# 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**
**Tuesday, October 13, 2026**
**7:00 p.m.**

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

## 1. CALL TO ORDER

## 2. LAND ACKNOWLEDGEMENT

## 3. APPROVAL OF AGENDA

## 4. ADOPTION OF MINUTES

- Regular Meeting 10 August 2026 (revised)
- Regular Meeting 14 September 2026

## 5. DECLARATION OF CONFLICT OF INTEREST

## 6. OPENING REMARKS OF COUNCIL

## 7. DELEGATIONS

## 8. CONSENT AGENDA

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

## 9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

## 10. CORRESPONDENCE FOR ACTION

10.1 22 September 2026 Email from resident RE. K Park Boat Launch
**Refer to the Parks and Recreation Committee**
10.2 25 September 2026 Letter from resident RE. weir near retention pond
**Refer to the Works and Utilities Committee**
10.3 5 October 2026 Email from resident RE. East Riverside Kingshurst Park & FloatWalk concern
**Refer to the Works and Utilities Committee**
10.4 6 October 2026 Email from resident RE. East Riverside Kingshurst Park parking
**Refer to the Works and Utilities Committee**
10.5 6 October 2026 Email from resident RE. Kennebecasis Valley Woodworking Club
**Refer to the Works and Utilities Committee**
10.6 10 September 2026 Email from Rothesay Netherwood School – "Trick or Eat"
**Refer to the Clerk's Office**

## 11. REPORTS

11.0 **August 2026** **Report from Closed Session**
11.1 8 April 2026 KVFD Board – Meeting Minutes
11.2 24 September 2026 Joint Finance Committee meeting minutes
11.3 14 September 2026 P.R.O. Kids – Application for Rothesay Municipal Funding (2027)
11.4 23 September 2026 Draft Finance Committee meeting minutes
11.5 31 August 2026 Draft unaudited Rothesay General Fund Financial Statements

31 August 2026 Draft unaudited Rothesay Utility Fund Financial Statements
31 August 2026 Donation Summary
23 September 2026 Donation Motions
- New Brunswick Medical Education Foundation

11.6 25 August 2026 Draft Heritage Committee meeting minutes
11.7 22 September 2026 Draft Parks and Recreation meeting minutes
Committee Update
11.8 23 September 2026 Draft Works and Utilities Committee meeting minutes
- Peter's Lane parking
- Intersection at Hampton Road, Marr Road, and Clark Road
- Power outage concern
- Request for gate - Colonsay Place/Charles Crescent
- Speed Radar Signs Report
- E-Scooters concern
- Peters Lane & Almon Lane

11.9 5 October 2026 Draft Planning Advisory Committee meeting minutes
- 50 Chatwin Street – Cash in Lieu of LPP
- 9 Clark Road – Single Family Residential [R1B] to Two Family Residential [R2]
- Cameron Road – Rezoning to Attached Residential [R3]
- Chapel Road – Single Family Residential –Standard Zone [R1B] to Attached Residential [R3]

11.10 September 2026 Monthly Building Permit Report

## 12. UNFINISHED BUSINESS

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**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***

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## 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

**13.2 KVFD - Request for Additional Operating funds**

7 October 2026 Memorandum from CAO McLean
7 October 2026 2026 Cash Injection Calculation

**13.3 KRPF – Fleet Request**

7 October 2026 Memorandum from CAO McLean

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

## 14. NEXT MEETING

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

## 15. ADJOURNMENT

# ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
**Monday, August 10, 2026**
**7:00 p.m.**

DRAFT

**PRESENT:** MAYOR MATT ALEXANDER
DEPUTY MAYOR TIFFANY MACKAY FRENCH *(electronic participation)*
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 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 Indigenous history of the Kennebecasis River. He spoke about how the River and its surrounding forests provided resources for families for generations, and served as a natural corridor connecting inland communities with the larger rive ands coastal systems.

## 3. APPROVAL OF AGENDA

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

**CARRIED.**

## 4. ADOPTION OF MINUTES

- Regular Meeting 13 July 2026

**MOVED** by Counc. Lewis and seconded by Counc. McGuire the Open Session Council minutes of July 13, 2026 be adopted as circulated.

**CARRIED.**

## 5. DECLARATION OF CONFLICT OF INTEREST

Mayor Alexander declared a conflict of interest with respect to Item 4, Adoption of Minutes.
Counc. Boyle declared a conflict of interest with respect to Item 4, Adoption of Minutes and Item 11.2.
Counc. Shea declared a conflict of interest with respect to Item 11.2 and Item 11.5.
DO Colwell declared a conflict of interest with respect to Item 13.3.

## 6. OPENING REMARKS OF COUNCIL

Mayor Alexander shared the following remarks:

- On Thursday, Rothesay officially opened the Float Walk. The opening generated even more public interest than was expected, and finishing touches will be applied over the next few weeks.
- The Rothesay Yacht Club hosted a successful Regatta event, which featured sailors from clubs across Nova Scotia, Prince Edward Island, New Brunswick, and Québec.
- The "Taste of KV" event is happening this coming weekend. The event will take place on Saturday, August 15, from 4:00 PM to 8:00 PM at the Quispamsis Arts and Culture Park.
- On August 20th, A&W Restaurants will host a "Burgers to Beat MS" Day. $2 from every Teen Burger sold on that day will be donated to MS Canada.
- Mayor Alexander thanked Councillor McGuire for attending the awards ceremony of the New Brunswick Tennis Open Championship on 26 July, and he thanked Councillor Brown for attending the Fundy Regional Service Commission meeting on 28 July.

## 7. DELEGATIONS

**N/A**

## 8. CONSENT AGENDA

8.1 24 July 2026 Invitation to A&W "Burgers to Beat MS" Day (August 20th)
8.2 24 July 2026 Rothesay Yacht Club Regatta Proclamation request

**MOVED** by Counc. Lewis and seconded by Counc. Brown the consent agenda be received/filed.

**CARRIED.**

## 9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

## 10. CORRESPONDENCE FOR ACTION

10.1 16 July 2026 Email from resident RE: Concerns regarding e-bike and e-scooter safety and enforcement

**MOVED** by Counc. McGuire and seconded by Counc. Brown the email from a resident dated 16 July 2026 regarding e-bike and e-scooter safety and enforcement be referred to the Works and Utilities Committee.

**CARRIED.**

10.2 16 July 2026 Email from resident RE: Peters Lane and Almon Lane
21 July 2026 Email from resident

**MOVED** by Counc. Shea and seconded by Counc. Boyle the emails from a resident dated 16 July 2026 and 21 July 2026 regarding Peters Lane and Almon Lane be referred to the Works and Utilities Committee.

**CARRIED.**

10.3 23 July 2026 Fundy Soccer Association donation request

**MOVED** by Counc. McGuire and seconded by Counc. Boyle the donation request Fundy Soccer Association from dated 23 July 2026 be referred to the Finance Committee.

**CARRIED.**

10.4 4 August 2026 Letter from Rothesay Hive member RE: Rothesay Hive
**MOVED** by Counc. Lewis and seconded by Deputy Mayor Mackay French the letter from a resident dated 4 August 2026 regarding the Rothesay HIVE be referred to the Age Friendly Advisory Committee.

ON THE QUESTION:

Councillors expressed frustration at the negative tone and anonymous nature of the email.

**YEA vote recorded from:** Counc. Davis
**NAY votes recorded from:** Deputy Mayor Mackay French, and Councs. Boyle, Brown, Lewis, McGuire, and Shea

**DEFEATED.**

11. **REPORTS**
11.0 August 2026 Report from Closed Session

**Green and Inclusive Community Building (GICB) Application**
**MOVED** by Counc. Shea and seconded by Counc. McGuire that a request be submitted to the Green and Inclusive Community Buildings (GICB) Fund to recategorize categorize the grant order to the Rothesay Intergenerational Community Complex (RICC) project from the "Renovation" category to the "New Build" category.

**CARRIED.**

**Municipal Capital Borrowing Board (MCBB) Application**
**MOVED** by Counc. McGuire and seconded by Counc. Lewis that be it resolved that the Municipality of Rothesay submit to the Municipal Capital Borrowing Board an application for authorization to borrow money in an amount not to exceed $10 million for the Rothesay Intergenerational Community Complex, for a 20-year term.

**CARRIED.**

**Legacy Village Development – Agreement**
**MOVED** by Counc. McGuire and seconded by Counc. Shea that Mayor and Council accept a contribution from the Regional Development Corporation (RDC) and Housing Infrastructure and Communities Canada (HICC) in the amount of $2,336,198 for the Legacy Village Development project, and further that the Mayor and Assistant Town Clerk be authorized to enter into the agreement.

ON THE QUESTION:
Counc. Davis asked CAO McLean to provide a brief summary of the project. He explained that the Town applied for the funds to help to install water, sanitary, sanitary, storm, sewer infrastructure, and sidewalk in support of Legacy Village, which will be a seniors housing facility run by the Sisters of Charity. He noted that no Town funds are being committed to the project, and that the

Town is simply acting as an intermediary between the proponent and the provincial government to help the proponent receive provincial funding.

**CARRIED.**

**PERSONNEL**

- **Building Inspector**

**MOVED** by Counc. Davis and seconded by Counc. Shea that Rothesay Council, in accordance with section 71(2) of the Local Governance Act and Section 5.1 of the Rothesay Building By-Law hereby appoints Joe Estey as a building inspector for the town of Rothesay, for the administration and enforcement of By-Law No 4-99 The Rothesay Building By-Law, effective August 10, 2026. This appointment shall continue until he ceases to be an employee of the Planning and Development Services Department of the town of Rothesay, or until rescinded by Rothesay Council, whichever comes first.

**CARRIED.**

- **Assistant Town Clerk**

**MOVED** by Counc. Shea and seconded by Counc. Boyle that Rothesay Council appoint Brett McLean as Assistant Clerk, for a period not to exceed six months.

**CARRIED.**

11.1 23 April 2026 Fundy Regional Service Commission (FRSC) Board meeting minutes
25 June 2026 FRSC Board meeting minutes

**MOVED** by Counc. Brown and seconded by Counc. Lewis the Draft Fundy Regional Service Commission (FRSC) Board meeting minutes dated 23 April 2026 and 25 June 2026 be received/filed.

**CARRIED.**

11.2 30 June 2026 Draft unaudited Rothesay General Fund Financial Statements

**MOVED** by Counc. Shea and seconded by Counc. Boyle the draft unaudited Rothesay General Fund Financial Statements dated 30 June 2026 be received/filed.

**CARRIED.**

30 June 2026 Draft unaudited Rothesay Utility Fund Financial Statements

**MOVED** by Counc. Shea and seconded by Counc. Davis the draft unaudited Rothesay Utility Fund Financial Statements dated 30 June 2026 be received/filed.

**CARRIED.**

30 June 2026 Donation Summary

**MOVED** by Counc. Shea and seconded by Counc. Boyle the Donation Summary dated 30 June 2026 be received/filed.

**CARRIED.**

23 July 2026 Draft Finance Committee meeting minutes

**MOVED** by Counc. Lewis and seconded by Counc. Boyle the draft Finance Committee meeting minutes dated 23 July 2026 be received/filed.

**CARRIED.**

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➢ Shining Horizons

**MOVED** by Counc. Lewis and seconded by Counc. McGuire that Council approve a donation to Shining Horizons in the amount of $1,200.00.

**CARRIED.**

➢ Athletics – All-Star Cheerleading Booster Club

**MOVED** by Counc. McGuire and seconded by Counc. Boyle that Council approve a donation to Sky Athletics – All-Star Cheerleading Booster Club.

**DEFEATED.**

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

➢ KV Old Boys

**MOVED** by Counc. Lewis and seconded by Counc. McGuire that Council approve a donation to KV Old Boys in the amount of $500.00 to support their Country & Western Concert.

**CARRIED.**

*Counc. Shea returned to the meeting.*

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

➢ Fiona Boyd

**MOVED** by Deputy Mayor Mackay French and seconded by Counc. Lewis that Council approve a donation to Fiona Boyd in the amount of $500.00 to support the Coady Institute – Feminist Leadership workshop in Nepal.

**CARRIED.**

*Counc. Boyle returned to the meeting.*

23 July 2026 Signing Authority

**MOVED** by Deputy Mayor Mackay French and seconded by Counc. McGuire that Council approve the Mayor, Deputy Mayor, Councillor Shea, CAO, Treasurer and Clerk as signing officers.

**CARRIED.**

23 July 2026 Lagoon Desludging – Sagamore Point

**MOVED** by Counc. Lewis and seconded by Counc. Shea that Council authorize a payment to Debly Enterprises in the amount of $431,989.43 including HST.

**CARRIED.**

23 July 2026 Dobbin Street Completion

**MOVED** by Counc. Lewis and seconded by Counc. Shea that Council authorize a payment to Galbraith Construction Ltd. in the amount of $247,204.00.

**CARRIED.**

11.3 31 July 2026 Draft Parks and Recreation Committee meeting minutes

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**MOVED** by Counc. McGuire and seconded by Counc. Brown the Draft Draft Parks and Recreation Committee meeting minutes dated 31 July 2026 be received/filed.

**CARRIED.**

11.4 22 July 2026 Draft Works and Utilities Committee meeting minutes

**MOVED** by Counc. Brown and seconded by Counc. Boyle the Draft Parks and Recreation Committee meeting minutes dated 22 July 2026 be received/filed.

**CARRIED.**

- Highland Avenue/Hampton Road signal request

**MOVED** by Counc. Shea and Counc. Lewis that Council send a letter to the resident, thanking them for their email and advising that, due to the proximity of existing crosswalks along Hampton Road, the Town will not be installing an additional pedestrian crossing at the requested location.

**CARRIED.**

- Intersection at Hampton Road, Gondola Point Road, and Rothesay Road

**MOVED** by Counc. Brown and Counc. Boyle that Council contact the Kennebecasis Regional Police Force to conduct monitoring and enforcement at the Hampton Road, Gondola Point Road, and Rothesay Road intersection during peak afternoon hours of 4:00pm to 6:00pm and provide a report on any observed issues or incidents.

**CARRIED.**

- Islay Drive Road Conditions

**MOVED** by Counc. McGuire and Counc. Shea that Council send a letter to the resident explaining the Town employs third-party consultants to do road condition surveys and that information is utilized to set priorities for street work each year. The condition of Islay Drive did not meet the conditions for highest priority in 2026, however it will be reassessed along with other streets for inclusion with the annual resurfacing program for 2027.

**CARRIED.**

11.5 4 August 2026 Draft Planning Advisory Committee meeting minutes

**MOVED** by Counc. Lewis and seconded by Counc. Davis the Draft Planning Advisory Committee meeting minutes dated 4 August 2026 be received/filed.

**CARRIED.**

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

- 37 Chapel Road – Rezoning to R3

**MOVED** by Counc. Lewis and Counc. Davis that Council schedule a public hearing, in accordance with the Community Planning Act, SNB 2017, c. 19, for Monday, October 19, 2026 at the Bill McGuire Centre immediately following a public hearing, to consider the rezoning of an approximate 4.4-hectare parcel of land between Chapel Road and Campbell Drive (PID 00479212 & PID 00173443 (portion)) from Single Family Residential – Standard [R1B] to Attached Residential [R3].

ON THE QUESTION:
Counc. Lewis noted that there is significant public interest regarding this application and suggested

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that the public hearing be held at the Bill McGuire Centre.

**CARRIED.**

- Sagamore Heights – Rezoning to R2

**MOVED** by Counc. Lewis and Counc. McGuire that Council schedule a public hearing, in accordance with the Community Planning Act, SNB 2017, c. 19, for Monday, September 28, 2026 at the Bill McGuire Centre immediately following a public hearing, to consider the rezoning of an approximate 8.3-hectare portion of the remaining lands within the Sagamore Heights Development along Greenbrier Street and Maliseet Drive (PID 00245928) from Single Family Residential – Standard [R1B] to Two Family Residential Zone (R2).

ON THE QUESTION:
Counc. Lewis noted that there is significant public interest regarding this application and suggested that the public hearing be held at the Bill McGuire Centre.

**CARRIED.**

*Counc. Shea returned to the meeting.*

- 9 Clark Road - Rezoning to R2

**MOVED** by Counc. Lewis and Counc. Davis that Council schedule a public hearing, in accordance with the Community Planning Act, SNB 2017, c. 19, for Monday, October 19, 2026 at 7:00 p.m. at the Bill McGuire Centre, to consider the rezoning of 9 Clark Road (PIDs 30130454 & 00241778) from Single Family Residential – Standard [R1B] zone to the Two Family Residential Zone (R2).

**CARRIED.**

- 88 Hampton Road – Rezoning to Central Commercial (CC)

**MOVED** by Counc. Lewis and Counc. Shea that Council schedule a public hearing, in accordance with the Community Planning Act, SNB 2017, c. 19, for Monday, September 28, 2026 at 7:00 p.m. at the Bill McGuire Centre, to consider the rezoning of an approximate 0.70-hectare portion of 88 Hampton Road (PID 00245928) from Single Family Residential – Standard [R1B] to Central Commercial (CC) for the expansion of veterinary clinic services on the property.

**CARRIED.**

11.6 July 2026 Monthly Building Permit Report

**MOVED** by Counc. Brown and seconded by Deputy Mayor Mackay French the July 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***

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

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**13. NEW BUSINESS**

**13.1 Provincial Municipal Highway Partnership (PMHP) Program 2028-2030**

5 August 2026 Report prepared by DO Colwell
2028-2030 PMHP Program

**MOVED** by Counc. Brown and seconded by Counc. McGuire that Rothesay Mayor and Council adopt the document entitled Rothesay Three-Year Plan for the PMHP Program 2028-2030.

ON THE QUESTION:
Counc. Davis asked about the Hampton Road project, and wondered if staff had considered the idea of establishing a multi-use path by the portion of the sidewalk that will have to be repaired. DO Colwell replied that the right of way in the area is completely maxed out, which would make it very difficult for a multi-use path to be installed.

**CARRIED.**

**13.2 Well TH90-1 Final Hydrogeological Assessment and EIA Approval Report**

5 August 2026 Report prepared by DO Colwell

**MOVED** by Counc. Lewis and seconded by Counc. McGuire that Rothesay Mayor and Council issue a purchase order in the amount not exceeding $35,000 plus HST to Sullivan's Well Drilling to provide pump testing services.

**MOVED** by Counc. Lewis and seconded by Counc. Brown that Rothesay Mayor and Council issue a purchase order in the amount not exceeding $45,000 plus HST to Hydrostrata Engineering and Environmental Inc. to author a report to the NB Department of Environment EIA branch to obtain the Approval to Operate Well TH90-1 as a production well.

**CARRIED.**

*DO Colwell declared a conflict of interest and left the meeting.*

**13.3 Sagamore Point – Lagoon Infill**

5 August 2026 Report prepared by CAO McLean

**MOVED** by Counc. McGuire and seconded by Counc. Lewis that Rothesay Mayor and Council authorize a full and final payment to Galbraith Construction Ltd. in the amount of $562,062.50 including HST, for the infill of the Sagamore Point Lagoon Cell #1.

**CARRIED.**

*DO Colwell returned to the meeting.*

**13.4 Encroachment Agreement - 38 Elizabeth Parkway**

5 August 2026 Memorandum from DPDS Reade
DRAFT Encroachment Agreement

**MOVED** by Counc. McGuire and seconded by Counc. Brown that Council authorize the Mayor and

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Clerk to enter into an encroachment agreement with Wendy Klohn (the Owner), associated with 38 Elizabeth Parkway (PID 00235531), to permit the cleaning of the existing path and the installation of stairs to provide access to the river over Town-owned lands, and to permit the installation of a floating wharf on lands abutting the river (PID 00234575), subject to the Owner obtaining all required Provincial and Municipal permits and complying with any applicable conditions.

ON THE QUESTION:
Counc. Brown sought clarification that all liability concerns would be addressed, and that the Owner would have insurance. CAO McLean confirmed that the Town would not be liable.

**CARRIED.**

**13.5 Encroachment Agreement - 67 Elizabeth Parkway**

5 August 2026 Memorandum from DPDS Reade
DRAFT Encroachment Agreement

**MOVED** by Counc. Davis and seconded by Counc. Shea that Council authorize the Mayor and Clerk to enter into an encroachment agreement with Sharon L. Laidlaw (the Owner) associated with 67 Elizabeth Parkway (PID 00234336) to stabilize the bank and construct stone steps to access the river and over Town-owned lands abutting the river and to permit the installation of a floating wharf on lands abutting the river (PID 00234575), subject to the Owner obtaining all required Provincial and Municipal permits and complying with any applicable conditions.

**CARRIED.**

**13.6 Community Survey**

6 August 2026 Memorandum from Communications Coordinator McLaughlin
2026 Rothesay Community Survey

**MOVED** by Counc. Boyle and seconded by Counc. Lewis the Rothesay Community Survey be received/filed.

ON THE QUESTION:
Counc. Davis asked if the results of the survey would be shared public by the Town. Staff confirmed that they would do so on the Town's communication channels.

**CARRIED.**

**13.7 Assumption Life – MAC – Goguen Champlain Community Fund Application**

4 August 2026 Memorandum from K. Flood
21 July 2026 RICC Community Walking Track Wellness Initiative application

**MOVED** by Counc. Lewis and seconded by Counc. Shea that Council approve the following resolution: "That Rothesay Town Council endorses and supports the RICC Community Walking Track Wellness Initiative and authorizes the submission of this resolution in support of the Town's application to the Assumption Life - MAC -Goguen Champlain Community Fund."

**CARRIED.**

## 14. NEXT MEETING

The next meeting is scheduled as follows:

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

**15. ADJOURNMENT**

**MOVED** by Counc. McGuire and seconded by Counc. Brown the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:55 p.m.

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MAYOR ASSISTANT CLERK

# ROTHESAY

COUNCIL MEETING
Rothesay Town Hall Common Room
**Monday, September 14, 2026**
**7:00 p.m.**

DRAFT

**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 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 history of the Mi'kmaq, Wolastoqiyik, and Peskotomuhkati Nations, and how they traveled across an extensive network of rivers, streams, lakes, wetlands, and overland travel routes through what is now New Brunswick. He spoke about birchbark canoes and their importance as a means of transportation, and that travel by canoe required an intimate knowledge of the landscape and waterways.

## 3. APPROVAL OF AGENDA

**MOVED** by Counc. Brown and seconded by Counc. Davis that a memorandum from Counc. Shea be added to the agenda under section 11, Reports.

**CARRIED.**

**MOVED** by Counc. Brown and seconded by Counc. Davis the agenda be approved as revised.

**CARRIED.**

## 4. ADOPTION OF MINUTES

- Regular Meeting 10 August 2026

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

**CARRIED.**

## 5. DECLARATION OF CONFLICT OF INTEREST

Counc. Shea declared a conflict of interest with respect to Item 11.6 (Sagamore Heights).

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**6. OPENING REMARKS OF COUNCIL**

Mayor Alexander shared the following remarks:

He congratulated Nick Kilfoil, winner of the 13th annual Through the Lens Photo Contest. Mayor Alexander presented Mr. Kilfoil with a certificate, and noted that there were 71 entries in the contest, with 1,519 votes received.

**7. DELEGATIONS**

**N/A**

**8. CONSENT AGENDA**

8.1 25 August 2026 CN – Proclamation Request | Rail Safety Week 2026

**MOVED** by Counc. Lewis and seconded by Counc. Shea the consent agenda be received/filed.

**CARRIED.**

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

**N/A**

**10. CORRESPONDENCE FOR ACTION**

10.1 8 August 2026 Email from L'Arche Saint John – Community Building Gala

**MOVED** by Counc. Shea and seconded by Counc. Lewis the email from L'Arche Saint John regarding the Community Building Gala dated 8 August 2026 be referred to the Finance Committee.

**CARRIED.**

10.2 25 July 2026 Email from resident RE. request for a gate to be installed on path between Colonsay Place and Charles Crescent

**MOVED** by Counc. McGuire and seconded by Counc. Brown the email from a resident dated 25 July 2026 and 21 July 2026 regarding a request for a gate to be installed on path between Colonsay Place and Charles Crescent be referred to the Works and Utilities Committee.

**CARRIED.**

10.3 3 September 2026 Email from resident RE. power outage on Sept. 5, 2026

**MOVED** by Deputy Mayor Mackay French and seconded by Counc. Boyle the emails from a resident dated 3 September 2026 regarding a power outage on Sept. 5, 2026 be referred to the Works and Utilities Committee.

**CARRIED.**

11. **REPORTS**

11.0 August 2026 Report from Closed Session

Counc. Shea read into the record his memorandum dated 28 August 2026 regarding the RICC Fundraising Campaign, requesting that staff cease asking for redeemable containers as part of the ongoing fundraising effort. He noted that doing so put the Town in competition with other charitable groups who do not have the same level of resources, many of whom rely on bottle drives

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to raise funds.

**MOVED** by Deputy Mayor Mackay French and seconded by Counc. Boyle to refer the memorandum from Counc. Shea dated 28 August 2026 by Counc. Shea to the RICC fundraising committee.

**CARRIED.**

11.1 28 July 2026 Fundy Regional Service Commission (FRSC) Board meeting minutes
**MOVED** by Counc. Lewis and seconded by Counc. Brown the Draft Fundy Regional Service Commission (FRSC) Board meeting minutes dated 28 July 2026 be received/filed.

**CARRIED.**

11.2 10 August 2026 New Brunswick Medical Education Foundation (NBMEF) Grant Application
**MOVED** by Deputy Mayor Mackay French and seconded by Counc. Boyle the grant application by the New Brunswick Medical Education Foundation (NBMEF) be referred to the Finance Committee.

**CARRIED.**

11.3 31 July 2026 Draft unaudited Rothesay General Fund Financial Statements
**MOVED** by Counc. Shea and seconded by Counc. Boyle the draft unaudited Rothesay General Fund Financial Statements dated 30 June 2026 be received/filed.

**CARRIED.**

31 July 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 30 June 2026 be received/filed.

**CARRIED.**

31 July 2026 Donation Summary
**MOVED** by Deputy Mayor Mackay French and seconded by Counc. Boyle the Donation Summary dated 31 July 2026 be received/filed.

**CARRIED.**

- Fresh Start Casino Royale

**MOVED** by Counc. McGuire and seconded by Counc. Brown that Council approve a sponsorship for the Fresh Start Casino Royale in the amount of $500.00.

**DEFEATED.**

- St. Joes Women's Campaign – KENT Pallet Build

**MOVED** by Counc. McGuire and seconded by Counc. Shea that Council approve a donation to the St Joes Women's Campaign – KENT Pallet Build in the amount of $500.

**DEFEATED.**

- Fundy Soccer

**MOVED** by Counc. McGuire and seconded by Deputy Mayor Mackay French that Council approve

DRAFT

an in-kind donation to Fundy Soccer in the amount of $910.00.

**CARRIED.**

- KV Association for Community Living Inc.

**MOVED** by Counc. McGuire and seconded by Deputy Mayor Mackay French that Council approve a donation to the KV Association for Community Living Inc. in the amount of $500.00.

**CARRIED.**

11.4 3 September 2026 Draft Finance Committee meeting minutes

**MOVED** by Counc. Shea and seconded by Counc. Boyle the draft Finance Committee meeting minutes dated 3 September 2026 be received/filed.

**CARRIED.**

11.5 28 August 2026 Draft 2026 Budget process memo

**MOVED** by Counc. Boyle and seconded by Counc. Brown that the draft 2026 Budget process memo be received/filed.

**CARRIED.**

11.6 8 September 2026 Draft Planning Advisory Committee meeting minutes

**MOVED** by Counc. Lewis and seconded by Deputy Mayor Mackay French the Draft Planning Advisory Committee meeting minutes dated 8 September 2026 be received/filed.

**CARRIED.**

- 88 Hampton Road – Rezoning to Central Commercial (CC)

**MOVED** by Counc. Lewis and Counc. Shea 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 Counc. Lewis and Counc. Shea 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.**

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

- Sagamore Heights – Rezoning from Single Family Residential –Standard Zone [R1B] to Two Family Residential Zone [R2]

**MOVED** by Deputy Mayor Mackay French and Counc. Davis that Council Cancels the Public

Hearing scheduled for Monday, September 28, 2026, immediately following a public hearing, to consider rezoning of an approximate 8.3-hectare portion of the remaining lands within the Sagamore Heights Development along Greenbrier Street and Maliseet Drive (PID 00245928) from Single Family Residential – Standard [R1B] to Two Family Residential Zone (R2).

**CARRIED.**

*Counc. Shea returned to the meeting.*

- Cameron Road – Rezoning to Attached Residential [R3]

**MOVED** by Deputy Mayor Mackay French and Counc. Lewis that Council schedule a public hearing, in accordance with the Community Planning Act, SNB 2017, c. 19, for Monday, October 26, 2026 at 7:00 p.m. to rezoning of an approximate 4.02-hectare portion of the property to the south of 5,7,9, and 11 Cameron Road (PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064352 (portion), 00064378 (portion)) from Single Family Residential – Standard [R1B] to and Multi-Unit Residential [R4] to Attached Residential [R3].

ON THE QUESTION:
Mayor Alexander asked DPDS Reade for clarification on the process of bringing forth an application to council, and on the structure of the proposed development agreement. DPDS Reade noted that changes to the development agreement can be made all the way up until third reading at council.

**CARRIED.**

11.7 August 2026 Monthly Building Permit Report

**MOVED** by Deputy Mayor Mackay French and seconded by Counc. Lewis the August 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 Weeden Avenue Culvert Lining and Remaining PMHP Budget**
9 September 2026 Memorandum from CAO McLean

**MOVED** by Counc. Brown and seconded by Counc. Shea that Rothesay Mayor and Council:

DRAFT

1. Authorize the director of Operations to issue a purchase order in the amount not exceeding $88,500 plus HST to Eastern Trenchless Ltd. to install a structural lining in a cross culvert on Weeden Avenue; and
2. Receive this report for information.

**CARRIED.**

**13.2 East Riverside FloatWalk - Update**

10 September 2026 Memorandum from CAO McLean

**MOVED** by Counc. Boyle and seconded by Deputy Mayor Mackay French the memorandum entitled "East Riverside FloatWalk – Update" be received/filed.

ON THE QUESTION:
Counc. Brown inquired if Town staff should add "No alcohol" language to the recently installed sign outlining what behaviour can occur on the FloatWalk. CAO McLean responded that the Town cannot impose rules that supersede provincial regulations, noting that it is already illegal to consume alcohol in a public space.

**CARRIED.**

## 14. NEXT MEETING

The next meeting is scheduled as follows:

**Regular meeting** Tuesday, October 13, 2026 at 7:00 p.m.

## 15. ADJOURNMENT

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

**CARRIED.**

The meeting adjourned at 7:28 p.m.

_____ _____

MAYOR ASSISTANT CLERK

Outlook

**FW:**

**From** Rothesay Info <Rothesay@rothesay.ca>
**Date** Mon 2026-09-21 4:30 PM
**To** Neil McKenna <neil.mckenna@rothesay.ca>

**Rothesay Administration**
rothesay@rothesay.ca
70 Hampton Rd, Rothesay NB, E2E 5L5
T: 506-848-6600 | F: 506-848-6677
rothesay.ca

**From:**
**Sent:** September 21, 2026 4:18 PM
**To:** Rothesay Info <Rothesay@rothesay.ca>
**Subject:**

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 Mayor and Council,

I wanted to formally thank the town of rothesay, and the rothesay town council for being so generous as to provide funding for my trip to Nepal. The time I spent in Nepal was so eye opening and has, in such a short time, impacted my perspective as a Canadian and as a woman. I feel so grateful for the experience, and while being a student is stressful and comes with lots of financial responsibilities, the funding from rothesay lessened the stress of work missed and allowed me to have such a fulfilling experience. Thank you so much.

With gratitude,
Fiona

Outlook

## FW: Submission for Rothesay Mayor & Rothesay Council...

**From** Rothesay Info <rothesay@rothesay.ca>
**Date** Tue 2026-09-22 11:24 AM
**To** Neil McKenna <neil.mckenna@rothesay.ca>

1 attachment (4 MB)
K Park Boat Launch Follow Up - September 22 2026.pdf;

For the next council meeting

**Rothesay Administration**
rothesay@rothesay.ca
70 Hampton Rd, Rothesay NB, E2E 5L5
T: 506-848-6600 | F: 506-848-6677
rothesay.ca

**From:**
**Sent:** September 22, 2026 10:57 AM
**To:** Rothesay Info <rothesay@rothesay.ca>
**Subject:** Submission for Rothesay Mayor & Rothesay Council...

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

Good morning Rothesay,

Attached please find a PDF submission for inclusion on the next Council Meeting agenda. Feel free to circulate as necessary and required, thank you.

18 Crestline Road
Rothesay, NB

18 Crestline Rd
Rothesay, NB  E2H 1C7

September 22, 2026

Rothesay Mayor & Rothesay Council:

This is my third letter regarding the K Park Boat Launch, timed purposely with budgeting season. Please allocate repair funds to restore it to a functional state.  The 2026 boating season has just wrapped up, and the launch saw another full season of use in its current deteriorated state.

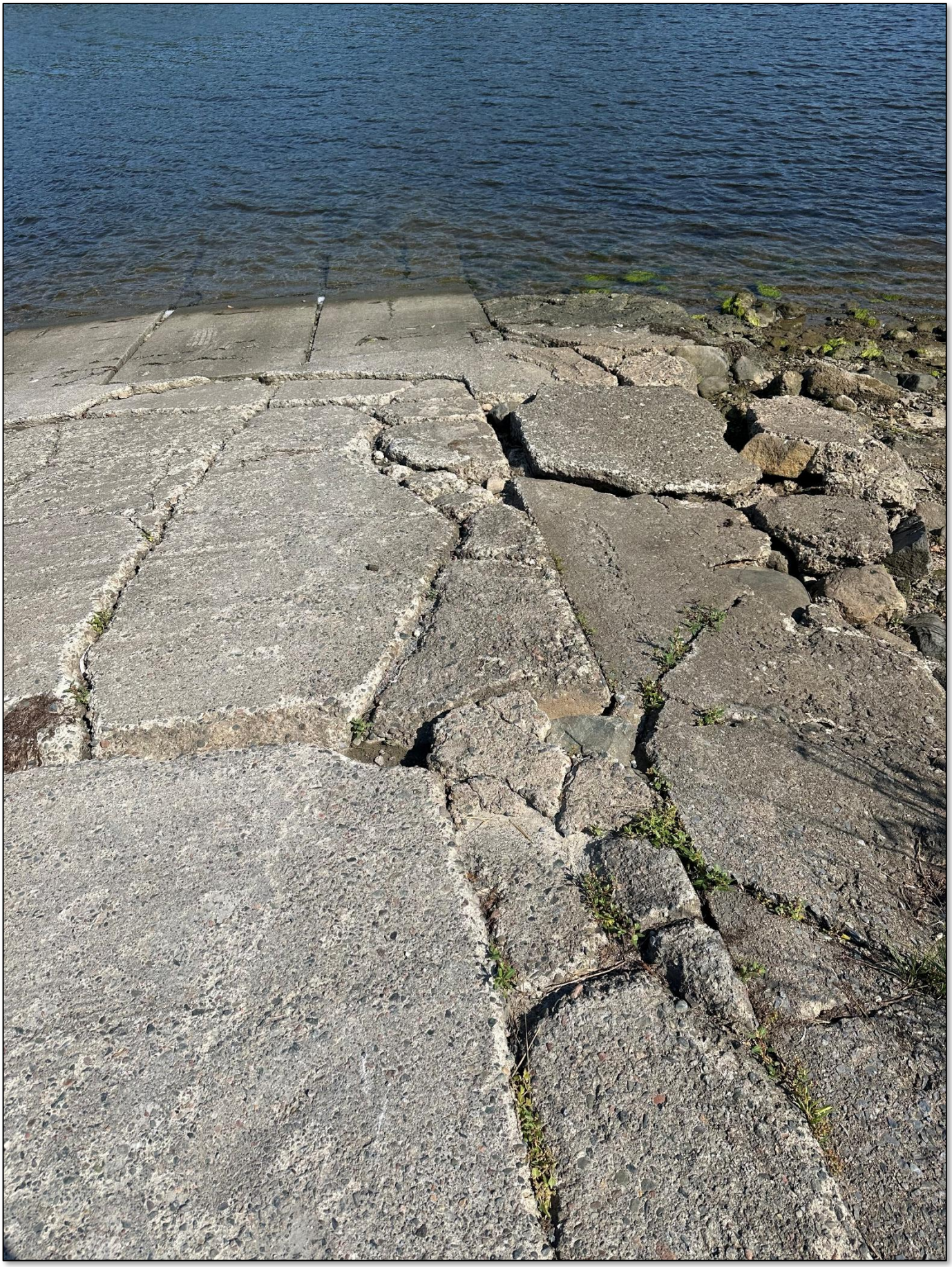



There was some previous discussion about this being an unpromoted, informal, boat launch.  This is a **public boat launch**.  Rothesay says as much by having installed custom, Rothesay-branded signage specifically governing "trailers or boats."  This is not a new sign; the Town has explicitly acknowledged and regulated the site's ongoing operational function as a public boat launch for many years.  As a marked public right-of-way specifically for boat trailering and launching, Rothesay incurs a basic duty of care to maintain the public asset safely rather than letting it degrade.  The Town cannot avoid maintenance by calling it "unpromoted" when its own signage has for years welcomed trailered boats under specific parking rules.

Rothesay typically does a sound job of maintaining its assets – thank you! - but I can't help but wonder if this launch takes the prize for the "most forgotten about" asset.

Copies of my October 2025 and April 2026 letters are attached for reference, as well as some updated imagery (taken August 2026).  Rothesay, please act with haste to repair this launch prior to the 2027 boating season.  Thank you.

Sincerely,





18 Crestline Rd
Rothesay, NB  E2H 1C7

April 2, 2026

Rothesay Mayor, Council, and Parks & Recreation Committee:

In October 2025, I submitted a request to Rothesay to perform maintenance on the K Park Boat Launch.  A copy of my initial request is included after this letter.

I see that my letter was forwarded to the Parks & Recreation Committee and discussed at their November 2025 meeting.  There appeared to be some uncertainty about the ownership of the Boat Launch.

I am seeking clarification on the following:  Does Rothesay own this asset?  If yes, I humbly request it be repaired from its current state.  Please see my original request outlining my specific areas of concern.  If Rothesay does not own this asset, kindly provide me with the ownership information and I will take my request in that direction.

Spring 2026 is the ideal time to repair this asset, prior to the boating season.  Each summer, the Boat Launch is a gathering place for Rothesay residents eager to enjoy all that our river system provides.

Rothesay, I thank you very much.

Sincerely,

Rothesay, NB

18 Crestline Rd
Rothesay, NB  E2H 1C7

October 7, 2025

Rothesay Mayor, Council, and Town CAO:

I would kindly request some funds be allocated to the upkeep and repair of Kennebecasis Park's boat launch.

Rothesay has a thriving boating community, and the boat launch is used frequently by Rothesay residents (not just those living in K Park).  Pictured here are images, taken in October 2025, of the current state of the launch.  (Letter continues after 3 images).







Not pictured is the underwater portion of the launch ramp.  It also suffers from irregular concrete, including a sharp “drop off” which can surprise many.

I don’t believe the launch ramp has had much – any? – significant upkeep in the last several years. Therefore, I humbly request that repairs be undertaken to restore the launch ramp to a more pleasant and usable state.

Rothesay, I thank you very much.

Sincerely,

Rothesay, NB

RECEIVED
SEP 25 2026

# Mayor, Town Council and Town of Rothesay

Attention: Mary Jane Banks, Town Clerk / Director of Administrative Services
September 25, 2026

My name is from 76 Bel-Air Ave, Rothesay. I live directly across from a vacant lot and the Rothesay retention pond. There is currently an upper and lower level around the retention pond which together is approximately one kilometer long. A portion of the upper level is maintained as a trail with a gravel base and is nice to walk on; however, heading towards Hampton Road on the upper trail is a weir that is covered with large unevenly placed flat rocks, approx. 14' long. At this point the remainder of the upper level and the full lower level is more like a trodden path.

For many, the weir is not an issue to cross to access the extended path; however, for others, including pre-school children who often come to enjoy this trail, crossing the weir is challenging and for some impassable. Beyond the weir towards Hampton Road and the lower part of the trail is not maintained. It was cut once this year after a complaint to the Town by a neighbour, who got caught up in waist high weeds.

This location is also a wonderful place to enjoy nature. There are deer and at times, dozens of ducks and many other birds and animals. This area is well used, by all ages; there was even an organized fun run recently using the trail.

This could be an inexpensive opportunity for the Town of Rothesay to "walk the recreation talk". Installation of a simple wooden plank bridge across the weir, similar to the ones at Irving Nature Park, would allow local residents, big and small, young and old, access to a longer trail and a continuous loop by extending the upper trail to the lower level. With gravel and regular maintenance a two-level trail would offer a longer, more accessibility for walkers, joggers, and the community at large, including the additional 42 homes, scheduled to be constructed in our neighbourhood. This development already has two well-built walkways now entering the upper trail.

Personally, I use this trail everyday and would welcome showing the mayor and council around. We have a "diamond in the rough", which with a little bit of work and installation of a couple of park benches, garbage cans with "poop stations" and potentially even educational signage about how the retention pond works, wildlife habitats (ducks, deer, etc.) or other environmental topics. A 20-minute walk in nature does wonders to your physical and mental health!

You attention to this opportunity to enhance what could be viewed as a significant neighbourhood asset, is appreciated.

Sincerely,

Outlook

**FW: Floating Dock**

**From** Charles Jensen <charlesjensen@rothesay.ca>
**Date** Mon 2026-10-05 4:06 PM
**To** Neil McKenna <neil.mckenna@rothesay.ca>

Hi Neil,

Can this be included in the next council agenda please.

Thanks,

Charles

You don't often get email from . Learn why this is important
CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Mayor and Council:

I am asking for your consideration in keeping our very Precious and Beautiful East Riverside Park from turning into an exhibition Park! My husband and I have been going to the Park for 8-9 years all year round. My husband does energy healing with the trees and I sit by the water at the other end of the floating dock area.

The Park has been a safe refuge for seniors and youth alike to get fresh air and exercise. It has been a safe space for Women to walk alone without fear. Everyday as I sit by the water, I give such Gratitude for the Beauty and Safety and Peace of the Privilege of sitting there sending my energy/intentions across the planet. I love people and welcome everyone I encounter.

The Floating Dock is a novelty and attraction,which for the first time ever, we could not even find a place to Park on a Friday night and each time we go it is very close if we will be able to Park.

With all Due Respect, I am asking that you give great consideration if you want to create a Exhibition Energy or a Safe Peaceful Place for Seniors and young people alike to have a place to go. I have also encountered people who have much on their minds and come to the Park to help resolve/quiet their minds.

Thank you for you time and I truly hope you will decide to use these floating dock pieces in another location and give us back our Park that we so Treasure.

Sincerely,

RECEIVED
OCT 0 6 2026

1 Spruce St
Rothesay, NB
E2E2H2

To Whom It May Concern,

I am writing on behalf of my mother, with regards to Parking at the East Riverside Kinghurst Park. My mother is years old and is trying to stay as healthy and mobile as possible. We have been walking at the Park for the past number of years and truly enjoy the time spent there.

Unfortunately, she now is unable to walk with just her walking sticks and requires a 'walker' to get around. The Wheelchair Parking at the parking lot is to us, very unsafe and not conducive for people that require this kind of parking space. It is at the far end, by the entrance to the bathroom facilities and would require someone with a walker to have to either walk **behind** a line of parked cars or on the grass in front of the cars, which will not accommodate a walker.

With the increased traffic at the Park due the interest in the new water walking path, finding a place to park close to the entrance has been difficult at times. I have parked right in front of the entrance pathway to ensure she is safe, using her Wheelchair Tag so people will understand why we are parked there.

My suggestion, and I hope you will take note and make changes, is that the wheelchair parking spaces be moved to the entranceway to the Park thus ensuring the safety and accessibility for people who are mobility compromised.

Thank you for taking the time to read my concerns. If you would like to contact me for further discussion, please do not hesitate to call.

Sincerely,

Outlook

**FW:**

**From** Matthew Alexander <matthewalexander@rothesay.ca>
**Date** Tue 2026-10-06 2:14 PM
**To** Neil McKenna <neil.mckenna@rothesay.ca>

Original email.

**Matt Alexander**
**Mayor**

matthewalexander@rothesay.ca

70 Hampton Rd
Rothesay NB, E2E 5L5
T: 506-848-6600 | F: 506-848-6677
rothesay.ca

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.

The information in this message sent today (and any attachments) is private and confidential and is intended for the sole use of the recipient(s). If you are not the intended recipient or a person responsible for delivering this message to the intended recipient, or if you believe you have received this message in error, you are notified that any use of the information is strictly prohibited. Please notify the sender immediately by replying to the message and then delete the message from your email provider.

**From:**
**Sent:** October 6, 2026 1:35 PM
**To:** maryschryer@gmail.com; Matthew Alexander <matthewalexander@rothesay.ca>
**Cc:**
**Subject:**

You don't often get email from . Learn why this is important
CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Mayor Schryer and Mayor Alexander,

I am writing you on behalf of the Kennebecasis Valley Woodworking Club of which my husband and other people from the community are members.

The Kennebecasis Valley Woodworking Club (in existence for over 20 years) is seeking space in Rothesay or Quispamsis to relocate. They will require some space for woodworking equipment and space around it for their members to work. Over the years members of this club have not only worked on personal projects, but have also made things for several schools and the community (both Quispamsis and Rothesay) . I am appealing to you to bring up this request at your council meetings and / or discuss with your councillors this request for a suitable space. These members have had police checks and the club has insurance. This organization is not only an interest club for members of both communities, but can also continue to contribute by making things for the community. Previously, they have made benches for the Rothesay Common, playground pieces for a school, benches for churches and schools, props for school plays, a glider swing for a special needs youth, the big Easter Egg for Quispamsis and so much more. They also instruct new members on how to safely utilize woodworking equipment for their hobby creations. If you are aware of a suitable space in either Rothesay or Quispamsis, please reply to this email or contact at . It is a volunteer club so their annual budget is limited to approx. $5000. This group could really use your help. Your assistance is greatly appreciated.

Regards,

Wife of KV Woodworkers member,

Outlook

## Trick or Eat

**From** Laura McNicholas
**Date** Thu 2026-09-10 8:00 AM
**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.

Good morning Mayor Grant,

I believe in the past m y colleague Kate has reach out asking for your support in running “Trick or Eat” on Halloween. We are hoping to collect donations of non-perishable foods and toiletries in the Kennebecasis Park neighbourhood from 6:00 – 8:00pm on October 31st. We have donated thousands of food items to the KV Food Bank over the past few years and hope to continue this tradition this year.

Please feel free to contact me with any questions or concerns via email.

Thank you for your consideration,
Laura McNicholas

**Laura M[c]Nicholas (She/Her/Hers)** *BSc BEd*
Netherwood House Parent
Health and Physical Education Department Head
Varsity Girls Soccer Coach
**Rothesay Netherwood School**
40 College Hill Road | Rothesay, NB, Canada E2E 5H1 |
| www.rns.cc

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
# FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
# APRIL 8, 2026

---

| | | |
|---|---|---|
| Present: | Chair Kirk Miller | Ian Watson, Administrator |
| | Vice Chair Dave Brown | Chief Shawn White |
| | Commissioner Stéphane Bolduc | Deputy Chief Karen Trecartin |
| | Commissioner Patricia Murray | Division Chief John Codling |
| | | Carlene MacBean, Executive Assistant |
| Absent: | Treasurer Peter Lewis | |
| | Commissioner Noah Donovan | |

---

1.0 Call to Order

Chair Miller called the meeting to order at 7:11 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

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

**CARRIED**

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 February 12, 2026

Moved by S. Bolduc and seconded by D. Brown, that the minutes of February 12, 2026 be approved as presented.

**CARRIED**

6.0 Unfinished Business

None

7.0 Correspondence

None

8.0 New Business

8.1 Fire Smart Presentation (via Teams)

Amy Edgar and Katelyn Metanczuk joined the meeting at 7:19 pm.

Deputy Chief Trecartin introduced Amy Edgar and Kaitlyn Metanczuk from Geoterra IRS in British Columbia, the company that created the Community Wildfire Resiliency Plan for the Kennebecasis Valley. This plan is one of 24 projects done in New Brunswick and one of 50 across Canada. The Kennebecasis Valley Fire Department is the only fire department; the others are municipality driven. The decision to engage in this process was through the KV EMO committee which means the plan was created for both Quispamsis and Rothesay with the same 35 recommendations. Having a Community Wildfire Resiliency Plan will allow the department to be proactive and plan for fire prevention throughout both towns.

The executive summary of the report reads:

> "The Community Wildfire Resiliency Plan (CWRP) for the Municipalities of Rothesay and Quispamsis was developed to enhance the community's ability to respond to wildfires and protect the wildland-urban interface (WUI). This plan assesses wildfire risk and provides specific objectives, recommendations, and action plans across seven FireSmart™ disciplines: Education, Community

Planning, Development Considerations, Interagency Cooperation, Cross-Training, Emergency Planning, and Vegetation Management.

The intended audience for this plan includes several key groups to ensure its support and effectiveness. This plan will help guide local residents, local government, emergency responders, land and resource managers, community groups, provincial agencies, and stakeholders to a collaborative approach to becoming resilient to wildfires.

The CWRP focuses on Rothesay and Quispamsis, with some emphasis on areas within the eligible WUI.

A total of 34 prioritized recommendations and action items have been outlined to guide Rothesay and Quispamsis in mitigating wildfire threats. These include hosting community events, distributing educational materials, conducting home and infrastructure assessments, ensuring compliance with the Forest Fires Act, and developing local bylaws. The plan also emphasizes the importance of interagency cooperation, training, emergency planning, and vegetation management.

It is recommended that the CWRP be reviewed annually and updated every five years to reflect changes in demographics, land use, and environmental conditions."

Amy Edgar and Kaitlyn Metanczuk left the meeting at 7:36 pm.

Deputy Trecartin referred to the recommendation for a new water source in the French Village area. This could be done by using a dry hydrant in the area; the closest one currently is in Nauwigewauk.

Administrator Watson stated that the department needs a formalized action plan which the Fire Board would endorse in collaboration with both towns. Deputy Chief Trecartin will present options at a future meeting.

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

**CARRIED**

8.2 2025 Annual Report

Fire Prevention Officer Arthur Willins has once again put together the departments annual report. Due to the size of the document a link has been provided to the Fire Board members.

The electronic link will be sent to the Town Clerks of Quispamsis and Rothesay to be distributed to both councils. It will also be posted on the department's website and Facebook page.

Moved by S. Bolduc and D. Brown to accept the 2025 Kennebecasis Valley Fire Department Annual Report and to send the electronic link to the Town Clerks of Quispamsis and Rothesay to be distributed to both councils.

**CARRIED**

9.0 Financial

9.1 Draft Financial Statements for the Month Ended February 28, 2026

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

**CARRIED**

9.2 Budget Variance Analysis

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

**CARRIED**

9.3 Compliance Report

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

**CARRIED**

10.0 Business Arising from Committee of the Whole

10.1 Approval of 2025 Audit

Moved by D. Brown and P. Murray, to approve the Kennebecasis Valley Fire Department audited financial statements as of December 31, 2025 and to forward a copy to both Town Treasurers after recommended changes.

**CARRIED**

10.2 Appointment of Firm for 2026 Financial Audit

Moved by S. Bolduc and seconded by D. Brown, the reappointment of the accounting firm of Teed Saunders Doyle as the 2026 auditors of the Kennebecasis Valley Fire Department with fees to be determined.

**CARRIED**

11.0 Reports

11.1 Chief's Report

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

**CARRIED**

11.2 Response Summary

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

**CARRIED**

11.3 KV EMO Report

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

**CARRIED**

11.4 Training Report

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

**CARRIED**

12.0 Adjournment

Chair Miller acknowledge that this was Commissioner Murray's last meeting as a Fire Board member, thanked her for volunteering her time and she has been a huge asset to the Fire Board and will be missed.

Moved by P. Murray that the meeting be adjourned at 8:08 pm.

**Date of next meeting – September 2, 2026**

Respectfully submitted,

CHAIR

SECRETARY / TREASURER

**Kennebecasis Valley Fire Department Inc.**
**Statement of Expense with Budget Variance**
**For the 2-months ending February 28, 2026**

2026Oct13OpenSessionFinal_042

| Line | | BUDGET YEAR TO DATE | **ACTUAL YEAR to DATE** | VARIANCES YEAR TO DATE (Under Budget) | **BUDGET** 2026 |
|---|---|---|---|---|---|
| | **REVENUE:** | | | | |
| 1 | Members Contributions | $1,059,818 | **$1,059,818** | ($0) | **$6,888,818** |
| 2 | Rebate of Property Tax (Miscellaneous Reve | $0 | **$0** | $0 | **$86,435** |
| 5 | Misc. Revenue | $4,876 | **$635** | ($4,241) | **$29,255** |
| 6 | Interest Income C/A | $4,167 | **$5,472** | $1,305 | **$25,000** |
| 7 | Deficit 2nd previous year | $446,915 | **$446,915** | $0 | **$446,915** |
| 8 | | $1,515,776 | **$1,512,839** | ($2,936) | $7,476,423 |
| | **EXPENSES:** | | | | |
| | **ADMINISTRATION:** | | | | |
| 9 | Admin. Wages and Benefits | $155,707 | **$173,337** | $17,629 | $803,800 |
| 10 | Convention/dues/training | $4,500 | **$4,658** | $158 | **$27,000** |
| 11 | Administrative Agreement | $2,000 | **$2,000** | $0 | **$12,000** |
| 12 | Professional Services | $0 | **($6,774)** | ($6,774) | **$47,000** |
| 13 | CPSE Accreditation | $333 | **$0** | ($333) | **$2,000** |
| 14 | Office supplies/Copy Machine/ S/C | $2,158 | **$1,853** | ($306) | **$12,950** |
| 15 | Computer hardware/software/IT | $18,875 | **$23,627** | $4,752 | $50,250 |
| 16 | Telephone/ Internet | $2,971 | **$2,819** | ($151) | **$17,823** |
| 17 | | $186,544 | **$201,519** | $14,975 | $972,823 |
| | **FIREFIGHTING FORCE:** | | | | |
| 18 | Salaries Basic | $700,519 | **$537,756** | ($162,763) | **$3,642,700** |
| 19 | Overtime | $10,000 | **$7,959** | ($2,041) | **$60,000** |
| 20 | Force Benefits | $173,308 | **$148,081** | ($25,227) | $930,700 |
| 21 | Career Uniforms and maintenance | $5,083 | **$6,937** | $1,854 | **$30,500** |
| 22 | Medical and Fitness Testing | $2,000 | **$2,000** | $0 | **$20,000** |
| 23 | Employee Wellness | $1,167 | **$0** | ($1,167) | **$7,000** |
| 24 | Career Recognition | $667 | **$3,614** | $2,947 | **$4,000** |
| 25 | Holiday Relief Wages and overtime | $86,596 | **$69,209** | ($17,387) | $450,300 |
| 26 | Holiday Relief Benefits | $26,795 | **$20,002** | ($6,793) | $139,335 |
| 27 | | $1,006,135 | **$795,557** | ($210,578) | $5,284,535 |
| | **TELECOMMUNICATIONS:** | | | | |
| 28 | Cellular Telephones | $1,333 | **$960** | ($373) | **$8,000** |
| 29 | Communication Equipment | $117 | **$21** | ($96) | **$700** |
| 30 | Maintenance / Repairs | $0 | **$0** | $0 | **$1,500** |
| 31 | Dispatch Service | $76,555 | **$76,555** | ($0) | **$306,221** |
| 32 | | $78,005 | **$77,536** | ($469) | $316,421 |

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| | | 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 | $5,545 | **$1,990** | ($3,556) | **$61,000** |
| 36 | Fire Prevention | $1,333 | **$1,368** | $35 | **$8,000** |
| 37 | Public Education | $600 | **$407** | ($193) | **$3,600** |
| 38 | Training Supplies | $833 | **$1,133** | $300 | **$5,000** |
| 39 | | $8,312 | **$4,897** | ($3,415) | $77,600 |
| | **FACILITIES:** | | | | |
| 40 | Station 1 Operating | $22,438 | **$24,969** | $2,531 | *$234,300* |
| 41 | Station 2 Operating | $14,675 | **$18,977** | $4,302 | *$112,700* |
| 42 | Station Supplies | $4,167 | **$4,997** | $830 | **$25,000** |
| 43 | | $41,280 | **$48,942** | $7,662 | $372,000 |
| | **FLEET:** | | | | |
| 44 | Fuel Vehicle | $6,333 | **$5,397** | ($936) | **$38,000** |
| 45 | Registration Vehicle | $0 | **$361** | $361 | **$750** |
| 46 | Vehicle Maint. & Repairs | $15,000 | **$11,682** | ($3,318) | **$90,000** |
| 47 | | $21,333 | **$17,440** | ($3,893) | $128,750 |
| | **OPERATIONS:** | | | | |
| 48 | New Equipment | $4,333 | **$1,257** | ($3,076) | **$26,000** |
| 49 | Maint. & Repairs Equip. | $3,333 | **$5,494** | $2,161 | **$20,000** |
| 50 | Maint. & Repairs Bunker Gear | $0 | **$537** | $537 | **$4,500** |
| 51 | Medical Supplies | $2,167 | **$527** | ($1,640) | **$13,000** |
| 52 | Fire Fighting Supplies | $1,167 | **$64** | ($1,103) | **$7,000** |
| 53 | H&S/Cause determination | $0 | **$0** | $0 | **$6,000** |
| 54 | | $11,000 | **$7,879** | ($3,121) | $76,500 |
| | **EMO:** | | | | |
| 55 | EMO | $6,677 | **$0** | ($6,677) | **$40,064** |
| | | $6,677 | **$0** | ($6,677) | $40,064 |
| | **WATER COSTS:** | | | | |
| 56 | Water Costs - Quispamsis | $0 | **$0** | $0 | **$6,058** |
| 57 | Water Costs - Rothesay | $0 | **$0** | $0 | **$31,484** |
| 58 | | $0 | **$0** | $0 | $37,542 |

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| | | BUDGET YEAR TO DATE | **ACTUAL YEAR to DATE** | VARIANCES YEAR TO DATE | **BUDGET** 2026 |
|---|---|---|---|---|---|
| | **OTHER:** | | | | |
| *59* | Miscellaneous | $1,167 | **$572** | ($594) | **$7,000** |
| *60* | Retirement Allowance | $11,633 | **$14,233** | $2,600 | **$69,800** |
| *61* | | $12,800 | **$14,806** | $2,006 | $76,800 |
| *62* | Operating Cost Total | $1,465,476 | **$1,253,331** | ($212,145) | $7,476,423 |
| 63 | (DEFICIT) SURPLUS FOR THE PERIOD | **$50,300** | **$259,509** | **$209,209** | **$0** |

## Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than $5,000

For the 2 months ending February, 2026

| Line # | Description | Budget YTD | Actual YTD | Variance (Under Budget) | Details |
|---|---|---|---|---|---|
| 9 | **Admin. Wages and Benefits** | $155,707 | $173,337 | **$17,629** | Underbudget based on 1 fewer chiefs for 1-month + $53K RA payment to Chief |
| 12 | **Professional Services** | $0 | ($6,774) | **($6,774)** | Financial audit accrued but bill not yet received |
| 18 | **Salaries Basic** | $700,519 | $537,756 | **($162,763)** | Budgeted salary increase not yet included (No CBA - accruing retro wages) |
| 19 | **Overtime** | $10,000 | $7,959 | **($2,041)** | As required/Budgeted salary increase not yet included (No CBA) |
| 20 | **Force Benefits** | $173,308 | $148,081 | **($25,227)** | Budgeted salary increase not yet included (No CBA - accruing pension contributions) |
| 25 | **Holiday Relief Wages & Overtime** | $86,596 | $69,209 | **($17,387)** | As required/Budgeted salary increase not yet included (No CBA - accruing retro wages) |
| 26 | **Holiday Relief Benefits** | $26,795 | $20,002 | **($6,793)** | Budgeted salary increase not yet included (No CBA - accruing pension contributions) |
| 33 | **Insurance** | $93,388 | $84,754 | **($8,634)** | Actual cost lower than budgeted |
| 55 | **EMO** | $6,677 | $0 | **($6,677)** | As required |
| | **Material Variances** | **$1,367,809** | **$1,149,270** | **($218,539)** | |

## Kennebecasis Valley Fire Department Inc.

Invoices over $5,000

For the months of January and February 2026

| Non-Recurring Monthly Invoices | Amount | Description |
|---|---|---|
| 01-02-26 Safety Source | $94,668.00 | Capital item - new extrication equipment |
| 01-02-26 Hovey Insurance | $84,754.00 | Annual insurance bill |
| 01-02-26 Safety Source | $5,520.00 | Cutter/spreader tool replacement (old one broke) |
| 01-09-26 Dobson Chrysler | $65,687.13 | Capital item - new Dodge Durango for Chief |
| 01-09-29 Michelin Canada | $5,226.93 | E1 tires |
| 01-31-26 First Due | $21,840.00 | Annual firefighter scheduling software subscription |
| 02-03-26 WFR Wholesale | $5,290.50 | Capital item - new hose |
| 02-17-26 Icon Safety | $12,791.23 | Capital item - light package for new Durango |

**Kennebecasis Valley Fire Department Inc.**

Chief Michael Boyle Deputy Chief Shawn White

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

TO: Finance Committee
FROM: Ron Catchick
DATE: April 1, 2026
RE: Compliance Report

The following Government remittances have been remitted for the months of January – February, 2026 in accordance with the appropriate regulation:

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

HST rebate claim remitted semi-annually - The months of June – December, 2025 have been filed and received. January – June, 2026 will be filed before end of August, 2026.

WHSCC – remitted monthly –payment remitted

Ron Catchick
Finance Administrator

# Kennebecasis Valley Fire Department

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

## Significant Incidents

**February 9th** – fire crews were notified of a structure fire on Enterprise drive in Quispamsis, crews arrived to find smoke showing from the building. Crews made an aggressive attack, and quickly knocked the fire down. The fire remains under investigation.

**March 8th** – the KVFD was dispatched to a structure fire on Beach Drive in Rothesay. Crews quickly arrived on scene and found a fire on the kitchen stove. The home sustained smoke but limited fire and water damage.

**March 12th** – the KVFD was notified of a possible ice rescue at Renforth Wharf in Rothesay. Kennebecasis Regional Police Force had requested the fire department as there was a missing/unaccounted for ice fisher. Crews responded onto the ice, and began making their way to the ice fishing tent out on the ice. The department's drone was deployed to find the shelter, and look for the missing person. Eventually, the fisher was found inside his tent completely fine, he had stayed on the ice overnight



**March 13th** – crews responded to a motor vehicle collision on highway 1 near the Dolan Road Irving, where a vehicle crossed the median and had a head on collision with another vehicle. Crews found one patient that required extrication. Crews worked to free the individual from the collision. Patients were transported to the hospital.



**March 16th** – crews responded to a structure fire on Walnut Lane in Quispamsis. On arrival crews noted smoke showing from a bedroom window, and quickly made an aggressive attack. The majority of the damage was limited to the room of origin.

**March 22nd** – crews responded to an alarm activation at Shannex in Quispamsis. On arrival, crews found a waterflow alarm had activated the fire alarm, investigated and found a damaged sprinkler head causing significant amounts of water to flood the kitchen area. Crews were able to stop the water flow and minimize damage to the building.



**March 29th** - Crews were dispatched to a structure fire on Jenkins Drive in Quispamsis. Fire crews arrived within minutes and found heavy smoke coming from the home. Fire crews quickly attacked the containing it to the kitchen. The home sustained heavy smoke but limited water and fire damage.

## Ambulance Service Partnership Committee

**Feb 20th** - Division Chief Codling attended the second meeting of the Ambulance Service Partnership Committee in Fredericton representing the New Brunswick Association of Fire Chiefs. This committee will provide guidance and recommendations on policies and best practices that support the Ambulance New Brunswick stabilization plan and review of the current paramedic services system.

The committee has representatives from the Paramedic Association of New Brunswick, New Brunswick Association of Fire Chiefs, Sankewitahasuwakon, Union of Municipalities of New Brunswick, and l'Association francophone des municipalitiés du Nouveau-Brunswick. The next meeting will be held April 17th.



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

## Monthly Incident Report - Public

| INCIDENT TYPE (NFIRS) | COUNT OF INCIDENTS |
|---|---|
| 10 - Fire/explosion - dollar loss | 6 |
| 12 - Rubbish/grass fire - no dollar loss | 2 |
| 29 - Bonfire - Bonfire | 1 |
| 30 - Rescue - Miscellaneous | 1 |
| 31 - Vehicle Accident | 7 |
| 43 - Public Hazard - power line down / utility pole hazard | 9 |
| 62 - Public Service - first aid | 45 |
| 63 - Public Service - assist police or other agency | 2 |
| 65 - Public Service - mutual aid | 1 |
| 67 - Public Service - flooding | 1 |
| 69 - Public Service- miscellaneous | 4 |
| 70 - Alarm No Fire - accidental miscellaneous | 7 |
| 72 - Alarm No Fire - sprinkler surge or discharge | 1 |
| 73 - Alarm No Fire - detector activated | 5 |
| 79 - Alarm No Fire - miscellaneous | 1 |
| 90 - Incident Situation unclassified | 1 |
| (NULL) | 3 |
| **Total** | **97** |

# Kennebecasis Valley Fire Department

*Office of the Fire Chief*

To: Joint Board of Fire Commissioners

From: Chief Shawn White

Re: KV EMO

Date: April 8 2026

---

**Strategic Planning**
The KV EMO Committee recently met to review a set of strategic goals developed to provide greater focus and direction for the program moving forward (attached).
These goals are intended to:

- Strengthen overall program structure
- Improve coordination between partner agencies
- Enhance preparedness and response capabilities
- Support alignment with provincial standards and best practices

The Committee will continue to refine these priorities and incorporate them into future work planning.

