



**CITY OF BATHURST**  
**REGULAR PUBLIC MEETING**  
**MINUTES**

**November 17, 2025**  
**6:30 p.m.**  
**Council Chambers - City Hall**

Recording of Attendance

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

Absent

Councillor R. Hondas

Appointed Officials

T. Pettigrew, CAO  
A. Parker, City Clerk  
M. Abernethy, City Engineer  
L. Foulem, Corporate Communications Manager  
S. Gauvin, Treasurer  
D. McLaughlin, Development Officer  
J-P. Oudin, Executive Director of Fire Services  
N. R. Rabé Harou, Junior Urban Planner  
C. Roy, Executive Administrator  
R. Wilbur, Director of Parks, Recreation and  
Tourism  
M. Bouffard, Director of Municipal Planning

1. **MOMENT OF REFLECTION / TERRITORIAL ACKNOWLEDGMENT**
2. **ADOPTION OF AGENDA**

**Moved by** Councillor S. Legacy  
**Seconded by** Councillor M. Skerry

**THAT** the Agenda be approved as presented.

**MOTION CARRIED**

**3. DECLARATION OF CONFLICT OF INTEREST**

No conflicts of interest were declared.

**4. ADOPTION OF MINUTES****4.1 Regular Public Meeting Held on November 3, 2025**

**Moved by** Councillor D. Branch

**Seconded by** Councillor P. Anderson

**THAT** the minutes of the Regular Public Meeting dated November 3, 2025, be approved as circulated.

**MOTION CARRIED**

**5. CONSENT AGENDA****6. PUBLIC AND ADMINISTRATIVE PRESENTATIONS****6.1 Status of the Utility Network and Recommendations by Matthew Abernethy, City Engineer**

The City Engineer presented an overview of the distinction between the General Fund and the Utility Fund, noting that utility services must be fully supported by user fees rather than taxes. The presentation outlined the need for increased utility rates due to rising operational costs, aging water and sewer infrastructure, and significant maintenance backlogs. Staff recommended a 5% annual rate increase—2.5% for operations and 2.5% for capital investment—to stabilize services, maintain water quality, and begin addressing long-term infrastructure renewal, while noting that major facility upgrades will still require borrowing.

**6.2 2026 Budget Summary by Sonia Gauvin, City Treasurer**

The 2026 Budget Presentation outlines a balanced and sustainable financial plan totaling \$53.8 million, covering both operating and capital expenditures across the City's four funds. Despite the provincial assessment freeze, the City maintains service levels by maximizing efficiencies and leveraging increased fiscal capacity funding. The strategic plan guides investments in economic growth, population retention, governance improvements, integrated mobility, and community safety and wellbeing. Key initiatives include developing an Economic Development Plan, advancing the redevelopment of the former mill site, implementing the Housing Accelerator Fund, improving regional collaboration, and adopting asset management and traffic-calming policies. Community-focused measures to strengthen police visibility, fire prevention capacity, fire volunteer recruitment, mental health supports, and recreation planning. The General Operating Budget of \$40.7 million and Utility Operating Budget of \$8.8 million support essential services, while capital investments focus on roads, protective services, recreational infrastructure, facility upgrades, and critical water and sewer projects. Utility rates will see a 5% annual increase over five years to support long-term infrastructure renewal. Overall, the 2026 budgets prioritize sustainability, safety, and strategic development for the City's future.

**7. FINANCE****7.1 Accounts Payable Totals for October 2025**

**Moved by** Councillor J.-F. LeBlanc

**Seconded by** Councillor M. Willett

**THAT** the accounts payable totals, including payroll, for the month of October 2025 be approved as follows:

- Operating - \$1,328,854
- Capital - \$441,143
- Total - \$3,484,626

**MOTION CARRIED**

**7.2 2026 Budget**

**7.2.1 Operating Budget**

**7.2.1.1 General Operating Fund**

**Moved by** Deputy Mayor D. Knowles  
**Seconded by** Councillor S. Legacy

**THAT** pursuant to subsection 99(2) of the *Local Governance Act*, the total budget for the General Operating Fund for 2026 consists of total revenues of \$40,693,066 and total expenditures of \$40,693,066 and that it be approved as follows:

