



2023 November 14 Open Session FINAL_001

ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Tuesday, November 14, 2023
7:00 p.m.



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

Public access to the livestream will be available online:

<https://www.youtube.com/user/RothesayNB>

Rothesay Land Acknowledgement

Deputy Mayor Alexander

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

Regular Meeting 10 October 2023
Special Meeting 30 October 2023

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

- 4.1 Cameron Road Beach** Liz Kramer (*see Item 9.1.1*)
4.2 Brock Court Alice Marie and Pat Holden (*see Item 9.1.2*)
4.3 Envision Saint John Andrew Beckett, Interim CEO (*see Item 9.1.3*)

5. CORRESPONDENCE FOR ACTION

- 5.1 30 October 2023 Response to resident RE: Almon Lane – traffic detour concerns
Various Correspondence (4) from residents

Refer to the Works and Utilities Committee

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 8 November 2023 Letter from UMNB to Premier Higgs RE: Federal Funding
6.2 9 November 2023 Letter to Anglophone South School District RE: Request for School Bus Stop
at Glenwood Drive with attachment

7. REPORTS

- 7.0 **November 2023** **Report from Closed Session**
7.1 3 August 2023 Fundy Regional Service Commission (FRSC) meeting minutes
24 August 2023 FRSC meeting minutes
October 2023 Fundy Regional Arena Needs Assessment
7.2 6 September 2023 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes
31 July 2023 KVFD Statement of Expense with Budget Variance
6 September 2023 KVFD Compliance Report
6 September 2023 KVFD Fire Chief's Report
June 2023 KVFD Call Summary
July 2023 KVFD Call Summary

- 11 October 2023 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes
- 30 September 2023 KVFD Statement of Expense with Budget Variance
- 30 October 2023 KVFD Compliance Report
- 11 October 2023 KVFD Fire Chief's Report
- October 2023 KVFD Call Summary
- 7.3 30 September 2023 Draft unaudited Rothesay General Fund Financial Statements
- 30 September 2023 Draft unaudited Rothesay Utility Fund Financial Statements
- 30 September 2023 Donation Summary
- 19 October 2023 Draft Finance Committee meeting minutes
 - Gala Ballet Productions
 - Kennebecasis Paddling Centre
 - Rothesay Nursery School
 - Kennebecasis Crime Stoppers
- 7 November 2023 Draft Finance Committee meeting minutes
 - 2024 Rothesay Operating Budgets (*see item 9.2*)
- 7.4 17 October 2023 Draft Age Friendly Advisory Committee meeting minutes
- 7.5 17 October 2023 Draft Parks and Recreation Committee meeting minutes
 - Draft 2024 Parks and Recreation Department Operating and Capital Budgets (*see item 9.2*)
- 7.6 18 October 2023 Draft Works and Utilities Committee meeting minutes
 - 31 Frances Avenue (flooding)
 - Sidewalk Extension on Iona Avenue
 - Bartlett Road
- 7.7 18 October 2023 Draft Heritage Preservation Review Board meeting minutes
- 7.8 6 November 2023 Draft Planning Advisory Committee meeting minutes
 - School Avenue/Kaitlyn Street (PIDs 30146708 & 30146674) (*see November 20th Public Hearing*)
 - Schedule B of Rothesay Zoning By-law 2-10 – Fee Schedule (*see item 9.3*)
- 7.9 October 2023 Monthly Building Permit Report
- 7.10 9 November 2023 Capital Projects Summary

8. UNFINISHED BUSINESS

TABLED ITEMS

8.1 Strong Court Sidewalk – Anglophone South School District (Tabled April 2021)

No action at this time

8.2 Rothesay Arena Open House (Tabled September 2021)

No action at this time

8.3 Private Lanes Policy (Tabled July 2022)

No action at this time

ROTHESAY

Regular Council Meeting

Agenda

-3-

14 November 2023

9. NEW BUSINESS**9.1 BUSINESS ARISING FROM DELEGATIONS****9.1.1 Cameron Road Beach**

8 November 2023

Email from Liz Kramer with attachment

*Refer to staff***9.1.2 Brock Court**

7 November 2023

Letter from the Holdens

*Refer to the Works and Utilities Committee***9.1.3 Envision Saint John**

Presentation

*Receive/file***FINANCE****9.2 2024 Rothesay Operating Budgets**➤ **2024 General Fund**

3 November 2023

Memorandum from Treasurer MacDonald RE: 2024 Operating Budget Amendments

7 November 2023

Memorandum from Treasurer MacDonald RE: Motions for General Fund Operating Budget 2024

Highlights

General Operating Fund Budget

Master Budget

General Operating Budget

➤ **2024 Utility Fund**

7 November 2023

Memorandum from Treasurer MacDonald RE: Motions for Utility Fund Operating Budget 2024

Highlights

Utility Operating Fund

Master Budget

Utility Operating Fund

9.3 Zoning By-law 2-10 Amendment to Fees

7 November 2023

Memorandum from Town Clerk Banks

14 November 2023

Amended Schedule B – Rothesay Zoning By-law 2-10

3 November 2023

Staff Report to Planning Advisory Committee

9.4 Circular Materials Concerns

10 November 2023

Memorandum from Town Manager Jarvie

10. NEXT MEETING**Public Hearing**

Monday, November 20, 2023 at 6:30 p.m.

Regular meeting

Monday, December 11, 2023 at 7:00 p.m.

11. ADJOURNMENT

ENVISION Saint John

THE
REGIONAL
GROWTH
AGENCY



We are responsible for

2023November14OpenSessionFINAL_018

Marketing & Sales

Sales & marketing engine for the region, delivering relevant messages to strategic audiences, raising awareness of the region on a global stage and amplifying a unified regional place brand.

People Attraction

Attracting new people to the region including immigrants, people living elsewhere in Canada and post-secondary students to support the region's workforce needs.

Growth Sector(s) Development

Developing value proposition, helping to accelerate, and promoting strategic growth opportunities to attract local, national and international investment. (ie. Port Saint John, Health, ICT, Energy, etc.)

Tourism Development

Tourism asset development (ie. Investments that boost the tourism capacity in the region)

We are responsible for

2023November14OpenSessionFINAL_019

Entrepreneurial ecosystem growth & development

Can include such things as incubation spaces, new company acceleration programming, support services, attracting start-up capital, small business loan programs, etc.

Economic Data/ Decision support

Data, research and insight into Saint John CMA economy and population. KPIs, results and accountability for financial success to major investors.

Economic Infrastructure Development

Supporting economic infrastructure and fostering relationships with real estate investors and developers locally and nationally.

Support Municipal Economic Development

Support strategic economic development activities in each municipality; support local entrepreneurs in each community; support tourism development in the municipalities.

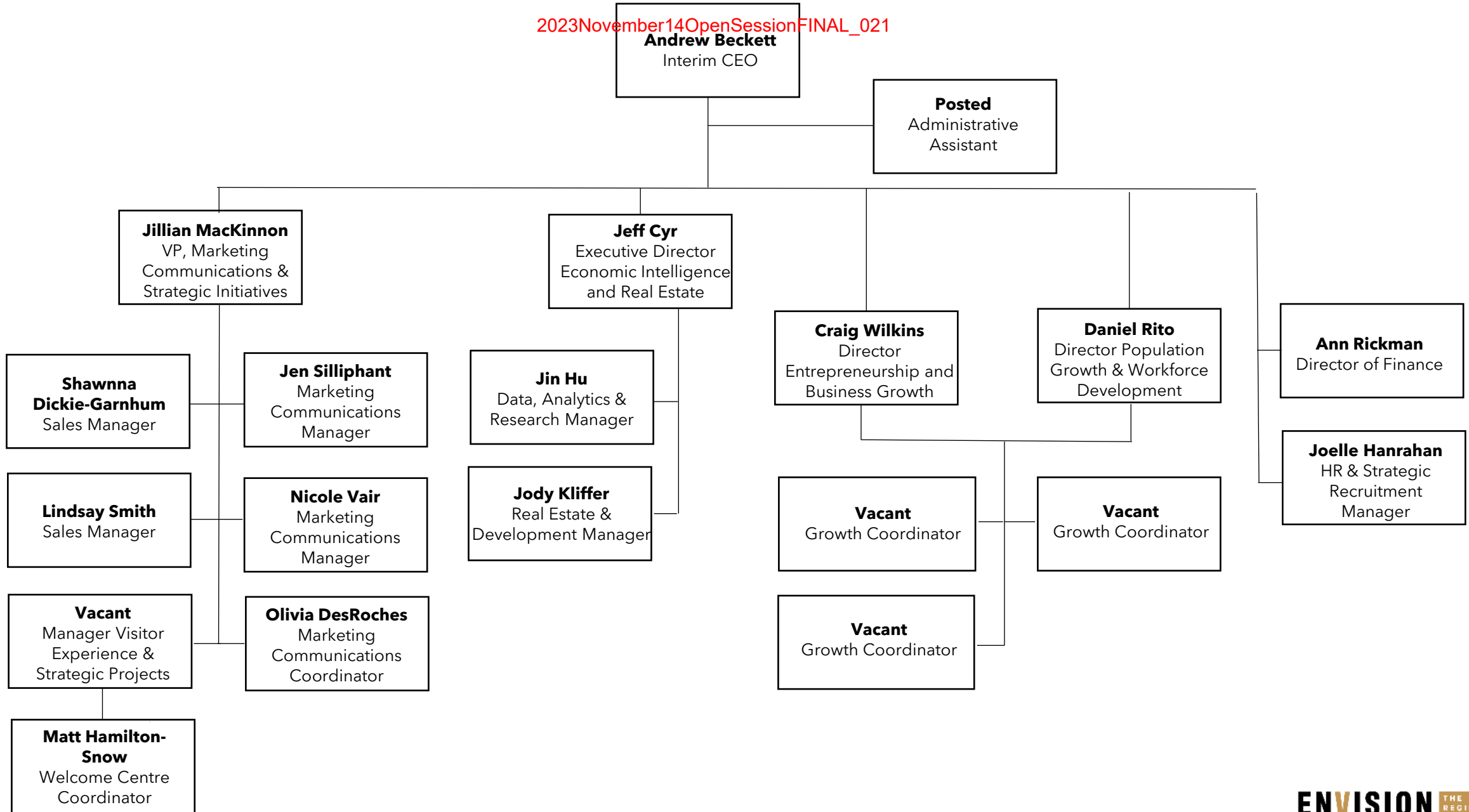
Organizational Alignment

2023November14OpenSessionFINAL_020

Prospectus/Member Agreement/FRSC Agreement	Agency Core Services
Marketing, promotion and branding	Marketing & Communications
People attraction	Population Growth & Workforce Development
Growth sector(s) development	Sector Specific Teams
Tourism development	Sector Team
Entrepreneurial ecosystem growth	Entrepreneurship & Business Growth
Economic data/decision support	Economic Intelligence
Economic infrastructure development	Real Estate & Development
Support Municipal Economic Development	Depends on initiative

Notes:

1. Agency drives lasting and sustainable growth by connecting/convening local, regional, provincial, federal stakeholders as needed in all service areas.
2. Marketing & Communications, Economic Intelligence provide support to all core service areas



Population Growth

2023November14OpenSessionFINAL_022

Focus on Immigration

Guiding Principles:

- Employment is key driver to population growth
- Intersectionality related to Immigration
 - Place Brand
 - Talent
 - Real Estate/Housing
- A welcoming Community is correlated to long-term retention
- Data driven

Population Growth

2023 November 14 Open Session FINAL_023

Objectives:

- Region's place brand is leveraged by all actors in the ecosystem
- Region is recognized for an organized and efficient approach to onboarding to the community
- Region's employers have access to international recruitment support for their workforce needs
- Region has immigration data to support the decision-making process in key growth readiness areas. (Housing, Health, Transportation, etc.)
- Region is recognized as a welcoming community by newcomers

ENVISION SAINT JOHN

REAL ESTATE DEVELOPMENT SUPPORT SERVICE

Market Data

Regional Growth Dashboard

Custom Data & Analysis

Population Projections

Residential Market Study
(Q3-Q4 2023)

Connector

Networking

Facilitation

Partnerships & Matchmaking

Promoting & Sharing
Opportunities

Strategic Support

Site & Opportunity Identification

Project Conceptualization

Public Approvals

Internal Initiatives

2023 November 14 Open Session FINAL_025

1. Better Organizational Alignment

- Roles, website
- Proactive versus reactive

2. Transparency & Accountability

- Building new KPIs
- Service Based Budget

Questions?

Liz Hazlett

From: Mary Jane Banks
Sent: Monday, October 30, 2023 9:17 PM
To: Liz Hazlett
Subject: Fwd: Almon Lane traffic

Sent from my Bell Samsung device over Canada's largest network.

From:
Sent: Monday, October 30, 2023 6:18:46 PM
To: Brett McLean <BrettMcLean@rothesay.ca>
Cc: Mary Jane Banks <MaryJaneBanks@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>; Tony Henry <TonyHenry@rothesay.ca>; Angus King <angusking@rothesay.ca>
Subject: Re: Almon Lane traffic

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

Good evening!

Thank you for the prompt response. I appreciate you looking into this and making the traffic calming measures for Halloween. I know my kids and others on the street will be pleased by this.

I will share your reply with my Almon Lane neighbors. We look forward to an increased police presence for traffic monitoring and look forward to the completion of the road construction in the future.

Thanks again,

On Mon, Oct 30, 2023 at 5:38 PM Brett McLean <BrettMcLean@rothesay.ca> wrote:

Good Afternoon :

Thankyou for your email. I was also forwarded a copy of a message sent by your husband earlier so perhaps you could share this response with him as well since I don't have an email address for him.

There is no question that traffic on Almon Lane has increased as a result of the temporary closure of Clark Road.

We have signed an alternate "Detour Route" for motorists to use in Lieu of Clark Road, however a detour route is a suggestion of how traffic may travel to get to their intended destination when their normal route is unavailable.

I cannot “enforce” the detour route as suggested in your message. As long as the traveling public are travelling within the confines of the law ie. Speed, not distracted, not impaired etc. then they have the right to travel on any public street in lieu of the streets that are closed for construction.

What I can do (and will do) is alert the Kennebecasis Police Force to the concerns you have raised about speed and failing to stop at the stop signs on Almon Lane. This behaviour cannot and will not be tolerated.

In light of the Halloween festivities tomorrow night I will also place temporary signage to prohibit any traffic from accessing Almon Lane (this will apply to residents as well) from Hampton Road or Gondola Point Road for the entire evening. This will leave Peters Lane open for access by residents.

Just to be clear, this temporary prohibition of travel on Almon Lane is to cover the Halloween festivities and on-street activity by vulnerable users who are displaying their costumes and collecting candy. Use of the street by the traveling public will not be curtailed beyond this timeframe, however the speed and observance of the stop signs will most definitely be monitored going forward.

The good news is that the closure of Clark Road is temporary and I would fully expect that once the project is completed and the road is re-opened, traffic on Almon Lane will quickly return to a “normal” level.

Best Regards,

Brett McLean

Director of Operations

Rothesay

Good afternoon,

I am hoping you can pass along my concern for the level of traffic which has been detoured onto our small neighbourhood street - Almon lane. This is a direct result of the road closures on Gondola and Clark.

Traffic (buses, trucks, cars) is flying down our otherwise quiet, neighbourhood street. Cars are driving straight through the stop signs and not slowing or moving for pedestrian traffic.

2023November14OpenSessionFINAL_029

I have three small children. I plan to trick or treat with my kids tomorrow night (ages 2,6,7). I'm terrified to go house to house on Almon lane given there are no sidewalks and cars speeding by - it is dangerous. I want to feel safe in my community.

Can you please enforce the detour and put up signage or traffic calming measures, even temporarily until the construction is complete.

I invite you to please come down and witness the traffic and speed of cars coming down our otherwise quiet and safe street.

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. Records may be shared with internal departments, external agencies or may be publicly released at a Town Council or Committee meeting. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB, E2E 5L5

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.

Liz Hazlett

From: Mary Jane Banks
Sent: Monday, October 30, 2023 4:35 PM
To: Liz Hazlett
Subject: FW: Almon lane

-----Original Message-----

From:
Sent: Monday, October 30, 2023 4:12 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Almon lane

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

Good afternoon,

I am hoping you can pass along my concern for the level of traffic which has been detoured onto our small neighbourhood street - Almon lane. This is a direct result of the road closures on Gondola and Clark.

Traffic (buses, trucks, cars) is flying down our otherwise quiet, neighbourhood street. Cars are driving straight through the stop signs and not slowing or moving for pedestrian traffic.

I have three small children. I plan to trick or treat with my kids tomorrow night (ages 2,6,7). I'm terrified to go house to house on Almon lane given there are no sidewalks and cars speeding by - it is dangerous. I want to feel safe in my community.

Can you please enforce the detour and put up signage or traffic calming measures, even temporarily until the construction is complete.

I invite you to please come down and witness the traffic and speed of cars coming down our otherwise quiet and safe street.

Respectfully,

Sent from my iPhone

Liz Hazlett

From: Liz Hazlett
Sent: Monday, November 6, 2023 9:28 AM
To: Liz Hazlett
Subject: FW: Almon Lane Follow up

From: Matthew Alexander <MatthewAlexander@rothesay.ca>
Sent: Sunday, November 5, 2023 1:32 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>
Subject: Fwd: Almon Lane Follow up

Can we add this to the agenda for the next Council meeting?

Thanks,

Matt

Matt Alexander

Deputy Mayor, Rothesay

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Begin forwarded message:

From:
Date: November 4, 2023 at 4:27:13 PM EDT
To: Matthew Alexander <MatthewAlexander@rothesay.ca>
Subject: Almon Lane Follow up

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

Matt,

Curious as to any update from the school board. As of Friday, there were still busses travelling on Almon Lane. I don't believe that is a safe situation and would be interested in the response from the school board. I had contacted the superintendent and got what I would call a "non response". I do not think he is familiar with the configuration of the lane, and told me that bus drivers would not put students in unsafe situations but would forward my concern to the transportation department.

In terms of traffic and the stop sign. Here is what I have observed/heard over the last few days.

1. Thursday and Friday morning, just before 7, the same truck as come up the lane from Gondola Point and run the stop sign. I did not see it, but I heard it.

- 2020 November 14, Open Session File # 2020-001
2. Thursday afternoon between 1:30 - 2:15, Two cars ran the stop sign, one a light blue mini van, the other a buick.
 3. Friday night, 1030 pm, I was walking back from OLPH and a car turned off Gondola Point Road. I knew they were not going to stop based on the speed of the car. I did flash my light at them to get their attention, but they sped through the stop sign. I believe I captured the plate correctly and reported it the KV Police. I got a call about 11:15 pm, saying they had not seen the car but they would keep a look out for it. The officer I spoke to told me that had "30 open files" in KV. I wasn't sure if the files were related to Almon Lane or he was sharing their workload ..
 4. Saturday morning 8 am, a light blue car ran the stop sign. I was just going out the front door and did not get the plate number.
 5. Saturday afternoon, between 4 - 430 pm, my husband counted 20 cars travelling the lane, 5 of which did not stop at the sign. He did not get the plate numbers. While that is an only a snapshot, if 25% of the cars are not stopping, that is huge.

These are only what we observe when we are outside, there are many more that are occurring.

I am not sure if the majority of cars that are not stopping are coming from Hampton Road or Gondola Point, but either way, it is an epidemic. I did see an email from Brett McLean saying that not stopping "would not be tolerated" but outside of the enforcement last week, we have not seen any visible presence of the KV traffic division.

As you area aware, car/pedestrian interactions never turn out good for the pedestrian. I understand that people have the right to travel on the road, but I would expect that people follow the traffic laws while travelling through the neighborhood. I am hoping you can add this to the council discussion on November 14.

Regards,

Liz Hazlett

From: Liz Hazlett
Sent: Monday, October 30, 2023 12:08 PM
To: Liz Hazlett
Subject: FW: Almon Lane Traffic

From: Matthew Alexander <MatthewAlexander@rothesay.ca>
Sent: Monday, October 30, 2023 8:48 AM
To:
Cc: Mary Jane Banks <MaryJaneBanks@rothesay.ca>; Brett McLean <BrettMcLean@rothesay.ca>
Subject: Re: Almon Lane Traffic

Hi :

I am sorry to hear that people are short-cutting the detour. I will circulate your email and see what can be done to avoid this, including the School Bus issue.

Thanks,

Matt

Matt Alexander

Deputy Mayor, Rothesay

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.

On Oct 30, 2023, at 6:12 AM,

wrote:

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

Good morning,

I would appreciate this being distributed to all councillors and included in the agenda for the next meeting of council.

You may be aware that the traffic on Almon Lane has increased significantly over the past week due to various construction projects in the area. It's to the point, that it is unsafe at any time of day to walk on the lane. The other day, a car honked at me twice because I was walking on the side of the road. FYI, I am not advocating nor supporting sidewalks on the Lane. I have warned people that walk daily on the Lane to be aware of increased traffic and speed while they are walking.

This morning already (5:30) there have been a number of cars, one of which totally ignored the stop sign, travelling towards Hampton Road. It seems obvious, to me, that cars are not following the detour and many are now cutting through Almon Lane to avoid light and left turn at Church and Hampton

Road. I did do an "unofficial observation" last week on cars going N.W. on Hampton. The majority of them were turning left onto Hampton. Ironic, as cars used to come up Almon and turn right on Hampton to head up Grove. Now, the unintended consequence is traffic is using Almon to avoid the light.

School busses have also started using Almon. I have contacted the school board (twice) about this, as it was my understanding from a discussion a few years ago, that Almon was not a bus route. I have asked ASD-S Superintendent to either enforce or reinstate the policy that buses are not to use Almon. On Thursday between 2pm and 4 pm, there were 8 bus trips on the Lane. This is dangerous for bus passengers and those walking on the Lane. There are a number of school age children and some parents have told me that they are not letting their children walk to/from the bus stop on Church as they feel it is too dangerous.

Daily there are cars running the stop sign (one blew through it at 5:25 am). One day I counted 2 in the short time I was in the front yard, the other day, 1. Both times I was in the front less than 15 minutes. There was a complaint to the police and they were here on Thursday, stopping one car, and then on Friday. Traffic has increased significantly at all times of the day. There have been 8 cars up the lane (not counting the newspaper delivery car) in the time I have spent composing this email. I feel, from an anecdotal point of view, there has been more traffic in the last week than in all the years we have been here. Daily enforcement between 2 and 4 pm would be helpful as there are students that are walking home from school at this time.

Bottom line, is there some way to enforce the detour in place due to the construction at Clark and Gondola Point? I would also appreciate the support of council via contact with ASD-S to reinforce that Almon is not a suitable travel way for school busses. There has been one verbal interaction (that I know of) between a neighbor and a driver and this will continue to get worse unless a solution can be found.

Regards,

Liz Hazlett

From: Liz Hazlett
Sent: Monday, October 30, 2023 2:01 PM
To: Liz Hazlett
Subject: FW: Please forward to Mayor and Council

From:
Sent: Monday, October 30, 2023 1:50 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Please forward to Mayor and Council

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

Your Worship and members of Rothesay City Council,

I am writing to inform you about a traffic issue caused by the new detour at Church Avenue and Hampton Road. There has been a significant increase in vehicular traffic travelling up and down Almon Lane since the detour was established. Cars, trucks and even school buses are now driving the small residential street day and night, especially during morning and evening rush hours and at the close of the school day.

This is a concern because Almon Lane is a popular street for walkers, dog walkers and cyclists and there is no sidewalk to keep them safe from the many more cars now using the lane. There are several small children and pets who live on the lane; all it takes is one of them to run onto the lane while a vehicle is speeding up or down the small street to cause a serious accident.

I respectfully request that the town enforce the established detour on Church Avenue and put in place traffic calming measures on Almon Lane to dissuade drivers from using the lane as an alternate detour. The stop sign at Peter's Lane does not seem to be much of a deterrent.

Please consider this request for the safety of our children, pets and neighbourhood.

Regards,

Almon Lane, Rothesay



November 8, 2023

Hon. Blaine Higgs, Premier
Chancery Place
P.O. Box 6000
Fredericton, NB, E3B 5H1

Mr. Premier,

I am incredibly disappointed in the comments you made in the Telegraph-Journal related to blocking municipalities from accessing federal funds. It is short-sighted and unacceptable for you to consider such a change at a time when many municipalities are struggling to make ends meet due to the increased responsibilities from municipal reform and the lack of a meaningful financial reform. In addition to this, it is disrespectful to the role of councils who are duly elected to represent their communities. Our association supported your government's municipal reform project and the objective to create strong and vibrant communities, but your comments seem to run contrary to the goal of municipal reform.

What municipalities require in this moment is partnership, not more roadblocks. There are many challenges that the province is facing and blocking access to federal funding for municipalities will not fix the growing housing crisis in our province or meet the need for infrastructure that is stalling many projects. Ultimately, slowing down these projects not only hurts municipalities, but hurts the province as a whole. Municipalities are key partners in the economic growth, population growth and social growth experienced in our province over the course of the last few years. Municipalities have led the ways on many fronts despite the lack of clear mandates or the necessary fiscal tools to do so. Adding another layer of bureaucracy to access much needed funding on infrastructure does the opposite of what your government is trying to accomplish. Especially in the case of your housing strategy which stresses partnership as one of its core principles.

The Union of Municipalities of New Brunswick urges you to show leadership by engaging our association and members in these discussions as true partners. Collaboration is critical to ensure we meet the challenges our province is seeing. Now is not the time to add more complexity to the process, now is the time to roll up our sleeves, be partners and work together on these challenges for the betterment of our communities and province.

We stand ready to meet with you at your convenience.



Sincerely,

A handwritten signature in black ink that reads "Andrew Black". The signature is written in a cursive, flowing style.

Andrew Black, President
Union of Municipalities of New Brunswick

CC: Hon. Glen Savoie, Minister of Local Government
Hon. Jill Green, Minister of Social Development and Minister for the NB
Housing Corporation
Ms. Susan Holt, Leader of the Official Opposition
Mr. David Coon, Leader of the Green Party
Charbel Awad, Deputy Minister, Local Government
UMNB Members
Dan Murphy, Executive Director UMNB
AFMNB
CANB



9 November 2023

Anglophone South School District
490 Woodward Avenue
Saint John, NB
E2K 5N3

Attention: Derek O'Brien, Superintendent

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

Dear Mr. O'Brien

Re: Request for School Bus Stop

I am writing you at the direction of Rothesay Council. Council received a appeal from a resident to support her request for either a cross walk or school bus stop (please see attached email). You will appreciate the costs of the two alternatives is radically different (a pedestrian activated crosswalk lighting system can cost in the range of \$100,000).

This matter was sent to the Town's citizen advisory committee on such topics and they have recommended Council have a letter sent to the District requesting further consideration be given to an additional bus stop. The Council agrees and believe that not only is an additional bus stop more economical but the installation of the lighting system would take considerably longer while the child and parent continue to be stressed.

I know you have staff to whom much of the decision making on such matters is delegated, however it appears there has been some consideration of the request already by those who would typically be involved.

Mr. O'Brien, Rothesay Council would appreciate if you would find time to give this mater your attention and arrange for an additional school bus stop at Glenwood Drive in Rothesay. Thank you.