**Seasonal Preparedness**
The Committee has also met to review preparedness measures for the upcoming spring freshet and forest fire season.
Discussions focused on:

- Risk awareness and monitoring
- Readiness of personnel and resources
- Coordination with municipal and provincial partners
- Public communication and preparedness messaging

These efforts are intended to ensure a coordinated and proactive approach to seasonal risks.

**Mobile Command Unit**
The Committee has met on two occasions to review the Department's mobile command unit and its potential application for EMO operations.
The unit presents a valuable capability for:

- On-site command and coordination
- Incident management support
- Multi-agency response operations

Work is underway to assess and identify required upgrades, including communications systems and additional equipment necessary to support field operations.

**Next Steps**

- Continue refinement and implementation of EMO strategic goals
- Ongoing monitoring and preparedness for seasonal risks
- Further development and outfitting of the mobile command unit
- Receive the continuity of operations plans from both towns

**Conclusion**

The EMO program continues to advance in a structured and proactive manner, with a focus on strengthening preparedness, improving coordination, and enhancing operational capabilities across the Kennebecasis Valley.

KV EMO Committee

**KV EMO Strategic Goals 2026–2029**
Draft S. White

## Executive Overview

The KV EMO Strategic Goals 2026–2029 establishes a structured, multi-year roadmap to strengthen emergency management capability within the Kennebecasis Valley.

While the KV Emergency Management Program defines governance, operational structures, and response frameworks, the Strategic Goals focuses on building sustainable capacity, improving readiness, and strengthening coordination over time.

The plan exists to:

- Clarify governance and accountability
- Improve Emergency Operations Centre (EOC) capability
- Build a trained and sustainable Incident Management Team model
- Strengthen hazard mitigation and risk-based planning
- Improve multi-agency coordination
- Enhance public communication and community preparedness
- Establish a continuous improvement culture

This plan ensures that emergency management within the Kennebecasis Valley evolves in a deliberate, fiscally responsible, and risk-informed manner

## Alignment with CSA Z1600

These Strategic Goals directly aligns with the CSA Z1600 Emergency and Continuity Management Standard, which emphasizes a continuous improvement model based on:

**Plan – Do – Check – Act**

- **Plan:** Governance clarity, risk assessment review, hazard mitigation planning
- **Do:** Training, exercises, EOC role development, operational coordination
- **Check:** Annual exercises, after-action reviews, performance review
- **Act:** Work plan updates and continuous improvement integration

These goals strengthen the implementation of CSA Z1600 by formalizing training standards, evaluation processes, documentation, and senior-level review.

**Alignment with the Emergency Measures Act (New Brunswick)**

Under the New Brunswick Emergency Measures Act, municipalities are required to:

- Establish and maintain a municipal emergency measures organization
- Appoint a director(s)
- Prepare and approve emergency measures plans
- Conduct training and exercises
- Maintain coordination with provincial EMO

These Strategic Goals supports legislative compliance by:

- Formalizing governance structures
- Strengthening training and exercise requirements
- Enhancing coordination with NB EMO and regional partners
- Improving documentation, oversight, and accountability

The plan demonstrates proactive compliance rather than reactive obligation.

**Current Maturity Stage of KV EMO**

KV EMO is currently in a Developing stage of emergency management maturity.

Foundational elements are in place:

- Governance structure
- Emergency Management Program
- Risk assessment framework
- Basic coordination model

The Strategic Goals transitions KV EMO toward a Developed and Sustainable model, characterized by:

- Standardized EOC operations
- Trained and depth-based staffing
- Formalized mitigation planning
- Interoperable multi-agency coordination
- Routine exercises and continuous improvement

By 2029, KV EMO will function as a structured, exercised, and regionally integrated emergency management system capable of supporting complex and extended incidents.

**Strategic Goals and Objectives**
2026-2029 Draft S White

**Strategic Goal 1**

Strengthen governance, leadership and program accountability

Objectives

1.1 By Q3 2026, formally establish and approve Terms of Reference for the KV EMO Advisory Committee.

1.2 By Q3 2026, confirm and document roles, alternates and contact information for:

- EMO Director
- Deputy EMO Directors
- Emergency Preparedness Teams
- EOC leadership positions

**Strategic Goal 2**

Improve operational readiness and Emergency Operations Centre capability

Objectives

2.1 By Q4 2026, complete a full review of:

- EOC facilities
- IT and communications capability
- backup power and workspace requirements

2.2 By Q2 2027, develop and standardize EOC operational role guides for:

- EOC Director
- Operations
- Planning
- Logistics
- Finance
- Public Information

2.3 By Q4 2027, validate EOC readiness through at least one full or partial EOC activation exercise.

**Strategic Goal 3**

Build a trained and sustainable Incident Management and EOC staffing model

Objectives

3.1 By the end of 2026, identify a minimum roster of trained personnel for:

- Incident Management Team roles
- EOC Section Chief and support roles

3.2 By Q4 2026, ensure that all identified IMT/EOC personnel complete:

- ICS 100/200 (minimum)
- ICS 300 for designated supervisory roles

3.3 By 2028, establish a succession and relief staffing model to support 24-hour operations during extended incidents.

**Strategic Goal 4**

Strengthen risk-based planning and hazard mitigation

Objectives

4.1 By Q2 2027, formally review and update the All-Hazards Risk Assessment to confirm:

- probability ratings
- consequence ratings
- priority risks

4.2 By Q4 2027, develop a short Hazard Mitigation Action Plan for the top five identified risks.

4.3 By 2028, integrate hazard mitigation priorities into:

- municipal capital planning
- infrastructure planning

- departmental work planning where applicable.

**Strategic Goal 5**

Improve multi-agency coordination and interoperability

Objectives

5.1 By Q4 2026, review and confirm operational coordination procedures between:

- KVFD
- Kennebecasis Regional Police Force
- municipal departments
- NB EMO

5.2 By Q2 2027, develop and test at least one joint operational scenario involving:

- fire
- police
- municipal operations
- EMO coordination

5.3 By 2028, formalize at least one additional mutual-aid or support agreement to address:

- large scale evacuations
- shelters and reception centres
- logistics support.

**Strategic Goal 6**

Strengthen public communication and emergency information delivery

Objectives

6.1 By Q3 2026, finalize and approve a KV EMO public information and communications protocol, including:

- issues management
- risk communications
- crisis communications

6.2 By Q4 2026, develop pre-approved public messaging templates for:

- severe weather
- flooding
- wildland fire
- evacuation
- shelter-in-place

6.3 By 2027, conduct at least one communications exercise or simulation involving Public Information Officers and municipal communications staff.

**Strategic Goal 7**

Improve community preparedness and resilience

Objectives

7.1 By Q2 2027, develop a coordinated public preparedness campaign focusing on:

- 72-hour self-sufficiency
- evacuation readiness
- emergency alerts and warnings

7.2 By 2028, deliver a minimum of two public education initiatives per year in partnership with:

- municipalities
- schools
- community organizations.

**Strategic Goal 8**

Establish a continuous improvement and exercise program

Objectives

8.1 Beginning in 2026, conduct at least one EMO exercise annually, alternating between:

- tabletop exercises
- functional or EOC-based exercises.

8.2 After each activation or exercise, complete a formal After-Action Report and Improvement Plan.

8.3 By Q1 each year, update the KV EMO work plan based on:

- after-action findings
- program reviews
- emerging risk

**Strategic Goal 9**

Emergency Operations Centre (EOC) Readiness

KV EMO will improve the operational capability, facilities, technology and staffing readiness of the Emergency Operations Centre.

**Key outcomes:**

- Updated EOC facilities and technology review
- Develop an operations Mobile Command Unit
- Standardized EOC role guides and procedures
- Validated EOC operations through exercises

# Kennebecasis Valley Fire Department

Training Division

To: Chief White

From: Division Chief Codling

Re: Training & Investigation Update

Date: 30 March 2026

## General:

To date, a large portion of training for 2026 has been focusing on recertification of current disciplines, coupled with preparation for the upcoming season. From January to late February, crews were engaged in their biennial ice rescue training, requiring all members to complete the full course (classroom & practical). This encompassed classroom instruction as well as a full day of on-ice training, based at Rothesay Yacht Club. The yacht club once again permitted us to make use of the open water created by their aeration system, allowing us access to realistic scenarios without needing to risk the liability of cutting holes elsewhere and creating a potential public hazard.

In conjunction with this training, the crew from CCGS Shediac Bay attended our sessions to observe our ice rescue operations, and also allowed us an opportunity to begin planning out the upcoming open water season.

A new twist to our training this year was an initiative undertaken by Chief White, initialized when he was still Deputy Chief. Through a combination of after-action reviews, co-responder training and open dialogue, the Canadian Coast Guard Saint John Station had expressed interest in exploring utilization of their air asset for potential emergency situations. After filing the requisite documentation and receiving clearance from their command structure, we were excited to welcome a Canadian Coast Guard Bell 429 helicopter to Station 1, where the pilot walked members through a safety briefing in relation to approaching, embarking and disembarking, along with features of the aircraft itself. Chief White then accompanied the pilot as they travelled to RYC to join the crew as part of their practical training day. This initial exposure to the aircraft has opened dialogue around situations where the department and the CCG could work collaboratively in a myriad of situations where there may be a benefit for both responder and public safety.

Aside from ice rescue, the training division has been working on coordinating annual CPR & defibrillation recertification. Also, in preparation for the upcoming wildfire season, all members have also been partaking in the online/classroom portion of a new course, **Responding to the Interface**, which was created specifically for times when a fire department may encounter wildfires that are threatening an urban/suburban area. As the weather turns, this classroom training will be integrated into practical training that we have coordinated with our local DNR office.

Although not specifically related to the training division, there were also a few fire investigations of note. In early February KVFD responded to a commercial fire alarm in Quispamsis. On arrival the initial company officer reported a fire in the building and upgraded the response. After a fast and effective knockdown, our investigators deemed that the fire was suspicious in nature and the scene was secured by KRPF. The following morning, our investigators were joined by regional OFM investigator Joe Richardson, accompanied by his accelerant detection canine, Nissa (last picture). Working in tandem with our OFM investigator team, several exhibits were collected from the scene to be sent for analysis and KRPF are currently continuing to investigate the incident.

A structure fire mid-March had our Fire Investigation crew on scene, including a KVFD member who was recently appointed by the OFM under the Fire Prevention Act. This new investigator will continue to mentor under our current team and learn the various steps involved in conducting an effective fire investigation.




Coast Garde
Guard côtière
Coast Garde
Guard côtière




BRUNSWICK
LIFT RENTALS

# JOINT FINANCE COMMITTEE
# (Quispamsis and Rothesay)
# MINUTES

September 24, 2026, 9:00 am
Council Chambers
Quispamsis Town Hall

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

## 1. Call to Order

Mayor Schryer called the meeting to order at 9:00 a.m. and welcomed all in attendance, noting the purpose of the meeting is to: provide the two Finance Committees with the opportunity to review and discuss the budgets of the Kennebecasis Valley Fire Department, the Kennebecasis Valley Regional Joint Board of Police Commissioners, and the Kennebecasis Public Library; ask questions of the officials representing the respective regional departments; and provide recommendations to both councils on each of the three proposed budgets.

## 2. Approval of Agenda

**Moved By** Deputy Mayor Tiffany Mackay French

That the agenda for the September 24, 2026 Joint Finance Committee Meeting be approved as amended, by adding *Kennebecasis Regional Joint Board of Police Commissioners – Request to Purchase Patrol Vehicles* under General Discussion, at the request of the Town of Rothesay.

**Motion Carried**

**3. Kennebecasis Public Library Inc. – Proposed 2027 Budget**

In attendance: Pallvi Anand, Library Director, Amy Watling, Board Treasurer and Dora Nicinski, Board Member

Pallvi Anand, Library Director, and Amy Watling, Board Treasurer provided an overview of Kennebecasis Public Library's operations, services, and accomplishments over the past year, as outlined in attached presentation.

The presentation highlighted the library's mission to enrich the lives of residents through free and equitable access to knowledge, creativity, community, and learning opportunities. Outlining recent outreach initiatives, programming, community partnerships, and service growth, noting continued increases in circulation, visitor traffic, program participation, and patron registrations.

The Director reviewed the library's funding structure, explaining the shared partnership between the Province of New Brunswick and participating municipalities. In 2025, the library received approximately $800,000 in measurable operating support, with approximately two-thirds provided by the Province and one-third by the Joint Councils.

Statistics presented included:

- 175,440 items circulated in 2025, representing a 5.47% increase over 2024;
- Approximately 94,538 visitors in 2025;
- 1,730 new patrons registered in 2025;
- More than 18,000 patrons identifying KPL as their home library; and
- 362 programs delivered to 6,459 participants during the first seven months of 2026.

Amy Watling presented the proposed 2027 operating budget, which includes a 22% increase over 2026. She noted that approximately 88% of the increase relates to infrastructure and other unavoidable costs, including HVAC repairs and upgrades, surveillance system replacement, municipal water connection work, utilities, insurance, and wage-related costs.

Committee members asked questions regarding anticipated water costs associated with connecting to the municipal system, circulation statistics, communications services,

snow removal budgeting, and the library's practice of reimbursing volunteer criminal record checks. Responses were provided by library representatives.

The Joint Finance Committee thanked the library representatives for their presentation and recognized Kennebecasis Public Library as a valued community asset. The presentation concluded with no further questions from the Committee.

**4. Kennebecasis Regional Joint Board of Police Commissioners – Proposed 2027 Budget**

In attendance: Chief Mike Young and Kevin Darling, Board Chair

Board Chair Kevin Darling and Chief Young presented the proposed 2027 police budget. The Board noted that the primary budget pressures are fleet replacement requirements and implementation of new provincial policing adequacy standards. The proposed budget increase is 4.78%**,** including funding for two replacement vehicles, a one-time contract position to update policies to meet new standards, and a new crime analyst position.

The Board highlighted that approximately 85% of the budget relates to salaries and benefits, including collective agreement increases and higher benefit costs. Members were advised that the police force operates at a lower officer-to-population ratio than many comparable jurisdictions while maintaining service levels.

Committee members asked questions regarding secondments, the proposed crime analyst position, policing standards compliance, intimate partner violence initiatives, firearms maintenance requirements, fleet replacement needs, grants, auxiliary officer costs, and cadet sponsorships. Responses clarified that secondments are cost-recovered and backfilled, the crime analyst would be a civilian position required to support new standards, grant-funded initiatives are offset by corresponding expenditures, and vehicle replacement remains a significant operational priority.

The Joint Finance Committee thanked Chief Mike Young and Kevin Darling, Board Chair for their participation in the budget review process and for providing information to assist the Committees in formulating budget recommendations to their respective Councils.

**5. Kennebecasis Valley Fire Department Inc. – Proposed 2027 Budget**

In attendance: Fire Chief Shawn White, Deputy Chief Karen Trecartin and Ron Catchick, Finance Administrator

Fire Chief Shawn White presented the proposed 2027 Operating and Capital Budgets, highlighting key drivers including accreditation findings, fire suppression response

capabilities, administrative capacity requirements, strategic planning, and emergency management initiatives, as outlined in the attached presentation.

Chief White advised that accreditation identified opportunities to improve the department's effective response force (ERF) for high-risk incidents. He outlined a three-part improvement plan consisting of the phased hiring of additional firefighters, implementation of an automatic aid system with neighbouring departments, and enhancement of firefighter recall procedures. He emphasized that improving response times will require all three measures working together.

Chief White also reviewed accreditation recommendations respecting administrative capacity and proposed amendments to the Executive Assistant position to focus on records management, the addition of a part-time Administrative Assistant in late 2027 to support succession planning and administrative workload, development of a new strategic plan, and continued investment in the regional emergency management program.

The proposed 2027 operating budget totals $7,890,165, representing an increase of 5.53% over 2026. The proposed 2027 capital budget totals $3.26 million, primarily related to the acquisition of a new ladder truck and equipment replacement requirements identified in the department’s asset management plan.

Finance Administrator Ron Catchick provided an overview of cash flow challenges arising from the delayed settlement of the collective agreement. He explained that large operating surpluses recorded in 2024 and 2025 resulted from budgeted wage increases that were not paid until the collective agreement was settled in 2026. The subsequent retroactive payment, combined with the timing of surplus recoveries through the department's funding model, has created cash flow pressures in 2026 and 2027. To address this issue, the proposed funding model includes a one-time adjustment to member contributions in 2027.

Committee members discussed the proposed approach, with Councillor MacDonald suggesting the funding issue be addressed through a 2026 contribution adjustment rather than through the 2027 budget. Questions were also raised regarding budget presentation formats, staffing levels, and accreditation costs. Chief White advised that maintaining accreditation costs approximately $5,000 annually, with additional costs incurred during reaccreditation reviews.

The Joint Finance Committee thanked Fire Chief Shawn White, Deputy Chief Karen Trecartin and Ron Catchick, Finance Administrator for their participation in the budget review process.

## 6. General Discussion

### 6.1 Rothesay Request to Discuss KRJBPC Patrol Vehicle Purchase

Kevin Darling, Board Chair summarized the request.

The Committee received an update from the Commission regarding the police vehicle fleet. Mr. Darling advised that two patrol vehicles are in urgent need of replacement due to age, reliability concerns, increasing maintenance costs, and potential impacts on operational readiness and officer safety. Year-to-date vehicle maintenance costs were reported to be significantly over budget, and one vehicle had already been removed from service due to a major mechanical failure.

Mr. Darling explained that the requested vehicle replacements are part of a fleet renewal strategy rather than a fleet expansion and noted that a five-year fleet management plan has been developed. The Committee discussed vehicle replacement costs, maintenance considerations, fleet lifecycle planning, and budget implications.

During discussion, clarification was provided that the two vehicles under consideration were the same vehicles previously referenced in budget discussions and were not additional vehicles beyond those identified as requiring replacement. Members discussed the financial implications of purchasing a second vehicle in 2026, including the potential for a modest year-end deficit.

Following procedural clarification, the Committee determined that the matter should be referred back to both Councils for further consideration. There was a suggestion that the Commission be requested to show vehicles as capital assets (and therefore separate from the operating budget request), to support further Joint Committee discussions. Consensus was reached to provide advice to both Councils as a result of the above and of follow-up Joint Committee discussions.

**7. Closed Session**

**Moved By** Deputy Mayor Luck

Pursuant to Section 68.1 (c) *Agreements/Contracts* of the Local Government Act, the public will be excluded from the Joint Finance Committee meeting for the duration of the discussion on the items that follow.

**Motion Carried**

The Committee returned to Open Session.

By consensus, the Committee agreed to recommend that a request for payment of $630,000 in 2026 from the Kennebecasis Valley Fire Department Inc. be brought forward to both Councils for consideration.

By consensus, the Committee also agreed to reconvene following the release of the Local Governance Commission rate stabilizer information, anticipated on October 15, 2026, to continue its review of the 2027 budgets of the Kennebecasis Valley Fire

Department, the Kennebecasis Valley Regional Joint Board of Police Commissioners, and the Kennebecasis Public Library.

**9. Adjournment**

**Moved By** Deputy Mayor Tiffany Mackay French

That the meeting be adjourned.

**Motion Carried**

Respectfully submitted,



Lisa MacInnis
Town Clerk

Positive Recreation Opportunities for Kids

Application for Rothesay Municipal Funding – 2027
Date: September 14th, 2026
Attn: Laura Adair

**Organization Description:** Positive Recreation Opportunities for Kids (P.R.O. Kids) is a charitable service operated by the City of Saint John that matches children and youth (up to 18) in financial need, with organized, registered recreation activities. Each year, hundreds of local youth are given the opportunity to participate in sports, recreation, arts, or cultural activities of their choice.

P.R.O. Kids operates as a charitable program administered through the City of Saint John Community Services Department. In 2005, the neighbouring towns of Grand Bay-Westfield, Rothesay, and Quispamsis became program partners. Annual funds from the municipalities cover the administrative cost, ensuring that all money raised for the charitable program goes directly to serving the families of Greater Saint John who need P.R.O. Kids support.

**Our Vision:** All children and youth in Greater Saint John have the opportunity to participate in the arts, cultural, recreation, and sports activity of their choice.

**Our Mission:** To provide assistance to as many children and youth as possible who are unable to participate in sport, art, recreation, or cultural activities due to financial limitations.

**Amount requested:** $7,500.00 (2027 operational funding)

**Description of proposed activity or event:** P.R.O. Kids is a confidential service available to all children and youth in Saint John, Quispamsis, Rothesay, and Grand Bay-Westfield. All administrative costs are covered by the participating municipalities, allowing 100% of all donations to P.R.O. Kids to go directly to assisting the children and youth in our community.

prokids@saintjohn.ca 506-642-PLAY
www.prokidssj.ca

**P.R.O. Kids:**

Address: 15 Market Square, Saint John, NB. E2L-4L1
Contact: Greg Cutler – Community Development Manager. City of Saint John
Tel: 506-650-3763
Email: Gregory.cutler@saintjohn.ca

# 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 budget being distributed evenly throughout the year because its unknown when expenses are going to be incurred.

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 $500 each for **Meet and Greet** with **Premier Susan Holt** and **Federal Minister of Transport Steven MacKinnon on October 21, 2026**. (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 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 normalized budgeted operating expenses would increase by 8.39%. **The Committee recommended that actual costs be presented and included on the budget 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.

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 presented.**

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 includes funding for a new 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 due 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 24th.
The next meeting is set for October19, 2025.

The meeting adjourned at 10:20am.

_____ _____

Mayor, Matt Alexander Laura Adair, Treasurer

# ROTHESAY

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Canada E2E 5L5
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Rothesay@rothesay.ca
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## FINANCE COMMITTEE MEETING

September 23, 2026
8:30 a.m.
AGENDA

1) Review minutes:
    a. Regular meeting – September 3, 2026
2) August internal financial statements
    a. General Fund
    b. Utility Fund
3) Donation summary and 2026 budget requests
    a. NB Medical Education Foundation - $5,200
    b. Kennebecasis Rowing Club - $3,000 - **TABLED**
4) 2027 Budget Process
    a. Library
    b. Fire
    c. Police
5) For Information
    a. August remittance report
6) Next meeting

    Joint Finance Meeting – September 24, 9 :00 am

    Regular Finance – October 22, 8 :30 am

# TOWN OF ROTHESAY

FINANCE COMMITTEE
September 03, 2026

In attendance:
Mayor Matt Alexander, Chairman
Deputy Mayor Tiffany Mackay French
Councillor Helen Boyle
Councillor Don Shea
CAO, Brett McLean
Assistant Treasurer Laura Adair

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

The agenda was approved with the removal of Item #4, Credit Card Policy, pending review from CAO, Brett McLean**.** (DS/TM)

**Review of Minutes**

The minutes of July 27,2026 were accepted as presented (TM/DS)

**July Internal Financial statements**
Assistant Treasurer, Laura Adair reviewed internal F/S for both funds, noting any significant variances on G7 & U6.

**General Fund**

- No new variances that weren't already discussed from prior minutes
- Capital Budget – 2026 Asphalt includes the work at Renforth Wharf for the retaining wall and Designated Highway; costs will be separated once the final invoices is received. Capital budget for Town Hall building and IT will be offset by the variance in the operating budget.
- Capital Budget – East Riverside water access is the floating walkway, RICC capital are the Stantec and Engineering by Houghton fees.

**Utility Fund**

- No new variances to report from previous month
- Grant submission to be sent to offset expenses for Wastewater Treatment Plant
- Frances Lift station replacement is deferred until 2027

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

**Donation Requests**

**Fresh Start Casino Royale Sponsorship** – Moved to recommend to Council to approve sponsorship of $500 (HB/TM)

**DEFEATED**

**St. Joes Women's Campaign – KENT Pallet Build** - Moved to recommend to Council to approve donation $1,000 (TM/HB)

**DEFEATED**

**Fundy Soccer -** Moved to recommend to Council to approve in-kind donation of $910 (DS/HB)

**MOVED**

**KV Association for Community Living Inc. -** Moved to recommend to Council to approve silver sponsorship of $500 (HB/TM)

**MOVED**

**Kennebecasis Rowing Club $3,000** - Tabled until Canada Summer Games is announced

**For Information**

**Budget Memo –** The date for Joint Finance hosted by Quispamsis, will need to be rescheduled. CAO Brett McLean to follow up.

**Compliance report** – all items filed.

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

**Next Meeting**

The next meeting TBD

The meeting adjourned at 9:05am.

_____ _____

Deputy Matt Alexander, Chairman Laura Adair, Recording Secretary

# Town of Rothesay

General Fund Financial Statements

August 31, 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
8/31/2026

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
8/31/2026

ASSETS

| | |
|---|---|
| BNS CCBF Interest Account | 3,420,478 |
| BNS General Operating Reserve #214-15 | 1,056,937 |
| BNS General Capital Reserves #2261-14 | 1,986,363 |
| BNS - RICC reserve | 1,407,073 |
| BNS - Capital Renewal Fund | 867,609 |
| CCFB tax receivable | 443,066 |
| Gen Reserves due to/from Gen Operating | (28,387) |
| | $ 9,153,138 |

LIABILITIES AND EQUITY

| | |
|---|---|
| Def. Rev -CCBF Fund - General | 2,465,111 |
| Invest. in General Capital Reserve | 1,428,835 |
| General CCBF Funding | 1,398,433 |
| Invest. in General Operating Reserve | 1,056,937 |
| Invest. in Land for Public Purposes Reserve | 201,175 |
| Invest. in Regional Facilities | 257,035 |
| Invest. in RICC | 1,478,003 |
| Invest. in Capital Renewal Fund | 867,609 |
| | $ 9,153,138 |

# Town of Rothesay

Balance Sheet - General Operating Fund
8/31/2026

## CURRENT ASSETS

| | |
|---|---|
| Cash | 1,324,233 |
| Receivables | 25,284 |
| HST Receivable | 322,844 |
| Inventory | 63,320 |
| Gen Operating due to/from Util Operating | 2,154,137 |
| Gen Operating due to/from Util reserve | (12,038) |
| Total Current Assets | 3,877,779 |
| | |
| Other Assets: | |
| Projects | 3,958,393 |
| | |
| TOTAL ASSETS | 7,836,171 |

## CURRENT LIABILITIES AND EQUITY

| | |
|---|---|
| Accounts Payable | 994,741 |
| Other Payables | 831,062 |
| Gen Operating due to/from Gen Reserves | 839,222 |
| 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 | 3,588,483 |

## EQUITY

| | |
|---|---|
| Retained Earnings | 479,535 |
| Surplus/(Deficit) for the Period | 3,768,153 |
| | 4,247,688 |
| | |
| | 7,836,171 |

# Town of Rothesay

Statement of Revenue & Expenditure
8 Months Ended 8/31/2026

| | 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 | 16,049,277 | 16,049,277 | (0) | | 24,073,917 |
| Sale of Services | 40,828 | 25,675 | 441,591 | 344,800 | 96,791 | | 534,000 |
| Services to Province of New Brunswic | 9,179 | 0 | 59,197 | 50,000 | 9,197 | | 80,000 |
| Other Revenue from Own Sources | 93,957 | 7,861 | 1,024,963 | 67,695 | 957,269 | | 99,138 |
| CORE Equalization | 4,472 | 4,472 | 35,773 | 35,773 | (1) | | 53,660 |
| Conditional Transfers | 5,000 | 0 | 29,848 | 18,000 | 11,848 | | 47,000 |
| Other Transfers | 50,000 | 50,000 | 512,285 | 512,285 | 0 | | 712,285 |
| | $2,209,595 | $2,094,167 | $18,152,935 | $17,077,830 | $1,075,104 | | $25,600,000 |
| **EXPENSES** | | | | | | | |
| General Government Services | 186,515 | 187,017 | 2,381,520 | 2,319,407 | (62,113) | | 3,082,039 |
| Protective Services | 511,021 | 511,115 | 4,790,711 | 4,799,428 | 8,717 | | 6,858,426 |
| Transportation Services | 242,509 | 314,820 | 2,923,448 | 3,024,877 | 101,429 | | 4,677,215 |
| Environmental Health Services | 74,106 | 75,583 | 622,719 | 624,667 | 1,948 | | 947,000 |
| Environmental Development | 63,436 | 158,184 | 489,184 | 665,120 | 175,936 | | 949,703 |
| Recreation & Cultural Services | 260,199 | 275,788 | 1,968,205 | 1,967,728 | (477) | | 3,149,897 |
| Fiscal Services | 64,212 | 1,250 | 1,208,995 | 424,837 | (784,159) | | 5,935,720 |
| | $1,401,998 | $1,523,758 | $14,384,781 | $13,826,062 | (558,720) | | $25,600,000 |
| Surplus (Deficit) for the Year | $807,597 | $570,409 | $3,768,153 | $3,251,769 | $516,385 | | $ (0) |

# Town of Rothesay

Statement of Revenue & Expenditure
8 Months Ended 8/31/2026

| | 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 | 5,674 | 3,333 | 40,274 | 26,667 | 13,608 | | 40,000 |
| Wells Canopy revenue | 0 | 1,000 | 7,009 | 8,000 | (991) | | 12,000 |
| Town Hall Rent | 9,769 | 8,333 | 78,651 | 66,667 | 11,984 | | 100,000 |
| Community Garden revenue | 0 | 0 | 920 | 1,000 | (80) | | 1,000 |
| Fox Farm & Neil St Rental revenue | 4,000 | 0 | 12,000 | 0 | 12,000 | | 0 |
| Arena Revenue | 487 | 208 | 175,688 | 134,067 | 41,622 | 1 | 253,500 |
| Recreation Programs | 20,899 | 12,800 | 127,048 | 108,400 | 18,648 | 2 | 127,500 |
| | **40,828** | **25,675** | **441,591** | **344,800** | **96,791** | | 534,000 |
| **Other Revenue from Own Sources** | | | | | | | |
| Licenses & Permits | 14,144 | 4,792 | 110,454 | 38,433 | 72,020 | 3 | 57,600 |
| Interest & Sundry | 5,498 | 2,500 | 62,067 | 20,000 | 42,067 | 4 | 30,000 |
| Miscellaneous | 200 | 569 | 14,534 | 4,553 | 9,980 | | 6,830 |
| RICC Donations & Sponsorships | 74,115 | 0 | 833,200 | 0 | 833,200 | 5 | 0 |
| Local Improvement Levy Mulberry Lane | 0 | 0 | 4,708 | 4,708 | 0 | | 4,708 |
| | **93,957** | **7,861** | **1,024,963** | **67,695** | **957,269** | | 99,138 |
| **Conditional Transfers** | | | | | | | |
| Canada Day Grant | 0 | 0 | 2,410 | 2,000 | 410 | | 2,000 |
| Grant - Other | 5,000 | 0 | 12,500 | 0 | 12,500 | | 0 |
| Grant - Students | 0 | 0 | 14,938 | 16,000 | (1,062) | | 45,000 |
| | 5,000 | 0 | 29,848 | 18,000 | 11,848 | | 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 | 400,000 | 400,000 | 0 | | 600,000 |
| | 50,000 | 50,000 | 512,285 | 512,285 | 0 | | 712,285 |
| **EXPENSES** | | | | | | | |
| **General Government Services** | | | | | | | |
| Legislative | | | | | | | |
| Mayor | 4,177 | 4,742 | 35,040 | 37,933 | 2,894 | | 56,900 |
| Councillors | 21,821 | 14,833 | 122,213 | 118,667 | (3,547) | | 178,000 |
| Regional Service Commission 9 | 4,881 | 4,881 | 39,049 | 39,049 | (0) | | 58,573 |
| Other | 1,637 | 3,228 | 7,314 | 25,827 | 18,513 | 6 | 38,741 |
| | 32,516 | 27,685 | 203,616 | 221,476 | 17,860 | | 332,214 |
| Administrative | | | | | | | |
| Administration - Wages & Benefits | 89,764 | 95,599 | 835,165 | 812,210 | (22,954) | 7 | 1,299,223 |
| Office Building | 10,683 | 12,417 | 181,235 | 153,333 | (27,902) | 8 | 204,000 |
| Supplies | 34,933 | 36,833 | 287,984 | 238,000 | (49,984) | 9 | 287,000 |
| Solicitor | 8,072 | 3,000 | 35,790 | 30,718 | (5,072) | | 50,000 |
| Professional Fees | 0 | 2,917 | 19,017 | 23,333 | 4,317 | | 35,000 |
| Other | 7,681 | 7,425 | 103,112 | 91,899 | (11,214) | 10 | 121,598 |
| | 151,133 | 158,191 | 1,462,302 | 1,349,493 | (112,809) | | 1,996,821 |
| Other General Government Services | | | | | | | |
| Website/Other | 0 | 250 | 1,418 | 2,000 | 582 | | 3,000 |
| Community Communications (Team) | 413 | 892 | 3,691 | 7,133 | 3,442 | | 10,700 |
| Civic Relations | 20 | 0 | 11,472 | 1,500 | (9,972) | 11 | 1,500 |
| Insurance | 0 | 0 | 268,158 | 286,545 | 18,387 | 12 | 286,545 |
| Donations | 2,200 | 0 | 10,700 | 36,500 | 25,800 | | 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 | 232 | 0 | 5,312 | 0 | (5,312) | | 0 |
| | 2,865 | 1,142 | 715,601 | 748,437 | 32,836 | | 753,004 |
| **Total General Government Services** | 186,515 | 187,017 | 2,381,520 | 2,319,407 | (62,113) | | 3,082,039 |
| **Protective Services** | | | | | | | |
| Police | | | | | | | |
| Police Protection | 297,237 | 297,460 | 2,377,899 | 2,379,678 | 1,779 | | 3,569,517 |
| Crime Stoppers | 0 | 0 | 0 | 2,800 | 2,800 | | 2,800 |
| | 297,237 | 297,460 | 2,377,899 | 2,382,478 | 4,579 | | 3,572,317 |
| Fire | | | | | | | |
| Fire Protection | 213,364 | 213,364 | 2,057,382 | 2,053,616 | (3,766) | | 2,911,609 |
| Water Costs Fire Protection | 0 | 0 | 340,000 | 340,000 | 0 | | 340,000 |
| | 213,364 | 213,364 | 2,397,382 | 2,393,616 | (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 | 420 | 292 | 2,260 | 2,333 | 73 | | 3,500 |
| Other | 0 | 0 | 13,170 | 20,000 | 6,830 | | 30,000 |
| | 420 | 292 | 15,430 | 22,333 | 6,903 | | 33,500 |
| **Total Protective Services** | **511,021** | **511,115** | **4,790,711** | **4,799,428** | **8,717** | | **6,858,426** |
| **Transportation Services** | | | | | | | |
| Common Services | | | | | | | |
| Administration (Wages & Benefits) | 139,536 | 153,279 | 1,218,794 | 1,235,308 | 16,513 | 13 | 1,872,500 |
| Workshops, Yards & Equipment | 41,416 | 103,375 | 474,368 | 534,275 | 59,907 | 14 | 733,775 |
| Engineering | 0 | 0 | 0 | 0 | 0 | | 10,000 |
| | 180,952 | 256,654 | 1,693,162 | 1,769,583 | 76,421 | | 2,616,275 |
| Roads & Streets | 16,787 | 7,667 | 61,008 | 61,333 | 325 | | 92,000 |
| Crosswalks & Sidewalks | 2,644 | 12,500 | 18,713 | 28,500 | 9,787 | | 53,000 |
| Culverts & Drainage Ditches | 10,566 | 10,250 | 59,162 | 77,000 | 17,838 | 15 | 175,000 |
| Street Cleaning & Flushing | 0 | 0 | 16,878 | 20,000 | 3,122 | | 20,000 |
| Snow & Ice Removal | 9,308 | 2,500 | 801,700 | 750,791 | (50,909) | 16 | 1,247,000 |
| | 39,303 | 32,917 | 957,461 | 937,624 | (19,837) | | 1,587,000 |
| Street Lighting | 16,469 | 15,833 | 122,088 | 126,667 | 4,579 | | 190,000 |
| Traffic Services | | | | | | | |
| Street Signs | 535 | 0 | 7,835 | 12,000 | 4,165 | | 12,000 |
| Traffic Lanemarking | 0 | 0 | 39,306 | 40,000 | 694 | | 40,000 |
| Traffic Signals | 5,104 | 9,167 | 22,297 | 73,333 | 51,036 | 17 | 110,000 |
| Railway Crossing | 0 | 0 | 20,972 | 17,200 | (3,772) | | 26,000 |
| | 5,639 | 9,167 | 90,411 | 142,533 | 52,122 | | 188,000 |
| Public Transit | | | | | | | |
| Public Transit - Comex Service | 0 | 0 | 46,470 | 46,470 | (0) | | 92,940 |
| Public Transit - Other | 146 | 250 | 1,168 | 2,000 | 832 | | 3,000 |
| Public Transit - KV Go | 0 | 0 | 12,688 | 0 | (12,688) | 18 | 0 |
| | 146 | 250 | 60,326 | 48,470 | (11,856) | | 95,940 |
| **Total Transportation Services** | **242,509** | **314,820** | **2,923,448** | **3,024,877** | **101,429** | | 4,677,215 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Environmental Health Services** | | | | | | | |
| Solid Waste Disposal Land Fill garbage | 24,281 | 25,000 | 192,367 | 200,000 | 7,633 | | 300,000 |
| Solid Waste Disposal Landfill Compost | 2,951 | 3,333 | 28,699 | 26,667 | (2,033) | | 40,000 |
| Solid Waste Collection Fero | 46,874 | 47,250 | 374,785 | 378,000 | 3,215 | | 567,000 |
| Clean Up Campaign | 0 | 0 | 26,867 | 20,000 | (6,867) | | 40,000 |
| **Total Environmental Health Services** | **74,106** | **75,583** | **622,719** | **624,667** | **1,948** | | 947,000 |
| | | | | | | | |
| **Environmental Development Services** | | | | | | | |
| Planning & Zoning | | | | | | | |
| Administration (Wages and benefits) | 39,931 | 39,692 | 287,378 | 337,385 | 50,007 | 19 | 516,000 |
| Administration | 1,055 | 95,208 | 22,201 | 138,967 | 116,766 | 20 | 151,800 |
| Planning Projects | 0 | 833 | 3 | 6,667 | 6,664 | | 10,000 |
| Heritage Committee | 0 | 0 | 0 | 500 | 500 | | 500 |
| | 40,986 | 135,734 | 309,582 | 483,518 | 173,936 | | 678,300 |
| | | | | | | | |
| Envision Saint John | 22,450 | 22,450 | 179,602 | 179,602 | 0 | | 269,403 |
| Tourism | 0 | 0 | 0 | 2,000 | 2,000 | | 2,000 |
| | 22,450 | 22,450 | 179,602 | 181,602 | 2,000 | | 271,403 |
| | | | | | | | |
| **Total Environmental Development Service** | **63,436** | **158,184** | **489,184** | **665,120** | **175,936** | | 949,703 |
| | | | | | | | |
| **Recreation & Cultural Services** | | | | | | | |
| Administration (wages and benefits) | 35,398 | 35,769 | 317,105 | 304,038 | (13,066) | 21 | 465,000 |
| Administration | 2,015 | 3,092 | 68,508 | 58,733 | (9,774) | 22 | 71,100 |
| RICC Fundraising | 11,826 | 10,436 | 99,134 | 87,872 | (11,262) | 23 | 134,000 |
| Rothesay Arena | 32,432 | 31,042 | 322,195 | 280,763 | (41,432) | 24 | 419,000 |
| Parks & Gardens | 94,663 | 84,303 | 615,967 | 621,912 | 5,945 | | 883,600 |
| Playgrounds and Fields | 6,553 | 11,850 | 60,375 | 96,100 | 35,725 | 25 | 149,000 |
| Rothesay Common Rink | 2,516 | 5,125 | 84,485 | 75,580 | (8,905) | 26 | 108,200 |
| Memorial Centre | 1,637 | 6,013 | 47,053 | 57,210 | 10,157 | 27 | 81,500 |
| Wells Building | 2,220 | 3,583 | 39,657 | 40,667 | 1,010 | | 55,000 |
| James Renforth | 48 | 167 | 2,878 | 3,758 | 880 | | 4,425 |
| Beaches | 21,544 | 30,000 | 51,374 | 66,500 | 15,126 | 28 | 66,500 |
| Summer Programs | 29,375 | 37,942 | 82,977 | 89,583 | 6,607 | | 107,500 |
| The Hive expenses | 2,233 | 1,921 | 13,237 | 15,368 | 2,131 | | 23,052 |
| Regional Facilities Operating | 0 | 0 | 55,327 | 55,327 | 0 | | 221,308 |
| Kennebecasis Public Library | 9,279 | 9,279 | 74,233 | 74,233 | 0 | | 111,349 |
| Regional Facilities Capital | 0 | 0 | 0 | 0 | 0 | | 196,363 |
| Special Events | 8,459 | 5,267 | 33,701 | 32,583 | (1,117) | | 45,500 |
| PRO Kids | 0 | 0 | 0 | 7,500 | 7,500 | | 7,500 |
| | | | | | | | |
| **Total Recreation and Cultural Services** | **260,199** | **275,788** | **1,968,205** | **1,967,728** | **(477)** | | 3,149,897 |
| | | | | | | | |
| **Fiscal Services** | | | | | | | |
| Debt Charges | | | | | | | |
| Interest | 1,892 | 1,250 | 91,811 | 83,837 | (7,975) | | 207,720 |
| Debenture Payments | 0 | 0 | 341,000 | 341,000 | 0 | | 528,000 |
| | 1,892 | 1,250 | 432,811 | 424,837 | (7,975) | | 735,720 |
| | | | | | | | |
| Transfers To: | | | | | | | |
| Capital Fund for Capital Expenditures | 0 | 0 | 0 | 0 | 0 | | 5,200,000 |
| Reserve Funds | 62,320 | 0 | 776,184 | 0 | (776,184) | 29 | 0 |
| | 62,320 | 0 | 776,184 | 0 | (776,184) | | 5,200,000 |
| | | | | | | | |
| **Total Fiscal Services** | **64,212** | **1,250** | **1,208,995** | **424,837** | **(784,159)** | | 5,935,720 |
| | | | | | | | |
| | 1,401,998 | 1,523,758 | 14,384,781 | 13,826,062 | (558,720) | | 25,600,000 |

# Town of Rothesay

Variance Report - General Fund

| Note # | | Actual | month ending Budget | 8/31/2026 Better/(Worse) | Description of Variance |
|---|---|---|---|---|---|
| | **Revenue** | | | | |
| 1 | Arena Revenue | 175,688 | 134,067 | $ 41,622 | Higher than anticipated |
| 2 | Recreation Programs | 127,048 | 108,400 | $ 18,648 | Playground program revenue higher than anticipated |
| 3 | Licenses & Permits | 110,454 | 38,433 | $ 72,020 | Timing |
| 4 | Interest & Sundry | 62,067 | 20,000 | $ 42,067 | Conservative budget |
| 5 | RICC Donations & Sponsorships | 833,200 | 0 | $ 833,200 | RICC donations not budgeted |
| | **Expenses** | | | | |
| | *General Government* | | | | |
| 6 | Other | 7,314 | 25,827 | $ 18,513 | Development seminars |
| 7 | Administration - Wages & Benefits | 835,165 | 812,210 | $ (22,954) | Unbudgeted last pay for 3 people |
| 8 | Office Building | 181,235 | 153,333 | $ (27,902) | Renovations to office and kitchenette |
| 9 | Supplies | 287,984 | 238,000 | $ (49,984) | IT equipment offset by capital, $14K Ispire - updating VOIP Connections unbudgeted |
| 10 | Other | 103,112 | 91,899 | $ (11,214) | Mayor's retirement, Oath of office and general meeting meals |
| 11 | Civic Relations | 11,472 | 1,500 | $ (9,972) | Fabiola Martinez art work @ Wells |
| 12 | Insurance | 268,158 | 286,545 | $ 18,387 | Lower than anticipated |
| | *Protective Services* | | | | |
| | *Transportation* | | | | |
| 13 | Administration (Wages & Benefits) | 1,218,794 | 1,235,308 | $ 16,513 | vacant position |
| 14 | Workshops, Yards & Equipment | 474,368 | 534,275 | $ 59,907 | timing |
| 15 | Culverts & Drainage Ditches | 59,162 | 77,000 | $ 17,838 | timing |
| 16 | Snow & Ice Removal | 801,700 | 750,791 | $ (50,909) | timing |
| 17 | Traffic Signals | 22,297 | 73,333 | $ 51,036 | Only expense to date LED audible signals at Hampton/Marr |
| 18 | Public Transit - KV Go | 12,688 | 0 | $ (12,688) | 50% of KV Go follow up survey |
| | *Environmental Health* | | | | |
| | *Environmental Development* | | | | |
| 19 | Administration (wages and benefits) | 287,378 | 337,385 | $ 50,007 | Vacant position |
| 20 | Adminsitration | 22,201 | 138,967 | $ 116,766 | Bylaw enforcement - timing potentially |
| | *Recreation & Cultural Services* | | | | |
| 21 | Administration (wages and benefits) | 317,105 | 304,038 | $ (13,066) | Vacation pay outs, unbudgeted raise |
| 22 | Administration | 68,508 | 58,733 | $ (9,774) | Jackets for staff |
| 23 | RICC Fundraising | 99,134 | 87,872 | $ (11,262) | RICC BBQ, wrapping 2 vehicles |
| 24 | Rothesay Arena | 322,195 | 280,763 | $ (41,432) | Unbudgted raise, and timing with RICC events |
| 25 | Playgrounds and Fields | 60,375 | 96,100 | $ 35,725 | $21K Power allocated monthly, new Arena Coordinator position |
| 26 | Rothesay Common Rink | 84,485 | 75,580 | $ (8,905) | Vacant position and timing |
| 27 | Memorial Centre | 47,053 | 57,210 | $ 10,157 | Timing |
| 28 | Beaches | 51,374 | 66,500 | $ 15,126 | Wages lower than anticipated |
| | *Fiscal Services* | | | | |
| 29 | Reserve Funds | $ 776,184 | $ - | $ (776,184) | RICC donations transfer to reserve |

# Town of Rothesay

Capital Projects
General Fund
8 Months Ended 8/31/2026

| | 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 | 2,110,175 | | (395,175) |
| Frances Ave Culvert | 380,000 | 254,737 | | 125,263 |
| T-202*-00* Fleet Replacement | 680,000 | 567,757 | | 112,243 |
| T-202*-00* Wiljac Improvements | 1,800,000 | 19,254 | | 1,780,746 |
| T-202*-00* Hillsview Crescent | 250,000 | 802 | | 249,198 |
| T-20**-00* Vincent Road | 1,400,000 | 0 | | 1,400,000 |
| T-202*-00* Designated Highway | 547,000 | 0 | | 547,000 |
| | | | | |
| Villa Madonna | 0 | 2,276 | | (2,276) |
| Total Transportation | 6,772,000 | 2,955,000 | 0 | 3,817,000 |
| | | | | |
| **Recreation** | | | | |
| T-2025-00* Renforth Property study | 250,000 | 0 | | 250,000 |
| East Riverside water access | 235,000 | 235,741 | | (741) |
| R-202*-00* Arena Renovation | 100,000 | 53,715 | | 46,285 |
| R-202*-00* RICC | 2,820,000 | 586,777 | | 2,233,223 |
| R-202*-00* Wells Trail Connector | 2,800,000 | 0 | | 2,800,000 |
| Total Recreation | 6,205,000 | 876,234 | | 5,328,766 |
| | | | | |
| **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) |
| | 0 | 117,281 | | (117,281) |
| | | | | |
| **Total** | $ 13,095,000 | $ 3,957,464 | | $ 9,137,536 |

| **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

**8/31/2026**

**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 Paid In Sep |
| KV Association for Community Living Inc. | | | | $500 Paid in Sep |
| Fundy Soccer | | | | $910 in-kind in S |
| | sub | 19,500.00 | 4,700.00 | |
| | | 36,500.00 | 10,700.00 | |
| G/L Balance | | | 10,700.00 | |

**Other:**

| | | | | |
|---|---|---|---|---|
| Kennebecasis Crimestoppers | | 2,800.00 | | Protective Servic |
| PRO Kids | | 7,500.00 | | Recreation |
| | | 10,300.00 | - | |

# Town of Rothesay

Utility Fund Financial Statements

August 31, 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 8/31/2026

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
8/31/2026

## ASSETS

| | | |
|---|---|---|
| BNS Utility Capital Reserve # 00241 12 | | 2,601,535 |
| Util Reserves due to/from Util Oper | | 12,038 |
| | $ | 2,613,573 |

## LIABILITIES AND EQUITY

| | | |
|---|---|---|
| Invest. in Utility Capital Reserve | | 2,048,411 |
| Invest. in Utility Operating Reserve | | 125,867 |
| Invest. in Sewerage Outfall Reserve | | 439,295 |
| | $ | 2,613,573 |

# Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 8/31/2026

## ASSETS

| | |
|---|---|
| Current assets: | |
| Accounts Receivable Net of Allowance | 1,146,762 |
| Total Current Assets | 1,146,762 |
| Other Assets: | |
| Projects | 3,322,436 |
| | 3,322,436 |
| TOTAL ASSETS | $ 4,469,198 |

## LIABILITIES

| | |
|---|---|
| Accrued Payables | 14,492 |
| Due from General Fund | 2,154,137 |
| Deferred Revenue | 8,007 |
| Total Liabilities | 2,176,636 |

## EQUITY

| | |
|---|---|
| Surplus: | |
| Opening Retained Earnings | (1,050) |
| Profit (Loss) to Date | 2,293,612 |
| | 2,292,562 |
| TOTAL LIABILITIES & EQUITY | $ 4,469,198 |

# Town of Rothesay

Utilities Operating Income Statement
8 Months Ended 8/31/2026

| | CURRENT MONTH | BUDGET FOR MONTH | CURRENT YTD | BUDGET YTD | VARIANCE Better(Worse) | NOTE # | ANNUAL BUDGET |
|---|---|---|---|---|---|---|---|
| RECEIPTS | | | | | | | |
| Sale of Water | 0 | 0 | 712,111 | 634,500 | 77,611 | *1* | 1,250,000 |
| Meter and non-hookup fees | 0 | 0 | 38,242 | 31,000 | 7,242 | | 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 | (550) | 0 | 2,584,750 | 2,575,000 | 9,750 | *2* | 2,575,000 |
| Connection Fees | 2,800 | 6,250 | 19,975 | 50,000 | (30,025) | *3* | 75,000 |
| Interest Earned | 14,958 | 7,500 | 108,087 | 60,000 | 48,087 | *4* | 90,000 |
| Misc. Revenue | 675 | 176 | 4,200 | 1,410 | 2,790 | | 2,115 |
| Infrastructure Grants | 0 | 0 | 232,757 | 0 | 232,757 | *5* | 0 |
| Surplus - Previous Years | 0 | 0 | 33,385 | 33,385 | 0 | | 33,385 |
| TOTAL RECEIPTS | 17,883 | 13,926 | 4,132,192 | 3,784,295 | 347,897 | | 4,486,500 |
| | | | | | | | |
| WATER SUPPLY | | | | | | | |
| Share of Overhead Expenses | 20,000 | 20,000 | 160,000 | 160,000 | 0 | | 240,000 |
| Wages | 17,243 | 17,500 | 133,281 | 165,000 | 31,719 | *6* | 260,000 |
| Audit/Legal/Training | 2,149 | 500 | 12,092 | 12,000 | (92) | | 14,000 |
| Other Water | 96 | 167 | 694 | 1,333 | 639 | | 2,000 |
| Purification & Treatment | 39,153 | 129,383 | 519,384 | 609,833 | 90,449 | *7* | 710,000 |
| Transmission & Distribution | 5,458 | 17,083 | 39,324 | 84,167 | 44,843 | *8* | 135,000 |
| Power & Pumping | 3,762 | 5,667 | 41,803 | 45,333 | 3,531 | | 68,000 |
| Billing/Collections | 23 | 167 | 496 | 1,333 | 837 | | 2,000 |
| Water Purchased | 0 | 0 | 1,052 | 1,168 | 116 | | 1,750 |
| Misc. Expenses | 3,754 | 250 | 22,421 | 17,000 | (5,421) | | 18,000 |
| McGuire Road Operating | 2,530 | 801 | 12,039 | 10,782 | (1,257) | | 17,110 |
| TOTAL WATER SUPPLY | 94,169 | 191,518 | 942,586 | 1,107,950 | 165,363 | | 1,467,860 |
| | | | | | | | |
| SEWERAGE COLLECTION & DISPOSAL | | | | | | | |
| Share of Overhead Expenses | 30,000 | 30,000 | 240,000 | 240,000 | 0 | | 360,000 |
| Wages | 32,500 | 32,500 | 260,000 | 260,000 | 0 | | 390,000 |
| Audit/Legal/Training | 626 | 750 | 7,112 | 12,000 | 4,888 | | 15,000 |
| Collection System Maintenance | 0 | 58,500 | 13,735 | 75,000 | 61,265 | *9* | 75,000 |
| Sewer Claims | 0 | 0 | 17,507 | 19,500 | 1,993 | | 26,000 |
| Lift Stations | 11,360 | 12,375 | 60,423 | 101,700 | 41,277 | *10* | 152,500 |
| Treatment/Disposal | 2,923 | 9,333 | 77,529 | 87,667 | 10,137 | *11* | 125,000 |
| Misc. Expenses | 0 | 1,667 | 6,322 | 13,333 | 7,011 | | 20,000 |
| TOTAL SWGE COLLECTION & DISPC | 77,408 | 145,125 | 682,628 | 809,200 | 126,572 | | 1,163,500 |
| | | | | | | | |
| FISCAL SERVICES | | | | | | | |
| Interest on Bank Loans | 0 | 0 | 0 | 0 | 0 | | 75,000 |
| Interest on Long-Term Debt | 0 | 0 | 132,366 | 132,366 | 0 | | 312,105 |
| Principal Repayment | 0 | 0 | 81,000 | 81,000 | 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 | 0 | 0 | 213,366 | 213,366 | 0 | | 1,855,140 |
| | | | | | | | |
| TOTAL EXPENSES | 171,577 | 336,642 | 1,838,580 | 2,130,516 | 291,935 | | 4,486,500 |
| | | | | | | | |
| NET INCOME (LOSS) FOR THE PEI | (153,694) | (322,716) | 2,293,612 | 1,653,779 | 639,832 | | 0 |

# Town of Rothesay

Variance Report - Utility Operating

8/31/2026

| Note # | Account Name | Actual YTD | Budget YTD | Variance Better(worse) | Description of Variance |
|---|---|---|---|---|---|
| | **Revenue** | | | | |
| 1 | Sale of Water | 712,111 | 634,500 | 77,611 | Larger consumption compared to past Q's + water break |
| 2 | Sewerage Services | 2,584,750 | 2,575,000 | 9,750 | Conservative budget |
| 3 | Connection Fees | 19,975 | 50,000 | (30,025) | timing |
| 4 | Interest Earned | 108,087 | 60,000 | 48,087 | Conservative budget |
| 5 | Infrastructure Grants | 232,757 | 0 | 232,757 | WWTP |
| | **Water** | | | | |
| 6 | Wages | 133,281 | 165,000 | 31,719 | 1 vacancy due to WCB |
| 7 | Purification & Treatment | 519,384 | 609,833 | 90,449 | Timing |
| 8 | Transmission & Distribution | 39,324 | 84,167 | 44,843 | No as many anticipated water breaks |
| | **Sewer** | | | | |
| 9 | Collection System Maintenance | 13,735 | 75,000 | 61,265 | Timing |
| 10 | Lift Stations | 60,423 | 101,700 | 41,277 | Timing on lift station mtce |
| 11 | Treatment/Disposal | 77,529 | 87,667 | 10,137 | 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 | 196,542 | | 368,458 |
| 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 | 724,340 | | (304,340) |
| 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 | $ 1,070,277 | $ - | $ 874,723 |
| **SEWER** | | | | |
| S-202*-00* WWTP | 10,000,000 | $ 2,671,159 | | 7,328,841 |
| 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 | 2,691,546 | - | 7,458,454 |
| **Total Approved** | 12,095,000 | 3,761,824 | - | 8,333,176 |
| **Carryovers** | | | | |
| Funded from Reserves | | | | |
| | 0 | 0 | 0 | 0 |
| | 12,095,000 | 3,761,824 | - | 8,333,176 |

**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 |

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

95 James Renforth Drive
Rothesay, NB, E2H 1K7
August 10, 2026

Town of Rothesay
Rothesay, NB

## Securing Rothesay's Healthcare Future: A Scholarship Proposal

September 2026

### Overview of the Current Situation

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

### About the New Brunswick Medical Education Foundation (NBMEF)

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

### Impact of Scholarships

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

We hope representatives from Rothesay will join us at our Scholarship Gala October 13, 2026 at the Delta Marriot Saint John. The NBMEF will award almost $1.5 million in return-to-service scholarships almost 190 talented and deserving students, each of whom pledged to practice in New Brunswick upon qualification.

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

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

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

## The Need for Physicians in New Brunswick

Currently, over 220,000 New Brunswickers are waiting for a family doctor or nurse practitioner, and 45% of the province's doctors are nearing retirement age. This shortage has significantly impacted access to after-hours clinics, operating rooms, and emergency care. Previous efforts to address these issues have often been fragmented, costly, and region-specific, yielding inconsistent results.

## Proposal for the Town of Rothesay

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

Requested Funding Amount: $5200.00

## Proposed Timeline and Review

We propose that the Town of Rothesay Scholarship be continued in 2027.

## Expected Outcomes

• Provide vital tuition relief to a New Brunswick medical student enrolled in medical school. Scholarship funds are paid directly to the student's university account.

• Ensure physician(s) return to work in designated New Brunswick region(s) upon qualification. Students who breach their return-to-service commitments agree to repay their awards.

• Enhance access to healthcare in the designated region, leading to improved health outcomes and broader social, economic, and generational benefits.

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

## Recognition and Administration

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

## Next Steps

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

Thank you

David Ryan
David.ryan@nbmeded.ca
506 333 0906

Tracking ID: 1045416-2556389



Emerge

53 King Street, Suite 301
Saint John, NB E2L 1G5

CALL: (506) 632-9020

FAX: (506) 632-9030

May 6, 2026

CONFIDENTIAL

New Brunswick Medical Education Foundation Inc.
Attention: Alyssa Long
95 James Renforth Drive
Rothesay NB E2H 1K7

Dear Madam:

**Re: December 31, 2025 Year End for New Brunswick Medical Education Foundation Inc.**

We enclose the following documents:

1. "Financial Statements".
2. A final copy of your "Trial Balance".
3. "Adjusting Journal Entries" that were made while finalizing your financial statements.
4. "Letter of Representation".
5. The "Management Letter".
6. The T3010 Registered Charity Information Return.

We have prepared the tax return based on information provided to us. Since the responsibility for the accuracy and completeness of this information remains with you, you should review the return carefully before certifying that it is correct and complete.

Please note there is no balance due or refund owing.

When you receive the Notice of Assessment from the tax office please forward a copy to us for our records. We must determine if the assessment is correct before the time limit for an objection expires.

If you have any questions on these or other matters, please do not hesitate to contact us at 506-632-9020.

Yours truly,

Emerge

Emerge Chartered Professional Accountants

Enclosures

Tracking ID: 1045416-2556389



# NEW BRUNSWICK MEDICAL EDUCATION FOUNDATION INC.

## Financial Statements

## Period Ended December 31, 2025

Tracking ID: 1045416-2556389



Emerge

53 King Street, Suite 301
Saint John, NB E2L 1G5

CALL: (506) 632-9020

FAX: (506) 632-9030

# INDEPENDENT AUDITOR'S REPORT

To the Members of New Brunswick Medical Education Foundation Inc.

*Qualified Opinion*

We have audited the financial statements of New Brunswick Medical Education Foundation Inc. (the "Foundation"), which comprise the statement of financial position as at December 31, 2025, and the statements of revenues and expenditures and changes in fund balances and cash flows for the period then ended, and notes to the financial statements, including a summary of significant accounting policies (the "financial statements").

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2025, and the results of its operations and cash flows for the period then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

*Basis for Qualified Opinion*

In common with many charitable organizations, the Foundation derives revenue from the general public in the form of donations and other fundraising projects the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Foundation and we were not able to determine whether any adjustments might be necessary to contributions, excess of revenues over expenses, current assets and net assets. Our audit opinion on the financial statements for the period ended December 31, 2025 was modified accordingly because of the possible effects of this limitation of scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Foundation in accordance with 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 these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit 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 accounting standards for not-for-profit organizations, 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 Foundation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Foundation or to cease operations, or has no realistic alternative but to do so.

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

*(continues)*

Tracking ID: 1045416-2556389





*Auditor's 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 auditor's 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.

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 Foundation'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 Foundation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 auditor's report. However, future events or conditions may cause the Foundation 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 communicate 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.

Emerge

Chartered Professional Accountants

Saint John, New Brunswick
April 21, 2026

Tracking ID: 1045416-2556389

# NEW BRUNSWICK MEDICAL EDUCATION FOUNDATION INC.

2026Oct13OpenSessionFinal_101

## Statement of Financial Position

## As at December 31, 2025

| | December 31 2025 | June 30 2025 |
|---|---|---|
| **CURRENT ASSETS** | | |
| Cash and cash equivalents | **$ 638,899** | $ 1,310,031 |
| Receivables *(Note 4)* | **23,248** | 42,863 |
| | **662,147** | 1,352,894 |
| **INVESTMENTS** *(Note 5)* | **12,373,655** | 11,964,060 |
| | **$ 13,035,802** | $ 13,316,954 |
| **CURRENT LIABILITY** | | |
| Payables *(Note 6)* | **$ 73,017** | $ 1,468,637 |
| **FUND BALANCES** | **12,962,785** | 11,848,317 |
| | **$ 13,035,802** | $ 13,316,954 |

**APPROVED ON BEHALF OF THE BOARD**

Alyssa Long

_____ *Director*

_____ *Director*

See notes to financial statements

Tracking ID: 1045416-2556389

# NEW BRUNSWICK MEDICAL EDUCATION FOUNDATION INC.

2026Oct15OpenSessionFinal_102

## Statement of Revenues and Expenditures and Changes in Fund Balances

## Period Ended December 31, 2025

| | General Fund *184 days* | Endowment Fund *184 days* | Designated Fund *184 days* | 2025 *184 days* | 2025 *365 days* |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| Donations | $ 91,505 | $ 173,125 | $ 83,000 | $ 347,630 | $ 1,748,007 |
| Investment | 6,122 | 126,548 | 24,646 | 157,316 | 344,293 |
| Foreign exchange gain | 6,275 | 129,696 | - | 135,971 | 61,571 |
| Unrealized gain | 28,136 | 581,546 | - | 609,682 | 855,311 |
| Realized gain on sale of investments | 6,624 | 136,922 | - | 143,546 | 185,137 |
| | 138,662 | 1,147,837 | 107,646 | 1,394,145 | 3,194,319 |
| **GENERAL EXPENDITURES** | | | | | |
| Awards and scholarships | - | - | - | - | 1,393,600 |
| Investment management fees | 1,477 | 30,524 | - | 32,001 | 59,453 |
| | 1,477 | 30,524 | - | 32,001 | 1,453,053 |
| | 137,185 | 1,117,313 | 107,646 | 1,362,144 | 1,741,266 |
| General support expenses | 131,575 | 71,388 | 44,713 | 247,676 | 514,178 |
| **NET EXCESS OF REVENUE OVER EXPENSES FOR THE PERIOD** | 5,610 | 1,045,925 | 62,933 | 1,114,468 | 1,227,088 |
| **FUND BALANCES, BEGINNING OF PERIOD** | 415,967 | 10,315,922 | 1,116,428 | 11,848,317 | 10,621,229 |
| | 421,577 | 11,361,847 | 1,179,361 | 12,962,785 | 11,848,317 |
| Inter-fund transfer | (2,500) | - | 2,500 | - | - |
| **FUND BALANCES, END OF PERIOD** | $ 419,077 | $ 11,361,847 | $ 1,181,861 | $ 12,962,785 | $ 11,848,317 |

See notes to financial statements

Tracking ID: 1045416-2556389

# NEW BRUNSWICK MEDICAL EDUCATION FOUNDATION INC.

2026Oct13OpenSessionFinal_103

## Statement of Cash Flows

## Period Ended December 31, 2025

| | ***December 31*** **2025** | *June 30* 2025 |
|---|---|---|
| **OPERATING ACTIVITIES** | | |
| Excess of revenue over expenses | **$ 1,114,468** | $ 1,227,088 |
| Items not affecting cash: | | |
| Gain on disposal of investments | **(143,546)** | (185,137) |
| Unrealized gain on investments | **(609,682)** | (855,311) |
| Cost of share donation *(Note 9)* | **(7,255)** | (15,770) |
| Foreign exchange gain | **(135,971)** | (61,571) |
| | **218,014** | 109,299 |
| Changes in non-cash working capital: | | |
| Receivables | **19,615** | 3,937 |
| Payables | **(1,395,620)** | 312,424 |
| | **(1,376,005)** | 316,361 |
| | **(1,157,991)** | 425,660 |
| **INVESTING ACTIVITIES** | | |
| Proceeds on disposal of investments | **799,515** | 1,622,686 |
| Purchase of investments | **(312,656)** | (1,814,049) |
| | **486,859** | (191,363) |
| **NET CHANGE IN CASH** | **(671,132)** | 234,297 |
| **CASH, BEGINNING OF PERIOD** | **1,310,031** | 1,075,734 |
| **CASH, END OF PERIOD** | **$ 638,899** | $ 1,310,031 |

See notes to financial statements

Tracking ID: 1045416-2556389



## 1. PURPOSE OF THE FOUNDATION

New Brunswick Medical Education Foundation Inc. (the "Foundation") is a not-for-profit organization incorporated by Letters Patent in 2015 in the Province of New Brunswick by an Act of the New Brunswick Legislature. The Foundation was established to serve as a trustee of funds, which are held for educational purposes. The Foundation is a registered charity and is exempt from the payment of income taxes under the Income Tax Act, Canada.

