



PRAC Meeting Minutes

Regular Meeting

Date: February 17, 2026
Location: Hybrid Meeting
20 Broadview Ave., Saint John
Microsoft Teams

MEMBERS PRESENT Cindy MacCready
Ron Bridges
Bernard Brideau
Andrew Giberson
Erin Pollock

MEMBERS ABSENT Rob Jeffrey

STAFF Scott Borden, FRSC Senior Director of Community Planning and Transportation
Amanda McKenna, FRSC Development Officer
Cassie Silhanek, FRSC Recording Secretary
Sonya McIlwraith, FRSC Administrative Assistant

Meeting minutes of the Planning Review and Adjustment Committee.

1. Order of Business

1.a Call to Order

Chair MacCready called the meeting to order at 6:33 p.m.

1.b Record of Attendance

The record shows that Erin Pollock and Bernard Brideau are in attendance virtually.

1.c Approval of Agenda

Chair MacCready called for a motion to approve the February 17, 2026, agenda.

Resolution Number: PRAC-2026-005

Moved by: Andrew Giberson

Seconded by: Ron Bridges

THAT the Committee approve the February 17, 2026, agenda as presented.

Motion Carried

1.d Approval of Minutes

Chair MacCready called for approval of the January 19, 2026, minutes.

Resolution Number: PRAC-2026-006

Moved by: Ron Bridges

Seconded by: Andrew Giberson

THAT the Committee approve the January 19, 2026, meeting minutes as presented.

Motion Carried

1.e Disclosure of Conflict of Interest

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

2. Presentation of Applications

2.a PID 30362396, Riverside Drive, Kingston, Fundy Rural District

Scott Borden, Senior Director of Community Planning and Transportation, presented the information from the staff report provided to the Committee.

The details presented by Mr. Borden regarding this application are laid out in the staff report, including any photographs presented and submissions mentioned, which were included in the staff report appendices.

Chair MacCready opened the floor for questions from the Committee members, the discussion surrounded the width of the private access road, the policy for contacting surrounding property owners, the property line, and the wording of the proposed recommendation.

Chair MacCready did not open the floor to the applicant to speak, to those for or against the application to come forward to speak, as there was no one in attendance outside of the committee.

Chair MacCready called for a motion to move the staff recommendation for PID 30362396, Riverside Drive, Kingston, Fundy Rural District as laid out in the report.

Resolution Number: PRAC-2026-007

Moved by: Andrew Giberson

Seconded by: Erin Pollock

WHEREAS the dimensions of the proposed lots meet or exceed the minimum dimensions of the *Provincial Subdivision Regulation*.

WHEREAS the proposed building lots would be accessed by the existing Private Access appropriate for the intended use.

AND WHEREAS the proposed subdivision will not prejudice the possibility of further subdividing the land or the convenient subdividing of adjoining land.

THAT the Planning Review and Adjustment Committee approves the proposed Private Access as suitable for Proposed Lot 25-1 as detailed in the tentative subdivision plan of PID 30362396 (prepared by Don More Surveys & Engineering Ltd. and submitted on December 23, 2025), with the following conditions:

1. Legal right of access, whether by deeded right-of-way, conveyance of right of way or other means, shall be assured to subsequent owners, assigns, heirs and successors.
2. Both the legal right of access and subdivision approval shall include provisions advising that:
 - a. Development along the private access shall not receive public services unless upgraded to Department of Transportation and Infrastructure standards; and
 - b. Owners, assigns, heirs and successors shall assume joint ownership and responsibility for private access construction and maintenance.
3. The Final Plan of Subdivision shall note the following:
 - a. *The private access shown on this plan is not suitable for a public street. All maintenance and improvements to the private access are the responsibility of the property owner(s). Public services such as school busing, garbage pickup, or snow plowing may not be provided within a private access.*
4. The Final Plan of Subdivision shall correct the Private Access name to Riverside Drive.

Motion Carried

3. Next Meeting

The next meeting is anticipated to be held on April 20, 2026.

3.a Expense Sheets

4. Adjournment

Chair MacCready called for a motion to adjourn at 6:51 p.m.

Resolution Number: PRAC-2026-008

Moved by: Andrew Giberson

THAT the Committee adjourn the meeting at 6:51 p.m.

Motion Carried

Cindy MacCready, Chairperson

Cassie Silhanek, Recording Secretary

Date