Yours truly,

John Jarvie RPP, MCIP
Town Manager

Attach: Email from Resident
CC. : Chief Steve Gourdeau, KRPF

From:
To: [Rothesay Info](#)
Subject: Crosswalk Request-Safety Concern
Date: August 9, 2023 10:26:07 AM

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

Hi there

My name is [redacted] I live at 7 Glenwood Drive and I am formally requesting a crosswalk be put in place at the bottom of Glenwood Drive-crossing the Marr Road to the newer street Victoria Cres.

I know neighbours have tried for years (before the new subdivision went in) with no luck. But I am attempting again with concerns for my **child's safety**.

His current bus stop is at 15 Marr Road-meaning if he is to walk on a sidewalk, he will have to cross Marr Road without a crosswalk! The amount of cars, the speed in which they drive, the number of accidents, all make me very uncomfortable for a child to cross that road. I have stood for a very long time myself and have had no cars stop, or have one side stop and the other not...or look like they may and don't-this is all too dangerous for anyone-let alone a child.

His alternative is to cross the street with the bus' stop sign; however, that means he will be walking on the side of the road without a sidewalk. Also NOT safe! The road is too busy for him to be walking with cars coming behind him that he cannot see; this is all not mentioning when there is snow etc and even less room to walk.

I am being rejected by Transportation to have his bus stop at the end of our road and am at a loss.

I'm not trying to sound dramatic, but is the town and transportation, waiting for some terrible tragedy to occur before putting in a crosswalk. I would think that painting some lines on the road (or having the bus stop one extra stop-I know this isn't your decision), are all far better alternatives than having a child struck by a car on one of the town's most traveled roads.?!

If there is some other form I need to complete or someone to call, please let know. In the interest of safety, please, I beg of you, but a crosswalk in!!

Thanks



Regular Meeting

August 3, 2023

Meeting minutes of the Board of Directors of Fundy Regional Service Commission held on Thursday, August 3, 2023.

1. Call to Order

Chair O'Hara called the meeting to order at 10:56 a.m.

2. Record of Attendance

Libby O'Hara	Chairperson, Quispamsis
Jim Bedford	Vice-Chair, Fundy St. Martins
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Brittany Merrifield	Mayor, Grand Bay-Westfield
Ray Riddell	Fundy Rural District
Robert Doucet	Mayor, Hampton

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC

Cassie Silhanek, Recording Secretary, FRSC

3. Approval of the Order of Business

Motion: To approve the August 3, 2023, Agenda.

Moved: Director Bedford

Seconded: Director Doucet

Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

None.

5. Approval of the Minutes

a. Approval of the June 22, 2023, meeting minutes

Motion: To approve the June 22, 2023, minutes as presented, with a correction on page 2 with the words "table the" being added to a sentence in number 5.a.

Moved: Director Grant
Seconded: Director Doucet
Vote: *Motion Carried*

6. Amendment to the Agenda

Motion: To amend the agenda to add the Motions carried from Closed Session as item 14. CEO Performance Review and item 15. Indemnity Agreement with Envision Saint John.

Moved: Director MacKenzie
Seconded: Director Doucet
Vote: *Motion Carried*

7. Consent Agenda

Motion: To adopt all resolutions from all reports found within the consent agenda for August 3rd, 2023:

That the Board authorize a short term 'bridge financing' loan with the Imperial Bank of Commerce in the amount of \$960,000 under the authority and conditions of ministerial order number 23-0044.

That the Board authorize the Chief Executive Officer to issue and sell, to the NB Municipal Finance Corporation, a Fundy Regional Service Commission debenture in the principal amount of \$2,000,000 on such terms and conditions as are recommended by the NB Municipal Finance Corporation, and be it resolved that the Fundy Regional Service Commission agree to issue post-dated cheques payable to the NB Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

That the Board authorize the transfer of \$225,000 from the Solid Waste Operating Reserve Fund to the Solid Waste Operating Fund.

That the Board direct CEO Ouellette to replace the Commission's existing client card plan with the US Bank VISA for the purpose of day-to-day operations from CIBC, 44 King St., Saint John, N.B. E2L 1G4. Repayment as per terms and conditions of US Bank visa, which includes the same \$25,000 credit limit as the previous card.

That the Board award Tender 2023-04 for the purchase of a Compact Bobcat L85 Wheeled Loader and a Doosan DL250 Wheeled Loader to Paul Equipment for the purchase price of \$376,986.62 including applicable HST and trade-in of the 2015 Case Loader and the 2015 Cat Skid Steer to be funded from the borrowing under ministerial order #23-0044.

That the Board receive and file the CMEI Financial Statements and Review Engagement Report for the year ending October 31, 2022.

Further that the Board approve the 2023 operating grant be paid to Crane Mountain Enhancement (CMEI) in the amount of \$26,395 when the financial status of the Fundy Regional Service Commission allows for the payment, but before CMEI's year end of October 31, 2023.

Further that the Board approve that the Fundy Regional Service Commission immediately pay CMEI \$1000 toward the review engagement of their financial statements by Teed Saunders Doyle.

That the Board receive and file the planning and building inspection monthly report.

Moved: Director MacKenzie
Seconded: Director Bedford
Vote: *Motion Carried*

8. Fundy Regional Strategy Recommendation

Brenda MacCallum, FRSC staff lead on this strategy, presented the final document to the Board with some of the updates that happened over the last month, since it was last presented to the Board as a draft.

After a month of review and feedback from member councils, committees, CAOs, partners and stakeholders, FRSC staff is pleased to present the updated Fundy Regional Strategy for adoption. The Strategy offers a platform for communities and partners across the Fundy Region to come together and strive to deliver new value and outcomes, all while respecting the roles of local governments and regional service commissions. The Commission received very positive feedback along with thoughtful suggested changes, many of which have been incorporated into the final document. Overall, the engagement and feedback strengthen the collaborative work of this document and the collective ownership over its proposed outcomes.

Motion:

- 1) Adopt the Fundy Regional Strategy 2023-2028 as presented in this report.
- 2) Direct the CEO to develop and distribute the Fundy Regional Strategy 2023-2028 across the Fundy Region, including a public facing summary document to help build awareness of the plan and its intended outcomes.

Moved: Director MacKenzie
Seconded: Director Merrifield

Chair O'Hara opened the floor to questions or comments on the motion.

Director Grant asked for a correction to align Goal 3 in Regional Facilities section of the strategy and the scorecard to reflect the same wording. CEO Ouellette confirmed that this can be corrected before distribution.

Director Riddell spoke to concerns around the section concerning Economic Development where "partnership" may have been used clarifying that this would be a misstatement as this is a legally binding contract that was entered into by the FRSC. Director Riddell also mentioned that several times the word "districts" was used, and he would like to make sure that the "Fundy Rural District" is used instead. CEO Ouellette said that the words "districts" and "partnership" will be reviewed before being distributed.

Vote: *Motion Carried*
Contrary Minded: Director Riddell

Once more Chair O’Hara opened the floor for a moment to clarify the concerns by anyone who opposed the motion.

Director Riddell clarified that he has many concerns about the document content including the Regional Facilities section where he cannot support the motion, as since he believes that at least one facility should be removed from the list of funded facilities. Additionally, Director Riddell believes that there are several issues surrounding economic development and tourism, transportation, environmental and community development concerns that accompany the document that also gives him cause to not support the motion.

Chair O’Hara thanked Director Riddell for his clarification.

Motion: Direct the CEO to develop a joint communique from all FRSC Members outlining the Vision and Goals of the Fundy Regional Strategy, the new commitment towards regional collaboration, and ensure that it is effectively distributed across the Fundy Region.

Moved: Chair O’Hara
Seconded: Director Merrifield
Vote: *Motion Carried*
Contrary Minded: Director Riddell

9. 2023 FRSC Work Plan Update

CEO Ouellette provided an overview of the FRCS’s progress through the 2023 work plan, which indicated that approximately 85% of actions are either active or completed.

Motion: To receive and file this report.

Moved: Director Doucet
Seconded: Director Bedford
Vote: *Motion Carried*

10. Q2 Financial Update

CEO Ouellette provided a short summary of outcomes as a result of the Q2 financial update, which concluded that there is no reason to make any major adjustments to the budget at this time.

Motion: Receive and file this report.

Moved: Director Grant
Seconded: Director Doucet
Vote: *Motion Carried*

11. Regional Facilities Committee 2024 Budget Recommendations

Background was provided by Regional Facilities Committee Chair Grant stating policy and procedures have changed since the last review of budgets, wherein the Regional Facilities Committee now recommends the budgets to the FRSC, and the new committee encompasses administrators and elected people for rural districts. The old commission did not impose conditions, so the FRSC Board will find that this new Regional Facilities Committee will be asking the FRSC Board to approve those recommended conditions to support the facilitation of the budget.

Referring to the report, the following recommendations are from the Regional Facilities Committee to the FRSC Board for the 2024 FRSC Budget:

Motion:

- 1) Allocate \$567,132 towards the Saint John Trade and Convention Centre in the 2024 FRSC operating budget.
- 2) Allocate \$879,944 towards TD Station in the 2024 FRSC operating budget.
- 3) Allocate \$753,786 to the Canada Games Aquatic Centre in the 2024 FRSC operating budget.
- 4) Allocate \$551,000 to the Imperial Theatre in the 2024 FRSC operating budget.
- 5) Allocate \$349,193 to the Saint John Arts Centre in the 2024 FRSC operating budget.
- 6) That the 2024 FRSC operating budget contribution to Saint John Arts Centre is conditional on:
 - a. The Board of Directors of the Saint John Arts Centre, with input from the Regional Facilities Committee, complete a revenue generation assessment to invite reduced reliance on the FRSC's operating grant as a portion of the Centre's total annual revenues. Such assessment should be completed and presented to the Fundy Regional Facilities Committee by March 2024, and should include specific targets and actions to support the effort towards reduced reliance on the FRSC's operating grant.
 - b. The Saint John Arts Centre be required to submit 2022 budget actuals and 2023 year-end projections on all accumulated equity or carry-over reserves by September 2023.
- 7) Allocate \$1,528,250 of 2024 capital needs from the TD Station, Canada Games Aquatic Centre and Saint John Trade and Convention Centre, as itemized in this report (see attachment), in the 2024 FRSC operating budget.

Moved: Director Grant
Seconded: Director Bedford
Vote: *Motion Carried*
Contrary Minded: *Director Riddell*

Motion:

- 8) Direct CEO Ouellette to immediately identify the necessary steps to ensure oversight over the Saint John Trade and Convention Centre and report back to the FRSC Board of Directors.

Moved: Director Grant
Seconded: Director Merrifield
Vote: *Motion Carried*

Motion:

- 9) In recognition of the recent change in legislation and the new arrangement to share capital costs across all Fundy regional facilities, direct CEO Ouellette to draft and submit a letter from the Chair of the FRSC to the City of Saint John requesting clarification and consideration for alteration of the rental portion of the lease with the Saint John Arts Centre. In addition, to request that the City of Saint John clarify existing or eligibility for provincial property tax exemption, and if needed, pursue new property tax exemption associated with all City-owned Fundy regional facilities.

Moved: Director Grant
Seconded: Director Doucet
Vote: *Motion Carried*

Motion:

- 10) Direct CEO Ouellette to submit a letter to the Saint John Arts Centre to Regional Facilities Committee requesting that it shall captures the following in its annual financial reporting to the FRSC:
- a. accumulated equity or carry-over reserves, and
 - b. a detailed breakdown of the assumptions in the facility lease.

Moved: Director Grant
Seconded: Director Bedford
Vote: *Motion Carried*

Motion:

- 11) That the 2024 funding to the Fundy regional facilities is conditional upon:
- a. each facility agreeing to participate in a Board governance review exercise for all regional facilities.
 - b. each facility agreeing to ensure (if the authority falls within the facility) that the composition of their existing board of directors is representative of the expanded membership of the FRSC.
 - c. each facility agreeing to continue the promotion of their programming across the entire Fundy Region, in order to continue building strong value to all FRSC members.
- 12) That the City of Saint John be requested to present an updated 2025-2029 capital projections for the four City-owned regional facilities by April 1st, 2024, which integrates more intentional prioritization of asset renewal projects. In addition, the updated projects should seek to distribute capital costs more evenly over the five-year projection in order to avoid any unnecessary year-to-year spikes in capital expectations on the Fundy Regional Service Commission.

Moved: Director Grant
Seconded: Director Merrifield
Vote: *Motion Carried*

12. 2024 Budget Themes

While FRSC staff continue the process of developing a budget proposal to be presented to the FRSC Board on August 24th, 2023, some initial themes have been identified. 2024 will be an exciting year to build-off of the “start-up” of the new mandated areas that occurred in 2023 and will invite an opportunity to begin demonstrating new value, partnership and new levels of regional collaboration.

We expect to see a variety of demands on landfill operations, and an increase on the demands of administrative staff. Even after creative restructuring within the FRSC Head Office, there is continued need for additional human resource support to support projected work plans, and consideration of additional budget room is expected (especially in the areas of enabling services, policy and research, communications, HR, IT, Legal, Finance). Staff continue to define and refine the extent of this resourcing need.

The FRSC will continue to seek partnerships and leverage GNB and third-party funding to support 2024 FRSC work plan. The FRSC will strive to access as much as possible of the available \$1.4M through the RSS Grant, to reduce cost on FRSC Members. While we await feedback on GNB’s response to our request to have regional facilities considered as an eligible expense for the RSS Grant, the FRSC may also partially subsidize its investment into regional economic development through the RSS Grant.

Motion: Receive and file this report.

Moved: Director MacKenzie
Seconded: Director Doucet
Vote: *Motion Carried*

13. 2024 FRSC Per Diem and Meeting Considerations

In preparation for the 2024 FRSC operating budget, it is prudent for the FRSC to survey the membership on preferences associated with per diem and meeting expenses. The data collected from the survey will inform whether adjustments are needed to 2024 budget assumptions, which would be integrated in the draft 2024 FRSC Budget (expected to be presented on August 24, 2023, to the FRSC Board).

Motion: Direct CEO Ouellette to develop and circulate a survey to gather necessary information from the FRSC Membership on budget assumptions for 2024.

Moved: Director Merrifield
Seconded: Director Mackenzie
Vote: *Motion Carried*

14. CEO Performance Review

The 2023 FRSC work plan defines the need to develop an employee performance evaluation process and program. The CEO will be pursuing such a program for all employees, and a program will also need to be developed between the CEO and the FRSC Board of Directors.

Motion: Assign the FRSC Executive Committee with the responsibility to create, adapt and execute the necessary annual oversights and evaluation of the Chief Executive Officer and report back to the FRSC Board of Directors with recommendations.

Moved: Director Merrifield
Seconded: Director Mackenzie
Vote: *Motion Carried*

15. Indemnity Agreement with Envision Saint John

The FRSC and Envision Saint John (“ESJ”) entered into an agreement (referred to as the Master Service Agreement (“MSA”)) in late 2022, which outlines the parameters for ESJ to execute the FRSC’s mandate for regional economic development and tourism promotion, which includes the need for Envision Saint John to establish an indemnity agreement with the FRSC.

Motion: Direct the Chief Executive Officer to execute the indemnity between the Fundy Regional Service Commission and Envision Saint John as presented in the report from closed session.

Moved: Director Doucet
Seconded: Director Mackenzie
Vote: *Motion Carried*

16. Adjournment

Chairperson O’Hara called for a motion to adjourn.

Motion: To move to adjourn the open session at 11:59 p.m.

Moved: Director Mackenzie
Seconded: Director Bedford
Vote: *Motion Carried*

APPROVED (date) _____

Libby O’Hara, Chairperson

Cassie Silhanek, Recording Secretary



Regular Meeting

August 24, 2023

Meeting minutes of the Board of Directors of Fundy Regional Service Commission held on Thursday August 24, 2023, at the Saint John City Hall, 15 Market Square, Saint John, NB.

1. Call to Order

Chair O'Hara called the meeting to order at 10:25 a.m.

2. Record of Attendance

Libby O'Hara	Chairperson, Quispamsis
Jim Bedford	Vice-Chair, Fundy St. Martins
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Brittany Merrifield	Mayor, Grand Bay-Westfield
Ray Riddell	Fundy Rural District
Robert Doucet	Mayor, Hampton

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC

Cassie Silhanek, Recording Secretary, FRSC

3. Approval of the Order of Business

Chairperson O'Hara moved forward with the meeting starting with the approval of the agenda, with the addition of the closed session PRAC Nomination to the last item.

Motion: To approve the August 24, 2023, Agenda.

Moved: Director Bedford

Seconded: Director Doucet

Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

None.

5. Approval of the Minutes

a. Approval of the August 3, 2023 meeting minutes

Motion: To approve the August 3, 2023, minutes as presented

Moved: Director Grant
Seconded: Director Doucet
Vote: *Motion Carried*

6. Consent Agenda

a. Planning and Building Development

Motion: To receive and file this report.

Moved: Director MacKenzie
Seconded: Director Merrifield
Vote: *Motion Carried*

7. Draft FRSC Budget

CEO Ouellette presented on the draft 2024 budget submitted to the Board. The criteria set by the Board in June was followed for this draft 2024 budget process and uses the initial feedback from CAOs, Executive Committee and staff.

Last year the budget was mandated by the Province, but this year it is up to the Board to decide the direction of the budget. The overall budget has increased by just over 1 million dollars, but the membership fees have remained low due to the overall increase in funding.

CEO Ouellette spoke about the new portfolios and new functions that are getting funded through RSSF which is a 50 cent dollars funding. Additional resources are proposed for the corporate budget. CEO Ouellette mentioned that in 2023 everyone did a “best estimate” for the budget with the proposed mandates in mind, but over the past year we have become more aware of the actual needs of the Commission in operationalizing the new mandates. Some of the things the staff had to contemplate for this budget is in redefining “corporate”, new office space, adjusting staff support proportionally (in the budget it is labelled as ‘allocation from corporate’), enabling services (HR/Legal/IT), additional human resources in staffing, board stipends and meeting expenses, and consulting budget for additional support for projects where we cannot solely do these in house.

CEO Ouellette highlighted the landfill budget with a proposed change in the tipping fees. Changes in diversion, changes in tonnage from musquash, and local government transitions, increase in insurance, construction, and maintenance (due to weather conditions) have all affected the tipping fee. Revenue streams continues to be a priority to try to mitigate some of these costs in things such as funding applications in 2024 and savings in the height EIA, long term aggregate sources, and electricity production.

At this time, Chair O’Hara opened the floor for discussion.

Director Merrifield spoke up requesting a 3-year plan for the budget in the future to give a better idea of implementation implications for the communities. Director Merrifield also mentioned with respect to resolution 5, it is important to note that the RSSF comes out of the core local governments, taking autonomy from local governments.

Director Grant addressed CEO Ouellette stating that member charges in revenue, exclusive of regional facilities, have gone up dramatically (page 10 of the document). CEO Ouellette passed this question to the FRSC Finance Officers attending the meeting. In summary the increased administrative costs that we did not budget for in 2023, for instance overhead for office supplies, or committee and membership fees. Additionally, under the corporate budget (on the first page), you see the most increase in the additional workload that has been spread between all of the portfolios. The salaries have gone up under corporate so allocations and percentage of time attributed to the portfolios would be changing.

Motion:

- 1) Direct the FRSC to include the draft 2024 FRSC budget, as presented in this report, to initiate the 45-day budget notice period.
- 2) Direct CEO Ouellette to circulate the draft 2024 FRSC budget to all FRSC members and invite inquiries and/or feedback starting on August 28th, 2023, until October 11th, 2023.
- 3) Direct CEO Ouellette to coordinate individual presentations, upon request, of the draft 2024 FRSC budget with each FRSC member council prior to October 11th, 2023.
- 4) Direct CEO Ouellette to submit a funding application for preliminary approval from the Government of New Brunswick for the Regional Services Support Fund, as outlined in this report.
- 5) Direct CEO Ouellette to draft a letter to the Minister of Local Government as part of the eventual 2024 Budget submission to the Government of New Brunswick, advocating for the introduction of additional funding support to local governments and rural districts due to continued reduction in the Community Funding and Equalization Grant. The letter should highlight the importance of creating autonomous and sustainable local governments and rural districts.

Moved: Director Merrifield
Seconded: Director MacKenzie
Vote: *Motion Carried*

- 6) Amend the existing FRSC Procedural By-law to offer \$100 per FRSC Executive Committee meeting, in addition to existing per diem commitments as outlined in the FRSC Procedural By-law and by FRSC resolution, for the participation of the past chair, vice chair and chair in FRSC Executive Committee meetings.

Moved: Director MacKenzie
Seconded: Director Doucet
Vote: *Motion Carried*
Contrary Minded: Director Riddell

Director Riddell noted that he is in support of the changes, but not the process under which the changes happened.

- 7) Amend the existing FRSC Procedural By-law to offer \$100 per month, in addition to existing per diem commitments as outlined in the FRSC Procedural By-law and by FRSC resolution, for

committee chairs of Regional Public Safety, Regional Transportation, Regional Facilities, and Community Development.

Moved: Director Merrifield
Seconded: Director Doucet
Vote: *Motion Carried*
Contrary Minded: Director Riddell

Director Riddell noted that he is in support of the changes, but not the process under which the changes happened.

8. Fundy Regional Strategy Rollout Update

This was a verbal update provided by Brenda MacCallum, FRSC Manager, and presented a power point on the summary of the regional strategy. Mrs. MacCallum noted the handout that was given to the Board is written for the public, explaining the commission in who we are, our work, our vision, service delivery, short mandate description, and a call to action on the last page for collaboration and letting everyone know where to contact us. Once the finalized document is ready, the ask will be to have the Board share with staff and councils.

Motion: To receive and file the presentation.

Moved: Director MacKenzie
Seconded: Director Doucet
Vote: *Motion Carried*

9. Other Correspondence

a. 5 Regional Facilities Letters

Letters were given to all of the Regional Facilities informing them of the budgetary decisions of the Regional Facilities Committee and that the final budget decision will be made by the Board in October, please see attachments for more information.

b. City of Saint John

A letter was sent to the City of Saint John regarding the budgetary decisions of the Regional Facilities Committee and that the final budget decision will be made by the Board in October, please see attachment for more information.

c. RDC Letter of Support

A letter of support was given to the RDC for support of the Imperial Theatre, see attachment for more information.

Motion: To receive and file these letters.

Moved: Director Merrifield
Seconded: Director Riddell
Vote: *Motion Carried*

10. PRAC Nominations

This resolution was carried from Closed Session.

Motion: Approve the Samara Carvell (Long Reach, Fundy Rural District) to the Planning Review and Adjustment Committee for a term of four years, starting on August 24th, 2023, and ending on April 28th, 2027).

Moved: Director Riddell
Seconded: Director Bedford
Vote: *Motion Carried*

11. Adjournment

Chairperson O'Hara called for a motion to adjourn.

Motion: To move to adjourn the open session at 11:14 a.m.

Moved: Director MacKenzie
Vote: *Motion Carried*

APPROVED (date) _____

Libby O'Hara, Chairperson

Cassie Silhanek, Recording Secretary

FUNDY REGIONAL ARENA NEEDS ASSESSMENT

October 2023



**Fundy Regional
Service Commission**

Commission de Services
Régionaux de Fundy

Revision A

Executive Summary: Fundy Region Arena Needs Assessment

The Fundy Region Arena Needs Assessment reveals urgent revitalization and reinvestment needs in the region's aging recreational infrastructure, with acute needs in Saint John and Rothesay. The assessment serves as a guide to address challenges and opportunities as the region charts a path to growth and community cohesion based on the 2023 Fundy Regional Strategy.

Key Recommendations

- Invest in infrastructure. Prioritize the replacement of aging arenas in Saint John and Rothesay. Promote multi-generational and multi-sport facility usage and work to ensure older facilities comply with modern accessibility and energy standards.
- Harmonize with existing community plans. Incorporate community engagement in infrastructure development and promote enhanced regional cooperation, building on the actions of the FRSC Regional Strategy. Integrate comprehensive asset management plans and clearly define the geographic value of future arenas.
- Recognize and learn from successful initiatives. Advocate for a collaborative approach across regional, sub-regional, and local levels.

Conclusion

The Fundy Region is at a crossroads, with visible signs of aging arena infrastructure contrasting its dynamic community aspirations. Immediate intervention is necessary, particularly when it comes to investing in new facilities for specific areas, but the need for rejuvenated recreational spaces is a broader regional imperative. The evolving demographic patterns of the region further necessitate a nuanced planning approach, ensuring facilities serve multi-generational needs while promoting broader interaction in communities of all sizes.

With a critical focus on accessibility and inclusivity, the assessment emphasizes the need to bring arena facilities in line with contemporary standards. The report's multi-faceted recommendations, anchored in community-centric developments, propose immediate actions and long-term strategies.

Collaboration remains key: community engagement, governmental partnerships, and funding are vital to actualizing these goals. The insights from this Needs Assessment outline a promising future for the Fundy Region — one of sustainable growth, community well-being, and enhanced quality of life, aligning with national trends to promise a prosperous future for the region's recreation.

Fundy Regional Arena Needs Assessment

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Land Acknowledgement

The Fundy Regional Service Commission (FRSC) would like to acknowledge, honour and pay respect to the land on which it gathers and operates. The FRSC operates on the traditional unceded territory of the Wolastoqiyik, Mi’kmaw, and Peskotomuhkati. This territory is covered by the “Treaties of Peace and Friendship” which Wəlastəkwiyyik (Maliseet), Mi’kmaq and Passamaquoddy Peoples first signed with the British Crown in 1726. The treaties did not deal with surrender of lands and resources but recognized Mi’kmaq and Wəlastəkwiyyik (Maliseet) title and established the rules for what was to be an ongoing relationship between nations. The FRSC is committed to creating a new standard by developing meaningful nation to nation partnerships that strengthen and honour all its relations.

Introduction

Recreation plays a pivotal role in enhancing the quality of life within the vibrant and growing Fundy Region, a hub with a robust interest in recreation and sport. It significantly influences the physical, mental, and spiritual well-being of both individuals and families, nurturing a healthier and happier community at large. The success of recreational activities and events is dependent on the cohesive efforts of residents, organizations, and government bodies uniting to give life to them.

These activities and events necessitate well-maintained and modernized facilities to thrive. To meet the burgeoning recreational needs of its residents and visitors, a regional facility needs assessment for ice arenas was initiated by the Fundy Regional Service Commission, which includes the communities of: Hampton, Quispamsis, Rothesay, the Fundy Rural District, Fundy-St. Martins, and Saint John. The objective of this analysis is to ensure that the Fundy Region has the necessary, accessible, and sustainable inventory of ice arenas that align with both current and anticipated demands. Moreover, this assessment will evaluate the existing condition of ice arenas and scrutinize the availability of funding, paving the way for a future where recreational aspirations are seamlessly integrated with infrastructure development, fostering a community rich in both opportunities and unity.

Regional Facilities within the FRSC Regional Strategy, 2023-2028

Vision

Expand upon the strong history of collaborative delivery of impactful and responsive programming and events in exceptional facilities by establishing a framework of trust and accountability, fairness and equity, between communities, operators, partners, and residents.