## 2. SIGNIFICANT ACCOUNTING POLICIES

*Basis of presentation*

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) and include the following significant accounting policies:

*Fund accounting*

The Foundation follows the restricted fund method of accounting for contributions. For financial reporting purposes the accounts have been classified into the following funds:

a) The General Fund reports amounts, including donations, fundraising and investment income, to be used to support charitable grants and administration. The donors have placed no restrictions on the use of the funds. The distribution of grants is determined by the Board of Directors.

b) The Endowment Fund consists of contributions designated by donors to remain in perpetuity.

c) The Designated Fund reports donation income to be used to support charitable grants only. The distribution of grants is determined by the Board of Directors.

*Financial instruments*

*Measurement of financial instruments*

The Foundation initially measures its financial assets and financial liabilities at fair value when the Foundation becomes a party to the contractual provision of the financial instrument.

*Subsequent measurement*

Financial assets including cash and cash equivalents and receivables are measured at amortized cost which approximates fair value due to the short-term nature of the assets.

Investments are measured at fair value using quoted market values. The unrealized gain or loss on investments is included in revenue for the year.

Financial liabilities, comprised of payables, are measured at amortized cost which approximates fair value due to the short-term nature of the liability.

*Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. When events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in net income.

*Transaction costs*

The Foundation's transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in net income in the period incurred. The carrying amount of the financial instruments that will not be subsequently measured at fair value is adjusted for transaction costs directly attributable to the origination, issuance or assumption of these instruments.

*(continues)*

Tracking ID: 1045416-2556389



## 2. SIGNIFICANT ACCOUNTING POLICIES *(continued)*

*Cash and cash equivalents*

Cash and cash equivalents include balances with banks and short-term investments with original maturities of three months or less. Bank borrowings are considered to be financing activities.

*Revenue recognition*

Donations are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income is recognized as revenue of the appropriate fund when earned.

*General support expenses*

General support expenses are allocated between the General Fund and the Endowment Fund based on a percentage of the particular fund in comparison to the sum of both funds. An annual $20,000 administrative fee is charged to the Designated Fund relating to the New Brunswick Department of Health Scholarship Fund for the five-year term ending in 2028.

*Contributed marketable securities*

Donated marketable securities are recorded at fair value where the value can be reasonably determined.

*Foreign exchange*

Investments denominated in U.S. dollars are translated into Canadian dollars at the rate of exchange in effect at the balance sheet date. Investment income and expenses are translated into Canadian dollars using average quarterly exchange rates prevailing during the year. All realized and unrealized gains or losses are included in income. During the period, the Foundation recorded a foreign exchange gain in the amount of $135,971 (June 30, 2025 - gain of $61,571).

*Use of estimates*

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenditures during the reporting period. Estimates are used for, but not limited to, determination of fair values, allowance for doubtful accounts and accruals. Actual results could differ from those estimates.

## 3. FINANCIAL INSTRUMENTS

The Foundation has a risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The risks that arise from transacting financial instruments include credit risk, liquidity risk, market risk, currency risk and interest rate risk.

*Credit risk*

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Foundation's main credit risk relates to its receivables.

*Liquidity risk*

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Foundation is exposed to this risk mainly in respect of its payables.

*(continues)*

Tracking ID: 1045416-2556389



## 3. FINANCIAL INSTRUMENTS *(continued)*

*Market risk*

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices, whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Foundation is exposed to market risk through its investments for which the value fluctuates with the quoted market price.

*Currency risk*

Currency risk is the risk that the Foundation's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. Certain of the Foundation's investments are in U.S. dollars or other foreign currency. Consequently, some assets are exposed to foreign currency fluctuations. The Foundation holds cash and investments of $2,595,689 (2025 - $2,399,985) in foreign currency.

*Interest rate risk*

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument might be fluctuate because of changes in the market interest rates. The Foundation is exposed to interest rate risk primarily through its fixed rate financial instruments. Fixed rate instruments subject the Foundation to fair value risk, since fair value fluctuates inversely to changes in market interest rates.

Unless otherwise noted, it is management's opinion that the Foundation is not exposed to significant other price risks arising from these financial instruments.

## 4. RECEIVABLES

| | ***December 31*** **2025** | *June 30* 2025 |
|---|---|---|
| Trade | **$ 12,100** | $ 37,860 |
| HST receivable | **11,148** | 5,003 |
| | **$ 23,248** | $ 42,863 |

## 5. INVESTMENTS

| | ***December 31*** **2025** | *June 30* 2025 |
|---|---|---|
| Fixed income | **$ 2,456,613** | $ 2,742,539 |
| Canadian equity | **5,307,312** | 4,951,750 |
| U.S. equity | **3,581,606** | 3,262,855 |
| Scholarship fund (fixed income) | **1,028,124** | 1,006,916 |
| | **$ 12,373,655** | $ 11,964,060 |

Tracking ID: 1045416-2556389



## 6. PAYABLES

| | *December 31* **2025** | *June 30* 2025 |
|---|---|---|
| Trade | **$ 49,564** | $ 34,753 |
| Scholarships | **13,000** | 1,422,600 |
| Government remittances | **10,453** | 11,284 |
| | **$ 73,017** | $ 1,468,637 |

## 7. INCOME TAXES

The Foundation is registered as a public foundation under the Income Tax Act of Canada and is exempt from income taxes. As part of maintaining its registration, the Foundation must meet a disbursement quota as set by Canada Revenue Agency regulations. The Foundation has met this requirement in 2025.

## 8. COMMITMENTS

The Foundation rents office space. The minimum payments on this commitment over the next two years are estimated as follows:

| | |
|---|---|
| 2026 | $ 11,339 |
| 2027 | 10,626 |

## 9. NON-CASH TRANSACTION

During the period, the Foundation received share donations with a fair value when acquired of $7,255 (June 30, 2025 - $15,770).

Tracking ID: 1045416-2556389



Emerge

53 King Street, Suite 301
Saint John, NB E2L 1G5

CALL: (506) 632-9020

FAX: (506) 632-9030

April 21, 2026
Confidential

New Brunswick Medical Education Foundation Inc.
95 James Renforth Drive
Rothesay NB E2H 1K7

Attention: Alyssa Long, Executive Director

Dear Alyssa:

We have been engaged to audit the financial statements of New Brunswick Medical Education Foundation Inc. for the period ending December 31, 2025.

The purpose of this letter is to communicate with you regarding all relationships between New Brunswick Medical Education Foundation Inc. and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence.

The following comments have been prepared to facilitate our discussion with you regarding independence matters arising since September 25, 2025, the date of our last letter.

We hereby confirm that we:

- have complied with the requirements regarding independence in the Rules of Conduct of the Chartered Professional Accountants of New Brunswick; and
- have disclosed all relationships and other matters between the Firm, network firm and the entity that in our opinion may reasonably be thought to bear on independence.

We are not aware of any relationships between New Brunswick Medical Education Foundation Inc. and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence, that have occurred from January 1, 2025 to April 21, 2026.

This letter is intended solely for the use of the audit committee, the board of directors, management, and others within the Foundation and should not be used for any other purpose.

Should you wish to discuss this matter with us further, please contact us at your earliest convenience.

Yours truly,

Emerge

Cherie McMillan, CPA, CA
*Partner*

Emerge Chartered Professional Accountants

Tracking ID: 1045416-2556389



# NEW BRUNSWICK MEDICAL EDUCATION FOUNDATION INC.

**95 James Renforth Drive**
**Rothesay, NB**
**E2H 1K7**

April 21, 2026

Emerge Chartered Professional Accountants
53 King Street, Suite 301
Saint John New Brunswick  E2L 1G5

Dear Madam:

This representation letter is provided in connection with your audit of the financial statements of New Brunswick Medical Education Foundation Inc. for the period ended December 31, 2025 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of entity personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm that (to the best of our knowledge and belief):

**Financial Statements**

We have fulfilled our responsibilities as set out in the terms of the audit engagement dated February 20, 2026 for:

- Preparing and fairly presenting the financial statements in accordance with ASNPO;
- Providing you with:
  i. Access to all information of which we are aware that is relevant to the preparation of the financial statements, such as:
     - Accounting records, supporting data and other relevant documentation,
     - Minutes of meetings (such as shareholders, board of directors and audit committees) or summaries of actions taken for which minutes have not yet been prepared, and
     - Information on any other matters, of which we are aware, that is relevant to the preparation of the financial statements;
  ii. Additional information that you have requested from us for the purpose of the audit; and
  iii. Unrestricted access to persons within the entity from whom you determine it necessary to obtain audit evidence.
- Ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements; and
- Designing and implementing such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We have also communicated to you any deficiencies in the design and implementation or the maintenance of internal control over financial reporting of which management is aware.

**Fraud and Non Compliance**

We have disclosed to you:

- All of our knowledge in relation to actual, alleged or suspected fraud affecting the entity's financial statements involving:
  i. Management;
  ii. Employees who have significant roles in internal control; or

Tracking ID: 1045416-2556389



*(continued)*

iii. Others where the fraud could have a material effect on the financial statements;

- All of our knowledge in relation to allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators or others;
- All known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements that should be considered when preparing the financial statements;
- All known, actual, or possible litigation and claims that should be considered when preparing the financial statements; and
- The results of our risk assessments regarding possible fraud or error in the financial statements.

**Related Parties**

We have disclosed to you the identity of all of the Foundation's related-party relationships and transactions of which we are aware. All related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of ASNPO.

**Estimates**

We acknowledge our responsibility for determining the accounting estimates required for the preparation of the financial statements in accordance with ASNPO. Those estimates reflect our judgment based on our knowledge and experience of past and current events, and on our assumptions about conditions we expect to exist and courses of action we expect to take. We confirm that the methods, significant assumptions and the data used by us in making accounting estimates and related financial statement disclosures, including those measured at fair value, are appropriate to achieve recognition, measurement or disclosure that is in accordance with ASNPO.

**Subsequent Events**

All events subsequent to the date of the financial statements and for which ASNPO requires adjustment or disclosure have been adjusted or disclosed.

**Commitments and Contingencies**

There are no commitments, contingent liabilities/assets or guarantees (written or oral) that should be disclosed in the financial statements. This includes liabilities arising from contract terms, illegal acts or possible illegal acts, and environmental matters that would have an impact on the financial statements.

**Adjustments**

We have reviewed, approved and recorded all of your proposed adjustments to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records.

**Misstatements**

The effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements, including the reasons why they were not corrected, is attached to this letter.

**Accounting policies**

All significant accounting policies are disclosed in the financial statements and are consistent with those used in the previous period.

**Contractual compliance**

We have complied with the terms and conditions of all contractual agreements that could have a material effect, in the event of non-compliance, on the financial statements.

**Fair values**

We confirm that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements are reasonable and appropriate in the circumstances.

**Financial instruments**

We have properly recorded all financial assets of equity instruments quoted on an active market at fair value.

Tracking ID: 1045416-2556389



*(continued)*

Off-balance sheet derivative financial instruments (e.g., futures, options and swaps), including outstanding commitments to purchase or sell securities, assets and/or commodities under forward placement and standby commitments, and information regarding the terms and conditions, interest rate risk, credit risk and foreign exchange risk of financial instruments held at period end have been properly recorded and, when appropriate, adequately disclosed within the financial statements. We confirm that the significant assumptions used in arriving at the fair values of financial instruments, as measured and disclosed (when required) in the financial statements, are reasonable and appropriate in the circumstances.

We have evaluated whether there are indicators of impairment for all financial assets measured at cost or amortized cost, and where there has been a significant adverse change in the expected timing or amount of future cash flows from a financial asset or group of similar financial assets, we have assessed whether a reduction in the carrying value is necessary.

When an impairment is necessary, the carrying amount of the asset, or group of assets, has been reduced to the highest of the cash flows expected to be generated by holding the asset, the amount that could be realized by selling the asset and the amount that the entity expects to realize by exercising any right to collateral held to secure repayment of the asset net of all costs necessary to exercise those rights. The amount of the decline in fair value has been included in net income in the period incurred.

**Future plans**

We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.

**Journal entries**

We have approved all journal entries and other adjustments proposed by you, and they have been included in our financial statements.

**Liabilities and contingencies**

All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

**Long-term investments**

All long-term investments owned by our Foundation are recorded in the accounts. The long-term investments are valued using the equity method, and an appropriate impairment loss has been recognized in earnings when a significant adverse change in the expected timing or amount of future cash flows from investments has been identified. When the extent of such an impairment has decreased, a reversal of the previously recognized impairment loss has been recognized in earnings.

All income earned for the period ended December 31, 2025 on those long-term investments has been recorded in the accounts.

**Marketable securities**

All marketable securities owned by us are recorded in the accounts. The marketable securities are measured at fair value.

All income earned for the period ended December 31, 2025 on these securities has been recognized in earnings along with any transaction costs incurred and changes in fair value.

**Regulatory compliance**

We are up to date with all corporate filings and annual returns. This includes all Canada Revenue Agency and HST/GST/PST returns.

**Revenue recognition**

We have recorded all revenue that met the following criteria:

- Persuasive evidence of an arrangement exists;
- Delivery has occurred, or services have been rendered;
- Price is fixed or determinable; and
- Collectability is reasonably assured.

Tracking ID: 1045416-2556389



*(continued)*

**Subsequent events**

There have been no events between the balance sheet date and the date of this letter that would require recognition or disclosure in the financial statements.

There have been no events subsequent to the balance sheet date of the comparative financial statements that would require adjustment or disclosure in the current financial statements.

**Proceeds of Crime (Money Laundering) and Terrorist Financing Act**

We hereby acknowledge that Emerge Chartered Professional Accountants have made us aware of your legal obligations under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. We hereby acknowledge that we are aware of potential conflict of interest that may arise as a result of your legal obligations under this Act and authorize Emerge Chartered Professional Accountants to release and disclose information about New Brunswick Medical Education Foundation Inc. as required by statute.

**None of the members were in debt to the Foundation**

None of the members were in debt to the Foundation, other than in the ordinary course of business at the period-end or at any time during the period.

Acknowledged and agreed on behalf of New Brunswick Medical Education Foundation Inc. by:

Alyssa Long

Mrs. Alyssa Long, Executive Director

April 21, 2026

Date signed

# Joint Finance Committee Meeting (Quispamsis and Rothesay)
# Agenda

September 24, 2026, 9:00 a.m.
Council Chambers
Quispamsis Town Hall

---

**Pages**

1. **Call to Order**

2. **Approval of Agenda**

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

3. **Kennebecasis Public Library Inc. (9:00 a.m)** 1 - 32

   In attendance: Pallvi Anand, Library Director, Amy Watling, Board Treasurer and Dora Nicinski, Board Member

4. **Kennebecasis Regional Joint Board of Police Commissioners (9:30 a.m.)** 33 - 39

   In attendance: Chief Mike Young and Kevin Darling, Board Chair

5. **Kennebecasis Valley Fire Department Inc. (10:30 a.m.)** 40 - 71

   In attendance: Fire Chief Shawn White, Deputy Chief Karen Trecartin and Ron Catchick, Finance Administrator

6. **General Discussion**

7. **Closed Session (if Required)**

8. **Joint Finance Committee Meeting Date and Budget Submission Deadline for 2028 - Memorandum from Town Clerk** 72 - 73

9. **Adjournment**

   Meeting adjourned.

# KENNEBECASIS PUBLIC LIBRARY

## 2027 budget request

Presented by Pallvi Anand and Amy Watling

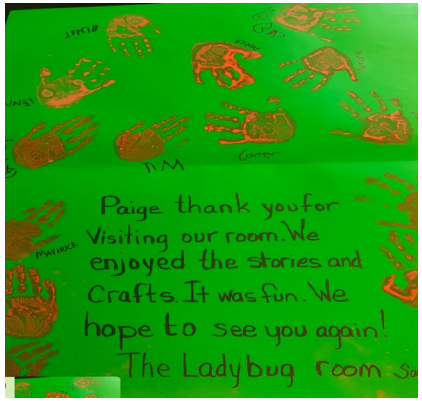
# Our Mission

The Kennebecasis Public Library enriches the lives of the residents of the Kennebecasis Valley by fostering the pursuit of knowledge, creativity, community and joy through the free and equitable access of ideas, information and experiences.













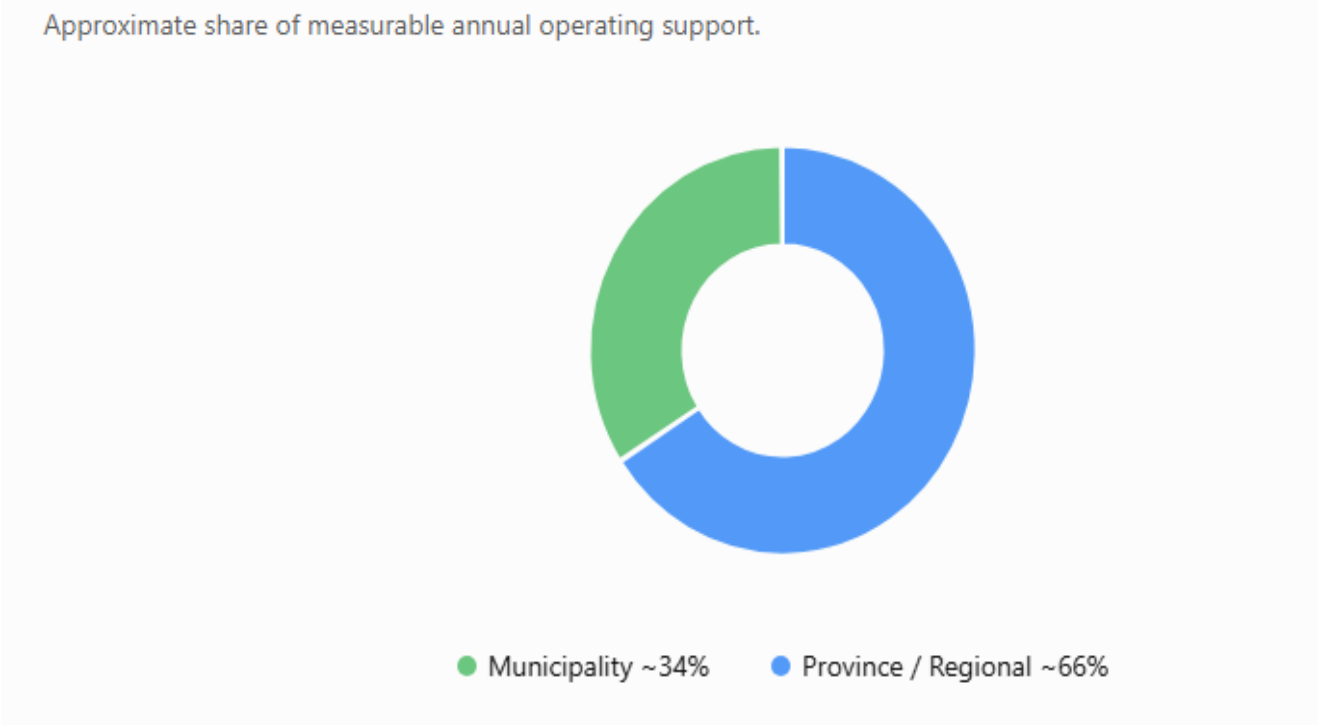






Kennebecasis Public Library
Bibliothèque publique de Kennebecasis

# Kennebecasis Public Library
## A Provincial–Municipal Partnership




2025 Total ~$657K–$811K in measurable annual operating support
~⅔ Province: $408K–$562K
~⅓ Municipality: $249K local investment
Additional provincial & regional system support is provided but not separately quantified.

# Provincial & Municipal Funding Breakdown 2025

| PROVINCE / REGIONAL | MUNICIPALITY |
|---|---|
| **Direct Costs — $396,703–$550,051** | Building Maintenance — $99,003 |
| Staff Salaries — $299K–$368K | Utilities — $69,775 |
| On-call / Casual (Coverage) — ~$45K | Wages — $29,071 |
| Collections — $107,938 | Grounds & Roads — $20,414 |
| Shipping — $35,546 | Other Operating Costs — $30,761 |
| **Prorated Costs — $11,735** | |
| **Indirect Costs — Shared System Support**<br><br>Regional & provincial staff • HR & Payroll • IT • Cataloguing & Collections • Training • Programs • Online Services • Strategic Planning & Policy • Shared Resources | |
| **Total: $408K–$562K** | **Total: $249K** |

# NB Research: Libraries Support Stronger Outcomes

**New Brunswick research links library engagement with stronger outcomes in early childhood development, education and post-secondary pathways.** The 2026 UNB/DataNB study, using linked New Brunswick administrative data, provides new evidence of the broader educational and developmental value of public libraries.

*Source: Shiplett, H. & Jones, B. (2026), "Valuing Public Libraries in New Brunswick: New possibilities using linked administrative data," DataNB, University of New Brunswick.*

# The Value of Public Libraries Goes Beyond Books

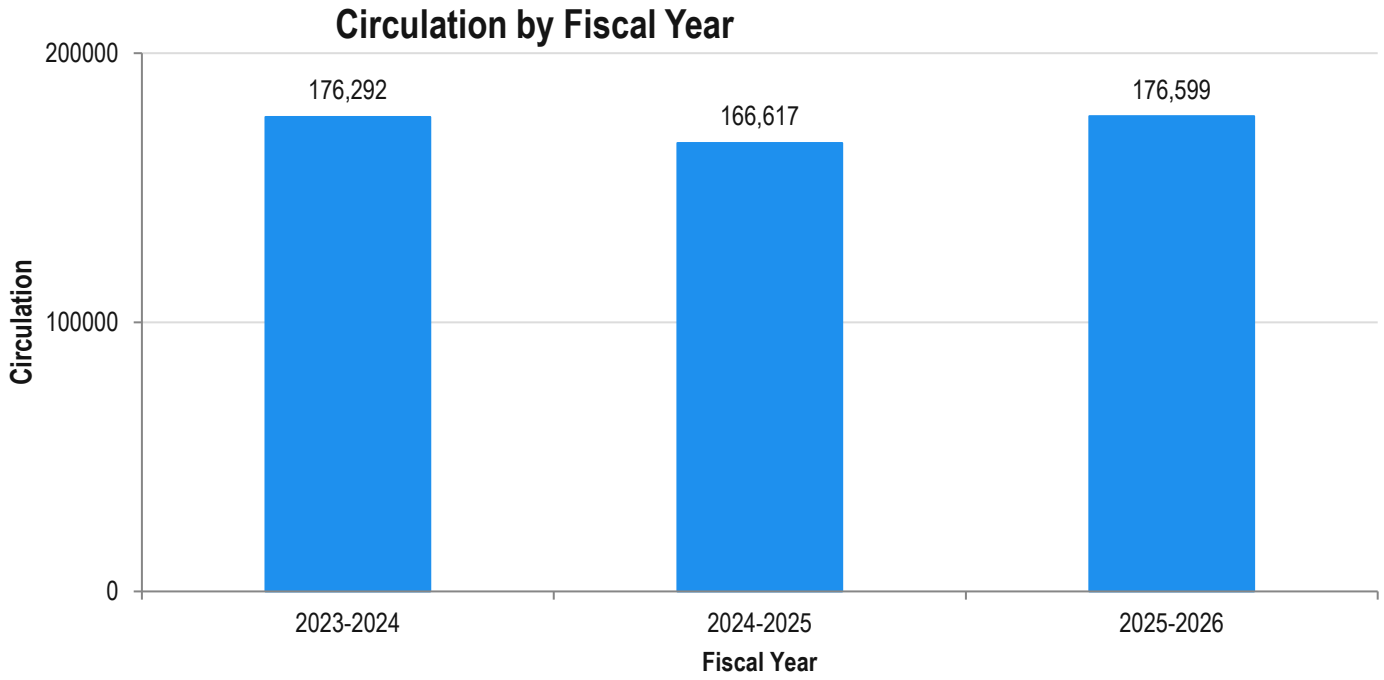
A 2026 national study by the Canadian Urban Libraries Council (CULC/CBUC) found that public libraries contribute to **learning, wellbeing, social connection and creativity**, demonstrating their value as essential community infrastructure.

*Source: Canadian Urban Libraries Council / Conseil des Bibliothèques Urbaines du Canada (CULC/CBUC), National Social Impact Study, 2026.*

# BORROWING

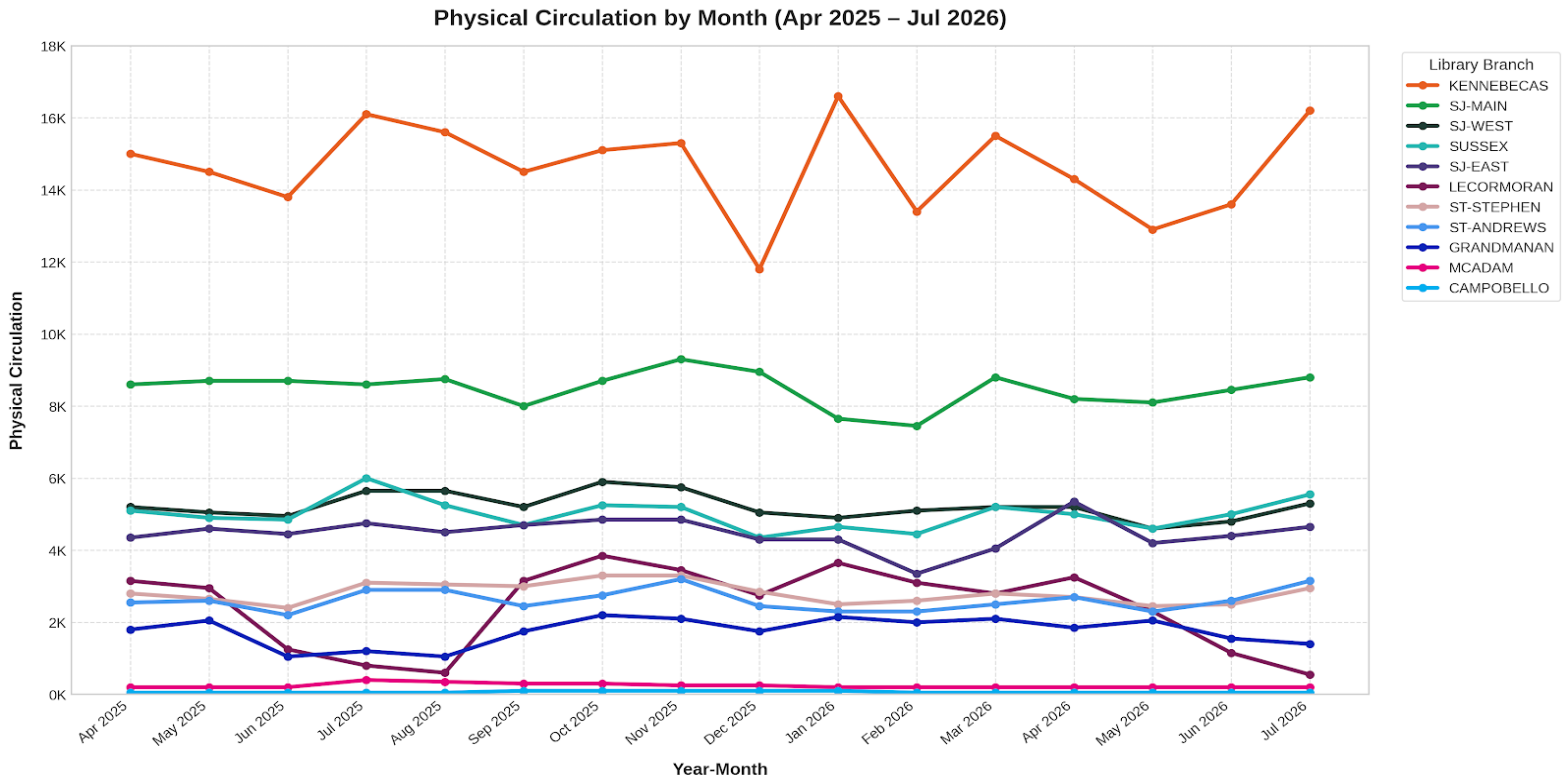
- Peak circulation sees more than 3,000 items checked out per hour.
- 2024: 166,350 items
- 2025: 175, 440 items ( 5.47% increase)
- 2026 (7 mos.): 102,132 items

# Here's an interesting graph showing a continued increase in services, by fiscal year:



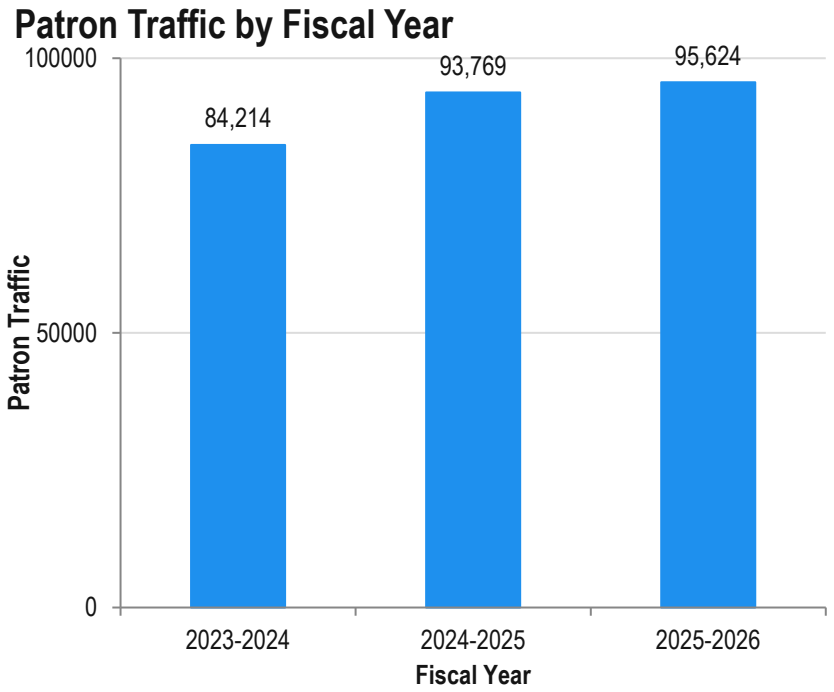
# KPL: Where Community Engagement Leads

This is a graph of circulation of every library in the region from April 1, 2025 to July 31, 2026. Our  library outcirculates everyone!



# VISITOR TRAFFIC

- 94,538 visits in 2025.
- First 7 mos. of 2026: 58,847
- Traffic has peaked in July 2026 at 9,258 visitors.



- 2025 monthly traffic average: 7,878 visitors.
- 2026 monthly traffic average: 8,407 visitors.

# Our Patrons



- Total of 1730 new patrons registered in 2025.
- So far in 2026 we have 932 new patrons.
- Total no. of Patron at KPL 18,187

# BORROWING

*The mission of librarians is to improve society through facilitating knowledge creation in their communities.*

*-R. David Lankes*

# CONNECTIVITY

255
**computer uses**
per month



**3,562 Wi-Fi users**
in the first 6 months
of 2026

# PROGRAMS

**362**

**PROGRAMS**

offered to

**6,459**

**PARTICIPANTS**

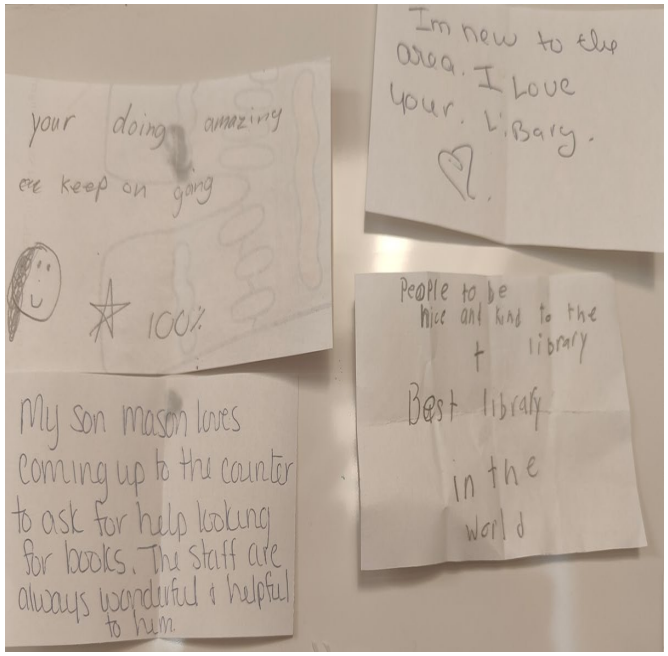
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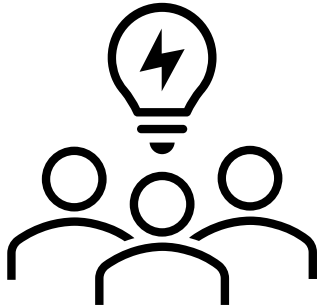

KENNEBECASIS PUBLIC LIBRARY


That Is NOT a Good Idea!
Let's sit for a story.


Im new to the area. I Love your Library.
your doing amazing
ere keep on going
100%
People to be nice and kind to the library
Best library in the world
My son mason loves coming up to the counter to ask for help looking for books. The staff are always wonderful & helpful to him.



# PROGRAM SAMPLER



***For Children***

- Early Literacy Storytimes
- Puppet Shows
- Lego Club
- Crafternoons
- Babies' programs
- TD Summer Reading Club
- STEAM based Programs

***For Teens and Adults***

- Wellness Programs
- VolunTeens
- Adult Volunteers
- French Conversation Social
- Makers Program (Knitting, Rug Hooking, painting)
- Social Games Groups
- Knit Wits
- Greif Café
- 11 Book Clubs
- Writers' Group
- Tech Support Program for seniors

# KPL REVIEWS:



"This is a great library, plenty large, with lots of community programming, great kids section, as well as study areas. They also have games, puzzles, hobby kits and bikes available to borrow."

"Amazing to see many things the library offers. You can rent bikes, cake pans, puzzles and so much more."

"Great Staff, Great location, place is an absolute gem."

"Fantastic library with lots of great free programs for all ages. Especially love their children's space."

"We enjoyed discovering that the library is also a lively community hub."
Preceptor Delta Chapter
Beta Sigma Phi Sorority

**COMMUNITY**
**CONNECTION**
**CREATIVITY**
**LEARNING**
**FUN**

*Scrabble · French · LEGO · Piano · Puppet Shows · Study Rooms · Meeting Rooms · Grandchildren*

Kennebecasis Public Library
Bibliothèque publique de Kennebecasis

You belong here…

# THE BRASS TACKS:

## 2027 budget proposal

# 2027 Budget

**KENNEBECASIS PUBLIC LIBRARY**



2027 Proposed Operating Budget Overview vs. 2026

| Description | 2027 Proposed Budget | 2026 Budget | Change vs 2026 % | Change vs. 2026 $ | Note |
|---|---|---|---|---|---|
| Building Maintenance | 158,849 | 108,619 | 46% | 50,230 | 1) HVAC System: Replacement of compressor and PCB inverter assembly.<br>2) Surveillance System Technology Upgrade<br>3) Municipal Water Service Connection:connections would provide the Library with a reliable municipal water supply for its domestic needs and fire protection system, helping ensure the sprinkler system remains functional and reliable, including during a power outage. |
| Communications | 10,245 | 8,900 | 15% | 1,345 | Contract Renewal with Rogers.<br>Software/VPN/Maintenance Fees: increase in license prices since evergreen report |
| Grounds & Roads Mtce. | 22,680 | 22,113 | 3% | 567 | |
| Insurance | 13,428 | 11,946 | 12% | 1,482 | |
| Misc. Expense | 1,650 | 1,700 | -3% | -50 | One new staff in the team and 5 new volunteers. |
| Office Expenses | 14,374 | 11,803 | 22% | 2,571 | Rising supply costs, increased visitor traffic affecting cleaning and washroom supplies, and increased copy paper consumption due to expanded summer programming, with eight summer students compared with four to five in previous years. |
| Professional Development | 2,200 | 2,000 | 10% | 200 | Addition of the Circulation Supervisor position in January 2026 and expansion of the full-time staff complement from seven to eight employees. |
| Professional Services | 15,075 | 14,468 | 4% | 607 | |
| Programs | 4,925 | 5,425 | -9% | -500 | |
| Public Relations | 2,000 | 2,300 | -13% | -300 | |
| Small Equipment and Furniture | 6,516 | 6,236 | 4% | 280 | 2 computers to be replaced in 2027 as per evergreen plan whereas 4 computers were replaced in 2026<br>New chairs for babies program, large bubble fish tank and a new carpet for our childrens' room ( old one discarded) |
| Utilities | 71,369 | 63,568 | 12% | 7,801 | |
| Wages | 37,943 | 32,254 | 18% | 5,689 | 3 more students provided by CSJ Grants |
| **Total Operating Expenses** | **361,253** | **291,332** | **24.00%** | **69,921** | |
| **Revenue** | -$10,000 | -$10,000 | | | |
| **Deficit (Surplus) 2nd Previous Year** | -$1,912 | $4,472 | | | |
| **Municipal Fundings - Operations** | **349,341** | **285,804** | **22%** | **63,537** | |

**THANK YOU FOR YOUR SUPPORT!**

Kennebecasis Public Library
Bibliothèque publique de Kennebecasis

# THANK YOU

# Questions & Comments

Kennebecasis Public Library / Bibliothèque publique de Kennebecasis

**KENNEBECASIS PUBLIC LIBRARY**

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THANK YOU FOR YOUR SUPPORT!

**Kennebecasis Public Library**
2027 Proposed Operating Budget - Detail

| Item | 2027 Budget | Note(s) | 2026 Budget | *Extended Notes* |
|---|---|---|---|---|
| BUILDING MAINTENANCE | | | | |
| Janitorial Contract | 50,001 | Contract renewed in 2026, Awarded to Bee Clean Building Maintenance effective April 1st , 2026, @ 2500.87 per month incl. 1.043 HST | 52,587 | *The current janitorial contract with Bee Cleaning Building Maintenance began April 1, 2026 and has resulted in cost savings; however, service has not consistently met the required cleaning standards. Following a recent change in cleaning staff, the Library will continue to assess service through December 31, 2026. The proposed budget allows for continued janitorial services and flexibility should a change in provider be required. The previous service provider, Jani-King, quoted $3,995 per month plus HST in February 2026.* |
| Vertical/Horizontal Transportation | 6,514 | Kone maintenance contract, annual safety test and $300 operating permit | 6,089 | *$5100.64 contract (incl. 1.043) plus $300 operating permit. Increase in contract price based on 2026 actual - our contract is subject to an annual escalation in price based on industry labour and process costs. Also included $1113.69 annual safety test.* |
| HVAC | 25,412 | | 16,285 | *Maintenance contract $3285 (incl. 1.043 HST); plus $13,000 for minor repairs, including annual preventative maintenance @$1591.42, Cooling System – Compressor and PCB Inverter Assembly Replacement: The library is experiencing cooling issues in several areas. A technician inspected the system and recommended replacing the compressor and PCB inverter assembly. The quoted cost from C/E is $9,126.93, including 1.043 HST.*<br><br>*Expenditure on repairs------12866.75 spent in 2025 on repairs- $16,695.00 spent on repairs in 2024; $16,552.55 spent on repairs in 2023; $20,289.09 spent on repairs in 2022. (So far in 2026 - 8 mos* ***- $10384.44*** *spent on HVAC repairs.* |
| Waste Management | 6187.11 | Based on 2026 Actual | 5530.8 | *Fero Monthly (Waste and Sub-Contract Recycling) is $468.72/mo (incl. 1.043 HST). Averaged on 8-month 2026 costs, includes fluctuating gas surcharges . Predicting 10% increase considering the fuel charge has gone up as compared to the last year.* |
| Building Alarm Monitoring | 330 | Quality Sounds and Alarm contract. | 330 | *2026 Actual: Rate of $24 per month plus HST , 10 % increase considering inflation* |
| Fire and Life Safety | 2904.52 | Based on 2025, 2026 actuals | 2806.68 | *$545.00 Annual Fire Alarm Inspection (Ultra) (based on 2026 actual); $1,515.00 Annual Fire Sprinklers and fire pump test, Extinguishers and Backflow Inspections (B&G) (based on 2026 actual); $724.78 Fire Alarm System Monitoring (Ultra), incl. 1.043 HST* |
| Potable Water Testing | 150 | Semi-annual. | 100 | *$50 per test, extra included in case retesting is needed* |
| Carpet Cleaning | 6560 | Semi-annual. | 5385.58 | *$ 3280.23per cleaning incl. 1.043 HST ( As quoted by Jani king in Feb 2026)*<br>*Current service provider is Bee Clean but proposing price as per previous service provider should the current contract needs to be terminated. ** Please see extended notes for the item Janitorial Contract.* |
| Furniture Cleaning | 3952.97 | Semi-annual (x2/yr) | 2425.03 | *158 items: 63 sofas @ $15 per, 95 small chairs @ $10 per. HST 1.043, price quoted for this service by Jani King.*<br>*** Please see extended notes for the item Janitorial Contract* |
| Window Cleaning (exterior & interior) | 1,252 | Semi-annual. | 1,252 | *Twice a year window cleaning by Able Window Shine. Based on 2026 actual, $625 (1.043 HST included ).* |

**Kennebecasis Public Library**
2027 Proposed Operating Budget - Detail

| Item | 2027 Budget | Note(s) | 2026 Budget | *Extended Notes* |
|---|---|---|---|---|
| Plumbing | 1,000 | Annual inspection of sewer lift station and preventative maintenance | 1,000 | *Cleaning of the lifting station* |
| BUILDING MAINTENANCE (con't) | | | | |
| Minor Repairs and Projects Under $5,000 | 15,525 | | 13,500 | So far spent 13,491.00. We spent a total of $10,936 on lift station maintenance, including repairs to a broken line ($3,185.64), replacement of a failed sump pump in a manhole ($2143.365), and the purchase of a new Liberty pump ($5607.09). |
| Other Building Maintenance/Supplies | 1,862 | Interior winter mats. | 1,329 | New System & Laundry: $62.40/week (November–April), based on 2026 actual costs. Adding 10 % increase due to inflation (Incl 1.043 HST ). The change reflects a transition to heavier, more stable mats that improve safety and reduce shifting on carpet. |
| Surveillance System Technology Upgrade | 16,282 | | 0 | Surveillance System Technology Upgrade<br>The library's existing surveillance system was installed in 2005 and, while still functional, is outdated, discontinued, and no longer supported by the manufacturer. Following recent incidents involving disruptive teen behaviour, five surveillance blind spots were identified. QSA, our surveillance system provider, provided two options: adding five cameras to the existing system ($7460.58, incl 1.043 HST) or fully replacing the system ($16281.64 incl. 1.043 HST).<br>The full system replacement is recommended as it will address the identified blind spots while replacing the aging NVR and legacy cameras with a fully NDAA-compliant system, meeting current security and supply-chain requirements. The replacement will provide improved coverage, increased recording capacity, and greater long-term reliability. Although the existing system remains functional, adding cameras to it would continue to rely on outdated equipment rather than addressing the limitations of the overall system. |

**Kennebecasis Public Library**
2027 Proposed Operating Budget - Detail

| Item | 2027 Budget | Note(s) | 2026 Budget | *Extended Notes* |
|---|---|---|---|---|
| Municipal Water Service Connection | 20,916 | | 0 | In a letter dated April 15, 2025, to Mr. Losier, the Library requested to be connected to the Town's municipal water service as it is installed, with the Library's connections included in the planning phase. The Library is now requesting funding assistance. These connections would provide the Library with a reliable municipal water supply for its domestic needs and fire protection system, helping ensure the sprinkler system remains functional and reliable, including during a power outage for which B & G Sprinklers Ltd. has provided a quotation of $12,000 plus HST. They will install, test and flush new underground fire service from Town property line to inside building (approx. 100 ft.) Quotation excludes excavation, backfilling, and all materials.<br>All digging and backfills: $5000 ( $165 per hour for approx 10 hour and bedding work)<br>1.5" domestic lateral: $ 400<br>Fire Lateral: $ 3000 |
| **Sub-Total** | **158,849** | | **108,619** | |
| COMMUNICATIONS | | | | |
| Phone | 5,440 | Phone $380.40 per month + | 5,440 | *Based on 2026, 6 month average. Bell Aliant.* |
| Internet bundle | 2,080 | Contract renewal with Rogers | 1,525 | *Rogers contract renewal ( three year term ) effective Aug 1st, 2026 - renewal of existing services , 10 percent increase on phone rate based on year on year ( current 64.74) but wifi rate increased from $ 70 per month to $95 per month , incl. 1.043 HST* |
| Software/VPN/Maintenance Fees | 2,725 | Based on Evergreen Plan. Prices have gone up. | 1,935 | *Includes McAfee License (561), VPN (81),MS Licenses for Computers (553.02), Smartshield (81.25), PC Booking (257.31 ), and Aruba internet access point (1191.02 per year) ----Increase in license prices since the Evegreen report.*<br>*We went from 2 Aruba access points to 5.* |
| Sub-Total | **10,245** | | **8,900** | |
| GROUNDS AND ROADS MAINTENANCE | | | | |
| Snow Removal Contract | 13,278 | Contract renewed in 2025, Awarded to Homestar | 12,864 | *12731/year + 1.043 HST for snow clearning and spring clean up for a three year contract.* |
| Snow Removal - Additional Charges | 2,000 | Extra snow-removal | 2,000 | |
| Summer Grounds Maintenance | 4,902 | Contract renewed in 2025, Awarded to Homestar | 4,749 | *Services will include seasonal Mowing , spring cleanup, fertilizer ( spring, fall and summer) and weed control.*<br>*Total 4700 per year +1.043 HST for a three year contract by Homestar* |

**Kennebecasis Public Library**
2027 Proposed Operating Budget - Detail

| Item | 2027 Budget | Note(s) | 2026 Budget | *Extended Notes* |
|---|---|---|---|---|
| Mulching | 2,000 | | 2,000 | *Based on prices quoted by Homestar* |
| Grounds Beautification | 500 | | 500 | |
| **Sub-Total** | **22,680** | | **22,113** | |
| INSURANCE | | | | |
| Commercial Policy | 13,428 | | 11,946 | *Premium for 2026-2027 is $ 12206.90 , an increase of 8.16 percent as compared to the 3–4% annual increases over the past years. For the upcoming year, we are projecting a 10% increase to allow for a more balanced and realistic budget forecast.* |
| **Sub-Total** | **13,428** | | **9,300** | |
| MISCELLANEOUS EXPENSE | | | | |
| Professional Memberships | 200 | | 200 | *$120 NBLTA, $80 APLA* |
| Board, Staff and Volunteers | 700 | Recognition of Support | 600 | *3 volunteer appreciation events per year & staff/board Holiday party. One new staff in the team and 5 new volunteers.* |
| Bank & Debit Machine Fees | 750 | | 900 | *Moneris monthly fees of $51.69, BMO fees of $6 maintenance, and average $6.08 deposit fees, variable monthly fees $3.43/mo avg. Total monthly avg: $60.45* |
| **Sub-Total** | **1,650** | | **1,700** | |
| OFFICE EXPENSES | | | | |
| Printing, Copy and Bathroom Supplies | 11,158 | CLEANWAY: $426.02/mo average ; XTRA: $465.45/mo copies. ( Incl. 1.043 HST) | 8,669 | *2025 is 360.99 over 5 order actual 2024 is 270.80 over 7 order actual, 2023 is $262.89 over 7 order actuals. 2022 is $241.9 over 3 order actuals, but impacted by flood. Copies 2026 is $464.57/month avg, Copies 2025 is $ 324.64/ month;(Xtra Document Solutions).* |
| Photocopier Leases | 2,616 | Two leases: one staff, one p | 2,534 | *$209.00 per month (plus 1.043 tax) DLL Financial Services* |
| Miscellaneous Small Items | 600 | | 600 | |
| **Sub-Total** | **14,374** | | **11,803** | |
| PROFESSIONAL DEVELOPMENT | | | | |
| Professional Development for Staff | 2,200 | | 2,000 | Addition of the Circulation Supervisor position in January 2026 and expansion of the full-time staff complement from sevento eight employees. $275 per person |
| **Sub-Total** | **2,200** | | **2,000** | |
| PROFESSIONAL SERVICES | | | | |
| Bookkeeping and Accounting Services | 8,400 | Based on 2025-26 actual | 7,900 | Based on 12 months average of $686.94 /mo (including 1.043 HST) ,includes charges for Audit prep. |
| Audit | 6,675 | Based on formal quote received from the current audit service provider, ensuring continuity. | 6,568 | $6,400 quote from our existing audit provider plus 1.043 HST |
| **Sub-Total** | **15,075** | | **14,468** | |
| PROGRAMS | | | | |

**Kennebecasis Public Library**
2027 Proposed Operating Budget - Detail

| Item | 2027 Budget | Note(s) | 2026 Budget | *Extended Notes* |
|---|---|---|---|---|
| Programming Supplies | 4,500 | Craft supplies; refreshments; live performance fees, public performance license; Zoom license, tokens for community partners, etc. | 4,500 | |
| CRC-VS | 425 | | 925 | *Due to a policy change, all volunteers and program facilitators (online and offline) must provide a CRC/VS. To reduce barriers and ensure compliance, we will reimburse these costs after three months of service. The total request is 425 ($15× 5 volunteers = $75; $35 × 10 facilitators = $350-- Amount reduced as now we have CRC-VS on file for our regular volunteers and program facilitators* |
| **Sub-Total** | **4,925** | | **5,425** | |
| PUBLIC RELATIONS | | | | |
| Miscellaneous Projects | 2,000 | Marketing materials; In-house decorating; PR events and advertisements; prizes for campaigns. | 2,000 | |
| **Sub-Total** | **2,000** | | **2,000** | |
| SMALL EQUIPMENT AND FURNITURE | | | | |
| Computers | 1,516 | Based on Evergreen Plan. | 3,236 | *Based on our evergreen plan, these computers will need refresh: FL-ADMIN2, FK-MAINTENANCE, $726.88 per desktop + 1.043 HST* |
| Miscellaneous Small Items | 5,000 | | 3,000 | *A new Carpet for Children room , old one discarded ( had survived library flood and was a tripping hazard) , $ 1520 as per Bro Dart Catalogue*<br>*A new Xmas Tree, Large Bubble Fish Tank, New Chairs for babies programs & storytime* |
| **Sub-Total** | **6,516** | | **6,236** | |
| UTILITIES | | | | |
| Sewage | 600 | 2026 actual | 600 | |
| Power | 70,769 | 2025-26 actual plus 6.5 % in | 62,968 | *See POWER tab for detail* |
| **Sub-Total** | **71,369** | | **63,568** | |
| WAGES | | | | |
| Summer Students | 30,484 | Based on 2026 actual. | 30,484 | |
| Less Canada Summer Jobs Gra | 30,484 | Based on 2026 actual. | 30,484 | *Six Students in 2026 , Three students in 2025, Two CSJ students in 2024 for 8 weeks each. Two CSJ students in 2023 (for eight weeks - we had 4 students for 8 weeks in 2022; we were awarded 10 weeks to each student in 2019)* |

**Kennebecasis Public Library**
2027 Proposed Operating Budget - Detail

| Item | 2027 Budget | Note(s) | 2026 Budget | *Extended Notes* |
|---|---|---|---|---|
| Canada Summer Jobs Top-Up | 10,801 | Receive Grant for six students for eight weeks in 2026 as compared to 3 students for eight weeks in 2025 *Note CSJ has been providing shorter job terms since 2022 (8 weeks instead of previous 10-12 weeks), and from conversations with program officers, there is no indication that this will change. 8 weeks is a very restrictive job term that doesn't allow students to* | 5,492 | *2027 Student Employment Estimate: Assuming the minimum wage remains at $15.90/hr, the grant will cover the minimum-wage portion of the students' wages. The library will provide a $1.50/hr wage top-up for six students working 35 hours/week for 8 weeks, plus 2 additional weeks at $17.40/hr. The estimated cost of the wage top-up is $9,828, plus 1.04% vacation pay ($393.12) and mileage ($580, based on a maximum of 1,000 km at $0.58/km). Total estimated cost: $10,801.12 2026 total represents 3 students, paid +$1.50 over minimum wage for eight weeks, as well as two ddditional weeks at $17.15/hr (assuming minimum wage remains $15.65/hr), plus 1.04% vac pay and mileage at $0.58/km to a max of 1000 km. 2025 total represents 3 students at 16.25/hr for 8 weeks, with 1.04% vac pay and mileage at 0.57$/km, to maximum of 1000 km.* |
| **Summer Student Sub-Total** | **10,801** | | **5,492** | |
| Part-Time Students (non-summe | 8,681 | 2 students for 30 hours bi-weekly | 8,302 | *Minimum wage (15.90) x 15 hours/week between two students x 1.04 % (vacation pay) x 35 weeks total (includes Jan to May and Oct to December)* |
| Facilities Manager Employee | 18,460 | Maximum 500 hours/annually at $35.50/hour + 4% vacation pay | 18,460 | *Based on Terms of Employment outlined in November 2015 Letter to Phil Shedd. In 2025, Phil worked a total of 415 hours.* |
| **Sub-Total** | **37,943** | | **32,254** | |
| **THANK YOU FOR YOUR SUPPORT!** | | | | |

Kennebecasis Public Library

2027 Proposed Operating Budget - Worksheet for Cost of Power

| | 2026 Bill Amount +4.3% HST | Fire Pump | Total 2026 | Budget 2027 incl. 6.5% projected increase | |
|---|---|---|---|---|---|
| January | 6,810.32 | 30.87 | 6,841.19 | **7,166** | NB Power rates did not increase for the first quarter of 2026, and from April 2026 onwards there was an increase of 4.29%. For the 2027 budget projections, 2026 actuals are used and a 4.75% increase is added for the first quarter, along with a 6.5% increase for the remaining 2027 as projected by NB Power. An additional 4.29% increase is added to 2025 actuals to bring the figures at par with the 2026 cost level. |
| February | 6,857.52 | 30.87 | 6,888.39 | **7,216** | |
| March | 6,780.52 | 30.87 | 6,811.39 | **7,135** | |
| April | 4,898.23 | 31.54 | 4,929.77 | **5,250** | |
| May | 4,365.02 | 32.20 | 4,397.21 | **4,683** | |
| June | 4,338.30 | 32.20 | 4,370.49 | **4,655** | |
| July | 4,967.43 | 32.20 | 4,999.63 | **5,325** | |
| August | 4,588.53 | 32.34 | 4,620.87 | **5,141** | |
| September | 4,775.73 | 32.34 | 4,808.07 | **5,349** | |
| October | 4,895.04 | 32.34 | 4,927.38 | **5,482** | |
| November | 5,094.92 | 32.34 | 5,127.26 | **5,704** | |
| December | 6,857.14 | 32.34 | 6,889.48 | **7,665** | |
| | 65,229 | 350 | 65,611 | **70,769** | |

***RED = 2025 actuals + 4.29%***

**2027 Proposed Budget**

| Contract | Term (DD/MM/YYY) | Rate | Notes |
|---|---|---|---|
| Bee Clean Building Maintenance | 1/04/2026 - 31/03/2029 | $2500.87/month | $2397.77 plus 1.043 HST |
| KONE | 16/05/2014 - 16/05/2029 | $3873.45/yr + $300 operating permit | 15-year term (!!) |
| Controls & Equipment (HVAC) | 06/12/2016 - ongoing | | 32 maintenance hrs/year to maintain the agreement |
| Quality Sound Alarm | | | |
| Ultra Alarm | | | |
| Bell Aliant | No contract, rates set through Bell Small Business segment at gov't rates. | | Rogers and Bell contracts/contracts are tracked by NBPLS' SNB analyst. |
| Rogers | 01/08/2026 - 31/07/2029 | $95/mo Internet, $64.74/mo phone | Three years contract renewal of existing services , wifi rates increased from 70 per month to 95 per month ,10 percent increase on phone rate based on year on year ( current 64.74) |
| Homestar - Snow Removal | 09/2025 - 08/2028 | $13278.43/year | $ 12731 + 1.043 HST |
| Homestar - Grounds | 09/2025 - 08/2028 | $4902.1/year | $ 4700 + 1.043 HST |
| CWB/Xtra (Printer) | 27/07/2023 - 27/01/2029 | $244/month base amount | 66 month contract (5.5 yrs). Base amount includes 1406 B/W, 200 colour prints. Overages at 1.28¢ B/W, 8.5¢ colour |
| Fero | | | |
| Higgins Insurance | 01/11/Annually | 2025-26: $11274 | |

# Kennebecasis Regional Joint Board of Police Commissioners

We are pleased to present our proposed budget for 2027. We remain committed to transparency and clarity, and have provided a comprehensive breakdown of budget line items. Our aim is to ensure that you have a clear understanding of how funds are allocated and spent within the KRPF. It is with this spirit that we have meticulously detailed many aspects of our fiscal plan.

## Background and Items Affecting the 2027 Budget

For those new to the Board, 85% of our operating costs are salaries and benefits, which leaves about 15% for equipment and other operating costs. On the budget attached we have highlighted the categories where there is no room to move due to contract or collective agreements. This ratio is similar to other police forces across Canada with the average range being 84%–89%, which puts us at the lower end.

The major reason for KRPF being at the lower end of the scale is that our average cop-to-population (# of officers per 1000 residents) number is very low in comparison to similar size forces. National wide the average is 1.8 (2025).
We are the lowest in New Brunswick, please see chart below

| Rank | Police Force | Officers | Population | Officers per 1,000 |
|---|---|---|---|---|
| 1 | Woodstock | 35 | 12,895 | **2.71** |
| 2 | Saint John | 143 | 78,165 | **1.83** |
| 3 | Fredericton | 140 | 77,736 | **1.80** |
| 4 | Edmundston | 35 | 19,908 | **1.76** |
| 5 | Bathurst | 28 | 16,098 | **1.74** |
| 6 | Miramichi | 33 | 19,734 | **1.67** |
| 7 | Belle-Baie (BNPP) | 23 | 14,300 | **1.61** [ |
| 8 | Grand Falls | 17 | 11,327 | **1.50** |
| 9 | Kennebecasis Regional Police | 43 | 32,378 | **1.33** |

During the 2026 Budget presentation, KRJBPC was asked to reduce the proposed budget due to the restriction placed on the Towns by the Province around tax assessments. The only way that we could come close to meeting the Towns' request was to remove from the budget the two officers on leave with no projected return date.

With the collective agreement increase of 3.25%, and the removal of the two officers from the budget, we had to further reduce other operating expenses to get close to the Towns' 3% request.

**2027 Budget Impacts**

One of the officers on leave in 2025, successfully returned to active duty in 2026. The other officer remains off, and we have not budgeted for their return or replacement in 2027 as there is no definitive plan.

Benefits costs increased 15% in 2026.

New Policing Standard Policies will be implemented in September 2026, with a two-year window for compliance. For KRPF, we are in a very good position to meet the new requirements unlike the other Police Forces in NB which will require significant investment in 2027. The impact to our 2027 budget is a contractor to review and update our internal policies to meet the new standard and the addition of a Crime Analyst.

**Fleet:**

- In 2025 we requested the use of the surplus to replace one of our aging patrol cars, Quispamsis approved the use of the surplus, but Rothesay denied it. The 2025 surplus was primarily due to KRPF generating more revenue than planned.
- Early in 2026 we were forced to decommission one of the patrol vehicles as it had a major engine breakdown and it was not financially prudent to repair.
- Due to the age and mileage of vehicles we are currently $34,000 over budget for repairs and maintenance at the end of June.
- In June 2026 it became apparent to the Board that we would again have a surplus due to higher-than-planned revenue, largely from increased background check volumes. The Board approached both Towns for the immediate purchase of a vehicle and a request for approval of a second vehicle in the Fall if the projected surplus position continued. We are reaching a critical point with the fleet and the down time of vehicles for repairs is impacting community and officer safety. Fewer operational patrol vehicles reduce our presence in the community and affect response time. The July 2026 request that was sent to the Councils again was approved by Quispamsis and Rothesay did not decide but rather sent the request to the Joint Finance Committee.

Along with the attached proposed KRPF operating budget for fiscal 2027, we are providing some commentary below by budget line where there are larger impacts. Where there has been little or no change, we have not provided additional commentary, as those lines are based strictly on historical actual costs.

**Administration – Increase of $24,826 (2.35%)**

**Salaries – Increase of $17,884 (2.69%)**

There is no change in the number of employees planned for 2027. The increase reflects the 3.25% salary increase for administrative staff based on the collective agreement. It is below 3.25% at 2.69% due to

salary changes resulting from staff turnover.

**Health Benefits – Increase $6,450 (15%)**
This increase reflects the 2026 premium adjustment from our insurance provider. Our current contract ends in 2027, and we will be issuing an RFP for providers in 2028.

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**Building Decrease $16,808 (-3.59%)**

The reduction is primarily due to lower maintenance costs and a renegotiated cleaning contract.

Property taxes and insurance have increased as a result of the building expansion.

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**Crime Control Increase $384,192 (4.91%)**

**Salaries – Increase of $378,643 (7.36%)**
The following factors impacted Crime Control Salaries:

- Our Union contract increase of 3.25% in 2027.
- Addition of a Crime Analyst required under the new Policing Standards.
- Return of one officer who had been on a long-term disability since 2025 and returned mid-2026.
- We are currently operating with one vacant officer position; if the officer returns in 2027, we will be over budget.
- The overall health of the force has improved, resulting in significantly lower absences. This allowed us to reduce the overtime budget by $50,000 for 2027. As a reminder, we have been operating with an absence rate of 15-20% over the past few years, which is in line with national averages. Currently we are running with a 2% absence rate well below other forces. This is due to investments made in officer health and wellness over the past 3-4 years.

**Health Benefits – Increase of $36,539 (15%)**
This reflects the 15% increase from our provider in 2026. We expect a similar increase in 2027. The increase is driven by industry-wide cost pressures and our own claim experience. We expect to issue an RFP in 2027 for 2028; however, only two or three providers insure police agencies.

The new budget format breaks out all components of the benefits.

**Computer Software – Increase of $20,000 (150%)**
This reflects subscription costs for KRPF software programs. However, there is also a one-time cost of $11,000 for Axon plate-reading software which is required due to the elimination of license plate stickers in New Brunswick.

**Axon IT Services – Increase of $26,185 (26.19%)**
This increase relates primarily to Axon, our body-camera hardware and software provider. Councils were advised of this increase in 2026 when the contract renewal was received. Unfortunately, there are currently no alternative suppliers.

**Firearms $10,000 (83%)**
This increase reflects the phased replacement of officer sidearms over a three-year period.

**WorkSafe Health and Safety Project**
This new project is fully offset by a grant in the Revenue section, resulting in a net-zero impact on the budget.

**Contracted Services – One-time cost of $50,000**
This is a new, one-time cost related to the new Policing Standards. The hired contractor will revise internal policies to ensure compliance. With a two-year implementation window, our plan is to complete this work in the first year.

**Investigations – Increase of $5,000 (14%)**
The increase is driven by current case volume and rising costs associated with forensic investigation tools, including subscription-based services and laser-scanner technology.

**Recruitment – Decrease of $2,500 (33.33%)**
Given the current health of the workforce and no plans for increased complement this expense was reduced by $2,500 for 2027.

**Insurance – Decrease of $41,000 (34%)**
This reduction is based on the estimate provided by our broker and a correction of an overestimate of 2026.

**Dispatch Centre Fee – Increase of $14,000 (4.58%)**
This is the cost of having Fredericton handle our dispatch, they have advised that this will be the fee level for 2027.

**APA Tuition – Decrease of $29,020 (-43.96%)**
Given workforce stability and projected retirements, we do not anticipate needing an additional cadet in 2027, so this has been reduced accordingly.

**Vehicles – Increase $195,000 (65%)**

As previously mentioned, the fleet requires significant replenishment. We are requesting two (2) patrol vehicles in 2027.

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**Income & Prior Year Surplus**

**Income Increase $171,850 (29.93%)**
We have increased the budget amount for Record Checks as we are having more businesses use KRPF for this service, increase is based on 2026 volumes. This accounts for $50,000 of the increase.

Secondments have increased to reflect current-year's staff costs, accounting for $60,000.

