescue** and **Nauwigewauk Fire Department**.





May 22: At approximately 8:00 pm, firefighters were dispatched to a structure fire in the 300 block of Hampton Road in Quispamsis.

Firefighters arrived to find a working fire. Despite an early and aggressive interior attack, the home sustained significant damage. The cause of the fire remains under investigation.

July 7: KVFD received two calls simultaneously, one for a vehicle fire and another for a fire alarm in a commercial building. Crews split the response in order to provide an initial response to both incidents. A quick knockdown of the vehicle fire prevented spread to nearby exposures.





July 15: KVFD was dispatched to a report of a possible structure fire in the Kallars Hill area of Quispamsis. Upon arrival of the on-duty chief, the incident was found to be a large piece of wood processing equipment on fire, with several exposure hazards present due to its proximity to a forested area coupled with extremely dry burning conditions. Responding crews were able to extinguish the fire quickly and worked to prevent further spread to the nearby wood products and forested area. Mutual aid was requested for water supply from Nauwigewauk, Hampton and Simonds Fire Departments.



June 4: Around 5:00 pm, KVFD was dispatched to a garage fire on Hillcrest Drive. Crews arrived to find smoke and fire coming from a 2 car garage. Crews quickly extinguished the fire and no damage was caused to the home.

June 8: Chief White and Deputy Trecartin attend the Town of Rothesay Mayor and Council swearing in ceremony.



New Signage at Station One



A new burning conditions information sign was installed at the entrance to Station One in Rothesay, located at 7 Campbell Drive.

While the sign is a great addition to the front of the station, it also serves an important purpose.

Outdoor burning conditions across New Brunswick are updated daily at 2:00 PM by the Province of New Brunswick. To help keep residents informed, firefighters will update the sign each day to reflect the current burning status:

- Green: Burning is permitted
- Yellow: Burning is restricted to between 8:00 PM and 8:00 AM
- Red: Burning is not permitted

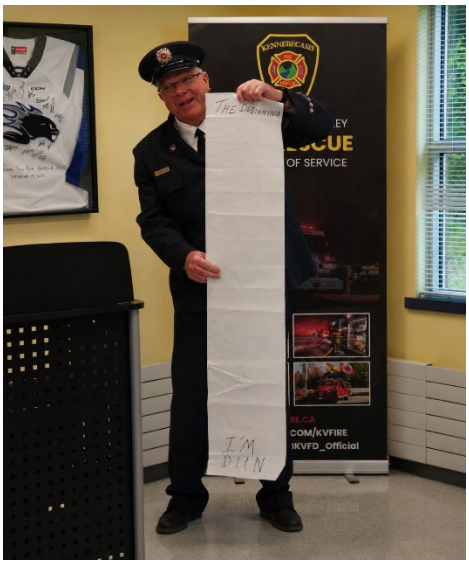
Retirements

Senior Firefighter Paul Spinks



On June 28, Senior Firefighter Paul Spinks retired from the Kennebecasis Valley Fire Department. Paul began his time in the fire service in 2002 as a volunteer firefighter with the Rothesay Regional Fire Department before being hired in 2006. He dedicated over 23 years of service to protecting the communities of Rothesay and Quispamsis. Paul is a Drum Sargent with the RCMP Pipes & Drums band, who travelled to Finland to play for the International Tattoo in July. We wish Senior Firefighter Paul Spinks all the best in his well-earned retirement and many more years of health, happiness, and time spent with family.

Firefighter Scott Dunbar



After 32 years of dedication to the fire service, Firefighter Scott Dunbar was piped out, formally marking the beginning of his retirement. Scott began his fire service career in 1994 as a volunteer firefighter with the Bradley Lake Fire Department. In May 2001, he joined the Rothesay Regional Fire Department as a casual firefighter before becoming a full-time firefighter in 2006.
On behalf of the department, we extend our sincere thanks to Firefighter Dunbar for his many years of service, commitment, and dedication to protecting the residents of Rothesay and Quispamsis.

Holiday Relief Firefighters

A job posting for holiday relief firefighters closed on February 3rd, 2026. Out of 66 applications 11 were interviewed and 7 were hired to fill current vacancies
These recruits will be filling vacancies created by recent retirements and promotions



Promotions

Congratulations to:

- Firefighter Justin Cowan - Senior Firefighter
- Firefighter Keith Scichilone - Senior Firefighter
- Holiday Relief Firefighter Nathan Fearn - Full-time Firefighter
- Holiday Relief Firefighter Brad Melanson - Full-time Firefighter
- Holiday Relief Firefighter Chelsea Wilson - Full-time Firefighter
- Holiday Relief Firefighter Caylee Greer - Full-time Firefighter

Respectful Workplace Training



As part of the Department's ongoing policy review, management identified that the existing Harassment Policy was outdated and required revision. The policy has since been updated to incorporate Respectful Workplace principles and current best practices. To support implementation, Laurie Young, Human Resources, conducted Respectful Workplace training with all employees during the summer to ensure staff understood the updated policy and their responsibilities.

Rothesay Volunteer Recognition Cermony

At this year's Rothesay Volunteer Recognition Awards ceremony, one of our own, Chaplain Bruce Smith, was recognized for his contributions to our department and to the community of Rothesay.

Bruce's role is not an easy one. It requires compassion, patience, and a strong shoulder for others to lean on during difficult times. Bruce has served as the Kennebecasis Valley Fire Department's Chaplain for over a decade. While firefighters are managing emergencies, Bruce is often working quietly in the background, providing support to affected families in whatever way he can.



Bruce's work does not end at emergency scenes. He is also a source of support for the wellbeing of our firefighters, and his dedication to caring for others does not go unnoticed.

We are grateful to have Chaplain Smith as part of our team and are very proud to see him recognized for his contributions.

first due

Kennebecasis Valley FD NB
Address: 7 Campbell Dr, Rothesay, NB, E2E 5B6

Monthly Incident Report - April

INCIDENT TYPE (NFIRS)	COUNT OF INCIDENTS
Fire/explosion - dollar loss	5
Rubbish/grass fire - no dollar loss	5
Chimney Fire	1
Vehicle Accident	11
Public Hazard - power line down / utility pole hazard	3
Public Hazard - miscellaneous	2
Gas Leak - propane	2
Public Service - citizens locked in or out	1
Public Service - first aid	56
Public Service - mutual aid	2
Alarm No Fire - accidental miscellaneous	1
Alarm No Fire - detector activated	1
Alarm No Fire - unknown odours	1
Alarm No Fire - miscellaneous	1
Incident Situation unclassified	1
(NULL)	1
Total	**94**

Kennebecasis Valley FD NB
Address: 7 Campbell Dr, Rothesay, NB, E2E 5B6

Monthly Incident Report - May

INCIDENT TYPE (NFIRS)	COUNT OF INCIDENTS
Fire/explosion - dollar loss	6
Bonfire - Bonfire	6
Rescue - Miscellaneous	3
Vehicle Accident	13
Public Hazard - power line down / utility pole hazard	1
Public Hazard - miscellaneous	2
Public Service - citizens locked in or out	1
Public Service - citizens trapped in elevators	1
Public Service - first aid	57
Public Service - mutual aid	1
Public Service- miscellaneous	2
Alarm No Fire - accidental miscellaneous	8
Alarm No Fire - detector activated	3
Alarm No Fire - miscellaneous	1
False Alarm (Mischief) - municipal alarm system	1
Total	**106**

Kennebecasis Valley FD NB
Address: 7 Campbell Dr, Rothesay, NB, E2E 5B6

Monthly Incident Report - June

INCIDENT TYPE (NFIRS)	COUNT OF INCIDENTS
Fire/explosion - dollar loss	4
Rubbish/grass fire - no dollar loss	3
Bonfire - Bonfire	2
Rescue - Miscellaneous	1
Vehicle Accident	16
Resuscitation Call - respiratory emergency	1
Resuscitation Call - heart attack	1
Public Hazard - power line down / utility pole hazard	4
Public Service - first aid	52
Public Service - assist police or other agency	1
Public Service - mutual aid	1
Public Service- miscellaneous	1
Alarm No Fire - accidental miscellaneous	6
Alarm No Fire - detector activated	7
Alarm No Fire - miscellaneous	1
False Alarm (Mischief) - internal or local alarm system	2
Total	**103**

first due

Kennebecasis Valley FD NB
Address: 7 Campbell Dr, Rothesay, NB, E2E 5B6

Monthly Incident Report - July

INCIDENT TYPE (NFIRS)	COUNT OF INCIDENTS
Fire/explosion - dollar loss	8
Rubbish/grass fire - no dollar loss	5
Bonfire - Bonfire	1
Vehicle Accident	10
Public Hazard - toxic chemical spill	1
Public Hazard - power line down / utility pole hazard	3
Public Service - citizens locked in or out	2
Public Service - first aid	40
Public Service - assist police or other agency	1
Public Service- miscellaneous	1
Alarm No Fire - accidental miscellaneous	8
Alarm No Fire - smoke or steam mistaken	1
Alarm No Fire - detector activated	3
Alarm No Fire - miscellaneous	2
Total	**86**

first due

Kennebecasis Valley FD NB
Address: 7 Campbell Dr, Rothesay, NB, E2E 5B6

Monthly Incident Report - August

INCIDENT TYPE (NFIRS)	COUNT OF INCIDENTS
Fire/explosion - dollar loss	6
Rubbish/grass fire - no dollar loss	5
Chimney Fire	1
Bonfire - Bonfire	1
Rescue - Miscellaneous	1
Vehicle Accident	10
Public Hazard - power line down / utility pole hazard	1
Gas Leak - propane	2
Gas Leak - miscellaneous	1
Public Service - first aid	40
Alarm No Fire - accidental miscellaneous	7
Alarm No Fire - detector activated	4
Alarm No Fire - miscellaneous	1
False Alarm (Mischief) - miscellaneous	1
Total	**81**

Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Joint Board of Fire Commissioners

From: Chief Shawn White

Re: KV EMO

Date: September 2, 2026

Current State

KV EMO has established:

- A formal Emergency Management Program
- A comprehensive risk assessment framework
- Defined activation levels and coordination structures
- A departmental Continuity of Operations Plan (COOP)

The program is currently assessed as being in a “Developing” stage and is progressing toward a fully sustainable and integrated emergency management system by 2029.

Strategic Direction (2026–2029)

The KV EMO Strategic Goals Plan identifies eight priority areas:

- Governance and accountability
- Emergency Operations Centre (EOC) readiness
- Sustainable incident management and staffing
- Risk-based planning and hazard mitigation
- Inter-agency coordination
- Public information and communications
- Community preparedness and resilience
- Exercises and continuous improvement

These priorities align with CSA Z1600 standards and the New Brunswick Emergency Measures Act.

2026 Key Priorities

The 2026 Work Plan focuses on three immediate priorities:

1. Governance and Program Structure
   - Confirm EMO leadership roles and committee structure
   - Establish Terms of Reference
   - Improve reporting to Council and Fire Board

2. Operational Readiness
   - Finalize and implement COOP
   - Develop a Business Impact Analysis (BIA)
   - Confirm Emergency Operations Centre readiness

3. Training and Exercises
   - Conduct a multi-agency tabletop exercise (wildfire scenario)
   - Establish training requirements for EOC and Incident Management roles

Why This Matters

Emergency management is becoming increasingly important as municipalities face more frequent and complex emergencies, including severe weather events, wildfires, infrastructure failures, cyber incidents, and public health emergencies. A structured and sustainable emergency management program enhances the municipalities' ability to prepare for, respond to, and recover from these events while maintaining continuity of essential services.

The work being undertaken through KV EMO positions the Kennebecasis Valley to meet current legislative requirements while building a sustainable emergency management program that supports both municipalities and regional partners well into the future.

Expected Outcomes

Implementation of the 2026 Work Plan will:

- Improve municipal readiness for major emergencies
- Strengthen coordination between fire, police, and municipal departments
- Enhance public communication and confidence during incidents
- Establish a sustainable and accountable emergency management program
- Support compliance with provincial legislation and national standards

Next Steps

- Finalize and implement 2026 Work Plan
- Conduct initial tabletop exercise within 60 days
- Provide annual progress update to Council

KV EMO Committee

Terms of Reference **September 2 2026**

KV EMO Committee

Terms of Reference

Purpose

The Kennebecasis Valley Emergency Measures Organization (KV EMO) Committee serves as the advisory and coordinating body for regional emergency management activities within the communities of Rothesay and Quispamsis.

The Committee provides strategic guidance, oversight, and recommendations to support:

- emergency preparedness;
- mitigation and risk reduction;
- emergency response coordination;
- recovery planning;
- public resilience; and
- regional cooperation between participating agencies and municipalities.

The Committee supports a coordinated regional approach to emergency management consistent with provincial legislation and recognized emergency management best practices.

Authority

The KV EMO Committee is established under the authority of the participating municipal councils pursuant to the Emergency Measures Act and municipal bylaws establishing the Kennebecasis Valley Emergency Measures Organization.

The Committee functions in an advisory capacity and is responsible for supporting the development, coordination, and continuous improvement of the regional emergency management program. The Committee is advisory to the Fire Board and both municipalities.

The Committee does not direct tactical or on-scene emergency operations.

Guiding Principles

The Committee shall operate in accordance with the following principles:

- regional collaboration and coordination;
- an all-hazards approach to emergency management;
- scalable and unified emergency response;
- evidence-based planning and risk assessment;
- interoperability between agencies;
- efficient use of shared resources; and

- continuous improvement through training, exercises, and program evaluation.

Mandate

The Committee shall:

- support the development and maintenance of the regional Emergency Management Plan;
- review emergency management policies, procedures, and program initiatives;
- support hazard identification and risk assessment activities;
- promote emergency preparedness and public awareness initiatives;
- support training, exercises, and after-action reviews;
- encourage inter-agency collaboration and information sharing;
- review Emergency Operations Centre readiness and coordination procedures;
- support evacuation and recovery planning initiatives;
- identify opportunities for risk reduction and mitigation; and
- provide recommendations to participating municipalities and the Joint Board of Fire Commissioners regarding emergency management matters.

Membership

The Committee shall consist of:

- EMO Director / Fire Chief of the Kennebecasis Valley Fire Department (Chair);
- Deputy EMO Directors appointed by each participating municipality;
- One representative from the Kennebecasis Regional Police Force;
- One representative from the Kennebecasis Valley Fire Department; and
- An equal number of additional representatives appointed by each participating municipality.

Additional representatives or subject matter experts may attend meetings in an advisory capacity at the request of the Committee but shall not have voting privileges or be counted for the purpose of a quorum.

Decision-Making

The Committee will strive to make decisions by consensus. Where consensus cannot be achieved, decisions shall be determined by a majority vote of the appointed voting members present. Each participating municipality shall appoint an equal number of voting members to ensure balanced municipal representation.

Terms of Appointment

Committee members shall serve a two-year term and may be reappointed.

Membership shall remain in effect until a replacement is appointed by the participating municipality or organization.

KV EMO Committee

Roles and Responsibilities

EMO Director (Chair)

The EMO Director shall:

- chair Committee meetings;
- coordinate the regional emergency management program;
- support development and implementation of emergency management initiatives;
- facilitate collaboration between partner agencies; and
- report to the Joint Board of Fire Commissioners and participating municipalities as required.

Deputy EMO Directors

One Deputy Director shall be appointed for each town.

Deputy EMO Directors shall:

- support emergency management planning and preparedness activities;
- assist with implementation of emergency management initiatives;
- support Emergency Operations Centre readiness; and
- coordinate municipal emergency preparedness activities within their respective municipalities.

Committee Members

Committee members shall:

- participate in Committee meetings and initiatives;
- support program evaluation and continuous improvement;
- contribute to preparedness, mitigation, and recovery planning activities;
- assist with training and exercise initiatives; and
- support inter-agency coordination and collaboration.

Meetings

The Committee shall meet a minimum of four (4) times annually.

Additional meetings may be called by the Chair as required.

Meeting agendas and supporting materials shall be distributed in advance whenever practical.

Meeting minutes and action items shall be maintained.

KV EMO Committee

A quorum shall consist of a majority of the appointed voting members, provided that at least one voting representative from each participating municipality is present.

Reporting Relationship

The EMO Director shall provide periodic updates regarding emergency management activities, preparedness initiatives, exercises, and significant program developments to:

- the Joint Board of Fire Commissioners; and
- participating municipal councils, as required.

The EMO Director shall provide periodic updates regarding emergency management activities, preparedness initiatives, exercises, and significant program developments to:

- the Joint Board of Fire Commissioners; and
- participating municipal councils, as required.

Confidentiality

Committee members may receive confidential or sensitive information related to emergency management planning, infrastructure, or operations.

Members shall maintain confidentiality in accordance with applicable legislation, policies, and municipal requirements.

Review of Terms of Reference

These Terms of Reference become effective upon approval by the participating municipal councils and the Joint Board of Fire Commissioners.

Approval

These Terms of Reference shall come into effect upon approval by the participating municipalities.

Approved by:

Town of Rothesay: _____ Date: _____

Town of Quispamsis: _____ Date:_____

Joint Board of Fire Commissioners Chair: _____ Date:_____

KV EMO Director: _____ Date: _____

Kennebecasis Valley Fire Department

Office of the Deputy Chief

To: Joint Board of Fire Commissioners

From: Deputy Chief Karen Trecartin

Re: Fire Smart Funding Request and Junior Firefighter Camp

Date: September 2, 2026

Update on funding - Community Wildfire Resiliency Plan (CWRP)

The deadline to apply for provincial Fire Smart funding was June1st. We requested funding for the following recommendations from our community wildfire plan for a total of $100,893.

- **Recommendation #1** - Hire a FireSmart Coordinator to oversee and support implementation of the plan and maintain FireSmart initiatives. We are continuing to work on many of these recommendations through our emergency measures organization as well but require dedicated assistance to the program to assist with vegetation mitigation, public education initiatives and fuel treatment requirements. We are requesting a FireSmart Coordinator for an estimated full year of work in 2027 for a total of $50,000.

- **Recommendation #27** - Apply for funding for structure protection equipment and trailer including all necessary pumps, hose, hardware and a trailer to put it in. Equipment upgrades were proposed for response apparatus as well as a structure protection trailer. Our plan is to implement this over a 2–3-year period as the most crucial part is to ensure we have the proper equipment for forestry firefighting. The equipment is estimated to be $41,224.

- **Recommendation #29** - Install a dry hydrant in the French Village area. This area has the highest interface risk and the least water available. We have been collecting information on a location at the corner of Bradley Lake Rd and Kallars Hill Rd in Quispamsis. This location is on the boarder of our coverage area where we often mutual aid with two other fire departments and there is currently no permanent water source in place for drafting. The town is supportive of this initiative and will assist with necessary permits; environment and DFO have been contacted as well. Dry hydrant installation costs are estimated to be $9,669.

Update on progress - Community Wildfire Resiliency Plan (CWRP)

Many of the recommendations from our CWRP have been started and items like training, purchasing educational materials to distribute and collaborating with our local DNR representative have been completed by fire department personnel.

- **Recommendation #6 -** Order and distribute FireSmart™ educational material. Educational materials were purchased in 2025 and are being distributed during public events. We will incorporate this distribution during our annual smoke alarm campaign as well. Educational messaging has been added to the departments website and used on social media.

- **Recommendation #16** – Develop an emergency Management plan for wildfire including evacuation procedures. Staff from both towns DC Trecartin & DivC Codling attended a Provincial Working Group on Evacuations, hosted by NBEMO in Fredericton in the spring of 2026. The two-day event involved key partners including representatives of municipalities, emergency measures organizations, fire departments, Ambulance New Brunswick, SPCA, Red Cross, RCMP and several other stakeholders. The intent was to strengthen evacuation preparedness, coordination, and decision-making across New Brunswick. Attendees received presentations from several allied agencies on the first day, and then put new knowledge into practical application on the second day in breakout groups.

- **Recommendation #17** – Maintain relationships with the provincial fire service and DNR. All KVFD platoons received their annual classroom and practical training in wildfire response, presented by Ashley Fraser from DNR. Crews reviewed strategy and tactics in the classroom, then spent the remainder of the day in a forested setting putting the knowledge into practical application.

- **Recommendation #20** – Emergency Firefighter (EFF) training for new FD hires. All 7 new members completed EFF training. All platoons received training from DNR including classroom and practical.

Recommendations to start next

- **Recommendation #9** - Educate residents to promote utilizing the FireSmart ™ HIZ Self-Assessment for their home/property. DNR needs to provide training prior to implementing this. Check to see if they are offering the training yet.

- **Recommendation #23** - Prepare an emergency contact list of all resources in the area including human resources and resources like water trucks, bulldozers, excavators and float equipment available in the community.

- **Recommendation #35** - Organize FireSmart ™ initiatives and debris removal options during annual spring clean up days to encourage and assist residents with removal of vegetation and debris around their homes.

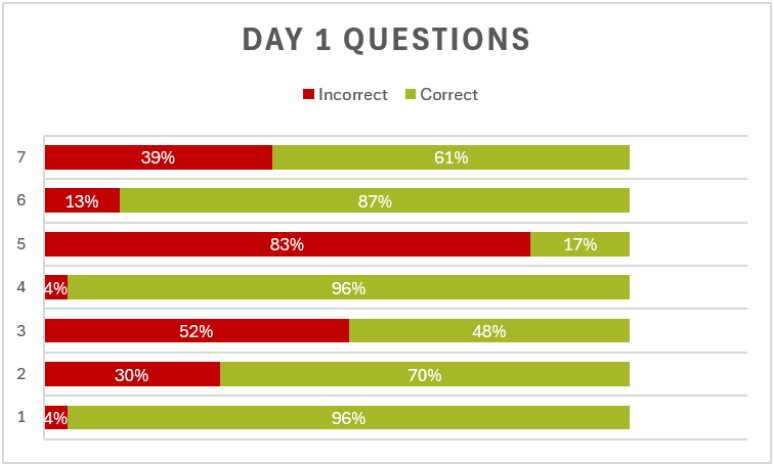
Public Education Activities

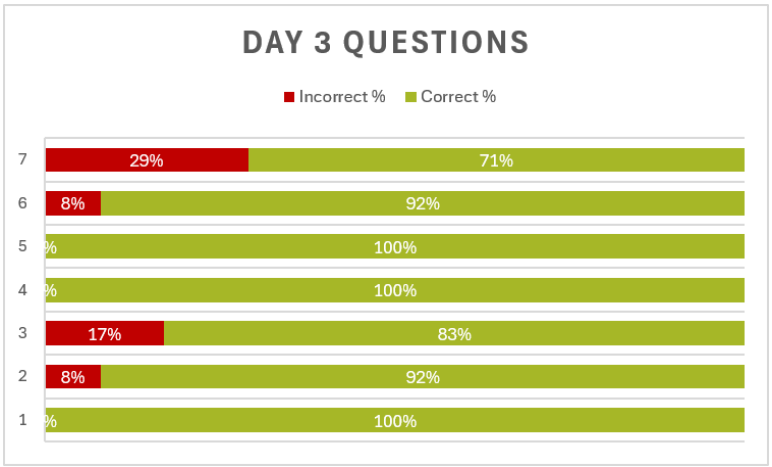


July 6th ,7th & 8th Annual Jr. Firefighter Camp

In July, we welcomed 25 campers to the fire station for three days of fun, learning, and hands-on activities as part of our annual Junior Firefighter Camp. Throughout the camp, participants learned important life-safety skills, including hands-only CPR, safe cooking practices, smoke alarm safety, and how to properly use a fire extinguisher. They also had the chance to take part in a variety of interactive firefighting activities alongside our members. Firefighters had a great time working with these young members of our community.

As a method of measuring the impact of this initiative, children who attend camp are asked seven life safety questions the first day they arrive at the fire station. These questions are pulled from the teaching objectives that firefighters use over the three-day period. On the third day of camp, the exact same seven questions are asked. The goal is for all the red on the graphs below to turn green. This data tells us three things: what 12-year-old children already know about fire and life safety, what topics we should be focusing on for this age group and how well our firefighters are doing teaching their learning objectives.





May 8 & 26
The Fire Prevention Officer conducted fire drills at Rothesay High School and Harry Miller Middle School in response to a recent school fire in Miramichi. Students and staff received additional education on using secondary exits when necessary, avoiding smoke-filled areas, and responding safely during an evacuation.

June 1
The Fire Prevention Officer attended the Rothesay Wellness Fair, where fire and life-safety information was provided to members of the community.

June 23
The Fire Prevention Officer hosted a public education table at the Kennebecasis Public Library's annual Summer Party. This is historically a well-attended community event and provided an excellent opportunity to share fire-safety information with children and families.

July 1
Crews from Engine 1 and Engine 2 attended Canada Day celebrations in Quispamsis and Rothesay. Their participation provided an opportunity for positive community engagement and public fire-safety education.

July 9
The Fire Prevention Officer brought the Office of the Fire Marshal's Fire Prevention Trailer to Tender Tots in Rothesay. Interactive fire-safety education was provided to 115 children between the ages of three and 12.

July 13
The Fire Prevention Officer conducted fire drills at 52 and 54 Hampton Road in Rothesay. Following the drills, residents participated in a debrief and educational session focused on condo fire safety and emergency evacuation procedures.

July 15
Personnel from Quint 1 and Engine 2, along with the Fire Prevention Officer, conducted a fire drill and pre-incident planning exercise at Shannex Jubilee Hall. Crews activated the building's fire alarm, observed and timed the evacuation, and reviewed appropriate fire-emergency procedures with residents.
Following the drill, crews familiarized themselves with the building and practised apparatus positioning to support an effective emergency response.

July 22
Personnel from Station 2 attended the Town of Quispamsis Mudfest with Engine 2 and Tanker 2.

July 24
The Fire Prevention Officer and personnel from Station 1 provided a fire station tour for Sergeant Kelly McIntyre of the Kennebecasis Regional Police Force and a local youth. The visit formed part of a positive youth-engagement initiative focused on developing practical skills, building self-confidence, and encouraging personal growth.

Kennebecasis Valley Fire Department

Office of the Division Chief of Training

To: Joint Board of Fire Commissioners

From: Division Chief John Codling

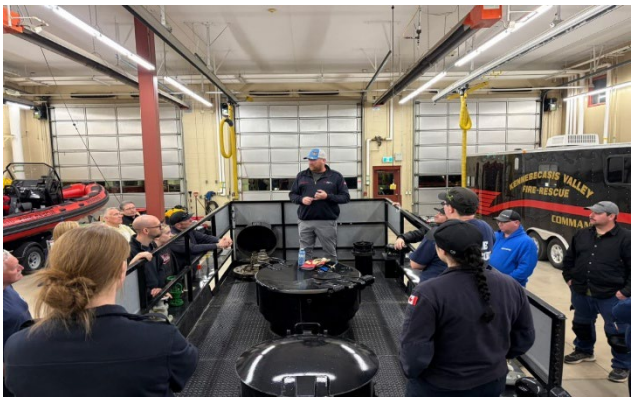
Re: Training Update

Date: September 2, 2026

The first half of 2026 has seen a large number of training initiatives take place. Beside the normal daily training objectives identified for members, listed below are some specific highlights:

May 5: KVFD hosted a regional training session presented by CN Rail, Hazmat by Rail for First Responders". Several surrounding mutual aid departments sent members to attend the session at our invitation, with a total class of over 60 participants. The evening included a classroom presentation as well as hands-on training with a mobile rail car simulator.





May 9: KVFD, through its participation in our local mutual aid training group, participated in our area's second annual training workshop, hosted at the Long Reach fire station. Several months of planning culminated in a full day of hands-on and classroom training, provided by more than 20 instructors to over 70 participants. Topics

included auto extrication/stabilization, incident command, first due tactics, forcible entry and medical first responder.





May 11 to 12: Deputy Chief Trecartin & Division Chief Codling attended a Provincial Working Group on Evacuations, hosted by NBEMO in Fredericton. The two-day event involved key partners including representatives of municipalities, emergency measures organizations, fire departments, Ambulance New Brunswick, SPCA, Red Cross, RCMP and several other stakeholders. The intent was to strengthen evacuation preparedness, coordination, and decision-making across New Brunswick. Attendees received presentations from several allied agencies on the first day, and then put new knowledge into practical application on the second day in breakout groups.

May 14: Division Chief Codling attended a one-day symposium in Fredericton hosted by Radcom, the provincial agency that operates our communications system. Presentations included updates to next-gen 911, an after-action review of the wildfire response in NB in 2025, and the opportunity to network with allied agencies.

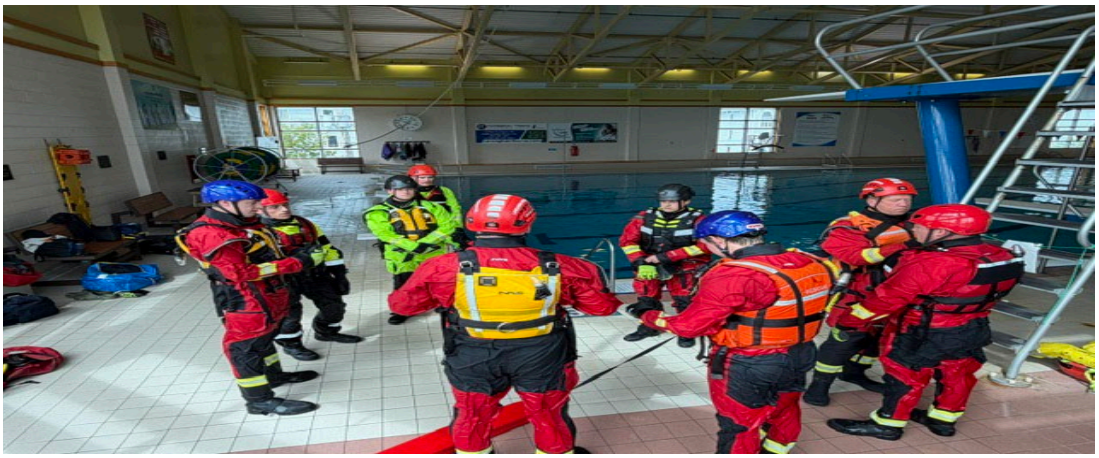
May 19 to 22: All KVFD platoons received classroom and practical training in wildfire response, present by Ashley Fraser from DNR. Crews reviewed strategy and tactics in the classroom, then spent the remainder of the day in a forested setting putting the knowledge into practical application.

May-June: Spring proved to be an exceptionally busy time for training, particularly with the hiring of 7 new holiday relief firefighters. The month of May was spent on orientation, familiarization with KVFD policies and response protocols, and several days of hands-on drills. New members also received emergency vehicle operations training and certification as surface and swift water rescue technicians. The month of June had the new members on shift shadowing crews and responding to emergencies, while also completing their required driver and operator training on tanker apparatus.









May-July: KVFD's training officer developed and presented a pump operator course to all engineer/drivers over the course of several shifts. Participants were then given a list of JPRs (job performance requirements) to train on prior to final practical testing. Participants, along with all members of their respective platoons, spent several shifts training on various aspects of pump operations, culminating in successful completion of the tasks by everyone involved.

In addition, with several holiday relief firefighters recently being promoted to full time, training has kicked off for their certification as aerial apparatus operators. Each member will participate in approximately 40 hours of instruction and testing, consisting of classroom learning, hands-on operational and maintenance instruction, before final testing of both written and practical components of the course.

June 27 to 28: Three members attended a "Paratech University" training course in the Moncton area, focused on stabilization techniques for vehicles and equipment involved in emergency incidents. The content included multiple practical scenarios involving heavy equipment and vehicles, a large target hazard for KVFD considering our community risk assessment.





May 22 to 24: Division Chief Codling attended the annual NBAFC convention, held in Moncton. The three-day event included meeting for various groups including the permanent fire chiefs committee, and training/instructor committee, as well as presentations including wildfire resiliency planning, and community risk assessments. There was also a trade show attached to the convention, providing an opportunity to meet with vendors for equipment, apparatus, protective gear, etc.

July 16 to 19: Division Chief Codling attended the MFCA/Atlantic Fire Leadership convention, held in Saint John. Topics covered a broad range of subjects, including situational awareness for incident commanders, NFPA updates, firefighting leadership, and business sessions for the association. The conference was accompanied by a trade show, again giving opportunity to meet with various vendors.

July-August: Planning is currently underway for joint training with Saint John Fire in several areas, including water rescue, off-road rescue, ice rescue and other technical rescue disciplines. Training will be taking place with each platoon beginning later this month and into the fall.

Kennebecasis Valley Fire Department

Office of Division Chief – Professional Standards & Technology

To: Joint Board of Fire Commissioners

From: Division Chief Nick Arsenault

Re: Portfolio Update August 2026

Date: August 19, 2026

Here is my portfolio update from April 2026, the beginning of my position up to and including August 2026.

IT & Technology

- Implemented a centralized IT/hardware inventory and lifecycle replacement plan to improve asset tracking, replacement planning, and future budgeting.
- Continued modernization and standardization of departmental technology to support reliability and operational readiness.

Emergency Management / KV EMO

- Upgraded the EMO trailer with mobile internet, displays, and office furnishings, improving its capability as a mobile emergency coordination centre.
- Developed updated KV EMO resources, activation-level materials, and standardized branding.

Operational Readiness & Administration

- Updated and standardized internal forms, templates, daily-check documents, and reporting tools to improve consistency and efficiency.
- Continued development of drone/live-video capabilities and operational reference resources to improve situational awareness and support crews and command staff.

Next Priorities

- Continue IT lifecycle planning, EMO trailer enhancements, and expansion of drone/live-video capabilities.
- Explore practical uses of AI and emerging technology, while continuing professional development in leadership, management, incident command, and emergency management.

KV EMO Committee

Terms of Reference

Purpose

The Kennebecasis Valley Emergency Measures Organization (KV EMO) Committee serves as the advisory and coordinating body for regional emergency management activities within the communities of Rothesay and Quispamsis.

The Committee provides strategic guidance, oversight, and recommendations to support:

- emergency preparedness;
- mitigation and risk reduction;
- emergency response coordination;
- recovery planning;
- public resilience; and
- regional cooperation between participating agencies and municipalities.

The Committee supports a coordinated regional approach to emergency management consistent with provincial legislation and recognized emergency management best practices.

Authority

The KV EMO Committee is established under the authority of the participating municipal councils pursuant to the Emergency Measures Act and municipal bylaws establishing the Kennebecasis Valley Emergency Measures Organization.

The Committee functions in an advisory capacity and is responsible for supporting the development, coordination, and continuous improvement of the regional emergency management program. The Committee is advisory to the Fire Board and both municipalities.

The Committee does not direct tactical or on-scene emergency operations.

Guiding Principles

The Committee shall operate in accordance with the following principles:

- regional collaboration and coordination;
- an all-hazards approach to emergency management;
- scalable and unified emergency response;
- evidence-based planning and risk assessment;
- interoperability between agencies;

- efficient use of shared resources; and
- continuous improvement through training, exercises, and program evaluation.

Mandate

The Committee shall:

- support the development and maintenance of the regional Emergency Management Plan;
- review emergency management policies, procedures, and program initiatives;
- support hazard identification and risk assessment activities;
- promote emergency preparedness and public awareness initiatives;
- support training, exercises, and after-action reviews;
- encourage inter-agency collaboration and information sharing;
- review Emergency Operations Centre readiness and coordination procedures;
- support evacuation and recovery planning initiatives;
- identify opportunities for risk reduction and mitigation; and
- provide recommendations to participating municipalities and the Joint Board of Fire Commissioners regarding emergency management matters.

Membership

The Committee shall consist of:

- EMO Director / Fire Chief of the Kennebecasis Valley Fire Department (Chair);
- Deputy EMO Directors appointed by each participating municipality;
- One representative from the Kennebecasis Regional Police Force;
- One representative from the Kennebecasis Valley Fire Department; and
- An equal number of additional representatives appointed by each participating municipality.

Additional representatives or subject matter experts may attend meetings in an advisory capacity at the request of the Committee but shall not have voting privileges or be counted for the purpose of a quorum.

Decision-Making

The Committee will strive to make decisions by consensus. Where consensus cannot be achieved, decisions shall be determined by a majority vote of the appointed voting members present. Each participating municipality shall appoint an equal number of voting members to ensure balanced municipal representation.

Terms of Appointment

Committee members shall serve a two-year term and may be reappointed. Membership shall remain in effect until a replacement is appointed by the participating municipality or organization.

Roles and Responsibilities

EMO Director (Chair)

The EMO Director shall:

- Provide overall leadership and coordination for the KV emergency management program.
- Chair the KV EMO Committee and oversee the implementation of its approved work plan.
- Coordinate preparedness, training, exercises and continuous improvement activities.
- Maintain liaison with the municipalities, emergency services, partner organizations and New Brunswick Emergency Measures Organization.
- Recommend EOC activation, emergency declarations, resource requests and other emergency actions to the appropriate municipal authorities.
- Provide regular reports and recommendations to the Joint Board of Fire Commissioners and the participating municipalities.
- Perform any additional duties assigned through municipal resolutions, approved emergency plans or written delegations of authority

Deputy EMO Directors

One Deputy Director shall be appointed for each town.

Deputy EMO Directors shall:

- Support the EMO Director in administering the emergency management program.
- Represent their respective municipalities within KV EMO.
- Ensure municipal priorities, capabilities and concerns are communicated to the EMO Director and Committee.
- Assist with planning, training, exercises and emergency response coordination.
- Exercise only the authority delegated by their respective municipality or established in approved emergency plans.

EOC Director

When the Emergency Operations Centre is activated, a qualified individual shall be appointed as EOC Director in accordance with the Emergency Management Plan and succession protocol.

The EOC Director shall:

- Manage the overall operation of the EOC.
- Establish EOC objectives and municipal response priorities.
- Coordinate participating departments, agencies and supporting organizations.
- Approve resource allocation, requests and expenditures within delegated limits.
- Maintain situational awareness and provide recommendations to municipal decision-makers.
- Coordinate emergency public information through the designated Public Information Officer.
- Ensure decisions, actions, expenditures and resource requests are documented.
- Coordinate the transition from emergency response to recovery.

The EMO Director may also serve as EOC Director when designated under the Emergency Management Plan.

Limitations of Authority

The KV EMO Committee is an advisory and coordinating body. It does not replace the statutory authority of the participating municipalities or the operational authority of responding agencies.

The EMO Director and EOC Director shall not, unless specifically authorized by legislation, municipal resolution, an approved emergency plan or a written delegation of authority:

- Declare a state of local emergency.
- Exercise extraordinary emergency powers.
- Direct tactical operations at an incident site.
- Replace or overrule the Incident Commander.
- Direct another agency's personnel outside established command structures.
- Approve spending or enter contracts beyond delegated limits.
- Bind either municipality to a decision or financial commitment.
- Issue political or policy statements on behalf of a participating municipality.

The Incident Commander retains authority over tactical operations at the incident site. Each participating organization retains command of its personnel and responsibility for its statutory and professional duties.

Municipal Authority

Each participating municipality retains its legislative, policy and financial authority. Decisions requiring municipal approval—including declarations of local emergency, extraordinary expenditures and the use of emergency powers—shall be referred to the appropriate municipal authority.

Where an emergency affects both Rothesay and Quispamsis, decisions shall be coordinated through the EOC, but each municipality shall exercise the authority applicable within its jurisdiction unless authority has been formally delegated through an agreement, resolution or approved emergency plan.

Committee Members

Committee members shall:

- participate in Committee meetings and initiatives;
- support program evaluation and continuous improvement;
- contribute to preparedness, mitigation, and recovery planning activities;
- assist with training and exercise initiatives; and
- support inter-agency coordination and collaboration.

Meetings

The Committee shall meet a minimum of four (4) times annually.

Additional meetings may be called by the Chair as required.

Meeting agendas and supporting materials shall be distributed in advance whenever practical.

Meeting minutes and action items shall be maintained.

A quorum shall consist of a majority of the appointed voting members, provided that at least one voting representative from each participating municipality is present.

Reporting Relationship

The EMO Director shall provide periodic updates regarding emergency management activities, preparedness initiatives, exercises, and significant program developments to:

- the Joint Board of Fire Commissioners; and
- participating municipal councils, as required.

Confidentiality

Committee members may receive confidential or sensitive information related to emergency management planning, infrastructure, or operations.
Members shall maintain confidentiality in accordance with applicable legislation, policies, and municipal requirements.

Review of Terms of Reference

These Terms of Reference become effective upon approval by the participating municipal councils and the Joint Board of Fire Commissioners.

Approval

These Terms of Reference shall come into effect upon approval by the participating municipalities.

Approved by:

Town of Rothesay: _____ Date: Oct 16/26
Brett McLean, CAO

Town of Quispamsis: _____ Date: Oct 14/26
Ian Watson, CAO

Joint Board of Fire Commissioners: _____ Date: Oct 14/26
Dave Brown, Chair

KV EMO Director: _____ Date: Oct 13/26
Chief Shawn White, KVFD

JOINT FINANCE COMMITTEE (Quispamsis and Rothesay) MINUTES

October 19, 2026, 10:00 am
Council Chambers
Quispamsis Town Hall

Quispamsis:	Mayor Mary Schryer Deputy Mayor Kerrie Luck Councillor Doug MacDonald Councillor Beth Thompson Watson, Ian; Chief Administrative Officer MacInnis, Lisa; Clerk Estey, Lia, Treasurer Roszell, Tim; Communications Manager
Rothesay:	Mayor Matt Alexander Councillor Helen Boyle Councillor Don Shea Mclean, Brett; Chief Administrative Officer Adair, Laura; Treasurer
Absent:	Rothesay Deputy Mayor Tiffany Mackay French

1. Call to Order

Mayor Schryer called the meeting to order at 10:05 a.m. and welcomed members of Council, staff, and representatives from both municipalities. Mayor Scryer noted that follow-up letters had been sent to the Library, Fire Department, and Police Commission requesting that the net change in operational expenses (before application of prior year surplus or deficit), together with separation of capital and operating expenses. These letters also advised all three agencies that budget recommendations would be communicated by October 31, 2026. The recently announced Local Government Cost Index (LGCI) for 2027 of 4.7% was noted as providing greater certainty for budget deliberations.

2. Approval of Agenda

Moved By Deputy Mayor Luck

That the agenda for the October 19, 2026 Joint Finance Committee Meeting be approved as presented.

Motion Carried

3. Approval of Previous Meeting Notes

3.1 September 24, 2026 - Joint Finance Committee Meeting

Moved By Councillor Boyle

That the Minutes for the September 24, 2026 Joint Finance Committee Meeting be approved as presented.

Motion Carried

4. Kennebecasis Public Library Inc. - Proposed 2027 Budget Revised

The Committee reviewed the Library's revised budget submission, with capital expenditures separated from operating expenditures as previously requested.

Administration advised that the Library's 2027 operating budget represented an increase of $36,234, or 12.88%, over the 2026 operating budget (and prior to application of prior year surplus), excluding capital expenditures.

Members discussed the factors contributing to the increase, including:

- Building maintenance costs, including HVAC-related repairs.
- New fixed water charges associated with connection to the municipal water system and fire suppression requirements.
- Proposed capital expenditures related to a water connection and surveillance system upgrades.

Committee members noted that many of the identified cost increases were outside the Library's direct control. Discussion also included the Library's funding model, with administration advising that municipalities contribute approximately 34% of overall operating costs, while the Province contributes approximately 66%.

Following discussion, the Committee expressed support for the Library's submission as presented.

Moved By Councillor MacDonald

That the Joint Finance Committee recommend that the Councils of Quispamsis and Rothesay accept the Kennebecasis Public Library Inc. 2027 Budget as presented, subject to municipal budget approvals.

Motion Carried

5. Kennebecasis Valley Fire Department Inc. - Proposed 2027 Budget Revised

Administration advised that the Fire Department's revised operating budget represented an increase of $425,420, or 5.8%, over the 2026 operating budget (prior to application of prior year surplus), and excluding capital expenditures.

Discussion focused on:

- The addition of one firefighter position.
- Collective agreement wage increases of approximately 4.5%.
- Opportunities to reduce operating expenditures.
- Budget items including strategic planning and equipment purchases.

Members discussed aligning departmental increases more closely with the LGCI and municipal budget considerations. Following discussion, consensus emerged that a lower operating increase should be recommended.

Moved By Councillor MacDonald

That the Joint Finance Committee recommend that the Councils of Quispamsis and Rothesay approve the Kennebecasis Valley Fire Department Inc. 2027 Operating Budget, representing an increase of 4.3% over the 2026 Operating Budget, subject to final municipal budget approvals.

Motion Carried

(For clarity, the proposed 2027 Operating Budget is $7,651,170, prior to the application of the second prior-year surplus. This represents an increase of 4.3% over the 2026 Operating Budget, prior to the application of the second prior-year surplus.)

The Committee reviewed the Fire Department's proposed capital budget, including the planned purchase of a new ladder truck and other capital equipment.

Administration advised that the total proposed 2027 capital budget was $3,260,300, including the planned ladder truck acquisition.

Moved By Mayor Alexander

That the Joint Finance Committee recommend that the Councils of Quispamsis and Rothesay approve the Kennebecasis Valley Fire Department Inc. 2027 Capital Budget in the amount of $3,260,300, subject to final municipal budget approvals.

Motion Carried

6. Kennebecasis Regional Joint Board of Police Commissioners - Proposed 2027 Budget Revised

The Committee reviewed the revised Police Commission budget submission.

Administration advised that the submission reflected a 3.31% increase over the 2026 budget before application of any prior-year surplus. Members discussed the inclusion of a new patrol vehicle purchase, administrative vehicle leasing costs, and projected revenues.