Goals

- Build a shared value proposition for the Regional Facilities.
- Attract impactful events and programming.
- Oversee investments into the regional facilities to uphold sustainability, impact and service to the Fundy Region.
- Develop an approach to future regional facilities and cost-sharing for recreation and cultural program delivery.

Actions from Fundy Regional Strategy 2023-2028

- F-1** Conduct a Regional Sport, Culture and Recreation Master Plan to understand the diversifying demands and regional priorities, programming and investments to maximize venue utilization, cost-recovery, and regional economic and quality of life impact.
- F-2** Investigate best practices for mandate-related board structure, and roles and responsibilities between boards, management, and the FRSC for existing Fundy regional facilities.
- F-3** Implement a financial oversight and performance evaluation system for existing regional facilities, including regular audits and analysis, to identify areas for improvement and to optimize revenue generation and cost savings.
- F-4** Work with local governments, the Rural District, the Province, and arts and culture partners from across the Region in the development of an “arts and culture” policy to support the growth of the arts and culture community across the Region.
- F-5** Define clear criteria for distinguishing regional, sub-regional and local facilities, in order to inform planning, funding, and partnerships.

- F-6** Build on the established criteria found in the Regional Facilities Committee’s terms of reference to identify needs, locations, and criteria when establishing regional and sub-regional facilities.
- F-7** Create a sustainability program to support regional facilities in their effort to maximize the impact of their programming and facilities while also respecting the financial investment from the Fundy Region.
- F-8** In collaboration with the Regional Facilities operators, articulate the value proposition of the five facilities and articulate it through effective communication and marketing strategies to the Region and beyond.
- F-9** The FRSC will seek financial support from federal and provincial sources to assist with members’ added costs associated with the existing regional facilities.
- F-10** The FRSC will work with local communities and partners to define the highest priority infrastructure and advocate to the provincial and federal governments for appropriate investment and contributions.

Fundy Regional Arena Needs Assessment Objective

The Fundy Regional Arena Needs Assessment (herein after referred to as the Needs Assessment) will serve as a preliminary scan of past studies and current trends, steering the Fundy Region towards a future adept at fulfilling the contemporary and forecasted demands pertaining to arena infrastructure. This strategy is in synergy with the expansive and inclusive vision charted in the 2023 Fundy Regional Strategy, specifically aligning with Actions F-1 to F-10, which encompass a multifaceted approach ranging from conducting a master regional facilities plan to defining clear criteria for facility planning and securing financial support for infrastructural undertakings.

The Needs Assessment seeks to direct investments and initiatives in arena infrastructural developments while encouraging collaborations with community stakeholders and entities. This objective is set with an eye on cultivating partnerships, enhancing the quality and reach of recreational facilities and programs within the Fundy Region.

The plan does not operate in isolation. It aligns with guidelines that promote regional cooperation and ensure that our proposed developments are both practical and sustainable in the long run. This method invites our region’s ability to maximize federal and provincial funding opportunities and serves as a template for future infrastructure evaluations, focusing heavily on sustainability, communication, and fiscal strategies.

Project Scope

The Needs Assessment operates within a defined yet expansive scope, involving:

- Comprehensive evaluation of present indoor arena facilities and identification of potential new sites, aligning with the regional priorities outlined in action F-1;
- Demographic analysis of the region to understand diversifying demands, thus aiding in pinpointing the exact needs and preferences, nurturing a nexus between community plans and infrastructural development;
- Identifying the prospects and evolving needs for existing arenas within the region, in sync with the mandates given in actions F-5 and F-6;

- Thorough review and analysis of existing agreements and operational frameworks pertaining to recreational service delivery within the Fundy Region, guided by the best practices as emphasized in action F-2; and,
- Implementing financial oversight and performance evaluation systems, resonating with the directives of action F-3, to streamline revenue generation and cost-saving strategies.

Guiding Principles

The outcomes of this Needs Assessment align with the "Guiding Principles for Recreation Infrastructure" from the Government of New Brunswick, Regional Development Corporation. These principles have been designed to facilitate and foster regional cooperation and ensure the feasibility and sustainability of proposed new infrastructural developments and significant replacement or renovation of facilities.

Additionally, these principles pave the path to unlock opportunities for each member of the FRSC to access RDC funds, an essential pre-requisite set by RDC for access to provincial funding towards local arena initiatives. By doing so, it delineates a pilot pathway for future regional infrastructure assessments, amplifying implementation of the FRSC Regional Strategy, notably actions F-7 to F-10, which focus on sustainability, effective communication, and financial support strategies.

Needs Assessment Methodology

- Integration of the Needs Assessment with the regional facilities committees and oversight within the Fundy Regional Service Commission throughout the planning period, thereby facilitating a thorough understanding of regional priorities and diversifying demands as per action F-1;
- Active engagement with regional CAOs, FRSC Board of Directors, and relevant staff, facilitated through dialogue and submissions at the project's onset, alongside creating avenues for feedback on the draft Needs Assessment, thereby aligning with the collaborative spirit of action F-4;
- A detailed review of pertinent background information, including existing facility plans, recreation plans, municipal reports, and trends significant to the recreation sector, ensuring a thorough analysis to maximize venue utilization and regional impact as stipulated in action F-1. The intention of the review is to uphold and build upon the parameters of a needs assessment with a regional lens.

Study Exclusions

The Needs Assessment aligns with the RDC guidelines for recreation infrastructure, focusing primarily on location, consideration of adjacent community infrastructure, demographics of both the community and surrounding area, and existing community plans. While it acknowledges the services provided by various community entities, it does not delve into detailed engineering, building conditions, negotiations with potential partners, or specific community economic impact assessments. Furthermore, this assessment does not encompass recommendations related to facilities and services provided by other municipalities, schools, and community groups. It is noteworthy that while notable funding criteria such as business plans might intersect with this Arena Needs Assessment, these would primarily be the responsibility of the given project proponent, in our case, the local government and rural district members wishing to renovate or construct arenas. In other words, this needs assessment substantiates the requirement for

reinvestment, but the nature of how to complete the reinvestment will rest with the Fundy Region's local government and rural district members.

Although many of the existing community plans consider league data and demand, the emphasis of this assessment is to address the broader regional criteria rather than re-evaluating conclusions already drawn by the FRSC members. Consequently, subsequent studies may be essential to validate and complement the assessments and findings presented here, ensuring a well-rounded approach to executing the actions stipulated in the Fundy Regional Strategy, 2023-2028. These additional studies could elaborate on league-based data, new usages within arenas, wellness integration, usage tied to demographic trend patterns, multi-sport consideration, off-season usage, among many others. In addition, further analysis may invite other non-arena recreation and wellness facilities and spaces across the Fundy Region.

Trends in Recreation and Participation in New Brunswick

Non-Programmed Activities

Across Canada, active lifestyles have shown a trend toward shifting leisure habits from structured to more spontaneous recreational activities. Community spaces are evolving to host a plethora of outdoor sports and drop-in activities, catering to the preference for flexible scheduling in recreational engagements. Ice arenas have been versatile in this respect, offering not just scheduled ice hockey games but also slots for open skating, thus catering to spontaneous plans.

Indoor ice arenas are uniquely suited to not solely being utilized for structured sports programs like minor hockey, but also offer opportunities for spontaneous and unstructured use. Implementing suitable public and open ice times during convenient hours has been shown to increase drop-in use, fostering an environment for individuals of all ages to learn or enhance their skating skills, potentially leading to increased participation in organized sport and recreation programs.

Physical Inactivity

Recent studies hint at a rising trend of physical inactivity within New Brunswick. Factors like scarce free time, due to busier lifestyles and several socio-economic factors, have been contributing to this trend. The increasing physical inactivity rates have led to higher obesity and chronic disease rates, decreased volunteer engagement, and a preference for more flexible and convenient recreational options. This suggests a need for all of New Brunswick, especially communities seeking to offer recreation and sport facilities and programming, to build a culture of physical activity and wellness.

Inclusive & Barrier-Free Services

Recreation facilities and programs should strive to be inclusive for all residents, including the elderly and individuals from diverse backgrounds, to engage in sports and recreational activities. As the population ages, there is an increasing demand for recreational options that cater to this group. The province is also becoming more culturally diverse, necessitating inclusive and accessible recreational venues. Many ice arenas are adapting by offering programs that suit a wider range of age groups and physical abilities, and by ensuring facilities are accessible to everyone.

Demand for High-Quality Facilities and Design

The residents of New Brunswick have developed a preference for high-quality services, a trend evident in the demand for superior design and access in recreational facilities. For example, in the Kennebecasis

Valley while men's hockey registration numbers have plateaued in recent years, there's a notable upward trend in women's and girls' hockey participation rates. With the escalation in participation costs, there is a corresponding increase in expectations for quality in facility design and user experience. Ice arenas are no exception; the trend is towards arenas that not only offer state-of-the-art ice rinks but also facilities that grows community engagement and provide comfortable, sociable, and engaging experiences for users.

Ice Facilities and Social Inclusion in New Brunswick

As is often the case in northern climates with prolonged cold weather seasons, ice facilities in New Brunswick serve as key community hubs stimulating both physical activity and social interaction. There is potential for these hubs to focus on integrating new Canadian immigrants into the community through ice sports programs, fostering integration and a greater sense of belonging. Collaboration with schools and sports clubs to promote inclusive programming could be an effective strategy in New Brunswick.

To promote user convenience and economic efficiency, municipalities in New Brunswick are leaning towards the centralization of multiple recreational facilities at single locations. This strategy champions vibrant community hubs that encourage physical and social interaction across all age groups. Ice arenas are increasingly being incorporated into these community hubs, offering a space that caters to a diverse range of activities and events, thus enhancing the potential for sport tourism on a regional scale.

Sport Tourism

Sport tourism is blossoming as a promising sector in the Canadian tourism industry, which is especially pertinent and important to the Fundy Region. In New Brunswick, the collaboration between investment in recreation infrastructure, sporting associations, and school sports has been a pivotal force in this growth. Ice arenas play a significant role in this sector, being venues for various regional and national ice sports events, supporting community spirit and local pride, and expanding the range of sports and recreational opportunities available to residents.

National Infrastructure Context: Post-COVID Trends and Implications for the Fundy Region

Numerous communities across Canada and New Brunswick are facing the challenge of aging recreational infrastructure. The focus now lies on renewal and reinvestment projects that tap into non-traditional funding avenues. These projects also provide opportunities for innovative approaches like facility redevelopment or adaptive use to address the needs of emerging recreational activities. Ice arenas, for instance, are seeing a gradual shift towards multi-purpose functionalities, with spaces adaptable for various ice sports and community events.

Across Canada, the revival of youth sports after the disruptions caused by the pandemic is palpable. The *Canadian Youth Sports Report 2023* reveals some telling trends, particularly in reference to the preferences and participation rates of Canadian youth in various sports and activities.

The research underscores a formidable rebound in youth sports participation after the pandemic's adversities. Approximately 4 million Canadian youth, or 67% of the total youth population aged 3-17, are now engaged in organized sports. While soccer dominates as the leading sport across the nation, there are noticeable demographic-specific preferences. For instance, hockey, a sport traditionally considered central to Canadian identity, ranks third among all Canadian youth but sees a decrease in popularity among new Canadian youth, positioning ninth. This shift in popularity suggests that while hockey

remains integral, other sports like soccer, swimming, and basketball have gained traction, especially among specific demographic groups.

In the Fundy Region, where ice facilities such as arenas have traditionally functioned as community hubs, these evolving trends necessitate a reassessment. Overall, while hockey's popularity remains robust nationally, especially among Indigenous youth, the Fundy Region must be prepared for a more diverse sports landscape. The integration of facilities adaptable for various ice sports and community events, such as ice-skating or figure-skating, becomes crucial.

Schools continue to emerge as a pivotal entry point for sports, especially among new Canadian youth, with 37% attributing their introduction to sports to schools. This highlights the importance of ensuring that educational institutions in the Fundy Region are equipped, both infrastructurally and programmatically, to cater to this rising demand and to play an instrumental role in promoting sports.

One significant challenge that is commonly reported in public surveys and feedback is the rising costs associated with youth sports. The research points to a surge in sports-related expenditure, particularly for families with older children. Hockey, one of the prominent sports in the Fundy Region, features among the more expensive sports, with the national spending average touching heights of around \$3,600 to \$4,350 annually per child. As such, ensuring affordability becomes paramount to participation in sport. Collaborative efforts between local volunteers, municipalities, the province, and ice facilities can pave the way for ensuring that sports remain accessible to all.

Lastly, while the future of ice facilities in the Fundy Region remains promising, especially with the post-pandemic resurgence in youth sports, it's essential to maintain a forward-thinking approach. This includes being receptive to the changing sports preferences of the community, fostering inclusivity, and ensuring that facilities remain affordable and accessible to all.

Existing Infrastructure

Inventory of Current Facilities

Facility Lifespan and Redevelopment

Reviewing the inventory of current arena assets in the Fundy Region reveals that a significant portion of the facilities are nearing their end-of-life phase, necessitating either substantial investments or replacements within the forthcoming five years. This pressing scenario is not uniform across the board; facilities such as the River Valley Community Centre in Grand Bay-Westfield and TD [Harbour] Station in Saint John present a more extended end-of-life timeframe, offering an opportunity to phase investments more evenly across the region. The data furnished within the inventory of arenas helps in drawing a blueprint for potential extension strategies, varying from minor annual repairs to complete overhauls, thereby potentially adding 10 to 20 years to a facility's lifecycle. These replacement and extension prospects are instrumental in shaping the approach noted in actions F-5 and F-6, focusing on clear criteria for distinguishing facility types and establishing new regional and sub-regional facilities based on identified needs and criteria.

Addressing the Challenges of Aging Infrastructure

Diving deeper into the Fundy Region's infrastructure landscape brings forth the challenges tied to aging infrastructure. A remarkable 84% of the arenas within this region were built before the year 2000, a stark contrast to the national average of 57%. This notable discrepancy brings to light significant barriers in accessibility, particularly for individuals grappling with mobility issues. As older facilities are not readily adaptable to meet contemporary accessibility standards, a pressing need arises for a paradigm shift towards inclusive facilities, as emphasized in actions F-1 and F-4.

As the Fundy Region grapples with a changing demographic canvas, characterized by an older populace in regions like Fundy-St. Martins and Hampton and a gradual influx of a younger generation in urban pockets of Saint John, it beckons a recalibration of infrastructural initiatives. The future vision leans towards the adoption of multi-generational facilities that foster community interactions and cater to the diverse recreational needs of both the older and younger demographics. A nuanced, community-engaged approach, particularly in compact, interconnected regions like Fundy-St. Martins, would be quintessential in nurturing infrastructures that nurture local participation and community engagement.

Thus, navigating the complexities of the diverse community profiles across the Fundy Region necessitates a nuanced strategy that links community plans with regional cooperation, steering towards a recreation and planning narrative that embodies inclusivity and foresight, ultimately aligning with the vision and values of the 2023 Fundy Regional Strategy.

Extension and Replacement Prospects

The end-of-life of facilities can be extended yearly with minor repairs, extended several years with comprehensive repairs, or given a new lease of life for 10 to 20 years or longer with a complete overhaul or facility replacement. It is essential to recognize that ongoing maintenance work, while valuable, may also yield diminishing returns as facilities age. Based on staff conversations received by the FRSC in 2018 and integrated into the Regional Ice Strategy (Appendix B), five arenas in the region are approaching, or have already reached, a critical juncture requiring substantial investment leading to outright replacement in the coming years. It is pertinent to consider that the cost-effectiveness of continued

maintenance should be carefully evaluated against the potential benefits and the facility's long-term sustainability.

- **River Valley Community Centre, Grand Bay-Westfield**
 - **Year Opened:** 1996
 - **Estimated End-of-Life:** +20 years
 - **Owner/Operator:** Owned & operated by River Valley Community Centre Inc, with additional funding from Town of Grand Bay-Westfield.

- **Peter Murray Arena, Saint John**
 - **Year Opened:** 1967
 - **Estimated End-of-Life:** < 5 years
 - **Owner/Operator:** City of Saint John

- **Hilton Belyea Arena, Saint John**
 - **Year Opened:** 1974
 - **End-of-Life:** The Belyea arena has not been used as an ice surface for two seasons (as of 2023) and will therefore not be considered as an active facility within this study.
 - **Owner/Operator:** City of Saint John

- **Charles Gorman Arena, Saint John**
 - **Year Opened:** 1971
 - **Estimated End-of-Life:** < 5 years
 - **Owner/Operator:** City of Saint John

- **Lord Beaverbrook Rink, Saint John**
 - **Year Opened:** 1960
 - **Estimated End-of-Life:** +10 years
 - **Owner/Operator:** Owned by City of Saint John, operated by the LBR Board of Trustees with additional funding from the City of Saint John.

- **TD [Harbour] Station, Saint John**
 - **Year Opened:** 1993
 - **Estimated End-of-Life:** +20 years
 - **Owner/Operator:** Owned by the City of Saint John, operated by the Harbour Station Commission with funding from Fundy Region Members.

- **Stewart Hurley Arena, Saint John**
 - **Year Opened:** 1974
 - **Estimated End-of-Life:** < 5 years
 - **Owner/Operator:** City of Saint John
- **Rothesay Netherwood School Arena, Rothesay**
 - **Year Opened:** 1955
 - **Estimated End-of-Life:** (not specified by the school at this time)
 - **Owner/Operator:** Rothesay Netherwood School
- **Rothesay Arena, Rothesay**
 - **Year Opened:** 1972
 - **Estimated End-of-Life:** < 5 years; end-of-life has already been reached, according to staff
 - **Owner/Operator:** Town of Rothesay
- **Quispamsis Memorial Arena, Quispamsis**
 - **Year Opened:** 1983
 - **Estimated End-of-Life:** +20 years
 - **Owner/Operator:** Town of Quispamsis
- **Qplex, Quispamsis**
 - **Year Opened:** 2011
 - **Estimated End-of-Life:** +20 years
 - **Owner/Operator:** Town of Quispamsis
- **St Martins 4 Season Complex, St Martins**
 - **Year Opened:** 2006
 - **Estimated End-of-Life:** +20 years
 - **Owner/Operator:** Owned & operated by the Village of Fundy-St. Martins
- **Hampton Community Centre**
 - **Year Opened:** 1977
 - **Estimated End-of-Life:** See below
 - **Owner/Operator:** Town of Hampton

It should be noted that the Town of Hampton is in the process of building a new arena within the Hampton Multipurpose Centre, which is scheduled to be completed in 2025. It will be a 6,000-square-metre building that will house an ice surface, walking track, changing rooms, bleachers, a community room, a lounge, and a canteen.

The new facility is being funded by a partnership between the Town of Hampton, the surrounding former local service districts (Upham, Norton, and Springfield), and the federal and provincial governments. The construction of the new arena is a significant investment in the Town of Hampton and the surrounding sub-region, which was largely brought within the revised town boundary in 2023. The new facility will provide modern and accessible spaces for recreation and sports and is part of a community investment designed to attract and retain residents and businesses to the area.

Implications of Aging Infrastructure

The gradual degradation of infrastructure over time significantly affects the quality of services rendered, escalating the financial risk associated with maintaining such facilities. Many arenas in the Fundy Region are nearing their operational end-of-life, posing a growing risk of unforeseen capital expenditures and potential service disruptions. These can entail substantial financial implications, given the surge in emergency repair costs and the risk of facility closures.

Implementing a financial oversight and performance evaluation system, as outlined in action F-3 of the 2023 Fundy Regional Strategy, is paramount. This proactive approach would facilitate identifying areas ripe for improvement, optimizing revenue generation, and promoting cost savings. Moreover, renovating aging infrastructure would mitigate the financial risks linked to sudden breakdowns, thereby safeguarding the region's financial sustainability, and advancing the long-term stability of the facilities.

Actions F-1 and F-4 of the regional strategy advocate for an inclusive approach that caters to the diversifying demands and regional priorities, implying renovations that focus on enhancing safety measures, improving accessibility, and aligning with contemporary health and safety protocols. These not only reduce liability risks but also bolster the quality of life and economic impacts of these facilities.

It is important to acknowledge the challenges that communities face when aging recreation facilities reach the end of their lifespan. In some cases, communities may resist the closure of aging recreation facilities, even if they are no longer serving the needs of a changing community. This can result from the role arenas can play as a social or cultural hub that may be seen as a vital part of the community, providing important social and economic benefits.

In addition, aging recreation facilities require more frequent and costly maintenance. This can put a strain on community budgets, and it can make it difficult to keep these facilities open. As a result of these challenges, many communities are incentivized to keep aging recreation facilities running for much longer than they should. This can be inefficient and resource-intensive to manage for smaller communities, and it may prevent them from providing quality, sustainable recreation opportunities for their residents.

As all levels of government in Canada continue to take action toward a sustainable future, rejuvenating aging infrastructure aligns perfectly with actions F-7 and F-8 of the regional strategy, encouraging a sustainability program that encourages facilities to maximize the impact of their programs while being financially prudent. Retrofits to existing, or the development of new facilities offer an opportunity to

scale the great work already in the region toward integrating green technologies and energy-efficient systems, reducing the carbon footprint and operating costs of the operating members in the long run. Additionally, new facilities can serve as community hubs that supports social interaction, community engagement, and enhanced quality of life. By articulating the value proposition of renovated or replaced facilities through effective communication and marketing strategies, we can foster a community-centric development that promotes regional cooperation and economic development.

Regional Demographics

The Fundy Regional Service Commission encompasses a rich mosaic of communities, including the towns of Hampton, Quispamsis, Rothesay, the Fundy Rural District, Village Fundy-St. Martins, and the City of Saint John.

Recent trends have changed the course of decades of slow or low-rate growth, as the Fundy Region is now experiencing vibrant growth and demographic shifts, which necessitates a thorough understanding of the evolving needs of service users, including recreation facilities. This rejuvenation in demographic patterns urges a re-evaluation of service provisions, enriching a growth-centric approach that accommodates the burgeoning needs of a diverse populace.

Community	Population, 2021 (StatsCan)
Village of Fundy-St. Martins	5,225
Town of Hampton	9,345
Town of Quispamsis	18,780
Town of Rothesay	11,975
City of Saint John	69,875
Town of Grand Bay-Westfield	5,880
Fundy Rural District	6,410

Looking ahead, Envision Saint John has set an ambitious 10-year growth target, aiming to welcome an additional 25,000 residents between 2021 and 2031. This population surge is largely expected to be driven by young families and newcomers, dynamically impacting the region's recreational facilities as the demand for family-friendly recreation spaces escalates. It is anticipated that there will be heightened demand for playgrounds, indoor recreational amenities including swimming pools, sports fields for organized sports, and childcare facilities, reflecting the evolving needs and preferences of a growing community seeking active lifestyles.

According to the 2021 Statistics Canada Population Census, the region's growing and diversifying population, is highlighted by a significant increase in the average family size, currently documented as 2.4 individuals. However, it's worth noting that there are considerable disparities in family sizes among different communities. Higher-density communities such as Saint John, Rothesay, and Quispamsis are home to families with higher average sizes compared to the smaller family units predominantly found in rural sectors.

Moving forward, the region aims to advance a nuanced understanding of the changing demographic profile and service needs, paving the way for a community that is both inclusive and vibrant, ready to cater to the dynamic needs of its burgeoning population. Accompanying this growth are expectations of heightened demand for accessible, affordable, and environmentally sustainable lifestyle options, catering

to a population keen on embracing modern, eco-friendly living solutions. The data and projections hint at a promising future, marked by growth and rejuvenation, promising an enriched quality of life for all residents.

It should be noted that as some of these communities have recently changed geographies due to the Government of New Brunswick's local governance reform agenda, identifying population trends between communities may be difficult until new census data becomes available in the future.

Growing and Diversifying Population Impacts on Recreational Facilities

As the Fundy Region is experiencing notable shifts in its population dynamics, characterized by both growth and diversification, there are direct implications for the demand and provision of recreational facilities. As the population grows, there is a proportional increase in residents keen on using recreational amenities. Coupled with this is the demographic change, which translates to evolving recreational preferences. Notably, a surge in young families calls for more family-centric amenities like playgrounds, swimming pools, and multi-generational amenities. Furthermore, increasing diversity in the regional population is broadening the scope of recreational needs, emphasizing the importance of culturally-inclusive facilities.

A recent review of community and regional plans within the Fundy Region has revealed a range of population service levels (PSLs) for ice arenas across different regional members. The development of a standardized PSL for arenas would be beneficial, providing a benchmark for the requisite number of ice arenas in relation to the population size, ice sports participation rate, and the general availability of other recreational spaces. Reaching consensus regionally on an ideal PSL of 1:12,000 to 1:15,000, consistent with the literature on recreation studies and urban planning in the member communities, would ensure a distribution of arenas that are easily accessible to all residents.

In a new era of growth for the Fundy Region, one of the biggest challenges that the region faces in meeting the recreational needs of its growing and diversifying population is funding. Building and maintaining recreational facilities is expensive and will require the region to cooperate or find new ways to fund these investments. By taking a thoughtful and strategic approach to meeting the recreational needs of its growing and diversifying population, the region can create a community where everyone has access to the resources they need to live healthy and active lifestyles.

Growth & Location Analysis

A location-allocation analysis is one potential tool used for optimizing the distribution of facilities and services in correlation with demographic dynamics and spatial patterns. This methodology is pivotal in aligning infrastructure planning and developmental strategies with emerging demographic trends, thereby underscoring sustainable and adaptive community development.

To ensure the sustained growth and development of communities, it is vital that infrastructure planning is in tune with the evolving demographic trends. By leveraging this analytical approach, we can dissect the growth projections from Statistics Canada within a 20-minute driving catchment area of each ice surface over a span of the next decade (2022 to 2032) and articulate strategic recommendations that dovetail with existing community plans. Overviews of the 20-minute catchment areas can be found in Appendix A.

Based on the analysis, a scaled approach could be warranted, allowing community centers to tailor their strategies according to their specific growth projections and catchment area characteristics. While facilities investments based on anticipated population growth areas should not be considered alone, their incorporation into planning exercises could allow communities to develop targeted strategies that align with the specific needs and preferences of each Fundy Region Member.

Methodology

A location-allocation analysis stands as an invaluable tool for optimizing the distribution of facilities and services, correlating with demographic dynamics and spatial patterns. This methodology aids in aligning infrastructure planning with emerging demographic trends, upholding sustainable and adaptive community development. This methodology is rooted in the following principles:

1. **Data-Driven Decision Making:** Leveraging reliable data sources including the growth projections from Statistics Canada, it facilitates informed decision-making, rooted in empirical evidence, thus aligning developmental strategies with genuine community needs.
2. **Spatial Analysis:** The analysis incorporates spatial patterns in demographic shifts, enabling a deep understanding of how communities evolve and how services should adapt accordingly. It considers the geographic distribution of population growth to guide optimal infrastructure development.
3. **Community-Centric Approach:** This methodology advocates for strategies that are tailored to the specific growth projections and catchment area characteristics of each community, ensuring a nuanced approach that caters to the diverse needs and preferences of different demographic groups.
4. **Adaptive Planning:** Recognizing that population growth is not the sole factor in planning, this approach allows for a flexible and adaptive strategy, incorporating feedback and insights from community stakeholders to foster facilities and programs that resonate well with the changing community dynamics.