REVENUES		
Property Tax Warrant	Mandat d'impôt foncier	\$ 28,533,643
Community Funding and Equalization Grant	Subvention de financement et de péréquation communautaire	\$ 4,588,861
Local Taxes	Taxes Locales	\$ 250,000
Services Provided to Other Governments	Services rendus à d'autres gouvernements	\$ 2,546,272
Sales of Services	Ventes de services	\$ 1,331,378
Other Revenue from Own Sources	Autres revenus - Propre sources	\$ 614,199
Other government transfers	Autres transferts gouvernementaux	\$ 895,167
Other Transfers	Autres transferts	\$ 1,933,546
<b>TOTAL REVENUES</b>		<b>\$ 40,693,066</b>
EXPENDITURES		
General Government Services	Services gouvernementaux généraux	\$ 7,023,600
Protective Services	Services de protection	\$ 13,764,413
Transportation Services	Services de transport	\$ 6,744,150
Environmental Health Services	Services d'hygiène du milieu	\$ 574,705
Environmental Development Services	Service de développement environnemental	\$ 2,536,265
Recreational and Cultural Services	Services récréatifs et culturels	\$ 5,164,705
Fiscal Services	Services Financiers	\$ 4,885,228
Other Services	Autres Services	\$ -
<b>TOTAL EXPENSES</b>		<b>\$ 40,693,066</b>
<b>SURPLUS (DEFICIT)</b>	<b>SURPLUS (DÉFICIT)</b>	<b>\$ -</b>

**MOTION CARRIED**

**7.2.1.2 Utility Operating Fund**

**Moved by** Councillor D. Branch  
**Seconded by** Councillor S. Brunet

**THAT** pursuant to subsection 117(4) of the *Local Governance Act*, the total budget for the Utility Operating Fund for 2026 consists of total revenues of \$8,753,525 and total expenditures of \$8,753,525 and that it be approved as follows:

REVENUES		
Sale of Services	Vente de services	\$ 7,916,900
Other Revenue from Own Sources	Autres revenus - Propres sources	\$ 809,661
Other Government Transfers	Autres transferts gouvernementaux	\$ -
Other Transfers	Autres transferts	\$ 26,964
<b>TOTAL REVENUES</b>		<b>\$ 8,753,525</b>
EXPENDITURES		
Environmental Health Services	Services d'hygiène environnementale	\$ 6,051,443
Fiscal Services	Services Financiers	\$ 2,702,082
<b>TOTAL EXPENSES</b>		<b>\$ 8,753,525</b>
<b>SURPLUS (DEFICIT)</b>	<b>SURPLUS (DÉFICIT)</b>	<b>\$ -</b>

**MOTION CARRIED**

**7.2.1.3 Warrant of Assessment**

**Moved by** Councillor M. Skerry  
**Seconded by** Councillor S. Legacy

**WHEREAS** Council approved the sum of \$40,693,066 as the total General Operating Fund Budget of the Municipality; and

**WHEREAS** the sum of \$7,570,562 represents Non-Tax Revenue; and

**WHEREAS** the sum of \$4,588,861 represents the sum of the Fiscal Capacity Funding; and

**WHEREAS** the sum of \$28,533,643 represents the warrant of the Municipality;

**WHEREAS** the tax rates for Bathurst be listed as follows:

Taxing Authorities (#)	Residential Assessment	Non-Residential Assessment	Heavy Industrial Assessment	Tax Base	Warrant	Residential Rate	Non-Residential Rate	Heavy Industrial Rate
962.01	87,258,200	250,900	0	87,684,730	\$848,437	0.9676	1.6449	1.6449
962.02	132,553,300	11,731,000	0	152,496,000	\$1,462,437	0.9590	1.6303	1.6303
962.03	1,120,528,800	219,791,800	0	1,494,174,860	\$26,222,769	1.7550	2.9835	2.9835
	<b>1,340,340,300</b>	<b>231,773,700</b>	<b>-</b>	<b>1,734,355,590</b>	<b>\$28,533,643</b>			

**NOW THEREFORE BE IT RESOLVED THAT** the municipal council orders and directs that the levy be collected by the Minister of Environment and Local Government on the assessed real properties that are taxable under the *Assessment Act* and located within the City of Bathurst.

**MOTION CARRIED**

**7.2.2 Capital Budget**

**7.2.2.1 General Capital Fund**

**Moved by** Councillor J.-F. LeBlanc  
**Seconded by** Councillor M. Willett

**WHEREAS** the municipal council has considered and reviewed a five-year Municipal Capital Plan;

**NOW THEREFORE BE IT RESOLVED THAT** the 2026 Capital Budget be approved as follows:

<b>General Capital Fund</b>	<b>Total</b>
Roussel-O'Neil Renovations Phase 2	\$ 1,200,000
Storage Array - Bathurst Police	\$ 45,000
Police Vehicle - Unmarked	\$ 65,000
Police Vehicle - Marked with Equipment	\$ 90,000
Fire Service Truck (4X4)	\$ 90,000
Route 134 - Miramichi avenue	\$ 491,000
Other Roads	\$ 725,000
Half-ton truck for parks operations	\$ 65,000
Sidewalk Cleaner	\$ 200,000
Sidewalk Trailer	\$ 30,000
Lighting Controls	\$ 120,000
Waterfront Building Roofing	\$ 50,000
Aquatic Center Roofing	\$ 400,000
Munter Wheel	\$ 44,822
	<b>\$ 3,615,822</b>
<b>Funding</b>	
Municipal Capital Borrowing Board	<b>\$ 400,000</b>