Moved By Councillor MacDonald

THAT the Joint Finance Committee recommends that the Councils of Quispamsis and Rothesay accept the Kennebecasis Regional Joint Board of Police Commissioners' revised 2027 Operating Budget, reflecting an increase of 3.31% over the 2026 budget before application of any prior-year surplus, subject to final municipal budget approvals.

Motion Carried

7. Joint Finance Committee Meeting Date and Budget Submission Deadline for 2028 - Memorandum from Town Clerk

The Committee considered a staff report regarding future budget planning timelines.

Moved By Deputy Mayor Luck

That the Joint Finance Committee recommend that the 2028 Joint Finance Committee Meeting be held on Thursday, September 23, 2027, being the fourth Thursday of September, with the Town of Rothesay serving as the host municipality; and further that September 15 be established as the annual budget submission deadline for the Kennebecasis Public Library Inc., the Kennebecasis Valley Fire Department Inc., and the Kennebecasis Regional Joint Board of Police Commissioners.

Motion Carried

8. Adjournment

Moved By Councillor Boyle

That the meeting be adjourned.

Motion Carried

Respectfully submitted,



Lisa MacInnis
Town Clerk

Office of the Mayor Town of Quispamsis
12 Landing Court | Quispamsis, NB | E2E 4R2
T: 506 849 5778 | F: 506 849 5799 | quispamsis@quispamsis.ca

October 26, 2026

Sydney Steeves, Acting Library Director
Kennebecasis Public Library
1 Landing Court
Quispamsis, NB E2E 4R2

By Email: Sydney.Steeves@gnb.ca

Dear Ms. Steeves:

Re: Joint Finance Committee Recommendation Regarding the 2027 Budget

I am writing to advise that, at its meeting held on October 19, 2026, the Joint Finance Committee considered the Kennebecasis Public Library Inc. 2027 Budget and passed the following motion:

> **That the Joint Finance Committee recommend that the Councils of Quispamsis and Rothesay accept the Kennebecasis Public Library Inc. 2027 Budget as presented, subject to municipal budget approvals.**

This recommendation will be forwarded to the Councils of Quispamsis and Rothesay for consideration as part of their respective 2027 budget approval processes.

On behalf of the Joint Finance Committee, thank you for your presentation and for the work undertaken by you, staff, and the Library Board in preparing the budget submission. The Committee appreciates the important services provided by the Library to residents throughout our communities.

Should you have any questions, please do not hesitate to contact us.

Sincerely,

Mary Schryer
Mayor

cc: Mayor & Council, Town of Quispamsis
Mayor & Council, Town of Rothesay
Board Treasurer Amy Watling, Kennebecasis Public Library Board

Office of the Mayor Town of Quispamsis
12 Landing Court | Quispamsis, NB | E2E 4R2
T: 506 849 5778 | F: 506 849 5799 | quispamsis@quispamsis.ca

October 26, 2026

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

By Email: mike.young@nbpolice.ca

Dear Chief Young:

RE: Joint Finance Committee Follow-Up on 2027 Budget Presentation

I am writing to advise that, at its meeting held on October 19, 2026, the Joint Finance Committee considered the revised 2027 Operating Budget of the Kennebecasis Regional Joint Board of Police Commissioners and passed the following motion:

> **THAT the Joint Finance Committee recommends that the Councils of Quispamsis and Rothesay accept the Kennebecasis Regional Joint Board of Police Commissioners' revised 2027 Operating Budget, reflecting an increase of 3.31% over the 2026 budget before application of any prior-year surplus, subject to final municipal budget approvals.**

This recommendation will be forwarded to the Councils of Quispamsis and Rothesay for consideration as part of their respective 2027 budget approval processes.

On behalf of the Joint Finance Committee, thank you for your presentation and for the work undertaken by you, police staff, and the Kennebecasis Regional Joint Board of Police Commissioners in preparing the budget submission. The Committee appreciates the valuable policing services provided to residents of both communities and recognizes the efforts made to balance service delivery requirements with fiscal responsibility.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Mary Schryer
Mayor

cc: Mayor & Council, Town of Quispamsis
Mayor & Council, Town of Rothesay
Chair Mike Biggar, Kennebecasis Regional Joint Board of Police Commissioners

Office of the Mayor Town of Quispamsis
12 Landing Court | Quispamsis, NB | E2E 4R2
T: 506 849 5778 | F: 506 849 5799 | quispamsis@quispamsis.ca

October 26, 2026

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

By Email: swhite@kvfire.ca

Dear Chief White:

RE: Joint Finance Committee Follow-Up on 2027 Budget Presentation

I am writing to advise that, at its meeting held on October 19, 2026, the Joint Finance Committee considered the 2027 Operating and Capital Budgets of the Kennebecasis Valley Fire Department Inc. and passed the following motions:

> **That the Joint Finance Committee recommend that the Councils of Quispamsis and Rothesay approve the Kennebecasis Valley Fire Department Inc. 2027 Operating Budget, representing an increase of 4.3% over the 2026 Operating Budget, subject to final municipal budget approvals.**
>
> *(For clarity, the proposed 2027 Operating Budget is $7,651,170, prior to the application of the second prior-year surplus. This represents an increase of 4.3% over the 2026 Operating Budget, prior to the application of the second prior-year surplus.)*
>
> **That the Joint Finance Committee recommend that the Councils of Quispamsis and Rothesay approve the Kennebecasis Valley Fire Department Inc. 2027 Capital Budget in the amount of $3,260,300, subject to final municipal budget approvals.**

These recommendations will be forwarded to the Councils of Quispamsis and Rothesay for consideration as part of their respective 2027 budget approval processes.

On behalf of the Joint Finance Committee, thank you for your presentation and for the work undertaken by you, departmental staff, and the Board in preparing the budget submission. The Committee appreciates the critical fire protection, emergency response, and public safety services provided by the Department to residents of both communities and recognizes the ongoing efforts to maintain a high level of service while managing financial pressures.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Mary Schryer
Mayor

cc: Mayor & Council, Town of Quispamsis
Mayor & Council, Town of Rothesay
Chair Dave Brown, Kennebecasis Valley Fire Department Board of Directors

TOWN OF ROTHESAY

FINANCE COMMITTEE
October 29, 2026

In attendance:
Mayor Matthew Alexander (Chair)
Deputy Mayor Tiffany Mackay French
Councillor Don Shea
Councillor Helen Boyle (via telephone)
CAO Brett McLean
Treasurer Laura Adair
Financial Officer Kathryn Boyle

The meeting was called to order at 8:30am.

The agenda was accepted with an amendment. (DS/TM)

Review of Minutes

The minutes of September 03,2026 were accepted as presented (DS/TM)

August Financial Statements

a) **General Fund** – Treasurer Adair noted that the reserve fund listing on page G doesn't include approximately $600,000 held with the Greater Saint John Community Foundation for the RICC reserve. Based on year-end projections, a small surplus is anticipated, provided no significant unforeseen expenses arise before year-end.

   The operating variance report was reviewed, with no significant differences noted from the previous month. The final invoice for 2026 Asphalt project hasn't been received.

b) **Utility Fund –** the operating variance report was reviewed noting there were no significant differences from the previous month. During the review of the capital report, Treasurer Adair indicated that a year-end reserve transfer would be requested to cover cost overruns for the Hillsview Crescent water project and unbudgeted sewer costs related to the asphalt project.

   The deadline for submitting the debt application to fund the wastewater treatment facility was missed. Reserve funds will be used in the interim, and an application for debt financing will be submitted in the spring.

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

Donation Requests

Donation summary – reviewed with no comment.

a) YMCA of Southwestern New Brunswick $1,000 – Committee decision pending further information regarding ownership and storage of equipment.

b) Greater Saint John Chinese Cultural Association (GSJCCA) $3,500 - The Finance Committee considered the requested amount too high but recommended that Council approve the purchase of two tickets to support the Greater Saint John Lunar New Year Gala on February 14, 2027 (HB/DS)

MOVED

c) Vitos Hockey Sponsorship - Recommend to Council to approve team donation of $500 (TM/DS)

MOVED

d) RNS Top of the Hill Dinner and Auction November 7 – To purchase to two $125 tickets.

e) Crime Stoppers - Recommend to Council to approve donation request of $2,800 from the 2027 General Fund budget (HB/DS)

MOVED

f) Kennebecasis Rowing Club - $3,000 – **TABLED**

For Information

September Remittance report – all items filed.

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

Next Meeting

The next meeting is set for November 18, 2026.

The meeting adjourned at 9:40am.

_____ _____

Mayor, Matt Alexander Laura Adair, Treasurer

ROTHESAY

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

FINANCE COMMITTEE MEETING

October 29, 2026
8:30 a.m.
AGENDA

1) Review minutes:
    a. Regular meeting – September 23, 2026
2) September internal financial statements
    a. General Fund
    b. Utility Fund
3) Donation summary and requests
    a. YMCA of Southwestern New Brunswick $1,000
    b. Greater Saint John Chinese Cultural Association (GSJCCA) $3,500
    c. Vitos Hockey Sponsorship
    d. RNS Top of the Hill Dinner and Auction November 7
    e. Crime Stoppers
    f. Kennebecasis Rowing Club - $3,000 – **TABLED**
4) For information
    a. September remittance report
5) Next meeting

    Finance Meeting November 19, 2026 8:30am

TOWN OF ROTHESAY

FINANCE COMMITTEE
September 23, 2026

In attendance:
Deputy Mayor Tiffany Mackay French, (Chair)
Councillor Don Shea
Councillor Helen Boyle
CAO Brett McLean
Treasurer Laura Adair
Financial Officer Kathryn Boyle

Absent:
Mayor Matthew Alexander

The meeting was called to order at 8:35am.

The agenda was accepted with an amendment. (DS/HB)

Review of Minutes

The minutes of September 03,2026 were accepted as presented (DS/HB)

August Financial Statements

a) **General Fund** – the operating variance report was reviewed noting there were no significant differences from the previous month. The 2026 Asphalt contract is complete and a journal entry to allocate Designated Highway and Renforth retaining wall will need to be made. Correction from prior notes, RICC capital is mainly the purchase of land on Scott Ave.

b) Utility Fund – the operating variance report was reviewed noting there were no significant differences from the previous month. Timing variances relate to expenses being distributed evenly throughout the year because when expenses are incurred are unknown.

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

Donation Requests

Donation summary – reviewed with no comment.

a. NB Medical Education Foundation – Recommend to Council to approve donation request of $5,200 donation request for the 2027 Donation budget (HB/DS)
MOVED

b. Kennebecasis Rowing Club – TABLED

c. Recommend to Council to approve the purchase of 2 tickets to the Federal Minister dinner (HB/DS)
MOVED

2027 Draft Budgets for Library, Fire and Police

Draft budget submissions were reviewed to provide guidance to committee members prior to the Joint Finance meeting with Quispamsis.

a) Library

The Committee reached a consensus that the budget request was reasonable. The requested funding represents a 22% increase in the KPL operating budget, largely due to one-time capital costs associated with the HVAC system, municipal water connection, and surveillance system upgrade.

Excluding these capital upgrades, the underlying budgeted operating expenses would increase by 8.39%. **The Committee recommended that actual costs be included into the budgeting process and further recommended that the operating budget, excluding the one-time capital items, be reduced to a 3% increase**. Committee questioned Grounds and Maintenance expenses could be reduced.

b) Fire

The Committee reached a consensus that the budget request was reasonable; however, it **recommended that Council reject the proposed budget and request that operating budget increases be limited to the cost of living, estimated at approximately 3% and include actuals.**

The requested funding represents a 5.53% increase in the KPL operating budget. The Committee noted that salary costs include funding for an additional firefighter and part-time administrative staff. The Capital Budget also includes funding for a fire truck.

The Committee further noted that the operating budget includes a significant surplus carried forward from 2025, resulting from salary increases that were budgeted for 2025 but were not implemented until 2026. The Fire Department is expected to seek additional funding in 2026 to cover related expenses.

c) Police

The Committee reached a consensus that the budget request was reasonable; however, it **recommended that Council reject the proposed budget and request that operating budget increases be limited to the cost of living, estimated at approximately 3%.**

The overall increase compared to the prior year is 4.78%, which includes the prior year's surplus. The operating budget increase is 6.09%, largely attributable to wage increases, a new position, and new vehicles.

The Committee also discussed the need for clarification as to whether the proposed budget includes two additional vehicles, assuming the request to purchase a new vehicle in 2026 is accepted.

The Committee discussed the Fire Board Chair serving on the Town's Finance Committee and the potential conflict of interest this may create. It was noted that it may be difficult for the Chair to participate in approving the Fire Department's budget at the Fire Board level and then be expected to independently review and potentially recommend changes to or reject the same budget when it comes before the Town's Finance Committee.

For Information

August Remittance report – all items filed.

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

Next Meeting

Joint Finance meeting September 24th.
The next meeting is set for October19, 2026.

The meeting adjourned at 9:25am.

_____ _____

Mayor, Matt Alexander Laura Adair, Treasurer

Town of Rothesay

General Fund Financial Statements

9/30/2026

Attached Reports:

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

Town of Rothesay

Balance Sheet - Capital General Fund
9/30/2026

ASSETS

Capital Assets - General Land	5,290,014
Capital Assets - General Fund Land Improvements	11,352,075
Capital Assets - General Fund Buildings	10,008,788
Capital Assets - General Fund Vehicles	6,429,904
Capital Assets - General Fund Equipment	5,277,910
Capital Assets - General Fund Roads & Streets	51,772,299
Capital Assets - General Fund Drainage Network	22,538,248
Capital Assets - Under Construction - General	250,000
	112,919,237
Accumulated Amortization - General Fund Land Improvements	(6,109,528)
Accumulated Amortization - General Fund Buildings	(3,673,454)
Accumulated Amortization - General Fund Vehicles	(4,083,601)
Accumulated Amortization - General Fund Equipment	(3,163,788)
Accumulated Amortization - General Fund Roads & Streets	(25,901,145)
Accumulated Amortization - General Fund Drainage Network	(9,103,160)
	(52,034,675)
	$ 60,884,562

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(120,500)
Total Long Term Debt	3,991,000
Total Liabilities	$ 3,870,500
Investment in General Fund Fixed Assets	57,014,062
	$ 60,884,562

Town of Rothesay

Balance Sheet - General Fund Reserves
9/30/2026

ASSETS

BNS CCBF Interest Account	3,427,810
BNS General Operating Reserve #214-15	1,059,204
BNS General Capital Reserves #2261-14	1,990,622
BNS - RICC reserve	1,411,088
BNS - Capital Renewal Fund	867,609
CCFB tax receivable	443,066
Gen Reserves due to/from Gen Operating	41,960
	$ 9,241,359

LIABILITIES AND EQUITY

Def. Rev -CCBF Fund - General	2,465,111
Invest. in General Capital Reserve	1,431,773
General CCBF Funding	1,405,765
Invest. in General Operating Reserve	1,059,204
Invest. in Land for Public Purposes Reserve	201,589
Invest. in Regional Facilities	257,944
Invest. in RICC	1,552,363
Invest. in Capital Renewal Fund	867,609
	$ 9,241,359

Town of Rothesay

Balance Sheet - General Operating Fund
9/30/2026

CURRENT ASSETS

Cash	742,997
Receivables	1,822
HST Receivable	451,103
Inventory	63,320
Gen Operating due to/from Util Operating	2,818,709
Gen Operating due to/from Util reserve	(12,038)
Total Current Assets	4,065,913
Other Assets:	
Projects	4,344,706
TOTAL ASSETS	8,410,619

CURRENT LIABILITIES AND EQUITY

Accounts Payable	740,216
Other Payables	847,345
Gen Operating due to/from Gen Reserves	909,540
Gen Operating due to/from Gen Capital	120,500
Gen Operating due to/from Gas Tax Reserves	443,066
Accrued Sick Leave	58,545
Accrued Pension Obligation Y/E	(119,900)
Accrued Retirement Allowance	385,828
Def. Rev-Quispamsis/Library Share	35,420
TOTAL LIABILITIES	3,420,560

EQUITY

Retained Earnings	392,024
Surplus/(Deficit) for the Period	4,598,035
	4,990,059
	8,410,619

Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 9/30/2026

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	2,006,160	2,006,160	18,055,437	18,055,437	(0)		24,073,917
Sale of Services	27,975	22,175	469,567	366,975	102,592		534,000
Services to Province of New Brunswic	0	10,000	59,197	60,000	(803)		80,000
Other Revenue from Own Sources	75,699	7,861	1,100,662	75,556	1,025,106		99,138
CORE Equalization	3,917	4,472	39,690	40,245	(556)		53,660
Conditional Transfers	46,524	29,000	76,372	47,000	29,372		47,000
Other Transfers	50,000	50,000	562,285	562,285	0		712,285
	$2,210,274	$2,129,667	$20,363,209	$19,207,498	$1,155,711		$25,600,000
EXPENSES							
General Government Services	153,475	177,966	2,534,994	2,497,373	(37,622)		3,082,039
Protective Services	510,601	521,115	5,301,312	5,320,543	19,231		6,858,426
Transportation Services	221,864	247,709	3,154,742	3,272,586	117,844		4,677,215
Environmental Health Services	78,102	95,583	700,821	720,250	19,429		947,000
Environmental Development	61,340	66,184	550,524	731,304	180,780		949,703
Recreation & Cultural Services	223,585	218,268	2,195,288	2,185,996	(9,292)		3,149,897
Fiscal Services	118,498	1,250	1,327,493	426,087	(901,406)		5,935,720
	$1,367,465	$1,328,075	$15,765,174	$15,154,137	(611,036)		$25,600,000
Surplus (Deficit) for the Year	$842,810	$801,592	$4,598,035	$4,053,360	$544,675		$ (0)

Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 9/30/2026

	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	7,163	3,333	47,437	30,000	17,437	1	40,000
Wells Canopy revenue	3,070	1,000	10,079	9,000	1,079		12,000
Town Hall Rent	9,934	8,333	88,585	75,000	13,585	2	100,000
Community Garden revenue	0	0	920	1,000	(80)		1,000
Fox Farm & Neil St Rental revenue	0	0	12,000	0	12,000	3	0
Arena Revenue	209	208	175,897	134,275	41,622	4	253,500
Recreation Programs	7,600	9,300	134,649	117,700	16,949	5	127,500
	27,975	**22,175**	**469,567**	**366,975**	**102,592**		534,000
Other Revenue from Own Sources							
Licenses & Permits	11,488	4,792	121,941	43,225	78,716	6	57,600
Interest & Sundry	4,599	2,500	66,666	22,500	44,166	7	30,000
Miscellaneous	585	569	15,119	5,123	9,996		6,830
RICC Donations & Sponsorships	59,027	0	892,227	0	892,227	8	0
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	75,699	**7,861**	**1,100,662**	**75,556**	**1,025,106**		99,138
Conditional Transfers							
Canada Day Grant	0	0	2,410	2,000	410		2,000
Grant - Other	0	0	12,500	0	12,500	9	0
Grant - Students	46,524	29,000	61,462	45,000	16,462	10	45,000
	46,524	29,000	76,372	47,000	29,372		47,000
Other Transfers							
Surplus of 2nd Previous Year	0	0	112,285	112,285	0		112,285
Utility Fund Transfer	50,000	50,000	450,000	450,000	0		600,000
	50,000	50,000	562,285	562,285	0		712,285
EXPENSES							
General Government Services							
Legislative							
Mayor	25	4,742	35,064	42,675	7,611		56,900
Councillors	364	14,833	122,578	133,500	10,922		178,000
Regional Service Commission 9	4,881	4,881	43,930	43,930	(0)		58,573
Other	2,612	3,228	9,926	29,056	19,129	11	38,741
	7,882	27,685	211,498	249,161	37,662		332,214
Administrative							
Administration - Wages & Benefits	84,881	95,599	920,046	907,810	(12,237)	12	1,299,223
Office Building	11,044	12,917	192,280	166,250	(26,030)	13	204,000
Supplies	43,394	11,000	331,378	249,000	(82,378)	14	287,000
Solicitor	1,897	19,282	37,686	50,000	12,314		50,000
Professional Fees	0	2,917	19,017	26,250	7,233		35,000
Other	3,072	7,425	106,185	99,323	(6,862)	15	121,598
	144,289	149,140	1,606,591	1,498,633	(107,958)		1,996,821
Other General Government Services							
Website/Other	0	250	1,418	2,250	832		3,000
Community Communications (Team)	422	892	4,113	8,025	3,912		10,700
Civic Relations	0	0	11,472	1,500	(9,972)	16	1,500
Insurance	0	0	268,158	286,545	18,387	17	286,545
Donations	750	0	11,450	36,500	25,050		36,500
Cost of Assessment	0	0	395,059	395,059	0		395,059
Property Taxes - L.P.P.	0	0	19,790	19,700	(90)		19,700
Fox Farm Rental Expenses	132	0	5,444	0	(5,444)		0
	1,304	1,142	716,905	749,579	32,674		753,004
Total General Government Services	153,475	177,966	2,534,994	2,497,373	(37,622)		3,082,039
Protective Services							
Police							
Police Protection	297,237	297,460	2,675,136	2,677,138	2,002		3,569,517
Crime Stoppers	0	0	0	2,800	2,800		2,800
	297,237	297,460	2,675,136	2,679,938	4,802		3,572,317
Fire							
Fire Protection	213,364	213,364	2,270,746	2,266,980	(3,766)		2,911,609
Water Costs Fire Protection	0	0	340,000	340,000	0		340,000
	213,364	213,364	2,610,746	2,606,980	(3,766)		3,251,609
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	2,260	2,625	365		3,500
Other	0	10,000	13,170	30,000	16,830	18	30,000
	0	10,292	15,430	32,625	17,195		33,500
Total Protective Services	**510,601**	**521,115**	**5,301,312**	**5,320,543**	**19,231**		**6,858,426**
Transportation Services							
Common Services							
Administration (Wages & Benefits)	134,681	142,279	1,353,475	1,377,586	24,111	19	1,872,500
Workshops, Yards & Equipment	38,158	49,875	521,050	584,150	63,100	20	733,775
Engineering	0	10,000	0	10,000	10,000		10,000
	172,839	202,154	1,874,526	1,971,736	97,211		2,616,275
Roads & Streets	13,805	7,667	75,718	69,000	(6,718)		92,000
Crosswalks & Sidewalks	2,765	1,038	21,478	29,538	8,061		53,000
Culverts & Drainage Ditches	7,773	8,000	66,935	85,000	18,065	21	175,000
Street Cleaning & Flushing	0	0	16,878	20,000	3,122		20,000
Snow & Ice Removal	7,751	2,500	809,451	753,291	(56,160)	22	1,247,000
	32,094	19,205	990,460	956,829	(33,631)		1,587,000
Street Lighting	15,349	15,833	137,437	142,500	5,063		190,000
Traffic Services							
Street Signs	0	0	7,835	12,000	4,165		12,000
Traffic Lanemarking	0	0	39,306	40,000	694		40,000
Traffic Signals	780	9,167	23,077	82,500	59,423	23	110,000
Railway Crossing	656	1,100	21,628	18,300	(3,328)		26,000
	1,436	10,267	91,847	152,800	60,953		188,000
Public Transit							
Public Transit - Comex Service	0	0	46,470	46,470	(0)		92,940
Public Transit - Other	146	250	1,314	2,250	936		3,000
Public Transit - KV Go	0	0	12,688	0	(12,688)	24	0
	146	250	60,472	48,720	(11,752)		95,940
Total Transportation Services	**221,864**	**247,709**	**3,154,742**	**3,272,586**	**117,844**		4,677,215

Environmental Health Services							
Solid Waste Disposal Land Fill garbage	27,380	25,000	219,748	225,000	5,252		300,000
Solid Waste Disposal Landfill Compost	3,848	3,333	32,547	30,000	(2,547)		40,000
Solid Waste Collection Fero	46,874	47,250	421,659	425,250	3,591		567,000
Clean Up Campaign	0	20,000	26,867	40,000	13,133	25	40,000
Total Environmental Health Services	**78,102**	**95,583**	**700,821**	**720,250**	**19,429**		947,000
Environmental Development Services							
Planning & Zoning							
Administration (Wages and benefits)	37,227	39,692	324,605	377,077	52,472	26	516,000
Administration	1,663	3,208	23,864	142,175	118,311	27	151,800
Planning Projects	0	833	3	7,500	7,497		10,000
Heritage Committee	0	0	0	500	500		500
	38,890	43,734	348,472	527,252	178,780		678,300
Envision Saint John	22,450	22,450	202,052	202,052	0		269,403
Tourism	0	0	0	2,000	2,000		2,000
	22,450	22,450	202,052	204,052	2,000		271,403
Total Environmental Development Service	**61,340**	**66,184**	**550,524**	**731,304**	**180,780**		949,703
Recreation & Cultural Services							
Administration (wages and benefits)	38,528	35,769	355,633	339,808	(15,825)	28	465,000
Administration	3,334	3,092	71,842	61,825	(10,017)	29	71,100
RICC Fundraising	8,037	10,436	107,172	98,308	(8,864)	30	134,000
Rothesay Arena	39,368	33,042	361,564	313,805	(47,759)	31	419,000
Parks & Gardens	75,481	70,363	691,488	692,275	787		883,600
Playgrounds and Fields	8,433	20,150	72,267	116,250	43,983	32	149,000
Rothesay Common Rink	1,341	5,125	85,826	80,705	(5,121)		108,200
Memorial Centre	2,538	6,133	49,591	63,343	13,751	33	81,500
Wells Building	11,965	3,583	51,622	44,250	(7,372)		55,000
James Renforth	45	167	2,923	3,925	1,002		4,425
Beaches	5,318	0	56,692	66,500	9,808	34	66,500
Summer Programs	10,270	17,542	93,246	107,125	13,879	35	107,500
The Hive expenses	2,121	1,921	15,358	17,289	1,931		23,052
Regional Facilities Operating	0	0	55,327	55,327	0		221,308
Kennebecasis Public Library	9,279	9,279	83,512	83,512	0		111,349
Regional Facilities Capital	0	0	0	0	0		196,363
Special Events	25	1,667	33,726	34,250	524		45,500
PRO Kids	7,500	0	7,500	7,500	0		7,500
Total Recreation and Cultural Services	**223,585**	**218,268**	**2,195,288**	**2,185,996**	**(9,292)**		3,149,897
Fiscal Services							
Debt Charges							
Interest	2,485	1,250	94,296	85,087	(9,209)		207,720
Debenture Payments	0	0	341,000	341,000	0		528,000
	2,485	1,250	435,296	426,087	(9,209)		735,720
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		5,200,000
Reserve Funds	116,013	0	892,197	0	(892,197)	36	0
	116,013	0	892,197	0	(892,197)		5,200,000
Total Fiscal Services	**118,498**	**1,250**	**1,327,493**	**426,087**	**(901,406)**		5,935,720

Town of Rothesay

Variance Report - General Fund

Note #		Actual	month ending Budget	9/30/2026 Better/(Worse)	Description of Variance
	Revenue				
1	Bill McGuire Memorial Centre	47,437	30,000	$ 17,437	Conservative budget
2	Town Hall Rent	88,585	75,000	$ 13,585	M3 not budgeted for in 2026
3	Fox Farm & Neil St Rental revenue	12,000	0	$ 12,000	not budgeted
4	Arena Revenue	175,897	134,275	$ 41,622	Higher than anticipated
5	Recreation Programs	134,649	117,700	$ 16,949	Playground program revenue higher than anticipated
6	Licenses & Permits	121,941	43,225	$ 78,716	Timing
7	Interest & Sundry	66,666	22,500	$ 44,166	Conservative budget
8	Grant - Other	12,500	0	$ 12,500	RDC - Fabiola art work and $5000 Jays Care Foundation
9	RICC Donations & Sponsorships	892,227	0	$ 892,227	RICC donations not budgeted
10	Grant - Students	61,462	45,000	$ 16,462	Conservative budget, unsure how many students will be funded when applying
	Expenses				
	General Government				
11	Other	9,926	29,056	$ 19,129	Development seminars
12	Administration - Wages & Benefits	920,046	907,810	$ (12,237)	Unbudgeted last pay for 3 people
13	Office Building	192,280	166,250	$ (26,030)	Renovations to office and kitchenette
14	Supplies	331,378	249,000	$ (82,378)	IT equipment offset by capital, $14K Ispire - updating VOIP Connections unbudgeted
15	Other	106,185	99,323	$ (6,862)	Mayor's retirement, Oath of office and general meeting meals
16	Civic Relations	11,472	1,500	$ (9,972)	Fabiola Martinez art work @ Wells
17	Insurance	268,158	286,545	$ 18,387	Lower than anticipated
	Protective Services				
18	Other	13,170	30,000	$ 16,830	Fire Hydrant repair
	Transportation				
19	Administration (Wages & Benefits)	1,353,475	1,377,586	$ 24,111	vacant position
20	Workshops, Yards & Equipment	521,110	584,150	$ 63,040	timing
21	Culverts & Drainage Ditches	66,935	85,000	$ 18,065	timing
22	Snow & Ice Removal	809,451	753,291	$ (56,160)	timing
23	Traffic Signals	23,077	82,500	$ 59,423	Only expense to date LED audible signals at Hampton/Marr
24	Public Transit - KV Go	12,688	0	$ (12,688)	50% of KV Go follow up survey
	Environmental Health				
25	Clean Up Campaign	26,867	40,000	$ 13,133	Timing
	Environmental Development				
26	Administration (wages and benefits)	324,605	377,077	$ 52,472	Vacant position
27	Adminsitration	23,864	142,175	$ 118,311	Bylaw enforcement - timing potentially
	Recreation & Cultural Services				
28	Administration (wages and benefits)	355,633	339,808	$ (15,825)	Vacation pay outs, unbudgeted raise
29	Administration	71,842	61,825	$ (10,017)	Jackets for staff
30	RICC Fundraising	107,172	98,308	$ (8,864)	Unbudgted raise, and timing with RICC events
31	Rothesay Arena	361,564	313,805	$ (47,759)	$21K Power allocated monthly, new Arena Coordinator position
32	Playgrounds and Fields	72,267	116,250	$ 43,983	Timing - mainly due to field mtce
33	Memorial Centre	49,591	63,343	$ 13,751	Timing
34	Beaches	56,692	66,500	$ 9,808	Wages lower than anticipated
35	Summer Programs	93,246	107,125	$ 13,879	Wages lower than anticipated
	Fiscal Services				
36	Reserve Funds	892,197	0	$ (892,197)	RICC donations transfer to reserve

Town of Rothesay

Capital Projects
General Fund
9 Months Ended 9/30/2026

	ANNUAL BUDGET	CURRENT Y-T-D		Remaining Budget
General Government				
G-202*- 001 Town Hall Improvements	103,000	8,949		94,051
G-202*-00* IT	15,000	0		15,000
Total General Government	118,000	8,949		109,051
Transportation				
T-202*-00* 2026 Asphalt	1,715,000	1,976,809		-261,809
Frances Ave Culvert	380,000	256,731		123,269
T-202*-00* Fleet Replacement	680,000	567,859		112,141
T-202*-00* Wiljac Improvements	1,800,000	38,060		1,761,940
T-202*-00* Hillsview Crescent	250,000	53,213		196,787
T-20**-00* Vincent Road	1,400,000	0		1,400,000
T-202*-00* Designated Highway	547,000	337,050		209,950
Villa Madonna	0	2,276		-2,276
Total Transportation	6,772,000	3,231,998	0	3,540,002
Recreation				
T-2025-00* Renforth Property study	250,000	0		250,000
East Riverside water access	235,000	276,152		-41,152
R-202*-00* Arena Renovation	100,000	91,125		8,875
R-202*-00* RICC	2,820,000	618,272		2,201,728
R-202*-00* Wells Trail Connector	2,800,000	0		2,800,000
Total Recreation	6,205,000	985,549		5,219,451
Carryovers				
T-2025-001 Asphalt (13)	0	109,403		-109,403
R-202*-00* Synthetic Turf	0	3,186		-3,186
R-202*-00* Recreation Equipment	0	4,693		-4,693
R-2020-007 Trail Development	0	929		-929
	0	118,210		-118,210
Total	$ 13,095,000	$ 4,344,706		$ 8,750,294

Funding	**Total**	**Operating**	**Reserve**	**Borrow**	**CCBF**	**Grant**
General Government	118,000	118,000				
Transportation	6,772,000	1,677,000	80,000	535,000	1,280,000	3,200,000
Recreation	6,205,000	3,405,000				2,800,000
	13,095,000	5,200,000	80,000	535,000	1,280,000	6,000,000

Town of Rothesay

Utility Fund Financial Statements

September 30, 2026

Attached Reports:

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

Town of Rothesay

Capital Balance Sheet

As at 9/30/2026

ASSETS

Assets:	
Capital Assets - Under Construction - Utilities	1,846,329
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	3,295,037
Capital Assets Utilities Equipment	813,621
Capital Assets Utilities Water System	30,912,097
Capital Assets Utilities Sewer System	30,527,595
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	67,889,693
Accumulated Amortization Utilites Buildings	(1,194,505)
Accumulated Amortization Utilites Water System	(11,418,506)
Accumulated Amortization Utilites Sewer System	(11,417,878)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(68,490)
Accumulated Amortization Utilites Equipment	(615,146)
Accumulated Amortization Utilites Roads & Streets	(33,724)
	(24,790,280)
TOTAL ASSETS	43,099,413

LIABILITIES

Current:	
Total Current Liabilities	-
Long-Term:	
Long-Term Debt	8,472,609
Total Liabilities	8,472,609

EQUITY

Investments:	
Investment in Fixed Assets	34,626,804
Total Equity	34,626,804
TOTAL LIABILITIES & EQUITY	43,099,413

Town of Rothesay

Balance Sheet - Utilities Fund Reserves
9/30/2026

ASSETS

BNS Utility Capital Reserve # 00241 12		2,607,116
Util Reserves due to/from Util Oper		12,038
	$	2,619,154

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve		2,052,805
Invest. in Utility Operating Reserve		126,137
Invest. in Sewerage Outfall Reserve		440,212
	$	2,619,154

Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 9/30/2026

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	1,452,118
Total Current Assets	1,452,118
Other Assets:	
Projects	3,812,351
	3,812,351
TOTAL ASSETS	$ 5,264,469

LIABILITIES

Accrued Payables	14,492
Due from General Fund	2,818,709
Deferred Revenue	8,007
Total Liabilities	2,841,208

EQUITY

Surplus:	
Opening Retained Earnings	75,969
Profit (Loss) to Date	2,347,291
	2,423,261
TOTAL LIABILITIES & EQUITY	$ 5,264,469

Town of Rothesay

Utilities Operating Income Statement
9 Months Ended 9/30/2026

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	341,572	302,500	1,053,682	937,000	116,682		1,250,000
Meter and non-hookup fees	18,242	15,500	56,484	46,500	9,984		62,000
Water Supply for Fire Prot.	0	0	340,000	340,000	0		340,000
Local Improvement Levy	0	0	58,686	59,000	(314)		59,000
Sewerage Services	10,450	0	2,594,150	2,575,000	19,150		2,575,000
Connection Fees	4,150	6,250	24,125	56,250	(32,125)		75,000
Interest Earned	14,406	7,500	122,493	67,500	54,993		90,000
Misc. Revenue	825	176	5,025	1,586	3,439		2,115
Infrastructure Grants	88,927	0	321,684	0	321,684		0
Surplus - Previous Years	0	0	33,385	33,385	0		33,385
TOTAL RECEIPTS	478,571	331,926	4,609,714	4,116,221	493,492		4,486,500
WATER SUPPLY							
Share of Overhead Expenses	20,000	20,000	180,000	180,000	0		240,000
Wages	19,838	17,500	153,119	182,500	29,381		260,000
Audit/Legal/Training	0	500	12,092	12,500	408		14,000
Other Water	0	167	694	1,500	806		2,000
Purification & Treatment	46,682	29,417	566,066	639,250	73,184		710,000
Transmission & Distribution	0	17,083	39,324	101,250	61,926		135,000
Power & Pumping	3,844	5,667	45,647	51,000	5,353		68,000
Billing/Collections	23	167	519	1,500	981		2,000
Water Purchased	380	292	1,432	1,460	28		1,750
Misc. Expenses	40	250	22,461	17,250	(5,211)		18,000
McGuire Road Operating	1,738	2,051	13,777	12,832	(945)		17,110
TOTAL WATER SUPPLY	92,545	93,093	1,035,131	1,201,042	165,911		1,467,860
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	30,000	30,000	270,000	270,000	0		360,000
Wages	32,500	32,500	292,500	292,500	0		390,000
Audit/Legal/Training	0	750	7,112	12,750	5,638		15,000
Collection System Maintenance	4,305	0	18,040	75,000	56,960		75,000
Sewer Claims	0	0	17,507	19,500	1,993		26,000
Lift Stations	12,154	13,075	72,577	114,775	42,198		152,500
Treatment/Disposal	1,161	9,333	78,690	97,000	18,310		125,000
Misc. Expenses	371	1,667	6,758	15,000	8,242		20,000
TOTAL SWGE COLLECTION & DISPC	80,491	87,325	763,184	896,525	133,341		1,163,500
FISCAL SERVICES							
Interest on Bank Loans	0	0	0	0	0		75,000
Interest on Long-Term Debt	48,706	48,707	181,072	181,073	0		312,105
Principal Repayment	202,035	202,035	283,035	283,035	0		618,035
Transfer to Reserve Accounts	0	0	0	0	0		75,000
Capital Fund Through Operating	0	0	0	0	0		775,000
TOTAL FISCAL SERVICES	250,741	250,742	464,107	464,108	0		1,855,140
TOTAL EXPENSES	423,777	431,160	2,262,422	2,561,675	299,253		4,486,500
NET INCOME (LOSS) FOR THE PEI	54,795	(99,233)	2,347,291	1,554,546	792,745		0

Town of Rothesay

Variance Report - Utility Operating

9/30/2026

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
	Revenue				
1	Sale of Water	1,053,682	937,000	116,682	Larger consumption compared to past Q's + water break
2	Sewerage Services	2,594,150	2,575,000	19,150	Conservative budget
3	Connection Fees	24,125	56,250	(32,125)	timing
4	Interest Earned	122,493	67,500	54,993	Conservative budget
5	Infrastructure Grants	321,684	0	321,684	WWTP
	Water				
6	Wages	153,119	182,500	29,381	1 vacancy due to WCB
7	Purification & Treatment	566,066	639,250	73,184	Timing
8	Transmission & Distribution	39,324	101,250	61,926	No as many anticipated water breaks
	Sewer				
9	Collection System Maintenance	18,040	75,000	56,960	Timing
10	Lift Stations	72,577	114,775	42,198	Timing on lift station mtce
11	Treatment/Disposal	78,690	97,000	18,310	Expenses lower than anticipated
	Fiscal Services				

Town of Rothesay

Capital Projects
Utility Fund
9 Months Ended 9/30/2026

	Original BUDGET	Current Y-T-D		Remaining Budget
WATER				
W-202*-00* Well Field and WTP	565,000	227,827		337,173
W-202*-00* Treatment effluent tank re-lining	100,000	20,857		79,143
SCADA	60,000	85,597		(25,597)
W-202*-00* Hillsview Crescent water	420,000	736,433		(316,433)
W-202*-00* Wiljac Improvement	800,000	-		800,000
Unbudgeted items:				
W-2026-00* New Well	0	$ 36,841		(36,841)
Unbudgeted Capital Items - Utilities	0	$ 6,101		(6,101)
	$ 1,945,000	$ 1,113,656	$ -	$ 831,344
SEWER				
S-202*-00* WWTP	10,000,000	$ 2,678,307		7,321,693
S-202*-00* Frances Ave lift station replacement	100,000	$ -		100,000
Rothesay Road sewer shed capacity study	50,000	$ 20,388		29,612
Unbudgeted items:				
	10,150,000	2,698,695	-	7,451,305
Total Approved	12,095,000	3,812,351	-	8,282,649
	12,095,000	3,812,351	-	8,282,649

Funding:

	Total	Operating	Reserves	Borrow	CCBF	Grants
Water	1,945,000	625,000	100,000	$ 800,000	420,000	
Sewer	10,150,000	150,000	-	$ 2,667,000		7,333,000
	$ 12,095,000	$ 775,000	$ 100,000	$ 3,467,000	$ 420,000	$ 7,333,000

Town of Rothesay

9/30/2026

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		
Fairweather Scholarship		1,000.00	1,000.00	
Saint John Theatre Company		1,000.00		
Symphony NB		2,500.00		
	sub	17,000.00	6,000.00	
Other:		19,500.00		
Junior Achievement NB			250.00	
KV Basketball Association			250.00	
Lakefield Elementary School			250.00	
Gala Ballet Production			500.00	
KV Minor Hockey Association			500.00	
YMCA - Red Triangle event			250.00	
RNS - 2026 Art Show & Sale			500.00	
Fiona Boyd			500.00	
KV Old Boys			500.00	
Shining Horizons Therapeutic Riding Association			1,200.00	
L'Arche Saint John			250.00	
KV Association for Community Living Inc.			500.00	
Fundy Soccer			-	$910 in-kind in S
	sub	19,500.00	5,450.00	
		36,500.00	11,450.00	25,050.00
G/L Balance			11,450.00	

Other:

Kennebecasis Crimestoppers	2,800.00		Protective Servic
PRO Kids	7,500.00	7,500.00	Recreation
	10,300.00	7,500.00	

ROTHESAY

Policy

Topic: Grants and Donations Policy	Date Prepared: Sept 2014
Application:	Date Adopted: 14 Oct 2014
	Date Amended: 14 Nov 2016, 12 Aug 2019
	Mayor & Council:
	Town Manager:

BACKGROUND:

This policy provides guidance to Council in considering requests for financial support from groups to apply consistent criteria in evaluating requests. In accordance with the criteria outlined below, all requests for financial support shall be accompanied by the attached application (Schedule A)

CRITERIA:

1) Council will consider requests for financial support from **individuals** who:

a) are engaged in an activity for which they receive no income
b) have been a resident of the town for at least 12 months prior to the request
c) have not made a similar request within the preceding 36 months
d) are prepared to make a significant personal contribution to the activity
e) are not in arrears of any amount owing to the Town
f) have excelled in the field or activity for which funding is requested
g) might not otherwise be able to participate in the activity for which the funding is requested

2) Council will consider requests for financial support from **groups** that:

a) are a registered charity or not for profit group
b) have a mandate which includes public service to Rothesay citizens
c) include a substantial number of Town residents in their memberships
d) are not in arrears of any amount owing to the Town
e) do not have primarily religious or political objectives nor are affiliated with organizations which do
f) are not receiving funding from the Town through a regular funding arrangement, nor are associated with a group receiving regular funding
g) Council will consider requests for financial support from groups that have not made a request for funding within the previous 12 months

3) The activity to be funded should:

a) be beneficial to the Town or residents of the greater Saint John region
b) promote the Town or the greater Saint John region, as a place to live, work or play
c) reflect a need beyond the resources of the individual or group
d) be a proposal to host an event of national or international importance

4) Council may consider requests at a Council meeting at which a presentation may be made by the requesting group or individual. Any presentation will be made in accordance with Town policy for Council delegations.

5) Requests for "in-kind" donations are subject to this policy.

6) Council will attempt to allocate funds consistently and fairly, and may require the applicant to complete an application form which would include the following information:

a) the name and address of the group or individual requesting funding
b) an explanation of how any Town donations would be used
c) the location, date, and time at which the activity will take place
d) the total costs of project and amount requested from the Town
e) the amount and sources of other support
f) an explanation of how the donation will benefit Rothesay and its residents
g) financial statements (for group application)

7) Council may budget for grants and donations but when the budgeted allocation has been utilized in a fiscal year, no further requests will be considered.

8) The Mayor has the authority under this policy to approve up to $1,000 for donation requests, as long as there is sufficient room in the current year budget. The Mayor shall provide a regular report to Council indicating requests received in an amount of $1,000 or less and the decision made regarding each request.

9) Requests for grants in excess of $1,000 are to be forwarded to Council for a decision, with a recommendation from the Finance Committee.

November 14, 2016	Schedule A (Form) Amended
August 12, 2019	Section 2(g) added

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: 9/23/2026

Applicant: YMCA of Southwestern New Brunswick

Address: 191 Churchill Blvd, Saint John, NB E2K 3E2

Contact: 506-333-5550 Tel.

Email: r.chapanera@yswnb.ca

Organization Description: The YMCA of Southwestern New Brunswick strengthens individuals, families, and communities through inclusive programs that support children, youth, families, and newcomers.

Amount Requested: $1,000.00

Descriptions of proposed event or activity: The Rothesay After school program, located at Rothesay Elementary, offers quality programming in welcoming environment, with a place to connect, experienced staff and plenty of indoor and outdoor spaces where children can play, grow, explore and learn.

Project costs: The $1,000 project cost will support the purchase of new sports and recreation equipment, including basketballs, soccer balls, footballs, Gaga balls, dodgeballs etc.

Benefits to town of Rothesay: The Rothesay After School Program provides families with a safe, engaging space where children can learn, play, and grow while parents' work. With 40 participants currently registered, the program plays an important role in meeting local childcare needs and helping families balance work and family responsibilities.

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

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

Southwestern New Brunswick

Shine On

A Legacy of Belonging



Annual Report
2025

2026Nov09OpenSessionFINAL_180

Contents

03 **To Our Community**
A heartfelt message from our Board of Director, Chair, Kelley Greer White and President and CEO, Shilo Boucher, about the changes we have experienced in the past year and how becoming part of the Y can enrich the lives of everyone.

04 **About Our Y**
Learn more about the mission, vision, and values that drive everything we do at the YMCA of Southwestern New Brunswick. These principles are what guide us as we work toward building a genuine, welcoming, and fun community — one that is marked by the power of belonging.