This analysis does not categorize arenas based on their growth rates and catchment areas, rather it seeks to offer a nuanced view of potential user bases. The information presented allows for a more targeted approach to planning, focusing on the actual and potential user bases across the Fundy Region rather than a broad categorization based on specific geographic location. This method acknowledges the notion of equity and fairness for regional facilities as outlined in the Regional Strategy, promoting a careful and balanced strategy that appreciates the complexity of regional dynamics.

Growth Rates and Catchment Areas

- **Peter Murray, City of Saint John** (7.24%) – 2032 Catchment: 84,406
- **Stewart Hurley, City of Saint John** (7.20%) – 2032 Catchment: 94,906
- **Charles Gorman, City of Saint John** (7.16%) – 2032 Catchment: 86,198
- **St Martins 4 Season Complex, Fundy-St. Martins** (7.40%) – 2032 Catchment: 2,596
- **Lord Beaverbrook Rink, City of Saint John** (6.70%) – 2032 Catchment: 107,499

- **TD Station, City of Saint John** (6.53%) – 2032 Catchment: 112,003
- **Rothesay Arena, Town of Rothesay** (6.44%) – 2032 Catchment: 98,118
- **Quispamsis Memorial, Town of Quispamsis** (6.01%) – 2032 Catchment: 92,517
- **Qplex, Town of Quispamsis** (5.25%) – 2032 Catchment: 70,795
- **River Valley Community Centre, Town of Grand Bay-Westfield** (4.30%) – 2032 Catchment: 27,718
- **Hampton Community Centre, Town of Hampton** (3.64%) – 2032 Catchment: 37,358¹

It should be noted that TD Station stands as a unique case, as it is defined as a regional facility serving the entire Fundy region. Given its extensive catchment area and viability for attracting larger and more varied non-sport uses, a more encompassing approach to development and program offering is recommended for the facility, taking into consideration the diverse needs and expectations of a larger and more varied population.

Given the high growth rates projected for these areas, recreation planning should involve considerations for infrastructure expansion to accommodate the growth of the population. This may encompass constructing additional facilities, enlarging existing structures, or enhancing the amenities and services within the community centers. The exception may be the Village of Fundy-St. Martins, where despite statistical growth on-par with areas of the City of Saint John, the overall population numbers have not changed significantly.

Building upon the growth projections and catchment area characteristics, a series of recommendations is formulated to ensure a balanced and sustainable response to arena needs across the region.

1. Adaptive Facility Management and Development:

Develop strategies in line with the growth trends specific to each community center, considering factors like transit access and population density, amongst other co-location criteria. The focus should be on implementing a flexible approach to facility management, considering potential expansions or enhancements to align with projected growth rates.

2. Dynamic Program Offerings:

Tailor program offerings based on growth projections, encouraging innovation and quality enhancements to meet the demands of regions with varying growth rates.

3. Community Engagement and Partnerships:

¹ Hampton's arena catchment includes an inter-regional service area that extends beyond the boundary of the Fundy Regional Service Commission (FRSC). This dynamic, which could expose the area to differing demographic shifts and recreational preferences, underscores the importance of a flexible and inclusive approach to facility planning in Hampton, aligning with a broader set of inter-regional trends and population data.

Create engagement platforms to gather community inputs and growing partnerships that resonate well with community needs and preferences, including considerations for easily accessed facilities.

4. **Special Consideration for TD Station:**

Given its role as a regional facility with extensive transit access, TD Station requires a distinct approach to planning and development. Planning around this facility should encapsulate a range of services and amenities, synergized with partnerships with local entities to develop a vibrant hub that serves as a nexus for regional community activities and events. This approach recognizes the unique role of TD Station in serving a diverse and expansive population, advocating for a more encompassing approach to planning and development.

Extending the Analysis

The literature on infrastructure planning consistently highlights the advantages of situating recreational facilities in areas of a community or region with easy access to public transit, higher population density, and central locations. Such placement not only maximizes the utilization of these facilities but also encourages physical activity, community engagement, and social cohesion.

Studies show that transit accessibility significantly increases participation rates in recreational activities. Areas with well-connected public transportation systems tend to have higher facility usage, as they are more accessible to a broader range of community members. This aligns with the assessment findings that strategic placement within a 20-minute driving catchment area can significantly impact facility utilization.

Additionally, higher population density areas tend to support a wider variety of recreational programs and services due to the larger potential user base. This supports the recommendation for tailored program offerings based on growth projections, as areas with higher population density may require a more diverse range of activities to meet the demands of their residents.

Central locations within a locality or region not only enhance accessibility but also promote community interaction and well-being. They serve as focal points for diverse demographic groups to come together, fostering a sense of inclusivity and social cohesion. Recognizing this, the Needs Assessment advocates for adaptive facility management and development that considers the unique growth trends specific to each community center while promoting broader community interaction.

The importance of transit access, higher population density, and centrality is further underscored by the challenges associated with ongoing maintenance and the need for substantial investments in aging facilities. Research indicates that strategically located facilities are more likely to attract the financial support necessary for renovations and improvements, ensuring their long-term sustainability.

As we look to the future of recreational infrastructure for each community and the broader region, the incorporation of these location-based principles into facilities planning is essential. It is not just about building facilities; it is about building communities, promoting physical well-being, and enhancing the quality of life for residents. By adopting a nuanced, data-driven approach that aligns with these principles, we can ensure that our region continues to thrive and grow in a sustainable and inclusive manner.

Review of Existing Community and Regional Plans

For the purposes of the Needs Assessment, a review of the existing community and regional plans and studies examining recreational and facility planning in member communities in the Fundy Region was conducted. The overarching goal of these studies was to propose strategic plans and recommendations intended to enhance these areas, with specific focus on arena facilities, funding models, equal access, communication, partnerships, facility upgrades, community consultations, and strategic evaluation.

The reports and studies included in this review identify several existing constraints and opportunities, and they offer recommendations for addressing these barriers to success. Key insights across all plans and studies include the need for continuous monitoring and research, exploring alternative funding mechanisms, partnering with other communities, and the utilization of independent consultants to address challenges such as subsidization and data privacy concerns. Despite providing valuable recommendations, the studies contain certain limitations, such as the lack of detailed demographic data in many cases, consideration of post-COVID changes to population and usage trends, and a comprehensive analysis of non-resident user fees or their long-term implications.

Summary of Constraints

- Growing demand for ice sports: National data indicates a nationwide resurgence in ice sports, including hockey, figure skating, and speed skating, among Canadian youth. This increased interest can also be observed in the Fundy Region. Factors contributing to this growth in demand locally include the rising popularity of these sports nationwide, evolving demographics, and an influx of new residents to the region.
- Limited availability of ice time: The demand for “prime” ice time is outpacing the supply of ice arenas in the region. This is leading to increased competition for ice time, making it difficult for some residents to participate in ice sports.
- Inadequate funding for recreation facilities: The cost of building and maintaining recreation facilities is rising, and many communities in the region are struggling to find the funding they need to meet the demand for recreation services.
- Lack of coordination between communities: There has been a lack of coordination between communities in the region in the past when it comes to recreation planning and facility development. This can lead to duplication of services and a perceived lack of equity in access to recreation opportunities.
- Data privacy concerns: The use of data in recreation planning is raising concerns about privacy and security. This is making it difficult to collect and use data to inform planning decisions.

Summary of Opportunities

- Collaboration between communities: By collaborating, communities can pool resources and expertise to build and maintain recreation facilities that meet the needs of the region.
- Regional funding agreements: Regional funding agreements can help to ensure that everyone in the region has access to quality recreation opportunities, regardless of where they live.
- Fostering community engagement: By supporting community engagement, recreation planners can ensure that recreation services are responsive to the needs of the community.

- Using innovative technologies: Innovative technologies can be used to improve the efficiency and sustainability of recreation facilities.
- Addressing data privacy concerns: By addressing data privacy concerns in a transparent and ethical manner, recreation planners can build trust and support for recreation planning initiatives.

Summary of Past Reports

The following recommendations are made for addressing the constraints and opportunities identified in the reports and studies:

- Develop a regional recreation plan that identifies the needs of the region and outlines a strategy for meeting those needs.
- Invest in new and upgraded ice arenas to meet the growing demand for ice sports.
- Create regional funding agreements to ensure that everyone in the region has access to quality recreation opportunities.
- Foster community engagement in recreation planning and decision-making.
- Use innovative technologies to improve the efficiency and sustainability of recreation facilities.
- Address data privacy concerns in a transparent and ethical manner.

By addressing the constraints and opportunities identified in the reports and studies, the Fundy Region can ensure that everyone has access to quality recreation.

In addition to the reports and studies mentioned above, the following reports and studies have also been conducted on the topic of recreation and facilities in the Fundy Region:

- Fundy Regional Service Commission – Regional Recreation Plan: This plan outlines the Fundy Regional Service Commission's vision for recreation services in the region. It emphasizes the importance of collaboration between communities, sustainability, and equity in the delivery of recreation services.
- Fundy Regional Service Commission – Fundy Region Ice Strategy: This strategy outlines the Fundy Regional Service Commission's plan to address the shortfalls facing ice sports in the region. It emphasizes the importance of investing in new and upgraded ice arenas, improving access to ice time, and supporting youth ice sports programs.
- Fundy Regional Service Commission - Ice Update: This update to the Regional Ice Strategy provides an overview of the current state of ice arenas in the region and identifies the need for investment in new and upgraded facilities.
- Town of Quispamsis – Recreation Master Plan: This plan outlines the Town of Quispamsis' vision for recreation services. It emphasizes the importance of cultivating physical and mental health in the community, promoting inclusivity, and environmental sustainability.

- Town of Rothesay - Recreation Master Plan: This plan outlines the Town of Rothesay's vision for recreation services. It emphasizes the importance of providing accessible and inclusive recreation opportunities for all residents.
- Town of Rothesay – Arena Assessment: This assessment found that the Rothesay Arena is in need of significant upgrades.
- Town of Hampton - Recreation Needs Analysis: This analysis found that the Town of Hampton needs to invest in new and upgraded recreation facilities to meet the needs of its residents.
- City of Saint John - Parks and Recreation Strategic Plan: This plan outlines the City of Saint John's vision for parks and recreation services. It emphasizes the importance of providing accessible and inclusive recreation opportunities for all residents.
- Town of Grand Bay-Westfield – Parks and Recreation Comprehensive Master Plan: This plan outlines the Town of Grand Bay-Westfield's vision for parks and recreation services. It emphasizes the importance of providing a variety of recreation opportunities for all residents, including outdoor recreation, aquatic recreation, and cultural recreation.
- The Fundy Rural District and the Village of Fundy-St. Martins did not have community or arenas plans that aligned with the criteria for review during this needs assessment.

With local government reform in New Brunswick embracing new regional mandates, the Fundy Region has a strong foundation for future recreation planning. The reports and studies mentioned above provide a valuable roadmap for addressing the constraints and opportunities that the region is likely to face in the future. By working together, the communities in the Fundy Region can ensure that everyone has access to quality recreation for many years to come.

Recommendations

Considering the analysis conducted as part of the Fundy Region Arena Needs Assessment, the following strategic recommendations have been formulated to address the pressing infrastructure needs in the regional communities. These recommendations take into consideration the evolving demographic patterns both locally and nationally, as well as leveraging the findings and recommendations of existing community plans.

Strategic Investment in Aging Infrastructure

- **Immediate Reinvestment for Arenas in Saint John and Rothesay:** A significant portion of the aging infrastructure of the Fundy Region is concentrated within the City of Saint John and the Town of Rothesay. With the majority of ice arenas nearing – or having reached - their end-of-life, it is imperative to work with all levels of government to prioritize reinvestment in arena infrastructure. This includes considerations for funding renovations, expansions, considerations for reductions in size, and pursuit of new replacement facilities. These measures are necessary to extend the service of recreation infrastructure in the region over the next 10 to 20 years and beyond. Investments of this type will serve not only to revitalize the entire region, but also to prevent potential liabilities associated with maintaining outdated facilities.
- **Development of Multi-generational Facilities:** The demographic analysis highlights a mixed-age population within the Fundy region. With areas like Fundy-St. Martins and Hampton housing a relatively older demographic while urban neighborhoods of Saint John continue to see a younger populace influx, it is suggested to continue integrating multi-generational recreational usage in existing and future facilities across the region to meet this evolving demand.
- **Accessibility and Inclusivity in Facility Designs:** The average age of facilities in the Fundy Region compared to the national average, it is recommended to renovate or replace older facilities to comply with modern accessibility standards. The aim must be inclusive spaces that reduce barriers to accessibility and participation, thereby fostering a welcoming and accessible environment for all.
- **Structuring new funding partnerships and relationships:** It is projected that arenas will require significant investments for the next several years within the Fundy Region, and with the limited revenue sources of local governments, it is unsustainable to plan to have all these facilities supported through each local government. In turn, these upgraded and new facilities may look very different from the ones currently in place, as they cater to new usages, demands and age-demographics, which will only place additional financial pressures on their development. These facilities are likely to integrate modern energy efficiency design to reduce the facilities impact on the environment, which in turn will escalate costs. This report calls on the Federal and Provincial governments to establish enhanced and expanded funding sources for this level of investment to invite a new era of recreation and wellness in the Fundy Region and across New Brunswick. Finally, each community should also seek-out new forms of private and community partnerships in the delivery of these new and expanded facilities. As this report articulates, recreation assets help in community-building and building a sense of belonging in communities, which is especially impactful for newly formed local government and rural district entities.

Harmonization with Existing Community Plans

- **Community Engagement in Infrastructure Development:** As reflected in existing community plans, it is essential to involve local communities in the planning and development process of recreational

infrastructure. Strategies should encourage community consultations and feedback sessions, particularly in smaller, close-knit areas like Fundy-St. Martins to ensure developments are aligned with local needs and aspirations.

- **Enhanced Regional Cooperation for Sustainable Growth:** Building on the directives of the 2023 Fundy Regional Strategy, regional cooperation should be amplified to facilitate cohesive development. This can be achieved through the establishment of partnerships and collaborations with local governments, the Rural District, the Province, and partners from across the region, contributing to a harmonized approach to regional growth. The action items within the FRSC Regional Strategy all serve to advance regional collaboration and partnership with arenas and recreation assets.
- **Comprehensive Asset Management Plans:** To strategically orchestrate requisite capital investments and future decommissioning, it is vital to support both existing, and future implementation of comprehensive asset management plans across all facilities in the Fundy region. These plans serve to guide timely replacements, renovations, and extensions, helping to maximize venue utilization, cost-recovery, and economic impacts as outlined in action F-3 of the regional strategy.
- **Clearly Defining Intended Geographic Value of Future Arenas:** Arenas inherently serve a diverse base of users. In the Fundy Region, discussions about renewing or establishing new arenas must be viewed through a multi-tiered lens, encompassing local, sub-regional, and broader regional perspectives. While not all arenas are intended for a vast regional audience, no community should feel coerced into this broader role if it doesn't align with their asset's intrinsic value or vision. Particularly noteworthy are instances where catchment areas might extend beyond regional confines, influenced significantly by timely financial contributions from other governance levels. The recent developments in Hampton exemplify the intricacies of an evolving sub-region and the fluid boundaries brought about by local governance reforms. Hence, as this report recommends, local governments or rural districts aiming for wider-reaching facilities should encourage a partnership culture from the outset. Such proactive collaboration ensures that the nuanced landscape of our region, with its shifting boundaries and varied funding streams, is aptly navigated.
- **Incorporate Broader Data Analysis in Future Assessments:** To further refine infrastructure planning, future assessments should consider participation levels from national organizations, cost recovery rates, financial burden on participants, and facility utilization rates. An understanding of current facility usage can help determine the need for new facilities or significant refits. A functional regional assessment protocol could then also be expanded to encompass similar studies for other recreational and sports facilities beyond arenas.
- **Acknowledge Successes:** Recognizing and learning from successful sub-regional initiatives, such as the Hampton Regional Multipurpose Facility. Building a scaled approach to regional facilities within the FRSC that allows for regional, sub-regional, and local solutions developed with a regional lens. This recommendation would help ensure that the FRSC is responsive to the needs of the entire region, and that it is able to leverage the strengths of each sub-region to create a more sustainable and equitable future for all residents. This can be done by encouraging collaboration and partnerships between local governments, the Fundy Rural District, the Province, and partners from across the region.

Together, these recommendations delineate a forward-thinking approach to revitalizing the Fundy region's infrastructure landscape, fostering community-centric development, economic vitality, and an enhanced quality of life for all residents.

Conclusion

As the Fundy Region moves into a post-COVID era of revitalization and sustainable growth, the Needs Assessment is an important tool for identifying and addressing the constraints and opportunities in our region's infrastructure development. This analysis plays a key role in developing both short-term and long-term strategies that align with the objectives outlined in the recently adopted 2023 Fundy Regional Strategy. The goal is to pave the way for robust growth and social cohesion throughout the region.

There is a significant amount of aging infrastructure in the City of Saint John and the Town of Rothesay, particularly in the form of non-viable arenas. Immediate action is needed to reinvest in infrastructure and replace these arenas. This need is not limited to specific areas but reflects a broader regional need for investment in recreational infrastructure. By addressing this issue, we can not only improve recreational assets but also foster a vibrant and evolving community.

In addition, the region is experiencing noticeable demographic growth and changes, with different age groups gravitating towards different communities. This trend, seen in the younger population in urban neighborhoods of Saint John and the aging demographics in areas like Fundy-St. Martins and Hampton, calls for a nuanced approach to recreational facility planning. We need a comprehensive vision that meets the needs of all generations and promotes community interaction and well-being.

Another challenge is the accessibility of existing facilities, many of which were built before modern accessibility standards were established. It is crucial to reinvest in these arenas to meet contemporary accessibility requirements. This will create an inclusive environment for individuals with mobility challenges, aligning with national trends promoting inclusivity in sports and recreation.

Looking ahead, the strategic recommendations from this assessment propose a multi-faceted approach. Immediate action is needed to address the deteriorating infrastructure, with a focus on timely replacement of ice arenas. At the same time, we must support and create inclusive and multi-functional recreational spaces that cater to a diverse demographic. This means prioritizing community-centric developments that are both inclusive and forward-thinking.

A cohesive approach to regional growth is essential, advocating for community engagement and fostering collaborations and partnerships across different levels of government and regional stakeholders. Additionally, we should actively seek substantial financial support from the Province of New Brunswick, highlighting the economic and quality of life benefits that such investments would bring to the region.

In conclusion, the insights and recommendations from the Fundy Region Arena Needs Assessment provide a roadmap for a future characterized by vibrant and inclusive recreation in the Fundy Region. These recommendations are designed to align with and support the FRSC Regional Strategy (2023-2028), delivering on the vision of a region that embodies sustainable growth, community well-being, and an enhanced quality of life for all residents. This approach not only addresses the immediate needs of the Fundy Region but also positions it in line with national trends and standards, ensuring a resilient and prosperous future for recreation in the region.

Appendix A

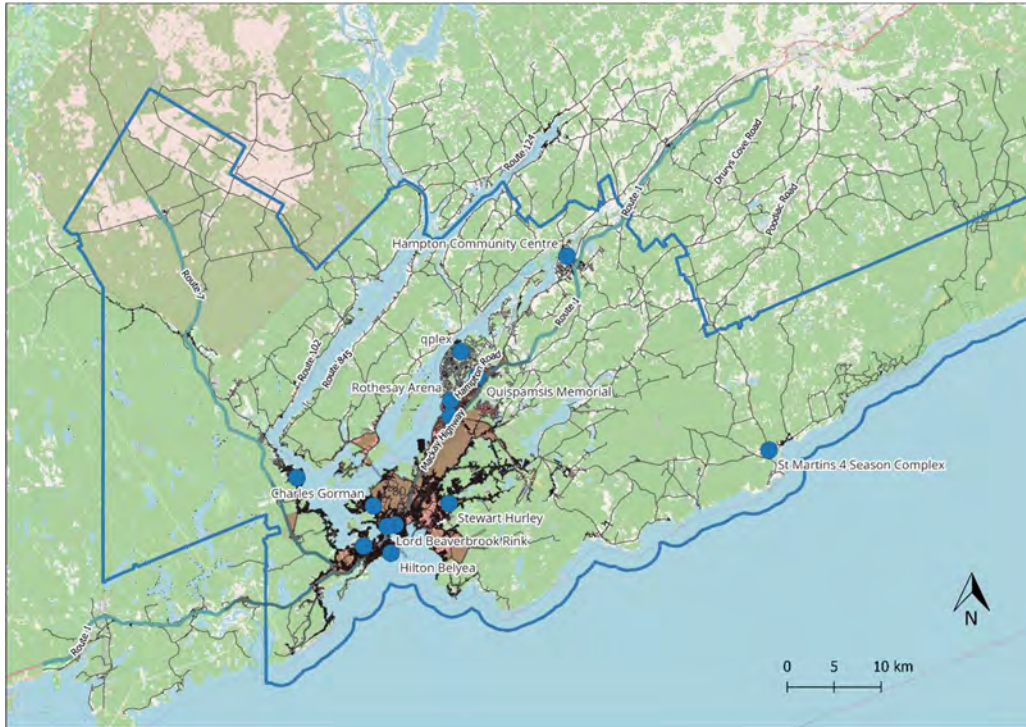


Figure 1: Charles Gorman Arena, 2022 population within 20-minute drive: 80,437

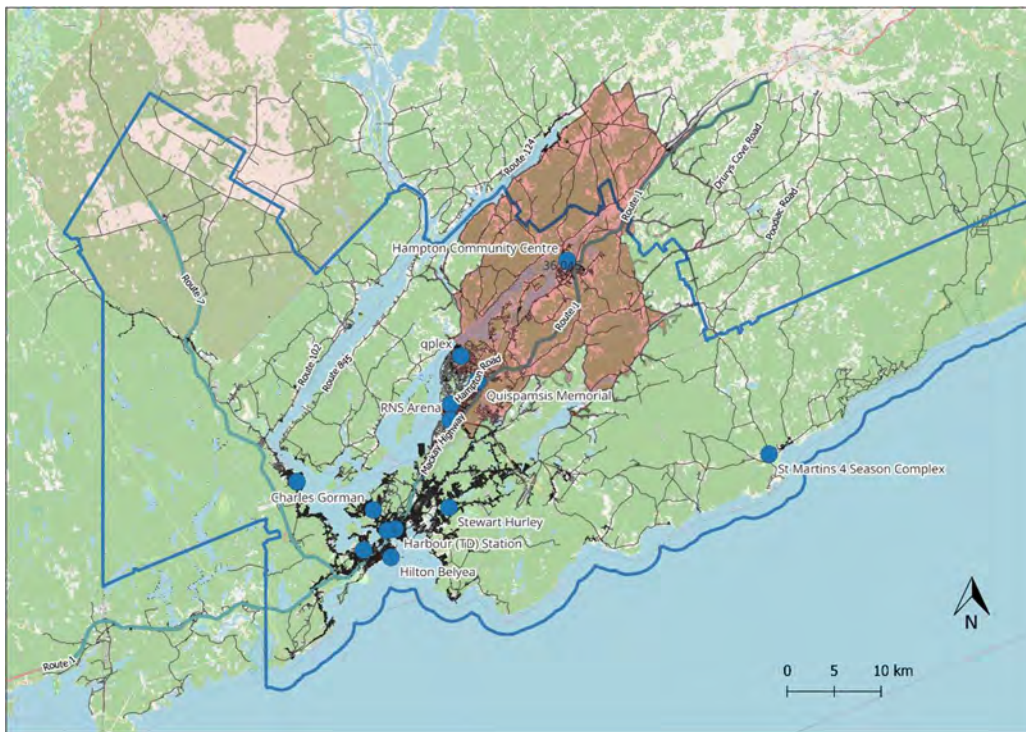


Figure 2: Hampton Community Centre, 2022 population within 20-minute drive: 36,045

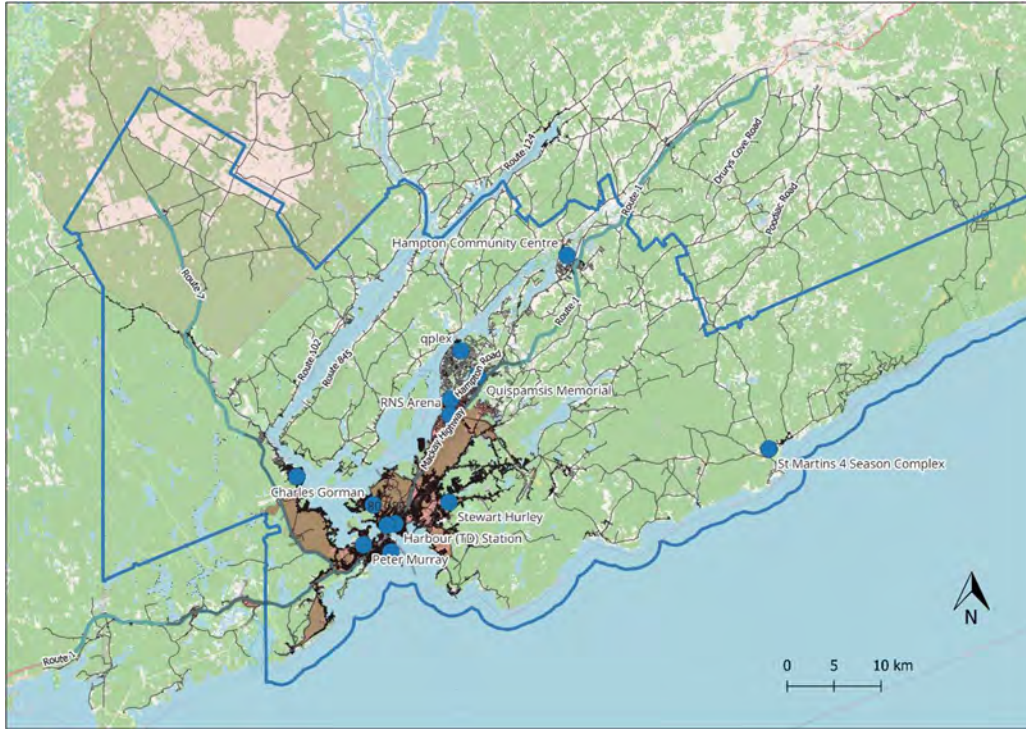


Figure 3: Previous Hilton Belyea arena, 2022 population within 20-minute drive: 80,086