As mentioned in other discussions around budget and financials, the category "Interest and Dividends Earned" relates to the Sick Leave/Retirement Fund. 100% of the income earned is reinvested into the fund for future liabilities. There is an expense equal to this amount under "Admin Sick Leave/Retirement"

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**The budgeted increase in total expenses is $587,480 (6.09%) for 2027.**

**Major contributors:**
- Salary $378,643 – which includes the new crime analyst required under Policing standards
- Health Benefits $37,000
- Contracted Services $50,000 - policy contractor to meet Policing Standards
- New Patrol Vehicles $175,000 - required to replace substandard patrol vehicles

**The budgeted increase in overall net expense is $429,706 (4.78%)**

# Kennebecasis Regional Police Force - Annual 2027 Budget

| | EXPENSES | 2025 Actual | 2025 Budget | 2026 June Actual | 2026 Budget | 2027 Budget | % Change |
|---|---|---|---|---|---|---|---|
| **Admin** | | | | | | | |
| 5605 | Admin - Salaries | 612,067.56 | 645,349.00 | 321,155.01 | 664,042.00 | 681,926.37 | 2.69% |
| 5611 | Admin - EI | 12,388.14 | 11,757.00 | 6,717.76 | 11,938.00 | 13,776.62 | 15.40% |
| 5612 | Admin - CPP | 33,421.38 | 30,842.00 | 16,726.55 | 31,848.00 | 36,412.19 | 14.33% |
| 5613 | Admin - Pension | 48,222.23 | 43,487.00 | 25,376.70 | 45,240.00 | 51,969.57 | 14.88% |
| 5614 | Admin - Medical (Health Ins) | 34,795.93 | 39,749.00 | 21,074.02 | 43,000.00 | 49,450.00 | 15.00% |
| 5615 | Admin - WorkSafe NB | 22,864.56 | 24,369.00 | 8,654.79 | 25,849.00 | 23,170.12 | -10.36% |
| 5616 | Admin - AD&D/Life//EAP | 4,050.41 | 4,100.00 | 2,306.31 | 4,500.00 | 4,438.33 | -1.37% |
| 5618 | Admin - Payroll Processing Fees | 8,285.43 | 7,000.00 | 3,592.00 | 7,000.00 | 8,000.00 | 14.29% |
| 5620 | Admin - Professional & Membership Fees | 15,426.83 | 15,000.00 | 9,459.72 | 15,500.00 | 15,000.00 | -3.23% |
| 5622 | Admin - Employee Recognition | 8,260.87 | 10,000.00 | 490.97 | 10,000.00 | 10,000.00 | 0.00% |
| 5625 | Admin - Board Expenses | 8,218.79 | 10,000.00 | 847.84 | 10,000.00 | 10,000.00 | 0.00% |
| 5629 | Admin - Forrest Green Admin Fees | 22,825.30 | 25,000.00 | 11,711.15 | 25,000.00 | 25,000.00 | 0.00% |
| 5630 | Admin - Training/Travel | 51,261.58 | 50,000.00 | 5,851.85 | 45,000.00 | 40,000.00 | -11.11% |
| 5633 | Admin - Accounting Fees | 20,997.88 | 14,000.00 | 6,509.78 | 18,500.00 | 20,000.00 | 8.11% |
| 5640 | Admin - Labour Relations/Legal Fees | 46,428.58 | 5,000.00 | | 5,000.00 | 5,000.00 | 0.00% |
| 5663 | Admin - Bank & Credit Card Fees | 4,153.56 | 5,000.00 | 2,287.11 | 5,000.00 | 5,000.00 | 0.00% |
| 5670 | Admin - Bridge Financing Interest (Building Exp) | 8,735.88 | | | | | |
| 5695 | Admin - Sick Leave/Retirement - Reinvestment | 93,864.81 | 20,000.00 | 21,101.84 | 20,000.00 | 20,000.00 | 0.00% |
| 5696 | Admin - Sick Pay/Retirement - Budget | -2,494.88 | 80,000.00 | 34,999.98 | 70,000.00 | 63,100.00 | -9.86% |
| | | **1,053,774.84** | **1,040,653.00** | **498,863.38** | **1,057,417.00** | **1,082,243.20** | **2.35%** |
| **Building** | | | | | | | |
| 5400 | Building - Maintenance Supplies/ Serv. | 94,913.19 | 48,000.00 | 28,513.20 | 36,000.00 | 30,000.00 | -16.67% |
| 5405 | Building - Cleaning | 56,064.97 | 65,000.00 | 22,861.62 | 60,000.00 | 50,000.00 | -16.67% |
| 5410 | Building - Heat & Power | 69,564.27 | 65,000.00 | 40,346.31 | 65,000.00 | 70,000.00 | 7.69% |
| 5430 | Building - Property Taxes | 52,314.28 | 53,000.00 | 26,653.20 | 66,250.00 | 60,000.00 | -9.43% |
| 5440 | Building - Property Insurance | 9,976.40 | 12,000.00 | 7,865.52 | 16,000.00 | 16,000.00 | 0.00% |
| 5450 | Building - Debenture Interest | 3,118.50 | 3,119.00 | 53,233.02 | 106,466.00 | 103,908.29 | -2.40% |
| 5460 | Building - Debenture Principal | 99,000.00 | 99,000.00 | 43,500.00 | 87,000.00 | 90,000.00 | 3.45% |
| 5470 | Building - Grounds Keeping | 16,457.31 | 30,000.00 | 9,565.49 | 30,000.00 | 30,000.00 | 0.00% |
| 5475 | Building - Expansion Debenture Interest | 53,852.92 | 102,000.00 | | | | |
| 5485 | Building - Debenture Amortization | 1,172.16 | | 541.32 | 1,083.00 | 1,083.00 | 0.00% |
| | | **456,434.00** | **477,119.00** | **233,079.68** | **467,799.00** | **450,991.29** | **-3.59%** |
| **Crime Control** | | | | | | | |
| 5005 | CC - Salaries - Regular | 4,997,639.43 | 4,936,582.00 | 2,579,847.93 | 5,142,474.00 | 5,521,117.34 | 7.36% |
| 5006 | CC - Salaries - Overtime | 220,641.08 | 120,000.00 | 54,258.65 | 170,000.00 | 120,000.00 | -29.41% |
| 5011 | CC - EI | 69,294.15 | 70,565.00 | 55,704.64 | 73,080.00 | 74,428.20 | 1.84% |
| 5012 | CC - CPP | 197,589.55 | 192,630.00 | 140,571.08 | 203,802.00 | 208,694.70 | 2.40% |
| 5013 | CC - Pension | 481,173.59 | 458,294.00 | 229,343.36 | 505,245.00 | 509,110.41 | 0.77% |
| 5014 | CC - Medical (Health Ins) | 198,133.02 | 243,595.00 | 114,273.71 | 243,595.00 | 280,134.25 | 15.00% |
| 5015 | CC - WorkSafe NB | 87,865.20 | 156,222.00 | 72,079.78 | 153,000.00 | 137,128.60 | -10.37% |
| 5016 | CC - AD&D/Life/EAP | 71,513.33 | 76,000.00 | 38,265.26 | 84,000.00 | 79,541.37 | -5.31% |
| New | CC - Lunch & Learn | | | | | 1,250.00 | |
| New | CC - WorkSafe Pysch health & Safety Project | | | | | 35,000.00 | |
| New | CC - Contracted Services | | | | | 50,000.00 | |
| New | CC - Medical (Mental Health Support) | | | | | 5,000.00 | |
| 5018 | CC - Wellness Program | 11,758.06 | 0.00 | 3,521.62 | 5,000.00 | 6,500.00 | 30.00% |
| 5020 | CC - Training/Travel | 95,869.75 | 90,000.00 | 24,666.90 | 60,000.00 | 60,000.00 | 0.00% |
| 5021 | CC - Travel Insurance | 4,286.60 | 5,000.00 | 2,252.22 | 5,000.00 | 6,000.00 | 20.00% |
| 5031 | CC - Computer Hardware | 81,349.54 | 29,000.00 | 906.36 | 26,000.00 | 28,000.00 | 7.69% |
| 5032 | CC - Computer Software | 10,243.06 | 11,000.00 | 5,089.48 | 8,000.00 | 20,000.00 | 150.00% |
| 5033 | CC - Drone | 146.62 | 3,000.00 | 1,728.13 | 3,000.00 | 2,000.00 | -33.33% |
| 5040 | CC - Communications | 103,036.04 | 110,000.00 | 48,658.14 | 110,000.00 | 96,000.00 | -12.73% |
| 5045 | CC - Axon IT services agreement | 66,616.10 | 100,000.00 | 41,297.12 | 100,000.00 | 126,185.46 | 26.19% |
| 5051 | CC - Office Supplies | 16,714.53 | 17,000.00 | 6,912.98 | 17,000.00 | 17,000.00 | 0.00% |
| 5052 | CC - Office Postage/Courier | 4,084.92 | 3,500.00 | 2,888.96 | 3,500.00 | 4,000.00 | 14.29% |
| 5053 | CC - Office Equipment Leases | 11,768.67 | 15,000.00 | 5,977.80 | 15,000.00 | 13,000.00 | -13.33% |
| 5058 | CC - ETS | 8,647.07 | 10,000.00 | 713.40 | 10,000.00 | 10,000.00 | 0.00% |
| 5060 | CC - Ident Supplies | 5,071.70 | 10,000.00 | 3,428.68 | 10,000.00 | 10,000.00 | 0.00% |
| 5062 | CC - Breathalyzer | 6,443.41 | 6,000.00 | 774.83 | 6,000.00 | 6,000.00 | 0.00% |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 5063 | CC - Firearms | 23,038.87 | 12,000.00 | | 18,149.22 | 12,000.00 | 22,000.00 | 83.33% |
| 5064 | CC - Miscellaneous | 21,240.99 | 15,000.00 | | 7,586.95 | 15,000.00 | 12,000.00 | -20.00% |
| 5065 | CC - Gifts/ Donations | 3,768.68 | 12,000.00 | | 793.70 | 8,000.00 | 5,000.00 | -37.50% |
| 5066 | CC - K9 Unit | 7,524.41 | 15,000.00 | | 2,557.80 | 10,000.00 | 9,000.00 | -10.00% |
| 5070 | CC - Uniforms/Gear | 115,659.77 | 120,000.00 | | 41,632.61 | 120,000.00 | 100,000.00 | -16.67% |
| 5075 | CC - Auxiliary | 1,361.02 | 5,000.00 | | 48.36 | 5,000.00 | 5,000.00 | 0.00% |
| 5076 | CC - APA Tuition | 88,223.33 | 82,520.00 | | 22,301.00 | 66,020.00 | 37,000.00 | -43.96% |
| 5077 | CC - Recruitment | 5,010.72 | 15,000.00 | | | 7,500.00 | 5,000.00 | -33.33% |
| 5090 | CC - Detention | 33,997.08 | 35,000.00 | | 16,998.54 | 35,000.00 | 36,000.00 | 2.86% |
| 5095 | CC - Community Relations | 61,026.85 | 40,000.00 | | 14,174.74 | 25,000.00 | 25,000.00 | 0.00% |
| 5100 | CC - PIMITS | 62,682.00 | 65,000.00 | | 49,750.02 | 99,500.00 | 87,500.00 | -12.06% |
| 5110 | CC - Investigations | 46,275.18 | 35,000.00 | | 21,225.70 | 35,000.00 | 40,000.00 | 14.29% |
| 5111 | CC - Discipline (Code of Conduct) | | 10,000.00 | | | | | |
| 5115 | CC - Human Source Fund Expense | 1,000.00 | 5,000.00 | | | 5,000.00 | | |
| 5120 | CC - Insurance (Liability) | 76,499.57 | 110,165.00 | | 38,962.50 | 121,682.00 | 80,000.00 | -34.25% |
| 5130 | CC - Parking | 1,890.56 | 3,000.00 | | 948.54 | 3,000.00 | 2,000.00 | -33.33% |
| 5140 | CC - Taxi & Traffic Bylaw | 381.43 | 500.00 | | | 500.00 | 500.00 | 0.00% |
| 5491 | CC - EDI (Equity Diversion Inclusion) | 7,125.11 | | | 915.50 | | | |
| 5880 | CC - Dispatch Centre Fee | 303,504.79 | 300,000.00 | | 153,967.46 | 306,000.00 | 320,000.00 | 4.58% |
| | | **7,610,095.78** | **7,543,573.00** | | **3,823,173.67** | **7,827,898.00** | **8,212,090.33** | **4.91%** |

**Vehicles**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 5300 | Vehicles - Fuel | 119,790.03 | 110,000.00 | | 58,540.84 | 120,000.00 | 135,000.00 | 12.50% |
| 5310 | Vehicles - Maintenance | 123,060.02 | 55,000.00 | | 84,083.96 | 55,000.00 | 50,000.00 | -9.09% |
| 5311 | Vehicles - Tires | 14,192.55 | 10,000.00 | | 5,208.68 | 10,000.00 | 10,000.00 | 0.00% |
| 5320 | Vehicles - Insurance | 42,531.03 | 50,600.00 | | 19,062.00 | 53,130.00 | 40,000.00 | -24.71% |
| 5340 | Vehicles - New Vehicles - Purchase (Patrol) | 37,628.52 | 45,000.00 | | 57,149.21 | 45,000.00 | 210,000.00 | 366.67% |
| 53240 | Vehicles - New Vehicles - Lease (Admin) | | | | 1,113.51 | 7,200.00 | 30,600.00 | 325.00% |
| 5345 | Vehicles - New Equipment | 23,147.97 | 10,000.00 | | 15,266.57 | 10,000.00 | 20,000.00 | 100.00% |
| | | **360,350.12** | **280,600.00** | | **240,424.77** | **300,330.00** | **495,600.00** | **65.02%** |
| | **TOTAL EXPENSES** | **9,480,654.74** | **9,341,945.00** | | **4,795,541.50** | **9,653,444.00** | **10,240,924.81** | 6.09% |

**Income & Prior Year Surplus**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 4001 | Interest Earned - Operating Acct | 25,658.15 | 7,500.00 | | 6,724.16 | 1,000.00 | 6,000.00 | 500.00% |
| 4002 | Interest & Dividends Earned | 39,447.97 | 20,000.00 | | 27,349.08 | 20,000.00 | 20,000.00 | 0.00% |
| 4010 | Miscellaneous Income/Paid Events | 26,945.98 | | | 5,928.74 | | 20,000.00 | |
| 4013 | Secondments | 426,881.34 | 375,000.00 | | 214,428.77 | 408,000.00 | 468,000.00 | 14.71% |
| 4020 | Record Checks | 137,920.17 | 130,000.00 | | 89,209.24 | 130,000.00 | 180,000.00 | 38.46% |
| 4022 | Accident Reports | 4,500.00 | | | 2,506.42 | 2,000.00 | 2,000.00 | 0.00% |
| 4023 | Grants | 14,899.95 | | | | | | |
| NEW | WorkSafe Grant | | | | | | 35,000.00 | |
| 4023 | EDI Grants | 7,152.56 | | | | | | |
| 4026 | Fingerprints | 4,280.00 | 4,000.00 | | 1,800.00 | 1,000.00 | 2,000.00 | 100.00% |
| 4035 | Fire Dept | 9,699.96 | 9,700.00 | | 4,849.98 | 10,150.00 | 11,000.00 | 8.37% |
| 4040 | Taxi Revenue | 1,791.60 | 1,000.00 | | 1,340.00 | 1,000.00 | 1,000.00 | 0.00% |
| 4050 | Bylaw Revenue | 901.00 | 1,000.00 | | 2,000.00 | 1,000.00 | 1,000.00 | 0.00% |
| 4060 | Capital Gains/Losses | 66,113.80 | | | | | | |
| 4500 | Interest Earned - Building Expansion | 5,105.47 | | | | | | |
| | **Total Other Primary Income** | **771,297.95** | **548,200.00** | | **356,136.39** | **574,150.00** | **746,000.00** | **29.93%** |
| | Prior-Year Surplus | 194,055.00 | 194,055.00 | | 49,232.02 | 98,464.00 | 84,388.17 | -14.30% |
| | **Total Municipal Funding Required** | **8,515,301.79** | **8,599,690.00** | | | **8,980,830.00** | **9,410,536.64** | 4.78% |

KENNEBECASIS VALLEY FIRE DEPARTMENT

# 2027 Budget Presentation




September 24, 2026

# Accreditation



**9**
Accredited

**1**
Applicant

**12**
Registered

Commission on Fire Accreditation International

**KVFD** is one of a small group of Canadian agencies engaged with the Commission on Fire Accreditation International. Accreditation drives the improvement plans presented later in this budget.

# Accreditation Report — June 2025

2026Oct13OpenSessionFinal_155

- Prepared by the Commission on Fire Accreditation International
- Based on a peer assessment team visit, April 27–30, 2025
- Findings shape the department's improvement plans below



CFAI

Commission on Fire Accreditation International

**Accreditation Report**

**Kennebecasis Valley Fire Department**
**7 Campbell Drive**
**Rothesay, New Brunswick, E2E 5B6**
**Canada**

**This report was prepared on June 23, 2025**
**by the**
**Commission on Fire Accreditation International**

**This report represents the findings**
**of the peer assessment team that visited the**
**Kennebecasis Valley Fire Department**
**on April 27-30, 2025**

# Criterion 5E — Fire Suppression Program

20260414OpenSessionFinal_150

**Effective Response Force (ERF)** is the minimum number of firefighters (14) and apparatus required to arrive on scene within a specified time to safely perform the critical tasks necessary to control an incident

## 21:30

For 90 percent of all high-risk structure fires, the total response time for the arrival of our ERF (14 firefighters), is 21 minutes and 30 seconds






# Criterion 5E — Response Time Gap

2025Oct13OpenSessionFinal_457

*“The reliance on call back and mutual aid for high and maximum risk events does not allow for consistently hitting timeline benchmarks. This also creates a delay in making desired assignments and potential outcomes of fireground scenes.”*

**— CFAI Report, June 2025**

**2022–2024 high-risk fire suppression response times**

| 1st Due / ERF | Baseline | Benchmark | Gap |
|---|---|---|---|
| 1st Due (urban) | 9:02 | 9:30 | **00:28** |
| ERF (urban) | 42:18 | 21:30 | **20:48** |

## 20:48

Gap between the ERF benchmark (21:30) and measured performance (42:18).

# Improvement Plan — Fire Suppression

2026Oct13OpenSessionFinal 158

1

### Increase daily staffing to 10

Continuing with the hiring plan from 2025. Nine firefighters and one chief by the end of 2028. The 2026 plan includes the addition of one firefighter position not 2. Prior to the recent staffing increase in 2026, the last operational increase was in 2012.

2

### Move to automatic aid

Shift from mutual aid to automatic aid for high and maximum risk incident types.

3

### Improve recall procedures

Investigate improved recall processes for off-duty staff.





# Criterion 9C — Administrative Support

2026Oct13OpenSessionFinal_159

*“In documentation and during interviews, concerns were expressed over additional growth in administrative needs. It is recommended the agency evaluate the administrative workload and its distribution within the current organizational structure to ensure efficient operations.”*

**— CFAI Report, June 2025**

# Administrative Support — Comparison

2026Oct13OpenSessionFinal 380

### Kennebecasis Regional Police Force

**9.0**

FTE administrative staff



### Kennebecasis Valley Fire Department

**1.2**

FTE administrative staff



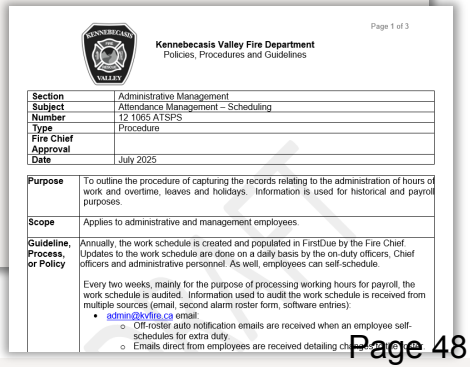
**Comparable regional service, very different administrative capacity.**

# Improvement Plan — Administration

2026Oct 13OpenSessionFinal_167

## Two actions

- Amend the Executive Assistant job description to Records Manager
- Add a new Administrative Assistant in the fourth quarter of 2027



Page 1 of 3

**Kennebecasis Valley Fire Department**
Policies, Procedures and Guidelines

| | |
|---|---|
| **Section** | Administrative Management |
| **Subject** | Attendance Management – Scheduling |
| **Number** | 12 1065 ATSPS |
| **Type** | Procedure |
| **Fire Chief Approval** | |
| **Date** | July 2025 |

| | |
|---|---|
| **Purpose** | To outline the procedure of capturing the records relating to the administration of hours of work and overtime, leaves and holidays. Information is used for historical and payroll purposes. |
| **Scope** | Applies to administrative and management employees. |
| **Guideline, Process, or Policy** | Annually, the work schedule is created and populated in FirstDue by the Fire Chief. Updates to the work schedule are done on a daily basis by the on-duty officers, Chief officers and administrative personnel. As well, employees can self-schedule.<br><br>Every two weeks, mainly for the purpose of processing working hours for payroll, the work schedule is audited. Information used to audit the work schedule is received from multiple sources (email, second alarm roster form, software entries):<br>• admin@kvfire.ca email<br>o Off-roster auto notification emails are received when an employee self-schedules for extra duty.<br>o Emails direct from employees are received detailing changes to |

## Workload it supports

- Succession planning
- Records keeping
- Accreditation documentation
- Fire prevention and property search requests
- Incident reporting management

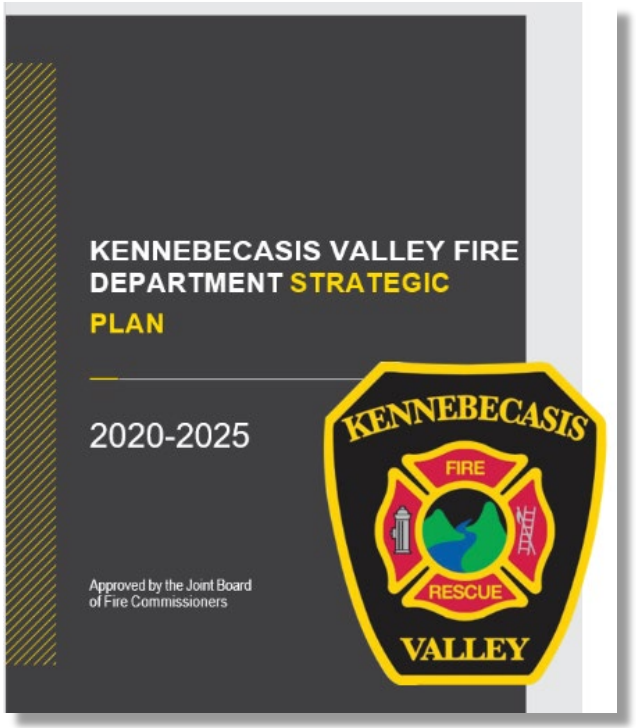
# Strategic Plan 2027–2032

2026Oct13OpenSessionFinal_162

**25**

Strategic goals

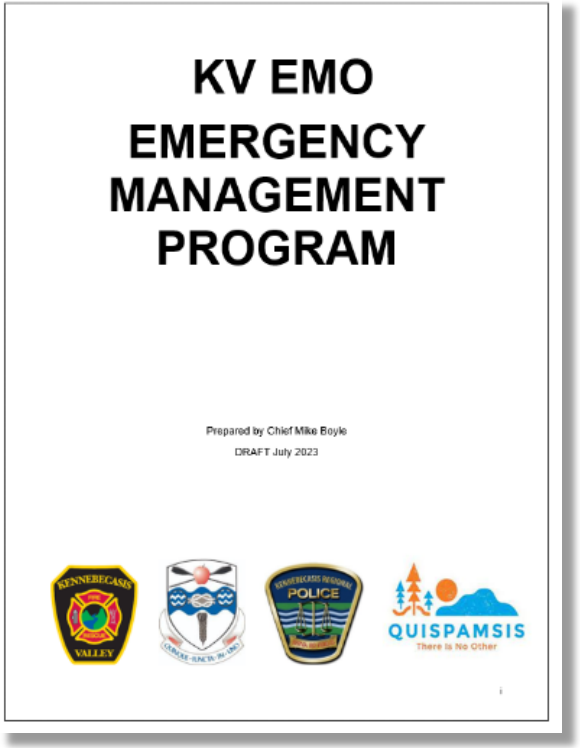
The current plan expired in 2025. A refreshed Strategic Plan for 2027–2032 is funded in the 2027 budget ($40,000).



# KV Emergency Management Program

2026Oct13OpenSessionFinal_163

- Joint program with Rothesay, Quispamsis and regional partners
- Prepared by Chief Mike Boyle — draft July 2023
- 2027 funding of $45,000 continues to build EMO capacity



# Budget Changes — Administration & Force

20260Oct13OpenSessionFinal_164

| Category | 2026 | 2027 | Change | % Change | Notes |
|---|---|---|---|---|---|
| **Admin. Wages & Benefits** | 803,800 | 851,200 | 47,400 | **5.9%** | Non-unionized wage increases (new chiefs were all at lower salaries) + 3-months new admin position |
| **Professional Services** | 47,000 | 110,100 | 63,100 | **134.3%** | Shared Human Resources and a Data Analytics (10% of KRPF costs); $40,000 for updated Strategic Plan 2027–2032 |
| **Office Supplies / Copier** | 12,950 | 28,450 | 15,500 | **119.7%** | 2026 YTD office supply increase; new filing cabinets for records management |
| **Salaries — Basic** | 3,642,700 | 3,789,600 | 146,900 | **4.0%** | New 4.5% CBA in effect; four Class 3 firefighters hired to replace four retirees. Reduce cost |
| **Force Benefits** | 930,700 | 957,300 | 26,600 | **2.9%** | Various benefits increase at various rates (lower than wage settlement) |
| **Career Uniform & Maintenance** | 30,500 | 37,500 | 7,000 | **23.0%** | Dress uniforms for holiday relief firefighters hired in 2026 |
| **Career Recognition** | 4,000 | 6,500 | 2,500 | **62.5%** | Retirement and long service awards |
| **Holiday Relief Wages & OT** | 450,300 | 465,100 | 14,800 | **3.3%** | New CBA in effect; new hires at lower Class 2 salaries |
| **Holiday Relief Benefits** | 139,400 | 102,200 | (37,200) | **-29.7%** | Those hired in 2026 have no benefits for 1 year and are all at lowest wage grid; 2027 hire(s) have no benefits /pensions |
| **Retirement Allowance** | 69,800 | 85,400 | 15,600 | 22.3% | Based on new 2026 actuarial valuation |

# Budget Changes — Operations & Facilities

2026Oct13OpenSessionFinal_165

| Category | 2026 | 2027 | Change | % Change | Notes |
|---|---|---|---|---|---|
| **Cellular Telephones** | 8,000 | 9,000 | 1,000 | **12.5%** | Increased data usage (based on 2026 YTD) |
| **Communication Equipment** | 700 | 1,500 | 800 | **114.3%** | Replacement of damaged equipment |
| **Insurance** | 93,388 | 100,000 | 6,612 | **7.1%** | Addition of new ladder truck |
| **Station 1 Operating** | 234,300 | 261,800 | 27,500 | **11.7%** | Based on YTD and inflation |
| **Station 2 Operating** | 112,700 | 134,600 | 21,900 | **19.4%** | Based on YTD and inflation |
| **Station Supplies** | 25,000 | 30,000 | 5,000 | **20.0%** | Based on YTD and inflation |
| **Fuel — Vehicle** | 38,000 | 46,000 | 8,000 | **21.1%** | Based on YTD and fuel cost increase |
| **Vehicle Maintenance & Repair** | 90,000 | 100,000 | 10,000 | **11.1%** | Based on YTD, less E1 frame repair |
| **New Equipment** | 26,000 | 30,000 | 4,000 | **15.4%** | Replacement of expiring/damaged equipment |
| **Maintenance & Repair — Equipment** | 20,000 | 25,000 | 5,000 | **25.0%** | Repairs to aging equipment |

# 2027 Operating Budget 2026Oct13OpenSessionFinal_166

**$7,890,165**

Total 2027 operating budget

**5.53%**

Overall operating increase

**2.88%**

Increase excluding employee costs

**$2.97M**

Rothesay share

**$4.35M**

Quispamsis share

# Fire Apparatus & Vehicle Replacement Plan

2026Oct13OpenSessionFinal.pdf

Fire Apparatus and Emergency
Vehicle Replacement Plan
2023 – 2034

Replacement plan

**2023 – 2034**



The ladder truck approved in the plan is the single largest item in the 2027 capital budget.

**$3,150,000**

Ladder truck — 2027 Capital

# 2027 Capital Budget



| Item | Cost |
|---|---|
| **FLEET** | |
| Ladder truck | $3,150,000 |
| **Fleet subtotal** | **$3,150,000** |
| **EQUIPMENT** | |
| New bunker gear **(new members and replacement cycle)** | $35,000 |
| Fire hose replacement cycle | $10,000 |
| Vehicle undercarriage pressure washers **(2)** | $12,000 |
| Rescue lifting bags | $18,300 |
| New base station radios **(2)** | $14,000 |
| Portable radio replacement | $21,000 |
| **Equipment subtotal** | **$110,300** |
| **Facilities subtotal** | **$0** |
| **TOTAL CAPITAL BUDGET** | **$3,260,300** |

# Capital Budget at a Glance

2026.04.13OpenSessionFinal_169

**$3,260,300**

Total 2027 capital budget

**$3,150,000**

Fleet — ladder truck

**$110,300**

Equipment

**$0**

Facilities

# 2027 Budget Recommendation

2025Oct13OpenSessionFinal_170

**5.53%**

Operating budget increase

**2.88%**

Increase without employee costs

**$3.26M**

Capital budget

Operating budget of $7,890,165, shared $2.91M by Rothesay and $4.32M by Quispamsis, plus $3,260,300 in capital led by the new ladder truck.

KENNEBECASIS VALLEY FIRE DEPARTMENT

# Cash Flow Presentation

September 24, 2026

# Why a cash-flow shortage can occur even after two years with surpluses

2026Oct13OpenSessionFinal_172

### 1. What happened in 2024 and 2025?

Salary increases were included in the budgets, but there was no collective bargaining agreement. The higher wages were therefore not paid, leaving the organization with extra money in those years.

### 2. What happened to the surpluses?

The 2024 surplus of $446,915 reduced the municipality's 2026 operating contribution. The 2025 surplus of $522,070 reduces the 2027 operating contribution.

### 3. What changed in 2026?

The wage issue was settled, and approximately $900,000 was paid in July 2026 for wages relating to the earlier periods.

### 4. Why is there a cash-flow problem?

This is a timing issue. The organization saved money in earlier years, but the related wage payment occurred later. Later, municipal funding was reduced because of those earlier surpluses.

### A simple example

It is like setting money aside for a bill that does not arrive for two years. The earlier extra money however, was then deducted from current and future funding, when the the large bill finally arrived.

### Bottom line

The 2026–2027 pressure is not a result of overspending. It is the mismatch between when the savings occurred, when municipal funding was reduced, and when the settlement was actually paid.

# CBA Settlement & Operating Funding

2026OctBOpenSessionFinal_173

## How earlier surpluses and a later settlement payment created cash-flow pressure




**2024 budget**

$6,589,316

Surplus: $446,915

Salary increases budgeted but not paid.

**2025 budget**

$7,092,944

Surplus: $522,070

Salary increases still not paid.

**2026 budget**

$7,476,423
Settlement: approx. $900,000

Municipal contribution reduced by $446,915.

**2027 budget**

$7,890,165

Municipal contribution reduced by $522,070

Key message: The savings happened in 2024 and 2025, but the large cash payment happened in 2026. The reduced municipal funding in 2026 and 2027 does not line up with when the settlement had to be paid.

THANK YOU

# Questions

KENNEBECASIS VALLEY FIRE DEPARTMENT

| Kennebecasis Valley Fire Department - 2027 Capital Budget - August 25, 2026 | | | |
|---|---|---|---|
| **Fleet** | **Cost** | **Actual** | **Notes** |
| Ladder Truck | $ 3,150,000.00 | | $3 MM + non-recoverable HST (no tariffs) (Doesn't include additional equipment) |
| Subtotal | $ 3,150,000.00 | $ - | |
| **Equipment** | | | |
| New Bunker Gear (new members and replacement cycle) | $ 35,000.00 | | New hires plus ongoing replacement cycle |
| Fire Hose Replacement Cycle | $ 10,000.00 | | Year 1 of 2, replacement cycle |
| Vehicle undercarriage pressure washers (2) | $ 12,000.00 | | One for each station (salt management) |
| Rescue lifting bags | $ 18,300.00 | | Old bags are expired |
| New base station radios (2) | $ 14,000.00 | | Year 1 of 2, replacement cycle |
| Portable radios replacement | $ 21,000.00 | | |
| Subtotal | $ 110,300.00 | $ - | |
| **Facilities** | | | |
| | $ - | $ - | |
| **TOTAL CAPITAL BUDGET** | **$3,260,300.00** | **$0.00** | |

| | 2027 | |
|---|---|---|
| **Rothesay** | | **$0.00** |
| **Town of Quispamsis** | | **$0.00** |
| **Totals** | **0.00%** | **$0.00** |

# Kennebecasis Valley Fire Department Inc.

## 2026 Operating Budget

| Line | | BUDGET 2026 | BUDGET 2027 | Variance: Budget Comparison 2027 vs. 2026 | Variance: % Change | Variance: Variance Explanation |
|---|---|---|---|---|---|---|
| **REVENUE:** | | | | | | |
| 1 | Members Contributions | $ 6,888,818 | $ 7,239,083 | $ 350,265 | 5.1% | Due to large 2025 surplus created from lack of CBA agreement |
| 2 | Rebate of Property Tax | 86,435 | 86,012 | $ (424) | -0.5% | Rebates estimated on 2026 actual bills (tax freeze) |
| 4 | Revenue Fee Structure | - | - | $ - | | |
| 5 | Misc. Revenue | 29,255 | 28,000 | $ (1,255) | -4.3% | 2026 budgeted revenue from Sussex + $2k misc. + $3.6k union rent |
| 6 | Interest Income C/A | 25,000 | 15,000 | $ (10,000) | -40.0% | Retro pay and prior surplus leaves account balance depleted |
| 7 | Surplus 2nd previous year | 446,915 | 522,070 | $ 75,155 | 16.8% | 2nd year prior surplus |
| 8 | | $ 7,476,423 | $ 7,890,165 | $ 413,741 | 5.5% | |
| **EXPENSES:** | | | | | | |
| | **ADMINISTRATION:** | | | | | |
| 9 | Admin. Wages and Benefits | $ 803,800 | $ 851,200 | $ 47,400 | 5.9% | Non-unionized wage incr. (New Chiefs lower salaries) New admin 3-months. Increase finance hours + 3-months new admin position |
| 10 | Convention/dues/training | 27,000 | 27,000 | $ - | 0.0% | |
| 11 | Administrative Agreement | 12,000 | 12,000 | $ - | 0.0% | Paid to Quispamsis |
| 12 | Professional Services | 47,000 | 110,100 | $ 63,100 | 134.3% | Includes shared HR + Data Analyst costs + $40K strategic plan |
| 13 | CPSE Accreditation | 2,000 | 2,000 | $ - | 0.0% | |
| 14 | Office supplies/Copy Machine/ S/C/Postage | 12,950 | 28,450 | $ 15,500 | 119.7% | Based on 2026 YTD + $9K new filing cabinets |
| 15 | Computer hardware/software/IT | 50,250 | 51,400 | $ 1,150 | 2.3% | |
| 16 | Telephone/ Internet | 17,823 | 18,000 | $ 177 | 1.0% | |
| 17 | | $ 972,823 | $ 1,100,150 | $ 127,327 | 13.1% | |
| | **FIREFIGHTING FORCE:** | | | | | |
| 18 | Salaries Basic | 3,642,700 | 3,789,600 | 146,900 | 4.0% | New 4.5% CBA in effect 4 Class 3 FF's reduce costs of 2026 retirees |
| 19 | Overtime | $ 60,000 | $ 60,000 | - | 0.0% | 2026 YTD higher but will try to minimize |
| 21 | Force Benefits | 930,700 | 957,300 | 26,600 | 2.9% | Various benefits increase at various rates (lower than wage settlement) |

# Kennebecasis Valley Fire Department Inc.

## 2026 Operating Budget

| Line | | BUDGET 2026 | BUDGET 2027 | Variance: Budget Comparison 2027 vs. 2026 | Variance: % Change | Variance: Variance Explanation |
|---|---|---|---|---|---|---|
| 22 | Career Uniforms and Maintenance | 30,500 | 37,500 | 7,000 | 23.0% | New hire required clothing |
| 23 | Medical and Fitness Testing | 20,000 | 20,000 | - | 0.0% | |
| 24 | Employee Wellness | 7,000 | 7,500 | 500 | 7.1% | |
| 25 | Career Recognition | 4,000 | 6,500 | 2,500 | 62.5% | One or two expected retirements + Long service awards |
| 26 | Holiday Relief Wages and overtime | 450,300 | 465,100 | 14,800 | 3.3% | New 4.5% CBA in effect but new hires at lower class 2 salaries |
| 27 | Holiday Relief Benefits | 139,400 | 102,200 | (37,200) | -26.7% | 2026 hires benefits 6-months - 2027 hires no benefits - No new hire pensions |
| 28 | | $ 5,284,600 | $ 5,445,700 | 161,100 | 3.0% | |
| | **TELECOMMUNICATIONS:** | | | | | |
| 29 | Cellular Telephones | 8,000 | 9,000 | $ 1,000 | 12.5% | 2026 YTD based |
| 30 | Communication Equipment | 700 | 1,500 | $ 800 | 114.3% | |
| 31 | Maintenance / Repairs | 1,500 | 700 | $ (800) | -53.3% | |
| 32 | Dispatch Service | 306,221 | 313,497 | $ 7,276 | 2.4% | Contractually tied to 2026 tax base assessment |
| 33 | | $ 316,421 | $ 324,697 | $ 8,276 | 2.6% | |
| | **INSURANCE:** | | | | | |
| 34 | Insurance | $ 93,388 | $ 100,000 | $ 6,612 | 7.1% | New ladder truck estimate added |
| 35 | | $ 93,388 | $ 100,000 | $ 6,612 | 7.1% | |
| | **PREVENTION AND TRAINING:** | | | | | |
| 36 | Firefighter / Co. Officer Training | $ 61,000 | $ 65,000 | $ 4,000 | 6.6% | New hire requirements |
| 37 | Fire Prevention | 8,000 | $ 8,000 | $ - | 0.0% | |
| 38 | Public Education | 3,600 | $ 3,600 | $ - | 0.0% | Based on 2026 YTD |
| 39 | Training Supplies | 5,000 | $ 7,000 | $ 2,000 | 40.0% | Based on 2026 YTD |
| 40 | | $ 77,600 | $ 83,600 | $ 6,000 | 7.7% | |

# Kennebecasis Valley Fire Department Inc.

## 2026 Operating Budget

| Line | | BUDGET | BUDGET | Variance | | |
|---|---|---|---|---|---|---|
| | | 2026 | 2027 | Budget Comparison 2027 vs. 2026 | % Change | Variance Explanation |
| | **FACILITIES:** | | | | | |
| 41 | Station 1 Operating | 234,300 | 261,800 | $ 27,500 | 11.7% | Based on 2026 YTD + inflation |
| 42 | Station 2 Operating | 112,700 | 134,600 | $ 21,900 | 19.4% | Based on 2026 YTD + inflation |
| 43 | Station Supplies | 25,000 | 30,000 | $ 5,000 | 20.0% | Based on 2026 YTD + inflation |
| 44 | | $ 372,000 | $ 426,400 | $ 54,400 | 14.6% | |
| | **FLEET:** | | | | | |
| 45 | Fuel Vehicle | $ 38,000 | $ 46,000 | $ 8,000 | 21.1% | Based on 2026 YTD + Expected lower costs last half 2027 |
| 46 | Registration Vehicle | 750 | $ 750 | $ - | 0.0% | |
| 47 | Vehicle Maint. & Repairs | 90,000 | $ 100,000 | $ 10,000 | 11.1% | Based on 2026 YTD less E1 frame repair |
| 48 | | $ 128,750 | $ 146,750 | $ 18,000 | 14.0% | |
| | **OPERATIONS:** | | | | | |
| 49 | New Equipment | $ 26,000 | $ 30,000 | $ 4,000 | 15.4% | Anticipated need |
| 50 | Maint. & Repairs Equip. | 20,000 | $ 25,000 | $ 5,000 | 25.0% | Anticipated need |
| 51 | Maint. & Repairs Bunker Gear | 4,500 | $ 5,500 | $ 1,000 | 22.2% | Based on 2026 YTD |
| 52 | Medical supplies | 13,000 | $ 15,000 | $ 2,000 | 15.4% | Based on 2026 YTD |
| 53 | Fire fighting supplies | 7,000 | $ 7,000 | $ - | 0.0% | |
| 54 | Fire Investigation | 6,000 | $ 5,000 | $ (1,000) | -16.7% | Based on 2026 YTD |
| 55 | | $ 76,500 | $ 87,500 | $ 11,000 | 14.4% | |
| | **WATER COSTS:** | | | | | |
| 56 | Water Costs - Quispamsis | $ 6,058 | $ 6,288 | $ 230 | 3.8% | Contractual increase of NB CPI rate |
| 57 | Water Costs - Rothesay | 31,484 | $ 32,680 | $ 1,196 | 3.8% | Contractual increase of NB CPI rate |
| 58 | | $ 37,542 | $ 38,968 | $ 1,427 | 3.8% | |

**EMO (Emergency Management Operations):**

# Kennebecasis Valley Fire Department Inc.

## 2026 Operating Budget

| Line | | BUDGET 2026 | BUDGET 2027 | Variance: Budget Comparison 2027 vs. 2026 | Variance: % Change | Variance: Variance Explanation |
|---|---|---|---|---|---|---|
| 59 | Emergency Management | $ 40,000 | $ 45,000 | $ 5,000 | 12.5% | Equipment maintenance amount added ($5K) |
| 60 | | $ 40,000 | $ 45,000 | $ 5,000 | 12.5% | |
| | **OTHER:** | | | | | |
| 61 | Miscellaneous | $ 7,000 | $ 6,000 | $ (1,000) | -14.3% | Based on 2026 YTD |
| 62 | Retirement Allowance | 69,800 | $ 85,400 | $ 15,600 | 22.3% | Based on new 2026 actuarial |
| 63 | | $ 76,800 | $ 91,400 | $ 14,600 | 19.0% | |
| 64 | **Totals** | $ 7,476,423 | $ 7,890,165 | $ 413,741 | 5.53% | Total Budget Increase |
| 65 | | | | $ 215,241 | 2.88% | Budget % Increase excluding all employee cost changes |
| | | | | $ 198,500 | 47.98% | Total wage increase as a % of operating budget increase |

# Kennebecasis Valley Fire Department Inc.

**Non-payroll related items**

| | Budget 2026 | Budget 2027 | Budget Change 2026-2027 $ | Budget Change 2026-2027 % | |
|---|---|---|---|---|---|
| EXPENSES: | | | | | |
| ADMINISTRATION: | | | | | |
| Convention/dues/training | $ 27,000 | $ 27,000 | $ - | 0.00% | |
| Administrative Agreement - (paid to Rothesay) | $ 12,000 | $ 12,000 | $ - | 0.00% | |
| Professional Services | 47,000 | 110,100 | $ 63,100 | 134.26% | *KRPF HR agreement + psych testing + buffer for legal costs + RA actuarial* |
| CPSE Accreditation | 2,000 | 2,000 | $ - | 0.00% | *Per Chief* |
| Office supplies/Copy Machine/ S/C/Postage | 12,950 | 28,450 | $ 15,500 | 119.69% | *YTD 2026* |
| Computer hardware/software/IT | 50,250 | 51,400 | $ 1,150 | 2.29% | *2026 YTD Licensing + Hardware + IT + Sage YTD* |
| Telephone/ Internet | 17,823 | 18,000 | $ 177 | 0.99% | *Inflation/2026 YTD* |
| | | | $ - | | |
| | **$ 169,023** | **$ 248,950** | $ 79,927 | 47.29% | |
| FIREFIGHTING FORCE: | | | | | |
| Career Uniforms and maintenance | $ 30,500 | $ 37,500 | $ 7,000 | 22.95% | |
| Medical and Fitness Testing | 20,000 | 20,000 | $ - | 0.00% | |
| Employee Wellness | 7,000 | 7,500 | $ 500 | 7.14% | *2026 YTD based estimate* |
| Career Recognition | 4,000 | 6,500 | $ 2,500 | 62.50% | *Per Carlene* |
| | **$ 61,500** | | $ 10,000 | -100.00% | |
| TELECOMMUNICATIONS | | | | | |
| Cellular Telephones | $ 8,000 | $ 9,000 | $ 1,000 | 12.50% | |
| Communication Equipment | $ 700 | $ 1,500 | $ 800 | 114.29% | |
| Maintenance / Repairs | $ 1,500 | $ 700 | $ (800) | -53.33% | |
| Dispatch Service | $ 306,221 | $ 313,497 | $ 7,276 | 2.38% | *Equals prior year town assessments/100*.0064* |
| | **$ 316,421** | | $ 8,276 | -100.00% | |
| INSURANCE: | | | | | |
| Insurance | 93,388 | 100,000 | $ 6,612 | 7.08% | *2026 actual + 10% + New ladder truck* |
| | **$ 93,388** | **$ 100,000** | $ 6,612 | 7.08% | |
| PREVENTION AND TRAINING | | | | | |
| Firefighter / Co. Officer Training | $ 61,000 | $ 65,000 | $ 4,000 | 6.56% | |
| Fire Prevention | 8,000 | 8,000 | $ - | 0.00% | *Needs Chiefs input* |
| Public Education | 3,600 | 3,600 | $ - | 0.00% | *Per Chief* |
| Training Supplies | 5,000 | 7,000 | $ 2,000 | 40.00% | *2026 YTD based estimate* |
| | **$ 77,600** | **$ 83,600** | $ 6,000 | 7.73% | |
| FACILITIES | | | | | |
| Station 1 Operating | $ 234,300 | $ 261,800 | $ 27,500 | 11.74% | *Based on actual 2026 to date + inflation* |
| Station 2 Operating | $ 112,700 | $ 134,600 | $ 21,900 | 19.43% | *Based on actual 2026 to date + inflation* |
| Station Supplies | 25,000 | 30,000 | $ 5,000 | 20.00% | *Actual 2026 to date + inflation* |
| | **$ 372,000** | **$ 426,400** | $ 54,400 | 14.62% | |
| FLEET: | | | | | |
| Fuel Vehicle | $ 38,000 | $ 46,000 | $ 8,000 | 21.05% | *Aspirational. Assume end to war based fuel prices* |
| Registration Vehicle | 750 | 750 | $ - | 0.00% | *Based on actual 2024 to date* |
| Vehicle Maint. & Repairs | 90,000 | 100,000 | $ 10,000 | 11.11% | *2026 YTD minus $126K E1 frame repair + 5%* |
| | **$ 128,750** | **$ 146,750** | $ 18,000 | 13.98% | |
| OPERATIONS: | | | | | |
| New Equipment | $ 26,000 | $ 30,000 | $ 4,000 | 15.38% | |
| Maint & Repairs Equip. | 20,000 | 25,000 | $ 5,000 | 25.00% | *2026 YTD based estimate* |
| Maint & Repairs Bunker Gear | 4,500 | 5,500 | $ 1,000 | 22.22% | *Per Chiefs guidance* |
| Medical supplies | 13,000 | 15,000 | $ 2,000 | 15.38% | *2026 YTD based estimate* |
| Fire fighting supplies | 7,000 | 7,000 | $ - | 0.00% | *2026 YTD supports* |
| Fire Investigation | 6,000 | 5,000 | $ (1,000) | -16.67% | |
| | **$ 76,500** | **$ 87,500** | $ 11,000 | 14.38% | |
| WATER COSTS: | | | | | |
| Water Costs - Quispamsis | $ 6,058 | $ 6,288 | $ 230 | 3.80% | *Contract increase* |
| Water Costs - Rothesay | $ 31,484 | $ 32,680 | $ 1,196 | 3.80% | *Contract increase* |
| | **$ 37,542** | **$ 38,968** | $ 1,427 | 3.80% | |
| EMERGENCY MANAGEMENT OPERATIONS: | | | | | *Needs Chief's input* |
| Training/Conferences/Courses | 5,000 | 5,000 | $ - | 0.00% | |
| Operations | 5,000 | 5,000 | $ - | 0.00% | |
| Consumables | 5,000 | 5,000 | $ - | 0.00% | |
| EOC Operations/Office Supplies | 2,800 | 2,800 | $ - | 0.00% | |
| Equipment | 15,000 | 15,000 | $ - | 0.00% | |
| Equipment maintenance | | 5,000 | | | |
| Professional services | 7,200 | 7,200 | $ - | 0.00% | |
| | **$ 40,000** | **$ 45,000** | $ - | 12.50% | |
| OTHER: | | | | | |
| Miscellaneous | $ 7,000 | $ 6,000 | $ (1,000) | -14.29% | *Chiefs guidance. YTD 2025 supports* |
| Retirement Allowance | $ 69,800 | $ 85,400 | $ 15,600 | 22.35% | *Per 2026 actuarial* |
| | **$ 76,800** | **$ 91,400** | $ 14,600 | 19.01% | |
| TOTAL Non-Payroll Related costs | **$ 1,449,523** | **$ 1,268,568** | **$ (180,955)** | **-12.48%** | |
| Full Budget | **$ 7,476,423** | **$ 7,890,165** | **$ 413,741** | 5.53% | |
| Non-Payroll Related as a % of Budget | 19.39% | 16.08% | | -17% | |

**Operating Budget Details**

| | | | 2026 | 2027 | 2026 Notes |
|---|---|---|---|---|---|
| | ***Professional services*** | | | | |
| | audit fees | | 10,000 | 11,000 | |
| | sick leave actuarial | | 0 | 6,500 | last one was completed in 2024, next is 2027 |
| | Retirement allowance valuation | | 6,500 | 0 | last on was completed in 2026, next is 2029 |
| | Psych testing | | 2,000 | 500 | 1 HRFF hiring expected |
| | CFAI | | 6,000 | 6,000 | Strategic planning study |
| | Chaplain stipend | | 1,500 | 1,500 | |
| | Dr Pishe ( medical first responder program) | | 6,000 | 6,000 | Medication medical protocol authorization fee |
| | Strategic Plan | | 0 | 40,000 | CBA settled 2026 |
| | KRPF Shared HR + Data Analytics services | | 10,000 | 33,600 | 2026 $16K + 5% expected increase + New Data Analyst |
| | other- legal fees | | 5,000 | 5,000 | |
| 501160 | | | 47,000 | 110,100 | |
| | ***Office supplies/copy machine/S/C*** | | | | |
| | Service charges (bank/ other) | | 700 | 1,750 | MC annual fees + Bank account fees increased by BMO |
| | add postage | | 250 | 250 | |
| | Office Supplies/ copy machine | see lease tab | 12,000 | 17,450 | Lease $565/quarter +$2500 copies + various per Carlene |
| | Cabinets | | | 9,000 | Per Carlene |
| 501170 | | | 12,950 | 28,450 | |
| | ***Computer hardware/software/IT*** | | | | |
| 501171 | Computer software/ licensing fees | | 36,950 | 40,000 | Needs Chiefs input |
| 501172 | Computer hardware | | 10,900 | 9,000 | Needs Chiefs input |
| 501173 | KVRP Shared IT Service | | 0 | 0 | |
| 501173 | IT service | | 2,400 | 2,400 | McLean Micro IT support |
| 501171 | RMS record system | | 0 | | Included in line 33 |
| | Computer hardware/software/IT | | 50,250 | 51,400 | |
| | ***Misc.*** | | | | |
| | Misc. | | 7,000 | 6,000 | 2026 YTD based estimate |
| 560100 | Misc. total line | | 7,000 | 6,000 | |
| | ***Career uniforms and Maintenance*** | | | | |
| 502160 | Uniform Maintenance | | 4,000 | 4,500 | 2026 YTD based estimate |
| 502150 | Career Uniforms | | 26,500 | 33,000 | New hire impact |
| | Career uniforms and Maintenance | | 30,500 | 37,500 | Breakdown required |
| | ***Medical / fitness testing*** | | | | |
| | Dr. - retainer fees @ $1000 per month | | 12,000 | 12,000 | Firefighter medical testing fee |
| | Part of line 52 - medical evaluations (41 members @ $150 per) | | | | |
| | Fitness evaluations | | 6,000 | 6,000 | Evaluations and re-evaluations |
| | other- | | 2,000 | 2,000 | |
| 502170 | | | 20,000 | 20,000 | |
| | ***Communication equipment*** | | | | |
| | GL Dispatch Service | | 306,221 | 313,497 | 2026 assessed value/100 *.0064 yet (2027 values come Nov. 2026) |
| | Cellular Telephones | | 8,000 | 9,000 | Per Chiefs guidance |
| | Maintenance & Repairs | | 700 | 1,500 | |
| | Communication Equipment/batteries | | 1,500 | 700 | |
| 510020 | | | 316,421 | 324,697 | |
| | ***Firefighter / Co. Officer Training*** | | | | |
| 540010 | Firefighter training | | 51,000 | 55,000 | Needs Chiefs input |
| 540020 | Company Officer Training | | 10,000 | 10,000 | Needs Chiefs input |
| | Firefighter / Co. Officer Training | | 61,000 | 65,000 | |
| | ***New Equipment:*** | | | | |
| | Ice rescue suits | | 0 | 0 | |
| | Misc. new equip | | 26,000 | 30,000 | Needs Chiefs input |
| 550100 | | | 26,000 | 30,000 | |
| | Station 2 operating | | 112,700 | 134,600 | 2026 YTD based estimate |
| 542000 | | | 112,700 | 134,600 | |
| | ***H&S/Cause determination*** | | | | |
| 550180 | Health and Safety | | | | |
| 550200 | Cause Determination | | | | |
| 550180 | Fire Investigation (formerly H&S/Cause Determination) | | 6,000 | 5,000 | 2026 YTD based estimate |
| 530010 | Water cost - Quispamsis | % of Q fire hydrants as a % | 6,058 | 6,288 | NB CPI publsihed every July (3.8% is June 2026 amount) |
| 530020 | Water cost - Rothesay | | 31,484 | 32,680 | |

# Kennebecasis Valley Fire Department Inc.

| | 2027 Estimate Assessment | 2027 Percent | percentage without LSD's | Population 2021 | Population percentage | 50/50 Percent | with LSD's |
|---|---|---|---|---|---|---|---|
| **Municipalities** | | | | | | | |
| **Quispamsis** | $ 2,862,001,900 | 58.43% | 58.43% | 18,768 | 61.04% | 59.7358% | 59.7358% |
| **Rothesay** | $ 2,036,385,700 | 41.57% | 41.57% | 11,977 | 38.96% | 40.2642% | 40.2642% |
| | $ 4,898,387,600 | 100.00% | 100.00% | 30,745 | 100.00% | 100.00% | 100.00% |
| **Parishes:** | | | | | | | |
| **Rothesay** | | 0.00% | | | | | 0.00% |
| **Hampton** | | 0.00% | | | | | 0.00% |
| **Simonds** | | 0.00% | | | | | 0.00% |
| | $ - | 0.00% | | | | | 0.00% |
| | $ 4,898,387,600 | 100.00% | | | | | 100.00% |

| | % with LSD's | 2027 Operating | LSD contributions to capital | | Mun Tax Rebate | Net Operating | 2026 Capital | Grand Total |
|---|---|---|---|---|---|---|---|---|
| **Municipalities** | | | | | | | | |
| **Quispamsis** | 59.7358% | $ 4,324,321 | | | $ 27,326 | $ 4,351,647 | $ - | $ 4,351,647 |
| **Rothesay** | 40.2642% | $ 2,914,763 | | | $ 58,686 | $ 2,973,448 | $ - | $ 2,973,448 |
| | **100.00%** | **$ 7,239,083** | **$ -** | | **$ 86,012** | **$ 7,325,095** | **$ -** | **$ 7,325,095** |
| **Parishes:** | | | | Check | $ - | | | |
| **Rothesay** | 0.0000% | $ - | | | | | | |
| **Hampton** | 0.0000% | $ - | | | | | | |
| **Simonds** | 0.0000% | $ - | | | | | | |
| | 0.0000% | $ - | $ - | | | | | |
| | 100.00% | **$ 7,239,083** | $ - | $ - | $ 86,012 | $ 7,325,095 | $ - | $ 7,325,095 |

| Monthly Operating Contribution | | | | |
|---|---|---|---|---|
| **Rothesay** | **$ 224,212.50** | $ 2,914,763 | $ 2,973,448.03 | |
| **Quispamsis** | **$ 332,640.05** | $ 4,324,321 | $ 4,351,646.88 | |
| | $ 7,239,083.13 | | **$ 7,239,083** | |
| Check | **$ -** | | | |

| | Municipal Tax Rebate 2027 |
|---|---|
| **Quispamsis** | **$ 27,326.26** |
| **Rothesay** | **$ 58,685.51** |
| | $ 86,011.78 |

| Total 2027 Operations Budget | **$ 7,890,164.91** |
|---|---|
| Miscellaneous revenue | **$ (28,000)** |
| Revenue fee structure | **$ -** |
| Interest income | **$ (15,000)** |
| Property Tax Rebate | **$ (86,012)** |
| 2025 Surplus | **$ (522,070)** |
| | **$ 7,239,083** |

# Kennebecasis Valley Fire Department Inc.

| | Station 1 Operating Expenses | Budget 2026 | Budget 2027 | Budget Variance | Comments | Variance |
|---|---|---|---|---|---|---|
| 541110 | Property Tax | $ 115,260 | $ 116,989 | 1.50% | Assumed 1.5% increase | 1,729 |
| 541120 | Propane | 45,000 | 52,250 | 16.11% | 2025 YTD based estimate + 4.5% | 7,250 |
| 541130 | Power | 19,803 | 20,694 | 4.50% | YTD 2026 close to budget - 4.5% increase for possible rate increase | 891 |
| 541140 | Water / Sewer Garbage | 9,177 | 16,000 | 74.34% | Based on 2026 YTD | 6,823 |
| 541150 | Maint/repairs/HVAC maintenance | 36,050 | 45,000 | 24.83% | Requires Chiefs input | 8,950 |
| 541160 | Yard maint. /snow removal | $ 9,000 | $ 10,800 | 20.00% | Based on 2026 YTD + expected fuel cost increase (tender late 2026 for 2027) | 1,800 |
| 541100 | Station #1 Operating | $ 234,290 | $ 261,732 | 1.99% | | 27,443 |
| | | $ 234,300 | $ 261,800 | $ 4,571 1.99% | | |

| Station 1 Property Tax | 2025 Actual | 2026 Actual | 2027 Estimate | Variance |
|---|---|---|---|---|
| Current Assessment: | 2,906,900 | 2,906,900 | 2,950,504 | 1.5% assumed increase |
| Current Tax Rate: | 1.9890 | 1.9890 | 1.9890 | |
| non-resid | 1.9890 | 1.9890 | 1.9890 | |
| prov | 1.8560 | 1.8560 | 1.8560 | |
| cost of assess | 0.0194 | 0.0194 | 0.0194 | |
| | 3.8644 | 3.8644 | 3.8644 | |
| Municipal Portion | $ 57,818 | $ 57,818 | $ 58,686 | 1.5% assumed increase in assessment |
| Provincial Portion | $ 53,952 | $ 53,952 | $ 55,334 | |
| | $ 112,334 | $ 112,334 | $ 114,583 | |

# Kennebecasis Valley Fire Department Inc.

| | Station 2 Operating Expenses | BUDGET 2026 | BUDGET 2027 | Budget Variance | Comments | Variance |
|---|---|---|---|---|---|---|
| 542010 | Property Tax | $ 52,020 | $ 52,800 | 1.50% | Assumed 1.5% increase | |
| 542020 | Propane | $ 16,900 | $ 23,000 | 36.09% | Based on 2026 YTD | |
| 542030 | Power | $ 21,500 | $ 35,530 | 65.26% | 2026 YTD + 4.5% possible rate increase | |
| 542040 | Water /Sewer Garbage | $ 4,200 | $ 3,600 | -14.29% | 2026 YTD | |
| 542050 | Maint/repairs | $ 10,000 | $ 10,000 | 0.00% | Unchanged but YTD 2026 only $1500 | |
| 542200 | Yard maint. /snow removal | $ 8,000 | $ 9,600 | 20.00% | Based on 2026 YTD + expected fuel cost increase (tender late 2026 for 2027) | |
| 542000 | Station #2 Operating | $ 112,620 | $ 134,530 | 19.46% | | |
| | | | | $ 21,910 | | |
| | | $ 112,700 | $ 134,600 | 19.46% | | |

| Station 2 Property Tax | 2025 Actual | 2026 Actual | 2027 Estimate | Variance |
|---|---|---|---|---|
| Current Assessment: | 1,257,000 | 1,257,000 | 1,275,855 | 1.5% assumed increase |
| Current Tax Rate: | 2.1418 | 2.1418 | 2.1418 | |
| non-resid | 2.1418 | 2.1418 | 2.1418 | |
| prov | 1.8560 | 1.8560 | 1.8560 | |
| cost of assess | 0.0194 | 0.0194 | 0.0194 | |
| | 4.0172 | | 4.0172 | |
| Municipal Portion | $ 26,922 | $ 26,922 | $ 27,326 | |
| Provincial Portion | $ 23,330 | $ 23,330 | $ 23,680 | |
| | $ 50,496 | $ 50,496 | $ 51,250 | |

# Memorandum

**Date:** September 24, 2026
**To:** Joint Finance Committee
**From:** Lisa MacInnis, Town Clerk, Town of Quispamsis

**SUBJECT:**
Joint Finance Committee Meeting Date and Budget Submission Deadline for 2028

**BACKGROUND AND DISCUSSION:**

- The Joint Finance Committee annually reviews the budget requests and financial requirements of the regional organizations jointly funded by the Towns of Quispamsis and Rothesay.
- Establishing meeting dates and budget submission timelines well in advance assists participating organizations in planning and ensures sufficient time for municipal staff to review budget materials, prepare analyses, and distribute meeting packages.
- Setting the 2028 Joint Finance Committee Meeting for **Thursday, September 23, 2027**, maintains the Committee's established practice of meeting on the fourth Thursday of September and provides certainty for participating organizations in their budget planning processes.
- Further, establishing an annual budget submission deadline of **September 15** for the Kennebecasis Public Library Inc., Kennebecasis Valley Fire Department Inc., and the Kennebecasis Regional Joint Board of Police Commissioners would create a consistent timeline for the Joint Finance Committee budget review process. A common submission deadline would:
    - Provide adequate time for municipal staff review and analysis;
    - Allow for the preparation and distribution of comprehensive meeting materials;
    - Promote consistency and fairness among participating organizations; and
    - Support an efficient and well-informed budget review process.
- Accordingly, staff recommend that both municipalities support the proposed meeting date and annual budget submission deadline for consideration.

**RECOMMENDATIONS:**

That the Joint Finance Committee support the establishment of the following and recommend the same to their respective Councilsfor consideration and approval:

1. 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

2. That a uniform annual budget submission deadline of September 15 be established for the Kennebecasis Public Library Inc., Kennebecasis Valley Fire Department Inc., and the Kennebecasis Regional Joint Board of Police Commissioners to facilitate the timely review of submissions and the preparation of meeting materials for the Joint Finance Committee.

**PREPARED BY:** *Lisa MacInnis, Clerk*

# ROTHESAY
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Finance Committee |
| FROM | : | Laura Adair |
| DATE | : | September 21, 2026 |
| RE | : | Compliance Report |

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

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

HST rebate claim - remitted quarterly – June 30st claim to be filed

WHSCC – remitted monthly –payment remitted

# ROTHESAY
## MEMORANDUM

TO: Mayor and Council
FROM: Finance Committee
DATE: September 23, 2026
RE: Donation Recommendations

The finance committee recommends the following motion regarding donation requests:

Council approve donation request $5,200 from NB Medical Foundation in the 2027 General Fund donation budget.

Council approve the purchase of 2 ticket for the Federal Minister Dinner

2026Oct13OpenSessionFinal_189

# ROTHESAY

HERITAGE PRESERVATION REVIEW BOARD MEETING
**Town Hall - Sayre Room**
**Tuesday, August 25, 2026**
**7:00 p.m.**

DRAFT

**PRESENT:** COUNCILLOR TYLER DAVIS
DREW MACARTNEY, CHAIRPERSON
RHEAL GUIMOND, VICE-CHAIRPERSON
CATHARINE MACDONALD
HOWARD PEARN

DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE
TOWN CLERK NEIL McKENNA

**ABSENT:** SHAWN CARTER
JON LEHEUP

The meeting was called to order at 7:03 p.m.

## 1. ELECTION OF OFFICERS (CHAIR & VICE-CHAIR)

DPDS Reade called three times for nominations from the floor for Chairperson. Counc. Davis nominated D. Macartney as Chairperson. There being no other nominations, D. Macartney was elected Chairperson by acclamation.

DPDS Reade called three times for nominations from the floor for Vice-Chairperson. Chairperson Macartney nominated R. Guimond as Vice-Chairperson. There being no other nominations, R. Guimond was elected Vice-Chairperson by acclamation.

## 2. APPROVAL OF THE AGENDA

**MOVED** by Vice-Chairperson Guimond and seconded by Counc. Davis the agenda be approved as circulated.

**CARRIED.**

## 3. ADOPTION OF MINUTES

Regular Meeting of July 23, 2025
**MOVED** by C. MacDonald and seconded by H. Pearn the minutes of July 23, 2025 be adopted as circulated.

**CARRIED.**

## 4. ADMINISTRATION

4.1 Code of Ethics (2024)
4.2 Council Priorities
4.3 Rothesay Strategic Plan
4.4 Board Mandate
4.5 2026 Meeting Schedule

**RECEIVED FOR INFORMATION.**

## 5. DECLARATION OF CONFLICT OF INTEREST

**N/A**

## 6. DELEGATIONS

**N/A**

DRAFT

**7. REPORTS AND PRESENTATIONS**
**N/A**

**8. NEW BUSINESS**
**8.1 3129 Rothesay Road**

| | |
|---|---|
| **OWNER:** | 608822 N.B. INC. |
| **PID:** | 00256578 |
| **PROPOSAL:** | Certificate of Appropriateness – Exterior Alterations |

The applicant, Lisa Hovey (on behalf of Crown & Coast) was in attendance. DPDS Reade reviewed the proposal, noting that the building is being converted to retail use, which will involve the sale of home decor, decorations, clothing, and prepared food. He noted that the applicant is proposing exterior alterations to the building, including replacement of the existing roofing shingles with the same material, replacement of the existing garage doors, widening and replacement of the existing front main entrance door, and installation of two rooftop condenser units, proposed to be located on the rear portion of the building.

C. MacDonald asked about possible noise concerns related to the condenser units. The applicant promised to investigate any possible issues, noting that the condensers would likely generate only a small amount of noise.