07 **Impact 2025**
Every year, we reflect back on the outstanding achievements and milestones that we and our community reach, working together every step of the way. We would like to share four stories about members of the YMCA community whose achievements are near and dear to our hearts. These community members exemplify the Y's values every day.

20 **Endowment Fund Report**
View the impact of our Endowment Fund from 2025.

26 **Financial Information**
View the financial information of the YMCA of Southwestern New Brunswick and the YMCA of Southwestern New Brunswick Endowment Fund from 2025. Full statements are online.

A message to our **community**



Kelley Greer White
Board of Director, Chair



Shilo Boucher
President & CEO

As we reflect on the past year, we are filled with a deep sense of pride and gratitude for what we have accomplished together across Southwestern New Brunswick. This year was a powerful reminder of what is possible when community comes together with a shared purpose.

We were proud to celebrate 10 years of the Saint John Regional YMCA, marking a decade of impact, connection, and growth. We also celebrated the opening of Crabtree Hall at the Glenn Carpenter Outdoor Education Centre, creating new opportunities for learning, gathering, and community building in a truly special setting.

Because of the generosity and commitment of our community, we raised $1.4 million in support of our mission and facilitated more than 110,000 program connections. These numbers represent more than milestones; they reflect lives impacted, barriers reduced, and stronger, healthier communities.

This progress is made possible through meaningful partnerships. This year, we were proud to strengthen collaborations across the region, including with partners in Eastern Charlotte County, the Greater Saint John Field House, and the City of Saint John, as we advance the Sport Multi-Plex. Together, these partnerships are helping us extend our reach and deepen our impact.

As we look ahead to 2026, we are focused on building a sustainable and healthy future for our communities. Priorities include growing our endowment to ensure long-term stability, investing in important upgrades at Camp Glenburn, and continuing to provide community health supports while advocating for greater access to services for those who need them most.

None of this work happens in isolation. It is driven by the dedication of staff and volunteers, the trust of the communities we serve, and the generosity of those who believe in the YMCA's mission.

Thank you for being part of this journey and for helping to build a stronger, more connected future for everyone.

With Gratitude,
Kelley & Shilo

2026Nov09OpenSessionFINAL_181

About **Our YMCA**

Mission

A community of caring people, igniting potential.

Vision

Creating community impact in Southwestern NB.

Values

Belonging
Inclusive
Responsible
Caring
Honest

Shine On

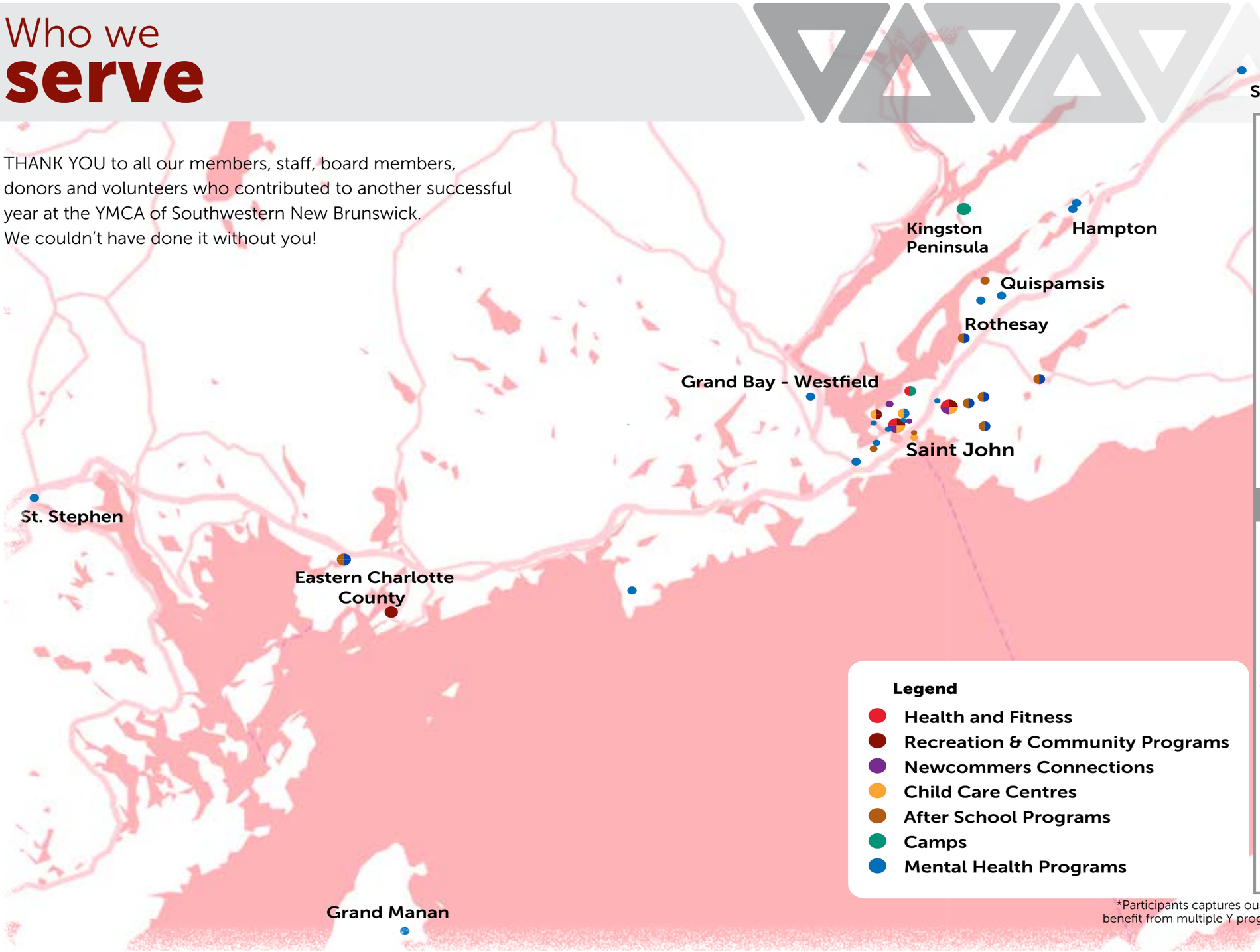
Together, We Shine

We are a community working together to ignite potential. In 2025, more than 110,000 connections to YMCA programs and services were made across southwestern New Brunswick, supporting children, youth, adults, seniors, and families in reaching their full potential.

For over 170 years, the YMCA of Southwestern New Brunswick has been a charity dedicated to strengthening the foundations of our community by building healthy, connected communities where everyone belongs. Through health and wellness, newcomer support, child and youth development, and community programs, we remove barriers, stand against racism and exclusion, and create opportunities for people of all backgrounds to thrive. We are a welcoming, hopeful place where individuals come together to find support, improve their well-being in spirit, mind, and body, and build meaningful connections that last a lifetime.

Who we **serve**

THANK YOU to all our members, staff, board members, donors and volunteers who contributed to another successful year at the YMCA of Southwestern New Brunswick. We couldn't have done it without you!



Legend

- Health and Fitness
- Recreation & Community Programs
- Newcommers Connections
- Child Care Centres
- After School Programs
- Camps
- Mental Health Programs

Impact at a Glance

5,538* health & fitness members

5,628* day and overnight campers

2,301* newcomers clients

892* Child Care & After School Program participants

MADE POSSIBLE BY

1075 donors

504 volunteers

450 employees

21 program delivery sites across southwestern New Brunswick

5,283 participants receiving financial assistance for programs

*Participants captures our cumulative reach during the year. Some individuals may benefit from multiple Y programs and services and may be counted more than once.

Impact 2025
Health, Membership & Recreation

41,715

felt the power of belonging by participating in group fitness programs.

3,290

adults and children gained the life saving skill of learning how to swim at the Saint John Regional Y in 2025.

1,729

older adults stayed active and healthy by participating in YMCA programs in 2025.



YMCA's HealthY Living Initiative
Transformational Results



When Rita Clark walked into the YMCA this spring to take part in the new HealthY Living Initiative, she wasn't sure she'd even be allowed to join. Her initial health assessment showed blood pressure readings at 200 over 88.

"I didn't think I'd be allowed to take the program," Clark admitted. But by the time she returned to her doctor after completing the 12-week program, the results were undeniable. "Now he's giving me a prescription for a lifetime," she said. "The only thing is, I'm not allowed to ever quit."

Clark is one of the first graduates of the YMCA's Healthy Living Initiative - a program designed to help people living with chronic illness regain strength, mobility, and confidence. Participants in the first cohort were Y Members, or referred by physiotherapists and health professionals. Over three months, they commit to twice-weekly, small-group training sessions tailored to their individual abilities.

The qualitative outcomes are already staggering. Participants reported improved mobility, better balance, reduced pain, and a renewed sense of independence.

"The hardest part is walking through the door," one participant shared. "But you leave feeling stronger every time."

Chris Roberts, Community Health Manager at the YMCA of Southwestern New Brunswick, says what's happening goes far beyond exercise.

"This isn't about six-packs or step counts - it's about keeping people mobile, independent, and out of the hospital," Roberts said. "The changes we've seen in just 12 weeks prove the potential for real impact across New Brunswick."

Right now, participants can self-refer or be referred by a health care professional, and word of mouth. But demand is already outpacing supply, and participants are calling for expansion.

"I live in a seniors' complex, and I think everybody on both floors knows about this now," Clark said with a laugh.

Behind the anecdotes is a pressing health-care reality. New Brunswick's aging population faces high rates of chronic illness, mobility issues, and costly hospital visits. Programs like this one are not just life-changing -they're cost-saving. Every participant who regains independence or avoids a fall is one less emergency room visit, one less long-term hospital stay.

For the YMCA, the next step is clear. "We know this works," Roberts said. "We just need the investment to scale it. The impact is measured in healthier lives and reduced pressure on our health-care system. That's a win for everyone."

And Clark put it best: "I was given a prescription for a lifetime. That's how important this is."

Impact 2025
Newcomer Connections

2,301

clients from 72 countries received support at Newcomer Connections.

1,324

clients received support in accessing medical appointments and navigating the New Brunswick healthcare system.

329

youth clients engaged in programs that foster leadership, personal growth, and meaningful community connections.



Jillian's Journey
Empowering Newcomers Through



In every corner of the world, there are individuals with a deep-seated desire to make a difference. One such inspiring journey is that of a dedicated language teacher at YMCA Newcomer Connections, Jillian Howarth, whose path from a missionary at heart to an educator has not only transformed her own life but also the lives of countless others.

From a young age, she knew she was meant to serve others. Growing up with a heart for missionary work, she sought ways to fulfill this calling. Her journey took her to South Korea as an English teacher and later to the Dominican Republic, where her life took a profound turn. Despite having no prior medical knowledge or Spanish proficiency, she joined a missionary group that conducted medical clinics, bringing aid and hope to underserved communities.

Through perseverance and a passion to help others, she found her place in the Dominican Republic, working in education and humanitarian efforts. Her passion led her to teach at a private school, using her earnings along with donations to support those in need. Whether providing medicine, food, or simply offering prayers, she became a beacon of hope.

Her journey didn't stop there. She joined the Samaritan Foundation, an organization that builds communities and homes for impoverished families. As the head of a vocational school, she empowered underprivileged individuals with skills in trades such as culinary, refrigeration, hair dressing and sewing. Witnessing students secure jobs and even start businesses was one of the most rewarding experiences of her life.

But life brought her back to Canada in 2022. Leaving behind the work she had poured her heart into was challenging, but she knew her mission wasn't over. Adjusting to life back home, she sought meaningful work, and that's when she started working for YMCA.

Joining as a language instructor, she found a way to channel her passion for helping others. Teaching English to newcomers, many of whom were refugees, was more than just a job. It was a way to create a safe space for those starting fresh in a new country.

Beyond the classroom, she became a trusted support system. Whether leading conversation circles, mentoring mothers, or volunteering in ways unseen, she continues to serve. Her role at YMCA is more than teaching, it is about rebuilding lives, one lesson at a time.

The impact of her work echoes beyond language lessons. By fostering confidence, belonging, and hope, she embodies YMCA's mission of community service and empowerment.

Her story is a testament to how organizations like the Y provide not just jobs, but meaningful platforms for individuals to uplift and inspire others.

At YMCA, we celebrate educators like her who remind us that service, kindness, and resilience can change the world and we are so glad we could be part of her journey.

Impact 2025
Child Care & After School

892

children were cared for in Child Care, After School and Pre-School programs in the Southwestern New Brunswick, stretching Sussex to St. Stephen.

363

children attended community play times.

48

children gained access to licensed Child Care and After School programs through the Strong Communities Campaign.



Rachel's Story
Growing with Purpose

Sixteen years ago, Rachel McLaughlin found herself doing what she loved most - caring for tiny humans. What she didn't know then was that her first job working in child care would become the beginning of a lifelong career grounded in purpose, community, and deep connection.

"I started out chasing tiny humans just out of high school," Rachel says with a laugh. "The YMCA came into my life offering purpose and a place where my passion could grow wings."

Rachel's first role was as an educator in a lively 4-year-old room, a space full of giggles, energy, and the occasional suspicious silence that signaled someone was finger-painting a wall. But even in those early days, something felt right. She had found a place where she could make a difference, where she belonged, and where she felt deeply connected to the families she supported.

Throughout the years, Rachel's natural ability to connect with children grew into something bigger. She began mentoring other educators, discovering not just her love of teaching children but her passion for helping adults grow, too. Eventually, she stepped into the role of Supervisor of the YMCA of Southwestern New Brunswick's Quispamsis Child Care location – just next door to the Shannex, offering intergenerational programming and development.

"It's been a wild ride of growth, learning, and discovery," she says. "But I wouldn't trade a moment."

One of the most defining influences in Rachel's career was her mentor, Trinda DeMont. Rachel worked with Trinda at the Y's Early Learning Hub in the South End of Saint John. She describes Trinda's leadership as a blueprint for what compassionate, hands-on, heart-forward leadership looks like.

According to Rachel, Trinda listened deeply, trusted fully, and believed in Rachel long before Rachel believed in herself.

"She taught me that leadership is about listening and trust," Rachel recalls. "I always felt heard by her. That's the kind of leader I try to be today."

On a crisp fall November day, Rachel's leadership style shines through as she interacts with the team in Quispamsis - calm, supportive, grounded in empathy, and always willing to step in where she's needed.

For Rachel, the joy of early childhood education has always been found in the small moments. The tiny high-fives, "I did it!" victories, and the curiosity of young children. But there is one that moment stands above all others.

She remembers a new parent nervously handing her a baby for the first time. With soft words and steady arms, Rachel helped the child settle almost instantly. Watching the parent's shoulders relax, seeing the relief in their eyes, that was the moment she knew she wasn't just caring for children. She was supporting whole families.

"My role isn't just about caring for children," she says. "It's about creating a space where families feel safe, supported, and understood."

Why the Y is Different

To Rachel, working with the YMCA child care team is unique because it is heart-led and community-rooted. She explained how her work is not just about ABC's; it's about empathy, belonging, confidence, and joy.

"It's about celebrating diversity and helping every child feel seen," she says.

The Y has shaped her approach by giving her opportunities, mentorships, workshops, and constant encouragement.

The impact of a child care career, Rachel says, is immeasurable. You plant seeds and get a front-row seat as children grow. You help parents feel confident on their hardest days. You watch families flourish.

"Sometimes you even get called "Mom" by accident," she laughed. "Which is proof of the deep trust and connection built along the way."

Sixteen years later, it's still the children who inspire her. Their joy, their resilience, their stories. Every day brings new discoveries and new chances to make a difference.

"To someone considering child care," she says, "I'd tell them - it's messy, magical, and deeply meaningful. If you love laughter and don't mind glitter in your hair, this could be your place."

And to those just starting their career? Rachel's advice is to ask questions, be curious and to say yes to opportunities.

"Every child you meet is a chance to make a difference."

Impact 2025
Summer Camps

3,562

individuals connected to the outdoors through offerings at Camp Glenburn and the Glenn Carpenter Centre in 2025.

527

campers were able to be active in the outdoors, thanks to the financial support from the Strong Communities Campaign.

190

participants took part in leadership camps.



Ajsi Selmanaj's Journey
Belonging at the Glenn Carpenter

When I was younger, I dreaded summer.

Most kids count down the days to vacation, but for me, summer felt like a long stretch of quiet. I loved the school year because it meant being out of the house, seeing people every day, and having a routine where I felt like I belonged. But when school ended, so did that feeling.

I had come from a place where family was everywhere. Where I was surrounded by cousins, aunts, uncles, and grandparents nearly every day. But here, it was just my mom, dad, my little brother, and me. While I was lucky to have them, summers felt smaller and lonelier. I'd get invited to a few birthday parties, but most days just sort of blended together. I spent a lot of that time wishing for school to start again.

And then came 2024.

There was a fishing derby at the Glenn Carpenter Centre, and I went with my mom and brother. I remember being just a kid waiting in line for a fishing rod. No idea that I was about to find something so much bigger than just a fun afternoon.

That day changed everything.

I instantly fell in love with the place. And it's not hard to see why! The Carpenter Centre is beautiful. The trees, the water, the trails, the open air. It feels like nature itself is welcoming you in. It's everything you'd want a camp to be. It has the space, the scenery, the programs, and the heart to give people not just a summer, but a real experience.

From that day on, I started looking for any opportunity to get involved. I applied to become a Junior Counselor and that's when everything truly started.

The Carpenter Centre became more than a camp. It became a home.

For the first time, I felt like I was part of something bigger than myself. I found a group of people who were kind, inclusive, and genuinely uplifting, and I found something I didn't expect: purpose.

As a Junior Counselor, I got to be the person I once needed. I saw the impact I was making. Not just in organizing games or helping with crafts, but in being someone kids could trust. I was someone's safe space, someone's light in a dark tunnel.

One camper I'll never forget is Junebug. We bonded quickly. He was full of interesting stories, questions, and this huge energy. Funny enough, we connected over our shared love of cherries. Every day, he had something new to tell me and I was always there to listen. For him, I was someone he could rely on. And for me, he reminded me just how much kids are looking for connection, for joy, for someone who sees them.

I worked with campers who had just arrived from Ukraine, helping them adjust to a completely new life. I listened to kids from group homes who just needed someone to really hear them. And one of the most meaningful things for me? Seeing those same kids outside of camp at a concert, at the grocery store, at my instructor job and hearing them call my name with a smile because it means they chose to remember me.

And now, I watch new families walking into the Glenn Carpenter Centre, families who are maybe coming here for the first time. I see the nervous smiles, the hesitation... and then I watch it fade as they're welcomed in. I see the spark of belonging that once lit up in me. And in them, I see myself.

Camp has taught me so much. It's taught me how to lead. How to listen. How to support others with patience and compassion. How to create joy, and how to hold space for someone going through something hard. How to be part of a team. How to grow into someone I'm proud of.

And just like we grow, the camp grows with us. Thanks to the generosity of donors, we've recently added a new building Crabtree Hall turning the Glenn Carpenter Centre into a year-round Outdoor Education Centre. That means more kids, more experiences, more memories. The community grows, and the physical space grows with it proof that your support is building something lasting.

My hope for every future camper and every family is that they get to feel what I felt. That they leave with people skills, confidence, and memories that stick for life. That they're guided, seen, and celebrated. That they feel the warmth of a community that says, You belong here.

I want to keep being part of that. I want to keep helping kids find their place just like I found mine.

I could say a million great things about the Glenn Carpenter Centre, and it still wouldn't be enough. But I'll say this:

I am eternally grateful.

Thank you for helping build this home for me, and for so many others.

Impact 2025
Community Support Programs

24,105

participants took part in community programming at the Irving Oil Field House.

8,119

individual participated in community programming in Eastern Charlotte County.

256

children took part in the Rainbows program, a peer support group for children facing grief, loss & crisis.



Sarah Libby's Story
A Grateful Parent's Story



When I first moved to the area, it was just before the COVID-19 pandemic began. Like many others, I found it difficult to meet new people or find ways for my children to get involved in activities. Everything felt uncertain, and isolation made settling into a new community even harder.

Then the YMCA started offering programs in Blacks Harbour.

At first, I was hesitant. I wasn't sure what to expect, but when the Y launched a month of free programming, I decided to give it a try. I began bringing my kids to as many activities as I could and it turned out to be one of the best decisions I've made.

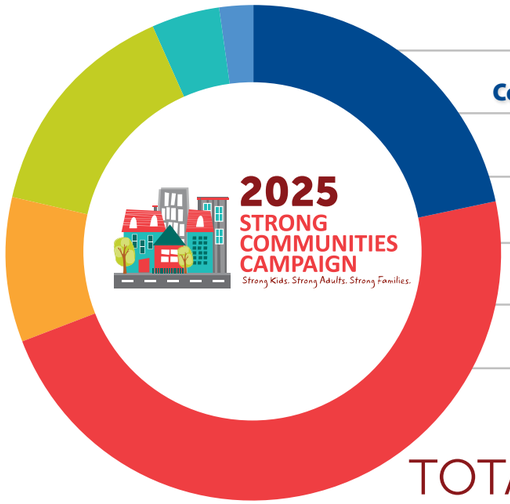
That month changed everything for us. The kids got out of the house, met new friends, and had the chance to explore so many fun and engaging activities from arts and crafts to science experiments, dance parties, and even beach adventures.

After that first month, we kept going. The programming continued to be a bright spot in our lives, and the Y became a trusted space for our family. The staff have always been incredibly kind, understanding, and helpful, and all three of my kids love the variety of programming the Y offers throughout the year.

Now, every time I put my three-year-old in the car, he immediately asks, "Are we going to the Y?" It's become a place they look forward to a place where they feel safe, excited, and included.

As we head into the summer, I'm truly looking forward to what new adventures and opportunities the YMCA will bring for my children. I'm so grateful for the Y and everything they do for families like mine in Blacks Harbour.

Impact 2025
Strong Communities Campaign



Membership | + $496K

Community Programming* | + $228K

Day Camp | + $155K

Overnight Camp | + $97K

Child Care & After School | + $44K

Community Health | + $22K

*Community Programming includes – Rainbows, Field House Programming, Newcomer Youth Programming, and Recreational Programming

TOTAL | **$1,042,446**

Honouring Our **Donors**

Benefactors | $10,000+
610042 NB. INC
Acadia Broadcasting
Bruce and Carla Elliot Fund
Canadian National Railway Company
CIBC Wood Gundy
Crabtree Foundation
David & Faye Huestis
Emera New Brunswick
Faye & David Huestis Family Foundation
Greater Saint John Community Foundation
Harrison McCain Foundation
Irving Oil
Long Reach Fund
Medavie Health Foundation
New Brunswick Children's Foundation
TD Bank Group
The Saint John Exhibition Foundation
Weston Family Foundation

Patrons | $5,000+
Canadian Tire Jumpstart Charities
Department Tourism, Heritage and Culture
Lysander Funds Limited
Mary Jane & David Waugh
Ocean Capital Holdings Limited
PALS
Saint John Trail Running
Samuel Wang
Scott McCain
Shannex
Whittaker & Estabrooks

Friends | $2,500+
Atlantic Windoor LTD
Aviso
Brenan's Funeral Home
Brenton Kean Lawyers Advocates
Bridgehouse Asset Managers
CI Global Asset Management
CIBC Asset Management Inc.
Clear Power Solutions
Craig Wilson
Dowd Roofing Ltd.
Fidelity Investments
Franklin Templeton
Fraser & Emilie Wells
Fred & Joyce Godwin
Fundy Community Foundation
Fundy Engineering & Consulting Ltd.
Geoff Mitchell
Gorman Nason Law Office
IG Wealth Management
Iron Maple
iSpire Inspired Technologies Ltd.
Jillian Sumner
JP Morgan
Murdock & Boyd
NB Building and Construction Trades
Ninepoint
OMG Benefits Consulting
OSCO Construction Group
Ray Landry
RBC Foundation
Saint John Energy
Sancton Group Inc
Select Path
Taylor's Landscaping
Teed Saunders Doyle
The Chapman Group
Town of Quispamsis
Vision Coaching Inc.

Supporters | $500+
1832 Asset Management L.P.
AGF Capital Partners
AJ's Restaurant
Alexander Naish
Alexei Vertan
Amy Groom
Andrew Britton
Anne Blackmore
Anne & Brian Wheelock
Armand Iratunga
Avril Wood-Toner
Blair & Barb MacDonald
Blaise Bolland Wolfe
Brice & Cathy Belyea
Brookville Lime
Bruce Dykeman
Cheryl Price
Christina Overing
City of Saint John
Connie Dunnett
Cooke Aquaculture
Corvettes of Southern New Brunswick
Craig Butler
Dale Knox
Darryl Ford
David Barry, QC
David Case
Dean Mullin
Deloitte
Donald Mitchener
Donna Briggs
Doran Donovan
Doyle Bond
Dr. Satya Professional Corporation
Duncan Hutchison
Ecclesiastical
Elie Elmajian
Emile Paras
Exit Realty Specialists
Fidelity Investments
Galbriath Piano
Gord and Brenda Carpenter
Greg Flinn
Guillaume Brouillette
Hans Himmelman
Hans Klohn
Hardman Group
iA Clarington Investments
Ingrid Harris
Jack J. Skerry
Janet Thompson-Price
Joan Celeste
Joan Creamer
John Enns-Wind
John Likourgiotis
John & Crystal March
Judith Gregg
Karen Small
Kavish Chandra
Kelley Greer White
Kent Building Supplies
Leora Sherwood
Linda Webb
Manulife
Mariner Partners Inc.
Mary & Jim Stokes-Rees
Mary Medeiros
Maura Tait
Moosehead Breweries Limited
Nancy Boutcher
NB Power
Neil MacLean
Paul Croisier
Paul Keyes
Paul Scott
Peter MacPhail
Peter Milne
Port Saint John
Ralph R. Willett
RBC Royal Bank of Canada
Rhonda Downey
Richard Coughlan
Robert MacKinnon
Ronald Robertson
Sachiko Riegger
Samah E. El Maghlawy
Sarah Gibson
Sarah Ross
Scotia Bank
Shawn McIntaggart
Shelley Wood
Sheri Somerville
Shilo Boucher
Shrikant Mehta
Signe Winters
Sisters of Charity
Steven De Luca
Sussex Area Community Foundation
Tees & Koppert Professional Corporation
Theresa Koppert
Theresa McArthur
Thomas Wellings
Tim Clark
Tom & Lisa Gribbons
Town of Grand Bay - Westfield
Town of Rothesay
Tracey Hogg
Ulrike Long
VanBuskirk Law Firm
William Reynolds
William Cunningham

Y Differnce Makers
Amanda Doherty
Amy Groom
Amy MacAdam
Andrew Britton
Armand Iratunga
Becky Betts
Blair MacDonald
Blake Brunsdon
Brian & Anne Wheelock
Brice Belyea
Charlene Pierce
Cynthia Losier
Daniel Doiron
David Burpee
David Case
Donna Briggs
Donna Redmond Gates
Duncan Hutchison
Geoff Cochrane
Geoff Mitchell
Greg Artz
Greg Bishop
Hans & Wendy Klohn
Jack Skerry
Jennifer Yeomans
Joan Creamer
Joanne Ring
John Likourgiotis
John March
Joyce King
Karen & Brian Adams
Karim Morad
Kathryn & Chris Uy
Kelley Greer White
Ken Neilson
Kendra Gautreau
Kristen Shaw
Kristen Wheaton Clayton
Linda Blenis
Linda Webb
Marlene Dutton
Nancy Boutcher
Pam Gerrits
Pat Kaye
Peter Logan
Peter MacPhail
Ralph R. Willett
Rhonda Downey
Robert Stoney
Sachiko Riegger
Samuel Wang
Sarah Gibson
Shelley Wood
Shrikant Mehta
Stephen J Mason
Tracey Hogg
Zac Black



Jennifer Yeomans

"Your support reaches far beyond a single gift, it creates belonging, strengthens communities, and changes lives. Thank you for being part of this impact."

2026Nov09OpenSessionFINAL_189

Endowment Fund
Annual Report 2025

Values

Transparency
Consistency
Accountability
Collaboration
Stewardship

Mission

To ensure the long-term sustainibility of the YMCA of Southwestern New Brunswick.

Vision

Donors and potential donors recognize the Endowment Fund as the most effective vehicle of maximizing the long-term positive impact of the YMCA of Southwestern New Brunswick.

A message to our **Community**



Chris Marr
Chair, Endowment Fund

Your generosity plays a vital role in advancing our mission and ensuring that the YMCA remains strong, responsive, and accessible for generations to come. Because of your commitment, we continue to grow our impact while strengthening the long-term sustainability of our programs and services.

This year, your support helped provide four educational bursaries through the Arthur Kent Melick Bursary Fund, as well as three leadership development bursaries for youth attending Camp Glenburn through the David Walker Memorial Bursary and the Leslie E. Bruce Memorial Bursary. These investments are shaping futures and creating meaningful opportunities for young people in our community.

We were also proud to establish the Glenn Carpenter Fund for Innovation, Access, and Capital Preservation, creating new opportunities to support emerging needs while safeguarding the long-term strength of the YMCA.

In addition, we welcomed new members to our Heritage Club, individuals who have made a lasting commitment to the YMCA through legacy giving. Their vision, alongside yours, is helping to build a strong and enduring foundation for the future.

Looking ahead, we remain focused on growing the Endowment Fund to ensure continued stability and impact. Every contribution strengthens our ability to adapt, respond to emerging needs, and expand access to programs that support health, belonging, and opportunity.

Your support is more than a gift. It is an investment in people, in community, and in a future where everyone has the chance to thrive.

Thank you for being part of this lasting legacy.Looking ahead, we remain focused on growing the Endowment Fund to ensure continued stability and impact. Every contribution strengthens our ability to adapt, respond to emerging needs, and expand access to programs that support health, belonging, and opportunity.

Your support is more than a gift. It is an investment in people, in community, and in a future where everyone has the chance to thrive.

Thank you for being part of this lasting legacy.

Chris

Board Members

Christopher J. Marr, TEP | Chair
John Fitzpatrick Jr., MBA, CIM | Past Chair
Steve Milbury | Vice Chair
Peter Logan, CPA, CA | Treasurer
Jack Skerry
Cindy Floyd
Bridget Oland
Darryl G. Ford, P.Eng., FEC
Peter MacPhail
Ryan Ramier, CPA

Ex-Officio Members

Shilo Boucher, CPA, CA, ICD.D
Jennifer Yeomans, CFRE
Doyle Bond, CPA, CMA
Tanya Depres

Post-Secondary **Recipients**



Arthur Kent Melick Post-Secondary Bursary 2025 Recipients

Pocholo Arellano
University of New Brunswick, Saint John

Heather Totten
University of New Brunswick, Saint John

Leen Imdoukh
University of New Brunswick, Saint John

Pocholo Arellano
University of New Brunswick, Saint John

Sarah Busson
Dalhousie University, Fredericton



Camp Glenburn Bursary 2025 Recipients

Tikhon Tikhonov
Leslie Bruce Glenburn Leadership Bursary Recipient

David Walker Glenburn Leadership Bursary Recipients
Danning Xu
Brynn Robichaud

Leslie Bruce Glenburn Leadership Bursary Recipient
Tikhon Tikhonov

Tell Your Story Through **Legacy Funds**

Arthur Kent Melick Memorial Fund
Established in 1961 on the death of Anne B. Melick in memory of her brother Arthur. The purpose is to use the income from the fund for cash bursaries to students furthering their education.

F. G. Bent Fund
The F. G. Bent fund was established in 1945 with a stipulation that the capital be maintained, and the income used for general purposes.

David Walker Memorial Fund
The David Walker Memorial fund was established in 2012 by David Walker's family in honour of his memory. The initial capital of the fund and any additions to the fund shall be held in perpetuity. The income of the fund shall be used to sponsor deserving youth to participate in YMCA of Southwestern New Brunswick Inc.'s Camp Glenburn Leadership Program.

Dale and Wendy Knox Fund
The Dale and Wendy Knox fund was established in 2014. The initial capital of the fund and any additions to the fund shall be held in perpetuity. The net income allocated to the fund shall be donated to YMCA of Southwestern New Brunswick Inc. Strong Communities program.

Estate of Lillian Hayward Russell Fund
Established in 1975, by Lillian H. Russell, whereby income from the fund is to be used for the upkeep and decoration of YMCA premises.

Estate of Ora P. MacCollum Fund
Established in 1978 with funds from the Estate of Ora P. MacCollum with annual income to be paid out for World Service work.

Clark Sancton Fund
The Clark Sancton Fund was established in 2019 and net income from the Fund shall be donated to the YMCA of Southwestern New Brunswick's Strong Communities Campaign.
The Leslie Bruce Memorial Fund
The Leslie Bruce Memorial Fund was established in 2021, whereby the net income from the fund shall be used to make annual contributions to the YMCA to support youth enrolling in leadership programs at Camp Glenburn.

Glenburn Innovation & Capital Fund
The Glenburn Innovation & Capital Fund was established in 2022, whereby the net income from the fund shall be used to ensure the long-term sustainability of not only the facility but to invest in further development and innovation.

Glenburn Camp Sponsorship Fund
The Glenburn Camp Sponsorship Fund was established in 2022, whereby the net income from the fund shall be used to ensure that Camp Glenburn is accessible for all children and youth for future generations to come.

Glenn Carpenter Innovation, Access and Capital Fund
The Glenn Carpenter Innovation, Access, and Capital Fund was established in 2025, whereby the net income from the funds shall be used to ensure long-term sustainability of not only the facility but to invest in further development and innovation, as well as ensure camp programming is accessible for all children and youth for future generations.

Heritage Club **Our Members**

Endowment Donors

Fred Barbour
David & Jane Barry
F. G. Bent
Michael & Anne Bruce
Del & Shirley Buckley
Pat Davis
Marion Elliott
Gregor Barry & Christina Giamos
Caleb Goodman
Fred & Joyce Godwin
Leif & Norma Jacobsen
Dale & Wendy Knox
Ora P. MacCollum
James MacMurray
Annie Melick
Tony & Suzanne Ratchford
Lillian Hayward Russell
Clark & Jennifer Sancton
C. William Stanley
Robert & Barbra Vincent
Julian & Caroline Walker
David & Mary Jane Waugh
Kristen Wheaton Clayton
Brian McCain
Horton Family Foundation
Sisters of Charity
Margaret Urquhart
Martinique Gregg
Matt Sancton
Michael & Leslye (McVicar) Bishop
*David and Miriam Wells

**Indicates new members added in 2025.*

Legacy Commitments

Brice & Catherine Belyea
Terry & Jane Bird
Shilo & Troy Boucher
Wayne & Carol Chapman
Cindy Floyd
T. Peter Graham
Neil & Christine Jacobsen
David & Heather Carlin
Michael & Jeanne Keating
Blair & Barb MacDonald
Lloyd & Elaine MacDonald
Donna Mazerolle & Family
Brian & Susan (Trafton) Moore
Dean & Vicki Mullin
Marie & Marvin Rackley
Bruce & Jeddy Stevens
Dr. Brian & Anne Wheelock
Fred & Joyce Godwin

Named Funds

Arthur Kent Melick Memorial Fund:
Cash bursaries for students furthering their education

Dale and Wendy Knox Fund: YMCA Strong Communities Campaign

Clark Sancton Fund: YMCA Strong Communities Campaign

Glenburn Camp Sponsorship Fund

Glenburn Innovation & Capital Fund

Jacobsen Family Fund: YMCA Strong Communities Campaign

David Walker Memorial Fund: Youth participation in Camp Glenburn Leadership programs

F. G. Bent Fund: General Purposes

Estate of Lillian Hayward Russell Fund: Upkeep of Y premises

Estate of Ora P. McCollum Fund: World Service Work

Leslie E. Bruce Memorial: Camp Glenburn participant passionate about nature, environment causes

The Sisters of Charity of the Immaculate Conception Fund:
YMCA Strong Communities Campaign

Access and Capital Fund:
Glenn Carpenter Innovations

To learn more about becoming a Heritage Club Member and Endowment giving to the YMCA of Southwestern New Brunswick, please contact:
Jennifer Yeomans, CFRE Chief Development Officer
(506) 634-4927 | j.yeomans@yswnb.ca



Pictured:
IG Wealth Management Regional Vice President
Lorne Pilgrim
Heritage Club Members
Fred & Joyce Godwin

YMCA of Southwestern New Brunswick Endowment Fund

10 Years of Impact

Education
Arthur Kent Melick Bursary Fund
42 Post Secondary Bursaries
Total of $45,341
Removing financial barriers and supporting students as they pursue their educational goals.

Leadership Development
David Walker Leadership Bursary
Leslie Bruce Leadership Bursary
16 Glenburn Leadership Awards
Creating access to transformative leadership experience that build confidence, resilience, and lifelong skills.

Community Investment
$50,000 Glenn Carpenter Centre
Advancing a vital space that will expand access and strengthen programs for families across our region.

Global Impact
$8,494 directed to our partner YMCA of Risaralda in Colombia.
Reflecting our commitment to global solidarity.

Endowments are a promise for the future.
In 2025, we continued to build that promise through education, leadership, global partnership, and community investment.

Thank you for ensuring that the YMCA of Southwestern New Brunswick remains strong, sustainable, and ready to serve for generations to come.

Camp Glenburn Endowment Fund
$300,000 Raised
A strong future for Glenburn ensures generations of young leaders continue to benefit from this life-changing experience.

New in 2025
Glenn Carpenter Fund for Innovation, Access, and Capital Preservation Fund Established. Created to support long-term innovation and campership, ensuring sustainable access and program growth for years to come.

Strong Communities Support and Growth

Over the past decade, $22,866 in annual disbursements from named Endowment Funds has supported more than 120 individuals through programs focused on poverty reduction, mental health, and inclusion.

By removing financial barriers and reducing social isolation, this support continues to create more accessible and welcoming opportunities across our region

Strong Communities Funds
Jacobsen Family Fund
Dale & Wendy Knox Fund
Clark Sancton Fund
The Sisters of Charity of the Immaculate Conception Fund

Shine On

Financial Information

Copies of the complete 2025 financial statements are available on our website.

	Operating Fund	Endowment Fund	Total 2025	Total 2024
Consolidated statement of operations for the year ended December 31				
Total revenue	$22,586,374	$107,256	$22,693,630	$21,171,678
Total expenses	$21,643,342	$80,416	$21,723,758	$20,313,951
Excess (deficiency) of revenue over expenses before extraordinary funding	$943,032	$26,840	$969,872	$857,727
Other Income	-	-	-	-
Net gain (loss) on investments	-	$122,074	$122,074	$134,634
Excess (deficiency) of revenue over expenses after extraordinary funding	**$943,032**	**$148,914**	**$1,091,946**	**$992,361**
Consolidated statement of financial position as of December 31				
Current assets	$6,360,722	$68,730	$6,429,452	$5,980,898
Investments	$2,601,056	$1,317,747	$3,918,803	$3,328,326
Designated investments for capital reserve fund	-	-	-	-
Property & equipment	$22,971,338	-	$22,971,338	$21,254,764
Total Assets	**$31,933,116**	**$1,386,477**	**$33,319,593**	**$30,563,988**
Current liabilities	$4,092,220	-	$4,092,220	$3,518,061
Deferred contributions	$18,530,187	-	$18,530,187	$17,721,438
Inter-fund accounts payable (receivable)	-	-	-	-
Total Liabilities	**$22,622,407**	**-**	**$22,622,407**	**$21,239,499**
Fund Balances	**$9,310,709**	**$1,386,477**	**$10,697,186**	**$9,324,489**
Total Liabilities & Fund Balances	**$31,933,116**	**$1,386,477**	**$33,319,593**	**$30,563,988**

Senior Leadership

Shilo Boucher, CPA, CA, ICD.D
President & Chief Executive Officer

Doyle Bond, CPA, CMA
Chief Financial Officer

Adrienne Boudreau
Chief Operating Officer

Jennifer Yeomans, CFRE
Chief Development Officer

Tanya Depres
Executive Assistant



191 Churchill Boulevard
Saint John, NB E2K 3E2

+1-506-693-9622
hello@yswnb.ca

swnb.ymca.ca

Shine On Southwestern New Brunswick

YMCA of Southwestern New Brunswick
Charitable Registration No.: 119253086RR0001

YMCA of Southwestern New Brunswick Endowment Fund
Charitibale Registration No.: 890269731RR000

Accredited
IMAGINE CANADA

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: 2026-09-29

Applicant: Greater Saint John Chinese Cultural Association (GSJCCA)

Address: 211 Main St, Saint John, NB E2K 1H7

Contact: _____ Tel.(_____

Email: _____

Organization Description:
GSJCCA is a non-profit organization dedicated to celebrating and promoting Chinese culture while fostering inclusion, community participation, & culture exch

Amount Requested: $3,500.00

Descriptions of proposed event or activity:
GSJCCA seeks support for the 2027 Greater Saint John Lunar New Year Gala on February 14, 2027, at the Imperial Theater. This public celebration features Chinese music, dance, singing, and traditional cultural performances, bringing together Chinese residents and the broader community.

Project costs:
$21,000 includes venue, production, costumes, stage props, rehearsals, promotion, and other event costs.

Benefits to town of Rothesay:
The project will benefit Rothesay by promoting cultural inclusion, community participation, and connections among residents from different backgrounds.

Many Chinese residents and families live in and around Rothesay. The Gala provides an opportunity for them to celebrate and share their cultural heritage while connecting with the broader community.

The event also gives Rothesay residents an opportunity to experience Chinese music, dance, arts, and traditions in a welcoming public setting.

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

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

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: October 1, 2026

Applicant: _____

Address: _____

Contact: _____ Tel. _____

Email: _____

Organization Description: _____

_____

_____

Amount Requested: $_____

Project costs: _____

_____

Benefits to town of Rothesay: _____

_____

_____

_____

_____

_____

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

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

Join us at the RNS Top of the Hill Dinner and Auction!

Hi Matt and Brittany,

You are invited to a fun and memorable evening of food, company, entertainment, and so much more at the annual

RNS Top of the Hill Dinner and Auction
"An Evening of Silver & Gold – Celebrating 150 Years of RNS"
Saturday, November 7, 2026
Doors Open at 6pm – Dinner begins at 7:15pm
Heritage Hall, the school's dining hall
www.rns.cc/auction

Join in on friendly competition in our live and silent auctions: one-of-a-kind trips, sports tickets, weekend adventures, group dinners and tastings, artwork, services, and more!

All proceeds raised at this year's Top of the Hill Dinner & Auction will support the purchase of **a second 24-passenger RNS bus**, to transport our students to the many athletic, academic, service, and co-curricular opportunities that are central to the RNS experience. Your generosity will help ensure this important investment continues to serve students for years to come.

Spread the word: tell your family, friends and neighbours, everyone is welcome. We can't wait to join you for a night of fun and camaraderie! And, if you are new to the RNS Community, this is a great opportunity to meet other parents, alumni, and friends of the school.

How Can You Support the Auction?

- **Buy a ticket or Host a Table!** Then invite your family and friends to join you!
  - Click here to purchase online . You may also pay by phone or through a current school account – call or email me to reserve your seats.
  - **General Admission Tickets**: $125 per person (includes a $50 charitable tax receipt). General Admission Ticket holders will be seated at tables with others who share a similar connection to RNS.
  - **Silver Table** (8 people): $1,000 (includes a $450 charitable tax receipt)
  - **Gold Table** (8 people): $1,500 (includes a $950 charitable tax receipt)
  - **Legacy Table** (8 people): $2,500 (includes a $1,950 charitable tax receipt)
  - *For details of what is included with each table level, click here (see gold coloured box halfway down the page).*
- **Make a general cash donation** toward the fundraiser if you cannot make it. Click here to donate online.
- **Consider being an Auction Sponsor** at one of our sponsorship levels through your company or from your family.

- **Donate an item to the silent or live auction**. Reply to this email with details.
- **Help us secure an auction item from your personal or professional network**. Reply to this email with details.
- **Share this email with your friends and family** and encourage others to join us on November 7th!

For all other details about this year's Top of the Hill Dinner and Auction, go to www.rns.cc/auction .

Thank you for your support of RNS.

I hope to see you on November 7th!

Warm regards,

Nic



Nic Carhart
Interim Director of Development
Philanthropy & Community Engagement

Direct: 506.848.0861 / nic.carhart@rns.cc
40 College Hill Rd, Rothesay, NB E2E 5H1 Canada

ROTHESAY NETHERWOOD SCHOOL

KENNEBECASIS CRIMESTOPPERS

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

RECEIVED
OCT 20 2026

October 14, 2026

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

RE: Budget Request – Year 2027

Dear Mayor & Council:

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

In consideration of our financial needs, we ask the Mayor and Council of the Town of Rothesay to budget the amount of $2800 to support the ongoing efforts of the Kennebecasis Crime Stoppers for the year 2027.

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

Yours truly,

Jen Kelly Barnett
President

TO	:	Finance Committee
FROM	:	Laura Adair
DATE	:	October 20, 2026
RE	:	Compliance Report

The following Government remittances have been remitted for the month of May in accordance with the appropriate regulation:

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

weeks HST rebate claim - remitted quarterly – Sept 30, 2026 claim filed

WHSCC – remitted monthly –payment remitted

ROTHESAY
MEMORANDUM

TO: Mayor and Council
FROM: Finance Committee
DATE: November 09, 2026
RE: Donation Recommendations

The finance committee recommends the following motion regarding donation requests:

Council approve donation request in the amount of $2,800 to Crime Stoppers in the 2027 General Fund budget.

Council approve a sponsorship donation in the amount of $500 to the Vito's Hockey Team

Council approve the donation request in the amount of $3,500 to the Greater Saint John Chinese Cultural Association.

The finance committee recommends defeating this motion.

ROTHESAY

HERITAGE PRESERVATION REVIEW BOARD MEETING
Town Hall – Common Room
Wednesday, October 21, 2026
7:00 p.m.