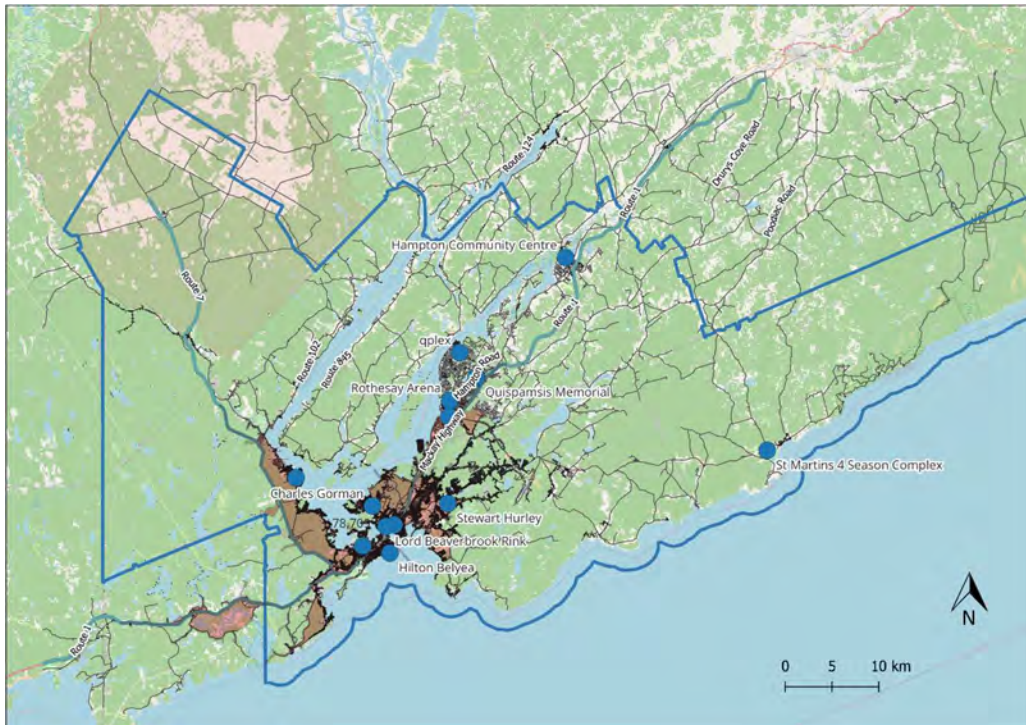


Figure 4: Peter Murray, 2022 population within 20-minute drive: 78,709



Figure 5: Qplex, 2022 population within 20-minute drive: 67,266

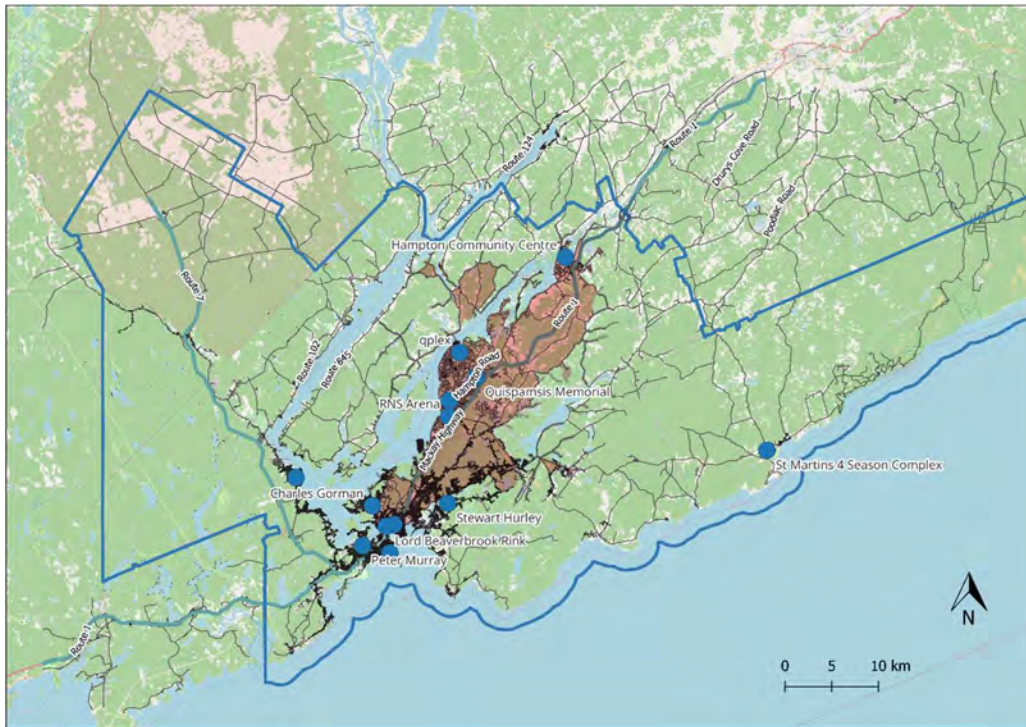


Figure 6: Quispamsis Memorial Arena, 2022 population within 20-minute drive: 87,268



Figure 7: River Valley Community Centre, 2022 population within 20-minute drive: 26,575

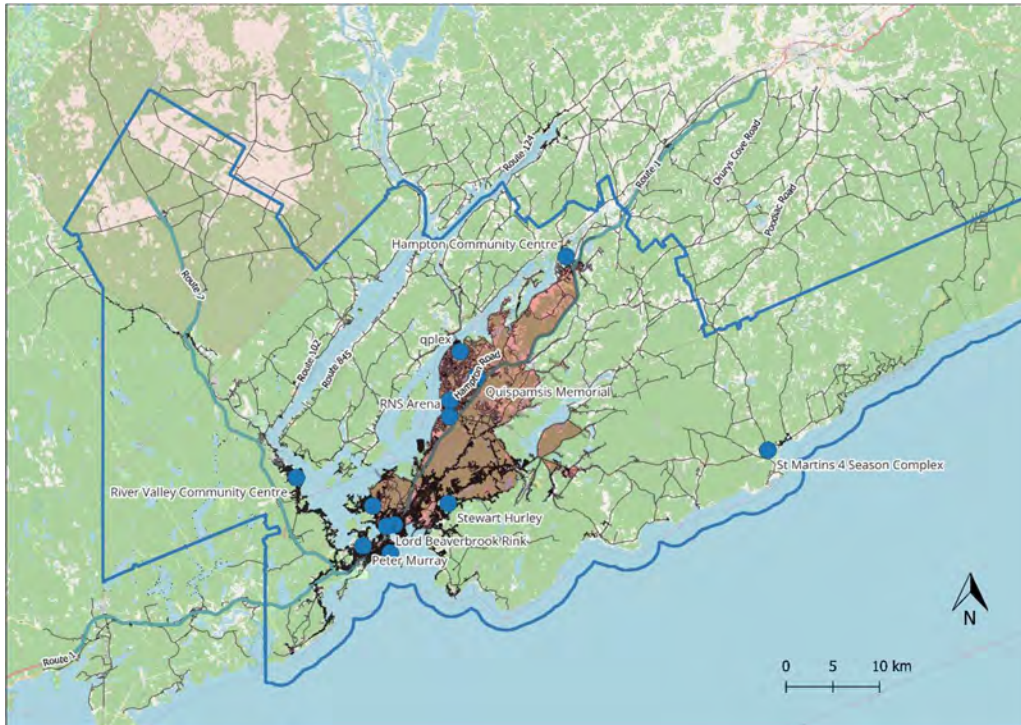


Figure 8: Rothesay Arena, 2022 population within 20-minute drive: 92,178



Figure 9: St. Martins 4 Season Complex, 2022 population within 20-minute drive: 2,417

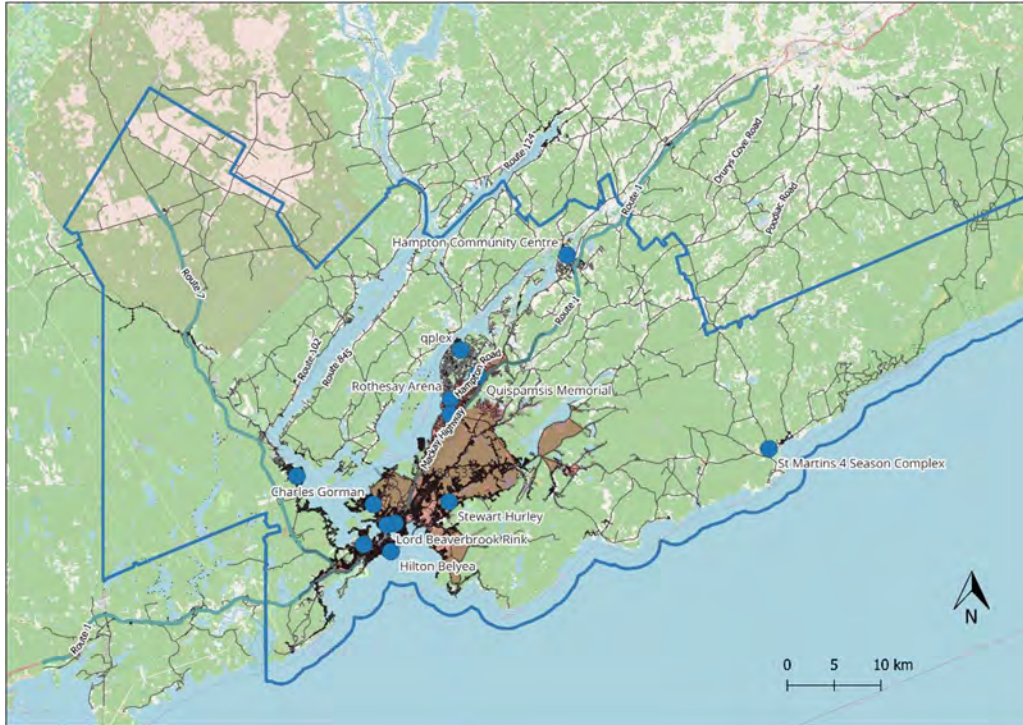


Figure 10: Stewart Hurley, 2022 population within 20-minute drive:88,533



Figure 11: TD Station, 2022 population within 20-minute drive: 105,142

Appendix B – Review of Existing Literature

Fundy Regional Service Commission – Fundy Region Ice Strategy

This report examines the current condition of arena facilities in the Fundy Region and outlines plans for their potential growth. After conducting a comprehensive evaluation of the infrastructure and functionality of these facilities, the strategy proposes eight strategic goals aimed at improving efficiency, accessibility, and inclusivity. Through the use of evidence-based data and active community involvement, the strategy presents various regional funding models and service agreements that can be utilized to maintain and enhance the arena facilities. The report emphasizes the need to expand these facilities due to the high demand from non-residents and the deteriorating condition of existing assets. The ice strategy thoroughly examines three possible scenarios for regional funding formulas, providing an analysis of the advantages and disadvantages of each. Additionally, the report explores options for financing these improvements, with an emphasis on transparency, redundancy, and feasibility for all members of the community. The strategy encourages further research into this matter to facilitate the ongoing development of the Fundy Region while ensuring a balance between the provision of high-quality services and equitable funding.

Fundy Regional Service Commission- Ice Update

This report examines the preparedness and agreement of Commission members in the Fundy Region to participate in a regional funding agreement process. The goal of this process is to eliminate non-resident fees at arenas while ensuring equal access for all residents. The report focuses on the consensus reached by a working group, which aims to create an allocation policy that prioritizes youth and promotes gender equity. The group also emphasizes the importance of regional cooperation in setting facility rental pricing and the establishment of a standing regional collaboration and oversight committee. The report recommends hiring an independent consultant to assess any imbalances among service provider communities. Anticipated challenges include issues related to subsidization, imminent non-resident user fees, comparisons of service levels between arenas, surplus ice availability, data privacy concerns, and the inclusion of local service districts. The research concludes with suggestions for implementing a regional funding agreement and initiating a process to determine the exchange of resources between service provider communities.

Fundy Regional Service Commission – Regional Recreation Plan

This report centers on the development of the Fundy Regional Service Commission's (FRSC) Regional Recreation Plan. The objective of this plan is to foster a collaborative approach to planning and implementing new recreation facilities and services in the region. The research provides a thorough analysis of the recreational needs and capacity within the FRSC's jurisdiction. This includes an inventory of existing recreational assets, an examination of demographic data, and an evaluation of the consultation process involving recreation user groups. The report emphasizes the central role of the FRSC and the Regional Facilities Commission (RFC) in driving this regional planning initiative. It highlights the importance of engaging stakeholders and the need for capacity building at the local and municipal levels. The findings of the study underscore the significance of collaborative planning, cost-shared services, and leveraging existing resources to enhance recreational service provision in the region. The

report also presents key recommendations, such as providing increased support for collaborative efforts, developing joint-use agreements with educational institutions, investing locally in volunteer training programs, and adopting a more hands-on approach to managing recreational assets. Additionally, it proposes a funding plan and a model for financing a regional recreation officer position within the FRSC.

Grand Bay-Westfield – Parks and Recreation Comprehensive Master Plan

This report presents a comprehensive study aimed at enhancing the parks and recreation services, practices, and facilities offered by the Town of Grand Bay-Westfield. Through thorough research, public engagement, and an in-depth analysis of the current scenario, it projects a strategic plan for the next ten years. The research emphasizes five principal themes: inclusion and accessibility, communication and engagement, service optimization, partnerships, and sustainability, which will guide future development. The plan also highlights the various socio-cultural, economic, and environmental benefits provided by the parks and recreation department. The ultimate goal of this research is to improve the overall well-being of the local population and enhance their quality of life. The discussion offers significant insights into various facets of planning and development, including cross-sector collaborations, structured decision-making, sustainability, accessibility, and effective communication. The research also sheds light on newer trends influencing this field, such as the impact of an aging population and the COVID-19 pandemic on recreation practices. After a detailed assessment, several recommendations have been proposed to enhance service efficiency, accessibility, and community engagement. The relevance of these findings extends beyond the local level and can be instrumental in shaping parks and recreation planning in similar settings. The study offers a broad framework that encourages inclusivity, community engagement, partnerships, sustainability, and optimized service delivery.

City of Saint John- Parks and Recreation Strategic Plan

The Parks and Recreation Strategic Plan for the City of Saint John, also known as Play SJ, focuses on enhancing the quality of life for city residents. This plan recognizes the importance of parks and recreation as significant contributors to community health, the economy, and family growth. Accordingly, it outlines goals that aim to meet leisure needs, promote community health, maintain high-quality facilities, enable community self-sustainability, and guide decision-making for the next 10-15 years.

The research also discusses demographic changes, obesity rates, and financial constraints that influence the plan. Integration with the City's Municipal Plan and Growth Strategy is emphasized. Additionally, the idea of Regional Service Commissions is presented to improve collaborative planning of recreational facilities. The overall objective of the plan is to balance limited resources with growing demands by aligning existing parks and recreational assets with industry standards.

The report also provides suggestions to effectively target existing programs to citizens, addresses oversupply of facilities, recommends improvements in trail connectivity, and advocates for a sustainable service delivery model. Furthermore, the study emphasizes the need for an effective Parks Bylaw, a regional ice sports strategy, central booking systems, and shared ownership models for indoor facilities.

To fill service gaps during the transition from direct service provision to community development, timelines for short-term, medium-term, and long-term implementation are recommended. This strategic plan synthesizes public input, research, and needs assessments into a comprehensive strategy for improving parks and recreation management in Saint John.

Rothesay – Arena Assessment

This assessment report thoroughly evaluates the structural, architectural, and mechanical conditions of the Rothesay Arena, as well as its compliance with the National Building Code of Canada-2015. The review took place over two days and revealed several key findings: overstressed structural steel framing, cracked floor slabs, and inadequate roof purlins. Additionally, many components such as doors, floor finishes, ceiling finishes, wall finishes, fittings, and equipment displayed significant signs of wear and tear. The plumbing, drainage, HVAC, and electrical systems were also assessed, uncovering areas in need of renovation or replacement. Furthermore, the building does not meet the inclusivity and accessibility standards required by the National Building Code and falls short of health requirements. The report provides recommendations for improvements, including the installation of an elevator and the revision of door hardware, along with estimated costs for each action. These findings and recommendations are crucial for outlining the necessary upgrades and associated expenses required to bring the Rothesay Arena up to modern standards.

It is important to note that the structural condition reporting was primarily based on findings from 2013, which may not accurately reflect the current state of the building in 2023. Changes may have occurred over time, and events in the interim could have impacted the building and its components.

Town of Rothesay- Recreation Master Plan

This planning document presents an extensive analysis and strategic plan aimed at enhancing recreation and leisure services in Rothesay. The plan is based on regional demographics, national recreation trends, and extensive community consultations. The Rothesay Recreation Master Plan seeks to address primary community needs by providing infrastructural recommendations, such as trails and playgrounds, focusing on overlooked user groups, and expanding recreational activities. The plan takes into consideration demographic factors such as age, income, education, occupation, and population growth. Findings suggest the need for facilities that cater to a shift towards casual physical activities for an aging population, as well as provisions for scheduled sports activities. The planning process involved reviewing relevant background documents, assessing existing facilities and their usage, and conducting public surveys that emphasized the need for a variety of improved recreational facilities. The plan also addresses the recreational needs of overlooked user groups, including adolescents, disabled individuals, and seniors. Proposed initiatives include a multi-purpose Recreation Campus, library expansion, a Trail Master Plan, and the development of eco-tourism opportunities in Rothesay's wetlands. The plan concludes by outlining the necessary steps for plan implementation, evaluation, and potential funding sources.

Town of Quispamsis – Recreation Master Plan

This report presents a ten-year Recreation Master Plan for the town of Quispamsis. Its purpose is to identify and guide the town's future recreation needs and investments. The plan emphasizes

the fundamental role that recreation plays in supporting physical and mental health, promoting inclusivity, environmental sustainability, and social connections. It also explores the economic benefits of recreation, including attracting residents, creating job opportunities, and boosting tourism.

The plan is the result of comprehensive consultation with residents and stakeholders. It includes an inventory summary of existing facilities, guiding principles, and proposed new initiatives prioritized by community needs. These initiatives have the potential to improve active lifestyles, foster inclusivity, facilitate social interactions, and promote a sense of belonging among residents. The report also addresses the impact of COVID-19 on recreation, highlighting the disparities it has exacerbated and the lessons to be learned for future planning. The implementation plan includes projects for improving existing facilities, categorized by priority, and three strategic phases - stabilization, positioning, and network evolution - aimed at creating an integrated and sustainable recreation environment.

Town of Hampton- Recreation Needs Analysis

This 2007 report presents an extensive Recreation Needs Analysis for the Town of Hampton. It examines the town's demographics, recreation trends, and facility inventory, and provides recommendations for development. Key recommendations include updating the Recreation Master Plan, developing an Open Space Plan, creating policies for facility allocation and volunteerism, and pursuing Joint Use Agreements.

As the population potentially grows and shifts towards an aging demographic, the needs analysis report emphasizes the need for careful consideration of various factors in determining recreational needs. These factors include population growth, age-related trends, and facility design and management trends. The research also highlights the importance of alternative funding mechanisms, such as tax-based cost sharing and non-resident user fees, to ensure a fair distribution of costs associated with the development and maintenance of recreational facilities. Additionally, the report emphasizes the need for transparency and stakeholder involvement in planning processes.

The findings stress the significance of an updated and holistic approach to recreational planning and facilities management in improving the lives of Hampton residents.

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**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
SEPTEMBER 6, 2023**

Present: Chair Stéphane Bolduc	John Jarvie, Administrator
Vice Chair Kirk Miller	Chief Mike Boyle
Treasurer Peter Lewis	Deputy Chief Shawn White
Commissioner Mike Biggar	Division Chief John Codling
Commissioner Dave Brown	Carlene MacBean, Executive Assistant
Commissioner Patricia Murray	

1.0 Call to Order

Chair Bolduc called the meeting to order at 6:54 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by P. Lewis and seconded by K. Miller, that the agenda be approved with the addition of:

- Item 7.4 Email from Saint John Fire Department re: Camp Courage Participation
- Item 10.1 Draft 2024 Operating Budget
- Item 10.2 Draft 2024 Capital Budget

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 June 14, 2023

Moved by D. Brown and seconded by P. Lewis, that the minutes of June 14, 2023 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Station Two – Renovation Update

Deputy Chief White reported the majority of the work is done. Quispamsis Works Department put down the millings to complete the driveway and parking area, as per the discussion at the June Fire Board meeting. Also, the NB Power rebate that had been filed has resulted in a \$50,000 rebate towards the renovation costs.

There will be an open house in October or November for the public with a pre-tour for the two councils.

Moved by M. Biggar and P. Lewis to receive and file.

CARRIED

7.0 Correspondence

7.1 Letter from Royal Canadian Legion #58 re: Letter of Appreciation

Moved by P. Lewis and D. Brown to receive and file.

CARRIED

7.2 Email from Quispamsis re: Extension of Appointment of Patricia Murray

Moved by D. Brown and P. Lewis to receive and file.

CARRIED

7.3 Email from Quispamsis re: Reappointment of Kirk Miller and Mike Biggar

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

CARRIED

7.4 Email from Saing John Fire Department re: Camp Courage Participation

Chief Boyle reported that Division Chief Karen Trecartin, Firefighter Rebecca Wilson and Firefighter Stephanie Henderson participated.

Moved by P. Murray and K. Miller to receive and file.

CARRIED

8.0 New Business

8.1 SCBA Air Packs (Capital Purchase)

Deputy White reported that after a delay in delivery, the SCBA cylinders were delivered in late August with the SCBA air packs arriving in early September. Representatives from 3M Scott Safety will be delivering training to firefighters during the first week of September. The new air packs should be in service in late September / early October. The department will share information about the new air packs on social media.

Chief Boyle thanked Deputy Chief White as he not only had the Station Two renovations to manage but also the \$500,000 procurement of these packs and accessories. The old packs will be put up for sale.

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

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Month Ended July 31, 2023

Moved by M. Biggar and seconded by D. Brown to receive and file.

CARRIED

9.2 Budget Variance Analysis

Moved by K. Miller and seconded by D. Brown to receive and file.

CARRIED

9.3 Compliance Report

Moved by P. Lewis and seconded by P. Murray to receive and file.

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 Approval of 2024 Operating Budget

Moved by D. Brown and seconded by P. Lewis that the 2024 Operating Budget be approved with the changes discussed and submitted to the Joint Finance Committee.

CARRIED

10.2 Approval of 2024 Capital Budget

Moved by P. Lewis and seconded by D. Brown that the 2024 Capital Budget be approved as presented and submitted to the Joint Finance Committee.

CARRIED

11.0 Reports

11.1 Chief's Report

Moved by M. Biggar and seconded by P. Lewis to receive and file.

CARRIED

11.2 Response Summary

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

CARRIED

12.0 Adjournment

Moved by P. Lewis that the meeting be adjourned at 7:11 pm.

Date of next meeting – October 11, 2023

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Statement of Expense with Budget Variance

For the 7 months ending July 31, 2023

	BUDGET	ACTUAL	VARIANCES	
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	
			(Under Budget)	
Line REVENUE:				
1	Members Contributions	\$3,556,792	\$3,556,793	\$0
2	Rebate of Property Tax (Miscellaneous Revenue)	\$62,667	\$69,218	\$6,551
3	Local Service Districts	\$0	\$0	\$0
4	Revenue Fee Structure	\$0	\$0	\$0
5	Misc. Revenue	\$500	\$670	\$170
6	Interest Income C/A	\$5,833	\$16,829	\$10,996
7	Deficit 2nd previous year	\$241,189	\$241,189	\$0
8		<u>\$3,866,981</u>	<u>\$3,884,698</u>	<u>\$17,717</u>
EXPENSES:				
ADMINISTRATION:				
9	Admin. Wages and Benefits	\$378,943	\$386,020	\$7,077
10	Convention/dues/training	\$14,000	\$11,205	(\$2,795)
11	Administrative Agreement	\$7,000	\$7,000	\$0
12	Professional Services	\$32,083	\$12,577	(\$19,507)
13	CPSE Accreditation	\$5,833	\$450	(\$5,383)
14	Office supplies/Copy Machine/ S/C	\$4,871	\$5,414	\$544
15	Computer hardware/software/IT	\$30,183	\$11,423	(\$18,760)
16	Telephone/ Internet	\$8,750	\$8,909	\$159
17		<u>\$481,664</u>	<u>\$442,999</u>	<u>(\$33,282)</u>
FIREFIGHTING FORCE:				
18	Salaries Basic	\$1,694,145	\$1,655,366	(\$38,779)
19	Dedicated FP Salary	\$0	\$0	\$0
20	Overtime	\$43,750	\$19,881	(\$23,869)
21	Vacation Pay on Retirement	\$0	\$0	\$0
22	Force Benefits	\$461,437	\$454,048	(\$7,389)
23	FP Position Benefits	\$0	\$0	\$0
24	Career Uniforms and maintenance	\$17,208	\$14,933	(\$2,276)
25	Medical and Fitness Testing	\$11,667	\$13,934	\$2,268
26	Employee Wellness	\$6,417	\$1,594	(\$4,823)
27	Career Recognition	\$1,500	\$1,005	(\$495)
28	Holiday Relief Wages and overtime	\$213,404	\$248,620	\$35,216
29	Holiday Relief Benefits	\$71,711	\$81,148	\$9,437
30		<u>\$2,521,239</u>	<u>\$2,490,530</u>	<u>(\$30,709)</u>

TELECOMMUNICATIONS:

31	Cellular Telephones	\$3,063	\$3,317	\$254
32	Communication Equipment	\$875	\$0	(\$875)
33	Maintenance / Repairs	\$350	\$83	(\$267)
34	Dispatch Service	\$169,617	\$169,619	\$2
35		<u>\$173,905</u>	<u>\$173,019</u>	<u>(\$886)</u>

INSURANCE:

36	Insurance	\$61,185	\$67,632	\$6,447
37		<u>\$61,185</u>	<u>\$67,632</u>	<u>\$6,447</u>

PREVENTION AND TRAINING:

38	Firefighter / Co. Officer Training	\$31,500	\$33,798	\$2,298
39	Fire Prevention	\$4,083	\$4,119	\$35
40	Public Education	\$2,100	\$721	(\$1,379)
41	Training Supplies	\$2,917	\$1,338	(\$1,579)
42		<u>\$40,600</u>	<u>\$39,975</u>	<u>(\$625)</u>

FACILITIES:

43	Station 1 Operating	\$165,986	\$162,521	(\$3,465)
44	Station 2 Operating	\$41,136	\$49,173	\$8,037
45	Station Supplies	\$7,000	\$10,156	\$3,156
46		<u>\$214,122</u>	<u>\$221,851</u>	<u>\$7,728</u>

FLEET:

47	Fuel Vehicle	\$17,500	\$21,839	\$4,339
48	Registration Vehicle	\$400	\$361	(\$39)
49	Vehicle Maint. & Repairs	\$43,750	\$44,901	\$1,151
50		<u>\$61,650</u>	<u>\$67,101</u>	<u>\$5,451</u>

OPERATIONS:

51	New Equipment	\$14,000	(\$5,373)	(\$19,373)
52	Maint. & Repairs Equip.	\$14,583	\$16,756	\$2,172
53	Maint. & Repairs Bunker Gear	\$1,250	\$314	(\$936)
54	Medical Supplies	\$5,833	\$3,260	(\$2,573)
55	Fire Fighting Supplies	\$3,500	\$4,276	\$776
56	H&S/Cause determination	\$1,000	\$167	(\$833)
57		<u>\$40,167</u>	<u>\$19,399</u>	<u>(\$20,768)</u>

WATER COSTS:

58	Water Costs - Quispamsis	\$2,780	\$2,780	\$0
59	Water Costs - Rothesay	\$14,448	\$15,326	\$878
60		\$17,228	\$18,107	\$879

OTHER:

61	Miscellaneous	\$2,333	\$1,921	(\$412)
62	Retirement Allowance	\$39,083	\$39,083	(\$0)
63		\$41,417	\$41,004	(\$412)

64	Operating Cost Total	\$3,653,176	\$3,581,617	(\$66,176)
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65	(DEFICIT) SURPLUS FOR THE PERIOD		\$303,081	\$83,892
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Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 7 months ending July, 2022

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
6	Interest Income	\$5,833	\$16,829	\$10,996	Unbudgeted increase in interest rates
18	Salaries Basic	\$1,694,145	\$1,655,366	(\$38,779)	\$54K accrual to move 1/2 of first payroll back to 2022 when incurred/retirement/disability
20	Overtime	\$43,750	\$19,881	(\$23,869)	As required/Offset by higher HRFFcosts
9	Admin. Wages and Benefits	\$378,943	\$386,020	\$7,077	2023 WSNB/Group benefit costs higher than forecast
12	Professional Services	\$32,083	\$12,577	(\$19,507)	As required/Retirement account actuarial
13	CPSE Accreditation	\$5,833	\$450	(\$5,383)	As required
15	Computer hardware/software/IT	\$30,183	\$11,423	(\$18,760)	Some annual software subscriptions not yet paid/New computer hardware not yet purchase
22	Force Benefits	\$461,437	\$454,048	(\$7,389)	CPP/EI premiums rose less than budgeted
28	Holiday Relief Wages & Overtime	\$213,404	\$248,620	\$35,216	As required/Coverage for retirement & disability/Offest Career wage reduction
29	Holiday Relief Benefits	\$71,711	\$81,148	\$9,437	Increased HRFF utilization increases CPP/EI/Pension costs/Stat pay costs
37	Insurance	\$61,185	\$67,632	\$6,447	Actual cost greater than budgeted
44	Station 2 Operating	\$41,136	\$49,173	\$8,037	Property tax higher than budgeted
51	New Equipment	\$14,000	(\$5,373)	(\$19,373)	As required/Accrual for hose tester order in 2022
	Material Variances	\$3,053,645	\$2,997,794	(\$55,851)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000

For the months of May-July 2023

Non-Recurring Monthly Invoices	Amount	Description
05-05-23 Minister of Finance	\$107,888.23	Station #1 property tax bill
05-05-23 Minister of Finance	\$24,503.65	Station #2 property tax bill
05-05-23 Lifeworks	\$6,037.50	Retirement Account actuarial
05-19-23 Vertical Transport	\$9,431.73	FF training
05-25-23 FCC Construction	\$376,284.61	Station #2 progress payment
06-05-23 FCC Construction	\$305,854.47	Station #2 progress payment
06-05-23 Bell Aliant	\$7,528.82	Station #2 wiring
06-30-23 Murdock-Boyd	\$5,635.00	Station #2 progress payment
07-12-23 FCC Construction	\$282,644.12	Station #2 progress payment



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: September 6, 2023
RE: Compliance Report

The following Government remittances have been remitted for the months of March and April in accordance with the appropriate regulation:

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

HST rebate claim - remitted semi-annually – July 31, 2023 claim filed (next claim due December 31, 2023)

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

June 15

At approximately 11:30 am, firefighters were dispatched to a structure fire on Marr Road in Rothesay at the Kennebecasis Legion Branch #58. On arrival, there was heavy smoke coming from the roof of the building, and



firefighters entered to extinguish the fire while also working to save the adjacent businesses. The Legion suffered significant damage however the other businesses that share the building were not damaged. Thanks to Kennebecasis Regional Police officers, Ambulance New Brunswick paramedics, Rothesay staff and Hampton Fire Rescue for their assistance at this fire.