H. Pearn asked if the applicant planned to install picnic tables outside the front door of the building. Ms. MacPherson indicated that she is not planning to install tables at this time, citing the possibility of unwanted after-hours loitering. Chairperson Macartney asked if the garage doors located on the front of the building could be opened, with Ms. Hovey confirming that they can.

Discussion ensued about the specific location of where the freestanding sign bearing the name of the future retail business would be located, with committee members, Town staff, and the applicant all agreeing that the sign will need to be located in such a way that does not block sightlines for cars entering the intersection. DPDS Reade noted that staff would work with Ms. Hovey to ensure that the sign would be placed appropriately.

**MOVED** by Counc. Davis and seconded by Vice-Chairperson Guimond that the Heritage Preservation Review Board issue a Heritage Permit (Certificate of Appropriateness) for the following elements subject to the condition that the alterations be in accordance with the information contained in the application:

a. Replacement of the front entry door
b. Replacement of the existing garage doors on the front façade.
c. Installation of the freestanding sign at a location to be approved by the Development Officer.
d. Installation of two rooftop condenser units at the rear of the building.

**CARRIED.**

The Board thanked Ms. Hovey and she left the meeting.

**9. OLD BUSINESS**
**N/A**

DRAFT

**10. CORRESPONDENCE FOR INFORMATION**
**N/A**

**DATE OF NEXT MEETING(S)**
The next meeting will be held on Wednesday, September 16, 2026 (as may be required).

**10. ADJOURNMENT**
**MOVED** by Counc. Davis and seconded by C. MacDonald the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:40 p.m.

CHAIRPERSON TOWN CLERK

2026Oct13OpenSessionFinal_192

# ROTHESAY

## PARKS AND RECREATION COMMITTEE

Meeting Minutes
Rothesay Town Hall Common Room
Tuesday, September 22, 2026, at 6:30 p.m.

DRAFT

**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

**ABSENT:** CAO BRETT MCLEAN
SEAN MILLER
DR. JEAN-FRANCOIS LEGARE

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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 Dr. S. Jennings meeting minutes be approved as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. DELEGATIONS**

**5. REPORTS & PRESENTATIONS**

**6. UNFINISHED BUSINESS**

**7. CORRESPONDENCE FOR ACTION**

**8. NEW BUSINESS**

**8.1 Parks and Recreation Update**

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

- **Soccer & Baseball Fields**: Fields are busy with school sports until the end of October. The fields are in good shape. The grass turf fields are getting used after school at Rothesay High School and Wells Recreation Park.
- **Rothesay Arena**: Opening October 5th for 55th season. Takes about a week to create ice.
- **Summer Students:** summer was successful with 8 parks students working until the end of August. DPR Jensen noted that Rothesay received many applications for the summer parks positions, approximately 40-60 are received.

A. Holder gave a verbal update regarding Recreation Programing.

- **Scribner Park Community Garden:** The Community Garden is having another successful season, with several new gardeners joining this year. Gardeners are required to harvest and clear their plots by October 31, 2026, when the garden will close for the winter. The gardeners also hosted their annual potluck at the Bill McGuire Centre on September 20.
- **Sunset Yoga:** Two Sunset Yoga sessions were offered this year, in July and August. The weather cooperated for both sessions, with approximately 156 people attending in July and 186 in August. These sessions continue to be very popular with the community.
- **Playground Programs:** Our three Playground Programs had another successful summer. The programs were very well attended, particularly at the Rothesay Park School location. More than 500 children registered and participated in the programs throughout the summer. The program ended on August 21, 2026.
- **Beaches:** KPark and Renforth Beaches closed for the season on Friday, August 21, 2026.
- **Halloween Event:** We will once again be hosting 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. Tomorrow, September 23, the application form will open for floats.
- **12 Weeks/12 Walks:** The KV Walkers had a very successful 12 Weeks / 12 Walks program this summer. Only one walk was affected by heavy rain, and the program had a total of 557 participants throughout the summer. The busiest walk was the first, with 90 participants, while most other walks had between 40 and 60 participants.
- **Walk 'n Talk with David Goss – Rothesay:** David Goss's most recent Walk 'n Talk was a great success, with approximately 60 participants in attendance. David has indicated that this may have been his final Walk 'n Talk. As such, the event was recorded and livestreamed on our Facebook page. David also provided our Communications Coordinator with his file on Rothesay for the Town's use.

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

- **Through the Lens:** The 13th Annual Through the Lens Photo Contest received 71 spectacular photos of various places in Rothesay. Voting took place from August 21 to September 2, and a total of 1,519 "likes" were recorded. We are pleased to announce the 2026. Through the Lens Photo Contest Winner: Nick Kilfoil. Nick's photograph of the train passing through Renforth received 130 votes! Nick was recognized and awarded at the September 14, 2026, Council meeting. For more information about the photo contest, visit: https://www.rothesay.ca/recreation/seasonal-programs/through-the-lens/

- **Rothesay HIVE:** We are proud to announce that the Rothesay HIVE was nominated for two Community Votes Saint John award categories - Sports, Recreation & Fitness: Community Groups and Services: Community Organization. Thank you to our community who rallied and submitted their votes for the Rothesay HIVE. The results – the Rothesay HIVE has been recognized with the highest level of recognition — Platinum — in BOTH categories. This recognition is especially meaningful because it was voted on by our community. The Rothesay HIVE is a place built around connection, friendship, wellness and community, and this recognition belongs to everyone who helps make it special — our members, volunteers, instructors, partners and supporters. Thank you!

DRAFT

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: 294 Members
- 2022: 124 Members, 2023: 162 Members, 2024: 205 Members, 2025: 271

- **Renforth Senior Exercise Classes:** The Renforth Senior Exercise Classes returned to the Bill McGuire Centre on Monday, September 14, 2026. The classes are offered from September to June each year and are popular among the older adult population.

K. Flood gave an update regarding the fundraising for the RICC.

- **Campaign Total (as of Sept 10, 2026): $1,860,515** raised toward the $3,000,000 community fundraising goal.
- **Upcoming Events:**
  - **Wednesday, October 14 at 7pm** – Intergenerational Fashion Show at the Bill McGuire Centre. Light refreshments, Cash Bar, 50/50 Draw and more!
  - **November 13–15** – 2nd Annual RHS Battle at the Nest Hockey Tournament at the Rothesay Arena. More details to come.
  - **SAVE THE DATE: Spring Fundraising Dinner** – Saturday, April 17th at Riverside Country Club.
- **Previous Events**:
  - **May 31, 2026** – Community Fest raised $67,000+
  - **August 2026** – RICC Challenge, over 300 participants in three games: ball hockey, basketball, and pickleball.
  - **Tuesday, September 15 at 7pm** – Social Strong Fundraiser at Renforth Wharf. Outdoor strength class overlooking the Kennebecasis River had 50+ participants. Amount raised to be announced.

**8.2 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 to account for fuel prices, additional staff for the playground program to meet demand, and increase in wages. Typically, the budget is on or under budget by year end. 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 there would be some yearly costs for the floating walkway, such as maintenance, installation, removal, and storage, which would be accounted for in the Rothesay budget. He noted that the floating walkway would be removed from the location this week. The committee inquired about the rational for installing the floating walkway. DPR Jensen noted that the docks were purchased in 2018 for the floods, and this was a way to repurpose them for community use. The committee also discussed parking, CN rail, and use.

**9. CORRESPONDENCE FOR INFORMATION**

**10. DATE OF NEXT MEETING**

Tuesday, October 20, 2026, at 6:30pm

DRAFT

**11. ADJOURNMENT**

**MOVED** by C. Boyne and seconded by D. Bourque the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:51 p.m.

CHAIRPERSON RECORDING SECRETARY

2026Oct13OpenSessionFinal 196

# Parks & Recreation Committee

## September Update for Committee

**September 22, 2026**

| | |
|---|---|
| **Soccer & Baseball Fields** | Fields are busy with school sports until the end of October. |
| **Rothesay Arena** | Opening October 5th for 55th season. |
| **Scribner Park Community Garden** | The Community Garden is having another successful season, with several new gardeners joining this year. Gardeners are required to harvest and clear their plots by October 31, 2026, when the garden will close for the winter. The gardeners also hosted their annual potluck at the Bill McGuire Centre on September 20. |
| **Sunset Yoga** | Two Sunset Yoga sessions were offered this year, in July and August. The weather cooperated for both sessions, with approximately 156 people attending in July and 186 in August. These sessions continue to be very popular with the community. |
| **Playground Programs** | Our three Playground Programs had another successful summer. The programs were very well attended, particularly at the Rothesay Park School location. More than 500 children registered and participated in the programs throughout the summer. |
| **Beaches** | KPark and Renforth Beaches closed for the season on Friday, August 21, 2026. |
| **Halloween Event** | We will once again be hosting 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. |
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| **Walk 'n Talk with David Goss – Rothesay** | David Goss's most recent Walk 'n Talk was a great success, with approximately 60 participants in attendance. David has indicated that this may have been his final Walk 'n Talk. As such, the event was recorded and livestreamed on our Facebook page. David |

| | |
|---|---|
| | also provided our Communications Coordinator with his file on Rothesay for the Town's use. |
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| **Rothesay HIVE** | We are proud to announce that the Rothesay HIVE was nominated for two Community Votes Saint John award categories - Sports, Recreation & Fitness: Community Groups and Services: Community Organization. Thank you to our community who rallied and submitted their votes for the Rothesay HIVE. The results – the Rothesay HIVE has been recognized with the highest level of recognition — Platinum — in BOTH categories. This recognition is especially meaningful because it was voted on by our community. The Rothesay HIVE is a place built around connection, friendship, wellness and community, and this recognition belongs to everyone who helps make it special — our members, volunteers, instructors, partners and supporters. Thank you!<br><br>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/.<br>**Rothesay Hive Facebook Group:** 1,669 Members<br>**Rothesay Hive Registered Members 2026:** 294 Members<br>• **2022:** 124 Members, **2023:** 162 Members, **2024:** 205 Members, **2025:** 271 |
| **Renforth Senior Exercise Classes** | The Renforth Senior Exercise Classes returned to the Bill McGuire Centre on Monday, September 14, 2026. The classes are offered from September to June each year and are popular among the older adult population. |
| **RICC Campaign Update** | • **Campaign Total (as of Sept 10, 2026): $1,860,515** raised toward the $3,000,000 community fundraising goal.<br>**Upcoming Events:**<br>• **Tuesday, September 15 at 7pm**– Social Strong Fundraiser at Renforth Wharf. Outdoor strength class overlooking the Kennebecasis River.<br>• **Wednesday, October 14 at 7pm** – Intergenerational Fashion Show at the Bill McGuire Centre. Light refreshments, Cash Bar, 50/50 Draw and more! |

| | |
|---|---|
| | • **November 13–15** – 2nd Annual RHS Battle at the Nest Hockey Tournament at the Rothesay Arena. More details to come.<br>• **SAVE THE DATE: Spring Fundraising Dinner** – Saturday, April 17th at Riverside Country Club. |
| **Other** | Subscribe to our quarterly e-newsletter for Rothesay news, events, and more directly to your inbox by following this link and providing your information: https://mailchi.mp/rothesay/r-insider |

# ROTHESAY

WORKS AND UTILITIES COMMITTEE MEETING
**Rothesay Town Hall Sayre Room**
Wednesday, September 23rd, 2026
**5:30 p.m.**

DRAFT

**PRESENT:** MARC GRULL, CHAIRPERSON
COUNCILLOR DAVE BROWN
CYNTHIA VANBUSKIRK
STEPHEN ROSENBERG

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

ABSENT: MAYOR MATTHEW ALEXANDER
SHAWN CARTER, VICE CHAIRPERSON

Chairperson M. Grull called the meeting to order at 5:33 p.m.

**1. APPROVAL OF AGENDA**
**MOVED** by Councillor Brown and seconded by C. VanBuskirk the agenda be approved.

**CARRIED.**

**2. APPROVAL OF MINUTES**
2.1 Regular Works and Utilities Committee meeting of July 22nd, 2026.
**MOVED** by C. VanBuskirk and seconded by S. Rosenberg the agenda be approved.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**
**N/A**

**4. DELEGATIONS**
**N/A**

**5. REPORTS & PRESENTATIONS**
**N/A**

**6. UNFINISHED BUSINESS**

6.1 Solid Waste Tonnage Report
**RECEIVED FOR INFORMATION**

6.2 Speed Radar Signs Report
The Committee's discussion focused primarily on speeding and pedestrian safety around College Hill Road, Rothesay Road, and Taylor Brook Bridge, following a request from Rothesay Netherwood School (RNS).

- School-zone request: RNS has asked the Town to approach the Province/DTI about designating the area around Taylor Brook Bridge and the end of College Hill Road on Rothesay Road (Route 100) as a school zone.
    - Main safety concern: The concern is that vehicles travel too quickly through the area, particularly around 3 p.m. when students are leaving school. Students reportedly have difficulty crossing at the signalized crosswalk on Rothesay Road because some vehicles do not slow or stop.
    - DO Colwell stated the location does not meet Transportation Association of Canada (TAC) guidelines for a school zone because the school is not directly on Rothesay Road. School zones should only be implemented on streets where a school is located. The Town already has school zones in locations where they should not be, which creates a "watered down" effect, reducing the overall compliance of the Town's school zones. Specifically, we currently have a school zone on Gondola Point Road in the region of Fairvale Elementary, however, daily commuters become "numb" to it as they do not see a school and continue to travel at 50 km/h. Another school zone that exists in Rothesay, but should not, is the one on Hampton Road in front of Rothesay High School. TAC recommends not implementing school zones at high schools, as students of that age have the facultative ability and motor skills to understand that it is not okay to run out into traffic. DO Colwell stated that if everything is a school zone, then nothing is a school zone, and we cannot continue to devalue the significance of school zones by implementing them in areas they shouldn't be implemented. Implementing a school zone on Rothesay Road would yield the same effect as the school zone on Gondola Point Road. It may be effective for a short period of time, but after a while drivers will grow numb to the fact there is not a school nearby and not follow the signage. Furthermore, even if the school zone were to be implemented and drivers actually did adhere to the 30 km/h speed limit, this would cause more traffic congestion at the Rothesay Road College Hill Road intersection, and the next request would be a traffic light.
    - The Committee suggested gathering speed data and information about actual safety concerns before determining whether there is a case for an exception or other measures.
    - There was discussion about whether the real problem is the lack of a school zone or whether the underlying issue is pedestrian access and sidewalk configuration.
    - Traffic signal: A traffic light was discussed but generally viewed as potentially problematic because of sight-distance limitations, cost, and the fact that the demand is concentrated at certain times of day.
    - Need for objective data: The Committee emphasized the importance of determining whether there is actually a systemic speeding problem, rather than

relying solely on complaints or perceptions.
- RNS has already purchased the speed radar signs on College Hill Road.

- KRPF follow-up: There was considerable discussion about what happens after the Town sends radar-speed information to the police.
  - Counc. Brown discussed wanting a more consistent process for closing the loop and receiving confirmation of whether KRPF investigated the reported speeding and whether enforcement occurred.
  - The intent of the Town's speed monitoring program is not for policing or to generate tickets, but to first determine whether there is an actual issue with speeding or if the issue is perceived, and second, if there is a systemic speeding problem in which an overwhelming amount of vehicles are exceeding the speed limit by a significant amount, then this indicates the roadway is presenting an environment that creates comfortability with speed and traffic calming measures should be implemented. In a significant majority of cases, the speed studies either determine there is not a speed issue on the street, and the issue is perceived, or any exceedance in speed is marginal, and does not warrant the investment into traffic calming. In all cases, the Town sends speed data to the KRPF traffic division for their review, and they may decide to monitor and enforce the area, but only if there is determined to be an issue with speed.
  - In rare cases, the data has revealed a pattern of one-off vehicles driving well above the speed limit at reoccurring times of the day. The KRPF in the past has followed up at this time of day and were successful in issuing tickets. A regular follow up process could help the Town demonstrate to residents that complaints were investigated.

The Committee recommends that Council direct staff to continue to provide radar-speed data to the KRPF and in addition request a response regarding any follow-up or enforcement undertaken.

**MOVED** by S. Rosenberg and seconded by C. VanBuskirk to recommend to Council to direct staff to regularly provide radar-speed data to the KRPF and request a response regarding any follow-up or enforcement undertaken.

**CARRIED.**

6.3 Council Priorities 2021-2026

A general discussion was had on the previous 2021-2026 Council's Priorities list and where the items currently stand:

- **The Intergenerational Complex (RICC)** - is a living, breathing project that continues to evolve every day. The Town expects to have some diagrams, designs, and elevation drawings available soon that will provide a much clearer picture of what the facility will actually look like.

  The image currently being used on the signs and vehicle wraps is very general. It shows the new facility in addition to the existing arena, but over the next couple of months, the Town expects to release more detailed drawings showing exactly what the completed facility will look like.

The Town is well into the design process and hope to be in a position to tender the project in March or April of next year, with construction getting underway by mid-summer.

- **Recreation Master Plan** - Recreation master plan, adopted by council and has been for a while is the RICC being the number one project under that plan.

- **Wells Connector** - remains dependent on external funding. It is anticipated that an announcement may be made this upcoming Fall.

- **Affordable Housing** - A seniors' affordable housing project on Villa Madonna Drive in Renforth is moving forward, with construction expected to begin next week. The Town has partnered with the federal and provincial governments and the Diocese of Saint John to provide the necessary infrastructure, including water, sanitary and storm sewers, a new roadway, curbs, and sidewalks.

  The project, located at the former Sisters of Charity site, is currently planned to provide approximately 120 affordable housing units for seniors on Villa Madonna Drive.

- **Climate Change Mitigation** - The Town is incorporating climate change mitigation and adaptation into major projects.

  Major projects such as the wastewater treatment plant and RICC consider factors such as elevation and climate-related risks.

  The RICC will be designed as a post-disaster facility with full backup power, allowing it to operate during emergencies and serve as a warming centre, reception centre, or other emergency facility.

  The Town continues to pursue energy-reduction measures. The new RICC is required, through government funding requirements, to be at least 28.8% more energy efficient than the existing facility.

  An energy audit has been completed on Town Hall, which is now 37 years old. Subject to Council approval, the Town plans to budget for new windows and additional weatherproofing to improve the building's energy efficiency and address its aging infrastructure.

- **Collector Road** - The Wiljac connection to the Hillside South area is Council-approved and budgeted project intended to support one of the significant areas available for development in Rothesay. The project is pending the acquisition of a parcel of land before

construction can proceed.

The new roadway would provide water and sanitary sewer services to currently undeveloped, landlocked property, significantly improving access and development potential.

The connection would link the area near Campbell Drive and Grove Avenue and effectively extend Millennium Drive, creating a major east-west connection that could eventually allow travel between Highway exits 141 and 133 without remaining on the highway.

- **Communications** - The Town has hired a new communications coordinator who has received very positive feedback. He has significantly increased the Town's social media presence and is working on several new communications initiatives. The new position provides a dedicated focus on communications, with the work now being managed, tracked, and reported as a Council priority. While there is always room to improve communication and residents will continue to expect more, the Town feels it is making significant progress toward having a more consistent and effective communications function.

In the coming months, the new Council-in Committee will establish a list of priorities for the 2026-2030 term.

6.4 Water system and water rates (previously distributed by DO Colwell)
The Town is entering the water utility budget season. The Town must determine anticipated operating costs and expenditures for the coming year before setting water rates. Water rates are established through the Town's Bylaw schedules, so any changes must follow the required Council process, including public notice. A rate increase is expected, although the exact amount will depend on the finalized budget. The Committee is also considering whether to adjust the water-usage billing bands. One proposal is to reduce the lowest usage band from <96 cubic metres per quarter to <84 cubic metres per quarter, which would better reflect household consumption of a household of 4-5 persons. The current usage allowances are considered relatively generous compared with the Town's average household size of approximately 2.1 people. A draft water utility budget is expected to be available for discussion at the next Works & Utilities October meeting, with final budget approval anticipated in November.

## 7. CORRESPONDENCE FOR ACTION

7.1 2026 July 16 Email from resident RE: E-Scooter concerns

The discussion clarified the current legal and enforcement framework for e-dirt bikes and other electric vehicles:

- E-bikes: The Department of Transportation and the Registrar of Motor Vehicles have determined that e-bikes are legally treated as dirt bikes. As a result, they must meet

existing requirements, including being operated on the road, having an engine equivalent of less than 50cc, and being operated by someone over 14. They cannot be used in bike lanes or on sidewalks. These rules are currently enforceable.

- Other electric vehicles: Electric scooters with handlebars and larger-wheeled electric bikes/scooters are more difficult to regulate. Municipalities can prohibit wheeled vehicles from sidewalks and issue $25 tickets, but there is currently no comprehensive provincial legislation governing issues such as speed, helmets, and where these vehicles can operate.
- Municipal bylaws: Some municipalities, such as Moncton, have introduced their own bylaws, but there are concerns about their consistency and enforceability without supporting provincial legislation.
- Provincial action: A provincial task force has been established to develop legislation addressing these emerging vehicle types. Draft legislation is being prepared and is expected to be circulated to the working group in the coming weeks.
- Helmet requirements: The discussion also raised whether existing helmet requirements for bicycles and other vehicles remain applicable and enforceable.

**MOVED** by C. VanBuskirk and seconded by S. Rosenberg to recommend that Council send a letter to the resident stating that Rothesay and Quispamsis are working jointly with the KRPF to create a local bylaw in conjunction with the province to regulate the use of E-bikes and E-scooters.

**CARRIED.**

7.2 2026 July 16 Email from resident RE: Peters Lane & Almon Lane

CAO McLean stated that Peter's Lane and Almon Lane are public roads, and everyone has a right to use them.

**MOVED** by C. VanBuskirk and seconded by S. Rosenberg to recommend that Council send a letter to the resident acknowledging their concerns and advising that, at this time, staff are of the opinion that there is no issue requiring action and thank them for bringing the matter forward, however there will be no further action taken at this time.

**CARRIED.**

7.2.1 2026 July 21 Email from resident RE: Peters Lane & Almon Lane

**MOVED** by C. VanBuskirk and seconded by S. Rosenberg to recommend that Council send a letter to the resident acknowledging their concerns and advising that, at this time, staff are of the opinion that there is no issue requiring action and thank them for bringing the matter forward, however there will be no further action taken at this time.

**CARRIED.**

7.2.2 2026 Aug 16 Email from resident RE: Peter's Lane Parking

**MOVED** by C. VanBuskirk and seconded by S. Rosenberg to recommend that Council send a letter to the resident acknowledging their concerns and advising that, at this time, staff are of the opinion that there is no issue requiring action and thank them for bringing the matter forward, however there will be no further action taken at this time.

**CARRIED.**

7.3 2026 Aug 14 Letter from resident RE: Intersection of Hampton Road, Marr Road and Clark Road.

DO Colwell stated that yes, the intersection operationally does not function as it could, and if the Town could have done something to improve wait times and geometry at this intersection, it would have done so by now. The issue lies with there being no available property to add more lanes, widen lanes, and straighten out sight lines. It would take a serious expropriation of at least two out of the four businesses on the corners on the intersection to be able to widen and straighten out the approaches and sight lines.

DO Colwell stated a revised traffic signal phasing plan has been received and is expected to reduce the overall signal cycle from approximately 121 seconds to 110 seconds, while providing more green time to the Hampton Road approaches compared to the Marr Road and Clark Road approaches.

The discussion also addressed ongoing concerns about left turns from Marr Road, including limited space for a dedicated left-turn lane and visibility challenges caused by the surrounding infrastructure.

Despite the phasing improvements, the intersection continues to operate at Level of Service F during peak periods, and there are limited options for significantly improving its overall capacity.

**MOVED** by Councillor Brown and seconded by S. Rosenberg to recommend to Council to 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.

**CARRIED.**

7.4 2026 July 25 Email from resident RE: Request for gate Colonsay Place/Charles Crescent

The discussion concerned a pedestrian pathway used by students walking to Rothesay Elementary School and requests to restrict vehicle access.

A resident has requested offset gates or bollards to prevent vehicles, particularly e-bikes and other vehicles, from using the pathway.

The pathway is approximately 10 feet wide and is plowed in winter, so permanent gates could create maintenance challenges and would need to be removable.

Any solution must maintain accessibility for pedestrians, bicycles, wheelchairs, and other mobility devices. A full gate or barrier could force users onto the grass and create additional issues.

There was discussion about whether a less restrictive measure, such as offset gates or bollards, could slow vehicles without preventing pedestrian and bicycle access.

Staff will investigate a more permanent measure to control vehicle access while maintaining accessibility. The specific type of solution has not yet been determined and may be considered as part of the 2027 budget.

**MOVED** by Councillor Brown and seconded by S. Rosenberg to recommend to Council to send a letter to the resident explaining staff will investigate a more permanent measure to control vehicle access while maintaining accessibility.

**CARRIED.**

7.5 2026 Sept 09 Email from resident RE: Power outage concern on September 5, 2026

CAO McLean stated the issue was outside the Town's authority and control. The Town does not have responsibility for the matter and has no ability to influence the decisions involved.

The matter falls outside the Town's jurisdiction and suggest that they contact the appropriate organization, NB Power, directly.

**MOVED** by Councillor Brown and seconded by S. Rosenberg to recommend to Council to send a letter to the resident explaining the matter falls outside the Town's jurisdiction and we suggest that the resident contact NB Power directly.

**CARRIED.**

**8. NEW BUSINESS**

**9. CORRESPONDENCE FOR INFORMATION**

**9.1** Fall Cleanup Week – November 16th, 2026

**10. DATE OF NEXT MEETING:**
Wednesday, October 21st, 2026

**11. ADJOURNMENT**
**MOVED** by C. VanBuskirk and seconded by S. Rosenberg meeting be adjourned.

The meeting adjourned at 7:03 p.m.

_____ _____
CHAIRPERSON RECORDING SECRETARY

# ROTHESAY
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Mayor and Council |
| FROM | : | Works & Utilities Committee |
| DATE | : | September 23rd, 2026 |
| RE | : | Peters Lane Parking |

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 23rd, 2026:

**MOVED** … and seconded …:

**MOVED** by C. VanBuskirk and seconded by S. Rosenberg to recommend to Council to send a letter to the resident acknowledging their concerns and advising that, at this time, we do not believe there is an issue requiring action. Thank them for bringing the matter to our attention and advise that no further action will be taken at this time.

**CARRIED.**

# ROTHESAY
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Mayor and Council |
| FROM | : | Works & Utilities Committee |
| DATE | : | September 23rd, 2026 |
| RE | : | Intersection of Hampton Road, Marr Road and Clark Road. |

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 23rd, 2026:

**MOVED** … and seconded …:

**MOVED** by Councillor Brown and seconded by S. Rosenberg to recommend to Council to 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.

**CARRIED.**

# ROTHESAY
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Mayor and Council |
| FROM | : | Works & Utilities Committee |
| DATE | : | September 23rd, 2026 |
| RE | : | Power outage concern on September 5, 2026 |

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 23rd, 2026:

**MOVED** … and seconded …:

**MOVED** by Councillor Brown and seconded by S. Rosenberg to recommend to Council to send a letter to the resident explaining the matter falls outside the Town's jurisdiction and we suggest that the resident contact NB Power directly.

**CARRIED.**

# ROTHESAY
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Mayor and Council |
| FROM | : | Works & Utilities Committee |
| DATE | : | September 23rd, 2026 |
| RE | : | Request for gate Colonsay Place/Charles Crescent |

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 23rd, 2026:

**MOVED** … and seconded …:

**MOVED** by Councillor Brown and seconded by S. Rosenberg to recommend to Council to send a letter to the resident explaining staff will investigate a more permanent measure to control vehicle access while maintaining accessibility.

**CARRIED.**

# ROTHESAY
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Mayor and Council |
| FROM | : | Works & Utilities Committee |
| DATE | : | July 22nd, 2026 |
| RE | : | Speed Radar Signs Report |

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 23rd, 2026:

**MOVED** … and seconded …:

**MOVED** by S. Rosenberg and seconded by C. VanBuskirk to recommend to Council to direct staff to regularly provide radar-speed data to the KRPF and request a response regarding any follow-up or enforcement undertaken.

**CARRIED.**

# ROTHESAY
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Mayor and Council |
| FROM | : | Works & Utilities Committee |
| DATE | : | September 23rd, 2026 |
| RE | : | E-Scooter Concerns |

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 23rd, 2026:

**MOVED** … and seconded …:

**MOVED** by C. VanBuskirk and seconded by S. Rosenberg to recommend that Council send a letter to the resident stating that Rothesay and Quispamsis are working jointly with the KRPF to create a local bylaw in conjunction with the province to regulate the use of E-bikes and E-scooters.

**CARRIED.**

# ROTHESAY
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Mayor and Council |
| FROM | : | Works & Utilities Committee |
| DATE | : | September 23rd, 2026 |
| RE | : | Peters Lane & Almon Lane |

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 23rd, 2026:

**MOVED** … and seconded …:

**MOVED** by C. VanBuskirk and seconded by S. Rosenberg to recommend that Council send a letter to the resident acknowledging their concerns and advising that, at this time, staff are of the opinion that there is no issue requiring action and thank them for bringing the matter forward, however there will be no further action taken at this time.

**CARRIED.**

# ROTHESAY

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

DRAFT

**PRESENT:** COUNCILLOR PETER LEWIS
COUNCILLOR DON SHEA
RALPH FORTE, CHAIRPERSON
MATTHEW GRAHAM
RHEAL GUIMOND
COLLEEN LANG

DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE
TOWN CLERK NEIL McKENNA
CENTRAL RECORDS CLERK GRACEN BENNETT

**ABSENT:** TED HARLEY

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN

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

Chairperson Forte advised the committee members of the resignation of Kelly Adams, Vice-Chairperson from the Planning Advisory Committee.

## 1. APPROVAL OF THE AGENDA

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

**CARRIED.**

## 2. ADOPTION OF MINUTES

**2.1** Regular Meeting of September 8, 2026

**MOVED** by C. Lang and seconded by R. Guimond the Planning Advisory Committee meeting minutes of September 8, 2026, be adopted as circulated.

**CARRIED.**

## 3. DECLARATION OF CONFLICT OF INTEREST

Counc. Lewis declared a conflict of interest on item 4.2 (50 Chatwin Street).

Counc. Shea declared a conflict of interest on item 4.5 (Chapel Road).

## 4. NEW BUSINESS

| | | |
|---|---|---|
| **4.1** | **2 Sunset Lane** | **Wallace Floyd** |
| | OWNER: | Christopher and Jess Elias |
| | PID: | 00235572 |
| | PROPOSAL: | Side Yard Variance |

Christopher Elias, one of the owners, was in attendance. DPDS Reade provided an overview of the application, noting that the applicant was requesting that the Planning Advisory Committee grant a variance for a side yard setback for a proposed attached garage, as part of an existing residential dwelling at 2 Sunset Lane.

Mr. Elias explained that the proposed expansion was to help provide space for his growing family. Counc. Shea asked Mr. Elias if the project would have an impact on local vegetation, with Mr. Elias answering that it was not expected to do so. He also asked about the width of the proposed garage, and Mr. Elias answering that it would be approximately 20 feet wide.

The Chair invited comments from the public. No one came forward to speak.

**MOVED** by R. Guimond and seconded by M. Graham that the Planning Advisory Committee:

A. Grant a variance from the Rothesay Zoning By-Law (By-Law No. 2-10) to allow for a reduced minor side yard setback of 0.95 metres for a proposed attached single-story garage addition.

a. Accordingly, the applicant is required to submit the following before beginning construction:

i. a Surveyor's Location Certificate to confirm compliance with the building's required setbacks, the certificate shall:
1. Be based on an actual site inspection and measurements;
2. Verify the siting of the building foundation wall, setback from property boundary(s) for the four corners of the proposed building; and
3. Be prepared by personnel qualified to practice Land Surveying in New Brunswick.

**CARRIED.**

The Chair thanked Mr. Elias, and he left the meeting.

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

**4.2 50 Chatwin Street** **Taylor Lewis**

| | |
|---|---|
| OWNER: | Kevin & Michelle Schyf |
| PID: | 00230433 |
| PROPOSAL: | 1 Lot Subdivision - Road frontage & Lot Depth variance and Cash in Lieu of LPP |

The applicant was in attendance. DPDS Reade summarized the report, noting that the applicant was seeking approval to subdivide a portion of land accessed off Chatwin Street to allow for one new residential lot. DPDS Reade noted that the new lot would meet the requirements of the zoning by-law, except for the minimum required frontage and depth as Lot 26-01 would have just 5 metres of frontage, and not the required 55 metre of frontage on Chatwin Street. He also noted that while the subject site has a large area at 18.9 acres its development potential is limited the lack of public road access and natural wetland conditions of the property. Staff advised that the 5-metre frontage is advisable for the development of the land as the lot is like a flag lot where the narrow portion of the lot only accommodates the driveway.

He noted that the applicant was not proposing that the Town accept any land for public purposes (LPP). In lieu of land set aside under Section 5.1 of the Subdivision By-Law as LPP, Council requires that a sum of money be paid to the municipality in the amount of 8% of the market value of the land in the proposed subdivision. When the subdivision plan is submitted for approval the

market value of the land is calculated using the value of $13.50 per square meter, as stated in Schedule C of the By-law 4-10 for all proposed lots within the subdivision. Based on the area of the proposed lot, a cash in lieu of Land for Public Purposes amount of $5,292.00 will be required.

The applicant spoke briefly, noting that he had recently completed another project of a similar nature. Counc. Shea asked if the applicant had given any consideration to extending the street, citing concerns regarding the difficulty of snowplowing. DPDS Reade answered that expanding the road would generate increased costs for the Town and there is an existing turnaround at the end of Chatwin Street.

The Chair asked DPDS Reade if the rate paid for cash in lieu of Land for Public Purposes contained in the Subdivisoin By-law had been reviewed recently. DPDS Reade answering it had not but would be a component of a future review of the Subdivision By-law. Subsequently, C. Lang asked if WAWA permits had been secured – the applicant responded that they had not been secured yet.

The Chair invited comments from the public. No one came forward to speak.

**MOVED** by M. Graham and seconded by C. Lang that:

A. Grant variances for Lot 26-01 to:
   a. Reduce the frontage of Lot 26-01 from 55 metres to 5 metres.
   b. Reduce the depth of Lot 26-01 from 40 metres to between 10 metres and 40 metres.

**CARRIED.**

**MOVED** by M. Graham and seconded by Counc. Shea that:

B. Recommend that Council accept cash in lieu of Land for Public Purposes for the subdivision of 50 Chatwin Street to create Lot 26-01.

**CARRIED.**

The Committee thanked Mr. Lewis and he left the meeting.

*Counc. Lewis returned to the meeting.*

**4.3 9 Clark Road** **Allison MacDonald**

| | |
|---|---|
| OWNER: | Allison MacDonald |
| PID: | 30130454 & 00241778 |
| PROPOSAL: | Rezoning – Single Family Residential [R1B] to Two Family Residential [R2] |

The applicant was in attendance. DPDS Reade provided an overview, noting that application for the proposed rezoning would allow for the existing dwelling to be used as a two-unit dwelling. The applicant intends to use the existing dwelling with no new development, structure, or addition being added to the property.

Ms. MacDonald spoke briefly, indicating that she had no further comments to make.

The Chair invited comments from the public. No one came forward to speak.

DRAFT

**MOVED** by Counc. Lewis and seconded by R. Guimond that:

A. 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 Counc. Lewis and seconded by M. Graham that:

B. 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.**

**4.4 Cameron Road (Lands South of #5, 7, 9, and 11)** **Don-More Surveys and Engineering Ltd.**

| | |
|---|---|
| OWNER: | L T S Investments Inc |
| PID: | 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064352 (portion), 00064378 (portion) |
| PROPOSAL: | Rezoning to Attached Residential [R3] |

DPDS Reade summarized the project, noting that on May 5, 2025, the Planning Advisory Committee tabled the rezoning application for the proposed cluster development to allow staff to prepare a draft Development Agreement prior to referring the application to Council for a Public Hearing. A revised proposal was considered at the Committee's May 2026 meeting, however the item remained tabled to provide the developer with additional time to meet with area residents. Following the May 2026 meeting, the developer met with area residents and prepared a revised concept providing 34 units in a mix of two-unit (9 buildings) and four-unit buildings (4 buildings) on a 4.37-hectare site.

Danny Dobson appeared and spoke on behalf of his application. Mr. Dobson explained that he intended to build 34 units, and indicated that he would like the Town to consider all possible options for pedestrian traffic, not just sidewalks. He reiterated that the reduced number of proposed units would make it financially unfeasible for him to install sidewalks.

Discussion ensued between committee members, Town staff, and the applicant on the possibility of the inclusion of sidewalks versus other measures to make the area more walkable. It was noted by M. Graham that community members had been vocal on their dislike of the idea of installing sidewalks, with DPDS Reade responding by noting that the final decision would be up to Town Council.

Counc. Lewis asked if the idea of installing a connector between Miller Apartments and the proposed development site had been considered. DPDS Reade noted that staff could discuss the idea with the applicant. C. Lang asked about speed cushions, and if they could also be considered.

Counc. Lewis also sought clarification on the number of units that would be allowed under the development agreement, with DPDS Reade answering that it would allow for up to 64 units to be built. Mr. Dobson subsequently indicated that he only planned to build 34. Counc. Shea then asked if all the PIDs within the application would be consolidated. Staff responded that doing so could be added as a condition of the development agreement.

Chairperson Forte advised Committee members to consider the positive relationship between the developer and the community. Further discussion ensued amongst Committee members, who considered the idea of amending the recommendation from staff to explicitly limit the development agreement to 34 units, restrict development on the "panhandle" portion of the property, consolidate the PIDs, and to have Town staff review other options for foot traffic.

The Chair called three times for those wishing to speak in favour or against the proposal. The following individuals spoke:

Charlotte McGill-Pierce – 6 Persimmon Lane
Dan Kirk – 12 Cameron Road
Drew Schedler – 9 Fir Lane

Comments from those who spoke included raising concerns regarding wetlands and whether the development agreement would include successor clauses. Residents also expressed support for the idea of Town staff exploring traffic calming measures. Several comments were made praising Mr. Dobson's willingness to work with the community.

**MOVED** by R. Guimond and seconded by Counc. Shea that:

A. 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 M. Graham and seconded by C. Lang that:

B. 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.**

**MOVED** by Counc. Shea and seconded by Counc. Lewis that:

DRAFT

C. PAC hereby recommends that Council assent to any necessary Local Government Services Easements that will be required for the proposed development.

**CARRIED.**

**MOVED** by Counc. Lewis and seconded by R. Guimond that:

D. That the Committee approve more than one building to be constructed on the lot.

**CARRIED.**

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

| | | |
|---|---|---|
| **4.5** | **Chapel Road** | **Patrick Shea** |
| | OWNER: | Sandra Jean Shea & Scott Bros Ltd. |
| | PID: | 00479212 and 00173443 (portion) |
| | PROPOSAL: | Rezoning – Single Family Residential –Standard Zone [R1B] to Attached Residential [R3] |

The applicant was in attendance. DPDS Reade provided an overview of the application, a request to rezone two undeveloped parcels of land (PID 00479212 and portion of PID 00173443). The requested rezoning from Single Family Residential – Standard (R1B) to Attached Residential (R3) is being sought to allow the development of townhouse dwellings. During his remarks, DPDS Reade indicated that one of the challenges with this application was that if approved as presented it could "orphan" the property owned by Scott Bros Ltd., which could cause problems.

DPDS Reade then informed the Committee that Town staff had been continuing to engage with the applicant since the previous PAC meeting, and that Mr. Shea had requested that the public hearing scheduled for October 19th be postponed, to allow him additional time to rework his application.

Mr. Shea indicated that he was in ongoing conversations with Mr. Scott to resolve the concerns surrounding the latter's properties being "orphaned". Committee members asked Mr. Shea about the status of those conversations, with Mr. Shea stating that Mr. Scott was willing to sell his lands.

The Chair sought clarification from Town staff on the advisability of recommending the rezoning in the absence of a full plan from the applicant – DPDS Reade answered that to do so would not be ideal. Committee members then discussed the option of tabling the rezoning until a later date.

**MOVED** by Counc. Lewis and seconded by R. Guimond that the Planning Advisory Committee table the application for Rezoning from Single Family Residential –Standard Zone [R1B] to Attached Residential [R3], and to recommend that Council cancel the Public Hearing scheduled for Monday, October 19th.

**CARRIED.**

## 5. OLD BUSINESS

**TABLED ITEMS**

**5.1 4 Grove Avenue (PID 00258376) – Setback Variance**

***No action at this time***

DRAFT

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

**5.3 57 Iona Avenue (PID 00245555) – Accessory Structure Variance**
***No action at this time***

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## 6. CORRESPONDENCE FOR INFORMATION

**N/A**

## 7. DATE OF NEXT MEETING(S)

The next meeting will be held on:

**Regular Meeting** **MONDAY**, December 7, 2026 at 5:30 p.m.

## 8. ADJOURNMENT

**MOVED** by Counc. Lewis and seconded by C. Lang the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:56 p.m.

CHAIRPERSON RECORDING SECRETARY

**To:** **Chair and Members of the Rothesay Planning Advisory Committee**

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

**Date:** **September 29, 2026**

**Subject:** **1 Lot Subdivision – 50 Chatwin Street (PID 00230433)**

| | | | |
|---|---|---|---|
| **Applicant:** | Taylor Lewis | **Property Owner:** | Kevin & Michelle Schyf |
| **Mailing Address:** | 38 Chatwin Street<br>Rothesay, NB<br>E2S 1A3 | **Mailing Address:** | 50 Chatwin Street<br>Rothesay, NB<br>E2S 1A3 |
| **Property Location:** | 50 Chatwin Street | **PID:** | 00230433 |
| **Plan Designation:** | Low Density | **Zone:** | Single Family Residential - Unserviced [R1C] |
| **Application For:** | 1 Lot Subdivision - Road frontage & Lot Depth variance and Cash in Lieu of LPP | | |
| **Input from Other Sources:** | Polling | | |

## Origin:

An application by Mr. Taylor Lewis, to subdivide a portion of land accessed off Chatwin Street to allow for one new residential lot. (See Attachment A)

## Background:

The subject land off Chatwin Street (PID # 00230433) is zoned Single Family Residential - Unserviced [R1C]. The proposed new 1.21-acre (4900m² +/-) lot would be larger than the minimum (4000m²) that is required and be serviced by a well and onsite septic. A portion of the property is covered by a wetland and is subject to the Watercourse and Wetland Alteration Regulations of the Clean Water Act. The regulations state that any person working in or within 30 metres of a watercourse or a wetland is required to obtain a Watercourse and Wetland Alteration permit prior to doing so.

Mr. Schyf's property 50 Chatwin Street is 76,536.96m² in area (18.9 acres), is zoned R1C and, has an existing residential dwelling on the property. The proposal to subdivide the property would create one new lot (Lot 26-01) with access to Chatwin Street with the remaining land containing the existing single-family dwelling. (see below)



The new lot would meet the requirements of the zoning by-law except for the minimum required frontage and depth. Lot 26-01 would have just 5 metres of frontage and not the required 55 metre of frontage on Chatwin Street. The land at 18.9 acres has a great deal of development potential, however, is quite limited by the lack of public road access and natural wetland conditions of the property. Staff believe that the 5-metre frontage is advisable for the development of the land as the lot is like a flag lot where the narrow portion of the lot only accommodates the driveway.

Lot 26-01 will also require a variance to reduce the required lot depth from 40 metres to between 10 metres and 40 metres. Staff also recommend approval of this variance given the shallower portion of the lot is where the driveway is located.

The applicant is not proposing that the Town accept any land for public purposes (LPP). In lieu of land set aside under Section 5.1 of the Subdivision By-Law as LPP, Council requires that a sum of money be paid to the municipality in the amount of 8% of the market value of the land in the proposed subdivision. When the subdivision plan is submitted for approval the market value of the land is calculated using the value of $13.50 per square meter stated in Schedule C of the By-law 4-10 for all proposed lots within the subdivision.

If the applicant disagrees with the Town's calculation of the land's market value they have the option of retaining, at their cost, a certified, independent appraiser to determine the true market value of the land.

Based on the area of the proposed lot, a cash in lieu of Land for Public Purposes amount of **$5,292.00** will be required. The Development Officer will determine the final amount payable based on value contained in the Subdivision By-Law ($13.50/ square metre) and the proposed lot area as shown on the Final Plan of Subdivision.

## Polling:

Polling was conducted and as of Thursday, October 1, no responses had been received regarding the proposed subdivision.

## Recommendation:

Staff recommend THAT the Planning Advisory Committee:

A. Grant variances for Lot 26-01 to:
   a. Reduce the frontage of Lot 26-01 from 55 metres to 5 metres.
   b. Reduce the depth of Lot 26-01 from 40 metres to between 10 metres and 40 metres.

B. Recommend that Council accept cash in lieu of Land for Public Purposes for the subdivision of 50 Chatwin Street to create Lot 26-01.

## Attachments:

| | |
|---|---|
| Map 1 | Air Photo |
| Attachment 1 | Proposed Subdivision Plan 50 Chatwin Street - Tentative Plan Drawing |

Report Prepared by: Darcy Hudson, Assistant Development Officer
Date: September 29, 2026

# 50 Chatwin Street - Air Photo

2026Oct13CouncilSessionFinal 224




2026-09-17

Subject Site

Property_Owner

CivicAddress

Street

Encumbrance

1:4,500

0 145 290 580 ft

0 40 80 160 m

2408Sur10SpanOceanPlan_r25

## ENDORSEMENTS

A N B L S
No. _____
A A G N B

New Brunswick Grid North

PID 00230235
Town of Rothesay
Property
Doc. 286699

PID 00229948
R.J. Scott Homes Ltd.
Property
Doc. 42518663

Remnant
PID 00230433
Kevin M. & Michelle A. Schyf
Property
Doc. 44029131 Reg. 2023-07-06
See Plan No. 12429248

30.00 Buffer (See Note 7)

PID 30166292
Lot 61
Plan No. 200678

PID 30166367
Parcel A

PID 30166375
Parcel B

14 ±
10 ±
99 ±
99 ±
10.00

Lot 26-01
4900 m² ±

170 ±
78 ±

PID 30166235
Lot 55
Plan No. 200678

Chatwin Street
(20.12 wide)
Plan No. 200678

Regulated Wetland
(See Note 7)

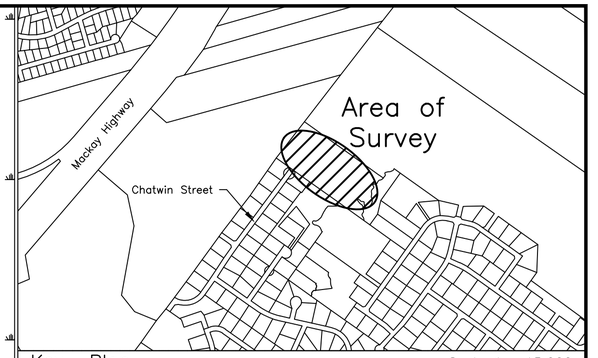
PID 30197982
Land for Public Purpose
Plan No. 12429248

PID 30169288
Jason M. Fillmore &
Michelle L. Hardy Fillmore
Property
Doc. 44004639

PID 30293161
Max A. Cooke
Property
Doc. 40655202

### 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 | -X-X-X- |
| STRUCTURE | |




Key Plan — Scale 1 : 15,000

## Registration Data

Owner Name : Kevin Matthew Schyf & Michelle Angela Schyf
PID : 00230433
Effective Date : 2022-04-08
Instrument : Transfer # 44029131 Reg. 2023-07-06

Owners

Kevin M. Schyf — Michelle A. Schyf

## NOTES

1. Directions are New Brunswick Grid azimuths derived from tabulated N.B. coordinate survey monuments.
2. All distances are in metres and are grid distances, calculated using a combined scale factor 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 ----2026.
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 is subject to Regulatio 90-80 – Watercourse and Wetland Alteration Regulation – Clean Water Act.

## Purpose Of Plan

To create Lot 26-01 from a portion of PID 00230433.

### New Brunswick Grid Co-Ordinate Values

| Sta. | X | Y | Rmks. |
|---|---|---|---|
| | | | |

# Tentative Subdivision Plan

## Kevin M. & Michelle A. Schyf Subdivision, Chatwin Street, Rothesay, Parish of Rothesay, Kings County, New Brunswick

HUGHES SURVEYS & CONSULTANTS INC.

Surveyed by _____ Jul. 28, 2026. Date

Marc J. Cormier
New Brunswick Land Surveyor # 395

1 : 1000 — 20 0 20 40 60 80 meters

| Dwg. No. | Disk No. | Topos | Disk No. |
|---|---|---|---|
| S26191 | 2026 | S26191 | 2026 |

| Dwn. by | Job No. | Rev. No. | Map Ref. |
|---|---|---|---|
| A.M.B. | Y26-191 | | H/05-U3B |

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## ENDORSEMENTS

A N B L S

No. _____

A A G N B

PID 00230235
Town of Rothesay
Property
Doc. 286699

PID 00229948
R.J. Scott Homes Ltd.
Property
Doc. 42518663

New Brunswick Grid North

Remnant
PID 00230433
Kevin M. & Michelle A. Schyf
Property
Doc. 44029131 Reg. 2023-07-06
See Plan No. 12429248

30.00 Buffer (See Note 7)

PID 30166292
Lot 61
Plan No. 200678

PID 30166367
Parcel A

PID 30166375
Parcel B

14 ±
70 ±
99 ±
99 ±
10.00
170 ±
78 ±

Lot 26-01
4900 m² ±

Regulated Wetland
(See Note 7)

PID 30166235
Lot 55
Plan No. 200678

Chatwin Street
(20.12 wide)
Plan No. 200678

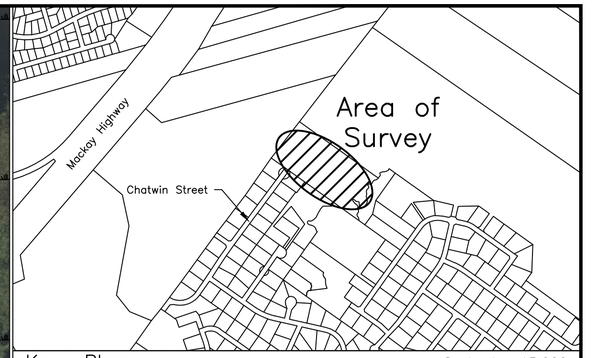
PID 30169288
Jason M. Fillmore &
Michelle L. Hardy Fillmore
Property
Doc. 44004639

PID 30197982
Land for Public Purpose
Plan No. 12429248

PID 30293161
Max A. Cooke
Property
Doc. 40655202

## 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 | -X-X-X- |
| STRUCTURE | |




Key Plan — Scale 1 : 15,000

### Registration Data

Owner Name : Kevin Matthew Schyf & Michelle Angela Schyf
PID : 00230433
Effective Date : 2022-04-08
Instrument : Transfer # 44029131 Reg. 2023-07-06

Owners

Kevin M. Schyf — Michelle A. Schyf

### NOTES

1. Directions are New Brunswick Grid azimuths derived from tabulated N.B. coordinate survey monuments.
2. All distances are in metres and are grid distances, calculated using a combined scale factor 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 ----2026.
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 is subject to Regulatio 90-80 – Watercourse and Wetland Alteration Regulation – Clean Water Act.

### Purpose Of Plan

To create Lot 26-01 from a portion of PID 00230433.

New Brunswick Grid Co-Ordinate Values

| Sta. | X | Y | Rmks. |
|---|---|---|---|
| | | | |

# Tentative Subdivision Plan

## Kevin M. & Michelle A. Schyf Subdivision, Chatwin Street, Rothesay, Parish of Rothesay, Kings County, New Brunswick

HUGHES SURVEYS & CONSULTANTS INC.

Surveyed by _____ Jul. 28, 2026. Date

Marc J. Cormier
New Brunswick Land Surveyor # 395

20 0 20 40 60 80
1 : 1000
meters

| Dwg. No. | Disk No. | Topos | Disk No. |
|---|---|---|---|
| S26191 | 2026 | S26191 | 2026 |
| Dwn. by A.M.B. | Job No. Y26-191 | Rev. No. | Map Ref. H/05-U3B |

Friday, August 14, 2026 1:23:06 PM
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# ROTHESAY
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Mayor Alexander and Council |
| FROM | : | Planning Advisory Committee |
| DATE | : | 6 October 2026 |
| RE | : | 50 Chatwin Street<br>PID 00230433 |

**Recommendation:**

- That Council accept cash in lieu of Land for Public Purposes for the subdivision of 50 Chatwin Street to create Lot 26-01.

**Background:**

The Planning Advisory Committee passed the following motions at its regular meeting of Monday, October 5, 2026:

**MOVED** by M. Graham and seconded by C. Lang that PAC:

A. Grant variances for Lot 26-01 to:
   a. Reduce the frontage of Lot 26-01 from 55 metres to 5 metres.
   b. Reduce the depth of Lot 26-01 from 40 metres to between 10 metres and 40 metres.

**CARRIED.**

**MOVED** by M. Graham and seconded by Counc. Shea that PAC:

B. Recommend that Council accept cash in lieu of Land for Public Purposes for the subdivision of 50 Chatwin Street to create Lot 26-01.

**CARRIED.**

**To:** **Chair and Members of Rothesay Planning Advisory Committee**

**From:** **Mark Reade, P.Eng., RPP, MCIP – Director of Planning and Development Services**

**Date:** **September 29, 2026**

**Subject:** **Rezoning R1B to R2 – 9 Clark Rd (PIDs 30130454 & 00241778)**

| | | | |
|---|---|---|---|
| **Applicant:** | Allison Macdonald | **Property Owner:** | Allison Macdonald |
| **Mailing Address:** | 9 Clark Rd<br>Rothesay, NB<br>E2E 2G8 | **Mailing Address:** | 9 Clark Rd<br>Rothesay, NB<br>E2E 2G8 |
| **Property Location:** | 9 Clark Rd | **PID:** | 30130454 & 00241778 |
| **Plan Designation:** | Medium Density Residential | **Zone:** | Single Family Residential Zone (R1B) |
| **Application For:** | Single Family Residential Zone (R1B) to Two Family Residential Zone (R2) | | |
| **Input from Other Sources:** | Polling | | |

**Origin:**
An application by Ms. Allison Macdonald to rezone 9 Clark Rd (PID 30130454 & 00241778) from Single Family Residential Zone (R1B) to Two Family Residential Zone (R2). The application would allow for the existing dwelling to be used as a two-unit dwelling. The applicant intends to use the existing dwelling with no new development, structure, or addition being added to the property.

At their meeting of August 10, 2026, Rothesay Council scheduled a Public Hearing for the rezoning application at 7 PM on Monday, October 19, 2026.

## Background:
The subject property is 2826m$^2$ in area is zoned Single Family Residential (R1B) and has an existing single unit residential dwelling which contains an unused temporary suite previously approved for the former owner. This former temporary suite area cannot be used due to the specific limitation that temporary suites be only be used by a family member of the owner.

## Municipal Plan:
The property is in an area of Rothesay designated as Medium Density Residential in the Municipal Plan. This designation provides for a mix of building topologies and densities from two-unit dwellings to multiple unit buildings. Permitted uses within these designations are outlined in Policy MDR-2 of the Municipal Plan.

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

Conversion of the existing building to a two-unit dwelling conforms to the Municipal Plan as this is a land use envisioned within the Medium Density Residential designation. It is considered compatible with the surrounding neighbourhood context which includes a mix of residential densities and dwelling types including single unit dwellings, a two-unit dwelling, and multiple unit dwellings having 12 and 24 units. The site is also located along a major roadway, Clark Road.



**Figure 1. Air photo – 9 Clark Road**

## Zoning:

The site is currently zoned Single Family Residential Zone (R1B) with a rezoning to Two Family Residential Zone (R2) required to permit the second dwelling unit. Staff have reviewed the R2 zone standards, and the proposal meets the R2 zone requirements except for the minor side yard setback and minimum building area.

- Minimum Building Area — Required: 185 square metres<br>Existing: 176 square metres +/-
- Minor Side Yard Setback — Required: 5 metres<br>Existing: 4.6 square metres

Staff do not consider these variances to be significant as they are required to accommodate an existing building, and they align with the context of the surrounding neighbourhood.

Should the rezoning be approved by Council, Staff will issue the required Development Officer Variances in conjunction with the required Building / Development Permit application.

Staff recommend a condition be imposed on the rezoning requiring the two parcels that comprise the site (PIDs 30130454 & 00241778) to be consolidated. This is recommended as the existing building straddles the property line between these two parcels. These two parcels are standalone lots as shown on a 1914 Plan of Subdivision.

**Polling**
Notification of the date and time of the Public Hearing has been provided to landowners within 100 metres of the subject site. Signage will also be posted on the property.

In accordance with the Community Planning Act, notification of the Public Hearing has been provided on the Town website.

**Summary**
Staff recommend enactment of the amending by-law along with a resolution of Council regarding the recommended requirement for consolidation of the parcels.

**Recommendation:**
Staff recommend that the Planning Advisory Committee consider the following motions:

A. 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)**.

B. 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.

**Attachments:**

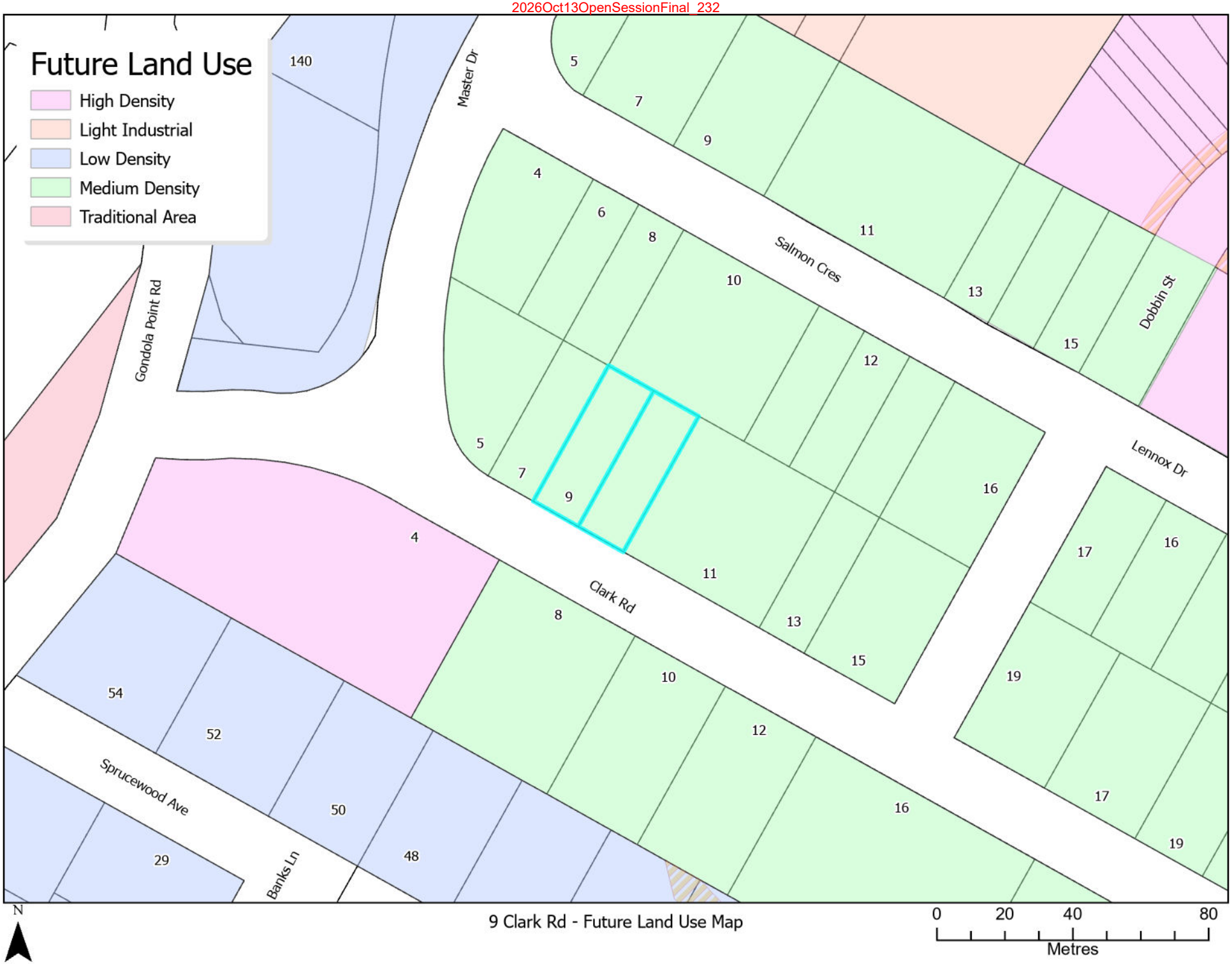
| | |
|---|---|
| Map 1 | Aerial Photo Location Map |
| Map 2 | Land Use Designation Map |
| Map 3 | Zoning Map |
| Attachment 1 | Draft Amending By-Law |
| Submission 1 | Site Plan / Floor Plan |



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP
Date: September 29, 2026

# 9 Clark Rd






9 Clark Rd - Future Land Use Map


Zone
Attached Residential
Light Industrial
Multi-Unit Residential Zone
Single Family Residential - Standard
Two Family Residential
Gondola Point Rd
Master Dr
Salmon Cres
Dobbin St
Lennox Dr
Clark Rd
Sprucewood Ave
4
6
8
10
11
13
15
12
5
7
9
16
17
19
54
52
50
N
Zoning Map
0
15
30
60
Metres

**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 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)**.

.

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE
AND ENACTED :

MAYOR

CLERK

DRAFT

# Attachment A - Bylaw 2-10-46

PID 30130454 & 00241778

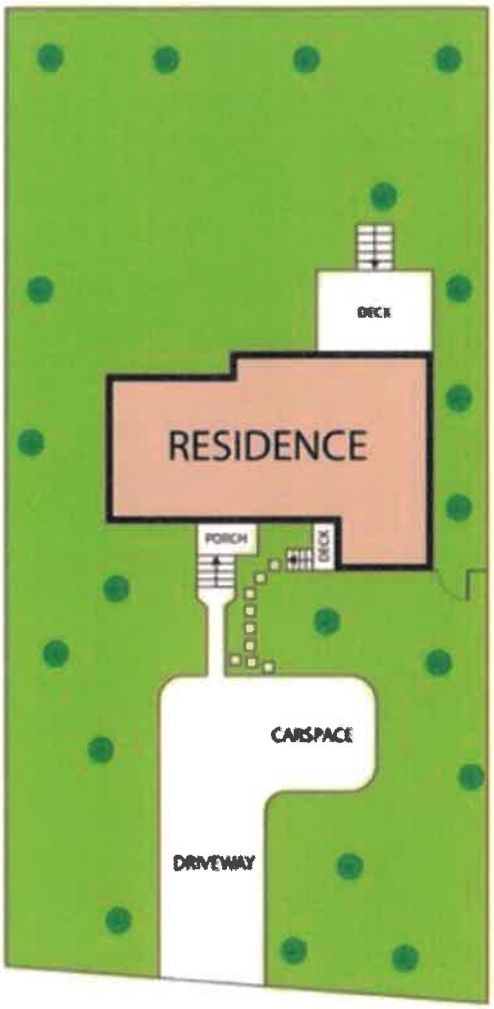





FIRST FLOOR




BASEMENT



# ROTHESAY
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Mayor Alexander and Council |
| FROM | : | Planning Advisory Committee |
| DATE | : | 6 October 2026 |
| RE | : | 9 Clark Road<br>30130454 & 00241778 |

**Recommendation:**

- 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)**.

- 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.

**Background:**

The Planning Advisory Committee passed the following motions at its regular meeting of Monday, October 5, 2026:

**MOVED** by Counc. Lewis and seconded by R. Guimond that:

A. 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 Counc. Lewis and seconded by M. Graham that:

B. 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.**

\

**To:** **Chair and Members of the Rothesay Planning Advisory Committee**

**From:** **Mark Reade, P.Eng., RPP, MCIP – Director of Planning and Development Services**

**Date:** **Tuesday, September 29, 2026**

**Subject:** **Rezoning Attached Residential [R3]– Lands south of 5, 7, 9, and 11 Cameron Road (PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064378 (portion), 00064352 (portion)**

| | | | |
|---|---|---|---|
| **Applicant:** | Don-More Surveys and Engineering Ltd. | **Property Owner:** | L T S Investments Inc |
| **Mailing Address:** | 520 Somerset Street<br>Saint John, NB<br>E2E 0E9 | **Mailing Address:** | 312 Rothesay Ave<br>Saint John, NB<br>E2J 2B9 |
| **Property Location:** | Lands south of 5, 7, 9, and 11 Cameron Road | **PID:** | PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064352 (portion), 00064378 (portion) |
| **Plan Designation:** | Medium Density Residential: PIDs 00064386, 00246769, 00064394, 00064402, 00064337, 00246868 00064345 (portion), 00064378 (portion)<br><br>High Density Residential: PID 00064352 (portion) | **Zone:** | Single Family Residential – Standard [R1B]: PIDs 00064337, 00246868, 00064402, 00064394, 00064386,00246769<br><br>Multi-Unit Residential [R4]: PIDs 00064345 (portion), 00064378 (portion), 00064352 (portion) |
| **Application For:** | Rezoning to Attached Residential [R3] | | |
| **Input from Other Sources:** | Operations, KVFD, KRPF | | |

**Background:**
On May 5, 2025, the Planning Advisory Committee tabled the rezoning application for the proposed cluster development to allow staff to prepare a draft Development Agreement prior to referring the application to Council for a Public Hearing.