**MOTION CARRIED**

**7.2.2.2 Water and Sewer Capital Fund**

**Moved by** Deputy Mayor D. Knowles  
**Seconded by** Councillor S. Legacy

**WHEREAS** the municipal council has considered and reviewed a five-year capital improvement program for water and sewer funds;

**NOW THEREFORE BE IT RESOLVED THAT** the 2026 Utility Capital Fund Budget be approved as follows:

<b>Water and Sewer Capital Fund</b>	<b>Total</b>
<b>Water</b>	
Middle River Intake Galleray Rebuild	\$ 520,000
Siemens PLC Replacement	\$ 40,000
<b>Sewer</b>	
Arc Flash Upgrades	\$ 125,000
SLS Spare Pump	\$ 65,000
<b>Water &amp; Sewer</b>	
Nil	
<b>Funding</b>	
Municipal Capital Borrowing Board	<b>\$ 750,000</b>

**MOTION CARRIED**

**7.2.2.3 Municipal Capital Borrowing Board**

**7.2.2.3.1 Application for Authorization**

**Moved by** Councillor D. Branch

**Seconded by** Councillor S. Brunet

**THAT** the Municipality of the City of Bathurst submits to the Municipal Capital Borrowing Board an application for authorization to borrow money (or to guarantee the repayment of money borrowed or to enter into a lease, lease-purchase or purchases agreement) in an amount not to exceed \$1,150,000 for the following:

Purpose	Function	Amount	Term
<b><u>General Capital Fund</u></b>			
<b>Engineering</b>			
Route 134 - Miramichi Avenue	Transportation Services	\$ 400,000	10
<b><u>Water and Sewer Capital Fund</u></b>			
<b>Machines and Equipment</b>			
SLS Spare Pump	Environmental Health Services	\$ 65,000	10
Siemens PLC Replacement	Environmental Health Services	\$ 40,000	10
<b>Engineering</b>			
Arc Flash Upgrades	Environmental Health Services	\$ 125,000	10
Middle River Intake Galleray Rebuild	Environmental Health Services	\$ 520,000	10
<b>Vehicles</b>			
Nil	Environmental Health Services	\$ -	10

This application is made pursuant to Section 1.1 (or Subsection 4(1)) (or Section 1.1 and Subsection 4(1) of the *Municipal Capital Borrowing Act* and a resolution of the municipal council of the City of Bathurst on November 17, 2025.

**MOTION CARRIED**

**7.2.2.3.2 Application**

**Moved by** Councillor S. Legacy  
**Seconded by** Councillor P. Anderson

**THAT** the Municipality of Bathurst submits to the Municipal Capital Borrowing Board an application for authorization to borrow money (or to guarantee the repayment of money borrowed or to enter into a lease, lease-purchase or purchase agreement) in an amount not to exceed \$1,150,000 for the following:

<b>General Capital Fund</b>	
Transportation Services	\$ 400,000
<b>Total General Capital Fund</b>	<b>\$ 400,000</b>
<b>Water and Sewer Capital Fund</b>	
Environmental Health Services	\$750,000
<b>Total Water and Sewer Capital Fund</b>	<b>\$ 750,000</b>
<b>GRAND TOTAL</b>	<b>\$ 1,150,000</b>

At a rate of interest to be determined by the New Brunswick Municipal Finance Corporation at the time of issue of debentures, and not exceeding the Chartered Bank's prime lending rate of an interim bank loan, for a period not exceeding ten (10) years, by way of loan, issue of debentures or to guarantee repayment of a loan, issue of debentures or certificate of indebtedness made for a capital expense, as set forth in subsection (1) of Section (4) of the *Municipal Capital Borrowing Act*, as authorized by vote of the municipal council of said Municipality under date of November 17, 2025.

**MOTION CARRIED**

**7.2 2026 Budget**

**7.2.3 Modification of Schedule "A" of By-Law 2024-01 A By-Law Respecting Water and Sewer Services and Charges in the City of Bathurst**

**Moved by** Councillor D. Branch  
**Seconded by** Councillor M. Skerry

**WHEREAS** By-Law 2024-01, “*A By-Law Respecting Water and Sewer Services and Charges in the City of Bathurst,*” includes Schedule A, which outlines water and sewer service rates; and

**WHEREAS** City Engineer Matthew Abernethy presented the *Status of the Utility Network and Recommendations* report, which outlined the condition of the City’s water and sewer infrastructure and recommended rate adjustments to support sustainable operations and capital improvements; and

**WHEREAS** the report recommends annual rate increases of 5% over the next five years to ensure the long-term financial stability of the utility system; and