July 15

The KVFD was requested to assist at a structure fire in Simonds. Engine 2 and Tank 2 responded and firefighters assisted with fire attack and checking for fire extension inside the home.

July 20

While underway training with the Coast Guard Inshore Rescue Boat on the Kennebecasis River, the weather turned from sunny to wind and rain when a disturbance suddenly moved in. While maneuvering up river, crews came upon a kayaker who indicated that he was in distress. Coming alongside, crews discovered

another kayak capsized with a person in the water. Crews worked together to retrieve both the victim and the overturned kayak from the river and assisted both kayakers back to shore.

July 26

Just before 7 pm, firefighters were dispatched to a garage fire on Golden Pond Lane in Rothesay. The garage was heavily involved in fire when firefighters arrived but they were able to extinguish it before any damage was done to the nearby home. Mutual aid for tanker trucks was provided by Hampton Fire Rescue, Nauwigewauk Fire Department and Simonds Fire Rescue.



August 1

The KVFD along with other area fire departments were requested to assist at a structure fire on the Kingston Peninsula. Tank 2 provided water while the on-duty chief was appointed as safety officer to assist the incident commander with scene safety.

Mutual Aid Training

On June 24th, the KVFD participated in a training exercise on the Kingston Peninsula along with Peninsula Fire Department, Hampton Fire Rescue, Long Reach Fire Department and the Nauwigewauk Fire Department. The training was focused on water supply and the ability to supply water to Quint 1 with tanker trucks. Although a significant task to deliver that much water with tankers, the exercise was a success and allowed for further training and cooperation between departments.



Canadian Coast Guard (CCG) Inshore Rescue

Throughout the month of July, firefighters trained with members of the CCG Inshore Rescue. Training focused on boat operation and how to approach and rescue victims. This training has become an annual training event with the KVFD cooperating with the members of Inshore Rescue.



Junior Firefighter Camp

After a three-year hiatus due to the pandemic, the KVFD Junior Firefighter Camp was held again in July. 24 children from the Kennebecasis Valley attended the three-day camp which included classes on home fire safety, an introduction to firefighting gear and equipment and instruction on hands-only CPR.

Children who attend the camp range in age from 10 to 12. These are typically the ages that children start to gain more independence and may start staying home alone and participating in activities independently so the focus is on fire safety and basic CPR that is appropriate for these ages.



HomeSafe Program

Also paused for three years due to the pandemic, the KVFD is proud to be restarting its “HomeSafe” program. This program includes voluntary home inspections and door to door smoke alarm campaigns.

Once a resident requests a home inspection, an on-duty crew of firefighters will visit their home and will follow a check list as they discuss fire hazards in and around the home and what changes can be made to minimize the risk. Seven homes have been visited since the restart of this program this summer.



HomeSafe

KVFD's Free Home Inspection Program

Are your smoke alarms ready to save your life?

Location, age, and type of smoke alarms are just some of the items we cover when we visit you for a free home safety inspection.

After one home inspection, we received this email:

"I just had a home inspection done tonight and wanted to thank you for the service. It is a great thing that more people should take advantage of. The crew was very professional. I will take the recommendations made and try my best to fix them. Thanks again." Sean, Rothesay

This is a free service provided by your fire department.

Firefighter Eric Boyle Retirement

After 40 years serving the Kennebecasis Valley Fire Department, firefighter Eric Boyle was "piped out" on his last day of work with the KVFD on Wednesday, June 21st 2023. We wish Eric all the best in his retirement, and thank him for the years he has dedicated to keeping our communities safe. Eric is pictured here with his brother Andrew Boyle, who is also a member of the department.



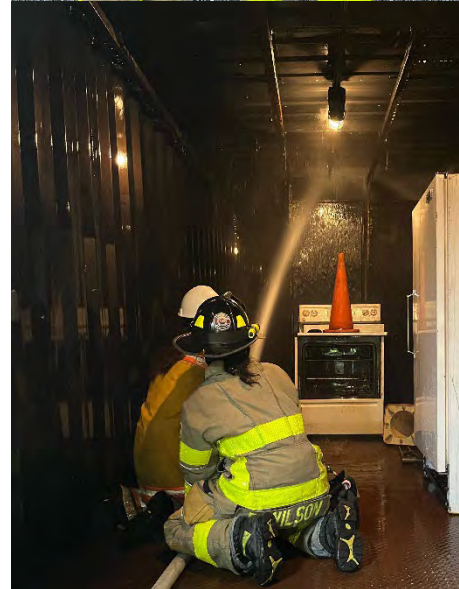
Redmond Health and Safety Symposium

Deputy Chief Shawn White traveled to New York City in August to attend the Redmond Health and Safety Symposium. This symposium focuses on the mental and physical health and safety of firefighters with speakers and workshops that provide valuable information that can assist with the KVFD keeping our firefighters healthy.

Camp Courage

For the first time in New Brunswick, Camp Courage was hosted in Saint John. The annual camp was established in 2006 and up until this point has only been hosted in Halifax and Calgary. It was created to introduce emergency service careers – such as Paramedic, Police Officer, and Firefighter – to young women and gender-diverse youth aged 15-19. The camp aims to provide information, inspiration, education, and empowerment, leaving youth with the confidence to achieve any goal, career, or dream they desire.

On Wednesday, August 30th, Division Chief Karen Trecartin, Firefighter Stephanie Henderson and Firefighter Rebecca Wilson attended the camp on behalf of the KVFD. They helped lead sessions on auto extrication, hose line advancement, forcible entry and other firefighting activities.



June 2023

*Note: Call numbers lower in 2020/2021. These was seen throughout the pandemic; as either the incidence of Covid increased or the government heightened warning levels, the requests for emergency services dropped.

June

Response Type Description	2020	2021	2022	3 Year Average	2023
Alarm No Fire - accidental miscellaneous	0	2	7	3	0
Alarm No Fire - detector activated	3	8	10	7	1
Alarm No Fire - miscellaneous	0	0	2	0.5	4
Alarm No Fire - smoke or steam mistaken	0	0	0	0	1
Alarm No Fire - sprinkler surge or discharge	0	0	0	0	0
Alarm No Fire - unknown odours	0	0	0	0	0
Building Collapse	0	0	0	0	0
Chimney Fire	0	0	0	0	0
Explosion - no fire	0	0	0	0	0
False Alarm - miscellaneous	1	0	1	1.5	2
False Alarm - municipal alarm system	0	0	0	0	0
False Alarm - verbal report to fire station	0	0	0	0	0
Fire/explosion - dollar loss	0	5	3	2.67	2
Gas Leak - miscellaneous	0	0	0	0	1
Gas Leak - propane	0	0	0	0	0
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide detector	0	1	3	1	3
Home Accident	0	0	0	0	0
Incident Situation Unclassified	0	0	0	0	1
Industrial Accident	0	0	0	0	0
Public Hazard - gasoline or fuel spill	0	1	1	0.6	0
Public Hazard - hazardous object removed	0	0	1	0	0
Public Hazard - miscellaneous	0	0	1	0.33	1
Public Hazard - power line down	2	1	3	2	1
Public Hazard - toxic chemical spill	0	0	0	0	0
Public Service - animal rescue	0	0	1	0.33	0
Public Service - assist police or other agency	0	0	1	0.33	1
Public Service - citizens locked in or out	1	0	0	0.33	0
Public Service - citizens trapped in elevators	0	0	0	0	0
Public Service - first aid	37	35	54	42	56
Public Service - Flooding	0	0	1	0.33	2
Public Service - mutual aid	0	0	1	0.33	0
Public Service- miscellaneous	1	2	1	1.33	1
Rescue - Miscellaneous	1	0	0	0.33	2
Resuscitation Call - dead on arrival	0	0	0	0	0
Rubbish/grass fire - no dollar loss	4	4	1	3	5
Rupture - water pipes	0	0	0	0	0
Vehicle Accident	7	6	9	7.33	19
Total	57	65	101	74	103

July

Response Type Description	2020	2021	2022	3 Year Average	2023
Alarm No Fire - accidental miscellaneous	2	4	2	2.67	5
Alarm No Fire - detector activated	6	4	2	4	6
Alarm No Fire - miscellaneous	5	1	3	3	3
Alarm No Fire - smoke or steam mistaken	0	0	0	0	0
Alarm No Fire - sprinkler surge or discharge	0	1	0	0.33	0
Alarm No Fire - unknown odours	0	0	1	0.33	0
Building Collapse	0	0	0	0	0
Chimney Fire	0	0	0	0	0
Explosion - no fire	0	0	0	0	0
False Alarm - miscellaneous	0	1	0	0.33	4
False Alarm - municipal alarm system	0	0	0	0	0
False Alarm - verbal report to fire station	0	0	0	0	0
Fire/explosion - dollar loss	6	2	5	4.33	2
Gas Leak - miscellaneous	0	0	0	0	1
Gas Leak - propane	0	0	1	0.33	0
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide detector alarm	2	0	0	0.66	3
Home Accident	0	0	1	0.33	0
Incident Situation Unclassified	0	0	0	0	0
Industrial Accident	0	0	0	0	0
Public Hazard - gasoline or fuel spill	0	1	1	0.66	0
Public Hazard - hazardous object removed	0	0	0	0	0
Public Hazard - miscellaneous	0	0	1	0.33	1
Public Hazard - power line down	0	1	3	1.33	0
Public Hazard - toxic chemical spill	0	0	0	0	0
Public Service - animal rescue	0	0	0	0	0
Public Service - assist police or other agency	1	0	0	0.33	1
Public Service - citizens locked in or out	0	0	0	0	1
Public Service - citizens trapped in elevators	0	0	0	0	0
Public Service - first aid	41	44	68	51	44
Public Service - Flooding	0	0	0	0	0
Public Service - mutual aid	0	0	2	0.66	1
Public Service- miscellaneous	0	4	2	2	2
Rescue - Miscellaneous	0	0	2	0.66	1
Resuscitation Call - dead on arrival	0	0	0	0	0
Rubbish/grass fire - no dollar loss	4	1	7	4	1
Rupture - water pipes	0	0	0	0	0
Vehicle Accident	8	6	13	9	12
Total	75	70	114	86	88

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
OCTOBER 11, 2023**

Present: Chair Stéphane Bolduc
Vice Chair Kirk Miller
Treasurer Peter Lewis
Commissioner Mike Biggar
Commissioner Dave Brown
Commissioner Patricia Murray

Chief Mike Boyle
Deputy Chief Shawn White
Division Chief Karen Trecartin
Carlene MacBean, Executive Assistant

Absent: John Jarvie, Administrator

1.0 Call to Order

Chair Bolduc called the meeting to order at 5:57 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by P. Lewis and seconded by D. Brown, that the agenda be approved as presented.

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 September 6, 2023

Moved by M. Biggar and seconded by D. Brown, that the minutes of September 6, 2023 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Station Two – Renovation Update

The ventilation contractor confirmed that they have received the fire dampers and that they would be installed beginning on Monday, October 9th. It will take them around 2 weeks to complete all the work including balancing, testing and commissioning of the system.

FCC will complete the rest of the deficiencies and setup building orientation/training during that period. FCC has also started the process with the town to close out the permit.

Open houses for Fire Board members, elected officials for Rothesay and Quispamsis will be held next week.

Moved by K. Miller and M. Biggar to receive and file.

CARRIED

7.0 Correspondence

7.1 Email from Saint John Fire Department re: Thank You

Chief Kevin Clifford, Saint John Fire Department, expressed his thanks for the assistance of the Kennebecasis Valley Fire Department to the fire operation at the AIM facility fire on September 14, 2023.

Moved by P. Lewis and P. Murray to receive and file.

CARRIED

8.0 New Business

8.1 SCBA – Miscellaneous Revenue

Deputy Chief White reported that with the acquisition of our new Self-Contained Breathing Apparatus (SCBA), a buyer has been found for the existing SCBA. Twelve air packs have already been sold to the Atlantic Police Academy (Fire School) for \$12,000. These funds will go into the departments Miscellaneous Revenue fund.

Chief Boyle will be informing our mutual aid partners that there are other SCBA's and cylinders that are available for purchase.

These items have and will be sold on an as is where is basis.

Moved by D. Brown and P. Lewis to receive and file.

CARRIED

8.2 Quint 1 Maintenance

Each year the aerial apparatus, Quint 1, a 2009 70' Sutphen ladder truck, goes through rigorous structural inspection and testing by a third party. Prior to the apparatus being recertified, the extension cables must be replaced and a crack on the aluminum platform repaired. It is estimated that these repairs including parts will total between \$25,000 and \$30,000.

Deputy Chief White noted that the Sussex Fire Departments aerial, which is a 2013 75' Sutphen ladder truck, is having its cables replaced and their truck is four years newer than ours.

The current status of replacing apparatus was also discussed. In 2026, new emission requirements will take place, new safety features, and the increase in the time between ordering and receiving apparatus.

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

On the question:

Commissioner Miller asked when Chief Boyle would be coming back with options regarding the replacement of the Quint. Chief Boyle will be discussing with Administrator Jarvie and bring back to the Fire Board.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Month Ended August 31, 2023

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

CARRIED

9.2 Budget Variance Analysis

Moved by K. Miller and seconded by P. Lewis to receive and file.

CARRIED

9.3 Compliance Report

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

CARRIED

9.4 2023 Capital Budget - Update

The 2023 capital budget was reviewed with the Station Two renovation project and the SCBA purchase both under budget.

Moved by P. Lewis and seconded by P. Murray to receive and file.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

Chief Boyle and Division Chief Trecartin attend the annual Canadian Association of Fire Chiefs (CAFC) Fire Rescue Canada Conference held in Halifax from September 17 to 20, 2023. Division Chief Trecartin was presented with her certificate confirming her achievement of earning the professional designation as an Executive Chief Fire Officer (ECFO) with the CAFC. She joins a select group of only 149 chief officers across Canada to hold this designation and is only the fifth female chief officer in Canada. Chief Boyle and Deputy Chief White also have their ECFO.

Division Chief Trecartin was also one of six recipients presented the "2023 Women in Fire Scholarship" award. This award consists of a bursary that covers all expenses for the "Chiefs on the Hill" conference in December where fire chiefs across the country meet with Members of Parliament in Ottawa to discuss issues facing the Canadian fire service.

Chief Boyle was a speaker at the conference and presented on adult education in the fire service.

Moved by P. Murray and seconded by K. Miller to receive and file.

CARRIED

11.2 Response Summary

Chief Boyle advised that next month, the Fire Board will see a drop in the number of medical calls in September and then a rise again in mid-October; this is due to the recent labour disruption in the Public Safety Communications Centre.

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

CARRIED

12.0 Adjournment

Moved by K. Miller that the meeting be adjourned at 6:34 pm.

Date of next meeting – November 8, 2023

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Statement of Expense with Budget Variance ~~2023 November 14 Open Session FINAL_113~~

For the 9 months ending September 30, 2023

	BUDGET	ACTUAL	VARIANCES	
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	
			(Under Budget)	
Line REVENUE:				
1	Members Contributions	\$4,445,992	\$4,445,992	\$0
2	Rebate of Property Tax (Miscellaneous Revenue	\$62,667	\$69,218	\$6,551
3	Local Service Districts	\$0	\$0	\$0
4	Revenue Fee Structure	\$0	\$0	\$0
5	Misc. Revenue	\$20,750	\$81,592	\$60,842
6	Interest Income C/A	\$7,500	\$22,118	\$14,618
7	Deficit 2nd previous year	\$241,189	\$241,189	\$0
8		<u>\$4,778,097</u>	<u>\$4,860,109</u>	<u>\$82,011</u>
EXPENSES:				
ADMINISTRATION:				
9	Admin. Wages and Benefits	\$505,891	\$510,831	\$4,940
10	Convention/dues/training	\$18,000	\$17,768	(\$232)
11	Administrative Agreement	\$9,000	\$9,000	\$0
12	Professional Services	\$41,250	\$15,186	(\$26,064)
13	CPSE Accreditation	\$7,500	\$450	(\$7,050)
14	Office supplies/Copy Machine/ S/C	\$6,263	\$6,679	\$416
15	Computer hardware/software/IT	\$35,650	\$11,981	(\$23,669)
16	Telephone/ Internet	\$11,250	\$11,572	\$322
17		<u>\$634,803</u>	<u>\$583,467</u>	<u>(\$44,286)</u>
FIREFIGHTING FORCE:				
18	Salaries Basic	\$2,260,678	\$2,207,794	(\$52,884)
19	Dedicated FP Salary	\$0	\$0	\$0
20	Overtime	\$56,250	\$27,081	(\$29,169)
21	Vacation Pay on Retirement	\$0	\$0	\$0
22	Force Benefits	\$586,241	\$581,012	(\$5,229)
23	FP Position Benefits	\$0	\$0	\$0
24	Career Uniforms and maintenance	\$22,125	\$17,459	(\$4,666)
25	Medical and Fitness Testing	\$15,000	\$16,216	\$1,216
26	Employee Wellness	\$8,250	\$1,594	(\$6,656)
27	Career Recognition	\$2,250	\$1,005	(\$1,245)
28	Holiday Relief Wages and overtime	\$284,538	\$343,283	\$58,745
29	Holiday Relief Benefits	\$95,615	\$109,826	\$14,211
30		<u>\$3,330,948</u>	<u>\$3,305,270</u>	<u>(\$25,678)</u>

TELECOMMUNICATIONS:

31	Cellular Telephones	\$3,938	\$4,337	\$399
32	Communication Equipment	\$1,125	\$0	(\$1,125)
33	Maintenance / Repairs	\$350	\$83	(\$267)
34	Dispatch Service	\$169,617	\$169,619	\$2
35		<u>\$175,030</u>	<u>\$174,039</u>	<u>(\$991)</u>

INSURANCE:

36	Insurance	\$61,185	\$67,944	\$6,759
37		<u>\$61,185</u>	<u>\$67,944</u>	<u>\$6,759</u>

PREVENTION AND TRAINING:

38	Firefighter / Co. Officer Training	\$43,700	\$35,862	(\$7,838)
39	Fire Prevention	\$5,250	\$4,119	(\$1,131)
40	Public Education	\$2,700	\$846	(\$1,854)
41	Training Supplies	\$3,750	\$1,338	(\$2,412)
42		<u>\$55,400</u>	<u>\$42,165</u>	<u>(\$13,235)</u>

FACILITIES:

43	Station 1 Operating	\$175,373	\$172,272	(\$3,101)
44	Station 2 Operating	\$44,053	\$53,075	\$9,022
45	Station Supplies	\$9,000	\$12,208	\$3,208
46		<u>\$228,426</u>	<u>\$237,555</u>	<u>\$9,129</u>

FLEET:

47	Fuel Vehicle	\$22,500	\$28,806	\$6,306
48	Registration Vehicle	\$400	\$361	(\$39)
49	Vehicle Maint. & Repairs	\$56,250	\$56,574	\$324
50		<u>\$79,150</u>	<u>\$85,741</u>	<u>\$6,591</u>

OPERATIONS:

51	New Equipment	\$18,000	(\$1,661)	(\$19,661)
52	Maint. & Repairs Equip.	\$18,750	\$21,251	\$2,501
53	Maint. & Repairs Bunker Gear	\$1,250	\$314	(\$936)
54	Medical Supplies	\$7,500	\$4,350	(\$3,150)
55	Fire Fighting Supplies	\$4,500	\$4,352	(\$148)
56	H&S/Cause determination	\$1,500	\$167	(\$1,333)
57		<u>\$51,500</u>	<u>\$28,773</u>	<u>(\$22,727)</u>

WATER COSTS:

58	Water Costs - Quispamsis	\$4,170	\$4,170	\$0
59	Water Costs - Rothesay	\$21,672	\$21,672	\$0
60		<u>\$25,842</u>	<u>\$25,842</u>	<u>\$0</u>

OTHER:

61	Miscellaneous	\$3,000	\$2,895	(\$105)
62	Retirement Allowance	\$50,250	\$50,250	(\$0)
63		<u>\$53,250</u>	<u>\$53,145</u>	<u>(\$105)</u>

64	Operating Cost Total	<u>\$4,695,534</u>	<u>\$4,603,941</u>	<u>(\$84,543)</u>
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65	(DEFICIT) SURPLUS FOR THE PERIOD		\$256,168	\$166,554
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Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 9 months ending September, 2023

Line #	Description	Budget YTD	Actual YTD	Variance	Details
					(Under Budget)
6	Interest Income			\$0	Unbudgeted increase in interest rates
18	Salaries Basic	\$2,260,678	\$2,207,794	(\$52,884)	\$54K accrual to move 1/2 of first payroll back to 2022 when incurred/retirement/disability
20	Overtime	\$56,250	\$27,081	(\$29,169)	As required/Offset by higher HRFFcosts
12	Professional Services	\$41,250	\$15,186	(\$26,064)	As required/Retirement account actuarial
13	CPSE Accreditation	\$7,500	\$450	(\$7,050)	As required
15	Computer hardware/software/IT	\$35,650	\$11,981	(\$23,669)	Some annual software subscriptions not yet paid/New computer hardware not yet purchased
22	Force Benefits	\$586,241	\$581,012	(\$5,229)	CPP/EI premiums rose less than budgeted
26	Employee Wellness	\$8,250	\$1,594	(\$6,656)	As required
28	Holiday Relief Wages & Overtime	\$284,538	\$343,283	\$58,745	As required/Coverage for retirement & disability/Offset Career wage reduction
29	Holiday Relief Benefits	\$95,615	\$109,826	\$14,211	Increased HRFF utilization increases CPP/EI/Pension costs/Stat pay costs
36	Insurance	\$61,185	\$67,944	\$6,759	Actual cost greater tha budgeted
38	Firefighter/Co. Officer Training	\$43,700	\$35,862	(\$7,838)	As required/Some training still to occur
44	Station 2 Operating	\$44,053	\$53,075	\$9,022	Property tax higher than budgeted/Budget numbers were best guesses of new design
47	Fuel Vehicle	\$22,500	\$28,806	\$6,306	Unforeseen increase in fuel prices
51	New Equipment	\$18,000	(\$1,661)	(\$19,661)	As required/Accrual for hose tester order in 2022/Some items yet to be purchased
	Material Variances	\$3,565,411	\$3,482,233	(\$83,178)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000

For the month of September 2023

Non-Recurring Monthly Invoices		Amount	Description
09-07-23	Wilson's Security	\$7,918.34	Security cameras for Station #2
09-11-23	FCC Construction	\$224,741.52	Progress payment #10 for Station #2 renovation



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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: October 30, 2023
RE: Compliance Report

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

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

HST rebate claim - remitted semi-annually – July 31, 2023 claim filed (next claim due December 31, 2023)

WHSCC – remitted monthly – payment remitted

A handwritten signature in blue ink, appearing to be "Ron Catchick", is written over a horizontal line.

Ron Catchick
Finance Administrator



Kennebecasis Valley Fire Department

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

Fire Prevention Week 2023

The theme for Fire Prevention Week 2023 was a focus on fire safety in the kitchen. Throughout the week, firefighters were busy teaching about fire safety, hosting our open house event, presenting in schools, visiting daycares and hosting station tours. Our open house was a great success with an estimated 300 to 500 people attending.

SCBA Upgrade

As part of our commitment to safety and efficiency, we were thrilled to put our upgraded air packs into service in October. The department has invested in the 3M™ Scott™ Air-Pak™ X3 Pro SCBA which, in addition to more breathing air for firefighters, also has improved safety features to keep firefighters safe while doing their job. Each fire truck is now equipped with these new air packs.