A revised proposal was considered at the Committee's May 2026 meeting, however the item remained tabled to provide the developer with additional time to meet with area residents. Following the May 2026 meeting, the developer met with area residents and prepared a revised concept providing 34 units in a mix of two-unit (9 buildings) and four-unit buildings (4 buildings) on a 4.37-hectare site.

The property is designated Medium Density Residential and High Density Residential in the Municipal Plan and zoned Single Family Residential – Standard [R1B] and Multi-Unit Residential [R4]. The adjacent section of Cameron Road is serviced with both sanitary sewer and water.

A rezoning to Attached Residential [R3] has been requested. This zone provides for two-unit, and townhouse dwellings such as the ones proposed for the site. It also allows for multiple buildings on a lot, as proposed by the developer, subject to the approval of the committee and provision of appropriate access.

The iterations in the development concept are provided below in Figures 1 through 3.

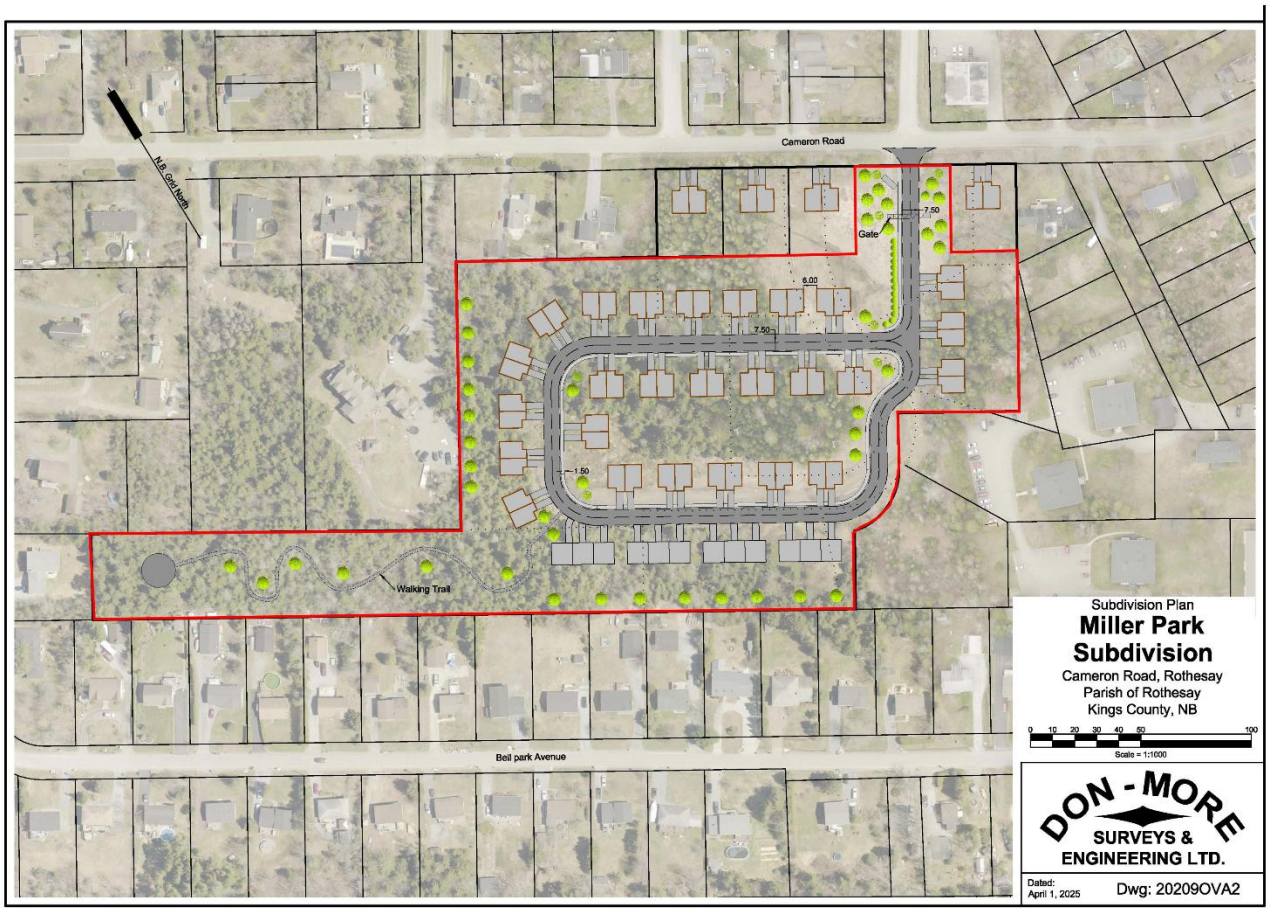



**Figure 1 – Original (2025) concept proposing 64 units in a mix of two- and three-unit buildings.**




**Figure 2 – Revised (May 2026) concept proposing 50 dwelling units.**




**Figure 3 – Current (July 2026) concept proposing 34 dwelling units.**

| Table 1.0 – Comparison of Design Concepts | | |
|---|---|---|
| **Concept** | **Units** | **Access** |
| Original – 2005 | 64 units<br>4 3-unit buildings<br>26 2-unit buildings | P-loop from Cameron Road (gated access) |
| Revised – May 2026 | 50 units<br>4 4-unit buildings<br>17 2-unit buildings | P-loop from Cameron Road (gated access)<br>Second access from Miller Park |
| Current – July 2026 | 34 units<br>4 4-unit buildings<br>9 2-unit buildings | Single access from Cameron Road (gated access)<br>Terminates in 2-cul-de-sacs |

**Municipal Plan:**
The subject site is designated Medium Density Residential and High Density Residential in the Municipal Plan. These designations provide for a mix of building topologies and densities from two-unit dwellings to multiple unit buildings. Permitted uses within these designations are outlined in Policies MDR-2 and HDR-2 of the Municipal Plan.

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

The two-unit and townhouse dwellings within the proposed development conform to the envisioned land uses within both the Medium Density and High Density Residential designations of the Municipal Plan and are considered compatible with the surrounding neighbourhood context.

**Zoning:**
The existing zoning of the site does not allow for a cluster style development of two-unit and townhouse dwellings. A rezoning to Attached Residential [R3] is required to accommodate the applicant's proposal.

The R3 zoning permits two-unit and townhouse dwellings and provides for multiple buildings on a lot subject to PAC approval and provision of appropriate access. Compliance with the standards of the R3 zoning is summarized in Table 2.0.

| Table 2.0 – Compliance with Attached Residential (R3) Zone Standards | |
|---|---|
| **Minimum Lot Area:** The greater of 1200 sq.m. or 400 sq.m. per residential unit | The proposed lot has an area of 4.37 hectares which can accommodate 109 residential units based on the by-law standard. The current development concept provides 34 residential units. All the development concepts proposed since 2025 by the proponent comply with the density standard. |
| **Minimum Lot Frontage**:<br>40 metres | 35.7 metres are provided. This will require a variance from the standards from the R3 zone.<br><br>The 40-metre frontage standard is based on the development of an actual building lot in the R3 zone for a two unit or a townhouse dwelling and not a lot configuration such as the one proposed where the purposes of the lot frontage are driveway access to a cluster style development. Staff note the approximate frontage of 35.7 metres is more than adequate for the placement of roadway access from Cameron Road and associated landscaping and buffering and is greater than the typical 20 metre right-of-way width for a public street.<br><br>Should the rezoning be approved by Council, a Development Officer variance will be issued for the reduced 35.7 metre frontage. |
| **Minimum Setback from Property Lines:**<br>7.5 m Rear Yard<br>5 m Side Yard | The following setbacks, exceeding the minimum requirements, are proposed from the property boundaries in the current plan:<br>• South Boundary - 19.38 metres to 19.71 metres<br>• North Boundary -15.5 metres to 16.5 metres<br>• West Boundary - 97 metres including an undisturbed area from 9.6 metres to 94 metres in depth |
| **Building Height**<br>Maximum 9 m<br>Minimum 3 m | The proposed buildings have a maximum height of 4 metres. |
| **Maximum Building Coverage:**<br>40% | The proposal has buildings covering approximately 7.1% of the lot which is below the maximum permitted building coverage. |
| **Driveway Entrance**<br>Maximum width: 5 m<br>Maximum number: 1 | Variance is required for the driveway width.<br><br>Staff note the by-law standard appears to relate to driveway widths for individual townhouse units and not a private driveway serving multiple units such as the one proposed in the application. Requirements of the National Building Code would govern in the case of the application requiring a minimum access width of 6 metres. |
| **Minimum Floor Area Per Dwelling Unit:** 90 sq.m. | Each of the dwelling units has a floor area of approximately 112 sq.m. excluding the garage. |

Except for the required variance related to access and lot frontage, the proposal meets the dimensional standards of the R3 zone.

The R3 zone also requires 1 accessible unit for every 30 units in the project. Staff note there is no legal authority supporting this requirement under the *Community Planning Act.* Further, the Provincial requirement for barrier-free design, the *Barrier-Free Design Building Code Regulation – Building Code Administration Act,* specifically exempts duplexes and rowhouse from the Provincial barrier free requirements.

While the developer has prepared three iterations of the development concept, Staff note that although the initial (2025) and second (May 2026) concepts provide more dwelling units than the current proposal, this higher development intensity still aligns with the Municipal Plan and density requirements of the Zoning By-law. Given this staff are supportive of a higher level of density on the site as advanced by the development with the 2005 and May 2026 concepts.

**Access**
The access functions more as a driveway as it is owned by a single landowner or entity. Staff are of the opinion the access is appropriate and conforms to Municipal Plan policy but must be subject to specific design parameters to ensure safe access for residents and emergency and service vehicles.

**Municipal Servicing**
Municipal water was extended along this portion of Cameron Road in 2024 in conjunction with roadway resurfacing. Associated servicing costs were recovered from the developer as required by a resolution of Rothesay Council.

Infrastructure design for the development will be subject to a Development Agreement that will cover aspects such as water supply metering and backflow prevention, and provision of water supply for firefighting purposes.

Operations Staff have identified an existing sanitary sewer on the development site that may need to be relocated or accommodated within a Local Government Services Easement. The assent of Rothesay Council to any necessary Local Government Services Easements will be required.

**Storm Water**
Should Council approve the rezoning request and development agreement, the project will be required to comply with Schedule "D" – Storm water Standards of Rothesay's Zoning By-Law. This will require the stormwater design for the development to attenuate post-development 1:5 year and 1:100-year runoff to the pre-development 1:5 year and 1:100-year runoff.

**Subdivision**
The proposed Tentative Plan of Subdivision conforms to the Subdivision By-Law. As the number of lots is not increasing, there is no requirement for Land for Public Purposes or money in lieu of Land for Public Purposes.

The proposed private driveway will require a unique name in accordance with NB911 requirements.

**Development Agreement:**
A rezoning to R3 would, subject to Council's discretionary approval, be subject to the approval of a Development Agreement pursuant to Section 59 of the *Community Planning Act*. A draft Development Agreement is attached to the report and will be amended through the Council approval process.

The draft Development Agreement includes provision for the following:

- A cap of 64 units to be developed on the site. Staff note the allowable density within the R3 zone supports the level of development originally proposed by the developed in 2025. This level of density would provide additional revenue to support development of a sidewalk in the Cameron Road public right-of-way as required by the Town.

- A requirement for provision of a detailed landscaping plan with the initial Development / Building Permit application for the development.
- Requirements related to the architectural design of the elements including a differentiation of cladding materials on the front façades of the buildings and articulation of the front facades for the buildings containing three or four dwelling units.
- A requirement for a net zero stormwater management plan.
- Construction of a sidewalk along the Cameron Road right-of-way from 11 Cameron Road to the Gondola Point Road / Cameron Road intersection.

**Polling**
At their meeting of September 14, 2026, Council set a Public Hearing date of Monday October 26 for the application. Written notification of the Public Hearing is being provided to landowners within 100 metres of the subject site and signage will be placed on the site.

Notification of the Public Hearing will be posted on Rothesay's website in accordance with the *Community Planning Act*.

**Recommendation:**
It is recommended THAT the Planning Advisory Committee consider the following motions:

A. 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)**.

B. 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)).

C. PAC hereby recommends that Council assent to any necessary Local Government Services Easements that will be required for the proposed development.

D. That the Committee approve more than one building to be constructed on the lot.

**Attachments:**

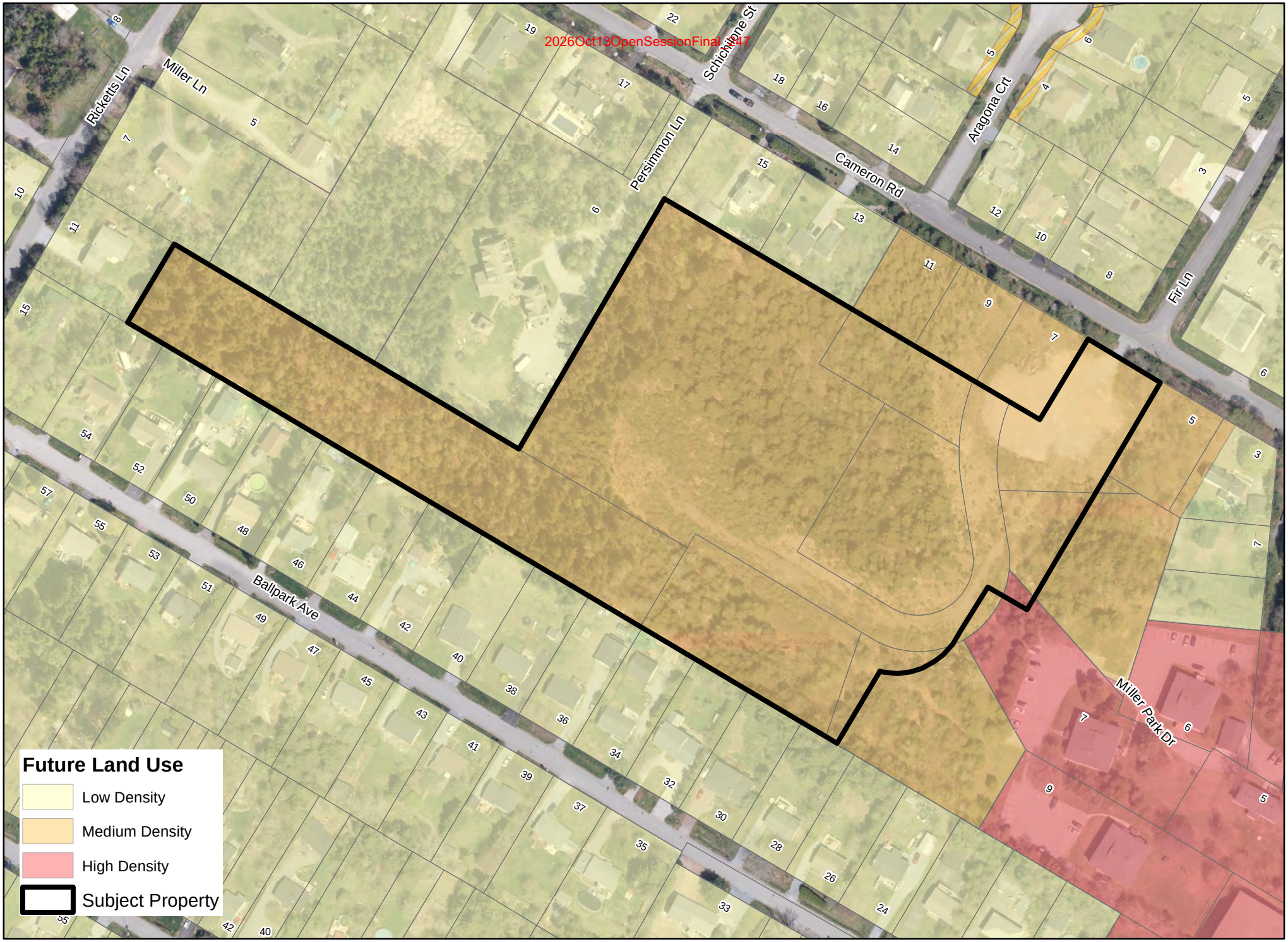
| | |
|---|---|
| Map 1 | Aerial Photo Location Map |
| Map 2 | Future Land Use Map - Municipal Plan |
| Map 3 | Zoning Map |
| Attachment 1 | Proposed Site Plans |
| Attachment 2 | Tentative Subdivision Plan |
| Attachment 3 | Conceptual Building Plan |
| Attachment 4 | Draft Development Agreement |
| Attachment 5 | Draft Amending By-Law |



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP
Date: Tuesday, September 29, 2026



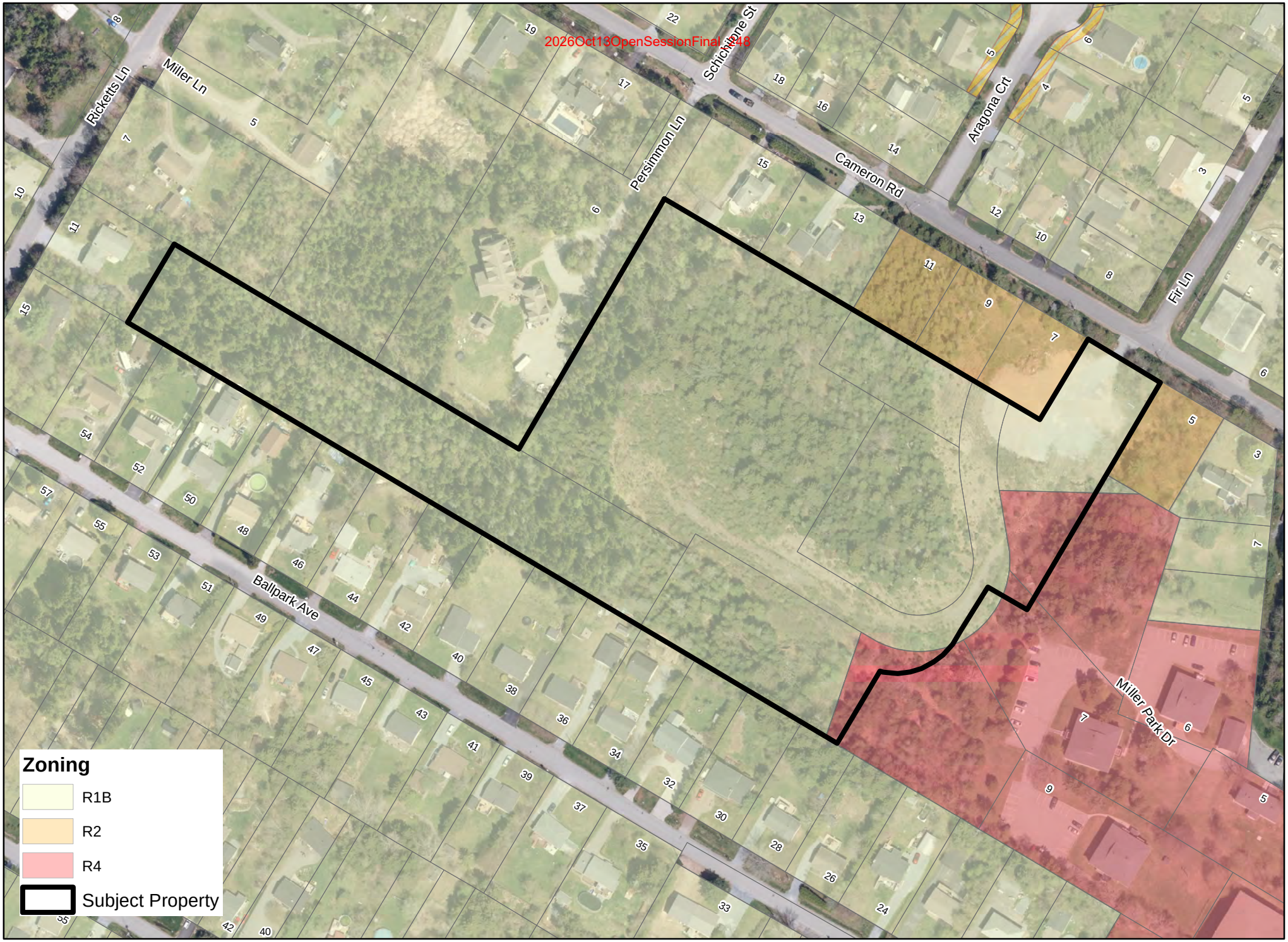

0 35 70 140
Metres




Future Land Use

0 35 70 140

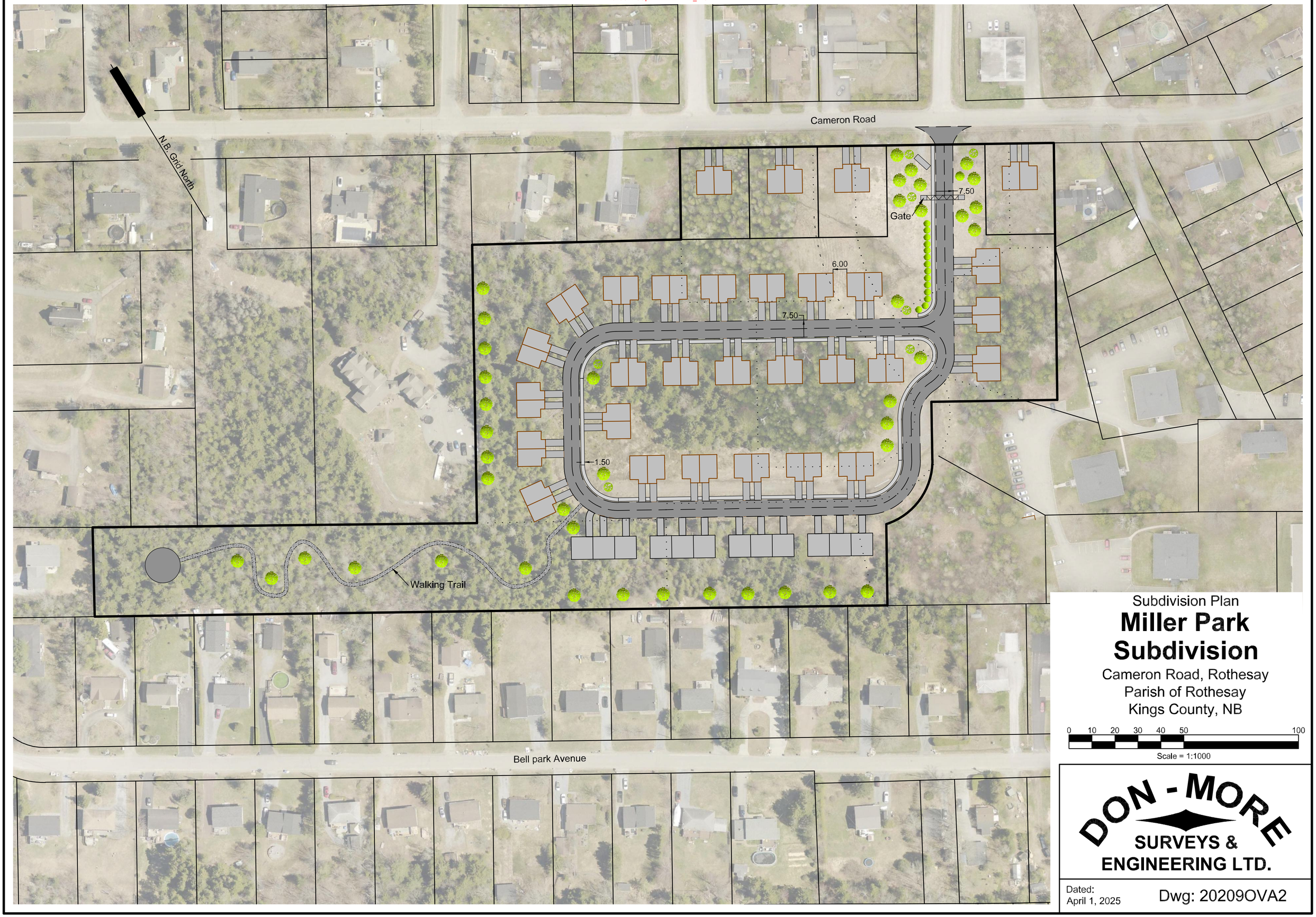
Metres




Zoning Map

0 35 70 140

Metres




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

2026Oct12OpenSessionFinal_250

DETENTION POND
DETENTION POND
DETENTION POND
DETENTION POND
WETLAND
WETLAND BUFFER
WETLAND DELINIATED
7.50m WIDE LANE
6.00m WIDE LANE
PROPOSED EDGE OF ASPHALT & CURB
EXISTING EDGE OF ASPHALT & CURB
AFFECTED TREES

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

2026Oct12OpenSessionFinal_251




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.
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- 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.**

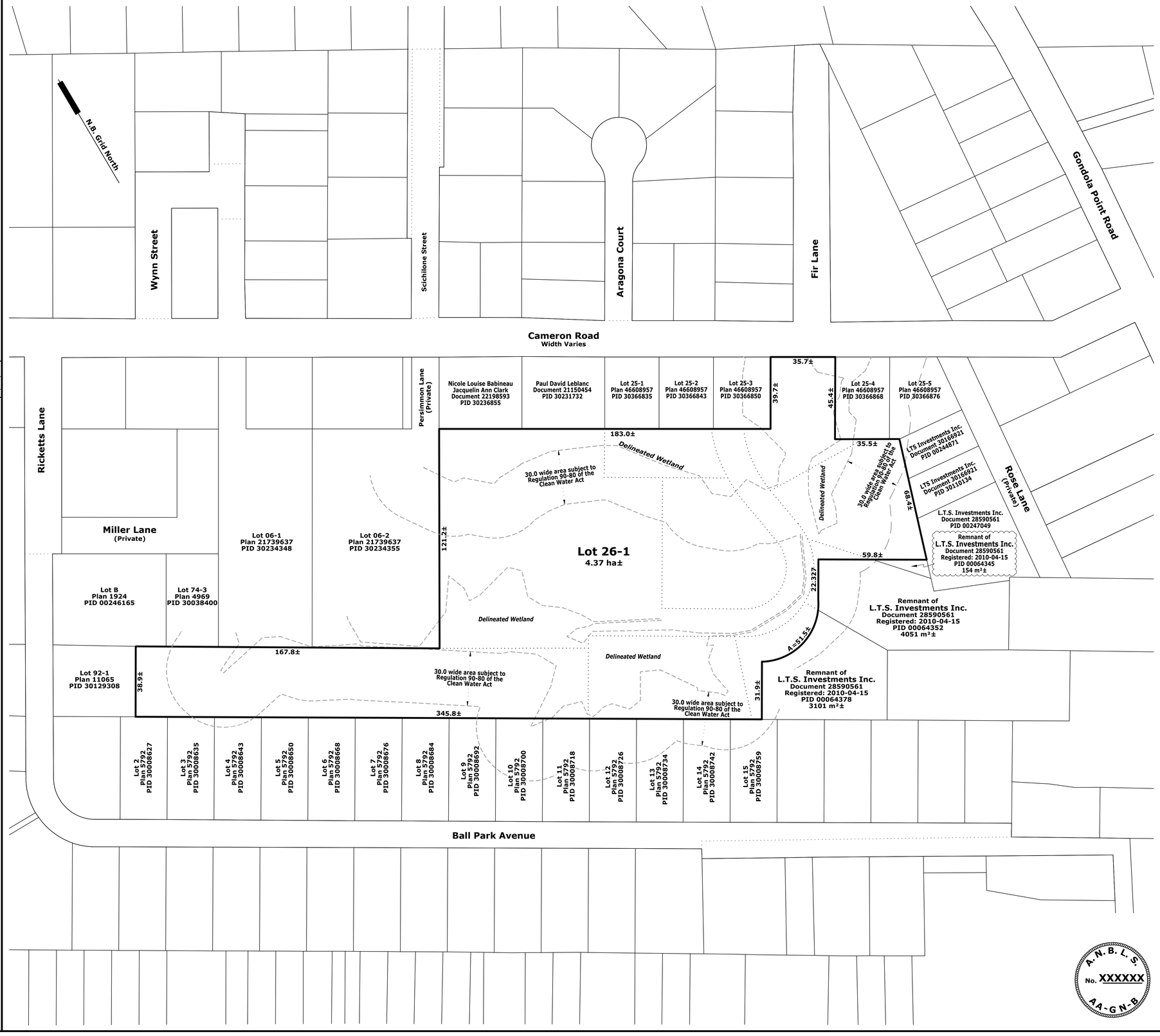
**Areas identified as Delineated Wetlands, Watercourses By Andrew Toole on June 25, 2025 Job No. 20209.**

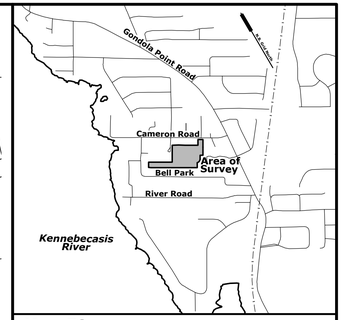
## Title Data

**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 | |
| 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**

A.N.B.L.S. No. XXXXXX AA-G-N-B



# 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"




**Unit A**
971 Sq.Ft.

**Unit B**
1059 Sq.Ft.

*NOTE: Artist's renderings do not reflect actual home specifications.*

# 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.**<br>312 Rothesay Ave<br>Saint John, NB<br>E2J 2B9 (Hereinafter called the "Developer") |
| Agreement with: | **Rothesay**<br>70 Hampton Road<br>Rothesay, New Brunswick<br>E2E 5L5 (Hereinafter called the "Town")<br><br>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.

2026Oct13OpenSessionFinal_266



# 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" |

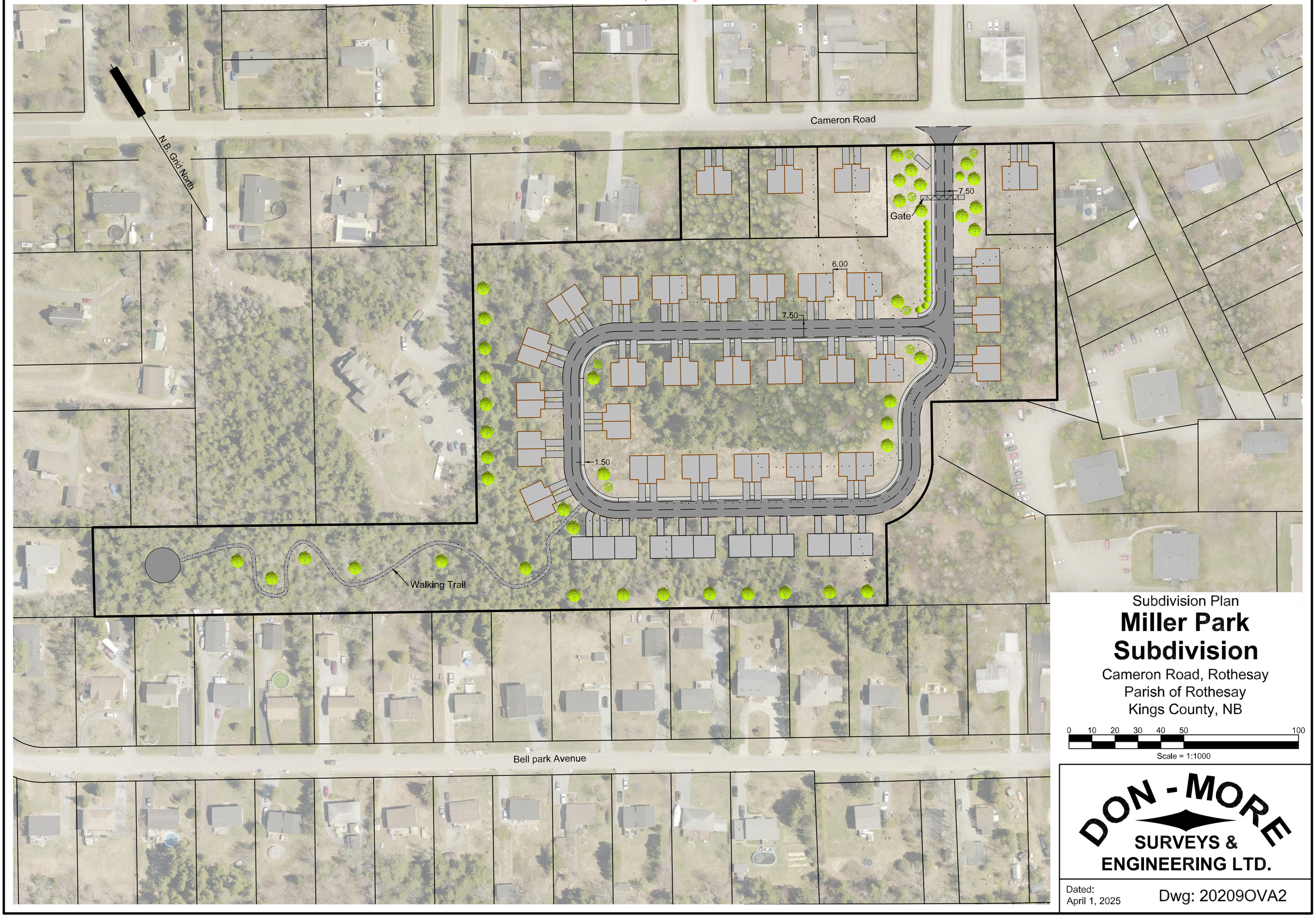
*"All dimensions are approximate"*




*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

2026Oct12OpenSessionFinal_269




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

2026Oct13OpenSessionFinal_270




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

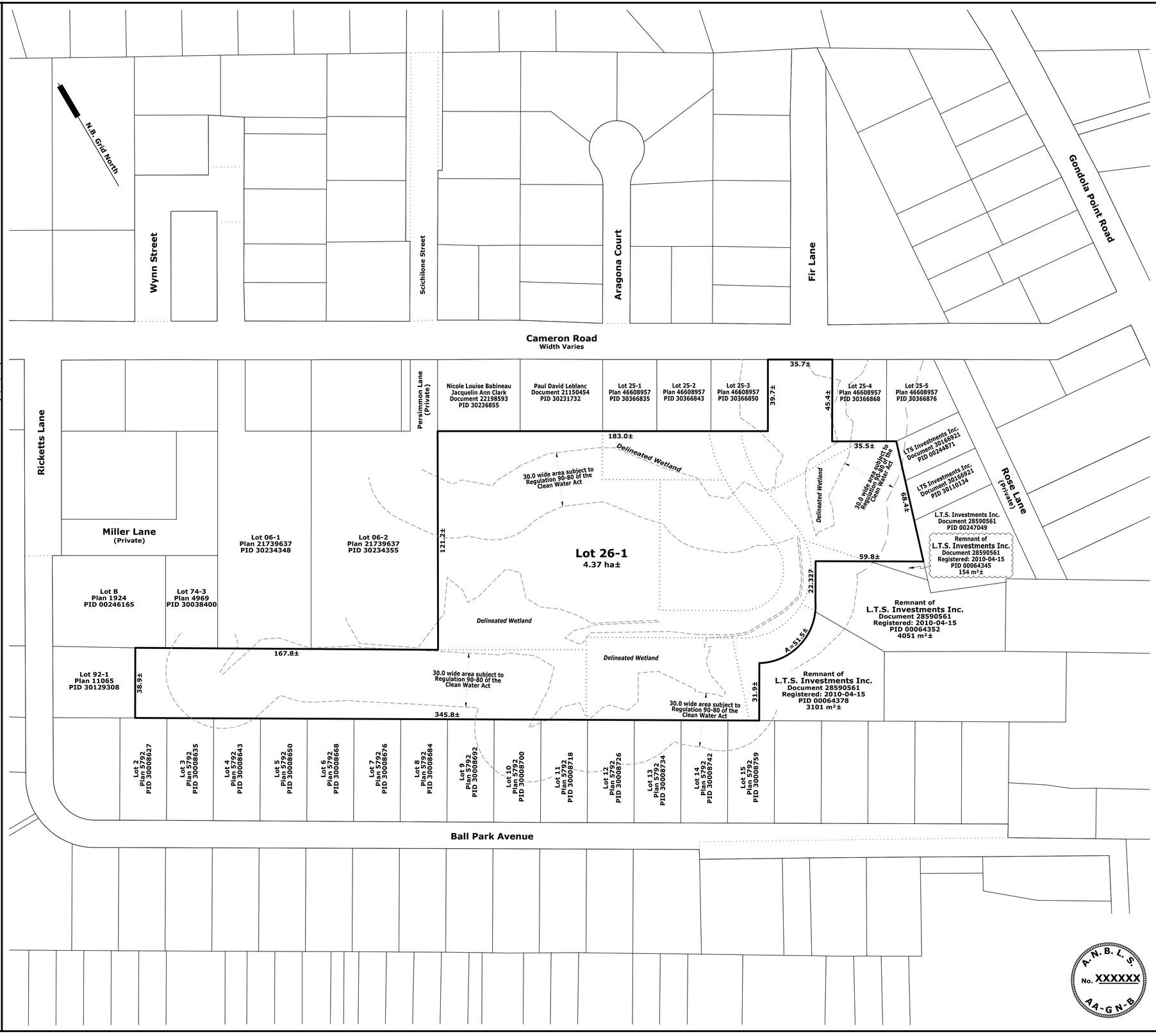
**TITLE:**

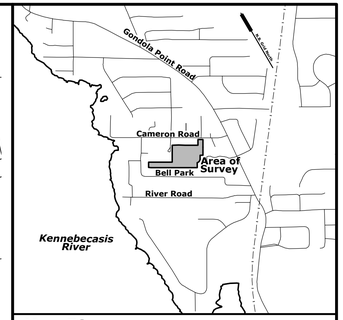
# SITE PLAN

SHEET C1 of 2

**ISSUE:** ISSUED FOR REVIEW
DATE OF: 2026-07-28

**REV #** 1




## 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 | ⊸ |
| 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.

## 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.

A.N.B.L.S. No. XXXXXX AA-G N-B

# 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<br>LTS INVESTMENTS INC.<br>312 Rothesay Ave<br>Saint John, NB<br>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**<br>Rothesay<br>70 Hampton Road<br>Rothesay, N.B.<br>E2E 5L5 |
| Office Held by Deponent: | Clerk |
| Corporation: | **Rothesay** |
| Other Officer Who Executed the Instrument: | **MAYOR**<br>Rothesay<br>70 Hampton Road<br>Rothesay, N.B.<br>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**

**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)**.

.

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE
AND ENACTED :

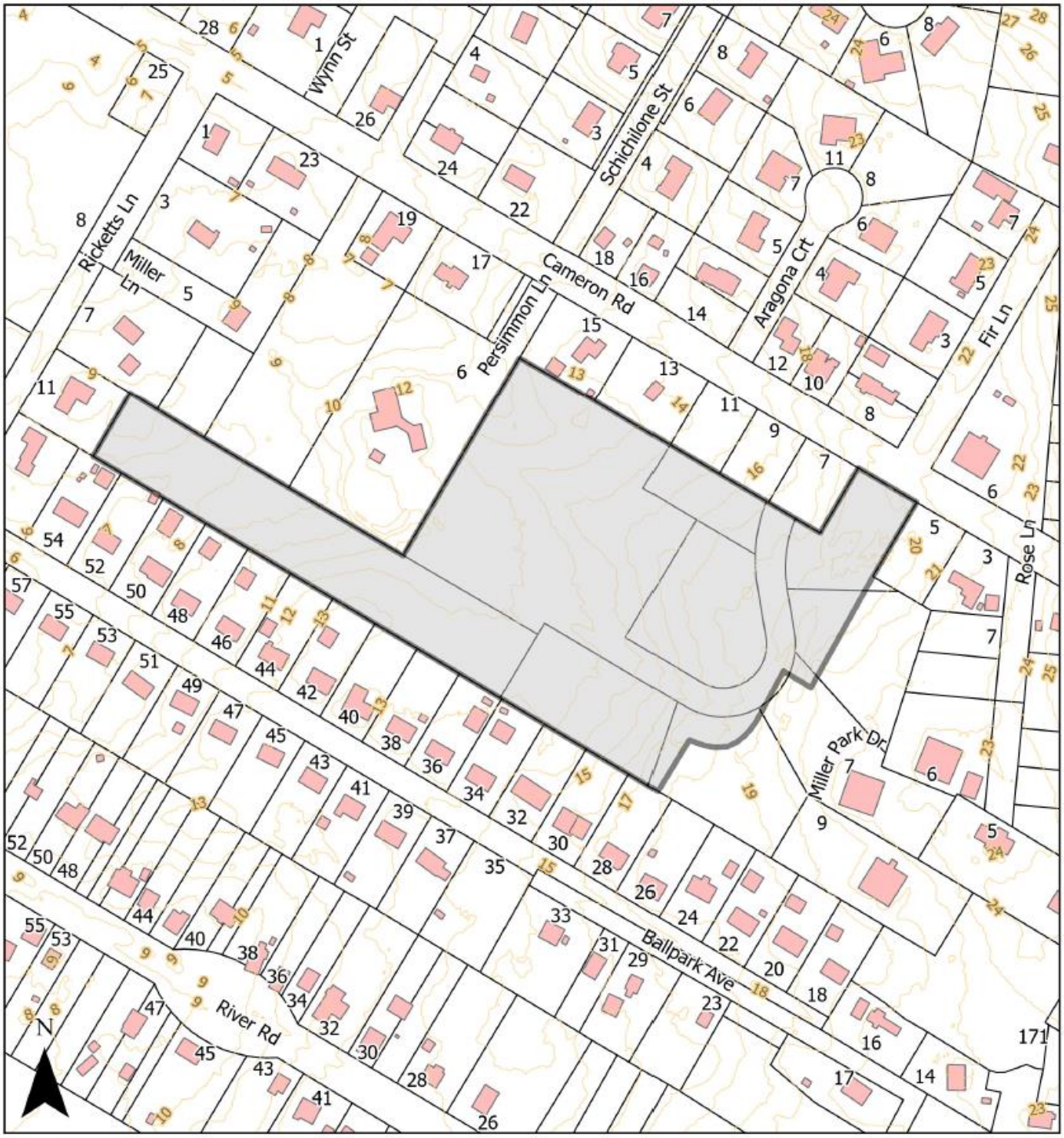
MAYOR

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

Outlook

## FW: Support for Cameron Road Rezoning

**From** Mark Reade <markreade@rothesay.ca>
**Date** Tue 2026-09-01 8:03 AM
**To** Darcy Hudson <DarcyHudson@rothesay.ca>; Neil McKenna <neil.mckenna@rothesay.ca>

### For Cameron Road

**From:** Rothesay Info <rothesay@rothesay.ca>
**Sent:** September 1, 2026 7:56 AM
**To:** Matthew Alexander <MatthewAlexander@rothesay.ca>
**Cc:** Mark Reade <markreade@rothesay.ca>
**Subject:** RE: Support for Cameron Road Rezoning

Good morning,

By copy of this email I am forwarding your comments to Mark Reade, Director of Planning and Development.

**Rothesay Administration**
rothesay@rothesay.ca
70 Hampton Rd, Rothesay NB, E2E 5L5
T: 506-848-6600 | F: 506-848-6677
rothesay.ca

**From:** >
**Sent:** September 1, 2026 7:29 AM
**To:** Rothesay Info <rothesay@rothesay.ca>; Matthew Alexander <matthewalexander@rothesay.ca>
**Subject:** Support for Cameron Road Rezoning

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

To: All members of Rothesay Planning and Advisory Committee, Mayor Matthew Alexander and all Council members.

I am writing to express my support for the latest site plan and proposed rezoning for the land south of 7, 9, and 11 Cameron Road.

At the onset of the application for this rezoning I was vehement opposed. Since April 2025 I have fought hard against the rezoning resulting in many delays, extra expenditures, and headaches to the developer. In spite of it all, the developer has maintained a positive relationship with members of the community. This connection with the neighbourhood manifested itself in a new plan with a considerable reduction in the number of homes to be built. This iteration did nothing, however, to address the loss of wetland, buffers, and road safety. At the urging of the Friends of Cameron Road Committee, 27 letters of protest were presented to PAC. Subsequently the developer read and heard the concerns and requested that his application for rezoning be tabled until such time as he and his team could sit down with the community and find a plan that would address their concerns.

On July 23, 2026 the developer presented his new vision to a room full of approximately 40 concerned citizens. The outcome of his discussion and presentation was overwhelmingly positive. The number of homes had been greatly reduced; the detention pond issues had been resolved, and a large portion of the wetland had been left untouched. There were still questions about road safety, however, the majority of the people in attendance indicated their support of the plan.

The developer has bent over backward to make his development both feasible for him and acceptable to the majority of the community.

I am 100% behind the latest plan and congratulate the developer for listening and responding to the needs of the community. I strongly urge PAC to recommend that the rezoning of the above mentioned development to R3 go forward without insisting on any changes to the plan.

I look forward to having the opportunity to discuss this matter further at the upcoming PAC meeting.

Danny Dobson has listened to the community in which he wants to build…be like Danny!

Respectfully

15 Cameron Road, Rothesay

Sent from my iPad

## Liz Hazlett

**From:**
**Sent:** Monday, June 29, 2026 7:11 PM
**To:** Rothesay Info
**Subject:** Presentation Deck for Mayor Alexander and Council (1 of 2)
**Attachments:** 2026-06-29 Something Special_Mayor Matt Alexander-FINAL Main Deck.pptx

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Please distribute to Mayor Alexander and Council. Thanks!

Hi Mayor Alexander,

Thanks, again, for meeting with us today. Here is a copy of the deck for your and Council's reference.

We trust our input regarding the proposed development, between Cameron Road and Ball Park Ave, will contribute to the Town Council's deliberations for alternatives to implement to ensure the continuity of our community's character and quality of life.

Sincerely,

# There's "Something Special"
## Cameron Road, Rothesay, NB

Prepared By:

# Outline

1. There's Something About Rothesay
2. Common Goal
3. Quality of Life and Character Preservation
    A. Vehicle and Pedestrian Safety
    B. Remnant Wetland and Watercourses
    C. Infrastructure to Density Balance
4. Summary
5. Appendix Pictures

# There's Something About Rothesay

Maybe it's the mature tree-line streets.
Maybe it's the view of the Kennebecasis River.
Maybe it's the sense of community that seems to have been built over generations.

Whatever it is, people don't just move to Rothesay – they tend to stay.

I often hear people talk about the feeling they get when they drive through Rothesay. It's not just about the houses. **It's about the pride of ownership, the sense of belonging, and the quality of life that comes with living there.**

Facebook (June 15, 2026)

# Rothesay‘s Strategic 2026-2031 Plan

”That Something Special” captured in Rothesay’s Strategic Plan:

- “..collective commitment to ensuring that Rothesay remains a community where quality of life is exceptional, where neighbours care about each other”
- The plan recognizes that Rothesay’s strength lies not in the rapid expansion, but in careful stewardship that preserves the character and quality of life that makes our community distinctive.
- ...Rothesay has the opportunity to serve as a model for other communities **navigating the tensions between growth and character preservation**, demonstrating it is possible to accommodate change while **strengthening the very qualities that make a place special**.

# Mayor Alexander's Swearing In Address

"That Something Special" captured in Mayor Alexander's address:

- ...preserving qualities that make Rothesay such a special place to call home.
- Long term interests of our overall community ahead of political interests.
- We will be asked to balance growth with preservation
- ... commitment of finding effective solutions to advance best interests on our residents.
- We all want future generations to enjoy the **same quality of life** that has made this town, **such a special place to call home**.
- Every decision we make affects the lives of residents.
- We are not owners of this community. We are temporary stewards.

# Common Goal

We are advocating for "**That Something Special**" to be maintained in our historic Fairvale Park neighbourhood with its unique identity within Rothesay.

- Homeowners (27) wrote emails to the Planning and Advisory Committee with points of concern for proposed development plans.
- Our homeowners offer a wealth of knowledge & wisdom, with 100's of years of collective experience, including change management for finding solutions within challenges.
- Many of the 27 letters have reasoned alternatives to navigate the 3 predominate tensions challenging "character preservation" and "quality of life" by the proposed growth.

Town Council is asked to seriously examine and deliberate on alternative growth options offered by homeowners experiencing life in our community.

# A. Vehicle and Pedestrian Safety

Increased Cameron Road traffic from development would be **untenable:**

- Current PEAK vehicle & foot traffic safety is barely tenable
  - Inadequate shoulder space for access to school buses at top of Cameron
  - Vehicles merge onto Gondola Point Rd facing a blind knoll and unending feeder traffic
  - Vehicles use shoulder of road or left side to navigate around pedestrian traffic
- The road is used by both local and non-local people as a "pass through"
- The road is unlike other narrow roads in Rothesay; it is the access point to:
  - 3 beaches, park, playground, tennis and basketball courts used
  - Recreational water sports - kayaking, boating, and ice fishing

**Alternative:** Gondola Point Road be the primary access point for Miller Park leaving Cameron Road as secondary emergency access point only.

# B. Remnant Wetland and Watercourses (1)



GeoNB Map of Wetland Including Buffer Zones

# B. Remnant Wetland and Watercourses (2)

- A Remnant Wetland is less than 2 hectares in size
  - A surviving fragment of a larger, originally contiguous wetland ecosystem that has persisted despite significant surrounding land-use changes.
  - Often ecologically "intact", containing native flora and fauna escaping major disturbance.
  - Remnant wetlands were removed from the GeoNB map in 2011
  - This wetland was added back onto the GeoNB map in June 2026; Delineation June 2025
- The Wetland behind Cameron Road contains Bog Gardens, Treed Swamp, two Streams, Stream Banks, and a Water Corridor
- This Wetland provides significant environmental and economic benefits to Rothesay and the bordering neighbourhood.

# Bog Gardens
# Cameron Road Side







# Streams and Stream Banks
# Cameron Road Side







# Stream Banks
# Ball Park Road Side







# Water Corridor
# Towards Gondola Point Road

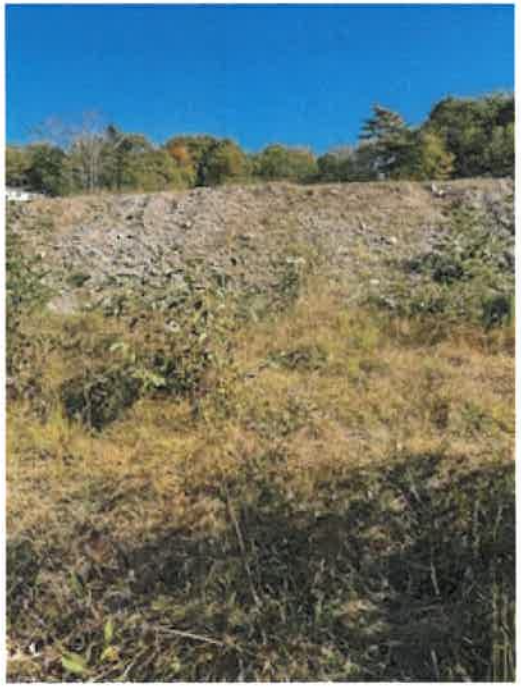




# Wetland and Watercourse Alteration (No Permit) ~2010-2015







# Wetland Disruption
# Impact on Neighbouring Property







# Wetland Disruption
# Impact on Neighbouring Property







# Wetland Disruption
# Impact on Neighbouring Property







# B. Remnant Wetland and Watercourses (3)

## Why the concern for Phase 1 (2025)?

- Non-disclosure of the wetland delineation report for the Phase 1 Public Hearing process contributed to a flawed public hearing process undermining public trust
- Non-permitted alterations were done between 2010-2015, as documented on Google Earth

## Why the concern for Phase 2 (2026)?

- Area residents will suffer loss to their quality of life through negative environmental impacts
  - Unidentified and unintended consequences to area trees, wells, flood and drought mitigation, land owner's privacy and enjoyment of nature, etc.
- Wildlife and migratory birds will suffer from the loss the ecological integrity
  - Displacement of wildlife into the open
  - Disruption of the **migratory corridor and nesting** from Gondola Point Rd to Kennebecasis River

# B. Remnant Wetland and Watercourses (4)



2026 Proposal for 50 “doors



2026 Wetland GeoNB Map




Migratory Path

# GeoNB Map – “Fairvale Area”



# B. Remnant Wetland and Watercourses (5)

Clearcutting and wetland destruction causes irreversible damage with loss of:

- Groundwater Recharge protection for our well water supply
  - 1 acre filters 7.3M gal of water per year*
- Natural drought and flood mitigation reducing need for 4 detention ponds
  - 1 acre absorbs 1M-1.5M gal of water per year by acting like a sponge**
- Overall ecological resilience and biodiversity support
- Noise reduction and protection of privacy for existing residents
- Protective corridors for wildlife, migratory birds and waterfowl

**Alternative:** Allow only a) building permits on the current R4 area near the existing apartment buildings b) very limited, if any, rezoning of R1 area to R2 or R3.

Disallow building permits on lower R1 area behind 11, 13, and 15 Cameron Rd (wetland & watercourse) bridging across to Ball Park Ave (wetland & watercourse).

* Ducks Unlimited and U.S. Army Corps of Engineers

**US Environmental Protection Agency (US EPA)

# C. Infrastructure to Density Balance

Cameron Road is a low-density, family-oriented neighbourhood defined by:

- Its natural beauty and integration into nature
- a strong sense of community.
- Its recreational amenities and water sport activities

The proposed development's density is ~8 times the area's residential density

The density would create added infrastructure pressure on traffic, emergency services, health care clinics, hospice, and telecommunications with potential:

- Health and wellbeing safety issues
- Untenable vehicle and pedestrian traffic safety
- Compromised privacy for neighboring properties
- Light and noise pollution

This density imbalance would negatively impact the community's historical

- Character and quality of life.

**Alternative:** Reduce the number of "doors" to 30 or less (from 50) for development on a smaller area of land than proposed resulting in 1) overall less density pressure on infrastructure and 2) protection of the wetland and watercourses.

# Summary

We identified three shared concerns from the 27 letters submitted by homeowners to PAC that will negatively impact our neighbourhood's character and quality of life.

Homeowners offered reasoned suggestions for preserving that "something special" aligning with Rothesay's Strategic Plan:

- Gondola Point Road to be the primary vehicle access point to Miller Park
- Remnant wetland preserved with a treed buffer zone for adjacent properties
- Development density reduced to mitigate pressure on infrastructure and supporting services

Town Council is being asked to deliberate for alternatives to implement to ensure the continuity of our community's character and quality of life.

# APPENDIX

# Watercourse Pictures

May 2025 to March 2026

# May 2025 (CR)



# October 2025 (BP)



# January 2026 (CR)





# March 2026 (CR)



# Wetland Wildlife Activity




## At 13 and 15 Cameron Road

Fri, Jun 5 at 6:49 AM

Jacie



A brand new baby sleeping not 10' from our driveway. Mom went off to eat. It is a wonderful feeling to know that they feel that this is a safe place. No mowing this morning I guess.














blink

Outlook

## FW: Rezoning Application by LTS Investments for 34 units

**From** Rothesay Info <Rothesay@rothesay.ca>
**Date** Thu 2026-09-03 9:08 AM
**To** Mark Reade <markreade@rothesay.ca>; Darcy Hudson <DarcyHudson@rothesay.ca>; Neil McKenna <neil.mckenna@rothesay.ca>

**Rothesay Administration**
rothesay@rothesay.ca
70 Hampton Rd, Rothesay NB, E2E 5L5
T: 506-848-6600 | F: 506-848-6677
rothesay.ca

**From:**
**Sent:** September 3, 2026 9:07 AM
**To:** Rothesay Info <Rothesay@rothesay.ca>; Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Don Shea <donshea@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Tyler Davis <tylerdavis@rothesay.ca>; Danny Dobson
**Subject:** Rezoning Application by LTS Investments for 34 units

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

Dear Planning Advisory Committee (PAC), Mayor Alexander, Council, and Danny Dobson,

My name is . I live at 12 Cameron Road, directly across from the Phase 1 development.

This email is to respond to the rezoning application for development of 34 units between Cameron Road and Ball Park Ave. I'm including Council & Danny Dobson, so my comments are received first hand.

**INTRODUCTION**

Firstly, I'd like to thank Danny Dobson again for keeping a clean construction site for Phase 1, taking pride in the aesthetics of his development, and being thoughtful of the neighbours.

Secondly, his demonstration of courageous leadership by initiating a meeting with neighbourhood homeowners allowed for a good, productive discussion. He listened to and diffused many concerns expressed from the 27 letters submitted, in May this year to PAC, by proposing the following:

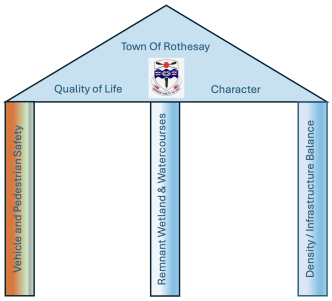
- Density reduction from 64 initial doors to ~30 (max 34) doors
- Wetland and watercourse protection below 9, 11 Cameron Rd to Persimmon Lane
- Treed buffer zones included for perimeter of development
- Detention pond reduction and fencing (if detention pond required)

Those in attendance understood the trade-off for these amendments would be conditional on no sidewalks for the upper part of Cameron Road. The general consensus was the road's character would be lost if the trees were removed for sidewalks, so mitigating the other concerns is preferred.

The positive collaboration was refreshing and greatly appreciated.

## COMMON GOAL

The Town of Rothesay and its residents have a common goal to preserve our Quality of Life and Character as detailed in the Town's 2026-2031 Strategic Plan, captured nicely in Mayor Alexander's swearing in address and in the 2026 Citizen Survey. See below graphic with the common goal and 3 supporting pillars.




This model helps to understand the repetitive concerns contained in the 27 letters submitted to PAC

The amendments to the Phase 2 plans are reflected by color code in the model and the below list:

1. Vehicle and Pedestrian Safety: Concerns Remain
2. Remnant Wetland and Watercourses: Changed to protecting areas of wetland
3. Infrastructure to Density Balance: Amended density to 34 doors (from 50 and 64)

## CONCERN

The Vehicle and Pedestrian Safety on Cameron Road is pending being addressed in the new proposal. Navigation of the volume of vehicles and pedestrians on Cameron Road is the issue; not speed.

The volume of vehicles and pedestrians using Cameron Road will increase with Miller Park, Kaitlyn St, Sagamore Point, Quispamsis, etc developments, even with traffic mitigation measures. The increase in direct Miller Park traffic and from other areas will also increase the area's recreational use. Any further increase to Cameron Road's traffic and traffic merging onto Gondola Point Rd will become untenable.

Current PEAK vehicle and foot traffic navigation is barely tenable with inadequate shoulder space for students to access school buses at top of Cameron. Blind knolls on both sides of Gondola Road, with unending feeder traffic, causes merging onto it precarious to navigate.

Vehicles on Cameron Road use the grass or left side of the road to navigate around pedestrian traffic. The road is used by both local and non-local people as a “pass through” or for recreation. It is unlike other narrow roads in Rothesay; it is the access point to:

- 3 beaches, park, playground, tennis, pickleball, and basketball courts
- Year-round recreational water sports – kayaking, boating, fishing, and ice fishing

**TRAFFIC MITIGATION**

Below are options for proactively mitigating growing vehicle and pedestrian safety issues on Cameron Rd:

1. Access to Miller Park Development (34 units - 34-68 vehicles plus visitors) amended to:
   - Cameron Road – Controlled Entrance **ONLY**
   - Miller Park Drive (existing) – Exit and Entrance

   This option allows the developer to showcase Park Entrance on Cameron Road while mitigating increased exiting traffic volume and congestion by directing it through Miller Park Drive
2. Use of traffic calming measure for upper part of Cameron Road
3. Traffic lights for Miller Park Dr and Kirkpatrick Rd at Gondola Point Rd, if needed
4. Proactively plan for Gondola Point Road increased traffic flow from the new development feeder traffic eg Miller Park, Kaitlyn St, Sagamore Point, etc.




**SUMMARY**

It is appreciated Danny Dobson & group made amendments to the development plan to address concerns:

- preserving wetland and watercourses
- reducing the number of units for the proposed development, and not build on the sensitive area.

I respectfully ask the Town to deliberate to implement Cameron Road being an entrance ONLY to Phase 2 development and Miller Park Dr as the exclusive EXIT using the existing road and finding a way to work around the developer’s trees to preserve its character for the Miller Park residents.

Thank you!

12 Cameron Road

Outlook

## PAC - Cameron road development

**From**
**Date** Wed 2026-09-02 1:08 PM
**To** Rothesay Info <rothesay@rothesay.ca>

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

Bonjour,
I am writing to express my support for Danny Dobson's newest proposed development on Cameron road, (without any modification made to it).
Mr Dobson sat down, listened and discussed with the concerned citizens.
Everyone didn't get everything they wanted, concessions were made by all parties involved, but in the end the great majority expressed their satisfaction with the latest proposal.
Imagine if all the proposed developments in Rothesay/Fairvale proceeded like that. Residents who feel that they are losing one of their biggest investments, their homes, felt like someone cared and would bother listening.
Mr Dobson should be commended for the way he engaged with the community and should be used as a model for all further development in the town.
Merci,

15 Cameron Rd

Outlook

## Planning application- Cameron Road

**From**
**Date** Wed 2026-09-02 7:13 PM
**To** Rothesay Info <rothesay@rothesay.ca>

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

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

Please note that there is still strong opposition to this development.
It is simply to large for this area of Rothesay. Cameron Road and surrounding neighborhoods cannot sustain this level of traffic. It is unsafe for pedestrians, and issues surrounding emergency vehicle access have not been addressed.

The developer is impeding on the quality of life for existing residents in this neighborhood. Residents wishes should be paramount and certainly not secondary to those of a non-resident seeking only to maximize their return on investment.

The impact of the eight new units on Cameron Road has yet to be assessed, but already the increase in traffic is being felt.
This, combined with the increased traffic on Gondola Point Road due to additional housing developments in the area should be reason for pause and thoughtful discussion about a level of growth that is causing serious concern for this area of Rothesay.

Further, this development will disturb existing wildlife including migratory birds, nesting habitats, and delicate ecosystems that should be preserved rather than destroyed.
Given all that we know about the value of protecting the critical natural environment, this development cannot be allowed to move forward as proposed.
Please consider the wishes of the residents of this area, the safety issues, and the legitimate environmental concerns, and do not allow this rezoning to proceed.

Respectfully,

Outlook

## Cameron Road development

**From**
**Date** Wed 2026-09-02 10:45 PM
**To** Rothesay Info <rothesay@rothesay.ca>

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

Dear Planning and Advisory Committee,

I am writing to express my opposition toward the Cameron Road development. As a 16 year old youth, I don't have a say in who becomes elected, however, the decisions made today by the current council will have the biggest impact on my generation and future generations. There's so much to fear in today's world, from politics to our dying planet. But through my eyes and the 2.41 billion other youth, there's an abundance of hope. We cannot fight this battle without people like you who have the responsibility to make the right decision.

Wetlands are among the most productive ecosystems in the world, comparable to rain forests and coral reefs. These sacred ecosystems provide flood protection, water quality improvement and of course, habitat for over 400 species at risk in Canada. Should this wetland no longer exist, where will its inhabitants live? The wetlands won't be the only devastation. Multiple decade old trees which store approximately 500 kilograms of Carbon and inhabit native bird species will be lost. It is time to stop extracting nature's resources simply for profit. There's an ethically responsible way to approach this.

We (residents or Cameron road + surrounding and Mother Earth) believe that you will choose the ethically correct and only option: Compassion and reason for our planet and people.

Sincerely,
& Mother Earth

Sent from my iPhone

Outlook

## re: proposed amendments to Cameron Road PAC

**From**
**Date** Thu 2026-09-03 5:59 AM
**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.

Rothesay Planning Advisory Committee

RE: Planning Application – Cameron Road Revised Proposal

Regarding the Planning application- Cameron Road, the revised proposal is a marked improvement over the previous “second phase” proposal. Improvements that I identify as the developer working with the residents are the removal of access from Miller Park Apartments to Cameron Road via the development and the removal of the retention ponds. I also see as an improvement the compromise by developer to reduce the number of units from 50 to 34 which will alleviate some of the traffic concerns that I have.

I still have a couple of concerns, however. First is the detention pond that is proposed. Although not as negatively impactful to the neighbourhood as the retention ponds that were proposed, I do not believe this less expensive method of storm water management is the appropriate option. A detention pond will have high maintenance needs such as clearing of sediment, repairs to any parts that erode and the management of overgrowth. The detention pond could potentially have odours from leaves and other organics that decay in the pond. There is also the possibility of mosquitoes and other pests using this as a breeding ground. The potential for odour and pests such as mosquitoes will negatively affect the peaceful enjoyment of property for residents. Presently there are no issues with mosquitoes in the neighbourhood. This development should be connected to the Town’s storm water management system via piping, like other developments such as the one on Dobbin Street.

My other concern is the volume of traffic that will be added to Cameron Road and measures to control that traffic. Will the Town will be putting speed cushions on Cameron Road between Scichilone Street and Gondola Point Road? This development will add at least 50 more cars travelling the road, using an average of 1.5 cars per unit at 34 units in the development. Being a 55 plus development, I would also expect these residents to be walking the neighbourhood. The shoulders are not usable for pedestrians and thus must walk on the paved portion of the road. It is important to control the speed of vehicles using this road so that another near tragedy does not occur here.

As per the recent survey completed by the Town, traffic congestion and road safety is one of the top concerns for the residents, along with overdevelopment. Respondents want controlled growth that keeps the neighbourhood’s traditional character. This development will push the boundaries of my neighbourhood for both, which in turn will affect the quality of life for those who presently live there. The peaceful enjoyment of my property will be impacted by this development, and the Town needs to consider this and how the Town and developer will mitigate the impact. I believe this is also part of the 10-year Municipal Plan Review for the Town.

I am not against the development of this property and understand the needs of the community and the value a development like this can add to the surrounding properties. What I am against is the detention pond and the negative impact this will likely have on my neighborhood. I am also looking for assurances that this development will not seek or have Town approval in the future of any connection to Miller Park Apartments that will add even more traffic to Cameron Road. And finally, that the developer is not looking to add any more units to this property or another “second phase”. I did not oppose the original draft at the time, but I could not accept the changes that were proposed for a “second phase”.