PRESENT:
DREW MACARTNEY, CHAIRPERSON
RHEAL GUIMOND, VICE-CHAIRPERSON
CATHARINE MACDONALD
HOWARD PEARN

DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE
TOWN CLERK NEIL McKENNA

ABSENT: COUNCILLOR TYLER DAVIS
SHAWN CARTER
JON LEHEUP

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

1. APPROVAL OF THE AGENDA
MOVED by Vice-Chairperson Guimond and seconded by Counc. Davis the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES
Regular Meeting of August 25, 2026
MOVED by H. Pearn and seconded by Vice-Chairperson Guimond the minutes of August 25, 2026, be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST
N/A

4. DELEGATIONS
N/A

5. REPORTS AND PRESENTATIONS
N/A

6. NEW BUSINESS
8.1 6 Hampton Road

OWNER:	Helen & Richad Boyle
PIDs:	00256164 and 30219844
PROPOSAL:	Certificate of Appropriateness – New Building

One of the applicants, Helen Boyle, was in attendance. DPDS Reade reviewed the proposal, noting that the applicants are requesting a Certificate of Appropriateness to allow for placement of a 67 square metre building at 6 Hampton Road. The proposed structure would be relocated from its existing location and is intended to be used as an ice cream and coffee shop, including the manufacture of ice cream. Future plans include a building expansion to expand the ice creamery and to provide space for a possible one to three additional commercial tenants.

During his presentation, DPDS Reade noted that staff were recommending that the Heritage Board issue the Certificate of Appropriateness, but that the Board require the applicant to incorporate design modifications on the building so that it would better match the exteriors of other buildings in the area, including in the addition of a wider overhang. Staff also recommended that the Board require the applicants to provide a more prominent porch / veranda on the building facades that face the street and parking area. DPDS Reade was also noted that the proposed building would not conform to the section of the by-law requiring new building to have a height between 80% and 120% of the average height of adjacent buildings, however he advised that this requirement is more applicable to an area with a denser built form such as Uptown Saint John, which has closer building spacing and where differences in building height are more apparent.

C. MacDonald asked which direction the side-door entrance to the building would face – Ms. Boyle responded that the door would face the front of the building, and would be able to be opened in warm weather, similar to a garage door. H. Pearn asked if washrooms would be maintained on the site, with the applicant stating that they planned to do so.

Chairperson Macartney asked about the proposed location of the building on the property and asked specifically if it would be centrally located on the land. The applicant replied that it was not planned to be centrally located on the land, citing traffic and parking concerns. Discussion then ensued amongst Committee members about the specific location for the proposed property on the land, with several members offering their perspective and asking questions on how best to position the building to make it safe and accessible for the community.

Chairperson Macartney also sought clarification on staff's advice on the height-to-width ratio of the building, with DPDS Reade clarifying that there were some questions as to the applicability of the by-law in this specific instance. The Chair also asked if neighboring buildings would be required to be notified of the proposed building, and DPDS Reade confirming that they would be notified via the required application to the Planning Advisory Committee.

Committee members asked the applicant questions about how parking would be handled, and C. MacDonald specifically asked how salt used in the wintertime to melt ice would affect the wetlands behind the property. DPDS Reade advised that the provincial Environment department would be better suited to provide an answer.

MOVED by Vice-Chairperson R. Guimond and seconded by C. MacDonald that the Rothesay Heritage Preservation Review Board issue a Certificate of Appropriateness to allow for the applicant's relocation of the proposed building onto the property at 6 Hampton Road (PIDs 00256164 and 30219844) subject to the following conditions:

a) That the minimum front yard setback (measured to the building wall) be approximately 5.8 metres from the front property line.

b) That the proposed building incorporates the design modification provided in the report to provide a more prominent porch / veranda on the building facades facing the street and parking area.

CARRIED.

The Chair thanked the applicant and she left the meeting.

7. OLD BUSINESS
N/A

8. CORRESPONDENCE FOR INFORMATION
N/A

DATE OF NEXT MEETING(S)
The next meeting will be held on Wednesday, November 18, 2026 (as may be required).

10. ADJOURNMENT
MOVED by H. Pearn and seconded by C. MacDonald the meeting be adjourned.

CARRIED.

The meeting adjourned at 8:03 p.m.

CHAIRPERSON RECORDING SECRETARY

2026Nov09OpenSessionFINAL_204

ROTHESAY

PARKS AND RECREATION COMMITTEE

Meeting Minutes
Rothesay Town Hall Common Room
Tuesday, October 20, 2026, at 6:30 p.m.

PRESENT: COUNCILLOR BILL McGUIRE (remote)
COUNCILLOR HELEN BOYLE, CHAIRPERSON
COLIN BOYNE, VICE-CHAIRPERSON
DR. SHAWN JENNINGS
PAULA MAGUIRE
DANIELLE BOURQUE
NADIA DOBBIN

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

ABSENT: CAO BRETT MCLEAN
SEAN MILLER
DR. JEAN-FRANCOIS LEGARE

Chairperson Counc. Boyle called the meeting to order at 6:30 p.m.

1. APPROVAL OF AGENDA

MOVED by P. Maguire and seconded by C. Boyne the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of April 21, 2026

MOVED by C. Boyne and seconded by D. Bourqe meeting minutes be approved as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS

N/A

6. CORRESPONDENCE FOR ACTION

N/A

7. NEW BUSINESS

Counc. Boyle invited the committee to discuss new business.

A follow up email was sent by Korey Nixon, regarding the K-Park Boat launch. He had submitted a request in October that the Launch be repaired due to its poor condition. That initial email sent in October of 2025 had already been discussed at length by the members of the Committee. DPR Jensen stated that it would be very costly to repair the Launch, and that a majority of the current recreation budget was allocated for the RICC. Since there is no immediate safety issue, it is unlikely that fixing the Launch will be a main priority at this time. C. Boyne then asked DPR Jensen if he had sent someone down to examine the Launch. DPR Jensen responded that he had talked it over with engineer on staff/head of the Works department (T. Colwell) and that it would cost around $400,000 - $500,000 dollars to fix properly. DPR Jensen had discussed this previously at the last meeting and his course of action was to talk to T. Colwell and email Korey Nixon.

Counc. B. McGuire then stated that he had talked to a different engineer, close to the Town, and that the $400,000-500,000 estimate was not realistic. He then stated that he wanted DPR Jensen to request that T. Colwell reexamine the site. Counc. Boyle responded that if they fixed the K-Park Launch, others would then want the Shipyard to be fixed and that would cost twice as much money. DPR Jensen added that if they wanted a third-party engineer to come in and quote the price of repairs, that itself would be an added expense. C. Boyne suggested putting in a hollow core slab and Counc. B. McGuire added that they could use pre-fab slabs as well. DPR Jensen said that he would follow up again with T. Colwell. Counc. Boyle then confirmed that would be a task for DPR Jensen to report on at the next meeting.

7.1 Parks and Recreation Update

A. Holder gave a verbal update regarding Recreation Programing:

- **Halloween Event:** The Town will once again host our Halloween Skating Party on Sunday, October 25, 2026, from 3:00–4:00 p.m. at the Rothesay Arena. The event will include face painting, hot chocolate, treats, and more. This is a free, family-friendly event.

- **KV Santa Claus Parade:** The 28th Annual KV Santa Claus Parade will take place on Saturday, November 28, 2026. This year's theme will be "A Cartoon Christmas." Groups, businesses, and community members are encouraged to begin planning their floats. Last year, there were a total of 44 floats and currently there are 19, this number will only increase in the following days.

- **Mayor's Tree Lighting:** The Mayor's Tree Lighting Ceremony will take place on December 9th at the Rothesay Common. This event is weather dependant, with the rain date scheduled for the following week.

- **Winter Fest:** Coming up soon! A meeting was held between the 6 communities, and the tentative dates for the Festival are from January 16th - March 7th of next year.

K. Flood gave an update regarding the fundraising for the RICC:

- **Campaign Total (as of** October 16, 2026) - **$1,872,304** raised toward the $3,000,000 community fundraising goal.

- **Upcoming Events:**

- **Friday October 23, 2026 Cheque Presentation -** The new Shoppers Drug Mart is opening by Staples, and the company is will be making a donation to the RICC.
- **November 13–15** – 2nd Annual RHS Battle at the Nest Hockey Tournament at the Rothesay Arena. More details to come.
- **Smile Cookie Campaign** - Three local Tim Hortons locations will be partnering with The Town to sell smile cookies, with November 30th through to December 6th as the suggested timeframe. Promotions will be sharing over the next few weeks.
- **SAVE THE DATE: Spring Fundraising Dinner** – Saturday, April 17th at Riverside Country Club.

- **Previous Events**:
  - **Monday October 5, 2026 –** A five-dollar fundraiser was held for the 55th opening of the Rothesay Arena. The Rothesay Boys hockey team hosted a red and white game, with over $900 worth of $5 pucks sold in the first night. It is estimated that over $1000 has been raised through this venture, and t hockey pucks will be available to purchase all season at the canteen or at the Town Hall. The hope is to be able to fill the lobby to show community support for the RICC.
  - **October 14, 2026 –** The HIVE hosted an Intergenerational Fashion Show, which saw over 100 people attend. The proceeds were raised for the RICC. Youhall Beach Company launched their Rothesay Arena branded clothing at the show. The clothing will be sold at the Canteen for $30, and $10 from every purchase will go directly to the RICC. Counc. Boyle inquired about how much the fashion show raised. It was indicated that around $1,100 was raised, with all the funds are being saved.

Matching Donation:
K. Flood explained that arrangements are being made for a major company to match donations for the RICC, if a monetary goal of selling 200 arena seats and 200 court tiles (for a total of $200,000) by December 15 is met. If this fundraising goal is met, the company will match the $200,000.. The goal is to confirm plans by Thursday, and then begin to raise the money in under two months. K. Flood will be reaching out to school boards, sports organizations, church groups and businesses as well as council, staff, and board members. She has been encouraging anyone who has been expressing interest in purchasing tiles to hold off until the campaign begins. She also made clear that this is an all or nothing campaign that had to be completed with new money and that this organization had also donated towards Hampton's Summit Centre. Everyone on the Committee has the utmost confidence in this campaign, and showed their support for K. Flood and the project.

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

- **Rothesay HIVE:** The HIVE has surpassed 300 members for the first time!

  The Rothesay HIVE has been busy all year with events, programs, and services for older adults. For more information about the Rothesay HIVE including the calendar, newsletter, and more visit: https://www.rothesay.ca/recreation/rothesay-hive/.

  - Rothesay Hive Facebook Group: 1,669 members
  - Rothesay Hive Registered Members 2026: 309 members
  - 2022: 124 members, 2023: 162 members, 2024: 205 members, 2025: 271 members

- **Renforth Senior Exercise Classes:** The Renforth Senior Exercise Classes at the Bill McGuire Centre are seeing good participation. The classes are offered from September to June each year and are popular among older adults.

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

- **Rothesay Arena**: The arena opened on October 5th and is the busiest the arena has ever been.
- **Soccer & Baseball Fields**: The baseball/softball fields are closed for the season. KV and Rothesay High played out of Wells Field, which is now closed. Arthur Miller will host the Rothesay High football team. The field is estimated to close in November because Fundy Soccer play until the weather changes.

Dr S. Jennings inquired about the lighting at the Bill McGuire Centre. R. Kincade responded that the lighting issue had already been discussed and that it will be in the budget for next year or the following year.

Counc. B. McGuire asked if there would be any billboards associated with the matching campaign once it is confirmed. K. Flood responded that there would be radio and social media advertising, as well as the newsletter. She also expressed interest in giving the school board a copy of the newsletter to distribute to all students. She asked for recommendations on billboards. B. McGuire stated the current billboards are busy and that something simpler may be more effective. K. Flood said there would be an effort to reach out to businesses to see if they wanted to have their logo displayed on the floor. Counc. Boyle, asked if 'Pretty In Pink' had donated yet, and K. Flood responded that they had not.

7.2 Draft Parks and Recreation Budgets

DPR Jensen gave an update on the draft Parks and Recreation Budgets for 2027, noting that some adjustments between this year and next year had been made to account for fuel prices, additional staff for the playground program to meet demand, and increase in wages. He noted that the capital budget is being reserved for the RICC project. However, items that are required to keep up maintenance and complete necessary work will be added as needed, including potentially a new ride on mower for the Parks department.

Questions were asked regarding the budget costs for the floating walkway at East Riverside-Kingshurst Park. DPR Jensen advised that the dock would be floated to shore in three sections, making removal costs less than expected. There would be some yearly costs for the floating walkway, such as maintenance, installation, removal, and storage, which would be accounted for in the budget. The Committee inquired about electricity and DPR Jensen stated that power prices had gone up but that they were budgeted for accordingly. Fuel was also listed as a costly expense, so the budget increased. Staffing changes at the arena were also discussed.

8. CORRESPONDENCE FOR INFORMATION

N/A

9. DATE OF NEXT MEETING

Tuesday, November 18, 2025

10. ADJOURNMENT

MOVED by D. Bourque and seconded by C. Boyne that the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:51 p.m.

CHAIRPERSON RECORDING SECRETARY

EAST RIVERSIDE PARK

Position Paper and Recommendations

Submitted by: Paula Maguire

Parks and Recreation Committee Member

This paper presents concerns and considerations regarding the CanDock project, its impact on East Riverside Park, and the potential implications of further expansion.

1. The Impact on Seniors and Regular Park Users

For many seniors, East Riverside Park is far more than a place to walk. It is part of their daily lives—a place to enjoy gentle exercise outdoors, experience nature, meet familiar faces, and feel connected to their community. For some who live alone or have limited social support, it may be their only regular opportunity for exercise in a natural setting and social interaction outside their homes. The ability to enjoy these simple activities beside the water is part of what makes living in Rothesay so special.

The park's particular value for seniors lies in its accessibility. Its level walking surface, manageable half-kilometre length, and nearby washroom facilities allow people with limited mobility or stamina, as well as those experiencing health challenges, to enjoy the outdoors at their own pace. While other community members may have many alternative trails and recreational spaces, some seniors and people facing health challenges have very few places they can comfortably access.

Increased congestion and parking difficulties during the summer months risk taking away an important part of their daily lives. Access to indoor exercise facilities is valuable, but it cannot replace the experience of walking beside the water, breathing fresh air, and connecting with nature. Seniors should not have to lose access to their own community park during the very season when enjoying the outdoors is most appealing.

The goal is not to exclude new visitors or prevent the park from evolving. It is to ensure that improvements do not come at the expense of residents for whom this accessible, peaceful waterfront is an essential part of everyday life.

2. Increased Congestion, Parking and Safety

East Riverside Park has a very small footprint, with limited parking and road access. Before the CanDock project, these facilities were generally sufficient to serve park users. However, during construction and following the structure's emergence on social media, visitor numbers increased dramatically, bringing significant congestion and safety concerns.

Parking became difficult to find, with some visitors driving past or entering the lot only to leave without stopping. Vehicles, pedestrians, cyclists, joggers and children on scooters converged on the surrounding road, while children moved between parked cars. People also crossed the railway tracks at various points, where wind and other conditions can make an approaching train difficult to hear.

If the current structure represents only the first phase of a larger project, these concerns take on even greater significance. Further expansion and continued growth in visitor numbers could intensify pressures that have already disrupted access and raised numerous safety concerns. The implications for parking, traffic flow, pedestrian safety and railway crossings should be carefully assessed before any further expansion proceeds.

3. Growing Popularity, Tourism and Visitor Traffic

CanDock has attracted considerable attention through social media promotion by the Towns of Rothesay and Quispamsis, as well as community members who have shared and reshared posts about the project. Visitors have reportedly come from beyond the immediate area, including outside New Brunswick. Its popularity may be viewed as an unexpected and overwhelming success. However, success must also be measured by whether a location can accommodate the demand it generates.

Even if the initial excitement subsides, the impact on local residents during the busy summer season remains. East Riverside Park was already growing in popularity before CanDock, and residents should not have to compete for access to their own park during the season when they most want to enjoy it.

Tourist attractions can benefit a community, but their location matters. An attraction drawing large crowds needs adequate parking, safe access and enough surrounding space for visitors to spread out and enjoy alternative activities when the main attraction is busy. Larger recreational areas, such as Rockwood Park or Wells Recreation Park, may offer these advantages. East Riverside Park's limited

footprint leaves little room to accommodate additional crowds without affecting other users.

Further expansion would also bring consequences beyond the water. Increased visitor numbers would create additional pressure for new infrastructure, including parking lots, pedestrian crossings, lighting and railway safety fencing.

Accommodating these additions could mean sacrificing surrounding green space and altering the natural character and beauty of the Rothesay Road waterfront.

The result could be a busier, more developed setting, diminishing the peaceful atmosphere and waterfront views that many regular users—including seniors who enjoy sitting in their vehicles to look out over the water—value so highly.

The question is not whether CanDock should succeed, but whether East Riverside Park is the right place for it to grow.

4. Environmental and Aesthetic Considerations

East Riverside Park's appeal has always been closely tied to its breathtaking natural beauty, clean beach and peaceful waterfront setting. Increased visitor activity raises important questions about how these qualities will be maintained as the CanDock project develops.

Regular park users have commented on the increase in litter and garbage during busy periods, something that was not previously characteristic of the park. Growing visitor numbers may place further demands on waste collection and park maintenance. There have also been reports of rats in the area, which were not previously observed by some regular park users. The increased presence of people eating in the park may be a contributing factor, making effective waste management and monitoring important considerations as visitor numbers grow.

Regular park users have observed a noticeable decline in the use of the beach for swimming and other leisurely activities. Before CanDock was installed, people regularly enjoyed swimming, sunbathing, reading a book and simply relaxing by the water. The dock now runs directly in front of the beach and through the swimming area, changing the character of the space. With people continually walking along the structure and looking down toward the beach, some beachgoers may feel less comfortable swimming or relaxing in what was once a more private and peaceful setting. The impact on the beach as a place for recreation deserves careful consideration.

Visitors have also observed ducks and other birds gathering in the water between the dock and the shore. Whether this is directly related to the structure is unclear, but any resulting accumulation of droppings near the beach could affect cleanliness and further discourage swimming, which was a frequent activity before CanDock was installed.

It has also been observed that visitors are tossing coins from the dock into the water, apparently as a wishing-well activity. On calm days, coins can be seen accumulating in the same area where birds have been gathering. This raises additional questions about water cleanliness, wildlife and the condition of the swimming area, and is worth assessing as part of the Town's ongoing monitoring.

Protecting the park's natural beauty, cleanliness and appeal as a swimming and recreational destination should remain an important consideration in any decision about further expansion.

5. Summary: What Is at Stake

East Riverside Park was a valued community space long before CanDock arrived. Its peaceful waterfront, clean beach, natural beauty and accessible walking route have made it an important part of everyday life for residents, particularly seniors and others who rely on the park for gentle exercise, fresh air and social connection.

CanDock's popularity has brought increased visitor activity to a park with limited parking, road access and space. Residents have raised concerns about congestion and safety, while regular users have also noticed changes in the park's cleanliness and in how the beach is used. If further expansion is contemplated, these concerns —and the potential need for additional infrastructure—deserve careful consideration before decisions are made.

The question before the community is not simply how to accommodate CanDock's popularity, but how to ensure that its future is compatible with the long-term well-being of East Riverside Park and the people who have cherished it for years.

6. Looking Forward

The concerns outlined in this paper need not lead to an either-or choice between a successful attraction and a valued community park. By examining alternatives and making thoughtful use of existing resources, the Town has an opportunity to seek an outcome that respects both the interest CanDock has generated and the qualities that make East Riverside Park special.

Exploring Renforth as a Possible Alternative

One possible alternative location that has been raised on several occasions by different community members is Renforth Park. Given the range of waterfront activities that take place there—including Sea-Doos, skiffs, fishing, sailing and swimming—a structure such as CanDock may offer practical value in that setting.

Renforth's sheltered cove may also provide a more protected environment, with less exposure to wind and waves. This could make it worth examining from a practical standpoint, particularly if the structure is intended to serve a functional purpose in addition to providing a place to walk over the water.

Exploring Renforth as a potential alternative would allow the Town to consider whether CanDock could serve a broader range of waterfront activities in a setting better suited to its practical use, while relieving pressure on East Riverside Park and helping preserve the peaceful character of its beach and natural surroundings.

This suggestion is not intended to presume that Renforth is necessarily the right location, but rather that an alternative already being raised by community members deserves a fair and careful assessment before further expansion at East Riverside Park is considered.

Making Use of Existing Infrastructure

Should CanDock be relocated, the existing infrastructure at East Riverside Park could potentially be repurposed or built upon to create additional amenities for the community. An expanded picnic area, additional seating or a garden could enhance the park while making use of the investment already made. Rather than representing a loss, this approach could provide lasting benefits for residents and help restore the peaceful, natural character that has made East Riverside Park so special.

A Longer-Term Opportunity for the Kennebecasis Valley

The strong public interest in outdoor recreation and walking spaces also invites a broader vision for Rothesay and Quispamsis. East Riverside Park's popularity is one indication of how much residents value accessible places to walk, enjoy the waterfront and spend time outdoors. A continuous multi-use trail connecting the two communities could offer that opportunity on a much larger scale.

The existing railway corridor runs through established residential areas of both communities. Earlier local planning discussions have considered trail connections near the rail corridor, and the possibility of a continuous route merits a fresh look. Any proposal to reroute rail traffic and repurpose the existing corridor would be a major undertaking, requiring careful study of railway operations, community safety, engineering, environmental impacts, land ownership and costs.

This is a particularly timely moment to raise the question. On October 21, 2026, J.D. Irving announced a $463 million Saint John Trade Corridor initiative involving the federal and provincial governments, Port Saint John, New Brunswick Southern Railway and other partners. The initiative is intended to strengthen rail and marine infrastructure connecting Saint John to national and international markets and support continued growth in trade.

The announced project focuses on improving existing rail and port infrastructure; it does not propose relocating the railway, and its funding should not be assumed to be available for that purpose. However, the announcement demonstrates the scale of infrastructure planning and the collaboration possible among governments, industry and transportation partners. It provides a timely reason to ask whether a separate, long-term review of regional rail routing and community needs could be considered alongside future transportation planning.

Could Rothesay, Quispamsis, the provincial and federal governments, and the railway operators revisit earlier planning work and examine whether alternative rail routing could preserve the rail connections essential to Saint John while potentially allowing the existing corridor to become a continuous public multi-use trail in the future?

A continuous community trail could become a lasting legacy for future generations. It could connect neighbourhoods, support active living and create a valuable recreational link across the Kennebecasis Valley. This is not a proposal

for immediate change, but a call to explore the feasibility, costs and long-term benefits with the relevant partners.

The opportunity may be complex and may take many years to assess. Even so, the recent infrastructure announcement and the community's interest in outdoor recreation make this a reasonable time to reopen the conversation and ask what may be possible through coordinated, long-term planning.

Paula Maguire
Parks and Recreation Committee Member

2026Nov09OpenSessionFINAL_216

ROTHESAY

AGE FRIENDLY ADVISORY COMMITTEE

Rothesay Town Hall Common Room

Tuesday, October 20, 2026, at 10 am

PRESENT: DIANE O'CONNOR, CHAIRPERSON
WILLA MAVIS, VICE CHAIRPERSON
ANGELA MORSE
DOAA HIGAZY
DIANNE TAYLOR
DR. SHAWN JENNINGS
JILL JENNINGS
JENNY SHEA

AGE-FRIENDLY & COMMUNICATIONS COORDINATOR KIRSTIN DUFFLEY
RECREATION & COMMUNICATIONS COORDINATOR ALEX HOLDER

ABSENT: DEPUTY MAYOR TIFFANY MACKAY FRENCH

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
RICC CAMPAIGN COORDINATOR KERI FLOOD
NANCY HASLETT

Chairperson O'Connor called the meeting to order at 10:10 a.m.

1. APPROVAL OF AGENDA

Chairperson O'Conner added two items to the agenda. The first being lighting in the Bill McGuire parking lot and second regarding signage for the automatic door at the Town Hall**.**

MOVED by J. Shea and seconded by Dr. S. Jennings the agenda be approved as amended.

CARRIED.

2. ADMINISTRATION

Chairperson O'Connor welcomed G. Bennett, the new secretary for the committee.

3. APPROVAL OF MINUTES

3.1 Meeting minutes of September 22, 2026

MOVED by D. Taylor and seconded by J. Jennings the minutes be adopted as circulated.

CARRIED.

4. DECLARATION OF CONFLICT OF INTEREST

N/A

5. DELEGATIONS

N/A

6. REPORTS AND PRESENTATIONS

N/A

7. UNFINISHED BUSINESS

7.1 2025-2029 Age-Friendly Community Action Plan

Fashion Show Fundraiser Update:
D. O'Conner provided an update acknowledging the success of the Fashion Show. She stated that there was a highly enthusiastic crowd and praised how smoothly everything ran. The event included a raffle, 50/50 draw, an A&W gift basket prize, Youghall clothing available for purchase, and a table for RICC donations as well as the main fashion show itself. There were approximately 28 models in total including students from Touchstone Academy, students from Rothesay High School, 8 members of the HIVE, and 8 international models. J. Shea added that the RHS students who attended enjoyed seeing the international models in traditional clothing. D. O'Conner reiterated that the goal of the Fashion Show was to foster a sense of community and encourage inclusivity in Rothesay as a whole. Dr. S Jennings then inquired where the traditional clothing had been purchased. D. Higazy answered that most of it was brought when people immigrated to New Brunswick and is usually worn for religious or celebratory reasons. Discussion ensued surrounding traditional fashion becoming more available in New Brunswick.

Bill McGuire Memorial Centre - Parking Lot
D. O'Conner raised concerns about the lighting in the Bill McGuire parking lot. She gave an anecdote about how she witnessed a car driving over something that caused a loud noise. She stated that she could not see what was being driven over due to the lack of lighting in the back area of the parking lot. Committee members discussed and agreed it was dangerous. K. Duffley informed the committee that additional lighting was not budgeted for this year, and their previous concerns had been directed to the Works department. She then asked if the Committee wanted to make a motion to appeal for lightning to be included in the budget, while making it clear that the budget deadline was rapidly approaching. D. O'Conner agreed to a motion being made even if the lighting was not added to the budget until next year, and so a motion to appeal for funding for lighting in the parking lot of the Bill McGuire Centre was made.

MOVED by J. Jennings and seconded by D. Taylor that the AFAC Committee will advocate for additional funds be added in the budget to increase lighting in the Bill McGuire Memorial Centre parking lot.

CARRIED.

Town Hall - Accessible Door Signage
D. O'Conner discussed the doors at the Town Hall and noted that the wheelchair accessible button was not marked as clearly as it should be. As such, many people who need the button for mobility reasons or otherwise may be missing it because of its location. It was proposed that an arrow indicating the button be added. A motion to appeal for funding to support the necessary signage was made.

MOVED by J. Shea and seconded by D. Higazy that the AFAC committee request signage for the accessible door button be added to next years budget.

CARRIED.

8. NEW BUSINESS

8.1 Draft AFAC Status Report

K. Duffley informed the Committee that she had not heard back from Cyber Seniors about her proposal. She then reported on a program, taking place at the library to increase seniors' digital literacy skills, which is what she had hoped to do with Cyber Seniors. She also reached out to the organizers and provided a list of potential partners at NBCC and local high schools. She then

gave an update on the rest of the action plan items, noting that these would take time to achieve but that they were in progress.

8.2 Draft Rothesay HIVE Membership Survey 2026

K. Duffley reported that she was going to administer a survey for the members of the HIVE. The last one had been conducted 3 years ago. Many members provided feedback on the last survey and therefore the new one will be updated with their suggestions. The survey will only be given to current members of the HIVE and will be available online or as a paper copy. Email reminders will be sent out and for those who do not have emails, K. Duffley will inform them.

D. Taylor asked if the HIVE had a policy about remaining politically neutral. K. Duffley responded that no guest speaker would be brought in to try and sway people to one side or the other. She stated that the goal was not business pitches but instead to inform people on a topic so they can better make their own judgements. D. O'Conner used Goright Electric as an example. A member of their staff had given a safety presentation and following the presentation, people asked for his business card which he did not have with him. K. Duffley pointed out that it is not ideal to set up debates on controversial topics and that the HIVE values quality information.

Dr. S. Jennings suggested that a drop-down menu or checklist be added to the first question in the survey 'How did you learn about the Rothesay Hive?'. K. Duffley then stated that it was a good suggestion and that she would collect the information submitted in the prior survey to see what options she should add.

D. O'Conner recalled past events such as Travel Through the Eyes of Peru which provided an immersive experience with culturally relevant videos and music. She also mentioned the Goright Electric presentation on safety. She then reported on upcoming events such as "Laughter for Wellness" and a presentation by Chris London on AI. In November there will be a "Travel Through the Eyes of Guiana" event as well as a presentation on the Jewish History Museum. There will also be a presentation on Day of the Dead (Dia de los Meurtos). The nursery school plans to bring 15 students for a Christmas craft and the Saint John Newcomers Centre is always looking for new people. There is also a group that walks every Friday morning, which will continue all winter.

Rothesay Hive

- **Current Offerings:** Exercise Classes (5), Tai Chi (Wells – Advanced and Beginner), Latin Line Dancing, Book Club, Garden Club, Walking Club, Mahjong & Bridge Games & lessons, Card and Board Games, Coffee & Chats, Movie Matinees, Presentations, Grief Café, Potlucks, and lending libraries.
- **Upcoming Presentations & Workshops:**
  - Building Safer Communities & Preventing Gender-Based Violence with KVDVO
  - AED & Hands-Only CPR Training with the Heart & Stroke Foundation
  - Taxes, Clinics, & More with Kaleidoscope Social Impact

Rothesay Hive Members

- **Rothesay Hive Facebook Group:** 1,711
- **Rothesay Hive Members as of now in 2026:** 306
- **Past Members** - 2022: 124, 2023: 162, 2024: 205, 2025: 270

Renforth Seniors Exercise Classes

- The Renforth Seniors Exercise Classes are offered at the Bill McGuire Centre on Mondays and Wednesdays from September until June.

Saint John Newcomers Centre Programs

- Future Engage is on Thursday mornings from 10am-12pm.
- Conversational English Chats is on Wednesdays from 3pm-4pm.
- **Contact:** hiba.hachicha@sjnewcomers.ca / (506) 721-1325
- *Diane to provide update on upcoming Future Engage events.*

D. O'Connor discussed an information session happening at the Qplex on Saturday November 4th on anti-racism. D. Taylor then asked if there are anti-racism lectures in schools. J. Shea responded that there are specialists who come in and speak to students as well as courses they can take, and a policy that the schools must abide by.

J. Jennings asked what Rothesay was building on the corner near the arena. K. Duffley answered that it was for the RICC project and that space would be used for parking, traffic control or as a green space. D. O'Conner asked if there was a plan for the RICC yet and A. Holder responded that it was being finalized. D. O'Conner suggested to compare the plan to that of other successful community centers.

9. CORRESPONDENCE FOR ACTION
N/A

10. CORRESPONDENCE FOR INFORMATION
10.1 Senior Tech Group
K. Duffley mentioned that a Senior Tech Group has started at the KV Public Library through Nursing Home without Walls and will hopefully be looking into a monthly session moving forward.

11. DATE OF NEXT MEETING
The next meeting is tentatively scheduled for Tuesday, November 17, at 10 a.m.

12. ADJOURNMENT
MOVED by D. Taylor and seconded by J. Shea the meeting be adjourned.

CARRIED.

The meeting adjourned at 10:44 a.m.

CHAIRPERSON RECORDING SECRETARY

ROTHESAY

NOMINATING COMMITTEE MEETING
Town Hall – Common Room
Wednesday, September 2, 2026
4:30 p.m.

PRESENT: CHAIR COUNCILLOR PETER LEWIS
MAYOR MATTHEW ALEXANDER
DEPUTY MAYOR TIFFANY MACKAY FRENCH

CHIIEF ADMINISTRATIVE OFFICER (CAO) BRETT MCLEAN
TOWN CLERK NEIL McKENNA

The meeting was called to order at 4:33 p.m.

1. APPROVAL OF AGENDA

MOVED by Mayor Alexander and seconded by Deputy Mayor Mackay French the agenda be approved as circulated.

CARRIED.

2. DECLARATION OF CONFLICT OF INTEREST

N/A

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. NEW BUSINESS

5.1 Patrick Grannan – application to serve on the Kennebecasis Regional Joint Board of Police Commissioners

Deputy Mayor Mackay French spoke positively about Mr. Grannan's qualifications to serve on the Board. Committee members discussed the composition of the committee and how a Chair is selected for the Board. During the conversation, Deputy Mayor Mackay French indicated that it would be beneficial to have more women serve on the Board.

MOVED by Deputy Mayor Mackay French and seconded by Mayor Alexander that the Nominating Committee appoint Patrick Grannan to serve a two-year term on the Kennebecasis Regional Joint Board of Police Commissioners.

CARRIED.

5.2. John Buckley – Imperial Theatre Board of Directors (requested reappointment)

Committee members briefly discussed the request by the Imperial Theatre for the re-appointment of John Buckley to their Board of Directors.

MOVED by Mayor Alexander and seconded by Deputy Mayor Mackay French that the Nominating Committee re-appoint John Buckley to serve a two-year term on the Imperial Theatre Board of Directors as the Town of Rothesay representative.

CARRIED.

5.3. E. Scott Smith – application to serve on the Works and Utilities Committee

Committee members briefly discussed Mr. Smith's qualifications, with CAO McLean noting that he had served as a member of the Works and Utilities Committee previously. Committee members also sought clarification on the composition of the Committee, given the recent departure of Councillor Davis.

MOVED by Deputy Mayor Mackay French and seconded by Mayor Alexander that the Nominating Committee direct staff to determine if Mr. Smith can be appointed to the Works and Utilities Committee.

CARRIED.

5.3. Beth Peddle – application to serve on the Planning Advisory Committee

Committee members briefly discussed Ms. Peddle's application, which noted a preference to serve on the Planning Advisory Committee, but also expressed a willingness to serve on any committee where her skills could be utilized.

Committee members requested that the Town Clerk to review the composition of all Town committees and provide a recommendation to the Nominating Committee on a suitable placement for Ms. Peddle.
RECEIVED FOR INFORMATION.

6. OLD BUSINESS
N/A

7. CORRESPONDENCE FOR INFORMATION
N/A

DATE OF NEXT MEETING(S)
The date of the next meeting is to be confirmed.

10. ADJOURNMENT
MOVED by Counc. Davis and seconded by C. MacDonald the meeting be adjourned.

CARRIED.

The meeting adjourned at 4:58 p.m.

CHAIRPERSON TOWN CLERK

ROTHESAY

NOMINATING COMMITTEE MEETING
Town Hall – Common Room
Thursday, October 29, 2026
9:30 a.m.

PRESENT: CHAIR COUNCILLOR PETER LEWIS
MAYOR MATTHEW ALEXANDER
DEPUTY MAYOR TIFFANY MACKAY FRENCH

CHIIEF ADMINISTRATIVE OFFICER (CAO) BRETT MCLEAN
TOWN CLERK NEIL McKENNA

The meeting was called to order at 9:08 a.m.

1. APPROVAL OF AGENDA

MOVED by Mayor Alexander and seconded by Deputy Mayor Mackay French the agenda be approved as circulated.

CARRIED.

2. DECLARATION OF CONFLICT OF INTEREST

N/A

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. NEW BUSINESS

5.1 Full Committee List – review

Town Clerk McKenna reviewed the full committee list with the Nominating Committee, and advised that there are currently four vacancies, as well as 20 committee members with terms set to expire on December 31, 2026. Committee members subsequently discussed how best to fill the vacancies and expiring terms, and directed the Clerk's Office to engage with committee members on expiring terms to gauge their interest in being reappointed.

MOVED by Deputy Mayor Mackay French and seconded by Mayor Alexander that the Nominating Committee direct the Clerk's Office to contact committee members on expiring terms to determine if they are interested in being reappointed.

CARRIED.

5.2 Nancy Grant – application to serve as Rothesay representative for the Canada Games Aquatic Centre // R. Gary Miles – resignation as Rothesay representative from the Canada Games Aquatic Centre

Committee members discussed Ms. Grant's application to serve as the Rothesay representative for the Canada Games Aquatic Centre, following the resignation of R. Gary Miles. The Committee discussed Ms. Grant's qualifications, noting that her considerable experience in municipal governance would be an asset.

MOVED by Deputy Mayor Mackay French and seconded by Mayor Alexander that the Nominating Committee recommend that Rothesay Council appoint Nancy Grant to serve a two-year term as

Rothesay representative for the Canada Games Aquatic Centre.

CARRIED.

5.3 Nancy Grant – application to serve on the Planning Advisory Committee

Committee members discussed Ms. Grant's application to serve on the Planning Advisory Committee (PAC). They reiterated that her considerable experience in municipal governance would be an asset to the PAC.

MOVED by Deputy Mayor Mackay French and seconded by Mayor Alexander that the Nominating Committee recommend that Rothesay Council appoint Nancy Grant to serve a two-year term on the Planning Advisory Committee.

CARRIED.

5.4. Nancy Grant – application to serve on the Age-Friendly Advisory Committee (withdrawn)

Committee members were advised that Ms. Grant had withdrawn her application to serve on the Age-Friendly Advisory Committee.

RECEIVED FOR INFORMATION.

5.5 Letter from Kennebecasis Public Library Board requesting appointment

Committee members discussed the letter from the Kennebecasis Public Library Board requesting that an appointment be made to the Board. It was agreed that an appointment be made without delay to fill the impending resignation of Ms. Cindy Millican.

MOVED by Deputy Mayor Mackay French and seconded by Mayor Alexander to receive and file the letter from the Kennebecasis Public Library Board.

CARRIED.

5.6 Jennifer Edgar – application to serve on the Kennebecasis Public Library Board // Cindy Millican – pending resignation from the Kennebecasis Public Library Board (Dec. 31st, 2026)

Committee members discussed Ms. Edgar's qualifications and agreed to recommend to Council to appoint her to the Library Board.

MOVED by Mayor Alexander and seconded by Deputy Mayor Mackay French that the Nominating Committee recommend that Rothesay Council appoint Jennifer Edgar to serve a two-year term on the Kennebecasis Public Library Board.

CARRIED.

5.7 Kelly Adams – resignation from the Planning Advisory Committee

Committee members received Ms. Adams' resignation from the Planning Advisory Committee.

MOVED by Mayor Alexander and seconded by Deputy Mayor Mackay French that Ms. Adams' resignation from the Planning Advisory Committee be received and filed.

CARRIED.

6. OLD BUSINESS

6.1 Patrick Grannan – Council approval to serve on the Kennebecasis Regional Joint Board of Police Commissioners

Town Clerk McKenna advised Committee members via a memorandum that the recommendation from the Nominating Committee to appoint Mr. Grannan to serve a two-year term on the Kennebecasis Regional Joint Board of Police Commissioners would be submitted to Council for consideration at the next council meeting on November 9th.

MOVED by Deputy Mayor Mackay French and seconded by Mayor Alexander to receive and file the memorandum recommending to Council to appoint Mr. Grannan to serve a two-year term on the Kennebecasis Regional Joint Board of Police Commissioners.

CARRIED.

6.2. John Buckley – Council approval to be reappointed to the Imperial Theatre Board of Directors

Town Clerk McKenna advised Committee members via a memorandum that the recommendation from the Nominating Committee to reappoint Mr. Buckley to serve another two-year term on the Imperial Theatre Board of Directors would be submitted to Council for consideration at the next council meeting on November 9th.

MOVED by Mayor Alexander and seconded by Deputy Mayor Mackay French to receive and file the memorandum recommending to Council to reappoint Mr. Buckley to serve a two-year term on the Imperial Theatre Board of Directors.

CARRIED.

6.3. E. Scott Smith – application to serve on Works and Utilities Committee

Town Clerk McKenna advised Committee members via a memorandum that there is currently a vacancy on the Works and Utilities Committee (WUC), which would allow for Mr. Smith to be appointed if Committee members agreed to recommend his appointment.

MOVED by Deputy Mayor Mackay French and seconded by Mayor Alexander to recommend to Rothesay Council that E. Scott Smith be appointed to serve a two-year term on the Works and Utilities Committee.

CARRIED.

6.4. Beth Peddle – application to serve on the Planning Advisory Committee

Committee members discussed Ms. Peddle's application and noted that with Ms. Grant's proposed appointment to PAC there would be no additional vacancies on that committee. With that in mind, the Nominating Committee members agreed to have Town Clerk McKenna reach out to Ms. Peddle to gauge her interest in serving on other Town committees and return with a recommendation at the next Nominating Committee meeting.

MOVED by Deputy Mayor Mackay French and seconded by Mayor Alexander to direct the Town Clerk to reach out to Ms. Peddle to determine her interest in serving on other Town committees.

CARRIED.

7. CORRESPONDENCE FOR INFORMATION

N/A

8. DATE OF NEXT MEETING(S)

The date of the next meeting is to be confirmed.

9. ADJOURNMENT

MOVED by Deputy Mayor Mackay French and seconded by Mayor Alexander the meeting be adjourned.

CARRIED.

The meeting adjourned at 9:26 a.m.

CHAIRPERSON ASSISTANT TOWN CLERK

ROTHESAY

BUILDING PERMIT REPORT

10/1/2026 to 10/31/2026

Date	Building Permit No	Property Location	*Nature of Construction*	*Value of Construction*	*Building Permit Fee*
10/22/2026	BP2026-00046	7 SIMONE ST	DETACHED GARAGE	$40,000.00	$290.00
10/16/2026	BP2026-00144	10 KENT ST, ROTHESAY, NEW BRUNSWICK, E2E 3L6	DECK	$10,000.00	$72.50
10/29/2026	BP2026-00158	7 STARKEY AVE, ROTHESAY, NEW BRUNSWICK, E2S 1C2	SOLAR	$17,726.09	$130.50
10/15/2026	BP2026-00163	3219 ROTHESAY RD, ROTHESAY, NEW BRUNSWICK, E2E 5V5	ADDITION	$15,000.00	$108.75
10/01/2026	BP2026-00165	15 CRESCENT DR, ROTHESAY, NEW BRUNSWICK, E2H 1E5	STORAGE SHED	$5,000.00	$36.25
10/01/2026	BP2026-00167	27 DOFRED RD, ROTHESAY, NEW BRUNSWICK, E2S 1A8	FENCE	$4,985.00	$36.25
10/29/2026	BP2026-00168	57 IONA AVE, ROTHESAY, NEW BRUNSWICK, E2E 3J7	ATTACHED GARAGE	$70,000.00	$507.50
10/05/2026	BP2026-00169	56 MALISEET DR, ROTHESAY, NEW BRUNSWICK, E2E 2E9	FENCE	$7,262.00	$58.00
10/07/2026	BP2026-00171	6 ARIES CRT, ROTHESAY, NEW BRUNSWICK, E2E 4X5	STORAGE SHED	$800.00	$20.00
10/30/2026	BP2026-00172	3 STACK RD, ROTHESAY, NEW BRUNSWICK, E2E 2C5	ADDITION	$2,500.00	$21.75
10/14/2026	BP2026-00173	12 PARTRIDGE RD, ROTHESAY, NEW BRUNSWICK, E2H 2X9	WINDOWS	$23,000.00	$166.75
10/15/2026	BP2026-00175	130 HAMPTON RD, ROTHESAY, NEW BRUNSWICK, E2E 2N6	INTERIOR RENOVATIONS - COMMERCIAL	$50,000.00	$362.50

ROTHESAY

BUILDING PERMIT REPORT

10/1/2026 to 10/31/2026

Date	Building Permit No	Property Location	*Nature of Construction*	*Value of Construction*	*Building Permit Fee*
10/20/2026	BP2026-00177	178 GREEN RD, ROTHESAY, NEW BRUNSWICK, E2H 1T1	DECK	$1,500.00	$20.00
10/21/2026	BP2026-00178	21 CALISTOGA RD, ROTHESAY, NEW BRUNSWICK, E2H 1C1	DECK	$6,000.00	$43.50
10/14/2026	BP2026-00179	22 WEEDEN AVE, ROTHESAY, NEW BRUNSWICK, E2E 3L7	WINDOWS	$4,700.00	$36.25
10/20/2026	BP2026-00181	9 VALLEY RD, ROTHESAY, NEW BRUNSWICK, E2H 2X6	SIDING AND WINDOWS	$29,000.00	$210.25
10/29/2026	BP2026-00182	40 ELIZABETH PKY, ROTHESAY, NEW BRUNSWICK, E2H 2T9	SOLAR	$27,630.97	$203.00
10/29/2026	BP2026-00183	2 USHER CRT, ROTHESAY, NEW BRUNSWICK, E2E 6A4	SOLAR	$17,726.09	$130.50
10/22/2026	BP2026-00184	13 RODNEY ST, ROTHESAY, NEW BRUNSWICK, E2S 1A2	STORAGE SHED	$15,000.00	$108.75
10/28/2026	BP2026-00189	100 GIBBON RD, ROTHESAY, NEW BRUNSWICK, E2H 1R2	DEMOLITION	$0.00	$500.00

BUILDING PERMIT REPORT

10/1/2026 to 10/31/2026

Date	Building Permit No	Property Location	*Nature of Construction*	*Value of Construction*	*Building Permit Fee*
			Totals:	**$347,830.15**	**$3,063.00**
			Summary for 2026 to Date:	**$14,074,375.68**	**$103,034.25**

2025 Summary

	Value of Construction	Building Permit Fee
Montlhy total:	**$839,438.83**	**$6,132.50**
Summary to Date:	**$25,466,430.46**	**$185,411.00**

70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
Open Session
November 9, 2026

TO: Mayor Alexander and Members of Rothesay Council

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

DATE: November 4, 2026

SUBJECT: Chapel Road Signalization

RECOMMENDATION

It is recommended that Rothesay Mayor and Council remove "Chapel Road Signalization" from the recurring tabled items list on the Council Open Session agendas.