**WHEREAS** Council is committed to implementing a sustainable approach to water and sewer rate adjustments over the next five years to ensure the ongoing maintenance and improvement of the utility system; and

**WHEREAS** it is necessary to update Schedule A to reflect the revised rates for 2026;

**BE IT RESOLVED THAT:**

1. Schedule A of By-Law 2024-01 be amended to revise the schedule of water charges, sections (1) and (2), and the schedule of sanitary sewerage charges, section (1), to reflect an increase of 5%; and
2. Section 8 of Schedule A be updated to state that any property owner who requests that their water meter be checked or twinned shall be responsible for all costs associated with the service, and that the City shall invoice the owner for the amount billed by the company performing the work; and
3. The updated Schedule A shall come into effect on January 1, 2026.

**MOTION CARRIED**

**8. MUNICIPAL BY-LAWS**

**8.1 Proposed Municipal and Zoning By-Law Amendments**

**8.1.1 1058 Roy Lane**

**8.1.1.1 Third Reading By-Law 2025-08Z**

**Moved by** Councillor M. Willett

**Seconded by** Councillor J.-F. LeBlanc

**THAT** By-Law 2025-08Z, entitled "A By-Law to Amend By-Law 2008-01 entitled "The City of Bathurst Zoning By-Law" be read for the third time (by title).

**MOTION CARRIED**

**9. DRAFT RESOLUTIONS**

**9.1 Adoption of Restrictions and Conditions Pursuant to Section 59 of the Community Planning Act**

**9.1.1 For the Property Located at 1058 Roy Lane**

**Moved by** Councillor S. Legacy  
**Seconded by** Deputy Mayor D. Knowles

**WHEREAS** the Municipality has received a request from the owner to amend the zoning of the parcel bearing PID 20931325 to allow the development of a mini home; and

**WHEREAS** the Council intends to adopt By-law No. 2025-08Z to permit this development as a conditional rezoning pursuant to section 59 of *the Community Planning Act*; and

**WHEREAS** the Council wants to add terms and conditions through a conditional rezoning agreement attached to By-law No. 2025-08Z to ensure, once the rezoning is completed, that the parcel is developed in accordance with the terms and conditions listed in the agreement; and

**WHEREAS** subsection 59(2) of the *Community Planning Act* stipulates that this agreement, once entered into, will only take effect after certified copies of the rezoning by-law and the agreement are filed in the land registration office.

**NOW THEREFORE BE IT RESOLVED** that the following terms and conditions be imposed on the parcel:

1. In addition to the uses normally permitted in the R2-1 zone, it will be permitted to develop a mini home on the property bearing PID 20931325.
2. The type of building and the layout of the site must be consistent with the plans submitted by the owner with its rezoning application. Any significant changes to these plans will have to be approved by the Planning Advisory Committee.
3. All provisions of the zoning by-law continue to apply.
4. The above-mentioned terms and conditions are binding upon the parties, their administrators, officers, heirs, and assigns.
5. On the rezoning of the land, the land in the zone and any building or structure on the land shall not be developed or used except in accordance with this conditional rezoning agreement, the terms and conditions imposed, and the time limits prescribed.
6. The parties acknowledge having read the contents of this document and declare having signed it.

**MOTION CARRIED**

## **9.2 Payment of Invoice – TownSuite**

**Moved by** Councillor P. Anderson  
**Seconded by** Councillor D. Branch

**THAT** members of Council authorize a payment of \$134,902.71 plus tax to TownSuite for the 2026 Annual Subscription invoice.

**MOTION CARRIED**

**9.3 P002-25 Splash Pad Upgrades**

**Moved by** Councillor J.-F. LeBlanc  
**Seconded by** Councillor P. Anderson

**THAT** proposal P002-25 Splash Pad Upgrades be awarded to ABC Recreation for a total of \$399,991.13 plus tax.

**MOTION CARRIED**

**9.4 Q017-25 Modular Housing Water & Sewer Services and Site Work**

**Moved by** Councillor S. Legacy  
**Seconded by** Councillor S. Brunet

**THAT** quote Q017-25 Modular Housing Water & Sewer Services and Site Work be awarded to Tristan's Excavation in the amount of \$104,687.25 plus tax.

**MOTION CARRIED**

**10. ITEMS FOR INFORMATION**

**10.1 Reports from Administration**

None

**10.2 Reports from Committees**

None

**10.3 Report from the Mayor**

None

**11. ADJOURNMENT**

**Moved by** Deputy Mayor D. Knowles  
**Seconded by** Councillor M. Skerry

**THAT** the Regular Public Meeting be adjourned at 8:25 p.m.

**MOTION CARRIED**

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Kim Chamberlain / MAYOR

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Amy-Lynn Parker / CITY CLERK