Regards,

1 Cameron Road

Rothesay, NB

Outlook

## Fwd: Sept 8 PAC meeting

**From**
**Date** Thu 2026-09-03 11:29 AM
**To** Rothesay Info <rothesay@rothesay.ca>

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

For the PAC meeting. ...Cameron Road application
- Sent from my iPhone

Begin forwarded message:

**From:**
**Date:** September 2, 2026 at 12:18:39 PM ADT
**To:** Mark Reade <markreade@rothesay.ca>
**Cc:** Brett McLean <BrettMcLean@rothesay.ca>
**Subject: Re: Sept 8 PAC meeting**

Hello Mark and Brett - thanks for the DA draft.

1) Checking to ensure this was the correct version sent ....as this version states "shall not exceed a maximum of 64 residential units".

Is this typo as your letter of August 17th/26 stated 34 units?
Please confirm the correct number...

2) under the revised proposal under map coordinates E10 a sanitary manhole is indicated. Is this where the development sewer will be connected? If not , what is the current plan for its connection ?

3) under clause 10 - Municipal sidewalks the clause states sidewalks are to be installed from 11 Cameron Rd to Gondola Point Road .
I understood LTS proposed at public meeting to drop this requirement in exchange for reduced density of between 30-34 doors.

4) the noted schedules in the DA are missing ...can these be provided?

Your clarification of these areas is requested to ensure we are working with the most current DA agreement ... appreciate it is a draft ..

With thanks

12 Cameron Road

- Sent from my iPhone

On Sep 1, 2026, at 9:04 AM, Mark Reade <markreade@rothesay.ca> wrote:

Dan, the draft of the Development Agreement is attached.

PAC's deliberations next week will be a recommendation for Council to set a Public Hearing date. The Public Hearing will likely be in mid-to-late November consistent with our scheduling. PAC's formal recommendation will come from the October PAC meeting.

As is the case with the overall rezoning, the Development Agreement is subject to Council approval, so we are at an early point in the process regarding that document and the rezoning.

If you need to discuss, I am out this week on vacation and not available. However, I will be back in the office Tuesday and available to reply to any emails then.

Mark

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

From:

Sent: August 31, 2026 11:44 AM

To: Mark Reade <markreade@rothesay.ca>

Subject: Sept 8 PAC meeting

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

senders.

Hey Mark,  in order to prep for the Sept 8 meeting please send the development agreement proposed for LTS on Cameron Road.

Having this documentation would help clarify on review.

With thanks

13 Cameron Road

- Sent from my iPhone

<Draft Development Agreement Cameron Road August 2026.pdf>

Outlook

## Fwd: PAC Meeting - Planning Application - Cameron Road

**From**

**Date** Thu 2026-09-03 11:21 AM

**To** Rothesay Info <rothesay@rothesay.ca>

**Cc** Mark Reade <markreade@rothesay.ca>; Danny Dobson <danny@dobsonchrysler.com>; Brett McLean <BrettMcLean@rothesay.ca>

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

The attached memo was sent to the developer on July 30th after the community meeting in July with the developer. No response was received.

Purpose:
I asked clarification on 3 areas within the letter.

I am sending these to PAC for clarification and understanding with the developer for inclusion with the development agreement.

Areas Identified:
1) will a treed buffer zone around the new development area be maintained allowing for continued neighborhood privacy and allow for a light diversion design?

Requesting clarification on setback design
on proposal drawing provided in PAC July 30th letter: is it in meters or feet? Drawing states metric - but notications may be in feet. Which is correct?

2) will the site development design for additional units follow the "existing land grade" allowing for continued privacy of sight lines with existing neighborhood residents?

3 a) has the developer considered the property use of natural storm water methods within the development with the existing wooded area? PAC confirmed that Detention ponds are not mandated by Rothesay but only net- zero storm water management is required.

3 b) has the developer considered the use of percolation testing in the design of a combination of surface drainage via swale landscaping with French drains with dry wells leading to the existing undisturbed natural wet lands which would allow for a natural flow of excess water from the new development area? (given PAC clarification on the use of other net -zero storm water water management designs)

3 c) the use of natural storm water methods are less expensive to create with lower life cycle maintainance costs vs detention ponds development?

Has the developer considered this option with the added benefit of wetlands preservation?

Summary:
In summary I am sending these to PAC for clarification with the developer for inclusion in the design of the final development agreement

Thank you for the review of these areas.

12 Cameron Road

- Sent from my iPhone

Begin forwarded message:

**From:**
**Date:** July 30, 2026 at 4:06:49 PM ADT
**To:** Danny Dobson
**Subject: Thank you and confirmation of details from meeting**

Hello Danny,

Thank you for hosting the community meeting,Thursday past. Your alternative Phase 2 plan was appreciated and thoughtful by taking into consideration the concerns expressed in the 27 letters sent to PAC including reduction from 64 doors to ~30 doors with wetland preservation. We understand this reduction is being proposed based on no sidewalk installation along Cameron Road being included in the developer agreement.

I'm now getting around to asking a couple clarifying questions:

1. Does the plan for a treed buffer zone around the new development include the trees at the back of your Cameron Road duplexes? What depth are you considering? The understanding was the treed buffer zone would be on the peripheral to provide privacy to neighbouring properties.
2. Did I understand correctly the Phase 2 development will follow the existing grade within the development area?

Also, I sent Mark Reade an email about a US EPA natural water mitigation design, potentially a cost-effective "net-zero" storm water management, to get his take on it.

Your time and effort with your modified plan to take to PAC is greatly appreciated along with your willingness to hold the public meeting last week to convey your amendments!

Road

- Sent from my iPhone

Outlook

## FW: URGENT REQUEST for COUNCIL Agenda September 14, 2026: Exception basis

**From** Rothesay Info <rothesay@rothesay.ca>
**Date** Thu 2026-09-10 2:57 PM
**To** Neil McKenna <neil.mckenna@rothesay.ca>

Hi Neil,

This might be something to speak to Brett about putting this on the agenda for Mondays council meeting.

**Rothesay Administration**
rothesay@rothesay.ca
70 Hampton Rd, Rothesay NB, E2E 5L5
T: 506-848-6600 | F: 506-848-6677
rothesay.ca

**From:**
**Sent:** September 10, 2026 2:51 PM
**To:** Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Don Shea <donshea@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Tyler Davis <tylerdavis@rothesay.ca>
**Cc:** Brett McLean <brettmclean@rothesay.ca>; Rothesay Info <rothesay@rothesay.ca>;

**Subject:** Fw: URGENT REQUEST for COUNCIL Agenda September 14, 2026: Exception basis

Some people who received this message don't often get email from . Learn why this is important
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Forward below email that failed thank you for your attention to this matter regards star

Get Outlook for Android

**From:**
**Sent:** Thursday, September 10, 2026 2:29:11 p.m.
**To:** Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; peterlewis@rothesay.ca <peterlewis@rothesay.ca>; donshea@rothesay.ca <donshea@rothesay.ca>; helenboyle@rothesay.ca <helenboyle@rothesay.ca>;

davebrown@rothesay.ca <davebrown@rothesay.ca>; tylerdavis@rothesay.ca <tylerdavis@rothesay.ca>; Brett McLean <BrettMcLean@rothesay.ca>; Danny Dobson ; rothesay Info <Rothesay@rothesay.ca>

**Cc:**

**Subject:** URGENT REQUEST for COUNCIL Agenda September 14, 2026: Exception basis

Dear Mayor Alexander, Council, Brett McLean, and Danny Dobson,

The purpose of this URGENT email is to bring to your attention 3 concerns with implications serious enough to request Council to defer scheduling a Public Hearing until 2 of 3 concerns (rezoning and units) are resolved.

The concerns are specific to elements within the LTS Investments' Draft Development Agreement ("Agreement") for land south of Cameron Road, prepared by Planning and Development Services (PDS).

## SUMMARY

Concerns (1) and (2) below relate to the "Agreement" requiring disclosure to the public for an informed response to the inherit risks to public interest of potential undisclosed development without the intended checks and balances within the public hearing process.

1. ZONING - PID's included for rezoning are excessive for Developer's 34 units (Page 1)
2. UNITS - The "Agreement" allows for 64 units; the Developer is asking for 34 units (#1)
3. ACCESS - Cameron Road access "only" is detrimental to Cameron Road traffic (#48)

## BACKGROUND

### 1. ZONING

PDS draft "Agreement" reads, "Parcel Identifier of Parcels Burdened Agreement: PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion) by 00064352 (portion), 00064378 (portion). (Page 1)

The "Agreement" PID's identified for rezoning are an overreach for the Developer's plan:

- Rezoning presented by PDS's letter was for 34 units – PIDs in black numbering
- Rezoning overreach for land with no units – PIDs in red numbering
  - PID 00246769 should be excluded;
  - PID 00246868 (partial) portion below 00064402 excluded.

2. UNITS

PDS draft “Agreement” reads, “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.” (Page 1)

The “Agreement” does not align with PDS’s letter to the public nor the Developer’s plan:

- 30-34 Units - Developer’s presentation to public on July 23, 2026
- 34 Units - PDS’s rezoning application letter to residents on August 17, 2026
- 34 Units - Developer’s presentation to PAC and Public on September 8, 2026

PAC members noted the misalignment of “Agreement” 64 units versus the Developer’s plan for 34 units and the open access point at the bottom of the cul-de-sac.

PAC requested PDS meet with the Developer to resolve the misalignment of the # of units (along with a sidewalk issue; community feedback previously provided).

3. ACCESS

PDS draft “Agreement” reads, “That the private access(es) serving the development be names and buildings / units assigned individual civic numbers or addressing as required by Rothesay. (#49)

Feedback on proposed Cameron Road access has been submitted multiple times since the beginning, May 2025.

Below are alternative options offered to mitigate direct and indirect traffic flow safety issues for Cameron Road community and communities feeding onto Gondola Point Road.

- Gondola Point Road primary access point for Miller Park; Cameron Road secondary emergency access point only (gated)
- Miller Park Road, off Gondola Point Road, the only access point for Miller Park
- Miller Park Road, both entrance and exit for gated assess, AND Cameron Road entrance ONLY (gated)




CONCLUSION

The elements of the “Agreement” should be decided prior to Council scheduling a Public Hearing because of the gross misalignment of information being presented to residents.

Residents need ample opportunity to adjust their response appropriately, if the number of units remain at 64, and all PID’s are proposed to be rezoned.

The overreach of rezoning PIDs and the excess units has a feel of an impending speculative Phase 3 development embedded in the “Agreement”, but not disclosed.

It has the appearance of avoidance of future rezoning applications subject to Town Council processes.

As a result, the current plan by the Developer for reduced density and protected wetland is vulnerable to future development outside the public hearing process through open access point on the cul-de-sac either by current Developer or a prospective buyer of the rezoned land having more speculative value than the current zoning.

Last year, this neighbourhood felt betrayed during the Phase 1 proceedings because of PDS’s and/or the Developer’s non-disclosure of the wetland Delineation Report.

REQUEST

It is requested Council **defer scheduling** a Public Hearing until the below “Agreement” elements are resolved and available for public review:

1. the “Agreement” components align with proposed 34 units & required PID rezoning.

2. If PDS recommends an “Agreement” for 64 units for Council to enter into, it needs to be publicly disclosed.

3. An acceptable access to the private development after disclosing the potential maximum # of units to be built within the development versus the proposed plan for Cameron Road ONLY access.

Sincerely,

Outlook

## FW: PAC Questions/Concerns RE: Cameron Rd. Development

**From** Mark Reade <markreade@rothesay.ca>
**Date** Fri 2026-10-02 2:26 PM
**To** Neil McKenna <neil.mckenna@rothesay.ca>

One for Cameron Road

**From:**
**Sent:** September 14, 2026 1:03 PM
**To:** Mark Reade <markreade@rothesay.ca>
**Subject:** Fw: PAC Questions/Concerns RE: Cameron Rd. Development

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Hi Mark,

I'm following up to see if you received my email that Darcy passed along to you?

Thanks

---

**From:** Darcy Hudson <darcyhudson@rothesay.ca>
**Sent:** Thursday, September 3, 2026 9:31 AM
**To:**
**Subject:** RE: PAC Questions/Concerns RE: Cameron Rd. Development

## ATTENTION! External email / courriel externe.

Hi ,
I've not been involved with the Cameron Road development but I've forwarded your email on to Mark Reade, Rothesay's Director of Planning and Development.
Regards,
Darcy

**From:**
**Sent:** September 3, 2026 9:13 AM
**To:** Darcy Hudson <darcyhudson@rothesay.ca>
**Subject:** PAC Questions/Concerns RE: Cameron Rd. Development

You don't often get email from . Learn why this is important
CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Darcy,

My name is , I live at 23 Beach Dr. I'm reaching out to seek some information and express concerns for the Cameron Rd development project. My main concern is related to the project is traffic volume. I was wondering if the Town has completed a study on the traffic volume (vehicles, pedestrians, e-scooters, e-bikes, etc.) on Cameron Rd.? The road is narrow (without shoulders) and with the increased volume I'm concerned for the safety of pedestrians, including myself as I walk on Cameron Rd often.

Additionally, many residents in the West Beach neighborhood use Cameron Rd to access the Gondola Point Rd in the morning to commute to work. In the mornings, the sun can be blinding when driving up Cameron Rd, and the reduced visibility at that time of the day adds to safety concerns.

I am wondering if there is a plan to install sidewalks on Cameron Rd and if so, when?
Also, does the plan for the new development include an access through Miller Park to help redistribute traffic? If not, this is something the PAC should consider including as a condition.

Thank you for your attention, I appreciate any information you can provide.

# ROTHESAY
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Mayor Alexander and Council |
| FROM | : | Planning Advisory Committee |
| DATE | : | 6 October 2026 |
| RE | : | Cameron Road (lands south of #5, 7, 9, and 11)<br>PIDs 00064337, 00064386, 00246769, 00246868, 00064394, 00064402, 00064345 (portion), 00064352 (portion), 00064378 (portion) |

**Recommendation:**

- 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)**.

- That Council authorize the Mayor and Assistant 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; and
    - Review of traffic calming measures that could be employed on Cameron Road.

- That Council assent to any necessary Local Government Services Easements that will be required for the proposed development.

**Background:**

The Planning Advisory Committee passed the following motions at its regular meeting of Monday, October 5, 2026:

**MOVED** by R. Guimond and seconded by Counc. Shea that:

A. 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 M. Graham and seconded by C. Lang that:

B. 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.**

**MOVED** by Counc. Shea and seconded by Counc. Lewis that:

C. PAC hereby recommends that Council assent to any necessary Local Government Services Easements that will be required for the proposed development.

**CARRIED.**

**MOVED** by Counc. Lewis and seconded by R. Guimond that:

D. That the Committee approve more than one building to be constructed on the lot.

**CARRIED.**

70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

**Rothesay Council**
**October 13, 2026**

**TO:** Mayor Alexander and Members of Rothesay Council

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

**DATE:** 2026 October 6

**SUBJECT:** **Request to Reschedule Public Hearing for Chapel Road Rezoning**

**RECOMMENDATION:**
Rothesay Council Hereby:

1. Cancels the Public Hearing scheduled for Monday, October 19, 2026, to consider rezoning of an approximate 4.4-hectare parcel of land between Chapel Road and Campbell Drive (PID 00479212 & PID 00173443 (portion)) from Single Family Residential – Standard [R1B] to Attached Residential [R3].

**ORIGIN**
On August 10, 2026, Rothesay Council scheduled a Public Hearing for Monday, October 26, 2026, to consider rezoning of an approximate 4.4-hectare parcel of land between Chapel Road and Campbell Drive (PID 00479212 & PID 00173443 (portion)) from Single Family Residential – Standard [R1B] to Attached Residential [R3]. The rezoning was requested to allow for the development of the site with townhouse units.

At their meeting of October 5, 2026, the Planning Advisory Committee (PAC) tabled consideration of the rezoning application at the request of the applicant. The Committee also recommended the Public Hearing scheduled for the application be cancelled.

**DISCUSSION**
The rezoning is being sought to allow the development of townhouse dwellings on two parcels of land between Chapel Road and Campbel Drive (PID 00479212 and PID 00173443 (portion)). The design advanced through the application has a double loaded street with lots in the northern portion of the site (PID 00173443 - Shea lands) with no development concept provided for the southern parcel (PID 00479212 - Scott Bros. lands).

While the 76-metre width of the Shea parcel can accommodate a double-loaded street, Planning Staff note the design as presented has the potential to prejudice development and effectively orphan the Scott Bros. property. This is due to the narrow width (34 metres) of the Scott Bros. property and lack of available street connectivity from adjacent lands serving the Scott Bros. parcel.

From information provided by the applicant at the PAC meeting, the landowners of the subject parcels are in ongoing discussions regarding the eventual development pattern for the site.

Given this, Staff concur with the recommendation of the Planning Advisory Committee that the Public Hearing, originally scheduled for October 19, 2026, be cancelled.

Staff note the earliest a revised plan would be considered by the Planning Advisory Committee is the December 7, 2026, Planning Advisory Committee meeting.

Planning and Development Services note that, although not a requirement of the legislated rezoning process, this approach also provides time for the Developer to undertake additional community consultation in the broader neighbourhood surrounding the development.

## CONCLUSION

Staff recommend cancelling the previously scheduled Public Hearing with a new Public Hearing date to be scheduled following receipt of a revised development plan.

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

\

**To:** **Chair and Members of the Rothesay Planning Advisory Committee**

**From:** **Mark Reade, P.Eng., RPP, MCIP – Director of Planning and Development Services**

**Date:** **Tuesday, September 29, 2026**

**Subject:** **Rezoning to Attached Residential [R3]– 37 Chapel Road (PID 00479212 and portion of PID 00173443)**

| | | | |
|---|---|---|---|
| **Applicant:** | Patrick Shea | **Property Owner:** | Sandra Jean Shea<br>Scott Bros Ltd. |
| **Mailing Address:** | 270 Eriskay Drive<br>Rothesay, NB<br>E2E 5G7 | **Mailing Address:** | PO Box 4694<br>Rothesay, NB<br>E2E 5X4<br><br>PO Box 4697<br>Rothesay, NB<br>E2E 5X4 |
| **Property Location:** | Vacant Land between Chapel Road and Campbell Drive | **PIDs:** | PID 00479212<br>PID 00173443 (portion) |
| **Plan Designation:** | Medium Density Residential | **Zone:** | Single Family Residential – Standard Zone [R1B] |
| **Application For:** | Rezoning from Single Family Residential –Standard Zone [R1B] to Attached Residential [R3] | | |
| **Input from Other Sources:** | Director of Operations, KVFD, KRPF | | |

## Origin:

Rothesay has received an application from Pat Shea, representing Sandra Shea and Scott Brothers Ltd., to rezone two undeveloped parcels of land (PID 00479212 and portion of PID 00173443). A rezoning from Single Family Residential – Standard (R1B) to Attached Residential (R3) is being sought to allow the development of townhouse dwellings.

## Background:

The subject site is approximately 4.4 hectares in area and is accessed from Chapel Road which bounds the site to the west. Campbell Drive bounds the site to the east. Access is not available to Campbell Drive given its status as a controlled access roadway.

Lands immediately south of the site are zoned R3 and accommodate an 111-unit townhouse and single unit development, Chapel Hill Estates. To the north of the site, lands are zoned R3 and R4 and contain a mix of townhouse units and multiple unit buildings. A surplus piece of Town-owned land is also located north of the site adjacent to Campbell Drive. An area of single-unit residential development, zoned R1B, is located west of Chapel Road.

A rezoning of the site to R3 is being sought to provide for the development of townhouse dwellings. Plans submitted with the application detail single storey townhouses developed along a new Public

Street. A subdivision application has not been filed at this time and would be required should the rezoning be approved.

While the application included a proposed development layout for the portion of PID 00173443 (the Shea Lands), no layout was provided for PID 00479212 (the Scott Bros. lands). No layout has been received for the proposed development of PID 00479212 following the August PAC meeting.

Given Staff have not received a layout for the Scott Bros. parcel (PID 00479212), Staff recommend this parcel not be rezoned.

**Municipal Plan:**
The subject property is designated Medium Density Residential in the Municipal Plan. Permitted uses within this designation are outlined in Policy MDR-2 of the Municipal Plan.

> *Policy MDR-2 Medium Density Residential Uses: Designate land identified on the Generalized Future Land Use Map as encompassing those areas of Rothesay where the primary land use shall be medium density residential. Allow within the Medium Density Residential designation, a range of housing types where the dominant form of housing is two unit semi-detached, duplex dwellings, triplex-dwellings, fourplex dwellings, row houses, garden homes, or clustered housing. Other compatible uses may be permitted in the Medium Density Residential designation without amendment to the Municipal Plan, including but not limited to parks, municipal facilities, single-family homes, neighbourhood commercial, and public utilities.*

Development of townhouse dwellings within the proposed development, as advanced by the applicant, conforms to the envisioned land uses within the Medium Density Residential designation and conforms to the Municipal Plan. Given townhouses are located on lands south and north of the subject site, the applicant's proposal is considered to fit within the surrounding neighbourhood context.

**Zoning:**
A review of the information provided with the application indicates the proposed preliminary building layout on PID 00173443 (the Shea Parcel) meets the standards of the R3 zone. Staff note PID 00173443 has a width of approximately 76 metres. This width may require a variance to reduce the required 30 metre lot depth to approximately 28 metres with the property developed as a street having lots on each side. This variance is considered minor.

**Impacts on Development Potential of Scott Bros. Land:**
The original application included PID 00479212, a 1.42-hectare parcel of land owned by Scott Bros., south of the Shea parcel and north of Chapel Hill Estates. The application did not include a development concept for these lands, and one has not been submitted. Given this, Staff recommend that PID 00479212 not be rezoned as no development layout has been provided by the proponents.

Staff note that both the Shea and Scott Bros. Parcel have a combined width of approximately 110 metres. The Scott Bros. parcel has a width of approximately 34 metres, which is insufficient to allow for the development of a street having lots on both sides.




**Figure 1. Subject Site**

In addition to the narrow width, the adjacent Scott Bros. parcel also has limited access and potential for the extension of public street connections to serve the property. While the site frontage along Chapel Road provides roadway access, the property and roadway configuration in the adjacent Chapel Hill Estates development to the south of the site, only allows for one of the three public streets, Matscot Court, to be extended. The current configuration of lands owned by the Chapel Hill Estates homeowners' association (referred to as Trustee Lands) does not allow for the extension of Windermere Court and Mapledawn Court northerly to the Scott Bros. lands.

Staff note the concept provided for the Development of the Shea parcel does not provide for any connection to the Scott Bros. parcel. Given this, Staff consider the development concept as proposed as prejudicing the development of the Scott Bros. parcel through not providing access and street connectivity.

Given the above issues regarding the size of both parcels and the street connectivity to the lands, Staff do not support the rezoning of the properties without a plan incorporating development of both the Shea and Scott Bros. parcels. The Committee and Council should consider whether the development of the Shea property in isolation as currently proposed is the best use of the land.

## Development Agreement

A rezoning to R3 would, subject to Council's discretionary approval, be subject to the approval of a Development Agreement pursuant to Section 59 of the *Community Planning Act*. A draft Development Agreement is attached to the report should the rezoning proceed. The draft agreement can be amended through the PAC and Council approval process.

The draft Development Agreement includes provision for the following:

- Rezoning of the Shea lands only with a cap of 44 units to be developed on the site.
- A requirement for provision of a detailed landscaping plan with the initial Development / Building Permit application for the development.

- Requirements related to the architectural design of the elements including a differentiation of cladding materials on the front façades of the buildings and articulation of the front facades for the buildings.
- A requirement that all electrical and communications utilizes serving the site be provided underground. This includes distribution lines within the Public Street right-of-way.

**Polling**
At their meeting of August 10, 2026, Council set a Public Hearing date of Monday October 19 for the application. Notification of the Public Hearing has been posted on Rothesay's website in accordance with the *Community Planning Act*.

Written notification of the Public Hearing has been provided to landowners within 100 metres of the subject site and signage will be placed on the site.

**Recommendation:**

Staff recommended neither parcel be rezoned.

Individual motions are provided for each of the two parcels that are the subject of the application.

It is recommended THAT the Planning Advisory Committee consider the following motions:

A. PAC hereby recommends that Council enact BY-LAW 2-10-45 to rezone a parcel of land having an approximate area of 2.97 hectares located between Chapel Road and Campbell Drive (PID 00173443 (portion)) from **Single Family Residential – Standard Zone (R1B)** to **Attached Residential Zone (R3)**.

B. PAC hereby recommends that Council enact BY-LAW 2-10-45 to rezone a parcel of land having an approximate area of 1.43 hectares located between Chapel Road and Campbell Drive (PID 00479212) from **Single Family Residential – Standard Zone (R1B)** to **Attached Residential Zone (R3)**.

C. 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 2.97 hectares located between Chapel Road and Campbell Drive (PID 00173443 (portion)) to allow for a townhouse development.

D. 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 1.43 hectares located between Chapel Road and Campbell Drive (PID 00479212) to allow for a townhouse development.

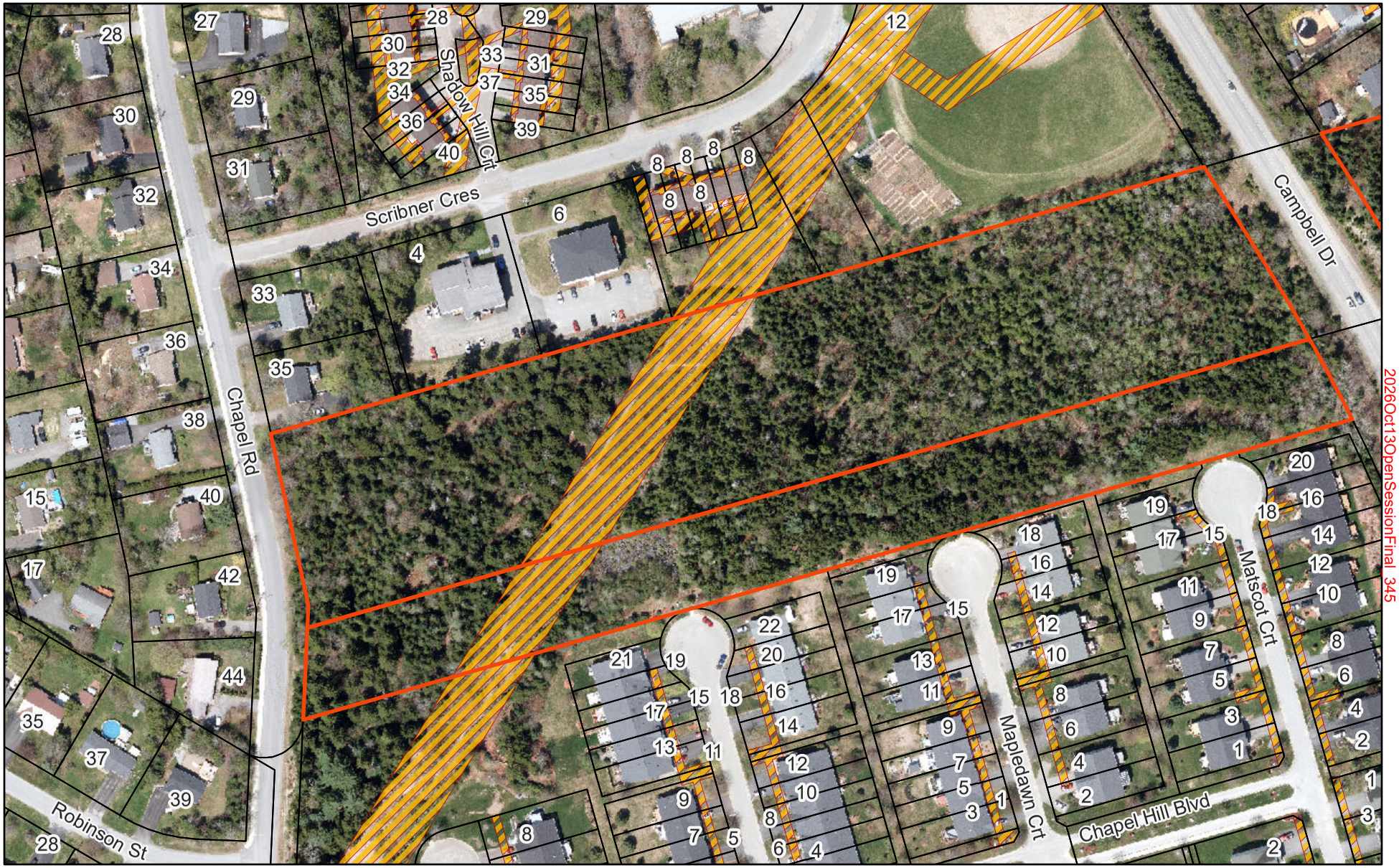
**Attachments:**

| | |
|---|---|
| Map 1 | Aerial Photo Location Map |
| Map 2 | Future Land Use Map - Municipal Plan |
| Map 3 | Zoning Map |
| Attachment 1 | Draft Amending By-Law |
| Attachment 2 | Draft Development Agreement |
| Attachment 3 | Site Plan and Sample Building Elevations |



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP
Date: Tuesday September 29, 2026

# Chapel Road - Air Photo




2026-07-31

Subject Site

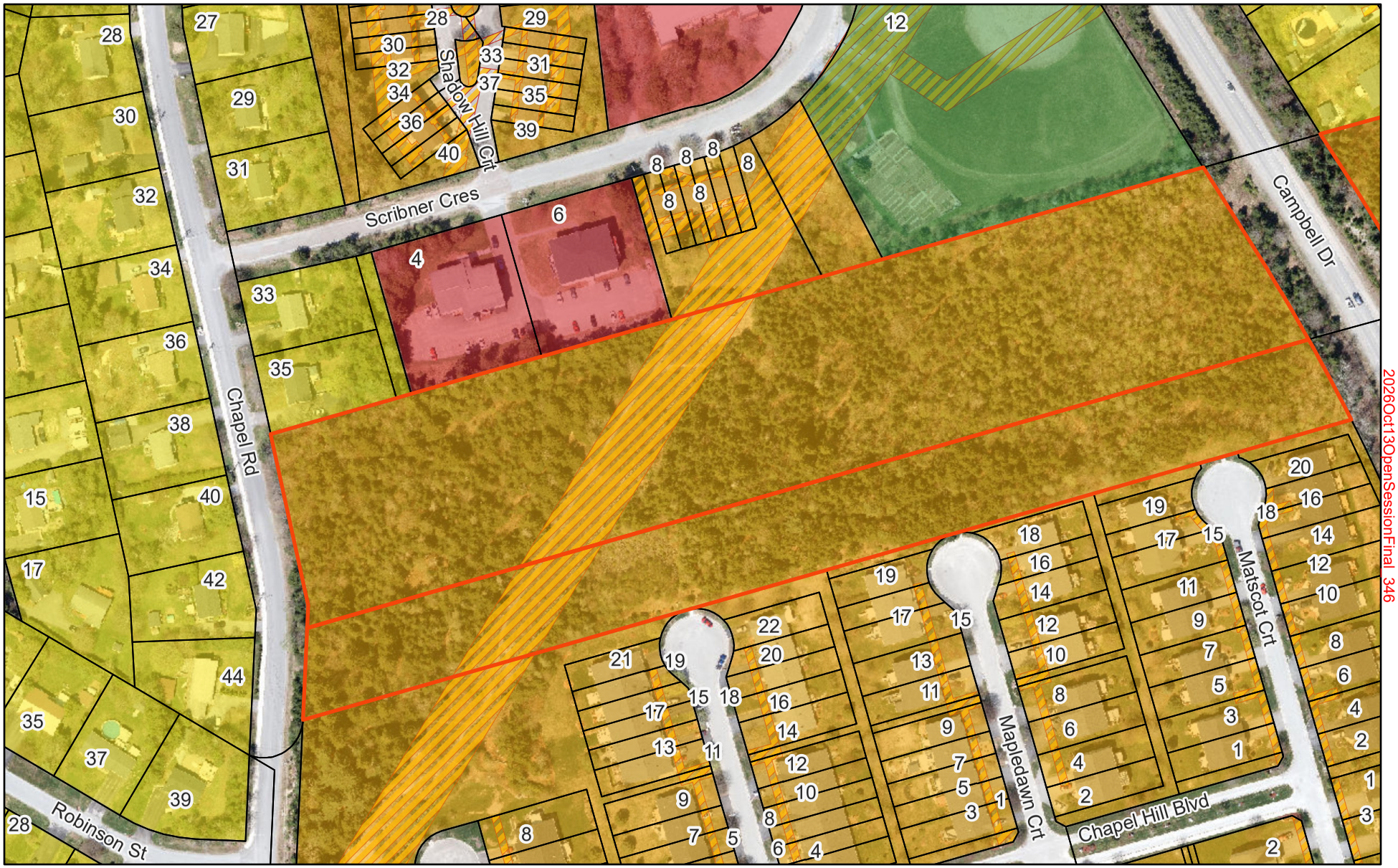
Encumbrance

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# Chapel Road - Future Land Use




2026-07-31

Subject Site

FutureLandUse

Low Density

Medium Density

Park & Conservation

High Density

Street

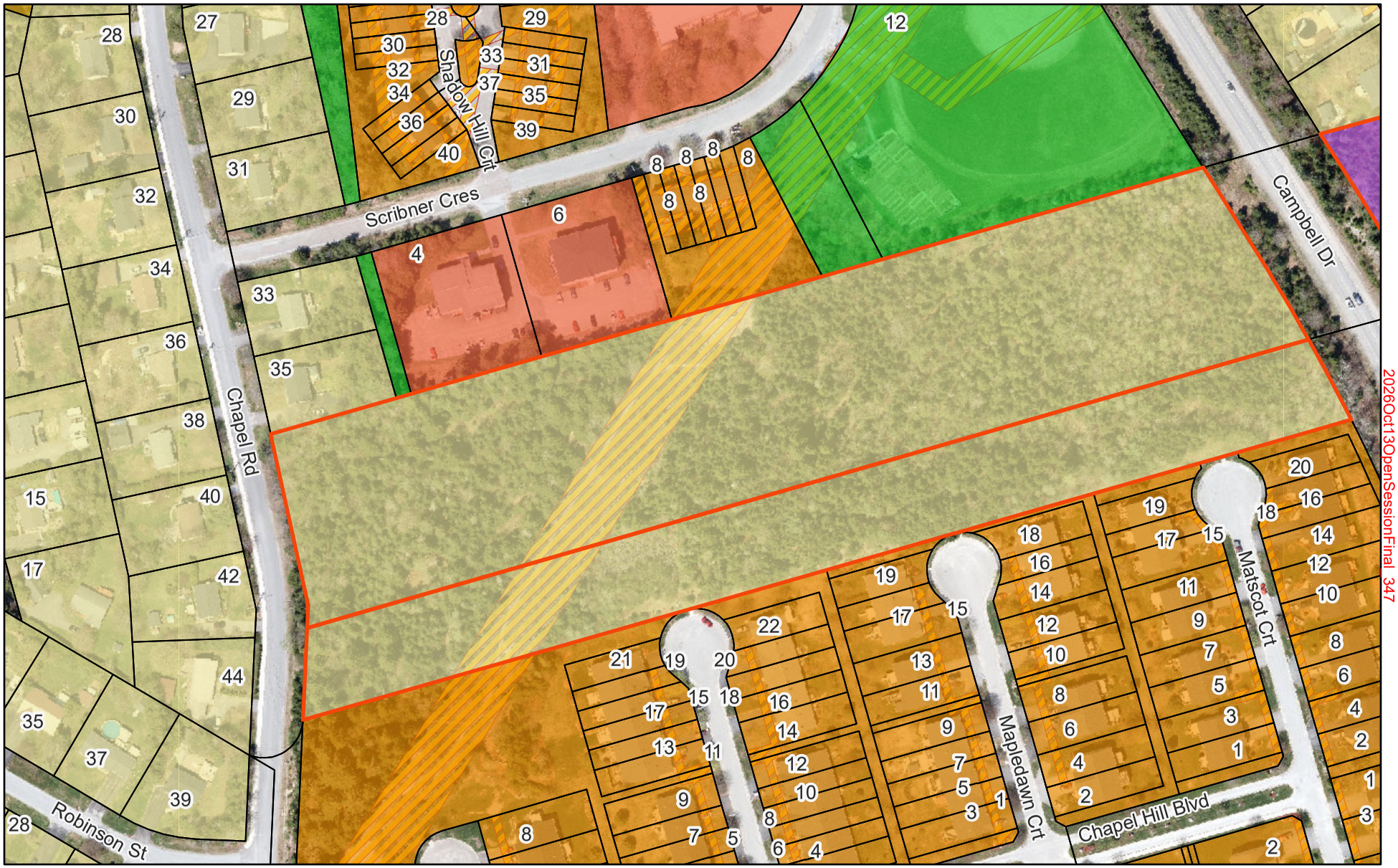
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# Chapel Road - Zoning




2026-07-31

Subject Site

Zoning
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R3
R4
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Street
Encumbrance

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**BY-LAW 2-10-45**
**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 2-10-45".

The purpose of the amendment is to rezone an approximate 4.4-hectare parcel of land between Chapel Road and Campbell Drive (PID 00479212 & PID 00173443 (portion)), from **Single Family Residential – Standard Zone (R1B)** to **Attached Residential Zone (R3)**.

.

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE
AND ENACTED :

MAYOR

CLERK

DRAFT

# Attachment A - Bylaw 2-10-45

PID 00173443 (portion) & 00479212




2026-09-25

1:2,599

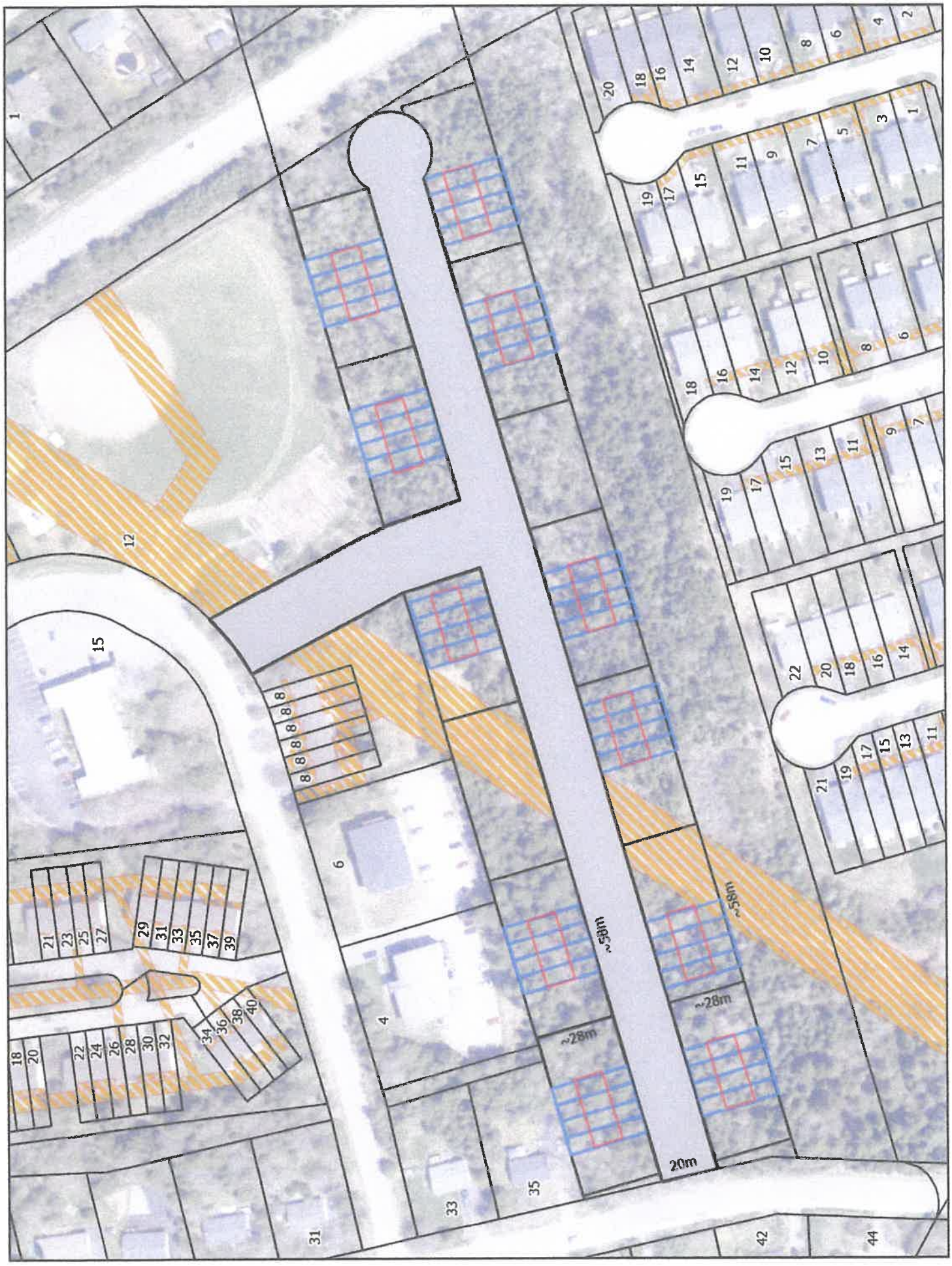
Residential Buildings

Subject Property

Subject Property

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Rothesay

**DEVELOPMENT AGREEMENT - DRAFT**

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

| | |
|---|---|
| Parcel Identifier | PIDs 00173443 (portion) |
| Owner of Land Parcels: | **Sandra Jean Shea / Pat Shea**<br>PO Box 4694<br>Rothesay NB<br>E2E 5X4 (Hereinafter called the "Developer") |
| Agreement with: | **Rothesay**<br>70 Hampton Road<br>Rothesay, New Brunswick<br>E2E 5L5 (Hereinafter called the "Town")<br><br>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 at 39 Chapel Road (PID 00173443 (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 townhouse dwellings on the Lands as described in Schedules A through C. *(*herein after called the "Project*")*

**AND WHEREAS** Rothesay Council did, on **INSERT DATE** authorize the Mayor and Clerk to enter into a Development Agreement with Sandra Jean Shea. to develop a series of 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 forty-four (44) 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

**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.

6. The Developer agrees that all building lots developed and maintained by the successive lot owner(s) their successors and assigns shall as conform as follows:

    a. All areas used for vehicular traffic or the parking or storage of a vehicle shall be paved with asphalt, concrete, interlocking stone or other environmentally safe and dust-free equivalent surface.

**Architectural Guidelines**

7. 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 subject to the requirements of clauses 7. b) and 7. c) below.

    b. That the front facades of the proposed buildings incorporate a differentiation in cladding materials to the satisfaction of the Development Officer.

    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**

8. 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**

9. The Developer agrees to not commence clearing of trees, excavation of topsoil or blasting activities in association with the construction of the subdivision until Rothesay's Development Officer and Director of Operations have provided approval of the engineering design and the laying out of new public streets and the Town has approved a development permit for site grading, erosion and sedimentation control as issued by the Development Officer.

10. 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.

## LPP and SUBDIVISION

## Municipal Streets

11. The Developer shall carry out, subject to inspection and approval by Rothesay representatives, and pay for the entire actual cost of the following:
    a. surveying and staking of lots and streets;
    b. rough grading of streets to profiles approved by Rothesay;
    c. fine grading of streets to profiles approved by Rothesay;
    d. hard surfacing of the streets as shown on the plan to Rothesay specifications; sub-grade standards, compaction and finish as approved by Rothesay's Director of Operations, in writing, before final hard surfacing may be installed this includes asphalt paving, concrete curd and concrete sidewalk as approved by Rothesay's Director of Operations;
    e. constructing the proposed roads as shown on the plan of subdivision by completing the clearing, grubbing, grading and aggregate subbase;
    f. supply and maintenance of for a period of two (2) years the topsoil, sod, landscaping and the planting of street trees calculated as no more than one tree for each 10 meters measured along the linear centre line of the public street right of way, planted on alternating street side location(s) approved by Rothesay and where such street trees are as follows:
        i. Not smaller than six centimeters (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by Rothesay.
        ii. Inspected by Rothesay 12 months from time of planting and again then at 24 months. The Developer shall replace trees identified for replacement during warranty inspections.
    g. Engineering design and full-time construction inspection, by the Developer's engineering consultant, of those works referred to in clauses b), c) d), e), and f) of this section.

12. The Developer agrees to provide, upon completion of Part (11), 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.

13. The Developer agrees to provide as-built drawings that delineate all public infrastructure to be submitted to Rothesay in compliance with the minimum standards and requirements specified in Rothesay's Digital Data Submission Standards for Infrastructure and Construction Drawings.

14. Rothesay reserves the right to assign public street names to any Public Streets within the Development and approve the names of any private streets.

15. 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.

16. The Developer agrees that it will not occupy any dwelling and no occupancy permit will be issued by Rothesay for any such dwelling until such time as the street, which provides the normal access, to each dwelling, has been constructed to Rothesay standards least beyond the point which shall be used as the normal entrance of the driveway to service such dwelling.

17. 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 and provide associated security where required by the Director of Operations.

**Storm Water Management**

18. The Developer agrees to design the storm water system for the proposed development in accordance a net-zero approach where post-development stormwater flows from the development site are less than pre-development flows from the site for the 1 in 5 year and 1 in 100-year return periods along with design of a major drain system in the development. The stormwater design for the development is subject to the approval of Rothesay's Director of Operations.

19. 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. This includes all costs associated with the construction of a storm water system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water, to a predetermined location designated by the Developer's Engineer and accepted by Rothesay's Engineer.

20. The design of the required stormwater management infrastructure is subject to the approval of Rothesay's Director of Operations.

21. The Developer agrees to submit for approval by Rothesay, prior to commencing any work on the storm water system such plans, as required by Rothesay, that shall conform with the design schematics and construction standards of Rothesay, unless otherwise acceptable to Rothesay's Director of Operations.

22. The Developer agrees that all roof leaders, down spouts, and other storm water drains from all proposed dwellings shall not be directed or otherwise connected or discharged to Rothesay's sanitary collection system.

23. The Developer agrees that the storm water drainage from all dwellings shall not be discharged:

    a. directly onto the ground surface within one meter of a proposed dwelling;
    b. within 1.5 m of an adjacent property boundary;
    c. to a location where discharged water has the potential to adversely impact the stability of a side yard or rear yard slope or a portion of the property where there exists a risk of instability or slope failure; or
    d. to a location or in such a manner that the discharge water causes or has the potential to cause nuisance, hazard or damage to adjacent dwellings or structures.

24. The Developer agrees to provide to Rothesay's Director of Operations written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with Rothesay specifications 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.

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25. The Developer agrees to provide full-time construction inspection, by the Developer's engineering consultant, of those works referred to in this section.

**Water Supply**

26. 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.

27. 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.

28. The Town agrees to supply potable water for the proposed residential development incorporating a maximum of 44 dwelling units and the associated residential use incidental thereto and for no other purposes whatsoever.

29. 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.

30. 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 comply with Rothesay's Water By-law and furthermore that a separate water meter shall be installed, at their expense, for each residential connection made to Rothesay's water system.

    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.

31. 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.

32. 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.

33. The Developer shall engage a Professional Engineer for the design and full-time 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 full-time construction supervision of the water distribution system for the development shall be the responsibility of the Developer.

34. 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).

35. 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**

36. The Developer agrees to connect to the existing sanitary sewer system at a location identified by Rothesay's Director of Operations and utilizing methods of connection approved by the Director of Operations.

37. 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.

38. 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.

39. 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. This includes the entire actual costs of the Engineering design, supply, installation, inspection and construction of all service lateral(s) and mains necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units.

40. The design of the required sanitary sewer system for the development is subject to the approval of Rothesay's Director of Operations.

41. 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.

**Electrical Servicing and Street Lighting**

42. The Developer agrees to install all additional electrical and communications servicing underground from their current point of overhead termination consistent with the requirements of Rothesay's subdivision by-law.

43. The Developer agrees to install streetlights, of a design selected by Rothesay, along the Public Street rights-of-way, where required by Rothesay's Director of Operations.

**General Maintenance**

44. 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.

45. 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.

46. 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.

47. 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**

48. 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.

49. 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.

50. 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.

51. 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.

52. 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.

53. 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.

54. 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.

**Easements**

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

**Retaining Walls**

56. 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.

57. 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**

58. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on “an occurrence basis” and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars ($2,000,000.00) 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**

59. 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 **Sandra Jean Shea / Pat Shea** PO Box 4694, Rothesay NB, E2E 5X4 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**

60. 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**

61. 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.

62. Notwithstanding the preceding paragraph (61) 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.

63. 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**

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

    a. Valued at 50% of the cost of construction to execute the work approved by the Engineer pursuant to this agreement; and

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

65. 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.

**Failure to Comply**

66. 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**

67. 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**

68. 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**

69. 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.

**Sandra Jean Shea / Pat Shea**

| | |
|---|---|
| _____ | _____ |
| Witness: | Developer |
| | **Rothesay** |
| _____ | _____ |
| Witness: | Mayor name, Mayor |
| _____ | _____ |
| Witness: | Clerk name, Clerk |

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## SCHEDULE A – LEGAL DESCRIPTION OF PARCELS

**PID:** 00173443 (portion)

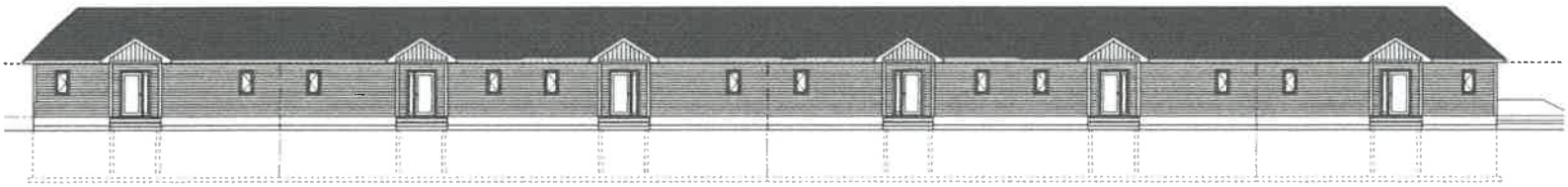
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## SCHEDULE B – PROPOSED BUILDING PLANS

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KV CUSTOM HOMES

LUXURY DEFINED



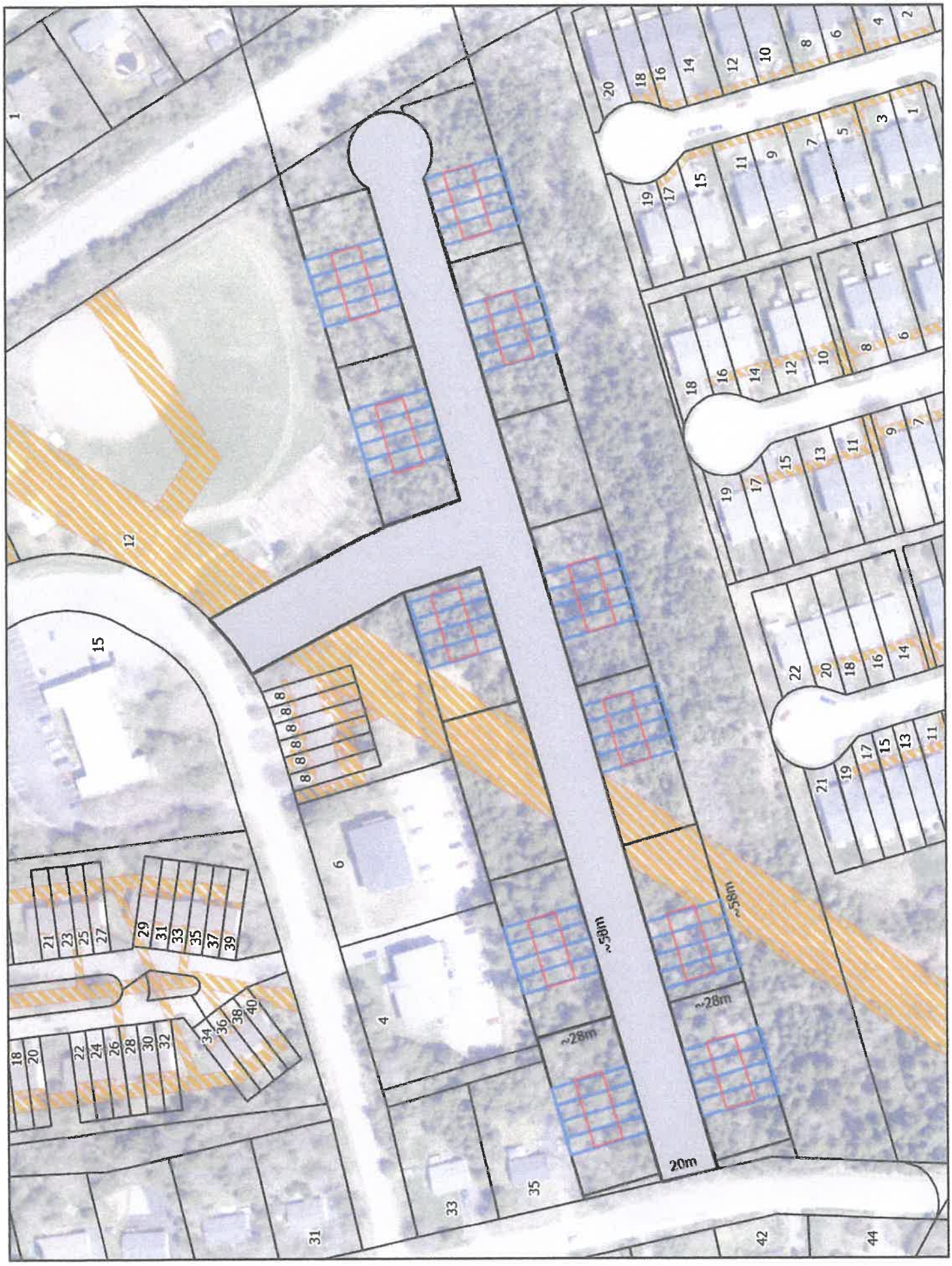




kvcustomhomes.com | 506-650-9467 | kvcustomhomes@gmail.com

## SCHEDULE C – PROPOSED SITE PLAN

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## FFFIDAVIT OF CORPORATE EXECUTION

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

| | |
|---|---|
| Deponent: | Sandra Shea / Patrick Shea<br>PO Box 4694<br>Rothesay NB<br>E2E 5X4 |
| Office Held by Deponent: | **Director** |
| Corporation: | Company name |
| 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**<br>Rothesay<br>70 Hampton Road<br>Rothesay, N.B.<br>E2E 5L5 |
| Office Held by Deponent: | Clerk |
| Corporation: | **Rothesay** |
| Other Officer Who Executed the Instrument: | **MAYOR**<br>Rothesay<br>70 Hampton Road<br>Rothesay, N.B.<br>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;

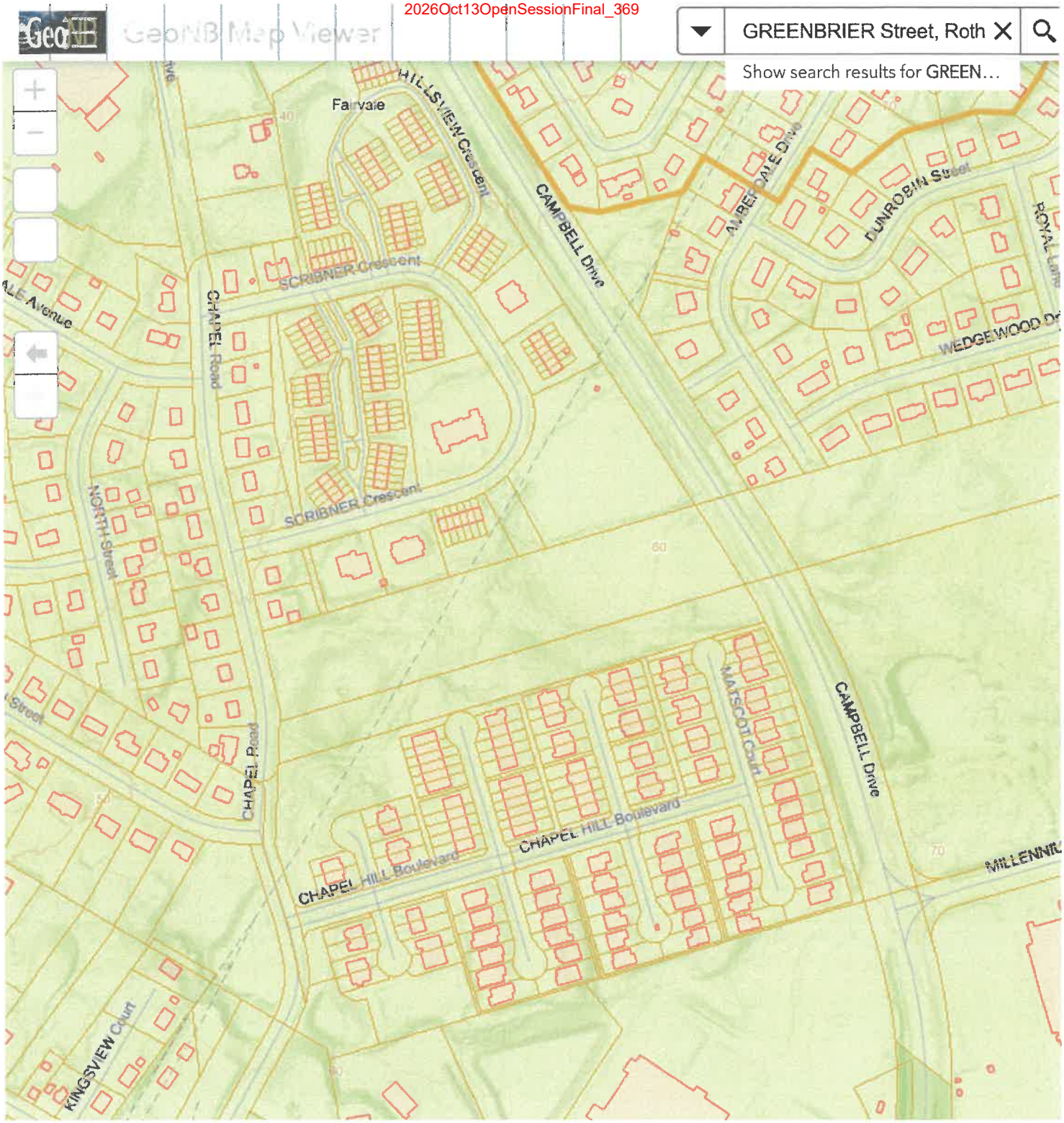
9. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of Rothesay, in the County of Kings, and Province of New Brunswick, This ___ day of _____, 2026 )

BEFORE ME: )

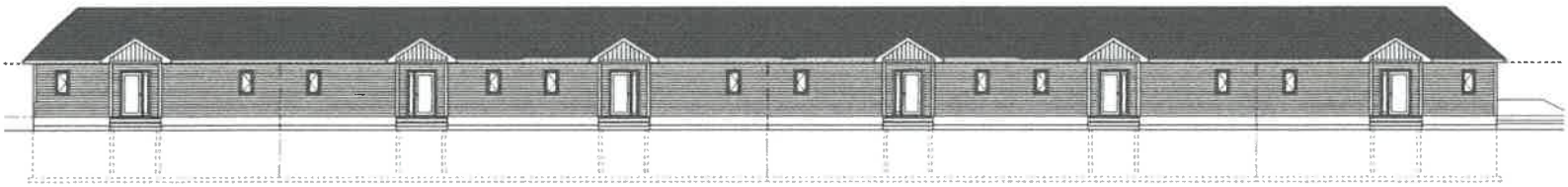
_____ )
Commissioner of Oaths )

_____
**CLERK NAME**


GeoNB Map Viewer
GREENBRIER Street, Roth
Show search results for GREEN...
Fairvale
HILLSVIEW Crescent
CAMPBELL Drive
ALBERDALE Drive
DUNROBIN Street
SCRIBNER Crescent
CHAPEL Road
NORTH Street
WEDGEWOOD
CHAPEL HILL Boulevard
MATSCOTT Court
KINGSVIEW Court
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RECEIVED
JUL 27 2026

July 27, 2026

DARCY Hudson
ASSISTANT Development Officer
Town of Rothesay
RE: Rezoning Chapel Road PIDS 00173443 + 00479212

I just learned about the proposed rezoning of land at Chapel Road TO R3.

I recently completed the Town survey and made comments regarding the over development of Multi family houses in the Fairvale section of Rothesay

I first moved to the valley in 1970. Lately there seems to be a rapid need to grow the population quickly and cut down all the wooded spaces that contribute to the quality of life in this area. This elimates the homes of the wildlife and sends the deer, raccoons, Rats and others into the residential sections to find new homes. It also adds to the Traffic congestion and the need for more Traffic lights as left hand turns in this community are becoming more dangerous.

Is this how Rothesay should grow? There is already a development planned for the corner of Millennium + Campbell DR. that will destroy a lot of Trees and habitat. Can't we leave some green space in this area of Town.

4 Windermere Court

RECEIVED
JUL 29 2026

3 Alexscot Court
Chapel Hill Estates
Rothesay, NB
E2E 0A7

**July 29, 2026**

Darcy Hudson
Assistant Development Officer
Rothesay Planning Advisory Committee
70 Hampton Road
Rothesay, NB
E2E 5L5

Mr. Hudson and PAC:

With respect to the *application from Mr. Pat Shea to rezone lands (PIDs 00173443 & 00479212) at Chapel Road from the Single Family Residential- Standard Zone (R1B) to the Attached Residential Zone (R3) to allow for future development involving townhouse dwellings*, we find it strange that "those with comments or concerns" are being invited to forward these before learning the details of this proposal on August 4. We also find it peculiar and inconsiderate that only a few of the 110 residents of Chapel Hill Estates were notified of this proposal, and that your letter arrived in the summer when many residences are busy or potentially away from home. All residents of CHE should have been informed by the Town of Rothesay because of our proximity to the proposed development. Fortunately for us, we learned about your letter from neighbours and we can express our *comments and concerns*.

We have concerns. Chapel Hill Estates (CHE) is a sought-after neighbourhood that we hope to preserve. Houses in our neighbourhood sell by word of mouth, often above the asking price, and we do not want property value to be reduced. Home owners of CHE proudly take good care of our properties. We also are fortunate to have a well-organized volunteer-based Home Owners Association which assists home owners and takes good care of Trustee Land. We are a community of mostly retired adults who value our peaceful space and place where neighbours look after one another. The peace has noticeably changed in recent years because of nearby residential development and increased vehicular and pedestrian traffic, and we would like to curb that uncomfortable trend before it gets even worse.

We value the beautiful trees of Chapel Hill Estates which we maintain, and we do not want to lose the trees that border our beautiful neighbourhood. If the forest is depleted to make way for a housing development, even more deer and other animals will wander through Rothesay. The animals are already literally on our front doorsteps. Let the animals live in the woods, and let us all respect and preserve the ecosystem where the animals are meant to live.

With another set of residences built, in addition to the two recent nearby apartment buildings on Chapel Hill Road and Holland Drive, pedestrian traffic will inevitably increase through Chapel Hill to the Superstore, liquor store etc. There is already litter, including empty liquor bottles, left in our neighbourhood, especially on the trail from Chapel Hill Estates to the Superstore. We do not want more litter from pedestrians who do not have the care and attention for our neighborhood as we do. Besides potential litter, pedestrians of all ages from a new housing development could be a traffic hazard and be in danger of traffic accidents especially since there are no sidewalks on CHE courts.

Traffic on Chapel Hill Road and Marr Road will definitely increase beyond the frustrating state that now exists.

In addition to our above stated current concerns, we look forward to hearing an explanation about why a housing development would be built so close to NB Power Lines! This seems like a strange, unhealthy, and perhaps illegal activity. Has the builder retained a formal right-of-way authorization for the housing development from NB Power?

We are not NIMBY (Not In My Back Yard) people, and did not complain when two recent apartment complexes were built. But enough is enough. We now feel the need to express our concern for the environment and for the peace and stability of our beautiful neighbourhood for which we are thus far grateful. We hope common sense will prevail, and that the Town of Rothesay will respect our comments and justified concerns, and that Council will prevent the housing development from being built so close to Chapel Hill Estates.

Sincerely yours,

cc Mayor and Council
Town of Rothesay (— Separate letter to follow)

## Darcy Hudson

**From:**
**Sent:** July 23, 2026 10:26 AM
**To:** Darcy Hudson
**Subject:** Chapel Hill Rd/Pat Shea Development

You don't often get email from [redacted] 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.

I have the following concerns with the proposed Pat Shea development on Chapel Rd.

1. Are traffic lights going to be installed on the corner of Marr Rd. and Chapel Rd.to deal with the increased traffic flow. With the new apartments by the Credit Union, the joining of Chapel Rd and Holland Dr. to support that new apartment development and now this additional Pat Shea project, it is my daily observation that these traffic lights are an absolute requirement.
2. What buffer provisions are being addressed between the Pat Shea development and Chapel Hill Estates.

4 Matscot Ct.

Rothesay N.B.

E2E 6G5

.

JULY 22, 2026

**RE: Rezoning Application – Chapel Road (PIDs 00173443 & 00479212)**

To Whom It May Concern:
We are writing this letter to express our strong opposition to the above-noted Rezoning Application.

We have been residents of the Estates of Chapel Hill (hereafter referred to as CHE Inc.) for 15 years; a neighbourhood that is one of the most sought-after areas in Rothesay. It is well managed by its HOA, beautifully maintained and known for its quiet, peaceful ambiance.