ORIGIN

A few traffic studies have been commissioned by the Town and various developers which have studied the intersection and determined that traffic signals are not warranted at this intersection.

BACKGROUND

There are two development agreements requiring a developer contribution towards the installation of traffic signals at the Marr Road/Chapel Road intersection. Both of these agreements require the developers to each pay Rothesay an amount "not exceeding twenty percent (20%) of the actual cost incurred and expended by Rothesay for traffic signalization including, curbing, sidewalks, road widening, traffic lights, poles, controllers, accessories, electrical equipment and appurtenances necessary for their installation and initial operation, installed at the intersection of Marr Road and Chapel Drive."

These agreements place a time limit on this obligation of 10 years from the date the respective

Development Agreement was executed.

The developments and execution dates for the respective Development Agreements are:

- Holland Hills Development 13 Chapel Road (PID 00056598) – Agreement executed on August 16, 2023
- Bespoke Suites 99 Chapel Road (PID 30206882) - Agreement executed on December 17, 2021

An independent study was commissioned by the Town in May of 2024 to obtain an independent opinion on whether signals were warranted at this intersection. The study, which was performed by Englobe Corp, determined that the intersection would need an increase of 1,364 vehicles, or a 275% increase in traffic volume during the peak six hours of the day to warrant signals. The study instead recommended that a left turn pocket be installed on the south bound (going towards the highway) approach on Marr Road to alleviate queueing times on both Marr Road and Chapel Road.

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

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

eNGLOBe

May 22, 2024

Town of Rothesay
70 Hampton Road
Rothesay, NB E2E 5Y2
Attention: Brett Mclean

Subject: **Signal Warrant Analysis and Intersection Review**
Englobe reference: 00017095

1 Introduction

Englobe Corp. was retained by the Town of Rothesay, to undertake a signal warrant analysis to assess the viability of traffic signals at the existing stop-controlled intersection of Marr Road and Chapel Road. This intersection is highlighted in the figure below. The intersection configuration was also examined, and recommendations were made to address queuing on Chapel Road.

Figure 1: Study Intersection



T 506 451-4400 x179026 – ryan.esligar@englobecorp.com
565 Priestman Street, Unit 400 – Fredericton, NB – Canada E3B 5X8
englobecorp.com

2 TAC Traffic Signal Warrant

Traffic counts were collected on April 10th- April 12th, 2024, using a Miovision system. The existing conditions were assessed using a traffic signal warrant analysis. The Transportation Association of Canada (TAC) provides a warrant analysis for traffic signals that is based on the lane configuration, environment, demographics, traffic volumes, and pedestrian volumes at an intersection. The output of the TAC warrant is a score, where scores over 100 indicate that signals are typically warranted, and higher scores indicate higher priority for signalization. Applying the TAC warrant analysis based on the existing traffic volumes, the intersection of Marr/Chapel has a score of 37 priority points. This indicates that the Marr/Chapel intersection does not require traffic signals based on current traffic volumes. The warrant calculation sheets and traffic counts for these intersections are attached in Appendix A.

Although the current conditions do not warrant traffic signals, there are plans for future development on Chapel Road which has potential to increase traffic volumes at the Marr/Chapel intersection. A sensitivity analysis was conducted to examine the impact of potential increases in traffic at this intersection, which is displayed in Table 1. Note that thru traffic on Marr Road remained constant in this analysis, and only turning movements that would be impacted by a development were increased (southbound left, southbound right, eastbound left, westbound right).

The results indicated that traffic volumes would become warranted when traffic volumes at the Marr Road/ Chapel intersection increased by approximately 275%. This corresponds to approximately 1,364 additional vehicles making southbound left, southbound right, eastbound left, or westbound right turning movements over a six (6) hour period. For reference, Table 2 displays a variety of development types and the corresponding size required to generate 1,364 daily trips. Although this is not intended to provide a precise estimate for what size developments may warrant traffic signals, it can be used as a preliminary guide. Note that the ITE Trip Generation Manual was used to estimate trips shown in Table 2.

Table 1: Traffic Signal Warrant with Sensitivity Analysis

Increase in Traffic	TAC Warrant Score	Warranted/Unwarranted
Existing Traffic	37	Unwarranted
25% Increase	47	Unwarranted
50% Increase	55	Unwarranted
100% Increase	73	Unwarranted
150% Increase	92	Unwarranted
275% Increase	**101**	**Warranted**

T 506 451-4400 x179026 – ryan.estigar@englobecorp.com
565 Priestman Street, Unit 400 – Fredericton, NB – Canada E3B 5X8
englobecorp.com

Table 2: Daily Trip Rates Generated by Developments

Development	ITE Land Use Code	Size (Number of Units)	Added Daily Total SBR, SBL, EBL, WBR Traffic
Multifamily Housing (Low-Rise)	220	201	1364
Multifamily Housing (Mid-Rise)	221	296	1365
Multifamily Housing (High-Rise)	222	263	1366
Single-Family Attached Housing	215	186	1367
Single-Family Detached Housing	210	139	1366

Although the current conditions at the intersection of Marr Road and Chapel Road do not warrant traffic signals, future developments will have an impact on the decision to install traffic signals depending on the size and land use.

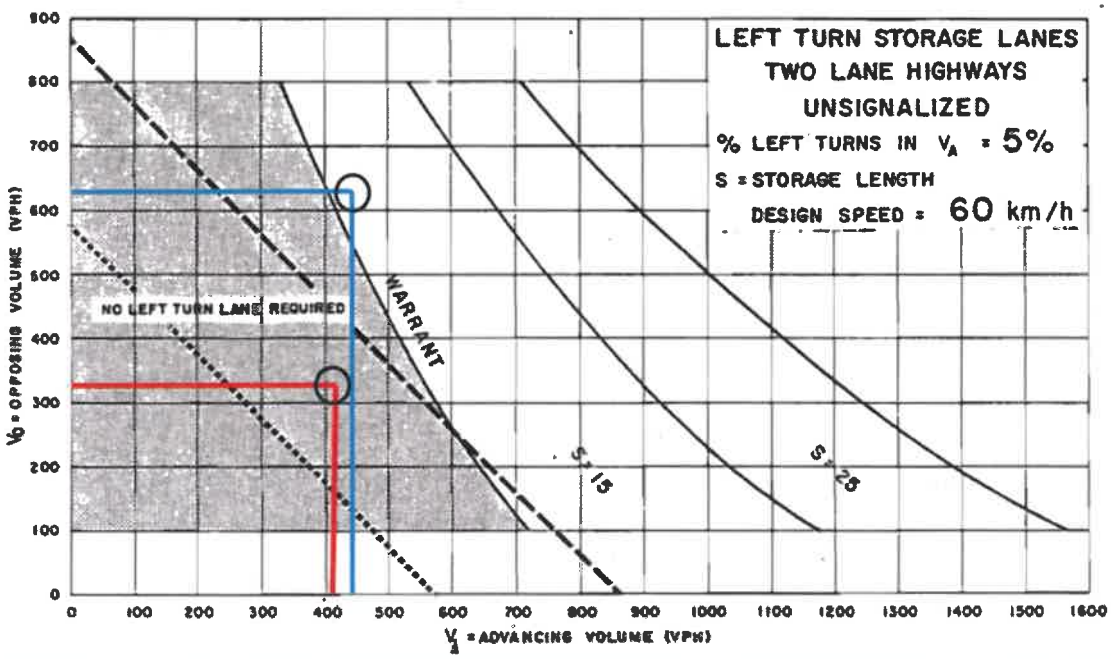
3 Left Turn Lane Warrant on Marr Road

The Study Team reviewed video footage of the intersection that was collected by the MioVision camera and noted that queuing on the Chapel Road approach was often exacerbated by queuing at the eastbound Marr Road approach. Currently, Marr Road has a two-lane cross section with auxiliary turning lanes and during peak periods vehicles attempting to turn left onto Chapel often must wait for several seconds before making a left turn. This forces all traffic travelling behind the left-turning vehicle to queue up. These queued vehicles impact the delay experienced on Chapel, as vehicles waiting on Chapel must wait for the left-turning vehicle to turn onto Chapel and then wait for the remaining vehicles queued on Marr Road to clear the intersection before they can make the left turn themselves. Reducing the queuing on Marr Road should help reduce delays and queuing of traffic on Chapel Road.

A left turn lane warrant analysis was conducted using the AM and PM Peak Period volumes. The methodology for this analysis was consistent with the procedure outlined in the Ontario Geometric Design Guide. This guide presents the warrants in a series of nomographs that are a function of the percentage of left turning traffic in the "advancing" direction, advancing traffic volume, opposing traffic volume, and design speed. Marr Road has a 50 km/h posted speed limit, so a 60 km/h design speed was used for this analysis. The left turn warrant revealed that the PM peak hour traffic volumes would warrant a left turn lane, although it was noted that the left turn volume is less than 5% of the advancing volume; therefore, the nomograph shown in Figure 2 would slightly over-estimate the need for a left turn lane. Overall, we would recommend that a left turn lane be added on Marr Road to help alleviate queuing and delays on both Marr Road and Chapel Road. The results are shown in Figure 2.

T 506 451-4400 x179026 – ryan.esligar@englobecorp.com
565 Priestman Street, Unit 400 – Fredericton, NB – Canada E3B 5X8
englobecorp.com

Figure 2: Left Turn Lane Warrant



Peak Period	VA (Advancing Volume)	VO (Opposing Volume)	Left Turn Traffic
7:30-8:30 AM	407	326	9
4:30- 5:30 PM	444	624	14

4 Turn Lanes on Chapel Road

A separate right turn lane could be added on the Chapel Road approach so that left turn and right turn movements are separated. This would not have much of an impact for drivers who are trying to turn left onto Marr Road; however, it would reduce delays for drivers who are turning right onto Marr Road, as these drivers would no longer be held up by traffic waiting to make a left turn.

5 Conclusions and Recommendations

The key findings and recommendations of this report are summarized as follows:

1. Traffic signals are not currently warranted at the intersection of Marr Road and Chapel Road. Traffic volumes on Chapel Road would have to increase by approximately 275% for traffic signals to become warranted. This corresponds to an increase of approximately 1,364 vehicles during the peak six hours of the day.
2. Two additional options were identified that would help reduce delays and queuing on Chapel Road.

T 506 451-4400 x179026 – ryan.esligar@englobecorp.com
565 Priestman Street, Unit 400 – Fredericton, NB – Canada E3B 5X8
englobecorp.com

a. This includes adding a left turn lane at the eastbound approach on Marr Road. This will help reduce delays and queuing for eastbound traffic on Marr Road and all traffic on Chapel Road.

b. Delays for right turning traffic on Chapel Road could be further reduced by adding a separate right turn lane on Chapel Road. It was noted that this improvement will not have much of an impact on traffic turning left from Chapel Road onto Marr Road.

Yours very truly,

Englobe Corp.



Ryan Esligar, M.Sc.E, P.Eng.
Transportation Engineer



William Morrison, M.Sc.E, EIT
Junior Transportation Engineer

APPENDICES

Appendix A Warrant Sheets and Traffic Counts

T 506 451-4400 x179026 – ryan.esligar@englobecorp.com
565 Priestman Street, Unit 400 – Fredericton, NB – Canada E3B 5X8
englobecorp.com

Appendix A Warrant Sheets and Traffic Counts

T 506 451-4400 x179026 – ryan.esligar@englobecorp.com
565 Priestman Street, Unit 400 – Fredericton, NB – Canada E3B 5X8
englobecorp.com

Rothesay - Traffic Signal & Pedestrian Signal Head Warrant Analysis

Main Street (name)	Marr Road
Side Street (name)	Chapel Road
Quadrant / Int #	
	CHECK SHEET
Direction (EW or NS)	EW
Direction (EW or NS)	NS
Comments	Existing Conditions
Road Authority:	Rothesay
City:	Rothesay NB
Analysis Date:	April 19th 2024
Count Date:	April 10th 2024
Date Entry Format:	(yyyy-mm-dd)

for Warrant Calculation Results, please hit 'Page Down'

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	RT Channelization (y/n)	UpStream Signal (m)	# of Thru Lanes	LT Phase Type	RTOR Allowed (y/n)	Actuated Thru Phase
Marr Road	WB				1			n	500	1			
Marr Road	EB				1			n	850	1			
Chapel Road	NB				1			n		1			
Chapel Road	SB				1			n		1			

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

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

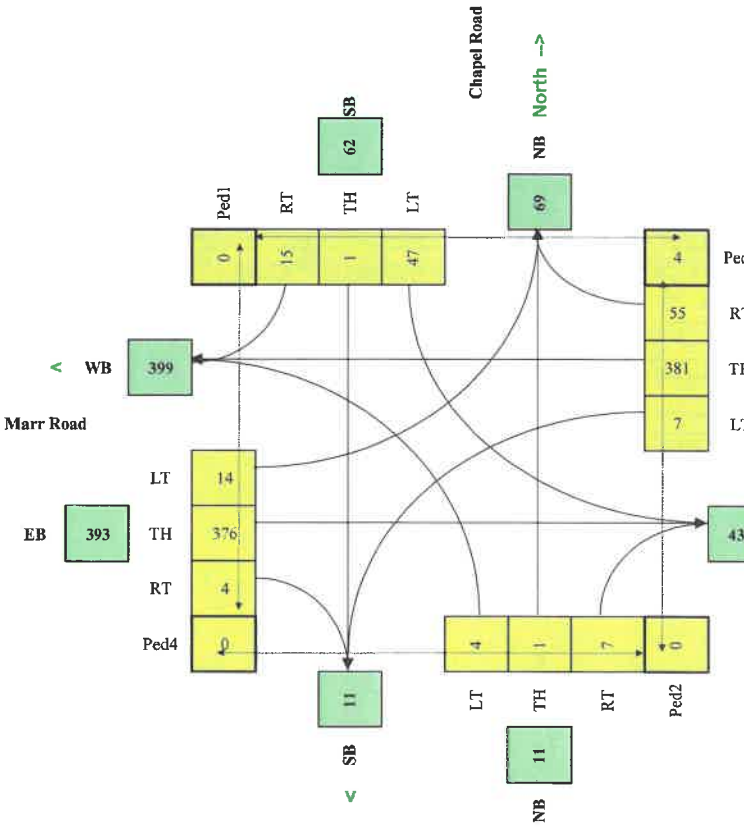
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	12,260
Central Business District	(y/n)	y

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

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
press 'Set Peak Hours' Button to set the peak hour periods	0	0	1	59	0	13	2	217	25	3	315	0			4	
	0	0	2	63	0	17	6	298	33	14	375	2			5	
	7	1	8	36	1	11	7	407	38	14	348	6			1	
	4	1	8	42	0	14	8	412	43	13	422	8			11	
	5	1	13	41	1	22	11	480	93	20	429	2			2	
	7	1	7	39	1	11	5	470	98	17	369	3			2	
Total (6-hour peak)	23	4	39	280	3	88	39	2,284	330	81	2,258	21	0	0	25	0
Average (6-hour peak)	4	1	7	47	1	15	7	381	55	14	376	4	0	0	4	0
													Actual Pedestrian Crossing Distance (m)			

Average 6-hour Peak Turning Movements



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

W = 37 37 0

Veh Ped

Not Warranted - Vs<75

RESET SHEET

$W_{PED} = [F ((Xped_m)d_m/K_2) + (Xped_s)d_s/K_3)]$

W = 0

Warranted - Complex Intersection

Traffic Signal Warrant Spreadsheet - v2.0 © 2014 Transportation Association of Canada

eNGLOBe

Englobe Corp Moncton (NB)
1234 Place

Omaha, Alabama, United States 12345
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr
Site Code:
Start Date: 04/10/2024
Page No: 1

Turning Movement Data

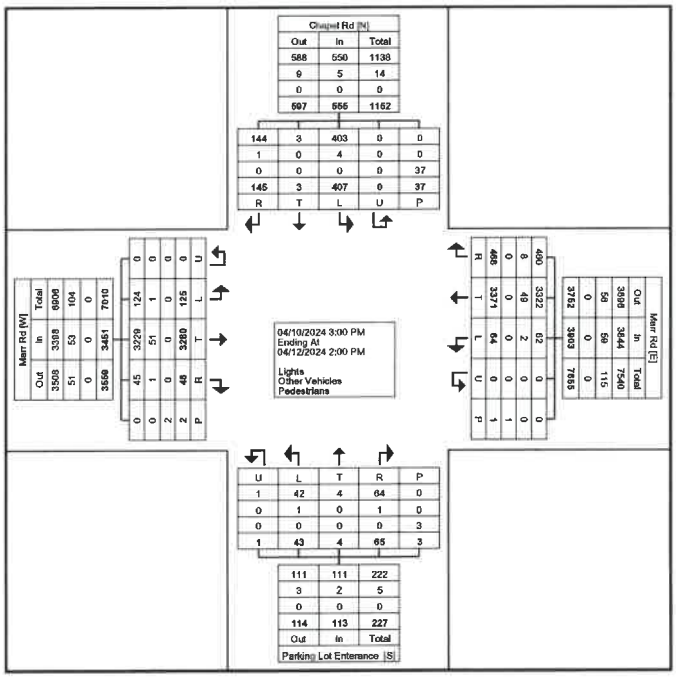
Start Time	Chapel Rd Southbound						Marr Rd Westbound						Parking Lot Enterance Northbound						Marr Rd Eastbound						Int. Total
	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	
3:00 PM	9	0	12	0	[illegible]	21	10	94	3	0	0	107	4	0	3	0	0	7	3	102	6	0	0	111	246
3:15 PM	6	0	13	0	7	19	14	92	1	0	0	107	4	0	1	0	0	5	1	78	7	0	0	86	217
3:30 PM	2	0	5	0	0	7	11	109	4	0	0	124	1	0	4	0	0	5	2	108	3	0	[illegible]	113	249
3:45 PM	5	0	5	0	3	10	12	115	2	0	0	129	1	0	1	0	0	2	1	93	4	0	0	98	239
Hourly Total	22	0	35	0	[illegible]	57	47	410	10	0	0	467	10	0	9	0	0	19	7	381	20	0	0	408	951
4:00 PM	6	0	6	0	3	12	27	101	2	0	0	130	5	1	2	0	0	8	0	111	7	0	[illegible]	118	268
4:15 PM	3	1	9	0	[illegible]	13	11	123	3	0	0	137	2	0	0	0	0	2	1	91	5	0	0	97	249
4:30 PM	7	0	14	0	0	21	24	126	2	0	[illegible]	152	4	0	1	0	0	5	0	129	1	0	[illegible]	130	308
4:45 PM	6	0	12	0	0	18	31	130	4	0	[illegible]	165	2	0	2	0	0	4	1	98	7	0	0	106	293
Hourly Total	22	1	41	0	3	64	93	480	11	0	0	584	13	1	5	0	[illegible]	19	2	429	20	0	1	451	1118
5:00 PM	2	0	14	0	1	16	21	121	0	0	0	142	3	1	6	0	[illegible]	10	2	104	3	0	[illegible]	109	277
5:15 PM	2	0	6	0	[illegible]	8	31	134	0	0	[illegible]	165	2	0	1	0	[illegible]	3	1	95	3	0	[illegible]	99	275
5:30 PM	4	1	11	0	[illegible]	16	23	126	2	0	[illegible]	151	1	0	0	0	[illegible]	1	0	77	3	0	[illegible]	80	248
5:45 PM	3	0	8	0	[illegible]	11	23	89	3	0	0	115	1	0	0	0	[illegible]	1	0	93	8	0	[illegible]	101	228
Hourly Total	11	1	39	0	[illegible]	51	98	470	5	0	0	573	7	1	7	0	0	15	3	369	17	0	0	389	1028
*** BREAK ***	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7:00 AM	1	0	12	0	0	13	0	32	0	0	[illegible]	32	1	0	0	0	[illegible]	1	0	62	0	0	[illegible]	62	108
7:15 AM	4	0	9	0	[illegible]	13	8	44	0	0	[illegible]	52	0	0	0	0	0	0	0	59	1	0	[illegible]	60	125
7:30 AM	3	0	22	0	[illegible]	25	7	58	0	0	0	65	0	0	0	0	0	0	0	106	0	0	[illegible]	106	196
7:45 AM	5	0	16	0	[illegible]	21	10	83	2	0	0	95	0	0	0	0	0	0	0	88	2	0	[illegible]	90	206
Hourly Total	13	0	59	0	1	72	25	217	2	0	0	244	1	0	0	0	0	1	0	315	3	0	0	318	635
8:00 AM	10	0	32	0	4	42	8	70	1	0	0	79	0	0	0	0	0	0	0	93	3	0	[illegible]	96	217
8:15 AM	5	0	13	0	[illegible]	18	12	74	1	0	0	87	0	0	0	0	0	0	1	110	4	0	[illegible]	115	220
8:30 AM	1	0	12	0	1	13	6	75	1	0	0	82	0	0	0	0	0	0	0	89	3	0	0	92	187
8:45 AM	1	0	6	0	3	7	7	79	3	0	[illegible]	89	2	0	0	1	1	3	1	83	4	0	[illegible]	88	187
Hourly Total	17	0	63	0	10	80	33	298	6	0	0	337	2	0	0	1	[illegible]	3	2	375	14	0	1	391	811
9:00 AM	2	0	9	0	[illegible]	11	2	65	2	0	1	69	0	0	0	0	1	0	3	54	2	0	[illegible]	59	139
9:15 AM	5	0	11	0	0	16	10	43	1	0	[illegible]	54	0	0	2	0	[illegible]	2	1	62	2	0	[illegible]	65	137
9:30 AM	3	0	11	0	[illegible]	14	12	59	2	0	[illegible]	73	3	0	0	0	0	3	2	69	1	0	0	72	162
9:45 AM	6	0	11	0	[illegible]	17	12	93	3	0	[illegible]	108	1	0	4	0	[illegible]	5	4	68	2	0	0	74	204
Hourly Total	16	0	42	0	2	58	36	260	8	0	1	304	4	0	6	0	1	10	10	253	7	0	0	270	842
*** BREAK ***	-	-	-	-	-	-	-	-	-	-	[illegible]	-	-	-	-	-	[illegible]	-	-	-	-	-	[illegible]	-	-
11:00 AM	3	1	10	0	[illegible]	14	8	88	0	0	0	96	3	0	2	0	0	5	3	99	2	0	0	104	219
11:15 AM	1	0	9	0	[illegible]	10	10	99	1	0	[illegible]	110	3	1	0	0	[illegible]	4	1	95	3	0	[illegible]	99	223
11:30 AM	2	0	9	0	1	11	6	112	5	0	0	123	2	0	2	0	0	4	1	72	6	0	0	79	217

11:45 AM	5	0	8	0		13	14	108	1	0		123	0	0	3	0		3	1	82	3	0		86	225
Hourly Total	11	1	36	0		48	38	407	7	0		452	8	1	7	0		16	6	348	14	0		368	884
12:00 PM	4	0	12	0		16	13	111	1	0		125	1	0	1	0		2	0	123	2	0		125	268
12:15 PM	6	0	7	0		13	10	101	4	0		115	2	0	2	0		4	4	94	2	0		100	232
12:30 PM	2	0	5	0		7	8	110	2	0		120	3	1	1	0		5	2	110	6	0		118	250
12:45 PM	2	0	18	0		20	12	90	1	0		103	2	0	0	0		2	2	95	3	0		100	225
Hourly Total	14	0	42	0		56	43	412	8	0		463	8	1	4	0		13	8	422	13	0		443	975
1:00 PM	5	0	15	0		20	16	109	2	0		127	3	0	0	0		3	2	90	3	0		95	245
1:15 PM	2	0	12	0		14	10	92	2	0		104	4	0	4	0		8	2	88	4	0		94	220
1:30 PM	6	0	9	0		15	12	98	0	0		110	4	0	0	0		4	1	109	5	0		115	244
1:45 PM	6	0	14	0		20	17	118	3	0		138	1	0	1	0		2	3	101	5	0		109	269
Hourly Total	19	0	50	0		69	55	417	7	0		479	12	0	5	0		17	8	388	17	0		413	978
Grand Total	145	3	407	0		555	468	3371	64	0		3903	65	4	43	1		113	46	3280	125	0		3451	8022
Approach %	26.1	0.5	73.3	0.0		-	12.0	86.4	1.6	0.0		-	57.5	3.5	38.1	0.9		-	1.3	95.0	3.6	0.0		-	-
Total %	1.8	0.0	5.1	0.0		6.9	5.8	42.0	0.8	0.0		48.7	0.8	0.0	0.5	0.0		1.4	0.6	40.9	1.6	0.0		43.0	-
Lights	144	3	403	0		550	460	3322	62	0		3844	64	4	42	1		111	45	3229	124	0		3398	7903
% Lights	99.3	100.0	99.0	-		99.1	98.3	98.5	96.9	-		98.5	98.5	100.0	97.7	100.0		98.2	97.8	98.4	99.2	-		98.5	98.5
Other Vehicles	1	0	4	0		5	8	49	2	0		59	1	0	1	0		2	1	51	1	0		53	119
% Other Vehicles	0.7	0.0	1.0	-		0.9	1.7	1.5	3.1	-		1.5	1.5	0.0	2.3	0.0		1.8	2.2	1.6	0.8	-		1.5	1.5
Pedestrians	-	-	-	-		-	-	-	-	-		-	-	-	-	-		-	-	-	-	-		-	-
% Pedestrians	-	-	-	-		-	-	-	-	-		-	-	-	-	-		-	-	-	-	-		-	-

Englobe Corp Moncton (NB)
1234 Place

Omaha, Alabama, United States 12345
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr
Site Code:
Start Date: 04/10/2024



Turning Movement Data Plot

ENGLOBE

Englobe Corp Moncton (NB)
1234 Place

Omaha, Alabama, United States 12345
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr
Site Code:
Start Date: 04/10/2024
Page No: 4

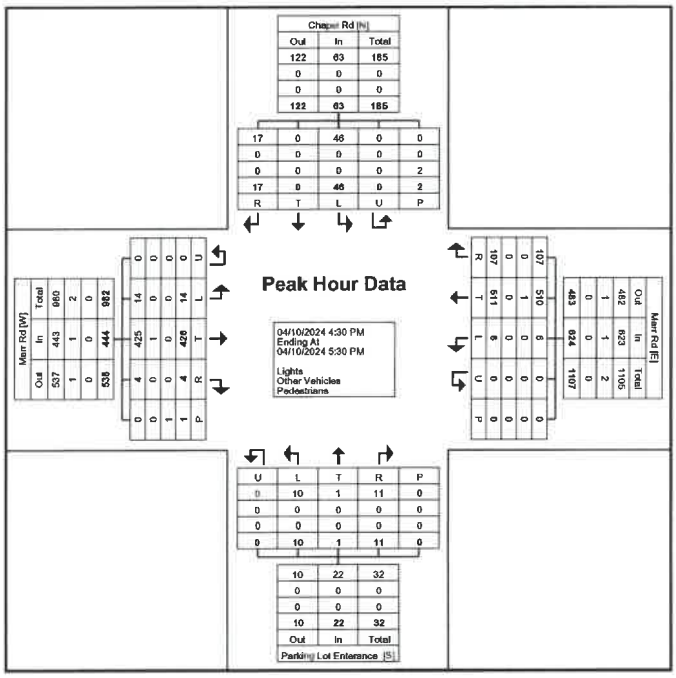
Turning Movement Peak Hour Data (4:30 PM)

Start Time	Chapel Rd Southbound						Marr Rd Westbound						Parking Lot Enterance Northbound						Marr Rd Eastbound						Int. Total
	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	
4:30 PM	7	0	14	0	0	21	24	126	2	0	0	152	4	0	1	0	0	5	0	129	1	0	1	130	308
4:45 PM	6	0	12	0	0	18	31	130	4	0	0	165	2	0	2	0	0	4	1	98	7	0	0	106	293
5:00 PM	2	0	14	0	1	16	21	121	0	0	0	142	3	1	6	0	0	10	2	104	3	0	0	109	277
5:15 PM	2	0	6	0	1	8	31	134	0	0	0	165	2	0	1	0	0	3	1	95	3	0	0	99	275
Total	17	0	46	0	2	63	107	511	6	0	0	624	11	1	10	0	0	22	4	426	14	0	1	444	1153
Approach %	27.0	0.0	73.0	0.0	-	-	17.1	81.9	1.0	0.0	-	-	50.0	4.5	45.5	0.0	-	-	0.9	95.9	3.2	0.0	-	-	-
Total %	1.5	0.0	4.0	0.0	-	5.5	9.3	44.3	0.5	0.0	-	54.1	1.0	0.1	0.9	0.0	-	1.9	0.3	36.9	1.2	0.0	-	38.5	-
PHF	0.607	0.000	0.821	0.000	-	0.750	0.863	0.953	0.375	0.000	-	0.945	0.688	0.250	0.417	0.000	-	0.550	0.500	0.826	0.500	0.000	-	0.854	0.936
Lights	17	0	46	0	-	63	107	510	6	0	-	623	11	1	10	0	-	22	4	425	14	0	-	443	1151
% Lights	100.0	-	100.0	-	-	100.0	100.0	99.8	100.0	-	-	99.8	100.0	100.0	100.0	-	-	100.0	100.0	99.8	100.0	-	-	99.8	99.8
Other Vehicles	0	0	0	0	-	0	0	1	0	0	-	1	0	0	0	0	-	0	0	1	0	0	-	1	2
% Other Vehicles	0.0	-	0.0	-	-	0.0	0.0	0.2	0.0	-	-	0.2	0.0	0.0	0.0	-	-	0.0	0.0	0.2	0.0	-	-	0.2	0.2
Pedestrians	-	-	-	-	2	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	1	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.0	-	-

Englobe Corp Moncton (NB)
1234 Place

Omaha, Alabama, United States 12345
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr
Site Code:
Start Date: 04/10/2024



Turning Movement Peak Hour Data Plot (4:30 PM)

ENGLOBE

Englobe Corp Moncton (NB)
1234 Place

Omaha, Alabama, United States 12345
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr
Site Code:
Start Date: 04/10/2024

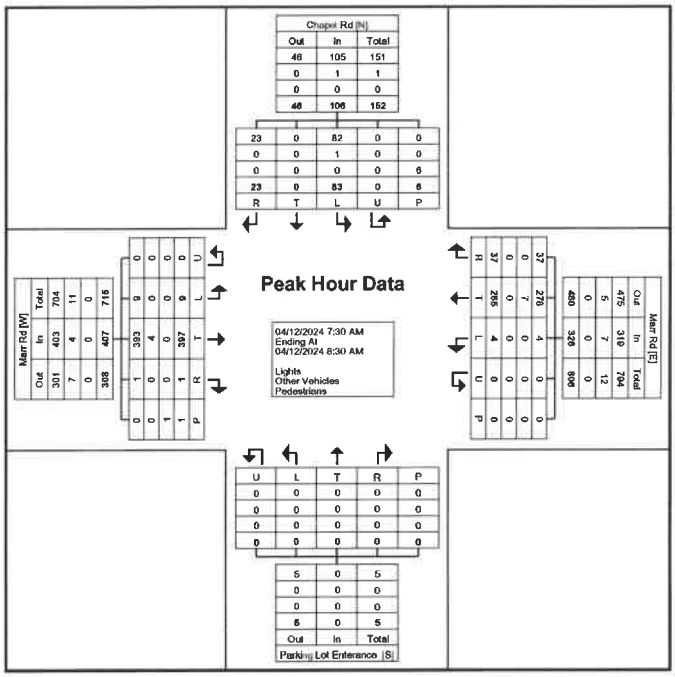
Turning Movement Peak Hour Data (7:30 AM)

Start Time	Chapel Rd Southbound						Marr Rd Westbound						Parking Lot Enterance Northbound						Marr Rd Eastbound						Int. Total
	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	
7:30 AM	3	0	22	0	0	25	7	58	0	0	0	65	0	0	0	0	0	0	0	106	0	0	0	106	196
7:45 AM	5	0	16	0	0	21	10	83	2	0	0	95	0	0	0	0	0	0	0	88	2	0	0	90	206
8:00 AM	10	0	32	0	4	42	8	70	1	0	0	79	0	0	0	0	0	0	0	93	3	0	0	96	217
8:15 AM	5	0	13	0	2	18	12	74	1	0	0	87	0	0	0	0	0	0	1	110	4	0	1	115	220
Total	23	0	83	0	6	106	37	285	4	0	0	326	0	0	0	0	0	0	1	397	9	0	1	407	839
Approach %	21.7	0.0	78.3	0.0	-	-	11.3	87.4	1.2	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.2	97.5	2.2	0.0	-	-	-
Total %	2.7	0.0	9.9	0.0	-	12.6	4.4	34.0	0.5	0.0	-	38.9	0.0	0.0	0.0	0.0	-	0.0	0.1	47.3	1.1	0.0	-	48.5	-
PHF	0.575	0.000	0.648	0.000	-	0.631	0.771	0.858	0.500	0.000	-	0.858	0.000	0.000	0.000	0.000	-	0.000	0.250	0.902	0.563	0.000	-	0.885	0.953
Lights	23	0	82	0	-	105	37	278	4	0	-	319	0	0	0	0	-	0	1	393	9	0	-	403	827
% Lights	100.0	-	98.8	-	-	99.1	100.0	97.5	100.0	-	-	97.9	-	-	-	-	-	-	100.0	99.0	100.0	-	-	99.0	98.6
Other Vehicles	0	0	1	0	-	1	0	7	0	0	-	7	0	0	0	0	-	0	0	4	0	0	-	4	12
% Other Vehicles	0.0	-	1.2	-	-	0.9	0.0	2.5	0.0	-	-	2.1	-	-	-	-	-	-	0.0	1.0	0.0	-	-	1.0	1.4
Pedestrians	-	-	-	-	6	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	1	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.0	-	-

Englobe Corp Moncton (NB)
1234 Place

Omaha, Alabama, United States 12345
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr
Site Code:
Start Date: 04/10/2024



Turning Movement Peak Hour Data Plot (7:30 AM)

Englobe Corp Moncton (NB)
1234 Place

Omaha, Alabama, United States 12345
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr
Site Code:
Start Date: 04/10/2024

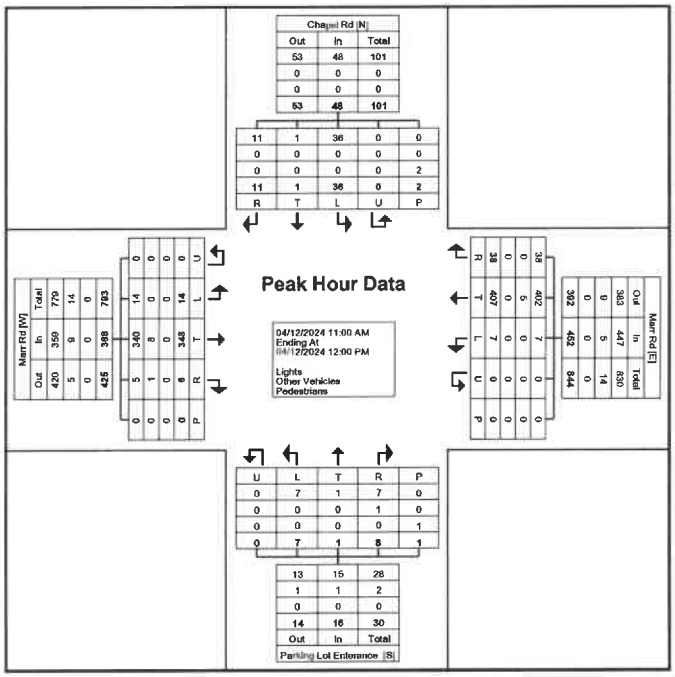
Turning Movement Peak Hour Data (11:00 AM)

Start Time	Chapel Rd Southbound						Marr Rd Westbound						Parking Lot Enterance Northbound						Marr Rd Eastbound						Int. Total
	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	
11:00 AM	3	1	10	0	[illegible]	14	8	88	0	0	0	96	3	0	2	0	0	5	3	99	2	0	0	104	219
11:15 AM	1	0	9	0	1	10	10	99	1	0	[illegible]	110	3	1	0	0	0	4	1	95	3	0	0	99	223
11:30 AM	2	0	9	0	[illegible]	11	6	112	5	0	0	123	2	0	2	0	[illegible]	4	1	72	6	0	0	79	217
11:45 AM	5	0	8	0	0	13	14	108	1	0	0	123	0	0	3	0	[illegible]	3	1	82	3	0	[illegible]	86	225
Total	11	1	36	0	2	48	38	407	7	0	0	452	8	1	7	0	[illegible]	16	6	348	14	0	0	368	884
Approach %	22.9	2.1	75.0	0.0	[illegible]	-	8.4	90.0	1.5	0.0	[illegible]	-	50.0	6.3	43.8	0.0	[illegible]	-	1.6	94.6	3.8	0.0	[illegible]	-	-
Total %	1.2	0.1	4.1	0.0	-	5.4	4.3	46.0	0.8	0.0	[illegible]	51.1	0.9	0.1	0.8	0.0	-	1.8	0.7	39.4	1.6	0.0	-	41.6	-
PHF	0.550	0.250	0.900	0.000	-	0.857	0.679	0.908	0.350	0.000	[illegible]	0.919	0.667	0.250	0.583	0.000	[illegible]	0.800	0.500	0.879	0.583	0.000	[illegible]	0.885	0.982
Lights	11	1	36	0	-	48	38	402	7	0	-	447	7	1	7	0	-	15	5	340	14	0	-	359	889
% Lights	100.0	100.0	100.0	-	[illegible]	100.0	100.0	98.8	100.0	-	-	98.9	87.5	100.0	100.0	-	[illegible]	93.8	83.3	97.7	100.0	-	[illegible]	97.6	98.3
Other Vehicles	0	0	0	0	-	0	0	5	0	0	-	5	1	0	0	0	-	1	1	8	0	0	-	9	15
% Other Vehicles	0.0	0.0	0.0	-	[illegible]	0.0	0.0	1.2	0.0	[illegible]	-	1.1	12.5	0.0	0.0	-	[illegible]	6.3	16.7	2.3	0.0	-	[illegible]	2.4	1.7
Pedestrians	-	[illegible]	-	-	2	-	-	-	-	[illegible]	0	[illegible]	-	-	[illegible]	-	1	[illegible]	-	[illegible]	-	-	0	-	-
% Pedestrians	-	[illegible]	-	-	100.0	-	[illegible]	-	-	[illegible]	-	[illegible]	-	-	[illegible]	-	100.0	[illegible]	-	[illegible]	-	-	[illegible]	-	-

Englobe Corp Moncton (NB)
1234 Place

Omaha, Alabama, United States 12345
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr
Site Code:
Start Date: 04/10/2024
Page No: 9



Turning Movement Peak Hour Data Plot (11:00 AM)

ENGLOBE

Englobe Corp Moncton (NB)
1234 Place

Omaha, Alabama, United States 12345
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr
Site Code:
Start Date: 04/10/2024
Page No: 10

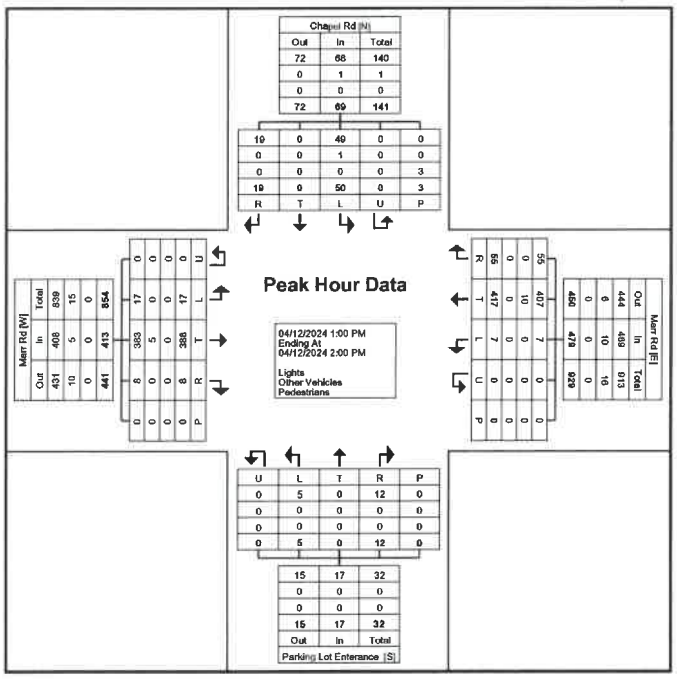
Turning Movement Peak Hour Data (1:00 PM)

Start Time	Chapel Rd Southbound						Marr Rd Westbound						Parking Lot Enterance Northbound						Marr Rd Eastbound						Int. Total
	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	Right	Thru	Left	U-Turn	Peds	App. Total	
1:00 PM	5	0	15	0	0	20	16	109	2	0	0	127	3	0	0	0	0	3	2	90	3	0	0	95	245
1:15 PM	2	0	12	0	0	14	10	92	2	0	0	104	4	0	4	0	0	8	2	88	4	0	0	94	220
1:30 PM	6	0	9	0	2	15	12	98	0	0	0	110	4	0	0	0	0	4	1	109	5	0	0	115	244
1:45 PM	6	0	14	0	1	20	17	118	3	0	0	138	1	0	1	0	0	2	3	101	5	0	0	109	269
Total	19	0	50	0	3	69	55	417	7	0	0	479	12	0	5	0	0	17	8	388	17	0	0	413	978
Approach %	27.5	0.0	72.5	0.0	-	-	11.5	87.1	1.5	0.0	-	-	70.6	0.0	29.4	0.0	-	-	1.9	93.9	4.1	0.0	-	-	-
Total %	1.9	0.0	5.1	0.0	-	7.1	5.6	42.6	0.7	0.0	-	49.0	1.2	0.0	0.5	0.0	-	1.7	0.8	39.7	1.7	0.0	-	42.2	-
PHF	0.792	0.000	0.833	0.000	-	0.863	0.809	0.883	0.583	0.000	-	0.868	0.750	0.000	0.313	0.000	-	0.531	0.667	0.890	0.850	0.000	-	0.898	0.909
Lights	19	0	49	0	-	68	55	407	7	0	-	469	12	0	5	0	-	17	8	383	17	0	-	408	962
% Lights	100.0	-	98.0	-	-	98.6	100.0	97.6	100.0	-	-	97.9	100.0	-	100.0	-	-	100.0	100.0	98.7	100.0	-	-	98.8	98.4
Other Vehicles	0	0	1	0	-	1	0	10	0	0	-	10	0	0	0	0	-	0	0	5	0	0	-	5	16
% Other Vehicles	0.0	-	2.0	-	-	1.4	0.0	2.4	0.0	-	-	2.1	0.0	-	0.0	-	-	0.0	0.0	1.3	0.0	-	-	1.2	1.6
Pedestrians	-	-	-	-	3	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Englobe Corp Moncton (NB)
1234 Place

Omaha, Alabama, United States 12345
506-857-2777 william.morrison@englobecorp.com

Count Name: Chapel at Marr
Site Code:
Start Date: 04/10/2024
Page No: 11



Turning Movement Peak Hour Data Plot (1:00 PM)

ROTHESAY
MEMORANDUM

TO	:	Mayor Alexander and Council
FROM	:	Mark Reade, P.Eng., RPP, MCIP Director of Planning and Development Services
DATE	:	6 November 2026
RE	:	88 Hampton Road PID 00245928 (portion)

RECOMMENDATION:

- Council give Reading, in its Entirety, to By-law 2-10-43
- Council give 3rd Reading and Enactment to By-law 2-10-43
- Council enact the following resolution: That Rothesay Council pursuant to the provisions of Section 59 of the Community Planning Act, impose the following conditions on the parcel of land having an area of approximately 0.70 hectares, located at 88 Hampton Road, also identified as a portion of PID 00245928:
    a. That the use of the 0.70-hectare rezoned area be limited to the following land uses:
        i. Those uses permitted in the Single Family Residential – Standard Zone [R1B]
        ii. A veterinary clinic.

Background:
The application has been reviewed by the Planning Advisory Committee and the Committee passed the following motions at its regular meeting of Tuesday, September 8, 2026:

> **MOVED** by … and seconded by … that PAC hereby recommends that Council enact BY-LAW 2-10-43 to rezone land located at 88 Hampton Road being an approximately 0.70-hectare portion of PID 00245928 from Single Family Residential – Standard Zone [R1B] to Central Commercial (CC) to utilize the property in conjunction with the existing veterinary clinic at 90 Hampton Road.
>
> **CARRIED.**

> **MOVED** by … and seconded by … that PAC hereby recommends that Council pursuant to the provisions of Section 59 of the Community Planning Act, impose the following conditions on the parcel of land having an area of approximately 0.70 hectares, located at 88 Hampton Road, also identified as a portion of PID 00245928:
>
> a) That the use of the 0.70-hectare rezoned area be limited to the following land uses:
>
> i. Those uses permitted in the Single Family Residential – Standard Zone [R1B]
>
> ii. A veterinary clinic.
>
> **CARRIED.**

Council held a public hearing on Monday, September 28, 2026.

Attachment: Draft By-law 2-10-43

BY-LAW 2-10-43
A BY-LAW TO AMEND THE ZONING BY-LAW
(No.2-10 Rothesay)

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

That Schedule A, entitled "Zoning" as attached to By-Law 2-10 "ROTHESAY ZONING BY-LAW" is hereby amended, as identified on the attached sketch identified as "Attachment A – Bylaw 2-10-43".