Station 2 Grand Opening

After a year and a half of renovations, Station 2 in Quispamsis was officially re-opened with a ceremony held on Wednesday, October 25th. Members of each council, active and retired KVFD members, representatives from the Kennebecasis Regional Police and area fire departments were present at the ceremony. Stephane Bolduc, chair of the Joint Fire Board of Commissioners and Fire Chief Mike Boyle gave greetings and spoke about the presentation with Chaplain Bruce Smith giving a blessing of the station before all those in attendance toured the new facilities.



HomeSafe Program

This year's smoke alarm campaign included 279 houses from 11 different streets throughout the community. Firefighters from both stations were given a list of houses to visit during the month of September. Streets this year were chosen based off increased response time due to their distance from each station.

So far into 2023 after restarting the home inspection program, seven HomeSafe inspections have been completed with five more planned to be completed soon. Many of these requests come from referrals to our program through a partnership we have formed with a local business called Home Care by Design (HCD), now located on Hampton Road. This business was established by a previous manager of a local nursing home and is designed to provide care for seniors and/or people with disabilities in their own homes. They are used by the provincial Extra-Mural program as a method of providing nursing care and can also be hired privately for assistance with older adults in their own home. We provide their staff with brochures about the free program, and they mention it during their first meetings with new clients.

October 2023

Note – decrease in “Public Service - First Aid Calls” result of 911 changes during last week of dispatch labour disruption at beginning of October. Normal operations resumed October 5th.

Response Type Description	2020	2021	2022	3 Year Average	2023
Alarm No Fire - accidental miscellaneous	6	8	3	5.66	4
Alarm No Fire - detector activated	3	3	2	2.66	3
Alarm No Fire - miscellaneous	1	2	5	2.66	4
Alarm No Fire - smoke or steam mistaken	0	3	1	1.33	0
Alarm No Fire - sprinkler surge or discharge	0	0	0	0	0
Alarm No Fire - unknown odours	1	0	1	0.6	1
Building Collapse	0	0	0	0	0
Chimney Fire	0	0	0	0	0
Explosion - no fire	0	0	0	0	0
False Alarm - miscellaneous	1	0	0	0.33	1
False Alarm - municipal alarm system	0	0	0	0	0
False Alarm - verbal report to fire station	0	0	0	0	0
Fire/explosion - dollar loss	2	3	1	2	3
Gas Leak - miscellaneous	1	1	0	0.66	0
Gas Leak - propane	0	2	0	0.66	0
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide	1	0	1	0.66	1
Home Accident	0	0	0	0	0
Incident Situation Unclassified	2	1	0	1	1
Industrial Accident	0	0	0	0	0
Public Hazard - gasoline or fuel spill	0	1	0	0.33	0
Public Hazard - hazardous object removed	0	0	0	0	0
Public Hazard - miscellaneous	1	1	1	1	1
Public Hazard - power line down	0	1	1	1	2
Public Hazard - toxic chemical spill	0	0	0	0	0
Public Service - animal rescue	0	0	0	0	0
Public Service - assist police or other agency	1	2	4	2.33	2
Public Service - citizens locked in or out	0	1	0	0.33	0
Public Service - citizens trapped in elevators	1	1	1	1	0
Public Service - first aid	46	51	62	53	38
Public Service - Flooding	0	0	0	0	0
Public Service - mutual aid	0	1	0	0.33	0
Public Service- miscellaneous	2	0	1	1	0
Rescue - Miscellaneous	1	0	1	0.66	4
Resuscitation Call - dead on arrival	1	0	0	0.33	0
Rubbish/grass fire - no dollar loss	0	1	0	0.33	0
Rupture - water pipes	0	0	0	0	4
Vehicle Accident	7	8	9	8	11
Total	78	91	94	88	80

Town of Rothesay

General Fund Financial Statements

September 30, 2023

Attached Reports:

General Capital Fund Balance Sheet	G1
General Reserve Fund Balance Sheet	G2
General Operating Fund Balance Sheet	G3
General Operating Revenue & Expenditures	G4-G6
Variance Report	G7
Capital Summary	G8

Town of Rothesay

Balance Sheet - Capital General Fund 9/30/2023

ASSETS

Capital Assets - General Land	4,559,420
Capital Assets - General Fund Land Improvements	9,362,227
Capital Assets - General Fund Buildings	6,611,482
Capital Assets - General Fund Vehicles	4,409,167
Capital Assets - General Fund Equipment	4,246,495
Capital Assets - General Fund Roads & Streets	45,342,779
Capital Assets - General Fund Drainage Network	21,171,976
Capital Assets - Under Construction - General	1,446,441
	<u>97,149,987</u>
Accumulated Amortization - General Fund Land Improvements	(5,079,703)
Accumulated Amortization - General Fund Buildings	(2,896,486)
Accumulated Amortization - General Fund Vehicles	(2,938,132)
Accumulated Amortization - General Fund Equipment	(2,309,033)
Accumulated Amortization - General Fund Roads & Streets	(22,841,311)
Accumulated Amortization - General Fund Drainage Network	(8,134,680)
	<u>(44,199,345)</u>
	<u>\$ 52,950,642</u>

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(1,100,000)
Total Long Term Debt	5,696,093
	<u>\$ 4,596,093</u>
Total Liabilities	
Investment in General Fund Fixed Assets	48,354,548
	<u>\$ 52,950,642</u>

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Town of Rothesay

Balance Sheet - General Fund Reserves
9/30/2023

ASSETS

BNS Gas Tax Interest Account	478,976
BNS General Operating Reserve #214-15	943,591
BNS General Capital Reserves #2261-14	94,351
BNS - Gen Capital Reserve - GIC	1,500,000
BNS - Gas Tax Reserves - GIC	4,100,000
	<u>\$ 7,116,918</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,580,543
Invest. in General Capital Reserve	1,414,913
General Gas Tax Funding	998,433
Invest. in General Operating Reserve	943,591
Invest. in Land for Public Purposes Reserve	159,894
Invest. in Town Hall Reserve	19,544
	<u>\$ 7,116,918</u>

Town of Rothesay
Balance Sheet - General Operating Fund
9/30/2023

CURRENT ASSETS

Cash	4,234,553
Receivables	17,012
HST Receivable	233,120
Inventory	35,691
Gen Operating due to/from Util Operating	159,582
Total Current Assets	<u>4,679,959</u>
Other Assets:	
Projects	<u>3,576,078</u>
	<u>3,576,078</u>
TOTAL ASSETS	<u><u>8,256,038</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,161,497
Other Payables	636,201
Gen Operating due to/from Gen Capital	1,100,000
Accrued Pension Obligation	(15,700)
Accrued Retirement Allowance	444,587
TOTAL LIABILITIES	<u>3,326,585</u>

EQUITY

Retained Earnings - General	170,485
Surplus/(Deficit) for the Period	4,758,967
	<u>4,929,453</u>
	<u><u>8,256,038</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 9/30/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,676,981	1,676,982	15,092,831	15,092,833	(2)		20,123,778
Sale of Services	21,149	19,134	367,027	317,908	49,119		464,704
Services to Province of New Brunswic	0	8,423	48,761	58,881	(10,120)		80,000
Other Revenue from Own Sources	41,048	5,442	301,123	125,683	175,440		142,008
CORE grant	8,732	8,732	78,586	78,585	2		104,778
Conditional Transfers	2,067	40,000	679,932	51,500	628,432		51,500
Other Transfers	130,625	130,625	665,945	665,945	0		796,570
	<u>\$1,880,602</u>	<u>\$1,889,336</u>	<u>\$17,234,204</u>	<u>\$16,391,335</u>	<u>\$842,870</u>		<u>\$21,763,338</u>
EXPENSES							
General Government Services	141,374	144,891	1,979,922	2,061,971	82,048		2,592,591
Protective Services	452,859	455,115	4,645,077	4,666,458	21,381		6,235,746
Transportation Services	193,708	237,014	2,515,213	2,740,326	225,113		3,668,562
Environmental Health Services	78,040	86,144	699,530	819,296	119,766		1,077,728
Environmental Development	39,652	66,137	456,814	625,559	168,745		829,950
Recreation & Cultural Services	203,237	177,672	1,855,016	1,846,820	(8,196)		2,496,171
Fiscal Services	829	333	323,665	321,664	(2,001)		4,862,591
	<u>\$1,109,699</u>	<u>\$1,167,306</u>	<u>\$12,475,237</u>	<u>\$13,082,094</u>	<u>\$606,857</u>		<u>\$21,763,338</u>
Surplus (Deficit) for the Year	<u>\$770,904</u>	<u>\$722,030</u>	<u>\$4,758,967</u>	<u>\$3,309,241</u>	<u>\$1,449,727</u>		<u>\$ 0</u>

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Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 9/30/2023

	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	3,325	1,667	29,286	15,000	14,285	1	20,000
Town Hall Rent	9,402	8,217	83,836	73,953	9,883		98,604
Community Garden	0	0	900	1,200	(300)		1,200
Fox Farm Rental	1,950	1,875	14,150	16,875	(2,725)		22,500
Arena Revenue	200	0	137,942	110,505	27,437	2	214,900
Recreation Programs	6,272	7,375	100,914	100,375	539		107,500
	<u>21,149</u>	<u>19,134</u>	<u>367,027</u>	<u>317,908</u>	<u>49,119</u>		<u>464,704</u>
Other Revenue from Own Sources							
Licenses & Permits	17,995	875	137,132	79,875	57,257	3	82,500
Recycling Dollies & Lids	78	67	699	600	99		800
Interest & Sundry	19,678	2,667	139,991	24,000	115,991	4	32,000
Miscellaneous	(1,253)	833	3,378	7,500	(4,122)		10,000
Fire Dept. Administration	1,000	1,000	9,000	9,000	0		12,000
History Book Sales	0	0	15	0	15		0
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
Food Cycler	3,550	0	6,200	0	6,200		0
	<u>41,048</u>	<u>5,442</u>	<u>301,123</u>	<u>125,683</u>	<u>175,440</u>		<u>142,008</u>
Conditional Transfers							
Canada Day Grant	0	0	1,920	1,500	420		1,500
Grant - Other	0	0	662,959	0	662,959	5	0
Grant - Students	2,067	40,000	15,053	50,000	(34,947)	6	50,000
	<u>2,067</u>	<u>40,000</u>	<u>679,932</u>	<u>51,500</u>	<u>628,432</u>		<u>51,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	274,070	274,070	0		274,070
Utility Fund Transfer	130,625	130,625	391,875	391,875	0		522,500
	<u>130,625</u>	<u>130,625</u>	<u>665,945</u>	<u>665,945</u>	<u>0</u>		<u>796,570</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,564	3,917	30,723	35,250	4,527		47,000
Councillors	10,821	11,258	97,577	101,325	3,748		135,100
Regional Service Commission 9	1,256	1,256	11,307	11,307	0		15,076
Other	375	1,292	2,456	11,625	9,169		13,500
	<u>16,017</u>	<u>17,723</u>	<u>142,063</u>	<u>159,507</u>	<u>17,444</u>		<u>210,676</u>
Administrative							
Administration - Wages & Benefits	80,208	87,558	774,570	827,940	53,370	7	1,189,610
Office Building	12,229	11,067	160,871	145,800	(15,071)	8	177,750
Supplies	20,081	16,917	113,440	119,250	5,810		143,000
Solicitor	2,138	4,167	16,907	37,500	20,593	9	50,000
Professional Fees	0	0	11,732	24,000	12,268	10	35,000
Other	10,479	4,917	96,891	85,250	(11,641)	11	110,000
	<u>125,136</u>	<u>124,624</u>	<u>1,174,411</u>	<u>1,239,740</u>	<u>65,329</u>		<u>1,705,360</u>
Other General Government Services							
Website/Other	0	0	2,611	3,000	389		3,000
Community Communications (Team)	221	460	2,527	4,144	1,617		5,525
Civic Relations	0	83	1,809	750	(1,059)		1,000
Insurance	0	0	278,436	282,462	4,026		282,462
Donations	0	2,000	21,953	24,300	2,347		36,500
Cost of Assessment	0	0	324,536	328,068	3,532		328,068
Property Taxes - L.P.P.	0	0	17,410	16,000	(1,410)		16,000
Fox Farm Rental Expenses	0	0	14,167	4,000	(10,167)	12	4,000
	<u>221</u>	<u>2,544</u>	<u>663,448</u>	<u>662,724</u>	<u>(725)</u>		<u>676,555</u>
Total General Government Services	<u>141,374</u>	<u>144,891</u>	<u>1,979,922</u>	<u>2,061,971</u>	<u>82,048</u>		<u>2,592,591</u>
Protective Services							
Police							
Police Protection	271,400	272,601	2,442,598	2,453,410	10,811	13	3,271,213
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>271,400</u>	<u>272,601</u>	<u>2,445,398</u>	<u>2,456,210</u>	<u>10,811</u>		<u>3,274,013</u>
Fire							
Fire Protection	181,139	181,139	1,867,373	1,867,373	0		2,614,733
Water Costs Fire Protection	0	0	330,000	330,000	0		330,000
	<u>181,139</u>	<u>181,139</u>	<u>2,197,373</u>	<u>2,197,373</u>	<u>0</u>		<u>2,944,733</u>
Emergency Measures							
EMO Director/Committee	0	0	0	500	500		500
	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>		<u>500</u>
Other							
Animal & Pest Control	320	417	2,305	3,750	1,445		5,000
Other	0	958	0	8,625	8,625		11,500
	<u>320</u>	<u>1,375</u>	<u>2,305</u>	<u>12,375</u>	<u>10,070</u>		<u>16,500</u>
Total Protective Services	<u>452,859</u>	<u>455,115</u>	<u>4,645,077</u>	<u>4,666,458</u>	<u>21,381</u>		<u>6,235,746</u>

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Transportation Services

Common Services							
Administration (Wages & Benefits)	106,189	121,069	995,373	1,143,309	147,936	14	1,557,760
Workshops, Yards & Equipment	25,616	58,667	518,648	584,850	66,202	15	756,350
Engineering	12,772	625	17,030	5,625	(11,405)	16	7,500
	<u>144,577</u>	<u>180,360</u>	<u>1,531,051</u>	<u>1,733,784</u>	<u>202,733</u>		<u>2,321,610</u>
Roads & Streets							
Roads & Streets	10,511	9,000	52,468	63,500	11,032	17	65,000
Crosswalks & Sidewalks	542	1,491	7,278	12,546	5,268		17,300
Culverts & Drainage Ditches	2,758	2,000	64,491	52,000	(12,491)	18	80,000
Street Cleaning & Flushing	1,155	1,000	4,236	4,000	(236)		45,000
Snow & Ice Removal	0	3,333	605,322	615,757	10,435	19	810,000
Flood Costs	0	0	2,586	15,000	12,414	20	15,000
	<u>14,966</u>	<u>16,824</u>	<u>736,380</u>	<u>762,803</u>	<u>26,423</u>		<u>1,032,300</u>
Street Lighting							
Street Lighting	12,832	12,083	112,553	108,750	(3,803)		145,000
Traffic Services							
Street Signs	1,108	833	9,142	7,500	(1,642)		10,000
Traffic Lanemarking	0	2,000	32,120	34,000	1,880		35,000
Traffic Signals	689	833	19,730	7,500	(12,230)	21	10,000
Railway Crossing	656	2,083	16,719	18,750	2,031		25,000
	<u>2,452</u>	<u>5,750</u>	<u>77,710</u>	<u>67,750</u>	<u>(9,960)</u>		<u>80,000</u>
Public Transit							
Public Transit - Comex Service	18,735	21,788	56,205	65,364	9,159		87,152
Public Transit - Other	146	208	1,314	1,875	561		2,500
	<u>18,881</u>	<u>21,996</u>	<u>57,519</u>	<u>67,239</u>	<u>9,720</u>		<u>89,652</u>
Total Transportation Services	193,708	237,014	2,515,213	2,740,326	225,113		3,668,562

Environmental Health Services

Solid Waste Disposal Land Fill garbage	19,140	18,690	173,676	168,210	(5,466)		224,280
Solid Waste Disposal Landfill Compost	3,304	3,204	21,680	28,836	7,156		38,448
Solid Waste Collection Fero	55,596	64,250	482,778	578,250	95,472	22	771,000
Solid Waste Recycling bins	0	0	0	4,000	4,000		4,000
Clean Up Campaign	0	0	21,397	40,000	18,603	23	40,000
	<u>78,040</u>	<u>86,144</u>	<u>699,530</u>	<u>819,296</u>	<u>119,766</u>		<u>1,077,728</u>

Environmental Development Services

Planning & Zoning							
Administration	23,635	42,808	297,624	412,597	114,972	24	550,000
Planning Projects	0	4,583	399	41,250	40,850	25	55,000
Heritage Committee	0	1,250	0	11,250	11,250	26	15,000
	<u>23,635</u>	<u>48,641</u>	<u>298,024</u>	<u>465,096</u>	<u>167,073</u>		<u>620,000</u>
Envision Saint John							
Envision Saint John	15,965	15,996	143,682	143,962	280		191,950
Tourism	0	1,500	15,056	16,500	1,444		18,000
	<u>15,965</u>	<u>17,496</u>	<u>158,738</u>	<u>160,462</u>	<u>1,725</u>		<u>209,950</u>
	<u>39,600</u>	<u>66,137</u>	<u>456,761</u>	<u>625,559</u>	<u>168,798</u>		<u>829,950</u>

Recreation & Cultural Services

Administration	30,314	28,814	317,003	300,546	(16,457)	27	399,000
Beaches	5,362	0	59,872	53,500	(6,372)		53,500
Rothsay Arena	40,141	30,127	298,859	270,629	(28,230)	28	367,000
Memorial Centre	2,817	5,067	54,618	52,950	(1,668)		67,850
Summer Programs	7,836	1,200	79,449	71,500	(7,949)		72,100
Parks & Gardens	71,819	50,946	524,330	557,271	32,941	29	691,725
Rothsay Common Rink	1,119	950	54,696	45,800	(8,896)		52,950
Playgrounds and Fields	4,706	21,250	76,985	105,250	28,265	30	134,000
The Hive expenses	778	1,167	6,946	10,500	3,554		14,000
Regional Facilities Commission	30,004	30,068	270,420	270,614	194		360,819
Kennebecasis Public Library	7,084	7,084	68,692	63,759	(4,934)		85,012
Special Events	1,257	1,000	35,330	37,000	1,670		40,000
PRO Kids	0	0	7,500	7,500	0		7,500
Rothsay Living Museum	0	0	315	0	(315)		0
	<u>203,237</u>	<u>177,672</u>	<u>1,855,016</u>	<u>1,846,820</u>	<u>(8,196)</u>		<u>2,345,456</u>

Fiscal Services

Debt Charges							
Interest	829	333	85,665	83,664	(2,001)		195,591
Debenture Payments	0	0	238,000	238,000	0		667,000
	<u>829</u>	<u>333</u>	<u>323,665</u>	<u>321,664</u>	<u>(2,001)</u>		<u>862,591</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		3,750,000
Reserve Funds	0	0	0	0	0		250,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>4,000,000</u>
	<u>829</u>	<u>333</u>	<u>323,665</u>	<u>321,664</u>	<u>(2,001)</u>		<u>4,862,591</u>

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Town of Rothesay

Variance Report - General Fund

Note #		Actual	month ending Budget	9/30/2023 Better/(Worse)	Description of Variance
Revenue					
1	Bill McGuire Memorial Centre	29,286	15,000	10,969	Higher than budgete revenue
2	Arena Revenue	137,942	110,505	\$ 27,437	Higher than budgeted revenue
3	Licenses & Permits	137,132	79,875	\$ 57,257	Higher than anticipated
4	Interest & Sundry	139,991	24,000	\$ 115,991	Conservative estimate of interest rates
5	Grant - Other	662,959	0	\$ 662,959	\$366K Pickle Ball Grant, \$271k KACOA Wells Bldg
6	Grant - Students	15,053	50,000	\$ (34,947)	Student grant \$ received in October

Total \$ 839,665
 Variance per Statement \$842,870
 Explained 100%

Expenses

General Government

7	Administration - Wages & Benefits	774,570	827,940	\$ 53,370	Vacant position
8	Office Building	160,871	145,800	\$ (15,071)	Upstairs TH renovations for tenants
9	Solicitor	16,907	37,500	\$ 20,593	Lower than budgeted to date
10	Professional Fees	11,732	24,000	\$ 12,268	Budget for Actuarial valuations
11	Other	96,891	85,250	\$ (11,641)	Software and membership fees increased
12	Fox Farm Rental Expenses	14,167	4,000	\$ (10,167)	Repairs- painting

Protective Services

13	Police Protection	2,442,598	2,453,410	\$ 10,811	
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Transportation

14	Administration (Wages & Benefits)	995,373	1,143,309	\$ 147,936	1 vacant position and no casual staff
15	Workshops, Yards & Equipment	518,648	584,850	\$ 66,202	Fuel costs lower than budgeted
16	Engineering	17,030	5,625	\$ (11,405)	Wijac street repairs
17	Roads & Streets	52,468	63,500	\$ 11,032	Repairs to be done
18	Culverts & Drainage Ditches	64,491	52,000	\$ (12,491)	Eastern Trenchless deficiency work
19	Snow & Ice Removal	605,322	615,757	\$ 10,435	Repairs lower than anticipated to date
20	Flood cost	2,586	15,000	\$ 12,414	No flooding
21	Traffic Signals	19,730	7,500	\$ (12,230)	Supply & install new "birdies" on traffic lights due to lightning

Environmental Health

22	Solid Waste Collection Fero	482,778	578,250	\$ 95,472	Fuel escalation lower than anticipated
23	Clean Up Campaign	21,397	40,000	\$ 18,603	Lower than anticipated

Environmental Development

24	Administration	297,624	412,597	\$ 114,972	Vacant position and budget for software
25	Planning Projects	399	41,250	\$ 40,850	No expenses incurred to date
26	Heritage Committee	0	11,250	\$ 11,250	No expenses incurred to date

Recreation & Cultural Services

22	Administration	317,003	300,546	\$ (16,457)	Perfect Mind Software and increase in wages
23	Rothesay Arena	298,859	270,629	\$ (28,230)	Casual wages higher than budgeted and building repairs
24	Parks & Gardens	524,330	557,271	\$ 32,941	Fuel, rentals and plants lower than anticipated
25	Playgrounds and Fields	76,985	105,250	\$ 28,265	Budgeted expenses lower than anticipated

Fiscal Services

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Total \$ 569,725
 Variance per Statement \$606,857
 Explained 94%

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Town of Rothesay

Capital Projects 2023
General Fund
9 Months Ended 9/30/2023

	ANNUAL BUDGET	COUNCIL APPROVED	CURRENT Y-T-D	Remaining Budget	
General Government					
G-2023* 001 Town Hall Improvements	40,000	0	10,287	29,713	
G-2023* 00* IT	17,000	0	0	17,000	
Total General Government	57,000	0	0	10,287	46,713
Protective Services					
P-2023*-0** Protective Serv. Equipment Purchases	1,270,000	0	794,427	475,573	
Total Protective Services	1,270,000	0	0	794,427	475,573
Transportation					
T-2023-001 Asphalt 2023	1,225,000	1,915,776	437,266	787,734	
T-2022-003 Buildings - Master Drive HVAC	85,000	0	72,187	12,813	
T-2023-004 Intersection Improvement (Gondola/Clark)	175,000	1,568,731	69,193	105,807	
T-2023*-00* Fleet Replacement	750,000	691,429	13,201	736,799	
Unassigned:					
Total Transportation	2,235,000	4,175,936	0	591,847	1,643,153
Recreation					
R-2023*-00* Recreation Equipment	215,000	103,076	47,691	167,309	
R-2023*-00* Recreation Master Plan	60,000	54,312	0	60,000	
R-2022-002 Recreation Pickle Ball	150,000	100,749	8,691	141,309	
R-2022-004 Wells Bldg	2,500,000	0	1,926,960	573,040	
R-2023*-00* Arena Renovation	100,000	0	16,890	83,110	
R-2023-005 McGuire Centre Repairs	30,000	0	0	30,000	
Total Recreation	3,055,000	258,136	0	2,000,233	1,054,767
Carryovers					
T-2020-013 Stormwater Master Plan	0	0	12,081	-12,081	
T-2020-014 Traffic Study	0	0	1,551	-1,551	
T-2021-001 2021 Asphalt Engineering	0	0	811	-811	
T-2022-001 Asphalt	0	0	2,028	-2,028	
T-2022-004 Intersection Improvement (Hampton/Grove)	0	0	162,815	-162,815	
	0	0	0	179,286	-179,286
Total	\$ 6,617,000	\$ 4,434,072	\$ -	\$ 3,576,078	\$ 3,040,922

2023 Budget and Funding Allocation

Funding	2023	Operating	Reserve	Gas Tax	Borrow	Grant
General Government	57,000	57,000				
Protective Services	1,270,000	20,000			1,250,000	
Transportation	2,235,000	1,510,000		725,000		
Recreation	3,055,000	2,245,000		100,000		710,000
	\$ 6,617,000	\$ 3,832,000	\$ -	\$ 825,000	\$ 1,250,000	\$ 710,000

Town of Rothesay

Utility Fund Financial Statements

September 30, 2023

Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Capital Summary	U6

Town of Rothesay

Capital Balance Sheet

As at 9/30/2023

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	1,045,388
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	2,003,612
Capital Assets Utilities Equipment	813,621
Capital Assets Utilities Water System	29,367,286
Capital Assets Utilities Sewer System	26,453,412
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<u>60,178,334</u>

Accumulated Amortization Utilites Buildings	(901,044)
Accumulated Amortization Utilites Water System	(9,388,542)
Accumulated Amortization Utilites Sewer System	(9,810,100)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(47,171)
Accumulated Amortization Utilites Equipment	(386,734)
Accumulated Amortization Utilites Roads & Streets	(24,930)
	<u>(20,600,551)</u>

TOTAL ASSETS	<u><u>39,577,782</u></u>
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LIABILITIES

Current:

Util Capital due to/from Util Operating	150,000
Total Current Liabilities	<u>150,000</u>

Long-Term:

Long-Term Debt	7,954,673
Total Liabilities	<u>8,104,673</u>

EQUITY

Investments:

Investment in Fixed Assets	31,473,109
Total Equity	<u>31,473,109</u>
TOTAL LIABILITIES & EQUITY	<u><u>39,577,782</u></u>

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Town of Rothesay

Balance Sheet - Utilities Fund Reserves
9/30/2023

ASSETS

BNS Utility Capital Reserve # 00241 12	75,538
BNS - Util Capital Reserve GIC	<u>1,100,000</u>
	<u>\$ 1,175,538</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	731,461
Invest. in Utility Operating Reserve	109,556
Invest. in Sewerage Outfall Reserve	<u>334,522</u>
	<u>\$ 1,175,538</u>

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Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 9/30/2023

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	1,015,446
Total Current Assets	1,015,446
Other Assets:	
Projects	615,342
	615,342
TOTAL ASSETS	\$ 1,630,788

LIABILITIES

Accrued Payables	17,332
Due from General Fund	159,582
Due to Capital Fund	(150,000)
Deferred Revenue	12,012
Total Liabilities	38,926