Given this, we have a number of issues of concern related to the proposed rezoning, including the manner in which the public was notified. We consider the methodology of the dissemination of information to have been faulty for several reasons. Firstly, the letter regarding the proposal was not sent to all CHE Inc. residents. Secondly, the letter was sent during summer months when there is a greater likelihood of people being away or otherwise occupied thus not having the same opportunity to adequately consider the proposal. As well, the time frame provided for responding to the letter was very brief. A similar situation arose within the past 18-24 months regarding a rezoning application for self-storage units located behind 69 Marr Road, which is in close proximity to CHE Inc. Only a small number, not all, residents of CHE Inc. homeowners were notified by letter.

In recent years there has been (and continues to be) a significant amount of both commercial and residential development surrounding CHE Inc. This includes, but is not limited to Chapel Hill Suites, apartment buildings on Holland Drive (currently under construction) and relocation of Shoppers Drug Mart to the Superstore/Dollarama complex (currently under construction). Also, the previously mentioned proposed self-storage facility and the large scale four-phase, twenty-year project at the corner of Campbell Drive and Millenium Drive. All of these activities completely surround CHE Inc. and have significant impact upon the overall quality of life for its residents.

There has been a dramatic increase in traffic; both because of additional residents in the new housing units but also the multitude of construction vehicles associated with the various projects. With the increased traffic come issues such as speeding, inadequate

traffic signals (example: intersection of Marr Road and Chapel Road), greater risk to pedestrians, increased noise level and increased wear/tear on already damaged roads.

Over the past 18 months Chapel Road has become more dangerous because of the ongoing construction projects in the immediate area. There is a large volume of heavy equipment travelling on it. Measures undertaken to enhance safety (three-way stop sign, a new crosswalk and a speed measuring device) have done little to nothing to decrease the speed of vehicles or to enhance the safety of pedestrians and motorists alike.

The following paragraphs outline issues which we believe will arise and negatively impact the Estates of Chapel Hill:
**Intended Use (at time of proposal) vs. Eventual Actual finished project**. Although an indication has been given as to the intended purpose for the rezoning, what guarantee is there that the finished project will in fact be what was proposed?

**Infrastructure.** With recent and future planned development, it is quite apparent that the current infrastructure (condition and design of roads, municipal services such as water/sewerage, etc.) is not and will not be adequate.

**Neighbourhood being used as a thoroughfare/path.** Given the close proximity of the proposed development to CHE Inc., it stands to reason that residents of the newly developed area will choose to walk through our neighbourhood in an effort to access services such as grocery stores, pharmacies, etc. This will undoubtedly lead to an increase in discarded garbage, possible damage to properties because of foot traffic and a deterioration in the overall safety/security of the neighbourhood.

CHE Inc. already has to contend with the garbage that is generated from a nearby shopping complex (including Superstore, NBLC, Dollarama, Starbucks, NB Cannabis Store). On a daily basis, debris from that area blows into our yards. It is quite common for individuals to shop at those various stores, cut through our neighbourhood and throw/drop cigarette butts and garbage on the ground.

**In conclusion, we want to reiterate that we strongly oppose the rezoning proposal.** What was once a quiet, peaceful neighbourhood surrounded by an abundance of green space and natural beauty, it is quickly losing its uniqueness and appeal. What benefit is there to the residents of CHE Inc. to have even more development and less green space? The quality of life that we enjoyed 15 years ago when we moved here has deteriorated and we question how our tax dollars are of benefit to us.

We respectfully request that our letter be given serious consideration and that the rezoning proposal be denied.

Respectfully Submitted,

10 Alexscot Court
Rothesay, NB

## Darcy Hudson

**From:**
**Sent:** July 22, 2026 7:44 AM
**To:** Darcy Hudson
**Subject:** Rezoning application Chapel Road IDs 00173443 & 00479212 - comments, concerns

**Importance:** High

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

I am responding to your letter of July 14, 2026 regarding rezoning of the two parcels identified above, from single family residential Standard Zone (R1B) to Attached Residential Zone (R3).

Concerns and questions:

- Traffic: two recent apartment developments (Holland Hills with one building near complete and the second one soon to break ground, plus Chapel Hill Suites) have and will continue to significantly impact traffic on Chapel Road
- Walking and safety: Existing drivers on Chapel Road are a concern to walkers, often speeding through the stop signs and ignoring the one poorly marked crosswalk sign. This roadway is used by walkers frequently, at their own risk. Additional units will add only more traffic, leaving walkers, often seniors who live in the area for the proximity to necessities, forced to consider transportation.
- Environmental: Chapel Hill Estates has taken an environmental approach of keeping noise and light pollution at a minimum, through only lighting the boulevard and calming traffic through street design. The closeness of the proposed development will greatly impact light and noise pollution.
- Right of way and safety: I note the footnote to the map noting the map may not be free from error or omission, is that why there is no clear right of way for the power line shown? Increased population will also increase danger of increased activity around the power lines.
- Information request: Is a copy of the rezoning application and site plan available? Does this include exact list of building uses and heights? What would the setback requirement be?
- Storm water/drainage: Property along the power line is varied in grade. Impact to neighbors, Chapel Hill and Scribner residents from the development.
- Driving and Safety: How will the proposed properties be accessed, extension to Robinson, from Campbell Drive, Scribner or another route?
- Recreation, health and food security: Impact to recreational land (ball field, public garden plots).

This area has been chosen by residents because of the quietness and closeness to necessities. The extensive development in the immediate and surrounding area is significantly impacting the

lifestyle and undoubtedly our real estate values as the desirable urban feel of the community is lost.

Regards,

21 Windermere Court
Rothesay, NB E2E5Y4

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## Darcy Hudson

**From:**
**Sent:** July 20, 2026 10:49 AM
**To:** Darcy Hudson
**Subject:** Rezoning application-Chapel Road

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Hi Mr. Hudson,

My name is and I am the President of the Chapel Hill Estates Homeowners Association. We are a 110-unit garden home development that will potentially be impacted by this proposal. Four of our streets are adjacent to the proposed development.

I have a few initial questions:

- Where are the access points planned for this development?
- How close would the actual construction be to our property line?

I understand you may not be responding directly to this email, but I do plan on attending the PAC meeting on August 4th and expect that many of these questions will be addressed at that time.

One additional observation is that the existing power transmission lines appear to significantly reduce the amount of usable land for building purposes. Has a timeline for the project been developed?

Thank you, and I look forward to learning more at the meeting.

Regards, President – Chapel Hill Estates Inc.

## Darcy Hudson

**From:**
**Sent:** July 20, 2026 1:21 PM
**To:** Darcy Hudson
**Subject:** Rezoning application - Chapel Road

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I am looking at a copy of the application which residents on Matscot Crt. was to have been received by mail. I did not get a letter.

The attachment does not give enough information to make sensible observations. What is going to be on the 3.5 acre land PID 00479212)? Are the streets into the development area going to junction on Chapel Road or might the join onto our streets? If so I have some concerns. We are not really designed for additional traffic flow and it would do a great job of dramatically reducing the appeal of our community.

I would appreciate a more detailed view on what physical structures ( dwellings and roads) would be located.

A quick reply would be appreciated.

6 Matscot Crt.

**From:** Darcy Hudson
**To:** Mark Reade
**Subject:** Fw: Rezoning adjacent to Chapel Hill Estates
**Date:** July 27, 2026 9:37:34 PM

---

Darcy Hudson
Assistant Development Officer / GIS Technician
(506) 848-6666
darcyhudson@rothesay.ca

---

**From:**
**Sent:** Monday, July 27, 2026 6:22:38 p.m.
**To:** Darcy Hudson <darcyhudson@rothesay.ca>
**Subject:** Rezoning adjacent to Chapel Hill Estates

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As a resident of Windermere Court in Chapel Hill Estates I was not notified of this rezoning application. My concern would be the additional car traffic on Chapel Road from this housing when it comes in addition to the Holland Drive apartment building. We already have a difficult time getting out on to the Marr Road if we want to turn left off of Chapel on to Marr. Also concerned about the proposed buffer being enforced between the two properties and also ensuring that our courts will not be extended as a thoroughfare to this new development. I have been a resident here since 1999.

10 Windermere Court Rothesay
Sent from my iPad

**From:** Darcy Hudson
**To:** Mark Reade
**Subject:** Fw: Rezoning Application Chapel Road
**Date:** July 29, 2026 9:00:15 PM

---

Darcy Hudson
Assistant Development Officer / GIS Technician
(506) 848-6666
darcyhudson@rothesay.ca

---

**From:** >
**Sent:** Wednesday, July 29, 2026 8:44:30 p.m.
**To:** Darcy Hudson <darcyhudson@rothesay.ca>
**Subject:** Rezoning Application Chapel Road

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

As a resident of Chapel Hill Estates we have a property that borders the proposed rezoning parcels of land.

We feel the removal of the trees between our park and the new proposed townhomes will greatly reduce the value of our home and take away the peaceful enjoyment of our yard. Therefore, we would ask that the requested rezoning of the 3.5 acre parcel of land (PID00479212) be denied and enforce a mandate that this parcel of land remain undisturbed.

Our second concern is with regards to the power line that goes through the proposed new development. We ask for more detailed information on any changes as it is our understanding homes cannot be built close to a power line.

Our last issue is with regards to increased traffic as the result of new townhomes and ask that the installation of a new traffic light at the intersection of Chapel Road and Marr Road be installed by the developer.

Respectfully,

19 Mapledawn Court
Rothesay, NB

**From:** Darcy Hudson
**To:** Mark Reade
**Subject:** Fw: Rezoning application for proposed development near Chapel Hill Estates
**Date:** July 27, 2026 5:45:42 PM

---

Darcy Hudson
Assistant Development Officer / GIS Technician
(506) 848-6666
darcyhudson@rothesay.ca

---

**From:**
**Sent:** Monday, July 27, 2026 5:37:47 p.m.
**To:** Darcy Hudson <darcyhudson@rothesay.ca>
**Subject:** Rezoning application for proposed development near Chapel Hill Estates

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In May, 2025, we moved to 10 Mapledawn Court in Chapel HIll Estates, Rothesay, NB.

On Thursday, 23 July 2026, we received an information email from Chapel Hill Estates stating a proposed development which "could have a significant impact on homeowners in Chapel Hill Estates". We have not received anything through Canada Post about this and would like to have the information concerning this rezoning proposal so we may determine what, if any, impact this may have on our current residence.

Thank you.

**From:** Darcy Hudson
**To:** Mark Reade
**Subject:** Fw: Rezoning application-Chapel Road ( PIDS 00173443&00479212
**Date:** July 29, 2026 3:40:04 PM

---

Darcy Hudson
Assistant Development Officer / GIS Technician
(506) 848-6666
darcyhudson@rothesay.ca

---

**From:**
**Sent:** Wednesday, July 29, 2026 12:36:37 p.m.
**To:** Darcy Hudson <darcyhudson@rothesay.ca>
**Subject:** Rezoning application-Chapel Road ( PIDS 00173443&00479212

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I am a resident of Chapel Hill, 5 Alexscot Court.
I am concerned about this proposed development. Some of the following reasons are:
1) the increased traffic on Chapel Road, particularly at the intersection with Marr Road,
2)the increased foot traffic through our development through to the Superstore and other commercial properties,
3) the possibility of no tree barrier, or any barrier between Chapel Hill and the proposed development.
4)effects of construction activity on our peace, quiet and lifestyle.
As to the effect on the existing infrastructure I look forward to hearing from Rothesay staff.
I will be attending on August 4.
Thank you,

Sent from my iPad

Outlook

**RE: Albert Martin shared "PAC Letter for Rezoning (1)" with you**

**From**
**Date** Sun 2026-09-27 8:46 PM
**To** Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; Tyler Davis <tylerdavis@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Don Shea <DonShea@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>

Hi :

Thank you for your email and for taking the time to provide a letter outlining your concerns regarding the proposed rezoning application.

I have forwarded your correspondence to Town staff so that it can be included with the information and submissions provided to Council as part of the Public Hearing process. Therefore, your concerns will form part of the information available for consideration as Council considers the rezoning application.

Thank you again for reaching out and for taking the time to share your perspective on this matter. Public input is an important part of the municipal planning and rezoning process.

Thank you,

Matt

**Matt Alexander**
**Mayor**

matthewalexander@rothesay.ca

70 Hampton Rd
Rothesay NB, E2E 5L5
T: 506-848-6600 | F: 506-848-6677
rothesay.ca

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2026Oct13OpenSessionFinal_387

error, you are notified that any use of the information is strictly prohibited. Please notify the sender immediately by replying to the message and then delete the message from your email provider.

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**From:**
**Sent:** September 27, 2026 10:15 AM
**To:** Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; davebrown@rothesay.nb; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Tyler Davis <tylerdavis@rothesay.ca>; Bill McGuire <billmcguire@rothesay.ca>; Don Shea <donshea@rothesay.ca>
**Subject:** Fwd: shared "PAC Letter for Rezoning (1)" with you

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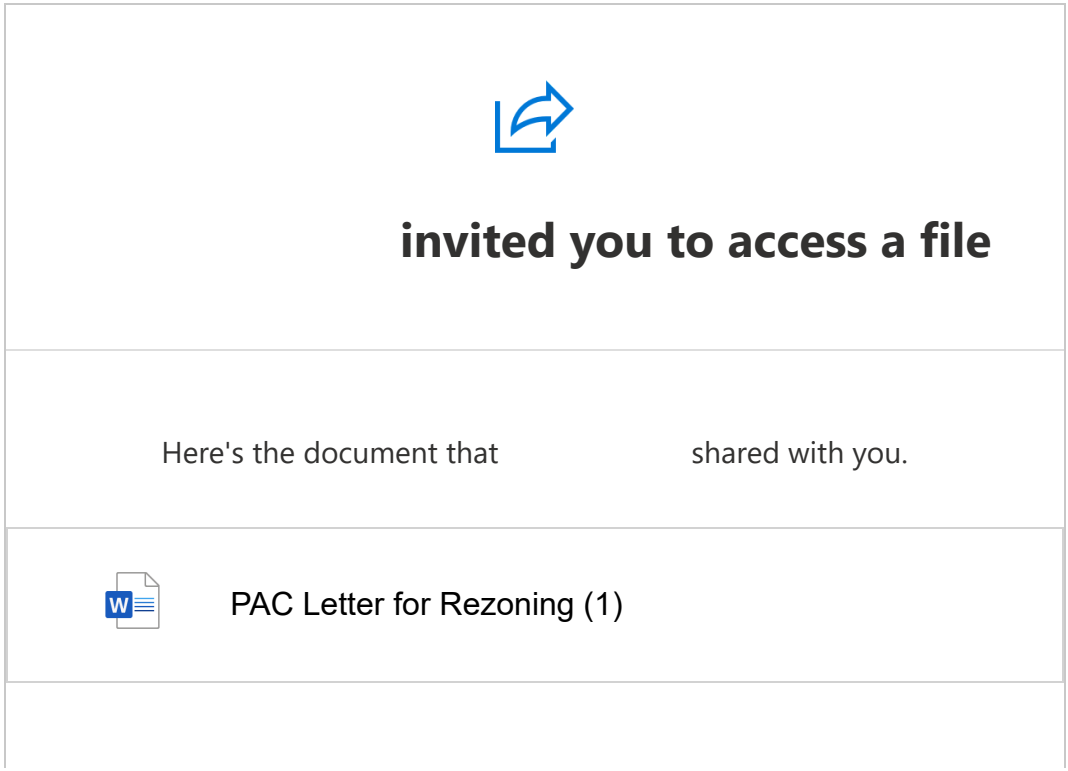
---------- Forwarded message ---------
From: >
Date: Sun, 27 Sept 2026 at 10:06
Subject: Albert Martin shared "PAC Letter for Rezoning (1)" with you
To:

Please find attached our letter of opposition to be considered at the scheduled Public Hearing for a rezoning application by Mr. Pat Shea. Meeting to be held on October 19, 2026.

Should you have any questions please feel free to contact us at

Regards,

10 Alexscot Court
Rothesay, NB



SEPTEMBER 27, 2026

**RE: Rezoning Application Chapel Road (PIDs: 00173443 & 00479212)**

Town of Rothesay Mayor and Councillors:

We are writing this letter regarding the above-noted application and wish to express our strong opposition to it.

We attended the PAC meeting on August 4, 2026 regarding the application for rezoning by Mr. Pat Shea. As a result, we have the following concerns:

- **Lack of transparency** – since this process began (August 4/26) it has become apparent that there has been little to no effort made to provide clear, comprehensive information about the requested rezoning. It is our understanding that there are established requirements which must be met in order for the issue to move forward; specifically, that a detailed plan (by the applicant be submitted in advance of any vote to move it forward). It was apparent at the PAC meeting that no plan was submitted by Mr. Shea and in fact he stated that he would not be submitting a plan unless and until he was successful in his bid for rezoning. In spite of this the PAC members voted in favour of moving forward with the application. With this in mind, we are skeptical that Town officials will follow established processes and thus we are not confident that they will truly look out for the best interests/wellbeing of our community.

- **Unknown Variables** – Should the rezoning be approved we are concerned about what other issues we could be subjected to. For example, should Mr. Shea decide to later modify his original plan, what guarantees and/or recourse would be available to Chapel Hill residents?

- **Potential Devaluation of our Homes** – At the very least, in the short term, the value of our homes could be greatly decreased as we would be in the midst of an ongoing major construction project which would involve heavy equipment traffic, associated noise, dirt and possible adverse effects on existing infrastructure.

- **Quality of Life** – If the project were to go ahead, we are extremely concerned about the negative effects on the quality of life that Chapel Hill residents have come to enjoy. At the present time we enjoy a serene, safe and secure environment. This would likely change with increased traffic (both vehicle and pedestrian) in the neighbourhood. As well, we are concerned about how the wildlife will be impacted. As more and more construction occurs, the natural habitat for wildlife is greatly

decreased. This could also lead to increased traffic issues as the wildlife is more often on the roadways.
We will now refer to comments made by the Mayor some time ago:
**"We don't want to grow at an unprecedented rate. We end up with a host of other issues including traffic. We will be asked to balance growth with preservation. We all want future generations to enjoy the same quality of life that has made this town such a special place to call home."**

- It should be noted that there has been **conflicting/misleading information** offered to Chapel Hill residents on more than one occasion. To cite two examples: (1) At the PAC meeting residents were led to believe that Mr. Shea and Mr. Ron Scott were partners in the rezoning application when in fact that was not the case but rather that they are potentially two separate applicants for different projects; (2) At the PAC meeting, Mr. Shea made a comment that could only be considered a threat to the Chapel Hill Estates community by saying that if he did not get his requested rezoning he would then simply open up existing streets within Chapel Hill Estates even though Mr. Scott owns land which separates Mr. Shea's land from the Estates.

In conclusion we wish to clearly state that we are disappointed in the process which has occurred to date and would expect that our elected Mayor and Councillors would continue to responsibly protect our way of life. As previously stated, we are in complete opposition to the proposed rezoning application by Pat Shea.

Below you will find our original letter which was submitted to the PAC meeting on August 4, 2026.

Outlook

## FW: Rezoning Application - Property Next to Chapel Hill Estates

**From** Mark Reade <markreade@rothesay.ca>
**Date** Fri 2026-10-02 11:49 AM
**To** Neil McKenna <neil.mckenna@rothesay.ca>

Neil, for the packet

**From:**
**Sent:** October 1, 2026 12:26 PM
**To:** Mark Reade <markreade@rothesay.ca>
**Cc:** Darcy Hudson <darcyhudson@rothesay.ca>; 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>; Tyler Davis <tylerdavis@rothesay.ca>; Don Shea <donshea@rothesay.ca>
**Subject:** Rezoning Application - Property Next to Chapel Hill Estates

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I am writing to register my opposition to the proposed Shea and Scott property developments next to Chapel Hill Estates. I moved here from Vancouver as I was tired of overgrowth, traffic, noise and years of construction fatigue. Having found a home where I could live out my senior years in the tranquility of a quiet retirement community, I now feel my quality of life is about to be threatened, disrupting my sense of peace and security.

Although a development plan has not yet been submitted, if the Scott property application were to be approved, it would likely mean a block of new homes stuck at the end of what is now a lovely treed cul-de-sac, which would all be removed to create a new entry/exit to our roads - negatively affecting the existing character and ambiance of our community. Any new homeowners would not be part of our HOA and not required to follow covenants as the rest of us do.

Residents here are mainly all seniors, some with limited mobility, frequently out walking dogs. The well-being of pedestrians and pets is already threatened by speeding vehicles on the narrow roads of the Boulevard. Additional development would necessarily increase traffic and safety concerns. To cross Chapel Road at the crosswalk at the end of the Boulevard is like running the gauntlet - frightening, at the rate of speed cars travel along there, not stopping despite clear speed limits and signage.

I favour preservation over growth in this neighbourhood and stand opposed to both the Shea and Scott developments. Both require clearcutting of trees, increasing traffic congestion, heightening road safety concerns, construction noise for how many years, as well as potential effects on water and sewage and environmental impacts on wildlife. The Scott development will clearly have a more direct impact on the Estates as we know it and the change in our small community and our quality of life would simply be a step too far.

12 Zackery Court

Outlook

## Objection to rezoning application PIDs 00173443 and 00479212

**From**
**Date** Thu 2026-10-01 10:03 PM
**To** Rothesay Info <rothesay@rothesay.ca>

1 attachment (22 KB)
Objection Letter to rezoning application PIDs 00173443 and 00479212.docx;

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Enclosed is our letter of objection to be considered at the open meeting of council on October 19, 2026.

Thank you for your attention to this matter.

5 Alexscot Court
Rothesay, NB E2E 0A7

October 2, 2026

**Town of Rothesay, Mayor and Councillors**
rothesay@rothesay.ca

**RE: Rezoning PIDs 00173443 and 00479212**

Your Worship and Councillors:

We are residents of the Town of Rothesay and live at 5 Alexscot Court, Chapel Hill.

After many years of demanding work as lawyers in this Province, we began looking forward to retirement and sought a peaceful and private community in which to live.

We were fortunate to discover Chapel Hill, a retirement community designed and developed by Scott Brothers. We purchased our home there and have found the community to be exactly what we had hoped for: peaceful, private, safe and well situated, while still providing convenient access to local amenities.

Our decision was reinforced by the Mayor's later comments, which were:

> *We don't want to grow at an unprecedented rate. We end up with a host of other issues including traffic. We will be asked to balance growth with preservation. We all want future generations to enjoy the same quality of life that has made this town such a special place to call home.*

We, along with others in our community, were surprised and concerned by the proposal presented to the PAC on August 4, 2026. The proposal consisted only of a sketch with limited details. However, it appeared to show the development abutting Chapel Hill, with the existing tree buffer removed. Mr. Shea also indicated that there was a possibility that our courts could be extended as through streets to serve the proposed development.

It was suggested that this was a joint proposal by Mr. Shea and Mr. Scott. Mr Scott owns the property abutting Chapel Hill.

We, along with others in the community, objected to the proposal and raised concerns about the lack of detail provided. We also submitted a formal letter of objection.

Despite the lack of a detailed plan, the PAC forwarded the proposal to you for discussion at the open meeting on October 19.

A committee of property owners was formed to obtain more information and clarification about the proposal.

Mr. Shea subsequently met with a member of the Committee and assured her that he was moving forward only with his property and not that of Mr. Scott.

To our knowledge, Mr. Shea has not provided a new, detailed development plan. Therefore, the only proposal before you at this time is the original sketch.

We object to this sketch/proposal because of the potential impact it could have on our community and our way of life. If the proposal moves forward, the potential loss of the tree buffer, the possibility of extending our courts to create through streets, and the construction activity would significantly affect the character and day-to-day life of our community. Pedestrian and vehicular traffic would substantially increase on our private courts, diminishing safety, peace and tranquility that we and so many others value and sought when choosing to live here.

Please consider this letter of objection. We will attend the open meeting to voice the community concerns and answer any questions you may have.

Sincerely,

Outlook

## FW: Request for rezoning of property own by Pat Shea

**From** Mark Reade <markreade@rothesay.ca>
**Date** Fri 2026-10-02 11:49 AM
**To** Neil McKenna <neil.mckenna@rothesay.ca>

1 attachment (99 KB)
Rothesay Planning Committee.pdf;

Neil, for the packet

**From:**
**Sent:** September 30, 2026 3:20 PM
**To:** Mark Reade <markreade@rothesay.ca>; Darcy Hudson <darcyhudson@rothesay.ca>
**Cc:** 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:** Request for rezoning of property own by Pat Shea

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Dear Mayor Allexander, Council Members and Mr. Reade, please find attached my letter related to the request for rezoning of land owned by Pat Shea. Please feel free to contact me if you have any questions or concerns related to my letter. Kindest regards,

September 30, 2026

Mark Reade, Director of Planning
Planning Committee Members
Town of Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5

Re: Rezoning of existing land from R1 to R3

Dear Planning Committee:

I write this letter to express my concerns with the planned development of land in close proximity to Chapel Hill Estates. My husband and I have lived in Chapel Hill Estates for the past five years. We selected this location because of its close proximity to various amenities including grocery stores, pharmacies, restaurants and others. We appreciate the ability to walk, bike of use other assistive devices to get around in neighborhood, as well as the green space provided by mature trees and shrubs in Chapel Hill Estates and the surrounding area.

I recognize there is a need for additional housing in Rothesay and that landowners want to develop their land to support housing. I would like to ask the Members of the Planning Committee to consider how proposed building projects address the needs of future generations and the livability of the entire area. By livability I mean the area is walkable, there is open green spaces, wildlife is able to coexist and have safe spaces to forage and live, and children and seniors can enjoy the outdoor spaces safely without worrying about traffic.

It is my understanding that Mr. Shea is proposing building 44 additional homes on his property if it is rezoned from R1 to R3. I would like to ask the Planning Committee to require the landowner to preserve green spaces that act as buffer zones to reduce noise from exiting traffic and improve air quality; build around the trees instead of clear cutting; protect wildlife habitats; and consider the present and future needs of children and seniors. Thank you for your time and attention.

Sincerely,



7 Ayerscliffe Court
Rothesay, NB E2E 5Y5

Outlook

## Fw: Chapel Hill Development Opposition

**From** Matthew Alexander <MatthewAlexander@rothesay.ca>
**Date** Thu 2026-10-01 11:02 AM
**To** Neil McKenna <neil.mckenna@rothesay.ca>

1 attachment (7 MB)
Chapel Hill Development Opposition .pdf;

Image
**Matt Alexander**
**Mayor**

matthewalexander@rothesay.ca

70 Hampton Rd
Rothesay NB, E2E 5L5
T: 506-848-6600 | F: 506-848-6677
rothesay.ca

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**From:**
**Sent:** Wednesday, 30 September 2026 15:13:54
**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>; Mark Reade <markreade@rothesay.ca>; Darcy Hudson <darcyhudson@rothesay.ca>
**Subject:** Chapel Hill Development Opposition

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Please read the attached letter opposing development on lands at Chapel Road (**PIDs 00173443 & 00479212**) and add to the information for the October 5 PAC and the October 19, 2026 Public Hearing.

Thank you.

3 Alexscot Court
Rothesay, NB

Town of Rothesay Mayor and Councillors,
Members of the Rothesay Planning Advisory Committee (PAC),
Director of Planning/Development Services Mark Reade
Assistant Development Officer Darcy Hudson

September 30, 2026

Dear Fellow Rothesay Residents:

With respect to the application from Mr. Pat Shea to rezone lands (**PIDs 00173443 & 00479212**) at Chapel Road from the Single Family Residential-Standard Zone (R1B) to the Attached Residential Zone (R3) to allow for future development involving townhouse dwellings, I first want to say, that I do not understand why this development is even being considered by Rothesay Town Council since neither Mr. Pat Shea nor Mr. Ron Scott have presented comprehensive plans for the ideas they have been entertaining. Their verbal intentions have caused considerable concern, frustration, and anxiety for residents of Chapel Hill Estates.

I am also frustrated by the poor communication of information or lack thereof. Because of a conversation that one of our residents had with Director of Planning/Development Services, **Mark Reade,** we learned, by chance, in September that Pat Shea and Ron Scott were *not* working together, but that Ron Scott would be presenting his own plan for his property PID 00479212. We have no idea when that idea, which does not have a comprehensive plan, was filed with the Town of Rothesay, or when the October 5 PAC was scheduled. The meeting has only been posted online for a short time. Clearly, residents do not have the required two months to add letters of support or opposition for Ron Scott's *idea* for development. The fact that an agenda for Monday Planning Advisory Committee meetings is not posted until the Friday before (in this case October 2, 2026) is another frustrating concern. Will Ron Scott's plan or idea even be on the agenda?

And if Mr. Ron Scott decides to not develop his property **PID 00479212**, what assurance exists that the land will not be sold and developed by someone else?

I also find it strange that Pat Shea's idea for development would qualify for a Public Hearing since clearly, he had no plan for development at the August 4 PAC. But, since that was the decision, I will do my best to express my sincere concerns and opposition to development on lands *PIDs 00173443 & 00479212* at Chapel Road.

**Chapel Hill Estates (CHE)** is a modern suburban oasis in a highly sought-after community of 110 garden homes. The natural beauty comes from the mature trees in and surrounding our neighbourhood.

Residents of CHE and our Homeowners Association keep our property in great shape. We pay over $500,000 in property tax, and we support local landscaping businesses and other Rothesay enterprises. In other words, we are a vivacious and contributing community of citizens who wish to preserve the beauty and peace of our vibrant sanctuary.

I strongly oppose the destruction of any trees on land adjacent to Chapel Hill Estates and ask that you not allow any development by Ron Scott or Pat Shea on that land of trees and greenery (PIDs 00173443 & 00479212).

I am shocked that Ron Scott would even consider attempting to damage the beautiful community he created or consider selling the land to someone else.

As Mayor Matt Alexander was quoted in the September 3, 2026 Telegraph Journal, "We don't want to grow at an unprecedented rate. We'll end up with a host of other issues, including traffic."

I concur with His Worship. The traffic on Chapel Road and Marr Road has already increased because of recent development and will be heavier when the 48-unit Holland Hills apartment on Holland Drive is completed. We do not need more traffic from development on Chapel Road.

I also wonder what ideas for future development Pat Shea has for the land he owns across the street from Chapel Hill Boulevard and at the top of Robinson Street. Will that development contribute to traffic congestion too?

Vehicle traffic is not the only concern. The woods adjacent to Chapel Hill that Pat Shea and Ron Scott want to develop, are home to many animals including the occasional piliated woodpecker, as was the case in the spring of 2026 and previous years. And ghost pipes, moss, mushrooms, and ferns are significant aspects of our local ecosystem. (see attached photos.)

A brook flows on the property every spring and nurtures the variety of plants that are present under the many trees. I appeal to your respect for the natural environment and passionately request that you choose to leave this patch of nature alone.

Please consider the longstanding reputation of Rothesay as a beautiful town with thoughtful and purposeful development. In recent years, it seems that our environment and ecosystem are being sacrificed for bricks and mortar. I acknowledge that people need places to live and that the Town of Rothesay wants and needs to increase its tax base. However, there is enough land for development in Rothesay without cutting down these trees.

Thank you for your service and all you do to maintain the beauty of Rothesay. I hope, as I do, you concur with His Worship who posted on his blog:

"*Rothesay is truly unique. We choose to live here because it is a community where natural beauty, strong welcoming neighbourhood connections, and a shared sense of pride come together to create an exceptional quality of life.*"

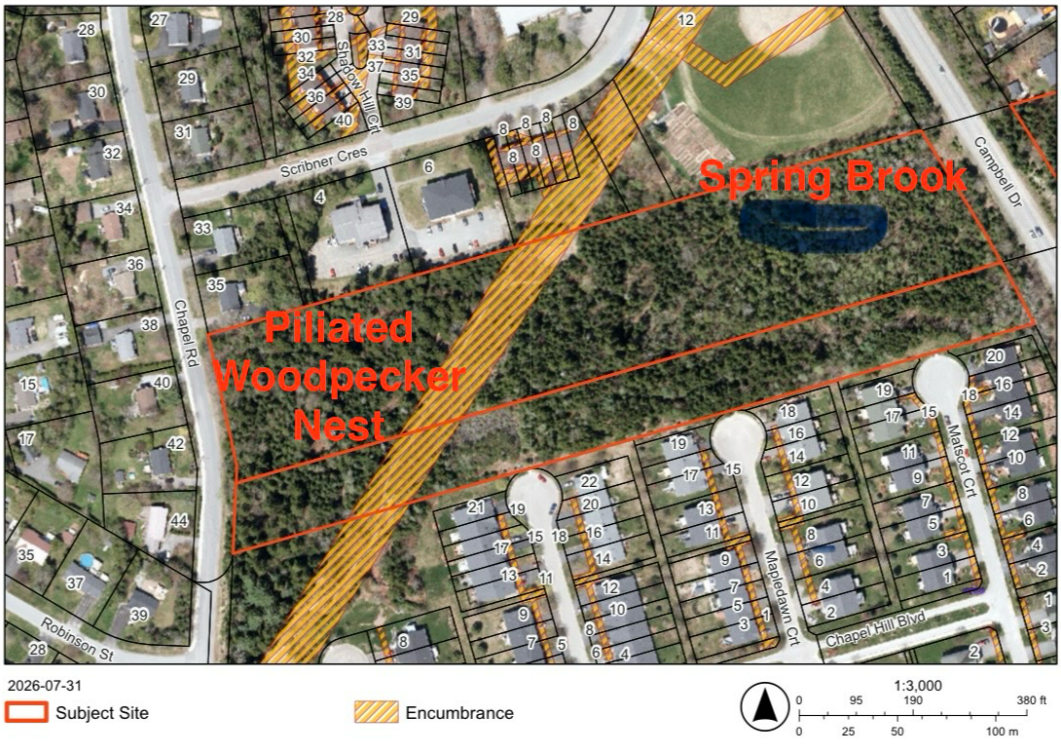
**Environmental Scientist Dr. Matt Alexander's Blog, March 11, 2026**

Sincerely,

3 Alexscot Court, Rothesay, NB



Chapel Road - Air Photo












**The only development on the land adjacent to Chapel Hill Estates that I would support is a walking trail under the power lines where people already walk from Chapel Road to Campbell Drive with connections to Scribner Cresent. No trees would be destroyed.**



Outlook

## RE: Proposed rezoning application

**From** Matthew Alexander <matthewalexander@rothesay.ca>
**Date** Thu 2026-10-01 6:39 PM
**To** Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Mark Reade <markreade@rothesay.ca>; Darcy Hudson <DarcyHudson@rothesay.ca>

Hi :

Thank you for your email and for taking the time to provide a letter outlining your concerns regarding the proposed rezoning application.

I have forwarded your correspondence to Town staff so that it can be included with the information and submissions provided to Council as part of the Public Hearing process. Therefore, your concerns will form part of the information available for consideration as Council considers the rezoning application.

Thank you again for reaching out and for taking the time to share your perspective on this matter. Public input is an important part of the municipal planning and rezoning process.

Thank you,

Matt

**Matt Alexander**
**Mayor**

matthewalexander@rothesay.ca

70 Hampton Rd
Rothesay NB, E2E 5L5
T: 506-848-6600 | F: 506-848-6677
rothesay.ca

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**From:**
**Sent:** October 1, 2026 10:43 AM

**To:** Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Mark Reade <markreade@rothesay.ca>; Darcy Hudson <darcyhudson@rothesay.ca>
**Subject:** Proposed rezoning application

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**To whom it may concern**:

Please be advised that my wife and I oppose the proposal to rezone the properties owned by Pat Shea and Ron Scott from R1 to R3. These properties are adjacent to Chapel Hill Estates Inc. (CHE), a community of 110 homeowners.

**Reasons for Our Opposition:**

**Construction, Infrastructure, and Access**

Building homes at the ends of our streets would bring substantial construction activity for an extended period. Before any rezoning is approved, the Town should determine whether the existing water and sewer systems can support the additional homes, whether our narrow streets can safely accommodate wide construction loads, and how residents in the cul-de-sacs will maintain reliable access to their driveways while heavy equipment is present.

**Tree Loss and Environmental Impact**

The two developments would require extensive clearing for homes and yards. If the Scott Bros. development is approved, its new homes would back directly onto the Shea family's proposed 44-home development, raising concern that little or no tree buffer would remain. This loss of habitat could also have significant effects on local wildlife.

**Traffic, Access, and Safety**

Both developments would add significant traffic to Chapel Road and increase the use of existing roads by vehicles from outside the community. This is especially concerning because approximately 99% of CHE residents are seniors and residents value the sense of safety created by the community's current design.

**Community Character and Fairness**

A neighbouring development would not share the established character of Chapel Hill Estates, and its residents would not belong to our homeowners' association even though they would use existing roads. CHE residents collectively contribute approximately $500,000 in annual property taxes to the Town of Rothesay. We ask the Town to give meaningful weight to protecting the community and quality of life our residents have built.

**Alignment with the Mayor's Stated Priorities**

Our new mayor has been quoted as saying: "We don't want to grow at an unprecedented rate. We'll end up with a host of other issues, including traffic. We will be asked to balance growth with preservation. We all want future generations to enjoy the same quality of life that has made this town such a special place to call home."

**Town of Rothesay 2026 Citizen Survey**

The survey identified growth pressure as the leading issue on the public agenda. The three most common top-of-mind concerns were overdevelopment and growth management (17%), traffic congestion and road safety (17%), and property taxes and affordability (15%). Housing affordability and options (8%) and active transportation (7%) followed.

These findings show that Rothesay residents generally—and CHE residents in particular—share serious concerns about overdevelopment, traffic, affordability, and the pace of growth. We respectfully ask the Town to consider these concerns and reject the proposed rezoning from R1 to R3.

Respectfully submitted

14 Matscot Court, Rothesay

Outlook

## FW: Rezoning/Development Land owned by Pat Shea and Family and Ron Scott

**From** Mark Reade <markreade@rothesay.ca>
**Date** Fri 2026-10-02 2:14 PM
**To** Neil McKenna <neil.mckenna@rothesay.ca>

-----Original Message-----
From:
Sent: October 2, 2026 1:21 PM
To: Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Mark Reade <markreade@rothesay.ca>; Darcy Hudson <darcyhudson@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: Rezoning/Development Land owned by Pat Shea and Family and Ron Scott

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To All Concerned,

I am writing in concern of the proposed development of the above 2 properties as they are in the area of my residence in Chapel Hill Estates off Chapel Road, Rothesay.

1 ) The proposed development of the Shea Property, for 44 homes, which I understand is on the Agenda for the Public Meeting at the Bill McGuire Centre on October 19, 2026, would greatly add to the already congested traffic flow on Chapel Road and subsequent streets of Marr Road and Campbell Dr. out to Hwy. #1.
High density housing construction is perhaps not the best solution for this overall compact land area in my opinion . Consideration needs to be given for the residents already living here who have contributed greatly to the tax base of Rothesay so they may maintain their quality and standard of living which they have enjoyed and want to maintain going forward.
Rezoning the Shea Property from R1 to R3 would NOT be in the best interest of Rothesay residents surrounding this land , in my opinion.

2 ) I am also concerned about the possibility of the development of the Ron Scott Property as it is directly adjacent to Chapel Hill Estates, where I live.
In addition to my concerns with the Shea Property, I am very concerned with the idea of extending the end of Matscott, Mapledawn and Windermere streets of Chapel Hill Estates to join in with this new

development. We are a community of , by and large, senior people who feel safe in our neighbourhood, who are able to walk freely among quiet, local traffic and this would destroy this sense of security, of almost a gated community ( without a gate ) feeling, if this new development was allowed to have direct access to our streets/area.
This somewhat closed community was one of the reasons we chose to move here. Aside from the construction noise disturbing this wooded area, home to many aspects of nature would be uprooted and we would find even more critters in our yards destroying our hard work of trying to beautify our properties.
Again, I feel careful consideration should be given to all when considering development of this parcel of land and should NOT be rezoned from R1 to R3 and should never be allowed to be joined to Chapel Hill Estates.

In closing, may I remind you all, and I quote our Mayor Dr. Matt Alexander " We don't want to grow at an unprecedented rate. We'll end up with a host of other issues, including traffic. We will be asked to balance growth with preservation. We all want future generations to enjoy the same quality of life that has made this town such a special place to call home ".

Thank you for your time and consideration on this matter.
Regards,

12 Devonayer Crt.,
Rothesay, NB
E2E 6E2

Outlook

## FW: Letter of Concern to Town of Rothesay's Mayor and Council

**From** Mark Reade <markreade@rothesay.ca>
**Date** Mon 2026-10-05 3:58 PM
**To** Neil McKenna <neil.mckenna@rothesay.ca>

1 attachment (185 KB)
Letter to Council, Oct 5, 2026.pdf;

Neil, can you print copies of the nletter for PAC and add them to the file?

Thanks

Mark

**From:** >
**Sent:** October 5, 2026 10:47 AM
**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>
**Cc:** Mark Reade <markreade@rothesay.ca>; Darcy Hudson <darcyhudson@rothesay.ca>
**Subject:** Letter of Concern to Town of Rothesay's Mayor and Council

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Please find attached my letter of concern and opposition to Town Council re the proposal from Pat Shea re PIDs 00479212 & 00173443.
Thank you for your service to our community.

3 Alexscot Crt
Rothesay, NB
E2E0A

October 5, 2026

Mayor and Councillors
Town of Rothesay

Dear Municipal Elected Representatives:

I write to share my concerns re the proposed development of PID 00479212 and PID 00173443 submitted by Pat Shea on behalf of property owners, Sandra Shea and Scott Brothers Ltd.

My concerns centre on the following overlapping areas**: density, safety, natural preservation** and **quality of life.** I will attempt to address each briefly.

**Density and Safety:** I understand the plan cites "medium density residential"; my concern envelopes not just my residential area of Chapel Hill Estates, but the surrounding residential areas which I will highlight below showing my count of current levels of 'residential density' as follows:

Chapel Hill Suites: **36** apartments

Chapel Hill Estates: **110** houses

Chapel Rd: **20** houses

Robinson St: 24 plus another 25 from adjoining crts for a total of **49** houses

Parkdale Ave: 11 plus 14 townhouses (25) plus 39 others on connecting crts, aves and streets for a total of **64** houses

Holland Hills development underway where residents will not be allowed to enter or exit onto Hampton Rd, 48 apartments plus 1 home for a total of **49** residences

The Scribner Crescent, and adjoining Shadow Hills Crt and Hillsview Crescent community appear to contribute another 78 apts and 110 townhouses for a total of **188** residences.

**In the area off Chapel Rd** as listed above**, I count 516 dwellings;** the number of people contained therein is unknown to me but no doubt at least double that number and same with number of vehicles associated. All those numbers - dwellings, people and vehicles- contribute to the area's density.

The proposal being addressed, I understand, is for potentially an additional 46 dwellings, seemingly townhouses preferred. If approved, I expect the surrounding population will approach 1K population, an impressive percentage of Rothesay's overall population (@ 12K as of 2021 census).

With increased development, as you are well aware, there are increased needs for Town infrastructure- water, sewage, etc.

Most of the current and expected dwellings will have at least 1 vehicle, some 2, adding to the density of vehicular, pedestrian, cycle, human and no doubt animal traffic -- domestic and wild, the latter caused by the removal of more protected area for wildlife. The lands proposed for development in our area are wooded areas.

Vehicular traffic on Chapel Rd since the latest new development on Holland Drive has added to safety risks as there are more trucks, and regular traffic diverted from Marr Rd, especially during busiest hrs, and not all drivers respect the speed limits and stop signs, I have observed. It is often challenging to enter Marr Rd in either direction from Chapel Rd. With further development, this traffic flow challenge will increase, and so will safety risks.

I am reminded of our Mayor Matt Alexander's statement to the T.J., published on Sept 3, 2026, **"We don't want to grow at an unprecedented rate; we will end up with a host of other issues, including traffic."**

**Natural Preservation**: As mentioned earlier, the lands proposed for development are woodlands. I have walked in there (not an easy walk) several times in my 20 years of living in CHE. Walking straight through from Matscot Crt northward, one ends up behind the town's ballfield and community garden, south of Campbell Drive. The wooded area is a last resort and home to some of our wildlife. I have come to appreciate, we humans are living on what was once their land! Deer now are often photographed on front porches of our dwellings, looking for food; where will they go with less forest? Birds nest in that area too as do smaller creatures, skunks, raccoons, squirrels, etc.

Trees drive environmental conservation by capturing carbon, stabilizing soil, and sustaining diverse habitats.

From Gov't of Canada site:" - - -trees are important nature-based solutions - - - controlling soil erosion, improving water quality, providing habitat for many species; trees stop floodwaters from reaching homes, provide shade and cooler air in summer months and act as snow fences - - -, provide clean drinking water to just under 50% of Canadians and support clean air for all." A very good summary especially as we seem to be experiencing more of climate change effects, and it provides excellent reasons to prevent these 4.4 hectares of wooded land to become human habitats. A parkland with walking trails would be great. Maybe the Town could strike a deal with owners.

**Quality of Life**: I understand that all are deserving of a safe place to live, and so I am not a NIMBY person, but I am hoping with the research I have done on my own and through chatting with others in the CH area, not just CHE, that my cited concerns will register with you as legitimate and worthy of your serious consideration.

From the Town's own 2026 Quality of Life Survey, the top two issues facing Rothesay were:

- **Overdevelopment and growth management -17%**
- **Traffic congestion and road safety -17%** and also related to my concerns were
- Active transportation and walkability -7%
- Road conditions and infrastructure -6%

As a 20 yr resident of CHE (this month) and this CH area, and having lived earlier years in Quispamsis and earlier still in the city, I have grown to truly appreciate this Town of Rothesay and CHE especially. CHE is a small, friendly, safe community with a volunteer homeowners' association and volunteer committees that help keep the trustees' lands well kept. It is a sought-after area for home purchases. Homeowners accept a covenant respecting each others and their own properties.

I feel my quality of life is enhanced by living in CHE specifically, and in the surrounding area, generally. I have stated my concerns above, and those concerns, if further development in the identified properties is approved, will, I feel, certainly affect the quality of life for all who live in the area north, west and east of Chapel Rd. **Clearly, I oppose the proposed development of the identified properties.**

I thank you all for your service to our Town of Rothesay, the community where we choose to live.

I will close with another quote from His Worship, Dr. Matt Alexander, at his swearing in ceremony in June, 2026, **"We will be asked to balance growth with preservation; - - - we all want future generations to enjoy the same quality of life that has made this town such a special place to call home."**

Respectfully yours,

cc: Mark Reade Director of Planning/Development & Darcy Hudson Assistant Officer

Outlook

## RE: Chapel Rd Rezoning - Shea Development

**From** Matthew Alexander <matthewalexander@rothesay.ca>
**Date** Mon 2026-10-05 6:40 PM
**To** donpat@nb.sympatico.ca donpat@nb.sympatico.ca <donpat@nb.sympatico.ca>

Hi :

Thank you for your email and for taking the time to provide a letter outlining your concerns regarding the proposed rezoning application.

I have forwarded your correspondence to Town staff so that it can be included with the information and submissions provided to Council as part of the Public Hearing process. Therefore, your concerns will form part of the information available for consideration as Council considers the rezoning application.

Thank you again for reaching out and for taking the time to share your perspective on this matter. Public input is an important part of the municipal planning and rezoning process.

Thank you,

Matt

**Matt Alexander**
**Mayor**

matthewalexander@rothesay.ca

70 Hampton Rd
Rothesay NB, E2E 5L5
T: 506-848-6600 | F: 506-848-6677
rothesay.ca

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**From:**
**Sent:** October 5, 2026 10:20 AM
**To:** Matthew Alexander <matthewalexander@rothesay.ca>
**Subject:** Chapel Rd Rezoning - Shea Development

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Good morning. I am totally against further development along Chapel Rd. Combine the existing apartment growth on Chapel Rd and Holland Dr. add all the traffic taking a short cut on Parkdale and Robinson to avoid the conjestion at the corner of Marr Rd and Hampton Rd. and we already have serious traffic issues. And a developer wants to add another complex. Come on mayor. What about your election satatement quoting "not wanting unpreecedented rate of growth" and "quality of life affected". Have you noticed how many properties have been put up for sale the last few months on the streets mentioned ?

Enough is enough !

4 Matscot Ct

Rothesay NB

RECEIVED
OCT 07 2026

October 7, 2026

Re: Rezoning Application Chapel Road PID 00173443 & 00479212

I am writing in regard to above properties requested rezoning from R1 to R3 made by Pat Shea and Ron Scott. As you are no doubt aware, Chapel Road is increasing becoming a Main Road so much so that many of us are requesting Traffic Lights at the intersection of Chapel and Marr Road. There has been an effort to make the eastern section of Rothesay home to high density housing. This comes at the risk of quality of life that most councillors tout as reasons for moving to Rothesay.

This section of town is quickly losing its trees, open spaces and quiet environment. We have no trails or pleasant areas to walk in our neighborhood. We must get in our cars to find these quiet areas. Despite the town indicating that they are trying to make a walkable Commercial district, most people in this part of town have vehicles as indicated by all the traffic on the Hampton Road. Continued development of Multi Density Housing on Chapel Road is only going to increase the traffic. Traffic does not make a walkable Commercial District.

These two new developments proposed for Chapel Road are basically going to result in the loss of most of the trees left on the street, disturb the wildlife and add additional traffic. Every additional unit adds 1 to 2 or more vehicles. Most of all these two new developments are going to affect an area called Chapel Hill Estates.

Chapel Hill estates has been in existence about 30 years. I am one of the original owners of a unit and have lived here almost 28 years. I have seen the place grow. It is a quiet neighborhood of 110 units consisting mainly of seniors. We have a narrow blvd and common areas that the citizens maintain. Chapel Hill is different as it has an HOA with covenants. Units in this neighborhood have certain color requirements. We pay for street lighting, lawn mowing and snow removal.

We have streets called Courts. When a road is called a Court it usually means that it is a short street that ends in a Cul de sac (a closed circle) and there is no through traffic. It is basically a Speed Bump that indicates that the ROAD ENDS HERE. Cul de sacs are added to streets to limit traffic in residential neighborhoods. Seniors are used to walking around the Cul de sac for exercise and for walking their pets because it is a quiet and relatively safe area and because there is not much other quiet walkable space in this area of town. We have a garden party in summer and caroling at Christmas while collecting for the food bank. It is a real neighborhood.

We understand that these developments are going to cause loss of trees (Buffer). In addition, we understand that the parties also want to destroy our Cul de sac and extend the

road to their properties. As mentioned earlier, a court is meant to be a short street ending in a Cul de sac. People who buy a home on a Court have an expectation that it will remain true to its name. They do not expect to wake up one morning and find that someone has broken into their Cul de sac. A Cul de sac is the INTENSIONAL END OF THE STREET and should not be opened up.

As mentioned, Chapel Hill Estates have a HOA and covenants. Adding additional Housing units to our Courts that do not follow these rules and do not pay to maintain the character of the neighborhood would look out of place. We request that you do not allow that to happen and that you also request a buffer between Chapel Hill Estates and these other developments.

This is probably the most we could hope for. I do wish that you could reconsider the over development of this area of town. What will it become when the trees are gone, the animals live in our backyards and there is no green space left for people. Summers are hot and the car is king with traffic lights on every corner.

Regards

- 4 Windermere Court, Rothesay

cc Mayor Dr Matt Alexander

Deputy Mayor Tiffany MacKay French

Councillor Bill McGuire

Councillor Dave Brown

Councillor Helen Boyle

Councillor Peter Lewis

Councillor Don Shea

Councillor Tyler Davis

Director of Planning and Development Services Mark Reade

Assistant Development Officer Darcy Hudson

# ROTHESAY
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Mayor Alexander and Council |
| FROM | : | Planning Advisory Committee |
| DATE | : | 6 October 2026 |
| RE | : | Chapel Road<br>PIDs 00479212 and 00173443 (portion) |

**Recommendation:**
That Rothesay Council Hereby:

- Cancels the Public Hearing scheduled for Monday, October 19, 2026, to consider rezoning of an approximate 4.4-hectare parcel of land between Chapel Road and Campbell Drive (PID 00479212 & PID 00173443 (portion)) from Single Family Residential –Standard Zone [R1B] to Attached Residential [R3].

**Background:**
The Planning Advisory Committee passed the following motion at its regular meeting of Monday, October 5, 2026:

> **MOVED** by Counc. Lewis and seconded by R. Guimond that:
>
> The Planning Advisory Committee table the application for Rezoning from Single Family Residential –Standard Zone [R1B] to Attached Residential [R3], and to recommend that Council cancel the Public Hearing scheduled for Monday, October 19th, 2026.
>
> **CARRIED.**

ROTHESAY

# BUILDING PERMIT REPORT

9/1/2026 to 9/30/2026

| Date | Building Permit No | Property Location | *Nature of Construction* | *Value of Construction* | *Building Permit Fee* |
|---|---|---|---|---|---|
| 09/10/2026 | BP2026-00113 | 21 CALISTOGA RD, ROTHESAY, NEW BRUNSWICK, E2H 1C1 | ADDITION | $200,000.00 | $1,450.00 |
| 09/18/2026 | BP2026-00140 | 9 MAPLE CRES, ROTHESAY, NEW BRUNSWICK, E2E 2A8 | SINGLE FAMILY | $220,000.00 | $1,595.00 |
| 09/04/2026 | BP2026-00143 | 2865 ROTHESAY RD, ROTHESAY, NEW BRUNSWICK, E2E 5V1 | RENOVATION | $20,000.00 | $145.00 |
| 09/11/2026 | BP2026-00145 | 47 CLARK RD, ROTHESAY, NEW BRUNSWICK, E2E 2K9 | INTERIOR RENOVATIONS - COMMERCIAL | $50,000.00 | $362.50 |
| 09/01/2026 | BP2026-00146 | 21 ALLISON DR, ROTHESAY, NEW BRUNSWICK, E2E 5E2 | FENCE | $10,758.00 | $79.75 |
| 09/23/2026 | BP2026-00147 | 2 MULBERRY LANE, ROTHESAY, NEW BRUNSWICK, E2E 2B6 | FENCE | $9,800.00 | $72.50 |
| 09/09/2026 | BP2026-00148 | 163 RIVERSIDE DR, ROTHESAY, NEW BRUNSWICK, E2H | SINGLE FAMILY | $450,000.00 | $3,262.50 |
| 09/09/2026 | BP2026-00151 | 193 RENSHAW RD, ROTHESAY, NEW BRUNSWICK, E2H 1R8 | WINDOWS | $8,636.43 | $65.25 |
| 09/09/2026 | BP2026-00152 | 26 BEACH DR, ROTHESAY, NEW BRUNSWICK, E2E 4X3 | WINDOWS | $3,500.00 | $29.00 |
| 09/18/2026 | BP2026-00153 | 2 ARIES CRT, ROTHESAY, NEW BRUNSWICK, E2E 4X5 | DECK | $17,000.00 | $123.25 |
| 09/21/2026 | BP2026-00154 | 3162 ROTHESAY RD, ROTHESAY, NEW BRUNSWICK, E2E 5V7 | ADDITION | $26,000.00 | $188.50 |

# BUILDING PERMIT REPORT

9/1/2026 to 9/30/2026

| Date | Building Permit No | Property Location | *Nature of Construction* | *Value of Construction* | *Building Permit Fee* |
|---|---|---|---|---|---|
| 09/14/2026 | BP2026-00155 | 4 HIGHMEADOW LANE, ROTHESAY, NEW BRUNSWICK, E2E 0H3 | ABOVE GROUND POOL | $25,000.00 | $181.25 |
| 09/23/2026 | BP2026-00157 | 61 LONGWOOD DR, ROTHESAY, NEW BRUNSWICK, E2E | SINGLE FAMILY | $400,000.00 | $2,900.00 |
| 09/25/2026 | BP2026-00160 | 67 MARR RD, ROTHESAY, NEW BRUNSWICK, E2E 3J9 | INTERIOR RENOVATIONS - COMMERCIAL | $2,000.00 | $20.00 |
| 09/23/2026 | BP2026-00161 | 112 HORTON RD, ROTHESAY, NEW BRUNSWICK, E2H 1P8 | SOLAR | $44,171.00 | $326.25 |
| 09/24/2026 | BP2026-00162 | 98 JAMES RENFORTH DR, ROTHESAY, NEW BRUNSWICK, E2H 1K8 | ADDITION | $5,000.00 | $36.25 |
| 09/29/2026 | BP2026-00166 | 53 MALISEET DR, ROTHESAY, NEW BRUNSWICK, E2E 2G3 | SOLAR | $27,564.95 | $203.00 |
| | | | **Totals:** | **$1,519,430.38** | **$11,040.00** |
| | | | **Summary for 2026 to Date:** | **$13,726,545.53** | **$99,971.25** |

## 2025 Summary

| | Value of Construction | Building Permit Fee |
|---|---|---|
| **Montlhy total:** | **$14,157,885.42** | **$103,192.75** |
| **Summary to Date:** | **$24,626,991.63** | **$179,278.50** |

20260ct14OpenSessionFinal_424

# 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<br>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
## MEMORANDUM

| | | |
|---|---|---|
| TO | : | Mayor Alexander and Council |
| FROM | : | Mark Reade, P.Eng., RPP, MCIP<br>Director of Planning and Development Services |
| DATE | : | 29 September 2026 |
| RE | : | 88 Hampton Road<br>PID 00245928 (portion) |

**RECOMMENDATION:**

- Council give 1st Reading, by Title, to By-law 2-10-43
- Council give 2nd Reading, by Title, to By-law 2-10-43

**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 :

SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE
AND ENACTED :

MAYOR

ASSISTANT CLERK

# 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**
**October 13, 2026**

**TO:** Mayor Alexander and Members of Rothesay Council

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

**DATE:** October 07, 2026

**SUBJECT:** 2026 KVFD Request for Additional Operating funds

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## RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Treasurer to issue 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.

## ORIGIN

Labour negotiations between KVFD and IAFF Local 3591 were settled in 2026. After a two-year negotiation period, wage increases were budgeted in 2024 and 2025 at an assumed 3% increase, however a wage increase was not budgeted for 2026. The delayed settlement resulted in significant surpluses in 2024 and 2025, while the retroactive wage payments made in 2026 have created a temporary cash flow shortfall in 2026.

## BACKGROUND

The request from the KVFD is to provide sufficient funding to cover the KVFD's 2026 and 2027 financial requirements, in the amount of $699,091.00 consisting of:

- The retroactive wage amounts from 2024 in the amount of $185,000 and 2025 in the amount of $401,000.
- The projected 2026 cash-flow shortfall which also includes a $113,000 shortfall due to unbudgeted fleet repairs

## DISCUSSION

The KVFD is experiencing a cash flow shortage resulting from the timing of retroactive wage payments under its recently settled collective agreement, as well as an unbudgeted fleet repair, both of which are one-time expenditures that have already been incurred. Providing the funding at this time will ensure that KVFD has the resources necessary to meet its financial obligations and eliminate the need to carry a deficit forward into future years. Addressing the shortfall now also provides greater budget certainty and stability by resolving the matter in a single budget cycle and avoiding additional funding pressures in future years.

## FINANCIAL IMPLICATIONS

The Town contribution will be **$281,484**, as indicated above, funded from the operating reserve in 2026.

Report prepared by: Laura Adair, CPA CA Treasurer

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

2026Oct13OpenSessionFinal_429

## Kennebecasis Valley Fire Department 2026 Cash Flow Request ORIGINAL

| 2026 Shortfall | | |
|---|---|---|
| Q4 2026 Cash Needs | $ | (2,215,000) |
| Q4 2026 Cash Inflow | $ | 1,589,730 |
| Shortfall | $ | (625,270) |
| Bank Balance | $ | 512,000 |
| Net Shortfall | $ | (113,270) |
| *Total Request* | *$* | *635,340.00* |

| 2025 Surplus in 2027 Budget | |
|---|---|
| $ | (522,070.00) |

**Methodology**

The original intention was to ask for $113,270 to get through 2026 + negating the 2025 surplus being carried forward into the 2027 budget in order to get through 2026 and 2027. We would have done a similar adjustment to the operating fund calucation in 2028 to account for the large expected 2026 deficit (albeit in the opposite direction of the 2027 adjustment).

## Kennebecasis Valley Fire Department 2026 Cash Flow Request REVISED

| 2026 Shortfall | | |
|---|---|---|
| Expected 2026 Shortfall | $ | 113,270 |
| *Total Request* | *$* | *699,091.68* |

| 2024 Retro Payment | |
|---|---|
| $ | 184,852.18 |

| 2025 Retro Payment | |
|---|---|
| $ | 400,969.50 |

**Methodology**

Based on the feedback at the Joint Finance Committee meeting, this calculation addresses 2026 and 2027 in its entirety while leaving a minimal surplus/deficit in 2026. This means the 2028 budget year will be "clean'. This method funds the retro specific amounts from 2024 and 2025 plus the projected cash flow shortfall in 2026 as opposed to using the 2025 deficit which includes the impact of non-retro wage budget lines and ignores 2024.

70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

**Rothesay Council**
**October 13, 2026**

**TO:** Mayor Alexander and Members of Rothesay Council

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

**DATE:** October 07, 2026

**SUBJECT:** 2026 KRPF Patrol Vehicle Purchase Request

---

## RECOMMENDATION

It is recommended 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.

## ORIGIN

The KRPF is requesting approval to purchase a patrol vehicle using available 2026 operating funds.

## BACKGROUND

In 2025, KRPF sought approval to use surplus funds to replace an aging patrol vehicle; the request was approved by Quispamsis and rejected by Rothesay. Since then, one patrol vehicle has been removed from service due to a major engine failure, and fleet maintenance costs were approximately $34,000 over budget as of June 2026. With a budget surplus projected in 2026 due largely to increased background check revenue, the Board has renewed its request to purchase an additional patrol vehicle, citing reduced fleet availability, increased repair downtime, impacts on patrol operations and response times, and potential officer and public safety concerns.

## DISCUSSION

The KRPF has included funding for **two patrol vehicles** in its proposed 2027 operating budget. However, if one vehicle is purchased in 2026 using projected surplus funds, the 2026 surplus would be substantially reduced or eliminated, and the corresponding vehicle expenditure could be removed from the 2027 budget. This would address an immediate fleet need while reducing future budget pressures on the participating municipalities.

## FINANCIAL IMPLICATIONS

The proposed vehicle purchase would be funded from the KRPF's 2026 operating surplus, which consists of operating funds already provided by the participating municipalities. As a result, the purchase would not require additional municipal funding

Report prepared by: Laura Adair, CPA CA, Treasurer

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

70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

**Rothesay Council**
**Open Session**
**October 13, 2026**

**TO:** Mayor Alexander and Members of Rothesay Council

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

**DATE:** October 7, 2026

**SUBJECT:** Frances Avenue Lift Station Control Panel Replacement

## RECOMMENDATION

It is recommended 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 Frances Avenue Lift Station.

## ORIGIN

The 2026 Utility Fund Capital Budget included an amount to perform upgrades to the Frances Avenue Lift Station.

## BACKGROUND

Frances Avenue Lift Station was commissioned in 1992 and is located at the dead end of Frances Avenue. Its purpose is to pump sewage that is conveyed from five homes at the end of Frances Avenue up to a point where the sewage can be conveyed into the gravity sewer system near the intersection of Frances Ave and Shipyard Rd.

The station is a submersible wet well station, meaning the pumps are located in a structure underground, while a concrete pedestal above ground hosts the control panel and communications equipment.

For a few years, a line item was carried in the utility's capital budget to replace the station, although the amount was never sufficient to outright replace it. An inspection of the station by staff determined that:

- The underground concrete wet well, cover and pedestal are in good condition and therefore do not need to be demolished and replaced (saving excavation).
- The pumps and rails have been individually replaced over the past fifteen years and are still in good working condition. We also have a backup set of compatible pumps should the current ones fail.
- The station mechanical equipment is in good working order.
- Exposed conduits are in rough condition, though wiring is good condition
- The pump station control panel is the original and is not "Y2K" compliant. Every time the power goes out, a water operator needs to reprogram the controls of the station, which is a labour-intensive process which can take up to an hour, and they need to set the station to a date well before 1999 so that the controller does not crash.
- The SCADA communications equipment is using outdated radio technology that is no longer supported. This needs to be replaced with a cellular modem.

## DISCUSSION

The scope of work includes the fabrication of a new control panel complete with CSA certification, a cellular SCADA modem, backup power supply, surge protection, and commissioning. Not included in this scope is the work of an electrician to remove the old panel and install the new one, though that cost is relatively low and will be well contained within the budget.

## FINANCIAL IMPLICATIONS

A request for quotes was issued to three panel builders in New Brunswick and three quotes were received as follows:

| **Vendor** | **Price (15% HST incl.)** |
|---|---|
| Shadcomm Ltd | $ 29,756.25 |
| GIP Technical Solutions Ltd | $ 32,050.50 |
| Amiko Control Systems | $ 50,968.00 |

The lowest quote submitted a complete quote and is capable of completing the work.

The 2026 Utility Capital Fund included an amount of $100,000 including rebated HST for upgrades to the station. The control panel will cost the utility $26,984.52 after rebated HST. The anticipated cost of the project is further broken down as follows:

| Vendor | Total Price (15% HST included) | HST Rebate | Subtotal | Budget | Variance |
|---|---|---|---|---|---|
| Shadcomm Ltd. | $29,756.25 | $2,771.73 | **$26,984.52** | $100,000 | $73,015.48 |

There will be further costs to this project, including an electrical contractor to install the panel,

however, it is believed that these costs are relatively low and will fall within the Director's spending authority. Nonetheless purchasing policy will be followed and if necessary, a report to Council for an award will be brought forward at a later date.

## STRATEGIC PLAN ALIGNMENT

This project aligns with the following strategic plan objectives:

1. **Infrastructure Development**: Utility system performance metrics are one of the key performance indicators set out in the Strategic Plan. This will include a reduced amount of service calls to reprogram the station.

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

Report Reviewed by: Laura Adair, Treasurer

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