The purpose of the amendment is to rezone a 0.70 hectare portion of the property located at 88 Hampton Road (portion of (PID 00245928) from Single Family Residential – Standard (R1B) to Central Commercial (CC) to utilize the property in conjunction with the existing veterinary clinic at 90 Hampton Road.

FIRST READING BY TITLE : 13 October 2026

SECOND READING BY TITLE : 13 October 2026

READ IN ENTIRETY :

THIRD READING BY TITLE AND ENACTED :

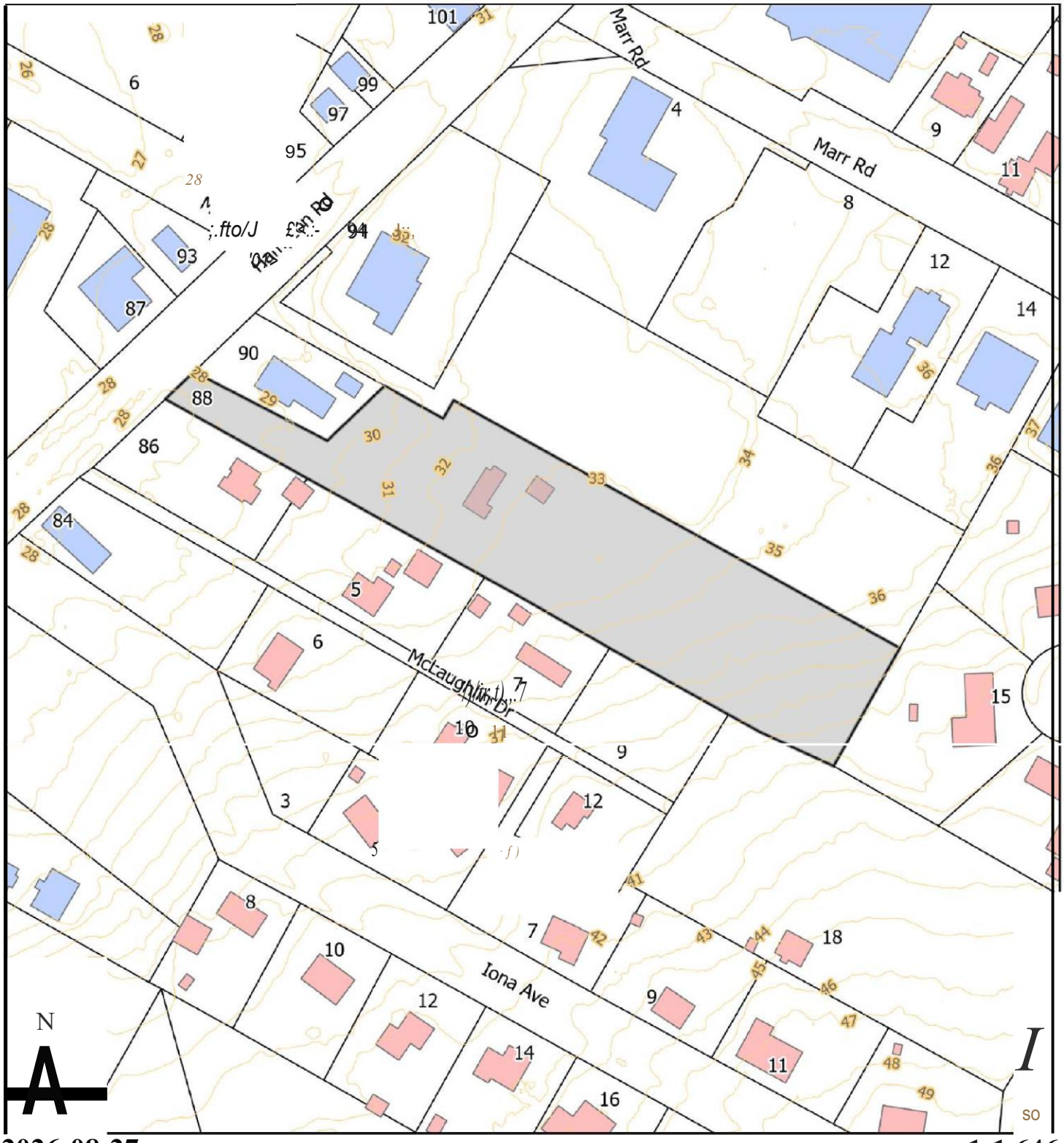
_____
MAYOR

_____
ASSISTANT CLERK

DRAFT

Attachment A - Bylaw 2-10-43

PID 00245928



2026-08-27 **1:1,646**

Type

- ☐ Commercial
- ☐ Residential
- subject Property

0 25 50 100

Metres

70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
November 9, 2026

TO: Mayor Alexander and Members of Rothesay Council

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

DATE: 2026 November 5

SUBJECT: **Victoria Crescent – Stormwater Pond**

RECOMMENDATION:
It is recommended that Rothesay Council:

1. That Rothesay Council authorize the Mayor and Clerk to execute the necessary documents related to the transfer of Lot 26-02 to Rothesay.

2. That Rothesay Council authorize the Mayor and Clerk to execute the required easement agreement, generally as proposed.

ORIGIN
At the closed session meeting of April 8, 2024, Rothesay Council adopted the following resolution regarding the stormwater pond located on Victoria Crescent.

> *MOVED by Counc. Lewis Council agree to assume ownership of PID 30243232 once building permits have been issued for all the lots that are subject to the development agreement.*
>
> ***CARRIED***

Development of the Victoria Gardens subdivision is approaching completion with the final building permit having been applied for to provide for the development of a single-unit dwelling on a portion of PID 30243232. The developer, A.E. McKay, intends to construct the dwelling in the northwestern portion of the lot and subdivide a separate lot to provide for the existing stormwater pond to be conveyed to the town.

Due to the size and configuration of the proposed lots for the dwelling unit and stormwater pond, an easement over a portion of the proposed building lot is required for maintenance of and access to the pond.

DISCUSSION
Following a request from the developer, Rothesay Council resolved to accept ownership and maintenance of the pond at their closed session meeting of April 8, 2024. Acceptance of this infrastructure would occur once building permits have been issued for all lots that are subject to the development agreement.

The development agreement provides for the construction of 18 single unit dwellings in the subdivision. To date seventeen dwellings have been constructed. An eighteenth dwelling can be constructed on a portion of PID 30243232.

At their meeting of September 8, 2026, the Planning Advisory Committee granted the necessary variances related to the subdivision of PID 30243232 into two lots, one to accommodate a single unit dwelling, and the second to accommodate the stormwater pond. The Committee also granted variances related to the proposed single-unit dwelling.

A copy of the Tentative Plan of Subdivision for PID 30243232 is attached to this report. Lot 26-01 will be the location of the proposed dwelling and Lot 26-02 will be the lot for the stormwater pond. Due to the configuration of the lots, an easement (denoted on the plan as Proposed Easement "A"), will be required on Lot 26-01 for access to and maintenance of the stormwater pond.

Staff have prepared a draft easement agreement for Council's consideration. Staff recommend execution of the required transfer documents for Lot 26-02 and the associated easement document for the easement on Lot 26-01.

CONCLUSION

Staff recommend execution of the required documents.

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

ATTACHMENTS
Air Photo
Tentative Plan of Subdivision
Draft Easement Document and Tentative Plan of Subdivision

Victoria Crescent - Air Photo



2026-08-17

Subject Site

Property_Owner

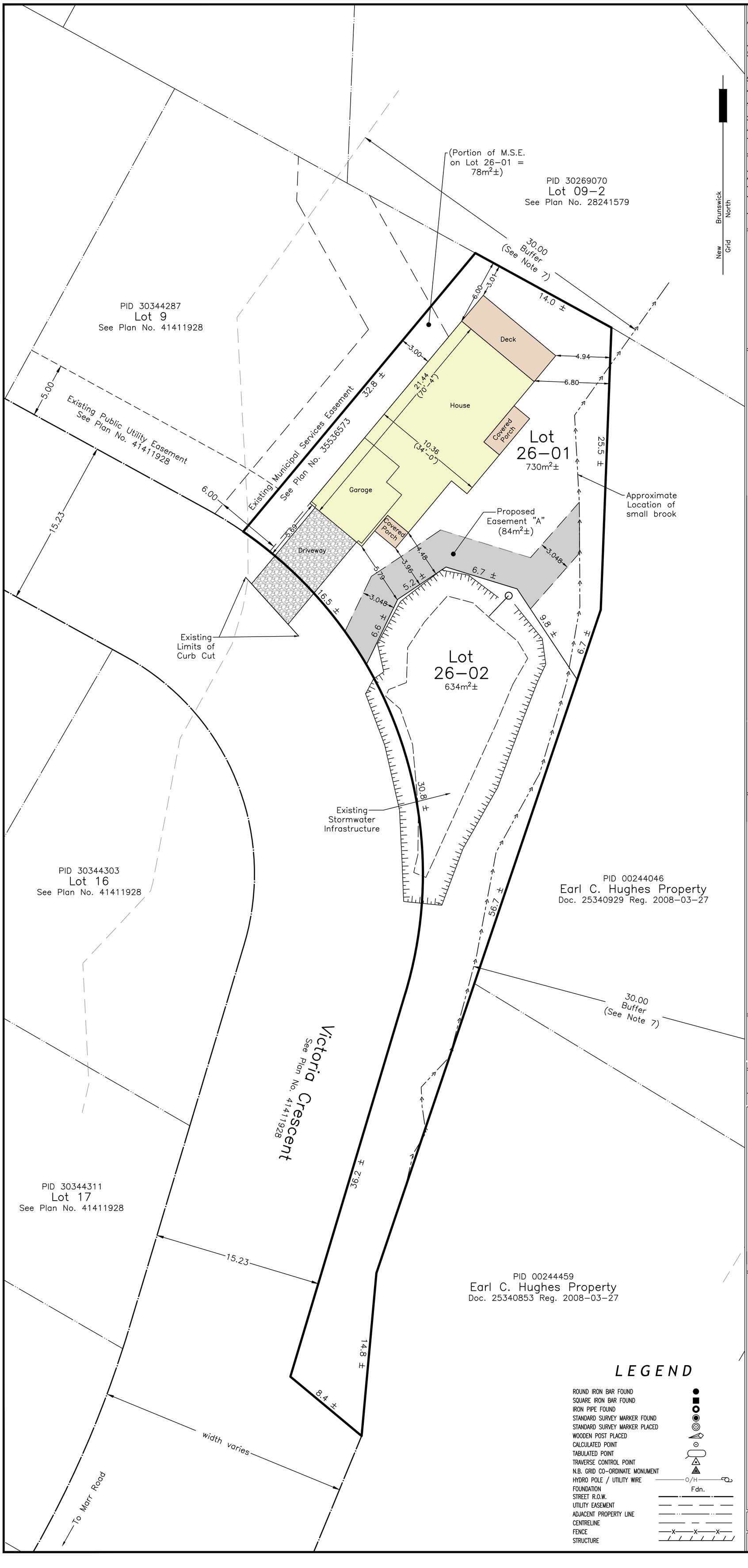
CivicAddress

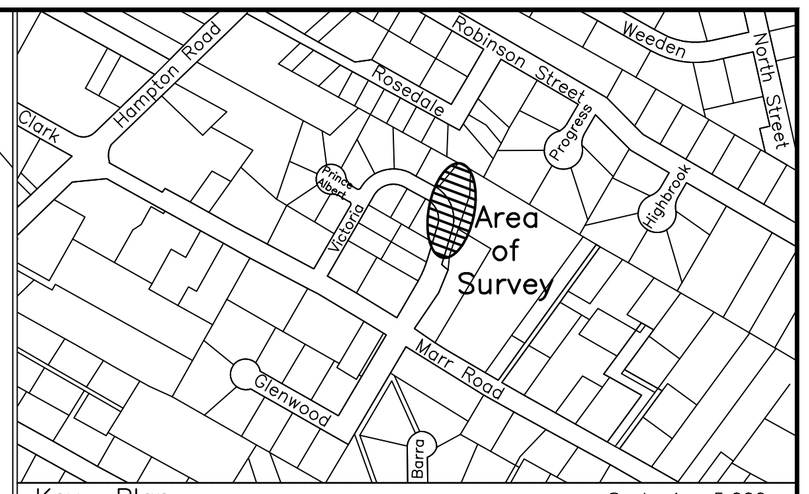
Encumbrance

1:1,500

0 45 90 180 ft

0 15 30 60 m





Key Plan — Scale 1 : 5,000

Registration Data

Owner Name : Sarah Lynn Joan Graves
PID : 30243232
Effective Date : 2021–06–21
Instrument : Transfer # 47427977 Reg. 2026–07–20

Owners

Sarah L. J. Graves

NOTES

1. Directions are New Brunswick Grid azimuths derived GNSS observations from tabulated N.B. coordinate survey monuments.
2. All distances are in metres and are grid distances, calculated using a combined scale factor of 1.000014 and using geoid model HT2_0; to convert to imperial equivalents divide by 0.3048.
3. Area of survey outlined thus ⊙——⊙, peripheral information compiled from various sources.
4. All document and plan references refer to the Registry Office for Kings County or the Land Titles District of New Brunswick.
5. Field survey completed on ----.
6. All computations performed and coordinates shown on this plan are based on New Brunswick Stereographic Double Projection and the NAD83(CSRS) Reference System as realized by Service New Brunswick High Precision Network coordinate survey monuments.
7. This area may be subject to Regulation 90–80–Watercourse and Wetland Alteration Regulation of the Clean Water Act.

ENDORSEMENTS

Purpose Of Plan

To create Lot 26–01 & Lot 26–02 from PID 30243232.
To show Easement "A", to be conveyed by legal instrument.

New Brunswick Grid Co–Ordinate Values

Sta.	X	Y	Rmks.

LEGEND

ROUND IRON BAR FOUND
SQUARE IRON BAR FOUND
IRON PIPE FOUND
STANDARD SURVEY MARKER FOUND
STANDARD SURVEY MARKER PLACED
WOODEN POST PLACED
CALCULATED POINT
TABULATED POINT
TRAVERSE CONTROL POINT
N.B. GRID CO–ORDINATE MONUMENT
HYDRO POLE / UTILITY WIRE — O/H
FOUNDATION — Fdn.
STREET R.O.W.
UTILITY EASEMENT
ADJACENT PROPERTY LINE
CENTRELINE
FENCE
STRUCTURE

Tentative Subdivision Plan

Victorian Gardens Subdivision–Phase 3, Victoria Crescent, Town of Rothesay, Rothesay Parish, Kings County, New Brunswick

HUGHES SURVEYS & CONSULTANTS INC.

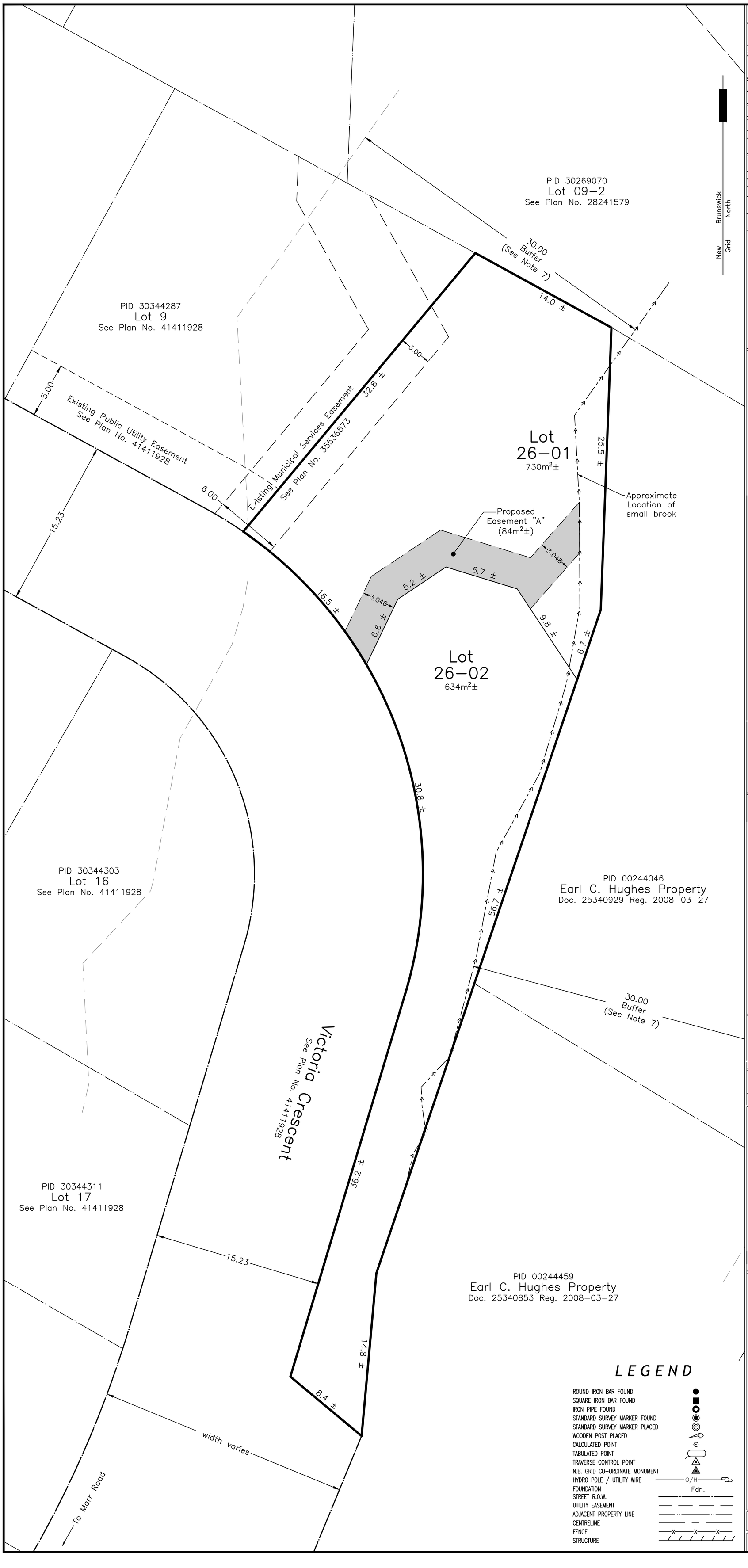
Aug. 14, 2026.
Date

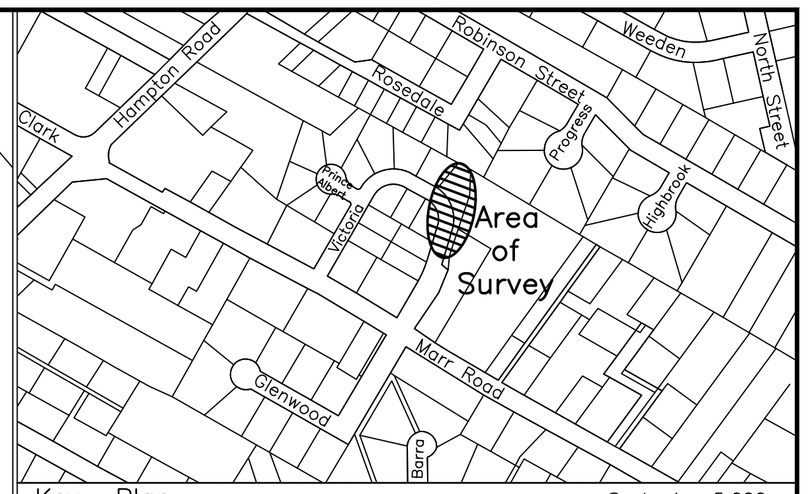
1 : 200 — 4 0 4 8 12 16 meters

Dwg. No.	Disk No.	Topos	Disk No.
S23388G	2023	H23388	2023

Dwn. by	Job No.	Rev. No.	Map Ref.
M.C.B.	Y23–388		---------

Y:\2023jobs\S23388\DWG\S23388G.dwg August 14, 2026 2:57:30 PM





Key Plan — Scale 1 : 5,000

Registration Data

Owner Name : Sarah Lynn Joan Graves
PID : 30243232
Effective Date : 2021–06–21
Instrument : Transfer # 47427977 Reg. 2026–07–20

Owners

Sarah L. J. Graves

NOTES

1. Directions are New Brunswick Grid azimuths derived GNSS observations from tabulated N.B. coordinate survey monuments.
2. All distances are in metres and are grid distances, calculated using a combined scale factor of 1.000014 and using geoid model HT2_0; to convert to imperial equivalents divide by 0.3048.
3. Area of survey outlined thus ⊙——⊙, peripheral information compiled from various sources.
4. All document and plan references refer to the Registry Office for Kings County or the Land Titles District of New Brunswick.
5. Field survey completed on ----.
6. All computations performed and coordinates shown on this plan are based on New Brunswick Stereographic Double Projection and the NAD83(CSRS) Reference System as realized by Service New Brunswick High Precision Network coordinate survey monuments.
7. This area may be subject to Regulation 90–80–Watercourse and Wetland Alteration Regulation of the Clean Water Act.

ENDORSEMENTS

Purpose Of Plan

To create Lot 26–01 & Lot 26–02 from PID 30243232.
To show Easement "A", to be conveyed by legal instrument.

New Brunswick Grid Co–Ordinate Values

Sta.	X	Y	Rmks.

LEGEND

- ROUND IRON BAR FOUND
- SQUARE IRON BAR FOUND
- IRON PIPE FOUND
- STANDARD SURVEY MARKER FOUND
- STANDARD SURVEY MARKER PLACED
- WOODEN POST PLACED
- CALCULATED POINT
- TABULATED POINT
- TRAVERSE CONTROL POINT
- N.B. GRID CO–ORDINATE MONUMENT
- HYDRO POLE / UTILITY WIRE — O/H
- FOUNDATION — Fdn.
- STREET R.O.W.
- UTILITY EASEMENT
- ADJACENT PROPERTY LINE
- CENTRELINE
- FENCE
- STRUCTURE

Tentative Subdivision Plan

Victorian Gardens Subdivision–Phase 3, Victoria Crescent, Town of Rothesay, Rothesay Parish, Kings County, New Brunswick

HUGHES SURVEYS & CONSULTANTS INC.

Aug. 14, 2026.
Date

1 : 200 — 4 0 4 8 12 16 meters

Dwg. No.	Disk No.	Topos	Disk No.
S23388G	2023	H23388	2023
Dwn. by	Job No.	Rev. No.	Map Ref.
M.C.B.	Y23–388		---------

Y:\2023jobs\S23388\DWG\S23388G.dwg August 14, 2026 2:55:57 PM

EASEMENT AGREEMENT - DRAFT

PID # 30243232

This Agreement made the _____day of_ _____, 2026

BETWEEN:

SARAH LYNN JOAN GRAVES
26 Alpenglow Drive
Quispamsis NB
E2G 0M5 (the "**Grantor**")
-and-

ROTHESAY, a body corporate under and by virtue of the Local Governance Act (New Brunswick), with an office located at 70 Hampton Road, Rothesay, New Brunswick, E2E 5Y2 (the "**Grantee**")

WHEREAS the Grantor is the owner of the lands and premises located at 13 Victoria Crescent, Rothesay, New Brunswick, identified as PID 30243232 (the "Property") and as more particularly described in Schedule "A" attached hereto.

AND WHEREAS the grantee requires an easement (hereinafter called the "Easement") over, upon, under and across the Lands for the purpose of the access to and maintenance of a storm water management pond located on the lands adjacent to the Grantor's property,

AND WHEREAS the parties have agreed to create an easement which is three (3) metres wide shown on Schedule "B" attached hereto (Proposed Easement 'A' - the "Easement Area") for the purpose of creating an easement to allow for access to and maintenance of a stormwater management pond on lands adjacent to the property.

NOW THEREFORE THIS INDENTURE WITNESSETH that for and in the consideration of the payment by the grantee to the grantors of the sum of One Dollar ($1.00) of lawful money of Canada, the receipt of which is hereby acknowledged, the grantor hereby grants an Easement to the grantee, its successors and assigns, its servants, employees, and agents, over, upon, under and across that portion of the Lands which are more specifically described in Schedule "A" attached hereto, subject to the following terms and conditions:

1. **Grant of Easement**

1.1 The Grantor grants to the Grantee, its successors and assigns an easement and rights at the cost, risk and expense of the Grantee, by itself or by its officers, servants, agents, contractors and workers to enter the Easement Area with machinery, materials, vehicles and equipment and to access and maintain a stormwater management pond on lands adjacent to the property together with the right, by action or otherwise, at any time to enjoin the Grantor, including the

successors and assigns of the Grantor, from erecting or locating on the Easement Area any building, structure or other obstacle which could impair the free and full use of the easement or permitting the erection or location on them of any such building, structure or other obstacle (collectively, the "Easement").

2. Covenants of the Grantee

2.1 The Grantee covenants and agrees with the Grantor that:

(a) It shall be responsible for all costs and expenses related to the Easement Work as more particularly described herein, including the responsibility for obtaining all required planning and approvals for the Easement;

(b) All work associated with the access to, and maintenance of the Grantee's stormwater management pond shall be conducted in an efficient manner so as to cause minimal disruption to the Grantor's operations, by competent and qualified workers using first class materials that are acceptable to the Grantor;

(c) The Grantee shall promptly restore the Easement Lands upon completion of the work utilizing the Easement to the same condition as they were prior to the work and further agrees to make good any damage, loss, injury or detriment to the Property if the same is caused by the actions of the Grantee, its agents, contractors and/or workers in the performance of the maintenance of and access to the stormwater management pond;

(d) The Grantee shall observe and comply with all provisions of law, requirements of all governmental authorities, including federal, provincial and municipal legislative enactments and other resolutions now or hereafter in force and which pertain to or affect the Easement Area;

3 Covenants of the Grantor

3.1 The Grantor covenants and agrees with the Grantee that:

(a) The Grantor shall indemnify and hold harmless the Grantee for all damages, claims and actions incurred by the Grantor, its agents, employees, invitees, contractors and/or workers, related to or arising from

(i) a breach of this Agreement by the Grantee or a failure by the Grantee to carry out its obligations hereunder,

(ii) the Easement Work,

(iii) the exercise of its rights hereunder, or

(iv) the acts or om1ss1ons of the Grantee, its agents, employees, invitees, contractors and/or workers;

DRAFT

This Agreement and the rights, privileges and easements herein granted shall extend to, be binding upon and ensure to the benefit of, the successors-in-title, successors and assigns of the parties hereto respectively.

In witness thereof, the Grantor and Grantee have hereunto set their respective hands and seals this _____day of _____ 2026.

TOWN OF ROTHESAY

Per: _____

Per: _____

SARAH LYNN JOAN GRAVES

Per:_____

DRAFT

SCHEDULE "A"

ALL that certain lot piece, or parcel of land situate, lying and being in the town of Rothesay, in the County of Kings and Province of New Brunswick and more specifically shown and described as Lot 26-01 on the Subdivision Plan titled Victorian Gardens Subdivision-Phase 3, Victoria Crescent, Town of Rothesay, Rothesay Parish, Kings County, New Brunswick dated August 14, 2026, and prepared by Hughes Surveys and Consultants Ltd. , and approved for registration by the Development Officer for the town of Rothesay, on INSERT DATE and filed in the Office of the Registrar of Deeds in and for the County of Kings, as document number INSERT DOCUME NT NUMBER.

DRAFT

SCHEDULE “B”

DRAFT

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent:	**BRETT MCLEAN** Rothesay 70 Hampton Road Rothesay, N.B. E2E 5L5
Office Held by Deponent:	Assistant Clerk
Corporation:	**Rothesay**
Other Officer Who Executed the Instrument:	**MATTHEW ALEXANDER** Rothesay 70 Hampton Road Rothesay, N.B. E2E 5L5
Office Held by Other Officer Who Executed the Instrument:	Mayor
Place of Execution:	Rothesay, Province of New Brunswick.
Date of Execution:	_____, 2026

I, **BRETT MCLEAN**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;

2. That the attached instrument was executed by me and **MATTHEW ALEXANDER,** the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;

3. The signature "**MATTHEW ALEXANDER**" subscribed to the within instrument is the signature of Matthew Alexander, who is the Mayor of the town of Rothesay, and the signature "**Brett McLean**" subscribed to the within instrument as Assistant Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;

4. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;

5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of Rothesay, in the County of Kings, and Province of New Brunswick, This ___ day of _____, 2026)
)
)
)
BEFORE ME:)
)
)

_____)
Commissioner of Oaths)

_____
BRETT MCLEAN

DRAFT

ROTHESAY

PUBLIC HEARING
9 Clark Road (PIDs 30130454 and 00241778)
Bill McGuire Centre
Monday, October 19, 2026
7:00 p.m.

PRESENT: MAYOR MATT ALEXANDER
COUNCILLOR HELEN BOYLE
COUNCILLOR DAVE BROWN
COUNCILLOR TYLER DAVIS
COUNCILLLOR PETER J. LEWIS
COUNCILLOR BILL McGUIRE
COUNCILLOR DON SHEA

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE
DIRECTOR OF TECHNOLOGY/ASSET MANAGEMENT MICHAEL KEAN
DIRECTOR OF OPERATIONS (DO) TIM COLWELL
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN
TREASURER LAURA ADAIR
TOWN CLERK NEIL McKENNA

ABSENT: DEPUTY MAYOR TIFFANY MACKAY FRENCH

PUBLIC HEARING **9 Clark Road (PIDs 30130454 and 00241778) REZONING from Single Family Residential – Standard Zone [R1B] to Two Family Residential [R2]**

1. Call to Order **Instructions**

Mayor Alexander called the public hearing to order at 7:00pm and explained that the purpose of the public hearing was to consider enacting BY-LAW 2-10-46 to rezone 9 Clark Road (PIDs 30130454 and 00241778) from Single Family Residential – Standard Zone [R1B] to Two Family Residential [R2].

Mayor Alexander discussed the procedure for the meeting. He stated that there would be no decision made until the council deliberated on the information presented at the hearing, and that the rezoning would be considered again at the next council meeting.

The applicant and one other member of the public attended the hearing.

2. Public Hearing Documentation

14 October 2026	Social media messages – schedule
28 September 2026	Memorandum prepared by Town Clerk McKenna (public notice)
23 July 2026	Staff Report to the Planning Advisory Committee (PAC)
29 September 2026	Staff Report to the Planning Advisory Committee (PAC)
6 October 2026	Recommendation from the Planning Advisory Committee
DRAFT	BY-LAW 2-10-46

Appearances/Presentations:

Presentation: Mark Reade, P.Eng. MCIP RPP
Director of Planning/Development Services

Appearances: n/a
Comments: n/a

Mayor Alexander invited DPDS Reade to present the rezoning application. DPDS Reade explained that the request to rezone the property at 9 Clark Road was to rezone it from Single Family Residential – Standard Zone [R1B] to Two Family Residential [R2]. The proposed rezoning would allow for the property to be used as a two-unit dwelling. The property currently has an existing single unit residential dwelling which also contains an unused temporary suite, which had been previously approved for the former owner. However, this former temporary suite area can no longer be used due to the specific limitation that temporary suites could only be used by a family member of the previous owner. If the rezoning is approved, the applicant intends to use the existing dwelling with no new development, structure, or addition being added to the property. The Planning Advisory Committee (PAC) received the application and has recommended that the bylaw to rezone the property at 9 Clark Road be enacted, and that Council enact a condition in accordance with Section 59 of the *Community Planning Act* that the two parcels of land, PIDs 30130454 and 00241778, be consolidated.

Mayor Alexander then opened the floor for questions from Council members. Counc. McGuire asked DPDS Reade why Council approval was required and was not simply within the jurisdiction of the Director to decide. DPDS Reade replied that Council approval was needed because the property needed to be rezoned. Counc. Brown asked about the historical process whereby the permits to create a temporary suite had been approved, and DPDS Reade provided additional context on the history of the property.

Following questions from Council, CAO McLean and DPDS Reade spoke, and clarified that rezoning the property would not automatically make it a legal two-unit building, as the appropriate building and development permits would be required to establish the two-unit dwelling.

Mayor Alexander called three times for anyone to speak in favor. No one came forward.

Mayor Alexander then called three times for anyone to oppose the application. No one came forward.

Adjournment
Mayor Alexander thanked all in attendance, and the public hearing adjourned at 7:16 p.m.

_____ _____
MAYOR ASSISTANT CLERK

ROTHESAY
MEMORANDUM

TO	:	Mayor Alexander and Council
FROM	:	Mark Reade, P.Eng., RPP, MCIP Director of Planning and Development Services
DATE	:	6 November 2026
RE	:	9 Clark Road (PIDs 30130454 and 00241778)

RECOMMENDATION:

- Council give 1st Reading, by Title, to By-law 2-10-46
- Council give 2nd Reading, by Title, to By-law 2-10-46

Background:
The application has been reviewed by the Planning Advisory Committee and the Committee passed the following motions at its regular meeting of Monday, October 5, 2026:

> **MOVED** by … and seconded by … that PAC hereby recommends that Council enact BY-LAW 2-10-46 to rezone land located at 9 Clark Road being an approximate 1394 square metre parcel of land (PIDs 30130454 and 00241778) from Single Family Residential – Standard Zone (R1B) to Two Family Residential Zone (R2).
>
> **CARRIED.**

> **MOVED** by … and seconded by … that PAC hereby recommends that Council, pursuant to the provisions of Section 59 of the Community Planning Act, impose the following condition on the parcel of land having an area of approximately 1394 square metres, located at 9 Clark Road, also identified as PIDs 30130454 and 00241778:
>
> a. That the two parcels of land, PIDs 30130454 and 00241778, be consolidated.
>
> **CARRIED.**

Council held a public hearing on Monday, October 19th, 2026.

Attachment: Draft By-law 2-10-46

BY-LAW 2-10-46
A BY-LAW TO AMEND THE ZONING BY-LAW
(No.2-10 Rothesay)

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

That Schedule A, entitled "Zoning" as attached to By-Law 2-10 "ROTHESAY ZONING BY-LAW" is hereby amended, as identified on the attached sketch identified as "Attachment A – Bylaw 2-10-46".

The purpose of the amendment is to rezone land located at 9 Clark Road from Single Family Residential – Standard Zone (R1B) to Two Family Residential Zone (R2).

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE
AND ENACTED :

_____
MAYOR

_____
ASSISTANT CLERK

DRAFT

Attachment A - Bylaw 2-10-46

PID 30130454 & 00241778



ROTHESAY

PUBLIC HEARING
Lands south of 5, 7, 9, and 11 Cameron Road
Bill McGuire Memorial Centre
Monday, October 26, 2026
7:00 p.m.

PRESENT: MAYOR MATT ALEXANDER
DEPUTY MAYOR TIFFANY MACKAY FRENCH
COUNCILLOR HELEN BOYLE
COUNCILLOR DAVE BROWN
COUNCILLOR TYLER DAVIS
COUNCILLLOR PETER J. LEWIS
COUNCILLOR BILL McGUIRE
COUNCILLOR DON SHEA

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
DIRECTOR OF PLANNING & DEVELOPMENT SERVICES (DPDS) MARK READE
TOWN CLERK NEIL McKENNA
DIRECTOR OF OPERATIONS (DO) TIM COLWELL

PUBLIC HEARING **Lands south of 5, 7, 9, and 11 Cameron Road (PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064378 (portion), 00064352 (portion)**
REZONING to Attached Residential [R3]

1. Call to Order Instructions

Mayor Alexander called the public hearing to order at 7:02 p.m. and explained that the purpose of the public hearing was to consider enacting BY-LAW 2-10-47 to rezone the lands south of 5, 7, 9, and 11 Cameron Road (PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064378 (portion), 00064352 (portion) to Attached Residential [R3].

Mayor Alexander discussed the procedure for the meeting. He stated that there would be no decision made until Council deliberated on the information presented at the hearing, and that the rezoning would be considered again at the next council meeting on November 9th.

2. Public Hearing Documentation

21 October 2026	Social media messages – schedule
21 October 2026	Memorandum prepared by Town Clerk McKenna (public notice)
5 October 2026	Staff Report to the Planning Advisory Committee (PAC)
6 October 2026	Recommendation from the Planning Advisory Committee
DRAFT	BY-LAW 2-10-47

Appearances/Presentations:

Presentation: Mark Reade, P.Eng. MCIP RPP
Director of Planning/Development Services

Isaiah Reid, Consultant (Don-More Surveys and Engineering)
Appearing on behalf of applicant

Appearances: Sherri Savoie
Jacquelin Clark
Beth Brown Kirk
Nicole Babineau
J. Dan Kirk

Comments: Letters from Star Mott & Gail Toner
Emails: Jacqueline Clark
J. Dan Kirk
B. Brown Kirk
Star Mott
Nicole Babineau
Sherri Savoie
Tom White
Greg Evans
Brian & Gail Steeves
Charlotte McGill Pierce
Chiaretta Cirineo
Clariza Bergeron
Courtney Adams
Drew Schedler
Gail Toner
Ian Britten
Mary Lynch
Phil Lynch
Sue MacDonald

Mayor Alexander invited DPDS Reade to present the rezoning application. DPDS Reade provided an overview of the proposal, noting that the developer was seeking to have the PIDs listed above be rezoned to Attached Residential [R3], and that the proposed housing development would be a mix of two-unit and four-unit dwellings. He noted that the development agreement as currently drafted would allow the developer to build up to 64 units, but clarified that the developer had communicated to Town staff his intention to only build 34. DPDS Reade advised that the proposed housing development conformed to the Town's Municipal Plan. He also noted that the recommendation from the Planning Advisory Committee (PAC) differed from the recommendation from Town staff, with the PAC recommending additional revisions to the development agreement that would limit the number of units that could be built to 34. DPDS Reade further advised that the decision would be up to Council to make.

Mayor Alexander then invited Councillors to ask DPDS Reade questions about the application. Counc. Lewis asked why Town staff's recommendation differed from PAC's recommendation, with DPDS Reade replying that the application as proposed had met the requirements for density, could help generate additional tax revenue, and would provide more housing. Counc. Davis then asked if the developer wanted to build additional units beyond what was specified in the development agreement, would he need to go through the same process with the Town? DPDS Reade confirmed that he would be required to do so. Counc. Lewis then noted that most residents on Cameron Road seemed comfortable with 34 units, and that most did not want a sidewalk to be installed. Counc. Boyle then asked if the proposed idea of adding a walkway to Miller Park Apartments would be a private walkway, with DPDS Reade confirming that it was his understanding that it would be private.

Isaiah Reid then presented on behalf of the applicant. He provided background detail on the history of the proposed development and noted that the developer had listened to the concerns of the community and reduced the number of units that would be built. He showed pictures of units that had already been built in the Town and clarified that the developer had no objections to building a hard surface through Jordan Miller Park if that could help alleviate concerns regarding a sidewalk.

Mayor Alexander then invited registered participants to speak. The following people spoke:

Sherri Savoie expressed opposition to the project, stating that residents did not have all the facts. She also expressed concern regarding the possible environmental impacts that could be created as a result

of the proposed development and indicated that Council did not seem to be listening to the concerns of residents. She expressed frustration with the process and ended her remarks by appealing to the developer to not move forward with the proposed development.

Jacquelin Clark then spoke and expressed her support for the latest proposal for the development agreement. She noted that she had not liked the original proposal and commended the applicant on working with the community. She asked Council to approve the agreement, but with the recommendations from the PAC included, which would limit the number of units that could be built. She also expressed support for investigating options other than a sidewalk. She also spoke about traffic concerns in the area, noting that 475 cars had passed her driveway on a day when she and others had kept track of how much traffic travelled down Cameron Road.

Beth Brown Kirk spoke next and noted that residents had come to the hearing not having a full understanding of the process, and thanked Council and staff for providing clarification. She spoke about her family history in Rothesay, and informed Council that she believed that the rezoning application should be conditioned on an executed development agreement with meaningful public input before Council makes its final decision. She spoke about the community's previous efforts to ensure that traffic, safety, wetland, and watercourse protections were accounted for in the rezoning application. She also expressed concern about the draft development agreement requiring decorative pole lamping along driveways, citing frustration with the lived experience of having pole lamp lighting being installed and subsequently shining bright lights into her home.

The next speaker was Nicole Babineau, who briefly expressed support for the proposal and indicated that the community did not want a sidewalk to be built on Cameron Road.

The final registered speaker was J. Dan Kirk, who spoke about the process surrounding previous development applications, and stressed the importance of respecting terms in written contracts. He encouraged DPDS Reade to work with Director of Operations Tim Colwell to provide a recommendation on traffic considerations and include it in the development agreement. Mr. Kirk then called for the draft development agreement to bind future owners of the property to the same conditions that would bind the current owner, with DPDS Reade indicating that this provision was already included in the agreement. Mr. Kirk concluded his remarks by encouraging Council to only approve the agreement if it established clear responsibilities and safeguards that provide for safe access and lasting accountability.

Mayor Alexander then called three times for anyone else in the audience to speak who wished to speak in favour of the application. The following individuals spoke:

Brad Dryer – 211 Gondola Point Road

Mr. Dryer indicated that the community had largely been against the original proposal and thanked the applicant for working with residents to find a path forward. He spoke about the process and indicated that he felt there had been some mistrust created early on, but that the proposal to build 34 units now seemed to be well received. He also spoke about traffic concerns, noting that 34 units would not materially change the issue.

Mayor Alexander then called three times for anyone else in the audience to speak who wished to speak against the application. The following individuals spoke:

Charlotte McGill Pierce – 6 Persimmon Lane
Drew Schedler – 9 Fir Lane

Ms. McGill Pierce indicated that she was not explicitly against the proposal but wanted clarification on how the PIDs would be amalgamated and how they would be treated if the properties were to ever

be sold to a different owner. She asked – should the rezoning to R3 be approved – if the PIDs would revert back to their current zoning if the new homes are not built. DPDS Reade responded that the development agreement would still apply if the property were to be sold to another developer. Ms. McGill Pierce sought further clarification on whether a new developer would have to go through the same process with the Town if they wanted to build additional units, with DPDS Reade explaining that an amendment to the development agreement would first need to be obtained, and that doing so would require both a Planning Advisory Committee meeting and a public hearing. Isaiah Reid provided additional clarity, noting that the consolidation of PIDs could happen with or without the rezoning but that it could not be sold as an R3 development without a decision from Council to authorize the rezoning. Ms. McGill Pierce also spoke about traffic concerns and light pollution.

Mr. Schedler spoke briefly, noting that he felt that the community and developer were working together well, but that Town staff were pushing back on an agreement that most residents found acceptable.

Following the conclusion of comments from the public, Mayor Alexander offered Mr. Dobson the opportunity to speak. Mr. Dobson accepted and talked about the fact that he anticipated that many of the people who would move into the homes he planned to build would likely be existing community members looking to downsize and remain in the community. He also noted that he was okay with the conditions suggested by PAC, and that he was happy to answer questions from residents.

Adjournment
Mayor Alexander thanked all in attendance, and the public hearing adjourned at 8:32 p.m.

_____ _____
MAYOR ASSISTANT CLERK

70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
November 9, 2026

TO: Mayor Alexander and Members of Rothesay Council

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

DATE: 2026 November 3

SUBJECT: **Cameron Road Rezoning – First Reading**

RECOMMENDATION:
It is recommended that Rothesay Council:

1. Give 1st Reading, by Title, to By-law 2-10-47.

2. Direct the CAO to prepare a revised Development Agreement to incorporate any additional items warranted by Council.

ORIGIN
On October 26, 2026, Rothesay Council held a Public Hearing to consider rezoning of an approximate 4.37-hectare parcel of land at the rear of 7, 9, and 11 Cameron Road rom from Single Family Residential – Standard Zone (R1B) and Multi-Unit Residential Zone (R4) to Attached Residential Zone (R3). The rezoning was requested to allow for the development of the site with townhouse units.

During the Planning Advisory Committee's consideration of the application, the Committee recommended amendments to the draft Development agreement prepared by Staff.

As the terms for a Development Agreement entered into under Section 59 of the *Community Planning Act* are ultimately the decision of Council, direction from Council is required regarding the terms of the agreement.

DISCUSSION
The rezoning is being sought to allow the development of townhouse dwellings on the site. Staff recommend approval of the rezoning and have prepared a draft development agreement. The draft agreement provides for the development concept originally prepared by the proponent which included 64 townhouse units and also recommends that the proponent be responsible for the installation of a sidewalk along Cameron Road between 11 Cameron Road and Gondola Point Road.

As a result of consultation with residents of the surrounding neighbourhood, the proponent ultimately revised the development concept, reducing the number of units in the development to 34. The sidewalk

installation as proposed by Staff in the draft agreement also raised objections from the proponent and the surrounding neighbourhood.

As part of their recommendation to Council regarding the rezoning, the Planning Advisory Committee recommended the following five amendments to the draft Development Agreement:

- A limit of 34 units in the proposed development versus the provision for 64 units provided in the draft agreement.

- A requirement that the property parcels that are subject to the application be consolidated. Staff note the intent to consolidate is demonstrated via the Tentative Plan of Subdivision submitted with the application.

- A prohibition on the construction of buildings on "the panhandle" of portion of site. This is the general area at the rear of 6 Permission Lane, 11 Ricketts Lane and 42-54 Ballpark Avenue. The relatively narrow configuration of this portion of the site limits the construction of dwelling units.

- A review of alternate locations for a sidewalk other than Cameron Road, including a walkway through the adjacent apartment complex owned by the developer.

  Drawings provided at the Public Hearing provide for the construction of a 1.8 metre walking trail between the proposed development and the parking area of the adjacent Miller Patk Apartment complex, owned by the proponent. However, should this option be pursued Staff note the pedestrian pathway should be a hard surface such as asphalt and concrete and provide a delineated connection between the proposed development and Gondola Point Road.

