



## CITY OF BATHURST

### WORK SESSION

### MINUTES

**October 29, 2025**

**6:00 p.m.**

**Council Chambers - City Hall**

Recording of Attendance

Mayor K. Chamberlain  
Deputy Mayor D. Knowles  
Councillor P. Anderson  
Councillor D. Branch  
Councillor R. Hondas  
Councillor J.-F. LeBlanc  
Councillor S. Legacy  
Councillor M. Skerry  
Councillor M. Willett

Absent

Councillor S. Brunet

Appointed Officials

T. Pettigrew, CAO  
A. Parker, City Clerk  
M. Abernethy, City Engineer  
L. Foulem, Corporate Communications Manager  
S. Gauvin, Treasurer  
M. A. LaPlante, Assistant City Manager  
C. Legacy, Director of Economic Development  
D. McLaughlin, Development Officer  
S. Morton, Director of Human Resources  
J-P. Oudin, Executive Director of Fire Services  
N. R. Rabé Harou, Junior Urban Planner  
C. Roy, Executive Administrator  
G. Theriault, Chief of Police  
R. Wilbur, Director of Parks, Recreation and Tourism  
M-E. Désilets, Deputy Treasurer

#### **1. DECLARATION OF CONFLICT OF INTEREST**

No conflicts of interest were declared.

## 2. FINANCE

### 2.1 General Operating Fund Budget

The City Treasurer presented the proposed General Operating Fund Budget, which aligns with the City's Strategic Plan.

A branding exercise was completed in 2025. The next phase will include the installation of new welcoming signage as part of the overall strategy. The total cost allocated for the branding rollout is \$150,000; however, this results in only a \$61,000 increase to the budget.

Common Services will include costs related to the swearing-in ceremony for the new Council following the 2026 election, as well as training and development initiatives for the entire organization.

Regarding grants, several recurring grants will conclude in 2026. The total discretionary grant funding available to Council is \$165,000, in addition to \$87,000 allocated for Tourism grants and \$45,000 designated for North Tetagouche. Currently, \$88,250 has already been committed. Council will need to determine whether to maintain the existing grant funding levels for 2026.

Under Recreation, there is an increase due to the purchase of the pool; however, this expense is no longer offset by grant funding.

Council chose not to require staff to make cuts to their proposed budgets and approved using \$150,000 from the reserve to balance the budget.

### 2.2 General Capital Fund Budget

The City Treasurer explained that decisions made within the General Capital Fund can influence the figures in the General Operating Fund. The 2026 budget aligns with the Strategic Plan, ensuring that funds are allocated to the appropriate departments and categories. For example, consultant fees have always been included in past budgets; the difference now is that they are aligned with the priorities identified in the Strategic Plan.

At the last meeting, it was noted that there was \$1.6 million in available cash, plus the 2024 surplus. The plan was to borrow \$400,000 and to apply the Provincial Capital Renewal Fund of \$744,000. This formed the starting point of the capital budget.

To balance the remainder of the budget, it was agreed that the Tourism Fund would be used for the McFlurry Monument and the Waterfront building roof. In addition, it was discussed using \$296,000 from reserves to close the remaining gap. If tender results come in lower, we may not need to access this portion of the reserve, but it would be available if required. This brings the total capital budget to \$3,190,000.

The quarterly projections released today show that we are expecting a surplus for 2025. This may allow for a transfer of up to \$600,000 into reserves for 2026, meaning we may not need to rely on the current reserve allocation as initially planned. The Q3 Tourism Fund projections show slightly more than \$100,000 remaining for 2025.

Based on Council's direction at the October 14 session, the remaining Tourism Fund balance of approximately \$100,000 could be transferred to capital now—with Council approval—and used to fund the McFlurry Monument. This would remove that expense from the 2026 budget. The funding originally planned for the monument in 2026 could instead be reallocated to the roof of the Aquatic Centre. It was noted that a full roof replacement is preferable to patching. With the \$100,000 already set aside, and if RDC funding is approved at 40%, the remaining balance required would be approximately \$40,000.

It was noted that Daniel Drive, estimated at \$225,000, and the remaining portion of Ryan Road—from the new section to St-Anne Street—could be funded using the funds that were initially expected to be placed into reserve next year. By reallocating those funds, we could add the remaining section of Ryan Road for an additional \$225,000. In total, for approximately \$500,000, both the full Ryan Road project and Daniel Drive could be completed.

In the revised approach, instead of using the money from the 2026 reserves, we would only need to draw \$561,000 from the surplus transferred to reserves this year to cover the remaining gap.

There were no objections raised to the proposed recommendations.

### **2.3 Utility Rates**

There were no additional questions or comments since the discussion during the October 14 work session.

### **2.4 Utility Operating Fund Budget**

There were no additional questions or comments since the discussion during the October 14 work session.

### **2.5 Utility Capital Fund Budget**

There were no additional questions or comments since the discussion during the October 14 work session.

## **3. ADJOURNMENT**

The meeting was adjourned at 7:53 p.m.

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Amy-Lynn Parker, CITY CLERK