  Staff also note this would function as private infrastructure and not be owned or maintained by Rothesay. A sidewalk within the Cameron Road right-of-way is Staff's preferred option to serve the broader neighbourhood.

- A review of traffic calming measures that could be employed on Cameron Road. Staff note traffic volumes on Cameron Road are an issue separate from rezoning given the role and function of Cameron Road as a collector street serving the broader West Beach Estates neighbourhood. Should Council desire a further review of traffic calming on Cameron Road, it is recommended it be dealt with as a separate matter from the development by Town operations Staff.

As the required Public Hearing has been completed and closed, the next steps for Council as part of the legislated rezoning process are:

- the required three readings of the by-law, and
- the required resolution to enter into a Development Agreement following third reading of the amending by-law.

Should Council wish to amend the draft Development Agreement to incorporate input from the Planning Advisory Committee or other items raised at the Public Hearing, Staff recommend that Council direct the CAO to prepare a revised Development Agreement for Council's review prior to second and third reading of the by-law. This would provide time for Staff to prepare any revisions requested by Council and allow for Council's review.

CONCLUSION

Staff recommend giving first reading to the amending by-law and, if required, directing the CAO to prepare a revised Development Agreement.

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

ROTHESAY
MEMORANDUM

TO	:	Mayor Alexander and Council
FROM	:	Mark Reade, P.Eng., RPP, MCIP Director of Planning and Development Services
DATE	:	6 November 2026
RE	:	Lands south of 5, 7, 9, and 11 Cameron Road (PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064378 (portion), 00064352 (portion)

RECOMMENDATION:

- Council give 1st Reading, by Title, to By-law 2-10-47
- Direct the CAO to prepare a revised Development Agreement to incorporate any additional items warranted by Council

Background:
The application has been reviewed by the Planning Advisory Committee and the Committee passed the following motions at its regular meeting of Monday, October 5, 2026:

> **MOVED** by … and seconded by … that PAC hereby recommends that Council enact BY-LAW 2-10-47 to rezone a parcel of land having an approximate area of 4.37 hectares located at the rear of 7, 9, and 11 Cameron Road (PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064352 (portion), 00064378 (portion)) from Single Family Residential – Standard Zone (R1B) and Multi-Unit Residential Zone (R4) to Attached Residential Zone (R3).
>
> **CARRIED.**

> **MOVED** by … and seconded by … that PAC hereby recommends that Council authorize the Mayor and Clerk to enter into an agreement, to allow for the development of a parcel of land having an approximate area of 4.37 hectares located at the rear of 7, 9, and 11 Cameron Road (PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064352 (portion), 00064378 (portion)), and that the final agreement incorporate the following
>
> - Cap of 34 units
> - No buildings on “the panhandle” of portion of site
> - Consolidation of PIDs
> - Review of alternate locations for a sidewalk other than Cameron Road including a walkway through the adjacent apartment complex owned by the Developer.
> - Review of traffic calming measures that could be employed on Cameron Road.
>
> **CARRIED.**

Council held a public hearing on Monday, October 26th, 2026.

Attachment: Draft By-law 2-10-47

BY-LAW 2-10-47
A BY-LAW TO AMEND THE ZONING BY-LAW
(No.2-10 Rothesay)

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

That Schedule A, entitled "Zoning" as attached to By-Law 2-10 "ROTHESAY ZONING BY-LAW" is hereby amended, as identified on the attached sketch identified as "Attachment A – Bylaw 2-10-47".

The purpose of the amendment is to rezone an approximate 4.37-hectare parcel of land at the rear of 7, 9, and 11 Cameron Road (PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064352 (portion), 00064378 (portion)) from **Single Family Residential – Standard Zone (R1B)** and **Multi-Unit Residential Zone (R4)** to **Attached Residential Zone (R3)** to allow for a residential development subject to the execution of a Development Agreement in accordance with the *Community Planning Act*, supra.

.

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE
AND ENACTED :

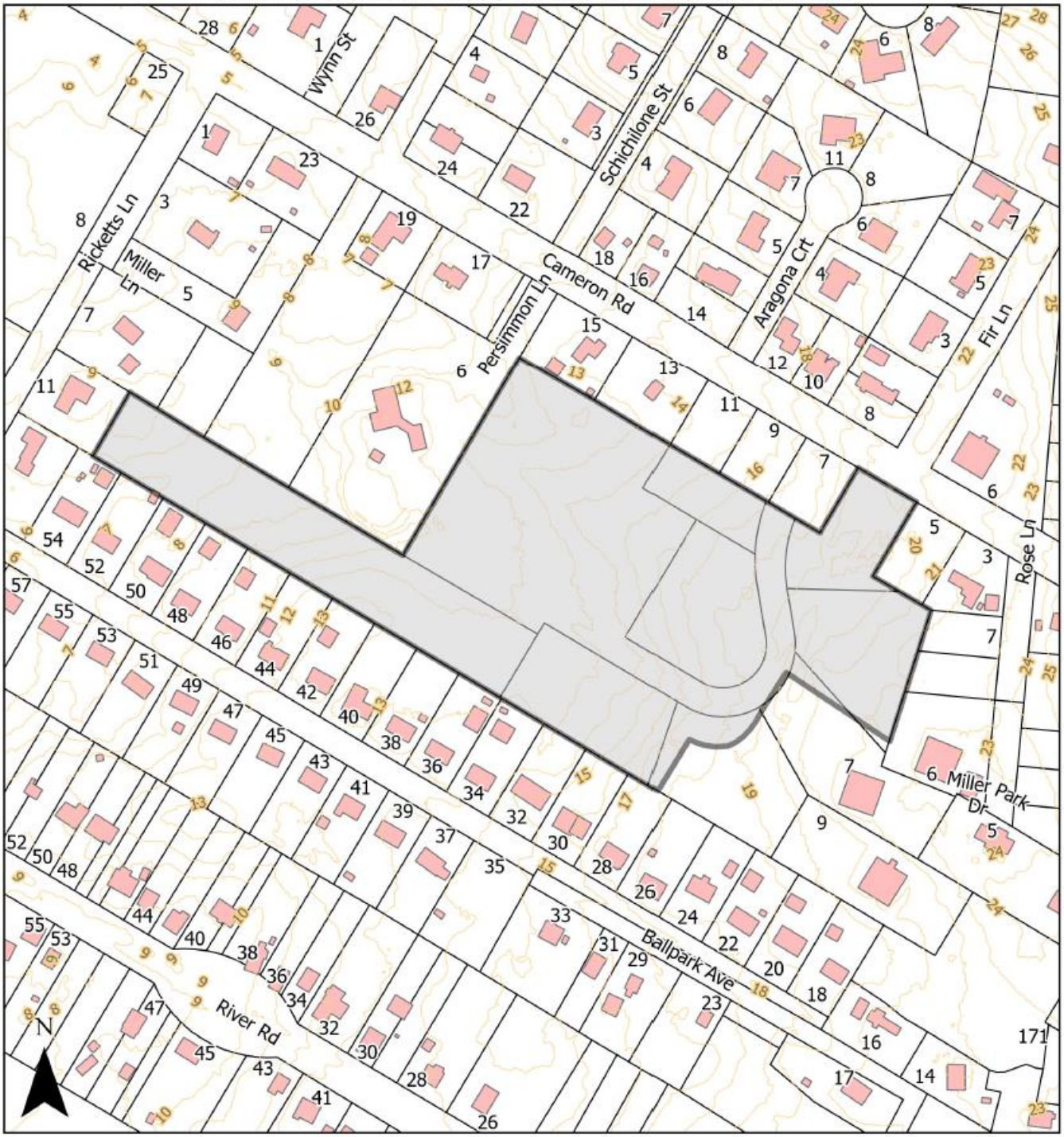
MAYOR

CLERK

DRAFT

Attachment A - Bylaw 2-10-47

PID 00064337, 00064386, 00246769, 00246868, 00064394, 00064402,
00064345 (portion), 00064352 (portion), & 00064378 (portion)



2026-10-02

1:2,822

Residential Buildings

Subject Property

0 45 90 180

Metres

Rothesay

DEVELOPMENT AGREEMENT - DRAFT

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

Parcel Identifier of Parcels Burdened Agreement:	PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), by 00064352 (portion), 00064378 (portion)
Owner of Land Parcels:	**L T S INVESTMENTS INC.** 312 Rothesay Ave Saint John, NB E2J 2B9 (Hereinafter called the "Developer")
Agreement with:	**Rothesay** 70 Hampton Road Rothesay, New Brunswick E2E 5L5 (Hereinafter called the "Town") a body corporate under and by virtue of the Local Governance Act, RSNB 2021, Chapter 18, located in the County of Kings and Province of New Brunswick

WHEREAS the Developer is the registered owner of certain land located along Cameron Road (PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064352 (portion), 00064378 (portion)) and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND WHEREAS the Developer is now desirous of entering into a development agreement to allow for the development of a series of two-unit and townhouse dwellings on the Lands as described in Schedules A through C. *(*herein after called the "Project*")*

AND WHEREAS Rothesay Council under the provisions of Section 59 of the *Community Planning Act*, on **INSERT DATE** authorized the Mayor and Clerk to enter into a Development Agreement with L T S INVESTMENTS INC., to develop a series of two-unit and townhouse dwellings on the Lands.

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

1. The Developer agrees that the total number of residential units situated on the Lands shall not exceed a maximum of sixty-four (64) residential units.

Schedules

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

Site Development

3. The Developer agrees that except as otherwise provided for herein the use of the Lands shall comply with the requirements of the Rothesay Zoning By-law and Subdivision By-law, as may be amended from time to time.

4. The Developer agrees to develop the Lands in a manner, which, in the

opinion of the Development Officer, is generally in conformance with Schedules B, and C.

5. The Developer agrees to provide a detailed landscaping plan for the site with the initial Development / Building Permit application for the approval of the Development Officer.

Architectural Guidelines

6. The Developer agrees that an objective of this development is to provide a high quality and visually attractive development, which exhibits an architectural design that reinforces the community character and that is generally consistent with the existing styles of housing in Rothesay. The Developer agrees to ensure the following:
    a. The architectural design of the building shall be, in the opinion of the Development Officer, generally in conformance with Schedules B and C.
    b. That the front facades of the proposed buildings incorporate masonry cladding as detailed on the drawings in Schedule B
    c. That should townhouse dwellings of three units or greater be constructed as part of the development, the townhouse units be designed and constructed so that the front walls of adjacent units are varied by at least 0.6 metres from each other along the front of the building.
    d. All exterior mounted ventilation and related mechanical equipment, including mini-split heat pumps, shall be located on the sides of the proposed buildings to reduce clutter and negative impacts on the architectural character of the building.

Off-Site Disturbance

7. The Developer agrees that any disturbance to existing off site infrastructure resulting from the development, including but not limited to, streets, sidewalks, curbs and gutters, street trees, landscaped areas and utilities, shall be the full responsibility of the Developer, and shall be reinstated, removed, replaced or relocated by the Developer as directed by the Development Officer, in consultation with the Director of Operations.

Development Permit

8. The Developer agrees to not commence clearing of trees, removal of topsoil or excavation activities in association with the construction of the development until the Town has approved a development permit for site grading, erosion and sedimentation control as issued by the Development Officer.

9. The Developer agrees that the Development Officer shall not issue a development permit to the Developer for work directly connected with the any work on the Lands until the Developer submits the following plans acceptable to the Town:
    a. Storm water Management Plan as per PART 11 of this agreement; and
    b. Landscaping Plan as per PART 5 of this agreement.

Municipal Sidewalks

10. The Developer shall carry out and pay for the entire actual cost of a public sidewalk constructed to Town standards within the Town right-of-way along the frontage of Cameron Road from the property located at 11 Cameron Road (PID 30366835) to the intersection of Cameron Road and Gondola Point Road. The design of this sidewalk is subject to the approval of the

Director of Operations.

The Developer is responsible for the engagement and costs of a Consulting Engineer for the design, full-time construction inspection, and administration of the sidewalk installation including:

a) supply and maintenance of for a period of one (1) year the topsoil, sod, landscaping and the planting of street trees located every 10 meters, or an equivalent number planted in locations approved by the Town, along the length of the public road right-of-way where such trees are as follows:

i. Not smaller than six centimetres (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by the Development Officer.

Storm Water Management

11. The Developer agrees to have a storm water management plan designed by a professional engineer so that the peak surface runoff rates discharged from the development shall not exceed pre-development peak discharge rates as described in Schedule “D” Storm Water Standards of Zoning By-law 2-10. Including a net-zero stormwater management approach for the 1 in 5 year and 1 in 100-year return periods. This stormwater plan is subject to the approval of the Director of Operations.

12. The stormwater management plan for the development shall be in general conformity with the development concept(s) provided with the rezoning application incorporating stormwater management ponds in the western portion of the site.

13. The Developer shall be responsible for the costs related to the design and installation of the storm water management plan and infrastructure including full-time inspection of the construction of the stormwater infrastructure by a qualified engineering consultant.

14. The design of the required stormwater management infrastructure is subject to the approval of Rothesay’s Director of Operations.

15. The developer must provide written certification from a qualified professional engineer licensed to practice in the Province New Brunswick, that the Developer has satisfactorily completed and constructed the stormwater management plan and works in accordance with this agreement and Schedule “D” Stormwater Standards of Zoning By-law 2-10 and as may be required by the Director of Operations prior to any construction of any buildings on the Lands pursuant to the specific proposal under this Agreement.

Water Supply

16. The Developer agrees to connect to Rothesay’s existing water system at a point to be determined by Rothesay’s Director of Operations and utilizing methods of connection approved by Rothesay.

17. In addition to and notwithstanding the payments committed elsewhere in this agreement the Developer agrees to pay the Town the following amounts:

a. an amount, calculated by the Director of Operations in the manner set out in By-Law 1-18 Water By-Law as amended from time to time, for Permit Connection and Water System Access Fees, which shall be paid to the Town on issuance of the building permit; and

18. The Town agrees to supply potable water for the proposed residential development incorporating a maximum of 64 dwelling units and the associated residential use incidental thereto and for no other purposes whatsoever.

19. The Developer agrees that the water supply shall not be used to service any water-to-air heat pump or exchanger and that there shall be no inter-connection with domestic wells.

20. The Town does not guarantee and nothing in this Agreement shall be deemed to be a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water. Further the Developer agrees to the following:

    a. The Developer agrees to install a water meter and backflow prevention device approved by Rothesay's Director of Operations at a location approved by the Director of Operations.

    b. The Developer agrees that the Town Council may terminate the Developer's connection to the Town water system in the event that the Town finds that the Developer is drawing water for an unauthorized purpose or for any other use that the Town deems in its absolute discretion.

21. The Developer agrees that all connections to the Town water mains shall be approved by the Director of Operations or such other person as is designated by the Town and shall occur at the sole expense of the Developer. The Developer's engineering consultant shall provide full-time construction inspection of the water main connection.

22. The Developer agrees that Town staff shall visually inspect the connection to the Town water mains before the connection is buried. In the event such connections are buried prior to inspection the Developer shall on the demand of Town Staff re-excavate such connections for inspection at no cost to the Town.

23. The Developer shall engage a Professional Engineer for the design and construction inspection of the water distribution system for the proposed development. The design of the water distribution system is subject to the approval of the Director of Operations. Costs related to the design and construction of the water distribution system for the development shall be the responsibility of the Developer.

24. Fire hydrant(s) shall be provided so that the maximum distance to a fire hydrant from the closest point on each dwelling shall not exceed 183 m (600 ft).

25. The written certification of a Professional Engineer licenced to practice in the Province of New Brunswick that the connection of service laterals and the connection to the existing town water supply has been satisfactorily completed and constructed in accordance with the Specifications for Developers is required prior to the occupation of any buildings or portions thereof.

Sanitary Sewer

26. In addition to and notwithstanding the payments committed elsewhere in this agreement, the Developer agrees to pay the Town an amount, calculated by the Director of Operations in the manner set out in By-Law 1-15 Sewage By-Law as amended from time to time, for Permit and Sewer

Connection Fees which shall be paid to the Town on issuance of the building permit.

27. The Developer agrees that all connections to the Town's sanitary sewer system shall be approved by the Director of Operations or such other person as is designated by the Town and shall occur at the sole expense of the Developer.

28. The Developer shall be responsible for the costs related to the design and installation of the sanitary sewer system serving the development including full-time inspection of the work by a qualified engineering consultant.

29. The design of the required sanitary sewer system for the development is subject to the approval of Rothesay's Director of Operations.

30. The Developer agrees that all connections to the Town sanitary sewer system shall be supervised by the Developer's Professional Engineer and inspected by Town staff prior to backfilling and shall occur at the sole expense of the Developer.

Lighting and General Maintenance

31. The Developer agrees to direct all exterior lighting to driveways, parking areas, building entrances and walkways and that all exterior lighting shall be arranged or directed so as to divert the light away from adjacent residential lots and buildings.

32. The Developer agrees to install decorative pole lights, the style to be approved by the Town for illumination of the driveway and roadway frontage of the lot. The pole lights shall become the responsibility of the property owner and shall be maintained in a manner to ensure continuous operation

33. The Developer shall maintain, at its own expense, the Lands, buildings or structures shown on the site plan in a condition appropriate to the area in which it is located, such determination to be made in accordance with standards prescribed by the Town.

34. The Developer agrees that all refuse containers located outside the building shall be fully screened from adjacent properties and from streets by means of opaque fencing/masonry walls with suitable landscaping in accordance with the Zoning by-law and shall further ensure that all refuse is removed regularly.

35. The Developer shall maintain and keep in good repair all portions of the development on the Lands, including but not limited to, the interior and exterior of buildings, fencing, walkways, recreational amenities, parking areas and driveways, and the maintenance of all landscaping including the replacement of damaged or dead plant stock, trimming and litter control, garbage removal and snow removal/sanding of walkways and driveways.

36. The Developer expressly agrees and understands that notwithstanding any provision of the Town's Building By-Laws or any statutory by-law or regulatory provision to the contrary, the Building Inspector shall not issue a building permit to the Property Owner for work directly connected with the development of the Lands, nor shall the Property Owner be entitled to such a permit unless and until the Development Officer has approved the Site Plan submitted as part of the Development Permit process illustrating the precise size, location and configuration of the proposed building.

General Servicing

37. The Developer agrees to engage an engineering consultant to provide for the design of infrastructure to serve the development and full-time

inspection and provide signed documentation and progress reports from a practicing Professional Engineer, licensed in New Brunswick ensuring that applicable codes and standards have been met and that the work was completed and utilizing such materials as in accordance with the terms of this Agreement and approved specifications.

38. The Developer agrees to provide as-built drawings that delineate all infrastructure to be submitted to Rothesay in compliance with the minimum standards and requirements specified in Rothesay's Digital Data Submission Standards for Infrastructure and Construction Drawings.

39. The Developer agrees that all items, materials, pipes, fittings, and other such infrastructure following acceptance of delivery on site by the Developer shall remain the full responsibility of the Developer against their accidental breakage or vandalism until Rothesay accepts the completed works.

40. The Developer agrees to provide Rothesay with any security that may be required related to required connections to the town's water, sanitary sewer and storm sewer / storm drainage systems.

41. The Developer agrees to restore all disturbed or damaged areas of the public street and right of way to the satisfaction of Rothesay's Engineer following installation of the required municipal services.

42. The Developer agrees to provide and grant to the Town, its successors and assigns, unencumbered easements, if required, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of any infrastructure serving the development.

43. The Developer shall obtain the required permits from the Department of Environment and Local Government including but not limited to a Watercourse and Wetland Alteration permit. Copies of these approvals, or confirmation from the Province that they are not required, shall be submitted to the Development Officer prior to the issuance for the first building or development permit for the proposed development.

44. The Developer and their heirs and successors shall maintain ownership of and maintain all stormwater, sanitary sewer, and water distribution infrastructure constructed to serve the development and any infrastructure constructed on the site shall be considered private.

45. The Developer shall file a subdivision plan to consolidate the individual lots and parcels of land that comprise the subject site into a lot as detailed on the Tentative Plan of Subdivision included in Schedule C.

Access

46. The Developer shall engage a Professional Engineer to design and provide construction inspection of the proposed accesses. The costs associated with the design and construction are the responsibility of the Developer.

47. The design of the accesses for the Development is subject to the approval of Rothesay's Development Officer and Director of Operations.

48. The roadway(s) provided for the site access shall be maintained so as to be ready for use at all times by fire department vehicles and shall:

    a. have a clear width not less than 6 m (20 ft) remaining after snow removal;
    b. have an overhead clearance no less than 5 m (16 ft);
    c. be designed to support the loads imposed by firefighting equipment and be surfaced with Portland cement concrete, asphaltic concrete or other materials approved by the Director of Operations designed

to permit accessibility under all climatic conditions;
d. have signs posted to prohibit parking or placing items along the roadway obstructing access by fire department vehicles.

49. Should a gate be installed at the Cameron Road access to the development such gated access:

a. shall provide a suitable entry mechanism subject to the approval of Rothesay, the Kennebecasis Valley Fire Department and Kennebecasis Valley Police Force;
b. be approved by Rothesay, the Kennebecasis Valley Fire Department and Kennebecasis Valley Police Force prior to installation;
c. be maintained in proper working condition at all times and during all weather conditions;
d. maintain a minimum 6 m (20 ft) width of roadway in open position.

50. That the private access(es) serving the development be names and buildings/ units assigned individual civic numbers or addressing as required by Rothesay.

Retaining Walls

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

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

Indemnification

53. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on “an occurrence basis” and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars ($2,000,000.$\underline{00}$) including a project wrap-up liability policy (with no less than 24 months coverage after project completion). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

Notice

54. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to **LTS INVESTMENTS INC.,** 312 Rothesay Ave., Saint John, NB, E2J 2B9 and to the Town if delivered personally or by prepaid mail addressed to **ROTHESAY,** 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-laws

55. The Developer agrees to be bound by and to act in accordance with the By-

laws of the Town as amended from time to time and such other laws and regulations that apply or that may apply in the future to the site and to activities carried out thereon.

Termination

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

57. Notwithstanding the preceding paragraph (56) above, the Parties agree that the development shall be deemed to have commenced if within a period of not less than three (3) months prior to **INSERT DATE** the construction of the municipal service infrastructure has begun and that such construction is deemed by the Development Officer in consultation with the Director of Operations as being continued through to completion as continuously and expeditiously as deemed reasonable.

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

Security & Occupancy

59. The Town and Developer agree that Final Occupancy of the proposed building(s), as required in the Building By-law, shall not occur until all conditions above have been met to the satisfaction of the Development Officer and an Occupancy Permit has been issued.

60. Notwithstanding Schedule B and C of this Agreement, the Town agrees that the Occupancy Permit may be issued provided the Developer supplies a security deposit in the amount of one hundred twenty percent (120%) of the estimated cost to complete the required storm water management and landscaping. The security deposit shall comply with the following conditions:

    a. security in the form of an automatically renewing, irrevocable letter of credit issued by a chartered bank dispensed to and in favour of Rothesay;

    b. Rothesay may use the security to complete the work as set out in Schedule B and C of this Agreement including landscaping or storm water works not completed within a period not exceeding six (6) months from the date of issuance of the Occupancy Permit;

    c. all costs exceeding the security necessary to complete the work as set out in Schedule B and C of this Agreement shall be reimbursed to Rothesay; and

    d. any unused portion of the security shall be returned to the Developer upon certification that the work has been completed and acceptable to the Development Officer.

Failure to Comply

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

    (a) The Town shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default and the Developer hereby submits to the jurisdiction of such Court and waives any defense based upon the allegation that damages would be an adequate remedy;

    (b) The Town may enter onto the Lands and perform any of the covenants contained in this Agreement or take such remedial action as is considered necessary to correct a breach of the Agreement, whereupon all reasonable expenses whether arising out of the entry onto the Lands or from the performance of the covenants or remedial action, shall be a first lien on the Lands and be shown on any tax certificate issued under the Assessment Act;

    (c) The Town may, by resolution of Council, discharge this Agreement whereupon this Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Land Use By-law; and/or

    (d) In addition to the above remedies, the Town reserves the right to pursue any other remediation under the *Community Planning Act* or Common Law in order to ensure compliance with this Agreement.

Entire Agreement

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

Severability

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

Reasonableness

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

DRAFT

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

IN WITNESS WHEREOF, each of the parties set out below has caused this Agreement, made in duplicate, to be duly executed by its respective, duly authorized officer(s) as of _____, 2026.

L T S INVESTMENTS INC.

_____ _____
Witness: Danny Dobson, Director

Rothesay

_____ _____
Witness: Mayor name, Mayor

_____ _____
Witness: Clerk name, Clerk

DRAFT

SCHEDULE A – LEGAL DESCRIPTION OF PARCELS

PID: 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064352 (portion), 00064378 (portion)

DRAFT

SCHEDULE B – PROPOSED BUILDING PLANS



BAYFIELD

Unit A 971 SQ. FT. 28'-0"W x 56'-0"		***Unit B 1059 SQ. FT. 28'-0"W x 54'-0"D***	
Living Room	*15'-1" x 12'-0"/13'-8"*	*Living Room*	*14'-7" x 13'-4"*
Kitchen	*10'-4" x 9'-0"*	*Kitchen*	*11'-7" x 10'-0"*
Dining	*15'-1" x 8'-0"*	*Dining*	*11'-7" x 8'-0"*
Master Bedroom	*12'-0" x 12'-6"*	*Master Bedroom*	*12'-1" x 12'-9"*
Bedroom #2	*12'-4" x 9'-0"*	*Bedroom #2*	*10'-0" x 9'-0"/10'-8"*
Garage	*12'-0" x 22'-0"*	*Garage*	*12'-20" x 22'-0"*
"All dimensions are approximate"		*"All dimensions are approximate"*	



NOTE: Artist's renderings do not reflect actual home specifications.



BAYFIELD

Unit A 971 SQ. FT.
28'-0"W x 56'-0"

Living R●●m	15'-1" x 12'-0" / 13'-8"
Kitchen	10'-4" x 9'-0"
Dining	15'-1" x 8'-0"
Master Bedro●m	12'-0" x 12'-6"
Bedro●m #2	12'-4" x 9'-0"
Garage	12'-0" x 22'-0"

"All dimensions are approximate"

Unit B 1059 SQ. FT.
28'-0"W x 54'-0"D

Living R●●m	14'-7" x 13'-4"
Kitchen	11'-7" x 10'-0"
Dining	11'-7" x 8'-0"
Master Bedro●m	12'-1" x 12'-9"
Bedro●m #2	10'-0" x 9'-0" / 10'-8"
Garage	12'-20" x 22'-0"

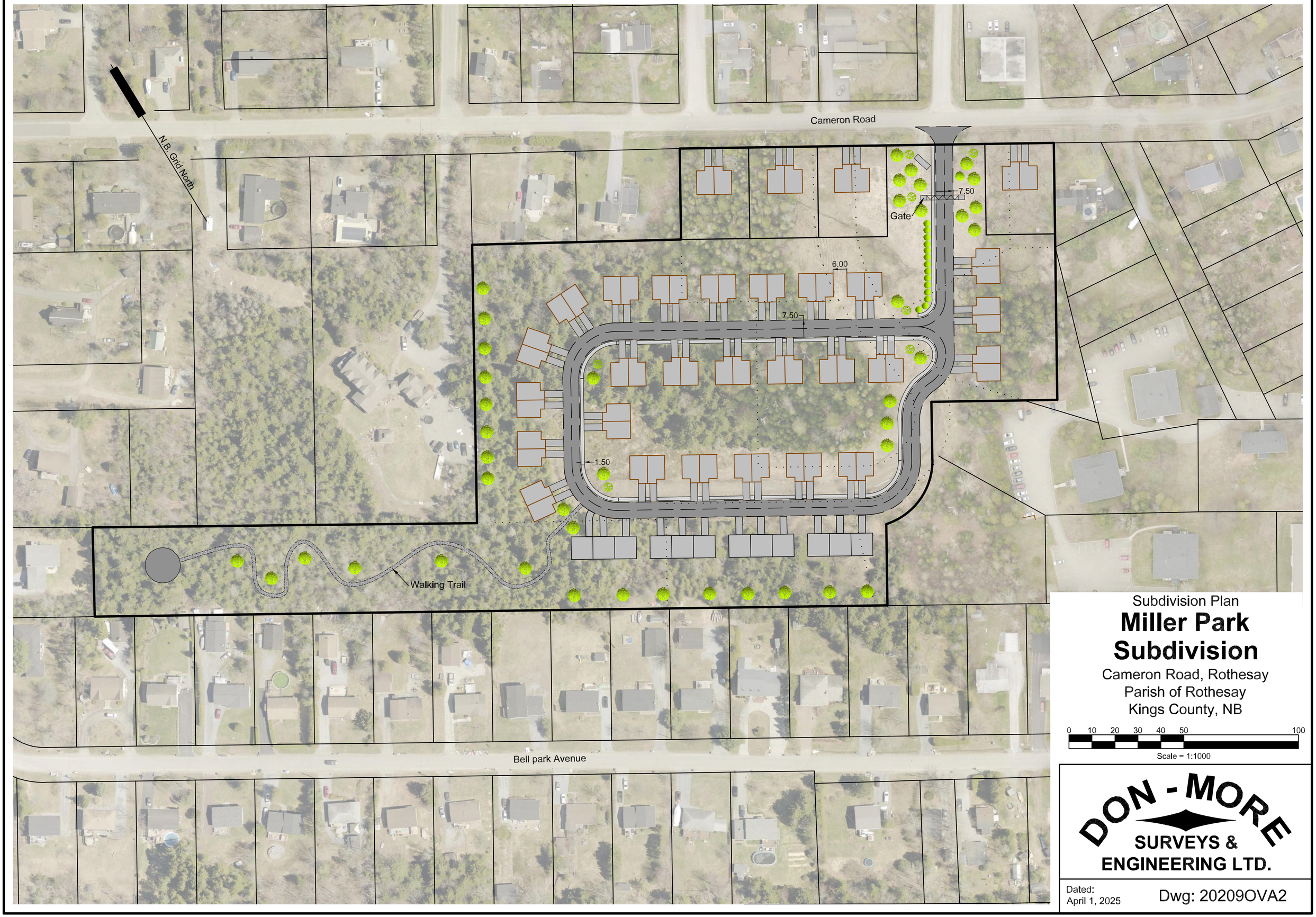
"All dimensions are approximate"



NOTE: Artist's renderings do not reflect actual home specifications.

SCHEDULE C – PROPOSED SITE PLAN AND SUBDIVISION PLANS

DRAFT



Subdivision Plan

Miller Park Subdivision

Cameron Road, Rothesay
Parish of Rothesay
Kings County, NB

0 10 20 30 40 50 100

Scale = 1:1000

DON - MORE
SURVEYS & ENGINEERING LTD.

Dated:
April 1, 2025

Dwg: 20209OVA2

2026Nov09OpenSessionFINAL_294



DMSE

REGISTERED PROFESSIONAL ENGINEER
Province of New Brunswick
M5990
Andrew K. Toole
Signature
2026-03-30
Date
Province du Nouveau-Brunswick
INGÉNIEUR IMMATRICULÉ

- ALL WORK TO BE PERFORMED IN ACCORDANCE WITH THE TOWN OF QUISPAMSIS GENERAL SPECIFICATIONS, LATEST REVISION.
- ALL ELEVATIONS ARE GEODETIC BASED ON SERVICE NEW BRUNSWICK ACTIVE CONTROL UTILIZING GEOID MODEL CGVD2013.
- THE APPROXIMATE LOCATION OF KNOWN INFRASTRUCTURE IS SHOWN ON THE PLANS BASED ON THE BEST AVAILABLE INFORMATION AT THE TIME. HOWEVER, THE CONSULTANT ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OR COMPLETENESS OF THIS INFORMATION.
- CONTRACTOR TO CONFIRM HORIZONTAL LOCATION AND VERTICAL ELEVATION OF ALL EXISTING SERVICES PRIOR TO COMMENCING WORK. CONTRACTOR TO IMMEDIATELY REPORT ANY DISCREPANCIES TO THE ENGINEER.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO BECOME FAMILIAR WITH AND UNDERSTAND THE NATURE AND EXTENT OF THE WORK TO BE EXECUTED, THE NATURE OF THE SOIL, SURFACE WATER DRAINAGE, THE GENERAL FORM OF THE SURFACE OF THE GROUND, AND GENERALLY OF ALL MATTERS WHICH CAN IN ANY WAY INFLUENCE THE CONSTRUCTION OF THIS PROJECT.
- ALL REQUIRED PERMITS MUST BE OBTAINED IN ADVANCE OF CONSTRUCTION.
- ALL APPLICABLE CITY BY-LAWS, PROVINCIAL AND FEDERAL STATUTES AND REGULATIONS MUST BE ADHERED TO.
- CONTRACTOR MAY NOT SUBSTITUTE ANY MATERIALS UNLESS APPROVED BY THE ENGINEER.
- CONTRACTOR TO NOTIFY THE TOWN OF QUISPAMSIS REGARDING CONSTRUCTION SCHEDULE PRIOR TO COMMENCING CONSTRUCTION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR TRAFFIC CONTROL AND SAFETY MEASURES DURING THE WORK.
- THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND UTILITY LOCATIONS AND REPORT ALL ERRORS AND OMISSIONS PRIOR TO COMMENCING WORK.
- ALL MUNICIPAL INFRASTRUCTURE, PUBLIC UTILITIES, NATURAL GAS MAINS, AND OTHER INFRASTRUCTURE MUST BE LOCATED IN THE FIELD PRIOR TO THE START OF EXCAVATION.
- CONTRACTOR TO ENSURE PROPER EROSION AND SEDIMENTATION CONTROL METHODS ARE USED TO CONTROL SITE RUNOFF DURING CONSTRUCTION.

NEW BUILDING AREAS
NEW ASPHALT AREAS
NEW CONCRETE AREAS
NEW GRAVEL AREAS
NEW GRASS AREAS
NEW WOODED AREAS

REVISION:

No.	DATE Y/M/D	DESCRIPTION
1	2026-03-30	ISSUED FOR REVIEW

DWG: 20209ESP4
DATED: March, 27 2026
DESIGNED BY: A. Toole
DRAWN BY: S.Danbaba
CHECKED BY: A. Toole
IF THIS BAR IS NOT 25mm LONG, ADJUST YOUR PLOTTING SCALE
SCALE: HORIZONTAL 1:750 VERTICAL N/A
SCALE: 1:750 METRIC
15 12 9 6 3 0 15 30 45

CLIENT:
LTS INVESTMENTS INC

PROJECT:
MILLER PARK

TITLE:
SITE PLAN

SHEET C1 of 1

ISSUE: ISSUED FOR REVIEW
DATE OF: 2026-03-30
REV # 1



DMSE

REGISTERED PROFESSIONAL ENGINEER
Province of New Brunswick
M5990
Andrew K. Toole
Signature
2026-07-28
Date
Province du Nouveau-Brunswick
INGÉNIEUR IMMATRICULÉ

- ALL WORK TO BE PERFORMED IN ACCORDANCE WITH THE TOWN OF ROTHESAY GENERAL SPECIFICATIONS, LATEST REVISION.
- ALL ELEVATIONS ARE GEODETIC BASED ON SERVICE NEW BRUNSWICK ACTIVE CONTROL, UTILIZING GEOID MODEL CGVD2013.
- THE APPROXIMATE LOCATION OF KNOWN INFRASTRUCTURE IS SHOWN ON THE PLANS BASED ON THE BEST AVAILABLE INFORMATION AT THE TIME. HOWEVER, THE CONSULTANT ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OR COMPLETENESS OF THIS INFORMATION.
- CONTRACTOR TO CONFIRM HORIZONTAL LOCATION AND VERTICAL ELEVATION OF ALL EXISTING SERVICES PRIOR TO COMMENCING WORK. CONTRACTOR TO IMMEDIATELY REPORT ANY DISCREPANCIES TO THE ENGINEER.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO BECOME FAMILIAR WITH AND UNDERSTAND THE NATURE AND EXTENT OF THE WORK TO BE EXECUTED, THE NATURE OF THE SOIL, SURFACE WATER DRAINAGE, THE GENERAL FORM OF THE SURFACE OF THE GROUND, AND GENERALLY OF ALL MATTERS WHICH CAN IN ANY WAY INFLUENCE THE CONSTRUCTION OF THIS PROJECT.
- ALL REQUIRED PERMITS MUST BE OBTAINED IN ADVANCE OF CONSTRUCTION.
- ALL APPLICABLE CITY BY-LAWS, PROVINCIAL AND FEDERAL STATUTES AND REGULATIONS MUST BE ADHERED TO.
- CONTRACTOR MAY NOT SUBSTITUTE ANY MATERIALS UNLESS APPROVED BY THE ENGINEER.
- CONTRACTOR TO NOTIFY THE TOWN OF ROTHESAY REGARDING CONSTRUCTION SCHEDULE PRIOR TO COMMENCING CONSTRUCTION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR TRAFFIC CONTROL AND SAFETY MEASURES DURING THE WORK.
- THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND UTILITY LOCATIONS AND REPORT ALL ERRORS AND OMISSIONS PRIOR TO COMMENCING WORK.
- ALL MUNICIPAL INFRASTRUCTURE, PUBLIC UTILITIES, NATURAL GAS MAINS, AND OTHER INFRASTRUCTURE MUST BE LOCATED IN THE FIELD PRIOR TO THE START OF EXCAVATION.
- CONTRACTOR TO ENSURE PROPER EROSION AND SEDIMENTATION CONTROL METHODS ARE USED TO CONTROL SITE RUNOFF DURING CONSTRUCTION.

NEW BUILDING AREAS
NEW ASPHALT AREAS
NEW CONCRETE AREAS
NEW GRAVEL AREAS
NEW GRASS AREAS
UNDISTURBED AREAS

REVISION:

No.	DATE Y/M/D	DESCRIPTION
1	2026-07-28	ISSUED FOR REVIEW

DWG: 20209ESP6
DATED: March, 27 2026

DESIGNED BY: A. Toole
DRAWN BY: S.Danbaba
CHECKED BY: A. Toole

IF THIS BAR IS NOT 25mm LONG, ADJUST YOUR PLOTTING SCALE

SCALE: HORIZONTAL 1:750 VERTICAL N/A

SCALE: 1:750 METRIC
15 12 9 6 3 0 15 30 45

CLIENT:
LTS INVESTMENTS INC

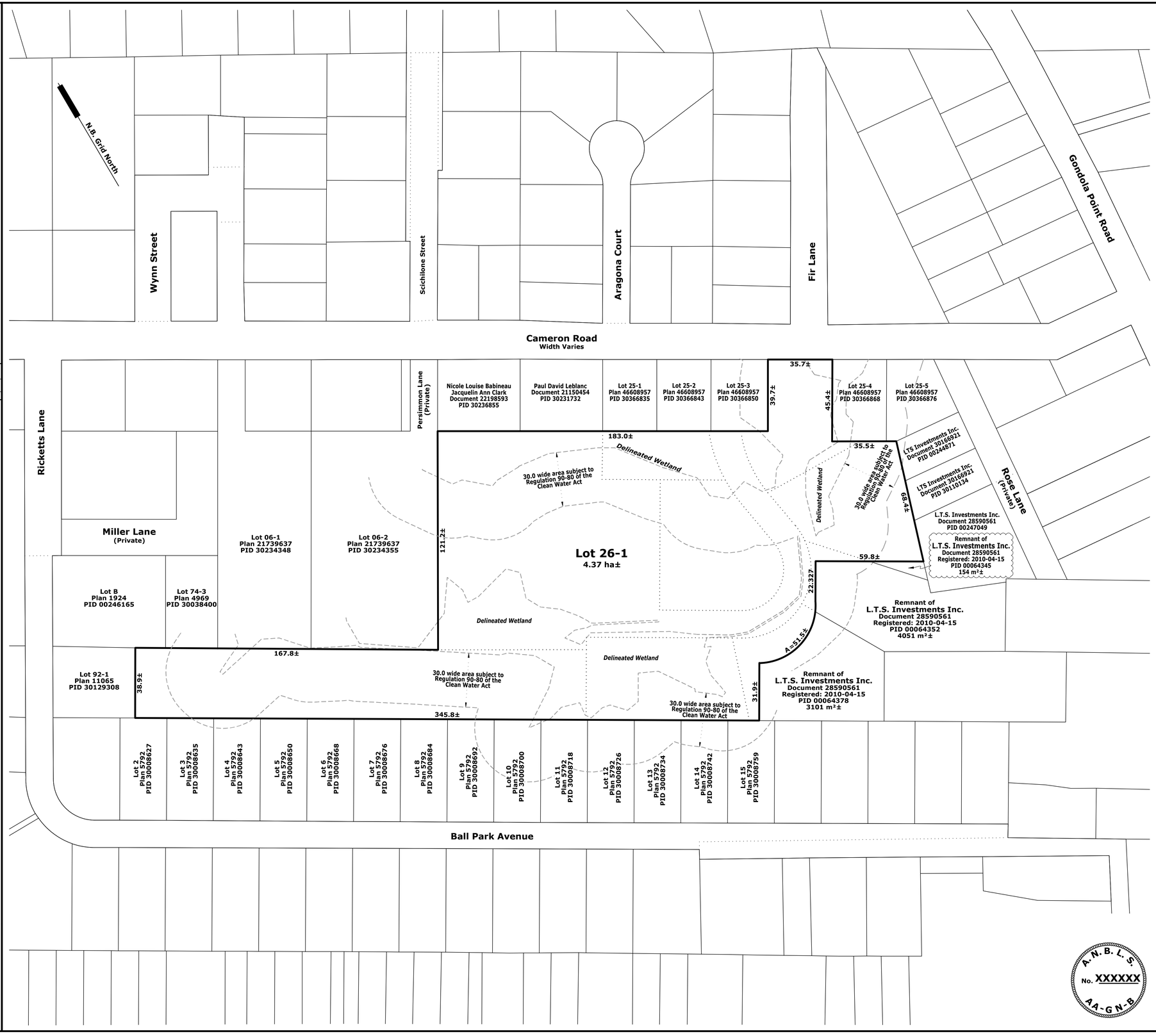
PROJECT:
MILLER PARK

TITLE:
SITE PLAN

SHEET C1 of 2

ISSUE: ISSUED FOR REVIEW
DATE OF: 2026-07-28

REV # 1



NB Grid Coordinate Values (HPN)

Point	Easting	Northing	Remarks
List points using CoordTable format			
Copy and paste into this piece of text			

Watercourse and Wetlands Alteration (WAWA) Regulation Note

Watercourses, wetlands, and their respective 30-metre buffers are regulated features and any alterations within those areas require a permit issued by the Department of Environment and Local Government such as, but not limited to, soil disturbance, removal of vegetation, placement of a structure, etc. These features are regulated as per their presence on the ground and the representation on this plan may not be accurate. It is the responsibility of the landowner to ensure no alterations take place in those areas without a Watercourse and Wetland Alteration (WAWA) Permit.

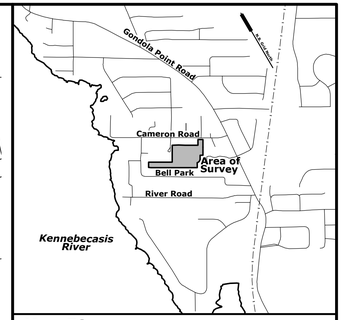
Areas identified as Delineated Wetlands, Watercourses By Andrew Toole on June 25, 2025 Job No. 20209.

Title Data

PID's 00064402, 00246868, 00246769, 00064386, 00064394, 00064378, 00064352, 00064345 & 00064337
Owner: L.T.S. Investments Inc.
Document 28590561
Registered: 2010-04-15

Signature of Owners

. . . . . .
Danny Dobson, President
for: L.T.S. Investments Inc.



Key Plan

Scale = 1:20,000

Legend

LANDS DEALT WITH BY THIS PLAN		CONTROL POINT	△
TABULATED COORDINATE POINT	1	FENCE	-x-
STANDARD SURVEY MARKER PLACED	⊙	WELL	○
STANDARD SURVEY MARKER FOUND	⊙	SIGN	-o-
CALCULATED COORDINATE POINT	⊙	TREE	○
ROUND IRON BAR FOUND	●	CULVERT	○
SQUARE IRON BAR FOUND	■	LIGHT STANDARD	☼
IRON PIPE FOUND	○	UTILITY POLE / GUY	●—
SCRIBED WOODEN SURVEY POST	⊠	UTILITY LINE	OH — HO
EASEMENT(S) SHOWN THUS		CENTRELINE	

Notes

1. **All computations performed and coordinates shown are based on the New Brunswick stereographic double projection and the NAD83(CSRS) ellipsoid, epoch 2010.**
2. **All distances shown are in metres and are grid distances calculated using a combined scale factor utilizing geoid model CGG2013a.**
3. **All directions are New Brunswick grid azimuths established using GNSS.**
4. **Document and plan numbers referred to are those of the land titles or county registry office.**
5. **Certification is not made as to legal title, being the domain of a lawyer, nor to the zoning & setback bylaws or regulations, being the domain of a Development Officer.**
6. **Certification is not made as to covenants set out in the document(s) and the location of any underground services and/or fixtures permanent or otherwise.**
7. **Peripheral information and adjacent owner information was derived from Service New Brunswick records unless otherwise noted.**

Purpose of Plan

- **To create Lot 26-1.**

Subdivision Plan

L.T.S. Investments Inc. Subdivision Lot 26-1

Cameron Road
Town of Rothesay
Kings County, NB

0 10 20 30 40 50 100
Scale = 1:1000

DMSE

Dated: August 27, 2026

TENTATIVE

. . . . . .
ANDREW K. TOOLE, NBLS #379

Dwg: 20209SDT2

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent:	Danny Dobson LTS INVESTMENTS INC. 312 Rothesay Ave Saint John, NB E2J 2B9
Office Held by Deponent:	**Director**
Corporation:	LTS INVESTMENTS INC.
Place of Execution:	Rothesay, Province of New Brunswick.
Date of Execution:	_____, 2026

I, **DANNY DOBSON**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;

2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;

3. the signature "**Danny Dobson**" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.

4. the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;

5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,
in the County of Kings,)
and Province of New Brunswick,)
This ___ day of _____, 2026)
)
BEFORE ME:)
)
_____)
Commissioner of Oaths) Danny Dobson

DRAFT

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent:	**CLERK** Rothesay 70 Hampton Road Rothesay, N.B. E2E 5L5
Office Held by Deponent:	Clerk
Corporation:	**Rothesay**
Other Officer Who Executed the Instrument:	**MAYOR** Rothesay 70 Hampton Road Rothesay, N.B. E2E 5L5
Office Held by Other Officer Who Executed the Instrument:	Mayor
Place of Execution:	Rothesay, Province of New Brunswick.
Date of Execution:	_____, 2026

I, **CLERK NAMR**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;

6. That the attached instrument was executed by me and **MAYOR NAME,** the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;

7. The signature "**MAYOR NAME**" subscribed to the within instrument is the signature of Mayor Name, who is the Mayor of the town of Rothesay, and the signature "**Clerk Name**" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;

8. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;

9. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of Rothesay, in the County of Kings, and Province of New Brunswick, This ___ day of _____, 2026)

BEFORE ME:)

_____)
Commissioner of Oaths)

_____
CLERK NAME

ROTHESAY
INTEROFFICE MEMORANDUM

TO	:	Mayor and Council
FROM	:	Laura Adair, Treasurer
DATE	:	November 4, 2026
RE	:	Motions for General Fund Operating Budget 2027

The finance committee recommends the following motions:

Motion: General Operating Fund

RESOLVED that the sum of **$27,551,787** be the total operating budget of the local government, that the sum of **$25,887,508** be the Warrant of the local government for the ensuing year, that the residential tax rate for the local government be **$1.1400,** and that the non-residential tax rate for the local government be **$1.9380**.

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

RESOLVED that the 2027 budget of the Kennebecasis Public Library be approved at $349,341 and the Rothesay contribution be approved as $136,089.

RESOLVED that the 2027 operating budget of the Kennebecasis Valley Fire Department Inc. be approved at $7,129,100 and the Rothesay contribution be approved as $2,862,839.

RESOLVED that the 2027 capital budget of the Kennebecasis Valley Fire Department Inc. be approved at $3,260,300 and the Rothesay contribution be approved as $1,309,241.

RESOLVED that the 2027 operating budget of the Kennebecasis Regional Joint Board of Police Commissioners be approved at $9,295,537 and the Rothesay contribution be approved as $3,676,969.

ROTHESAY
INTEROFFICE MEMORANDUM

TO	:	Mayor and Council
FROM	:	Laura Adair, Treasurer
DATE	:	November 4, 2026
RE	:	Motions for Utility Fund Operating Budgets 2027

The finance committee recommends the following motions be adopted:

Motion: Utility Operating Fund

RESOLVED that pursuant to subsection 117(4) of the Local Governance Act, the total budget for the Water and Wastewater Utility for the ensuing year would consist of total revenues of $4,743,570 and total expenditures of $4,743,570

Motion:

RESOLVED that the Sewer Service Charge (Section 9) in schedule "B" of by-law 1-15 be $565.00 per equivalent user unit

Motion:

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

Meter Size	Factor	Fixed Charge per Qtr	Annual Charge
5/8	1.00	$ 62.00	$ 248.00
3/4	1.44	$ 92.00	$ 368.00
1	2.56	$ 164.00	$ 656.00
1-1/2	5.76	$ 369.00	$ 1,476.00
2	10.24	$ 656.00	$ 2,624.00
4	40.96	$ 2,624.00	$ 10,496.00
6	92.16	$ 5,904.00	$ 23,616.00
8	163.84	$ 10,497.00	$ 41,988.00

Motion:

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

	Up to 84 m3	over 84 up to 800 m3	above 800m3
Single Family Residence	$1.42	$2.366	$3.37
Residence with rental or self contained unit	$1.42	$2.366	$3.37
Apt building up to 3 units	$1.42	$2.366	$3.37
Townhouses – individual meters	$1.42	$2.366	$3.37
Commercial	$1.42	$2.366	$3.37

	Up to 68 m3/unit	over 68 up to 600 m3/unit	above 600m3/unit
Apt building 4 units or more	$1.42	$2.366	$3.37
Townhouses group meters	$1.42	$2.366	$3.37

	Up to 3,250 m3	over 3,250 m3
Institutional (schools)	$1.42	$2.366

Motion:

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

Meter Size	Total	Quarterly (over 5 years)
5/8 inch	$ 488.00	$ 23.60
3/4 inch	$ 519.00	$ 25.10
1 inch	$ 617.00	$ 29.85
1 1/2 inch	$ 2,518.00	$ 121.85
2 inch	$ 2,828.00	$ 136.85
3 inch	$ 3,862.00	$ 186.85
4 inch	$ 6,342.00	$ 306.85

Motion:

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

Meter Size	Annual Charge
4	$1,225.00
6	$1,545.00
8 or larger	$1,865.00

ROTHESAY
MEMORANDUM

TO	:	Mayor and Council
FROM	:	Laura Adair
DATE	:	November 4, 2026
RE	:	Draft Operating Budgets

Draft 2027 operating budgets for discussion purposes are presented for your consideration.

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

In aggregate the General Fund increase is approx. 5.79% and the Utility Fund is 5.73%. Our financial calculations reflect a number of critical assumptions, all of which need to be reviewed, including the following:

General Fund

GNB has released the assessment change for Rothesay with a 10.38% increase in the assessment base plus an amendment to the “equalization” system resulting in operating funds of $35,773.

The draft documents propose a municipal tax rate of $1.1400 per $100 of assessed value. This is higher than the stabilizer rate of $1.1193 and lower than the existing rate of $1.17. At the proposed rate of $1.1400, the Warrant of Assessment increases by approximately 7.53%.

The stabilizer rate of $1.1193 provides approximately $1.15 million in rate stabilization. This is the amount that would not be collected from the assessment base compared with keeping the existing rate of $1.17. At the stabilizer rate, the Warrant of Assessment increases by approximately 5.58%. If the existing rate of $1.17 were maintained, it would increase by 10.36%.

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

Draft capital budgets have not been completed at this time. However, the amount allocated to “capital from operating” for the General Fund has been increased by $854,700 from 2026.

Other revenue areas, (ie rent, interest, arena, fields, etc.) have been updated to reflect recent actual results and are slightly higher than previous budgeted amounts including the surplus carried forward to revenue has increased by approximately $133,931.

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

Policing services	$3.67 million 3.0% increase
Fire protection	$2.96 million 1.9% increase

The contracts for snowplowing and waste disposal were renewed in 2024 and 2025 and are reflected in the budgeted expenditures included projected fuel escalation costs.

Payroll costs represent the largest single annual expenditure incurred by the Town. Aggregate payroll costs are in the range of $6.41 million or approximately 29% of non-fiscal expenditures. There are several factors to consider when projecting the change in payroll costs for 2026 to 2027, including:

Current collective agreements
General rate of inflation
Payroll agreements by comparable entities
Potential new hires or internal job realignment
Increase in the cost of benefit programs (2026 increase was approx. 0%)

In addition to wage adjustments, it is necessary to review staffing levels in various areas The 2027 draft budget reflects higher staffing costs compared with the previous budget, with funding four full-time positions: two in General Government for a Front Desk Clerk and HR Assistant, one in Environment Development for a Planning Assistant, and one in Recreation for an Arena Coordinator. The budget also includes three additional student positions for a Planning Student, Playground Leader and Canteen position.

Recreation department costs are expected to increase due to additional staff plus the operating costs associated with new properties such as the East Riverside floating docks.

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

Debenture payments are based upon existing debt and anticipated new payments for debentures to be received in 2027. Also, there are a number of large capital projects planned for future years which will have a longer term impact on financing costs.

Utility Fund

The draft utility operating budget includes an increase to water and sewer rates of 2.43%.

Proposed increase in water usage fees of 2.16% and sewerage fees of 2.73% (schedule attached)

Proposed based water rate of $1.42 (from $1.40) and sewer rate of $565.00 (from $550.00)

“Typical” user charge for a resident accessing both water and sewerage is approximately $1,202 annually (an increase of approximately 2.43%)

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

Overhead and direct wages are allocated to water and sewer using a 40/60 split based on the approximate number of equivalent users.

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

Capital from Operating has increased compared to 2026.

GENERAL OPERATING FUND

Draft BUDGET 2027 – HIGHLIGHTS

1. Total Operating Budget $27.5 million (an increase of 7.62% from 2026)
2. 7.53% increase in aggregate property tax assessments
3. Decrease tax rate to $1.14.00 per $100
4. Maintain the mark-up % re non-residential properties at 170%.
5. No significant changes to other revenue sources
6. Aggregate warrant of assessment = $25,887,508
7. New equalization funding of $35,773

8. **General Government** includes the administrative costs, insurance and other overhead expenditures and has an increase of approximately 5.37% primarily due to an increase in wages and benefits and professional fees, increases in insurance, information systems costs, FRSC charges and the "cost of assessment". The budget includes the creation of a new position related to front desk and HR assistant.

9. **Protective Services** budgets reflect the submissions from the Fire and Police Boards
   - KVFD - $2,965,816 – a funding increase of 1.9% (excluding capital expenditure for new fire truck) (expenditure growth offset by the inclusion of 2026 operating surplus)
   - KRJBPC - $3,676,969 – a funding increase of 3.0%

10. **Transportation Services** includes costs the Works Dept, snow removal contracts, salt expenditures and expected wage adjustments – an aggregate increase of 5.08%
    - Inflationary pressures related to road, sidewalk, drainage and traffic signal maintenance
    - Snow removal contract increased due to anticipated fuel escalation

GENERAL OPERATING FUND

Draft BUDGET 2027 – HIGHLIGHTS

11. **Environmental Health Services** includes garbage collection and disposal fees. The aggregate budget increased by 15.15% due to renewal of the waste disposal contract and fuel escalation charges. These increases include by a proposed 3% increase in tipping fees of $143 to $147 per metric tonne.

12. **Environmental Development Services –** includes Planning Dept salary and projects as well as Envision SJ re Economic Development. The budget increase includes the addition of a position to create a full-time assistant planner and a summer student.

13. **Recreation & Cultural Services** reflect an increase of 11.44% to reflect costs including the maintenance of trail infrastructure, regional facilities, parks, etc.

- Normal payroll increases plus inflationary pressures associated with parks and gardens, recreational properties
- Additional expenditures related to the addition of a full time staff member to Arena facilitate, one additional summer student for playground and position for the canteen
- Expenditures includes an increase in funding to Regional Facilities via the FRSC

14. **Fiscal Services** includes debt service costs and a decrease in the funding of capital projects

- Capital funding from operations an increase from 2026 by $954,700.

GENERAL OPERATING FUND

Draft BUDGET 2027 – HIGHLIGHTS

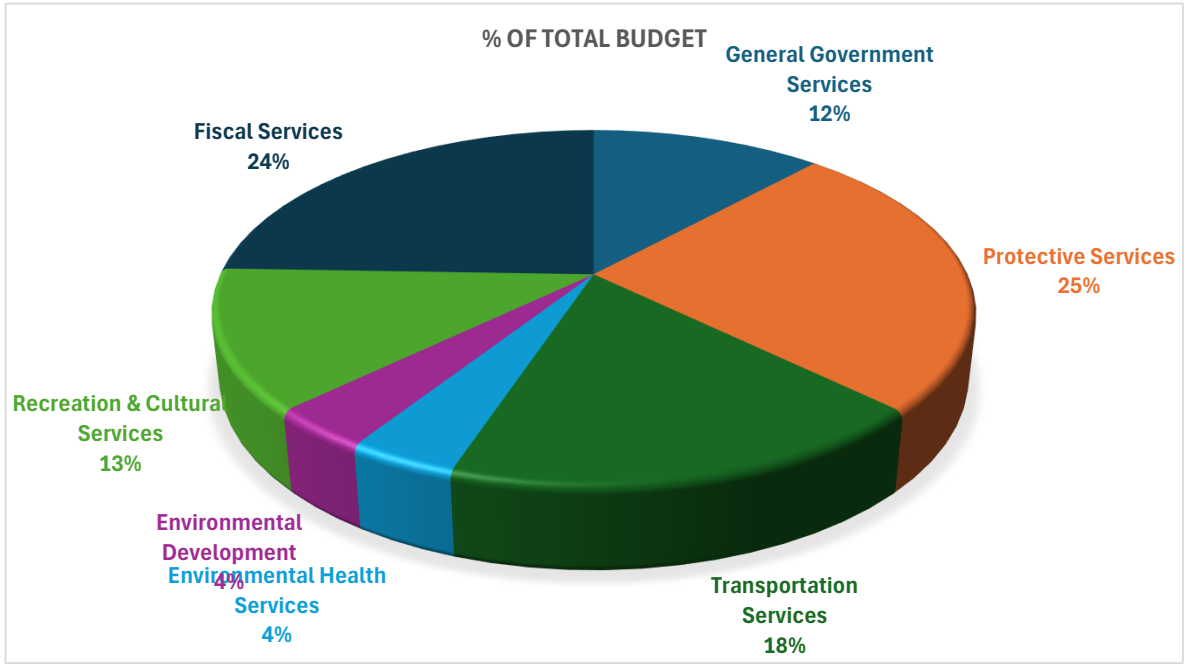
Total proposed expenditures by category are as follows:		**% of total Budget**
General Government Services	$ 3,247,400	5.37%
Protective Services	$ 7,022,085	2.39%
Transportation Services	$ 4,915,035	5.08%
Environmental Health Services	$ 1,090,500	15.15%
Environmental Development (planning)	$ 1,027,364	8.18%
Recreation and Cultural Services	$ 3,510,118	11.44%
Fiscal Services (P&I)	$ 584,586	-20.54%
Capital Expenditures	$ 6,154,700	18.36%

Town of Rothesay

Statement of Revenue & Expenditure

8 Months Ended 8/31/2024

	ACTUAL	ACTUAL YTD	BUDGET	BUDGET	**BUDGET**	Change
	2025	Aug-26	2025	2026	**2027**	%
REVENUE						
Warrant of Assessment	23,655,396	18,055,437	23,655,395	24,073,917	**25,887,508**	7.53%
Sale of Services	626,560	469,567	568,750	534,000	**516,100**	-3.35%
Services to Province of New Brui	95,372	59,197	80,000	80,000	**90,000**	
Other Revenue from Own Sourc	1,065,958	1,014,412	114,350	99,138	**129,190**	
CORE Equalization	52,390	39,690	52,389	53,660	**35,773**	-33.33%
Conditional Transfers	938,646	76,372	46,750	47,000	**47,000**	
Other Transfers	1,063,580	562,285	709,616	712,285	**846,216**	
	$27,497,902	$20,276,959	$25,227,250	$25,600,000	**$27,551,787**	**7.62%**
EXPENSES						
General Government Services	3,387,696	2,506,534	3,161,057	3,082,039	**3,247,400**	5.37%
Protective Services	6,711,144	5,301,312	6,651,330	6,858,426	**7,022,085**	2.39%
Transportation Services	4,472,706	3,148,486	4,402,284	4,677,215	**4,915,035**	5.08%
Environmental Health Services	891,997	700,821	995,000	947,000	**1,090,500**	15.15%
Environmental Development	563,345	550,524	723,872	949,703	**1,027,364**	8.18%
Recreation & Cultural Services	3,027,113	2,189,474	3,017,766	3,149,897	**3,510,118**	11.44%
Fiscal Services	8,197,693	1,327,485	6,275,941	5,935,720	**6,739,286**	13.54%
	$27,251,694	$15,724,636	$25,227,250	$25,600,000	**$27,551,787**	**7.62%**
Surplus (Deficit) for the Year	$246,208	$4,552,323	-$0	-$0	**-$0**	
Debt service ratio	828,300		818,441	720,720	564,413	
	3.04%		3.24%	2.82%	2.05%	


% OF TOTAL BUDGET
General Government Services 12%
Protective Services 25%
Transportation Services 18%
Environmental Health Services 4%
Environmental Development 4%
Recreation & Cultural Services 13%
Fiscal Services 24%

	ACTUAL 2025	ACTUAL YTD Aug-26	BUDGET 2025	BUDGET 2026	BUDGET 2027	
REVENUE						
Sale of Services						
Bill McGuire Memorial Centre	50,415	47,437	40,000	40,000	**45,000**	12.5%
Wells Canopy revenue	13,880	10,079	12,000	12,000	**12,000**	0.0%
Town Hall Rent	115,177	88,585	121,600	100,000	**81,000**	-19.0%
Community Garden revenue	886	920	1,000	1,000	**1,000**	0.0%
Fox Farm & Neil St Rental revenue	5,850	12,000	23,400	0	**0**	0.0%
Arena Revenue	299,861	175,897	245,500	253,500	**259,500**	2.4%
Recreation Programs	140,491	134,649	125,250	127,500	**117,600**	-7.8%
	626,560	469,567	568,750	534,000	**516,100**	-3.4%
Other Revenue from Own Sources						
Licenses & Permits	216,967	121,841	57,600	57,600	**87,600**	52.1%
Recycling Dollies & Lids	0	0	42	0	**0**	0.0%
Interest & Sundry	67,948	66,666	30,000	30,000	**30,000**	0.0%
Developers' Charges	0	100	0	0	**0**	0.0%
Miscellaneous	764,335	821,096	10,000	6,830	**6,830**	0.0%
Fire Dept. Administration	12,000	0	12,000	0	**0**	0.0%
Local Improvement Levy Mulberry Lane	4,708	4,708	4,708	4,708	**4,708**	0.0%
	1,065,958	1,014,412	114,350	99,138	**129,138**	30.3%
Conditional Transfers						
Canada Day Grant	2,420	2,410	1,750	2,000	**2,000**	0.0%
Grant - Other	884,430	12,500	0	0	**0**	0.0%
Grant - Students	51,795	61,462	45,000	45,000	**45,000**	0.0%
	938,646	76,372	46,750	47,000	**47,000**	0.0%
Other Transfers						
Surplus of 2nd Previous Year	109,616	112,285	109,616	112,285	**246,216**	119.3%
Utility Fund Transfer	600,000	450,000	600,000	600,000	**600,000**	0.0%
Transfer from Reserves	353,964	0	0	0	**0**	0.0%
	1,063,580	562,285	709,616	712,285	**846,216**	18.8%

	ACTUAL 2025	ACTUAL YTD Aug-26	BUDGET 2025	BUDGET 2026	BUDGET 2027	
EXPENSES						
General Government Services						
Legislative						
Mayor	53,648	35,064	55,000	56,900	**60,000**	5.4%
Councillors	179,368	122,578	154,610	178,000	**181,000**	1.7%
Regional Service Commission 9	45,895	43,930	45,895	58,573	**43,728**	-25.3%
Other	4,945	9,926	37,301	38,741	**38,740**	0.0%
	283,856	211,498	292,806	332,214	**323,468**	-2.6%
Administrative						
Administration - Wages & Benefits	1,527,778	920,046	1,397,409	1,299,223	**1,453,703**	11.9%
Office Building	232,740	192,258	203,500	204,000	**226,000**	10.8%
Supplies	364,479	304,957	210,600	287,000	**226,000**	-21.3%
Solicitor	48,470	35,790	50,000	50,000	**50,000**	0.0%
Professional Fees	99,815	19,017	100,000	35,000	**35,000**	0.0%
Other	125,890	106,064	116,598	121,598	**121,500**	-0.1%
	2,399,172	1,578,131	2,078,107	1,996,821	**2,112,203**	5.8%
Other General Government Services						
Website/Other	1,528	1,418	3,000	3,000	**3,000**	0.0%
Community Communications (Team)	4,721	4,113	65,500	10,700	**14,700**	37.4%
Civic Relations	2,634	11,472	1,500	1,500	**1,500**	0.0%
Insurance	257,816	268,158	272,900	286,545	**295,000**	3.0%
Donations	26,984	11,450	36,500	36,500	**36,500**	0.0%
Cost of Assessment	388,127	395,059	388,127	395,059	**436,029**	10.4%
Property Taxes - L.P.P.	19,653	19,790	18,617	19,700	**20,000**	1.5%
Fox Farm Rental Expenses	3,205	5,444	4,000	0	**5,000**	100.0%
	704,668	716,905	790,144	753,004	**811,729**	7.8%
Total General Government Services	**3,387,696**	**2,506,534**	**3,161,057**	**3,082,039**	**3,247,400**	5.4%

	ACTUAL 2025	ACTUAL YTD Aug-26	BUDGET 2025	BUDGET 2026	BUDGET 2027	
Protective Services						
Police						
Police Protection	3,418,030	2,675,136	3,418,030	3,569,517	**3,676,969**	3.01%
Crime Stoppers	2,800	0	2,800	2,800	**2,800**	0.00%
	3,420,830	2,675,136	3,420,830	3,572,317	**3,679,769**	3.01%
Fire						
Fire Protection	2,908,046	2,270,746	2,890,000	2,911,609	**2,965,816**	1.86%
Water Costs Fire Protection	335,000	340,000	335,000	340,000	**340,000**	0.00%
	3,243,046	2,610,746	3,225,000	3,251,609	**3,305,816**	1.67%
Emergency Measures						
EMO Director/Committee	0	0	1,000	1,000	**3,000**	200.00%
	0	0	1,000	1,000	**3,000**	200.00%
Other						
Animal & Pest Control	4,326	2,260	3,500	3,500	**3,500**	0.00%
Other	42,942	13,170	1,000	30,000	**30,000**	0.00%
	47,268	15,430	4,500	33,500	**33,500**	0.00%
Total Protective Services	**6,711,144**	**5,301,312**	**6,651,330**	**6,858,426**	**7,022,085**	2.39%

	ACTUAL 2025	ACTUAL YTD Aug-26	BUDGET 2025	BUDGET 2026	BUDGET 2027	
Transportation Services						
Common Services						
Administration (Wages & Benefits)	1,722,711	1,353,475	1,723,500	1,872,500	**1,933,500**	3.3%
Workshops, Yards & Equipment	719,754	520,638	801,261	733,775	**771,500**	5.1%
Engineering	9,975	0	7,500	10,000	**12,500**	25.0%
	2,452,440	1,874,113	2,532,261	2,616,275	**2,717,500**	3.9%
Roads & Streets	66,322	70,530	67,000	92,000	**102,000**	10.9%
Crosswalks & Sidewalks	152,894	21,478	36,850	53,000	**53,000**	0.0%
Culverts & Drainage Ditches	192,102	66,935	100,000	175,000	**175,000**	0.0%
Street Cleaning & Flushing	9,890	16,878	10,000	20,000	**25,000**	25.0%
Snow & Ice Removal	1,065,835	809,451	1,267,000	1,247,000	**1,315,271**	5.5%
	1,487,043	985,272	1,480,850	1,587,000	**1,670,271**	5.2%
Street Lighting	181,768	137,437	190,000	190,000	**190,000**	0.0%
Traffic Services						
Street Signs	11,069	7,835	20,000	12,000	**12,000**	0.0%
Traffic Lanemarking	38,764	39,306	40,000	40,000	**42,000**	5.0%
Traffic Signals	58,684	23,077	20,000	110,000	**125,000**	13.6%
Railway Crossing	49,430	20,972	26,000	26,000	**60,000**	130.8%
	157,947	91,191	106,000	188,000	**239,000**	27.1%
Public Transit						
Public Transit - Comex Service	90,672	46,470	90,673	92,940	**95,264**	2.5%
Public Transit - Other	6,252	1,314	2,500	3,000	**3,000**	0.0%
Public Transit - KV Go	96,584	12,688	0	0	**0**	0.0%
	193,509	60,472	93,173	95,940	**98,264**	2.4%
Total Transportation Services	**4,472,706**	**3,148,486**	**4,402,284**	**4,677,215**	**4,915,035**	5.1%

	ACTUAL 2025	ACTUAL YTD Aug-26	BUDGET 2025	BUDGET 2026	BUDGET 2027	
Environmental Health Services						
Solid Waste Disposal Land Fill garbage	275,826	219,748	300,000	300,000	**309,000**	3.0%
Solid Waste Disposal Landfill Compost	40,669	32,547	40,000	40,000	**41,500**	3.8%
Solid Waste Collection Fero	538,578	421,659	615,000	567,000	**705,000**	24.3%
Clean Up Campaign	35,047	26,867	40,000	40,000	**35,000**	-12.5%
Food Cycler	1,877	0	0	0	**0**	0.0%
	891,997	**700,821**	**995,000**	**947,000**	**1,090,500**	15.2%
Environmental Development Services						
Planning & Zoning						
Administration (wages and benefits)	385,821	324,605	449,000	516,000	**633,000**	22.7%
Administration	25,502	23,864	115,500	151,800	**81,800**	-46.1%
Planning Projects	4,651	3	10,000	10,000	**35,000**	250.0%
Heritage Committee	0	0	0	500	**500**	0.0%
	415,973	348,472	574,500	678,300	**750,300**	10.6%
Envision Saint John	147,372	202,052	147,372	269,403	**275,064**	2.1%
Tourism	0	0	2,000	2,000	**2,000**	0.0%
	147,372	202,052	149,372	271,403	**277,064**	2.1%
	563,345	**550,524**	**723,872**	**949,703**	**1,027,364**	8.2%

	ACTUAL 2025	ACTUAL YTD Aug-26	BUDGET 2025	BUDGET 2026	BUDGET 2027	
Recreation & Cultural Services						
Administration (wages and benefits)	463,757	355,633	423,000	465,000	**510,000**	9.7%
Administration	65,576	71,842	70,600	71,100	**82,600**	16.2%
RICC Admin & Fundraising	36,534	102,502	0	134,000	**156,000**	16.4%
Rothesay Arena	440,935	360,711	409,500	419,000	**571,000**	36.3%
Parks & Gardens	860,541	691,475	865,250	883,600	**898,100**	1.6%
Playgrounds and Fields	129,607	72,019	149,000	149,000	**151,000**	1.3%
Rothesay Common Rink	75,351	85,826	102,500	108,200	**108,200**	0.0%
Memorial Centre	70,983	49,575	76,000	81,500	**82,150**	0.8%
Wells Building	54,201	51,607	54,505	55,000	**56,000**	1.8%
James Renforth Cottage	4,533	2,923	2,225	4,425	**4,425**	0.0%
Beaches	53,322	56,692	66,500	66,500	**66,500**	0.0%
Summer Programs	95,144	93,246	101,225	107,500	**115,000**	7.0%
The Hive expenses	13,916	15,358	18,650	23,052	**23,000**	-0.2%
Regional Facilities Operating	316,907	55,327	329,491	221,308	**278,091**	25.7%
Kennebecasis Public Library	96,963	83,512	96,963	111,349	**136,089**	22.2%
Regional Facilities Capital	199,357	0	199,357	196,363	**201,463**	2.6%
Special Events	41,986	33,726	45,500	45,500	**46,500**	2.2%
Eastriverside Docks					**16,500**	100.0%
PRO Kids	7,500	7,500	7,500	7,500	**7,500**	0.0%
	3,027,113	**2,189,474**	**3,017,766**	**3,149,897**	**3,510,118**	11.4%

	ACTUAL 2025	ACTUAL YTD Aug-26	BUDGET 2025	BUDGET 2026	BUDGET 2027	
Fiscal Services						
Debt Charges						
Interest	174,600	94,288	204,941	207,720	**199,586**	-3.92%
Debenture Payments	671,000	341,000	671,000	528,000	**385,000**	-27.08%
	845,600	435,288	875,941	735,720	**584,586**	-20.54%
Transfers To:						
Capital Fund for Capital Expenditures	5,660,849	0	5,400,000	5,200,000	**6,154,700**	18.36%
Capital Projects Funded by Grants	689,866	0	0	0	**0**	0.00%
Reserve Funds	647,457	892,197	0	0	**0**	0.00%
Capital Projects Funded by reserves	353,913	0	0	0	**0**	0.00%
	7,352,085	892,197	5,400,000	5,200,000	**6,154,700**	18.36%
	8,197,685	**1,327,485**	**6,275,941**	**5,935,720**	**6,739,286**	13.54%

Town of Rothesay

Assessments and Tax Rates

Municipal Tax Base For Rate:	2025	2026	2027
Residential	$ 1,841,854,900	$ 1,877,280,700	$ 2,073,097,000
Non-residential	$ 105,866,900	$ 106,070,000	$ 116,315,900
	$ 1,947,721,800	$ 1,983,350,700	$ 2,189,412,900
Non-Residential Multiplier (1.4 - 1.7)	1.7	1.7	1.7

Assessment Base	2025	2026	2027
Municipal Tax Base For Rate:	$ 2,021,828,630	$ 2,057,599,700	$ 2,270,834,030
Tax Rate	1.1700	1.1700	**1.1400**
Warrant of Assessment	$ 23,655,395	$ 24,073,916	$ 25,887,508
A one cent increase in the tax rate raises:	$ 202,183	$ 205,760	**$ 227,083**
Cost of Assessment	$ 388,127	$ 395,059	$ 436,029

Percentage Change	2025	2026	2028
Assessment increase	**8.07%**	**1.77%**	**10.36%**
Tax rate decrease	-1.68%	0.00%	**-2.56%**
	6.26%	1.77%	**7.53%**

ROTHESAY

UTILITY OPERATING FUND BUDGET 2027 HIGHLIGHTS

1. Total Revenue $4,743,570
2. Revenue from sale of water of $1,356,500 includes a 2.16% increase in rates (base water rate - $1.42 per cubic metre and $248 per annum fixed fee)
3. Revenue from sewerage services $2,660,000 includes a 2.73% increase of $15 to an annual base rate of $565 per equivalent user per year
4. Aggregate "typical" residential utility fees total approximately $1202 annually
5. Total operating expenses, including debt service charges but excluding capital from operating, increased to $3,876,966 (4.46%)
6. Decrease in fiscal services to reflect decrease in debenture payments from capital projects
7. Capital from Operating increase to $866,604

- **Expenses**:	2026	2027
Water Supply	$ 1,467,860	$ 1,620,550
Sewer Collection and Disposal	1,163,500	1,181,700
Fiscal Services	1,005,140	999,716
Total	$ 3,636,500	$ 3,801,966

- **Revenue:**	2026	2027
Water services	$ 1,250,000	$ 1,365,600
Sewerage services	2,575,000	2,660,000
Other Revenue	661,500	717,970
	$ 4,486,500	$ 4,743,570

Town of Rothesay

		YTD September 30, 2026		2026 Budget	2027 Budget	
REVENUE						
1	Sale of Water	$ 1,052,582		$ 1,250,000	$ 1,365,600	9.2%
2	Water Connection Fees	13,925		50,000	50,000	
3	Meter and Non-Hookup Fees	56,484		62,000	73,000	
4	Water Supply for Fire Protection	340,000		340,000	340,000	
5	Sewerage Services	2,583,700		2,575,000	2,660,000	3.3%
6	Sewer Connection Fees	10,200		25,000	25,000	
7	Infrastructure grants	321,684				
8	Interest Earned	122,598		90,000	90,000	
9	Developer payments					
10	Prior Years surplus	33,385		33,385	75,969	
11	Local improvement levy	58,686		59,000	59,000	
12	Misc Revenue (meter reading)	4,919		2,115	5,001	
	TOTAL REVENUE	$ 4,598,163		$ 4,486,500	$ 4,743,570	5.7%
EXPENDITURES						
WATER SUPPLY						
13	Share of Overhead Expenses	180,000		240,000	240,000	
	Wages and benefits	153,119		260,000	274,800	
14	Profess. Fees/Legal/Training	12,786		16,000	18,000	
15	Purification/Treatment	566,066		710,000	736,000	
16	Water Purchased	1,432		1,750	1,750	
17	Trans/Distribution	39,324		135,000	135,000	
18	Power & Pumping	45,647		68,000	62,000	
19	Billing and Collections	519		2,000	2,000	
20	McGuire Road Operating	13,777		17,110	21,000	
	Other	22,461		18,000	130,000	
	TOTAL WATER SUPPLY	$ 1,035,131	#	$ 1,467,860	$ 1,620,550	10.4%
SEWERAGE COLLECTION AND DISPOSAL						
21	Share of Overhead Expenses	270,000		360,000	360,000	
	Wages and benefits	292,500		390,000	412,200	
22	Profess. Fees/Legal/Training	7,112		15,000	15,500	
23	Collection System	35,547		101,000	101,000	
24	Lift Stations	72,577		152,500	173,000	
25	Treatment/Disposal	78,690		125,000	100,000	
26	Other Expenses	6,758		20,000	20,000	
	TOTAL SEWERAGE COLL & DISP	763,184		1,163,500	1,181,700	
		$ 1,798,315		$ 2,631,360	$ 2,802,250	6.5%

FISCAL SERVICES					
27	Interest on Short Term Loans	-	75,000	75,000	
28	Interest on Long Term Debt- Water	80,532	112,062	102,877	
29	Interest on Long Term Debt- Sewer	100,540	200,043	191,803	
30	Principal Repayment- Water	218,035	321,500	328,163	
31	Principal Repayment- Sewer	65,000	296,535	301,872	
32	New Debenture	-	-	-	
33		464,107	1,005,140	999,716	
34					
35	Trf to Reserves - connect fees	-	75,000	75,000	
36	Trf to Reserves-Dev infrastruc.				
37	Trsfr to Reserve Accts - other	-		-	
38	Capital Fund	-	775,000	866,604	
39	Prev Yrs Deficits				
	TOTAL FISCAL SERVICES	$ 464,107	$ 1,855,140	$ 1,941,320	4.6%
TOTAL EXPENSES		$ 2,262,423	$ 4,486,500	$ 4,743,570	5.7%
NET INCOME (LOSS)		$ 2,335,741	$ -	$ 0	

Town of Rothesay

Rothesay Utility Charges												
	RATE % increase											
Typical user		2025				2026				2027		
Water Fixed	4%	$ 235.00	$	58.75	2.1%	$ 240.00	$	60.00	3.34%	$ 248.00	$	62.00
Avg Water Usage @ 275 m3	5%	372.49	**$**	**1.35**	3.5%	384.24	**$**	**1.40**	2.00%	389.74	**$**	**1.42**
	5%	607.49			3.0%	624.24			2.16%	637.75		
Sewer	10%	525.00			4.8%	550.00		565	2.73%	565.00		
								1.0273				
		$1,132.49				**$ 1,174.24**				**$ 1,202.75**		
		7.37%				3.80%				2.43%		

ROTHESAY
MEMORANDUM

TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	4 November 2026
RE	:	Committee Appointment

RECOMMENDATION: Council approve the following Committee appointments and terms:

CANADA GAMES AQUATIC CENTRE
Dr. Nancy Grant
Effective immediately, to December 31, 2028 *(new appointment)*

PLANNING ADVISORY COMMITTEE
Dr. Nancy Grant
Effective immediately, to December 31, 2028 *(new appointment)*

WORKS AND UTILITIES COMMITTEE
E. Scott Smith
January 1, 2027 – December 31, 2028 *(new appointment)*

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
Patrick Grannan
January 1, 2027 – December 31, 2028 *(new appointment)*

KENNEBECASIS PUBLIC LIBRARY BOARD
Jennifer Edgar
January 1, 2027 – December 31, 2028 *(new appointment)*

IMPERIAL THEATRE BOARD OF DIRECTORS
John Buckley
January 1, 2027 – December 31, 2028 (*reappointment)*

Outlook

Grant application for Nutcracker 2026

From Gala Ballet Productions Inc. <galaballetproductions@gmail.com>
Date Tue 2026-10-20 3:27 PM
To Rothesay Info <Rothesay@rothesay.ca>

2 attachments (1 MB)
Town of Rothesay Grant application 2026.pdf; Gala Ballet Sponsorship Letter 2026.pdf;

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

Hello Mayor & Council,

Thank you for your consideration of this worthy cause. We have been putting on "The Nutcracker" for over 20 years and we would not be able to do so without the support of dedicated volunteers and local corporate sponsors. Town of Rothesay has always played a role in our success over the years.

Thank you so much for always supporting the school, the dancers and our performances. You have been a valuable part of the history of the school's 50 years and of the late Mrs. Sylvia Logan's legacy in the community. Might we be able to boast being one of the oldest of Rothesay businesses? 😊 The Town's financial support, along with former mayor Grant's own endorsement and words of encouragement from the stage have always meant a great deal to us.

We would love it if you would also say a few words as **Mayor of Rothesay**, maybe at the top of the show? Please let us know if this is of interest to you and if you would be available at any of the 3 performances, **December 11th @ 7pm, or December 12th or 13th @ 2pm.**

Thank you so much. I am attaching the application, along with our sponsorship letter for this year's production.

Please don't hesitate to reach out if you have any questions.

Best regards,

Linda Yang Poirier

--
Linda Yang Poirier
Executive Director
Gala Ballet Productions

Gala Ballet Productions Inc.
P.O. Box 4431
Rothesay, New Brunswick
E2E 5X2

September 20, 2026

Dear Sir/Madam,

Gala Ballet Productions Inc. is a not-for-profit organization committed to promoting opportunities for young performers to work with professionals, and to provide outstanding performing arts productions that enrich the cultural climate in the community. We are based at Rothesay Ballet School and our annual production of ***"The Nutcracker"*** ballet is a classic that brings the holiday magic to life on the Imperial Theatre stage each year.

Local dancers of all ages have the unique opportunity of sharing the stage with principal dancers from companies such as the *National Ballet of Canada, Canada's Royal Winnipeg Ballet,* and this year's company *Les Grands Ballet Canadiens*. These world-class principals will dazzle and amaze audiences this year with an exceptionally magical performance!

We are currently looking for sponsorship for our **2026 season**, our 22nd season performing The Nutcracker on the Imperial Stage. This year's performances will be held on **Friday, December 11th, Saturday, December 12th, and Sunday, December 13th at the Imperial Theatre**, and we would like to ask if you or your company would consider being either a **Silver, Gold or Platinum** sponsor or perhaps a **Patron** of ***Gala Ballet Productions Inc***. With a **Community Gift Sponsorship** one can also sponsor individuals who would not ordinarily be able to afford the price of a ticket. If you are interested, we ask that you send us a quick message by email, then complete the attached form and return it by mail or email, along with your contribution to ***Gala Ballet Productions Inc***. by cheque or email transfer. Alternatively, we would be happy to come pick it up! We will reply immediately and let you know about your complimentary tickets to the show and/or your acknowledgments in our programs, other print materials, and social media channels.

On behalf of all the performers and the board of directors**.**, we wish to thank you for your support of the arts in our community. We hope you enjoy the magic of ***"The Nutcracker"*** this year and in years to come!

Best regards,

Linda

Linda Yang Poirier

Board of Directors
Gala Ballet Productions Inc.
Rothesay Ballet School
E-mail: galaballetproductions@gmail.com
Tel : (506) 721-4900

Gala Ballet Productions Inc.
Sponsorship Commitment Form



Company:	**As it will appear in print. Send logo to: galaballetproductions@gmail.com*
Address: **City:** **Province:** **Postal Code:**	
Website Address:	
Key Contact Name and Title:	
Email:	
Phone:	
Amount:	

Please indicate your sponsorship level and amount:

Please check appropriate Box	Sponsorship Level	Amount	Our Commitment
	Patron	**$5,000** and up	• Company name will appear on Imperial Theatre Marquis • Company name will appear on printed tickets • **Company name and logo will appear on sponsor banner in the Imperial Theatre Lobby prior to each performance (*)** • **Company will have a Full Page colour ad (5" wide x 7.75" high) in program (*)** • 8 tickets for sponsoring organization
	Partner	**$3000** and up	• **Company name and logo will appear on sponsor banner in the Imperial Theatre Lobby prior to each performance (*)** • **Company will have a Half Page colour ad (5" wide x 3.75" high) in program (*)** • 6 tickets for sponsoring organization
	Platinum Sponsor	**$1,500** and up	• **Company name and logo will appear on sponsor banner in the Imperial Theatre Lobby prior to each performance (*)** • **Company will have a Quarter Page colour ad (2.375" wide x 3.75" high) in program (*)** • 4 tickets for sponsoring organization
	Gold Sponsor	**$600** and up	• **Company name and logo will appear on sponsor banner in the Imperial Theatre Lobby prior to each performance (*)** • **Company will have name and a medium-sized logo (approx. 1.5"x1.5") in program (*)** • 2 tickets for sponsoring organization
	Silver Sponsor	**$300** and up	• **Company name and logo will appear on sponsor banner in the Imperial Theatre Lobby prior to each performance (*)** • **Company will have name a small-sized logo (approx. 1"x1") in program (*)**
	Donation	Under **$300**	• **Company name will appear in donor list in program.**
	Community Gift Sponsor		• This program encourages companies to purchase tickets to be donated to community members who, otherwise, would be unable to attend the performance. • Company will be acknowledged based on value of contribution following above guidelines (*)
	Donation In-Kind		• Value of services or items to be used either for the production, or which will return a level of fundraising dollars as auction items, raffle prizes, etc. • Company will be acknowledged based on value of contribution following above guidelines (*)

Please remit Sponsorship Commitment Form with payment by cheque made payable to "Gala Ballet Productions Inc." or by email transfer to **galaballetproductions@gmail.com**

Gala Ballet Productions Inc.
P.O. Box 4431, Rothesay, New Brunswick E2E 5X2

(*) Please Note: Company full-colour logo and/or advertisement (pdf, jpeg, png, or eps files with 300 dpi resolution) must be provided by **November 10, 2026**

ROTHESAY

Policy

Topic: Grants and Donations Policy	Date Prepared: Sept 2014
Application:	Date Adopted: 14 Oct 2014
	Date Amended: 14 Nov 2016, 12 Aug 2019
	Mayor & Council:
	Town Manager:

BACKGROUND:

This policy provides guidance to Council in considering requests for financial support from groups to apply consistent criteria in evaluating requests. In accordance with the criteria outlined below, all requests for financial support shall be accompanied by the attached application (Schedule A)

CRITERIA:

1) Council will consider requests for financial support from **individuals** who:

a) are engaged in an activity for which they receive no income
b) have been a resident of the town for at least 12 months prior to the request
c) have not made a similar request within the preceding 36 months
d) are prepared to make a significant personal contribution to the activity
e) are not in arrears of any amount owing to the Town
f) have excelled in the field or activity for which funding is requested
g) might not otherwise be able to participate in the activity for which the funding is requested

2) Council will consider requests for financial support from **groups** that:

a) are a registered charity or not for profit group
b) have a mandate which includes public service to Rothesay citizens
c) include a substantial number of Town residents in their memberships
d) are not in arrears of any amount owing to the Town
e) do not have primarily religious or political objectives nor are affiliated with organizations which do
f) are not receiving funding from the Town through a regular funding arrangement, nor are associated with a group receiving regular funding
g) Council will consider requests for financial support from groups that have not made a request for funding within the previous 12 months

3) The activity to be funded should:

a) be beneficial to the Town or residents of the greater Saint John region
b) promote the Town or the greater Saint John region, as a place to live, work or play
c) reflect a need beyond the resources of the individual or group
d) be a proposal to host an event of national or international importance

4) Council may consider requests at a Council meeting at which a presentation may be made by the requesting group or individual. Any presentation will be made in accordance with Town policy for Council delegations.

5) Requests for "in-kind" donations are subject to this policy.

6) Council will attempt to allocate funds consistently and fairly, and may require the applicant to complete an application form which would include the following information:

a) the name and address of the group or individual requesting funding
b) an explanation of how any Town donations would be used
c) the location, date, and time at which the activity will take place
d) the total costs of project and amount requested from the Town
e) the amount and sources of other support
f) an explanation of how the donation will benefit Rothesay and its residents
g) financial statements (for group application)

7) Council may budget for grants and donations but when the budgeted allocation has been utilized in a fiscal year, no further requests will be considered.

8) The Mayor has the authority under this policy to approve up to $1,000 for donation requests, as long as there is sufficient room in the current year budget. The Mayor shall provide a regular report to Council indicating requests received in an amount of $1,000 or less and the decision made regarding each request.

9) Requests for grants in excess of $1,000 are to be forwarded to Council for a decision, with a recommendation from the Finance Committee.

November 14, 2016	Schedule A (Form) Amended
August 12, 2019	Section 2(g) added

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: ~~October 1, 2026~~ October 2, 2026

Applicant: Rothesay Ballet School & Gala Ballet Productions

Address: P.O. Box 4431 Rothesay, NB E2E 5X2

Contact: Linda Yang Poirier Tel. 506-721-4900

Email: galaballetproductions@gmail.com

Organization Description:
Not-for-profit organization run by volunteer parents from the Rothesay Ballet School that brings quality dance performances like "The Nutcracker" and other arts projects to our community.

Amount Requested: $ 1000.00

Descriptions of proposed event or activity:
The Nutcracker : 3 performances at Imperial Theatre - facility rental, crew hours, professional guest dancers' fees, travel and accommodations, promotions, media, costumes, sets, props, etc.

Project costs: $40,000.00 + - Theatre rental, technical crew, costumes, sets, props, guest principal dancers, travel and accommodations, promotions, media, etc.

Benefits to town of Rothesay:
Town logo in promotional materials, sponsor board at the theatre, on program booklets; support of the arts in our community, support of local families and their children in the arts, bring world-class artists to our community, attract new families who are looking for dance, music, and theatre arts to our community

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

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