EQUITY

Surplus:	
Opening Retained Earnings	32,898
Profit (Loss) to Date	1,558,964
	1,591,861
TOTAL LIABILITIES & EQUITY	\$ 1,630,788

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Town of Rothesay
Utilities Operating Income Statement
9 Months Ended 9/30/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	271,658	282,433	838,559	872,564	(34,005)	1	1,155,000
Meter and non-hookup fees	15,742	16,105	48,840	48,315	525		64,420
Water Supply for Fire Prot.	0	0	330,000	330,000	0		330,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	471	0	1,972,870	1,942,500	30,370	2	1,942,500
Connection Fees	2,900	14,583	93,675	131,250	(37,575)	3	175,000
Interest Earned	9,396	7,500	85,754	67,500	18,254	4	90,000
Misc. Revenue	538	610	3,863	5,492	(1,630)		7,323
Surplus - Previous Years	0	0	41,757	41,757	0		41,757
TOTAL RECEIPTS	300,705	321,232	3,474,198	3,498,378	(24,180)		3,865,000
WATER SUPPLY							
Share of Overhead Expenses	52,250	52,250	156,750	156,750	0		209,000
Wages	14,595	13,797	149,512	143,680	(5,833)		232,000
Audit/Legal/Training	0	208	12,140	12,875	735		13,500
Other Water	576	42	1,776	375	(1,401)		500
Purification & Treatment	9,818	25,500	459,156	477,667	18,510	5	536,000
Transmission & Distribution	2,779	9,167	24,828	82,500	57,672	6	110,000
Power & Pumping	2,327	4,250	42,799	38,250	(4,549)		51,000
Billing/Collections	56	417	1,937	3,750	1,813		5,000
Water Purchased	0	100	572	900	328		1,200
Misc. Expenses	0	2,250	6,921	20,250	13,329	7	27,000
McGuire Road Operating	1,055	1,500	5,987	13,500	7,513		18,000
TOTAL WATER SUPPLY	83,455	109,480	862,379	950,496	88,118		1,203,200
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	78,375	78,375	235,125	235,125	0		313,500
Wages	29,000	29,000	261,000	261,000	0		348,000
Audit/Legal/Training	0	417	8,693	9,750	1,057		11,000
Collection System Maintenance	0	2,917	37,591	31,250	(6,341)		85,000
Sewer Claims	0	0	15,642	15,000	(642)		20,000
Lift Stations	4,143	6,750	43,352	57,750	14,398	8	77,000
Treatment/Disposal	19,018	7,583	96,181	80,250	(15,931)	9	103,000
Misc. Expenses	0	2,167	12,895	19,500	6,605		26,000
TOTAL SWGE COLLECTION & DISPC	130,536	127,208	710,479	709,625	(854)		983,500
FISCAL SERVICES							
Interest on Long-Term Debt	69,933	69,934	147,568	147,569	0		254,803
Principal Repayment	180,808	180,808	194,808	194,808	0		548,497
Transfer to Reserve Accounts	0	0	0	0	0		175,000
Capital Fund Through Operating	0	0	0	0	0		700,000
TOTAL FISCAL SERVICES	250,741	250,742	342,376	342,377	0		1,678,300
TOTAL EXPENSES	464,732	487,430	1,915,235	2,002,498	87,263		3,865,000
NET INCOME (LOSS) FOR THE PER	(164,027)	(166,198)	1,558,964	1,495,880	63,083		(0)

Town of Rothesay

Variance Report - Utility Operating
2023-09-30

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
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Revenue

1	Sale of Water	838,559	872,564	(34,005)	Usage lower than expected
2	Sewerage Services	1,972,870	1,942,500	30,370	Increase in users + fee increase > budget
3	Connection Fees	93,675	131,250	(37,575)	Lower than anticipated
4	Interest Earned	85,754	67,500	18,254	Increase in receivables

Expenditures

Water

5	Purification & Treatment	459,156	477,667	18,510	
6	Transmission & Distribution	24,828	82,500	57,672	Budget smoothed over yr
7	Misc. Expenses	6,921	20,250	13,329	budget smoothed and new water reading devices not yet purchased

Sewer

8	Lift Stations	43,352	57,750	14,398	Large mtce to date has not been required
9	Treatment/Disposal	96,181	80,250	(15,931)	

Fiscal Services

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Town of Rothesay

Capital Projects 2023
 Utility Fund
 9 Months Ended 9/30/2023

	Original BUDGET	Council Approval	CURRENT Y-T-D	Remaining Budget
WATER				
W-2022-003 Filtration Bldg Water	630,000	149,332	201,829	428,171
	<u>\$ 630,000</u>	<u>\$ 149,332</u>	<u>\$ 201,829</u>	<u>\$ 428,171</u>
SEWER				
T-202*-001 Sewer work in Ashphalt contract	100,000	\$ -	0	100,000
S-2021-001 Turnbull Court Design	500,000	\$ -	326,058	173,942
S-2021-008 WWTP Design Phase II	50,000	\$ -	34,215	15,785
S-2023-002 Lagoon Dredging	1,320,000	\$ -	0	1,320,000
	<u>1,970,000</u>	<u>-</u>	<u>-</u>	<u>1,609,727</u>
Total Approved	<u>2,600,000</u>	<u>149,332</u>	<u>562,102</u>	<u>2,037,898</u>
Carryovers				
Funded from Reserves				
S-2020-001 Turnbull Court Design	0	0	45,110	-45,110
W-2021-004 Well Development - Quality	-	0	8,130	-8,130
	<u>0</u>	<u>0</u>	<u>0</u>	<u>53,240</u>
	<u>2,600,000</u>	<u>149,332</u>	<u>615,342</u>	<u>1,984,658</u>

Funding:

	Total	Operating	Reserves	Borrow	Gas Tax	Grants
Water	630,000	330,000			300,000	
Sewer	1,970,000	370,000		\$ 1,600,000		
	<u>\$ 2,600,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>	<u>\$ 1,600,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>

Town of Rothesay

9/30/2023

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	7,053.08
Fairweather Scholarship	1,000.00	1,000.00
Saint John Theatre Company	1,000.00	
Symphony NB	2,500.00	
sub	17,000.00	13,053.08

Other:	19,500.00	
Sophia Recovery Centre		5,000.00
Rothesay High School		250.00
Special Olympics NB		200.00
You Can Ride Two		500.00
KV Girls Softball Association		500.00
RNS - Art Show		500.00
RES - Fun Run		250.00
St Joseph's Hospital Foundation - bronze "September for St. Joe's		1,000.00
Saint John Seafarers' Mision		200.00
World Performance Dance Event - Trevor Shea		500.00
sub	19,500.00	8,900.00

36,500.00	21,953.08
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G/L Balance		21,953.08
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Other:

Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
PRO Kids	7,500.00	7,500.00	Recreation
	10,300.00	10,300.00	

TOWN OF ROTHESAY

FINANCE COMMITTEE
October 19, 2023

In attendance:

Deputy Mayor Matt Alexander (Chairman)
Councillor Don Shea
Councillor Helen Boyle
Town Manager John Jarvie
Treasurer Doug MacDonald
Financial Officer Laura Adair

Absent:

Mayor Nancy Grant

The meeting was called to order at 8:00am.

The agenda was accepted as presented with an addition of 4d. Kennebecasis Crime Stoppers \$2,800 (DS/HB)

The minutes from September 21, 2023 were accepted as presented (DS/HB)

September Financial Statements

- a) **General Fund** – Treasurer Doug MacDonald indicated a surplus is likely for 2023 year end. Funds for capital project approved by council which have not been complete or received at year end will be allocated to a reserve (ie. the vacuum truck and Regional Facility Commission capital). Wells building and Fire station should be complete by year end. Councillor Don Shea requested that capital report include total spent to date on project.
- b) **Utility Fund** – Treasurer Doug MacDonald expects a small surplus at year end. Connection fees are allocated to reserve fund so any variance has no bearing on surplus.

The statements were accepted as presented (HB/DS)

Preliminary Operating Budgets

- a) **General Fund** – Treasurer Doug Macdonald reviewed draft budget. Memo regarding assumption is self explanatory. Projected surplus for 2023 will be lower as Grant revenue will be allocated to capital.

It was agreed to recommend to Council that KVPD do a presentation on expansion in a closed session. (DS/HB)

- b) Utility Fund – Treasurer Doug MacDonald presented draft budget which includes 5% increase in all utility fees which would only cover the inflationary costs and no increase for the new Waste Water Treatment Plant.

Donation Report– 2023 Summary

- a) Gala Ballet Productions – It was agreed to recommend to council to donate \$250 (HB/DS)
- b) KV Paddling – It was agreed to recommend to council to deny donation request of \$13,920 (HB/DS)
- c) Rothesay Nursery School – It was agreed to recommend to council to deny donation request of \$1,000 (DS/HB)
- d) Kennebecasis Crime Stoppers - It was agreed to recommend to council to include donation request of \$2,800 to the 2024 budget (DS/HB)

Motion to accept Donation report (HB/DS)

Compliance Report

Compliance report – all items filed.

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

Next Meeting

2023 October 25	8:30am	Regular Finance Meeting
2023 October 30	5:30pm	Public Budget Meeting

The meeting adjourned at 9:05am.



Councillor Matt Alexander
Chairman



Laura Adair
Recording Secretary



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Finance Committee
DATE : November 7, 2023
RE : Donation Recommendations

The following requests were presented to the October Finance committee. Recommendations are noted in the minutes of the meeting.

Council approve a donation to Gala Ballet Productions in the amount of \$250.

Council provide a grant to the Kennebecasis Paddling Centre in the amount of \$13,920.

Council provide a grant to the Rothesay Nursery School in the amount of \$1,000.

Council approve a grant from the 2024 budget to Kennebecasis Crime Stoppers in the amount of \$2,800.

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: September 29, 2023

Applicant: Gala Ballet Productions

Address: P.O. Box 4431 Rothesay, NB E2E 5X2

Contact: Linda Yang Poirier Tel. 506-721-4900

Email: galaballetproductions@gmail.com

Organization Description: Not-for-profit organization run by volunteer parents from the Rothesay Ballet School that brings quality dance performances like "The Nutcracker" and other arts projects to our community.

Amount Requested: \$ 1000.00

Descriptions of proposed event or activity: The Nutcracker : 3 performances at Imperial Theatre - facility rental, crew hours, professional guest dancers fees, travel and accommodations, promotions, media, costumes, sets, props, etc.

Project costs: \$40,000.00 + - Theatre rental, technical crew, costumes, sets, props, guest principal dancers, travel and accommodations, promotions, media, etc.

Benefits to town of Rothesay: Town logo in promotional materials, sponsor board at the theatre, on program booklets; support of the arts in our community, support of local families and their children in the arts, bring world-class artists to our community, attract new families who are looking for dance, music, and theatre arts to our community

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act ("the Act"), SNB 2009, c R-10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at a public Town Council or committee meeting.

Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).

2023 November 14 Open Session FINAL_143
Applicant: Rothesay Nursery School
Address: 7, Gondola Point Rd, Rothesay, N.B. E2F 5J6
Contact: Amy Bannerman Tel. 506-847-1810
Email: rothesaynurseryschool@gmail.com

Organization Description: Rothesay Nursery School is a co-operative, public (not for profit), play based nursery school for three and four year old children. We accommodate 30+ students each year.

Amount Requested: \$ 1000

Descriptions of proposed event or activity: The Rothesay Nursery School is hoping to improve upon the quality of our outdoor play activities. We intend to have a permanent, wooden, creativity based play structure built for our outdoor space. This would be used by all students
Project costs: \$1000 (Project costs have been quoted by Kent to total \$751.07, plus applicable labour costs.)

Benefits to town of Rothesay: Being a play based facility, we emphasize the importance of developing creativity, communication, gross motor development, decision making and physical literacy.

By improving our functional, outdoor space, we aim to further foster these characteristics for the children and families in our community, as they prepare to embark into the school system.

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act ("the Act"), SNB 2009, c R-10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at a public Town Council or committee meeting.



2023November14OpenSessionFINAL_144

KENNEBECASIS CRIME STOPPERS

36 Branch Crescent
Quispamsis, N.B.
E2E 0A9

October 11, 2023

Mayor & Council – Town of Rothesay
70 Hampton Road,
Rothesay, N.B.
E2E 5L5



RE: Budget Request – Year 2024

Dear Mayor & Council:

Since the inception of Kennebecasis Crime Stoppers in 1986, the Municipal Councils have been instrumental through financial support in helping us carry out the very important work that we do. In the past, we have received a significant share of our annual budget from contributions from each of the communities in the Kennebecasis Valley. In addition, we carry out fundraising activities to ensure that sufficient funds are available to pay for the important tips that provide substantial aide to our police forces in solving crimes.

In consideration of our financial needs, we ask the Mayor and Council of the Town of Rothesay to budget the amount of \$2800 to support the ongoing efforts of the Kennebecasis Crime Stoppers for the year 2024.

I thank you for your attention to this matter and should you need to contact me, I can be reached at 645-9674.

Yours truly,

Jen Kelly Barnett
President

TOWN OF ROTHESAY

FINANCE COMMITTEE

November 07, 2023

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander (Chairman)

Councillor Don Shea

Councillor Helen Boyle

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

The meeting was called to order at 8:35am.

The agenda was accepted as presented.

The regular minutes from October 19, 2023 were accepted as presented (DS/HB)

The Joint Finance minutes from September 28, 2023 were accepted as presented (DS/HB)

Operating Budgets – memo re amendments

- a) **General Fund** – Treasurer Doug MacDonald reviewed changes to revised budget. Three changes were described in attached memo. Minor changes to ensure budget balances to 0 and tax rate remains unchanged at \$1.19. Treasurer Doug MacDonald to include categories have % of change included when presented to Council.
- b) **Utility Fund** – Treasurer Doug MacDonald relayed change to budget due to error in allocation between interest and principal.

It was agreed **to recommend to Council to accept budgets as presented. (HB/DS)**
(HB/DS)

2024 Police Building Expansion Project

Treasurer Doug MacDonald explained that the operating budget for KVPD can be approved separate from the KVPD capital budget. KVPD urgently seeking letter from the two Towns which would guarantee debt application to the Capital Borrowing board. The Committee agreed it was best if the KVPD presented to council to answer question surrounding the need and cost of the building expansion. It was agreed that if Council agreed to the building expansion then it would like to have regular updates on the construction costs and ensure that the contingency is only utilized if absolutely necessary.

It was agreed to recommend to Council that KVPD do a presentation on building expansion in a closed session. (DS/HB)

Next Meeting

2023 November 23 8:30am Regular Finance Meeting

The meeting adjourned at 9:25am.

Councillor Matt Alexander
Chairman

Laura Adair
Recording Secretary



ROTHESAY

AGE-FRIENDLY ADVISORY COMMITTEE

Common Room, Rothesay Town Hall

Tuesday, October 17, 2023 at 10 am



PRESENT: COUNCILLOR HELEN BOYLE
DIANE O'CONNOR, CHAIRPERSON
WILLA MAVIS, VICE CHAIRPERSON
DR. SHAWN JENNINGS
JILL JENNINGS
NANCY HASLETT
DIANNE TAYLOR
ROBERT TAYLOR

DRAFT

RECREATION COORDINATOR KERI FLOOD
AGE-FRIENDLY COMMUNITY COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY ELIANE KNOX

ABSENT: MAYOR NANCY GRANT, *ex-officio member*
ANGELA MORSE
SAMAH MAGHLAWY
HIGH SCHOOL REPRESENTATIVE (Vacant)
TOWN MANAGER JOHN JARVIE

Chairperson O'Connor called the meeting to order at 9:59 am.

1. APPROVAL OF AGENDA

MOVED by N. Haslett and seconded by R. Taylor the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Meeting minutes of September 19, 2023

MOVED by Vice Chairperson Mavis and seconded by Dr. Shawn the minutes of September 19, 2023, be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS AND PRESENTATIONS

5.1 Age-Friendly Programming Update

Rothesay Hive Programming

What's Going On:

- Presentation: The More You Know - Understanding and Preventing Financial Abuse information session on November 9th at 1:30 pm.
- Fall Speaker Series will be released on the Rothesay Hive Facebook page in November and will feature five interviews with Rothesay Residents. More details to come!

Rothesay Hive Members

Rothesay Hive Facebook Group: 754 members

Rothesay Hive Members as of now in 2023: 149 members. Total last year was 126.

Renforth Seniors Exercise Classes

The Renforth Seniors Exercise Classes remain popular. The class is still being offered at the Bill McGuire Centre on Mondays and Wednesdays from September to June each year. Currently we only have five people on the waitlist, not enough to offer another session. The instructor does not want to increase the class size past 30 people.

Age Friendly Wellness Fair in Rothesay

On September 19th we met with the Quispamsis 50+ Expo Committee to decide what booths would be at each location. It was determined that local services that service both communities would be asked to attend both events (if they choose to that is up to them), any booths that are health and wellness focused would be at the Rothesay event, any booths that are retirement, volunteering, and activity based would be at the Quispamsis event. Rothesay will be in Spring 2024, and Quispamsis is hoping Fall 2024. K. Duffley mentioned to the Committee that she emailed the Athletic Director of Rothesay High School who also does a leadership class regarding the use of the school gymnasium instead of the arena. She pointed out that they have accessible washrooms and would be a nicer venue. She is hoping that the leadership class will be interested also in volunteering to help with the event, such as setting up the chairs, the tables, teardown, and welcome desk.

Zoomers on the Go

The Zoomers on the Go program will continue at the Bill McGuire Centre from September to November. The class currently has a waitlist. This program is run by UNC Cellab. There is some talk that they may add another

session next time – to be determined. K. Duffley indicated to the members that she suggested to Quispamsis to approach Zoomers on the Go about their classes.

KV Santa Claus Parade

The KV Santa Claus Parade are looking for volunteers to do the judging of the floats! If anyone is interested let K. Duffley know. If you already plan to watch the parade – perhaps with family or friends, it can be a fun addition! The parade will be on Saturday, November 25th.

Saint John Newcomers Centre Programs

Future Engage continues to have programs at the Rothesay Hive and various other locations depending on the activity on Thursdays from 10 am-12 pm. They also have their Conversational English Chats on Wednesdays from 3 -4 pm.

The Saint John Newcomers Centre successfully hosted the first ever International Culture Fest at the Rothesay Common on Sunday, October 1st from 11 am to 3 pm. The Rothesay Hive and Future Engage will had a booth at the event, thank you to Diane O'Connor for volunteering to run the booth! Chairperson O'Connor mentioned to the Committee that she handed out many "File for Life" and The Hive calendars. She said that she kept reiterated to the participants that The Hive is intergenerational during the event.

N. Haslett inquired vis-à-vis the High School committee member vacancy on the Committee. K. Duffley replied that Chairperson O'Connor reached out to Jenny Shea from Rothesay High School a few times, but she did not respond back yet. K. Duffley mentioned that she also sent it before to the School Principal, but it is a hard time to meet for the teachers. Counc. Boyle proposed to reach out to Grade 12 and, in their curriculum, they have to do volunteer hours. She proposed Nicole to the Committee. Chairperson O'Connor suggested that that she could be ex-officio.

Chairperson O'Connor reminded the Committee members that this Thursday, October 19th there will be two representatives from the Canadian Cancer Society hosting a session at The Hive to introduce three provincial cancer screening programs for breast, cervical and colon cancers.

6. UNFINISHED BUSINESS

N/A

7. CORRESPONDENCE FOR ACTION

N/A

8. NEW BUSINESS

8.1 Rothesay Recreation Master Plan

K. Duffley informed that she included in the meeting binder the Rothesay Recreation Mater Plan survey link. She explained to the Committee that it is being done this year. She announced to the Committee that an open house will be held on November 2nd from 7 to 8:30 pm at Bill McGuire Centre. This is an opportunity to submit your ideas for where you see recreation moving forward. She invited the members to please participate in the survey and open house.

Counc. Boyle mentioned that the Town Council had a meeting with the consultant yesterday and he indicated that the surveys he got back so far are people under 60-year-old. They are trying to figure out a way to get the senior population and they thought of partnering with Rothesay Hive. K. Duffley indicated that she will be sending an e-mail to her membership about the survey and open house. Furthermore, Rothesay Hive has paper copies printed off. Counc. Boyle added that 115 surveys have been received as of today.

K. Flood informed the Committee that she sent a newsletter to all the subscribers regarding the survey yesterday and was posted as well on Facebook.

8.2 Rothesay Hive Budget 2024

Kirstin informed the Committee that she also included in the binder the budget that she submitted. It is a little bit more this year due to the increase in costs and the Age Friendly Wellness Fair. Moreover, the period is from January to December 2024 and within the Recreation budget.

The Committee questioned the Internet monthly costs. K. Duffley replied that the information came from the Town IT Department, and it is a business price.

A discussion took place regarding the donations and memberships for 2024.

N. Haslett reminded the Committee that the budget is a projection for the year 2024.

Chairperson O'Connor thanked and kudos to K. Duffley for preparing the budget.

8.3 Urban/Rural Rides

K. Duffley explained Urban/Rural Rides to the Committee. This program is in collaboration with Fundy Regional Service Commission. They are looking for volunteers before taking any applications. They provide training, reimburse millage and on-going support. If you know someone who would be interested, they can find furthermore information on Fundy Regional Service Commission or Urban/Rural Rides websites.

Counc. Boyles asked about the vehicle inspection and the amount of insurance coverage. K. Duffley replied it is similar to what used to be Dial-a-Ride.

K. Duffley mentioned that the information is posted on Rothesay Hive website, and she also put a poster on the wall. She will send R. Taylor the contact information for him to obtain copies of different communities in the Funday area.

Chairperson O'Connor informed the members that she will be having a phone call next week with Sharon McKensie and other people in New Brunswick concerning intergenerational activities that are happening in the province. She will report at the next Age Friendly Advisory Committee meeting.

Chairperson O'Connor suggested that the Committee could do one event a year that would involve teenagers. Perhaps during the off season. It could be like Newcomers picnics.

Counc. Boyle pointed out that during the last Town Council meeting she mentioned the lack of space at Rothesay Hive.

N. Haslett asked the Committee if seniors go help out at the library, because it used to be parent driven. K. Duffley replied that the library does have volunteers.

Chairperson O'Connor explained to the members the mentor program with elementary students, such as students of Grade 5 being a mentor for the younger students and helping with the first day of school.

Dr. Jennings questioned the prorating of the memberships and subscription. K. Duffley explained the membership is prorated and that anyone can join at any time. She also added that in November she will send an email regarding membership renewals in January.

Chairperson O'Connor updated the Committee on the upcoming Fall Speaker Series, which will be held in November every Thursdays at 6 pm. She will be doing these interviews at Rothesay Hive rather than on-line except for the first one with Doug Valentine.

9. CORRESPONDENCE FOR INFORMATION

N/A

10. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, November 21 at 10 am.

11. ADJOURNMENT

MOVED by Counc. Boyle and seconded by N. Haslett the meeting be adjourned.

CARRIED.

The meeting adjourned at 10:43 am.

CHAIRPERSON

RECORDING SECRETARY



2023 November 14 Open Session FINAL_153

ROTHESAY

PARKS AND RECREATION COMMITTEE MEETING
Rothesay Town Hall Common Room
Tuesday, October 17, 2023, at 6:30 p.m.



DRAFT

PRESENT: COUNCILLOR BILL McGUIRE (*electronic participation*)
COUNCILLOR HELEN BOYLE
HOLLY YOUNG, CHAIRPERSON
DR. SHAWN JENNINGS
COLIN BOYNE

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
RECREATION & COMMS. COORDINATOR KERI FLOOD

ABSENT: JON McEACHERN
DR. JEAN-FRANCOIS LEGARE

AGE FRIENDLY & COMMS. COORDINATOR KIRSTIN DUFFLEY
FACILITIES COORDINATOR RYAN KINCADE

Chairperson Young called the meeting to order at 6:32 p.m.

1. APPROVAL OF AGENDA

MOVED by Councillor Boyle and seconded by Colin Boyne the agenda be approved as circulated.
CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of September 19, 2023

MOVED by Councillor Boyle and seconded by Colin Boyne the meeting minutes of September 19, 2023, 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 provided an update on Parks and Facilities. The Rothesay Arena is open and running a full schedule. We have installed a new floor in the lobby and washrooms and replaced the dressing

room doors. The condenser is due to be replaced and is in the 2024 draft budget. S. Jennings asked if the floor repair was in this year's budget. DPR Jensen explained that it wasn't in the 2023 budget but we had money in for the condenser that didn't get used. Councillor Boyle asked if we could hold off on getting a new condenser if we hopefully get a new rink. DPR Jensen explained that it's a few years past due already.

DPR Jensen highlighted the new building at wells is close to completion. We are hoping that we can do a substantial walk through at the end of this week or early next week. The air handling unit was delayed but it has been shipped.

DPR Jensen mentioned that the new pickleball courts are almost ready to go and we are optimistic to get it open this fall. We expected the courts to be busy and anticipate requests for additional courts in the community.

8.2 Draft 2024 Parks and Recreation Budgets

Operating Budget – DPR Jensen ran through the operating budget.

Councillor McGuire commented that the new wells building and the whole park could very well warrant a full-time staff or maybe even two. DPR Jensen said it has been talked about it internally; with the new building, more trails to groom we could probably have a shift on the weekends. The town of Quispamsis does have weekend shifts for their parks staff.

C. Boyne inquired about the Ultimate Dreamland Playground at Fairvale Elementary and what is the district's roll in upkeep of that property. DPR Jensen explained that that is the district's property. The Town has had a garbage can there and maybe a portable washroom in the past, but they take care of the playground and property. C. Boyne mentioned that he had been there the other weekend and saw some things that could be a liability. He just wanted to make sure it wasn't on the Town to maintain.

Capital Budget – DPR Jensen ran through the capital budget.

S. Jennings commented that he was taken aback by the number of parking spaces in the proposed capital paving project at Wells Recreation Park. When he visited the park there was not many cars. However, stated that he has never been there when there is a ball game or special event taking place. With the new recreation building that may be utilized he said he understood the reasoning for all the parking spaces. TM Jarvie mentioned maybe the next Parks and Recreation Committee meeting could be held at the new Wells Building.

H. Young – asked if we do get a new condenser and then get a new build – could it be repurposed or sold? DPR Jensen said we probably could sell it at a loss but we probably wouldn't put it in a new build. TM Jarvie said hopefully we will know by spring if we have the go ahead for a new building.

TM Jarvie explained the budgets go to council November 14th. We are required to submit them to the province by the middle of November.

MOVED by C. Boyne and seconded by S. Jennings that the Parks and Recreation Committee recommends the DRAFT 2024 Parks and Recreation Department operating and capital budgets.

CARRIED.

9. CORRESPONDENCE FOR INFORMATION

10. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, November 21, 2023, at 6:30PM – maybe at the new facility in Wells.

11. ADJOURNMENT

MOVED by Councillor Boyle and seconded by S. Jennings the meeting be adjourned.

CARRIED.

Meeting adjourned at 7:21 p.m.

CHAIRPERSON

RECORDING SECRETARY



2023 November 14th Session FINAL_156

ROTHESAY
WORKS AND UTILITIES COMMITTEE
MEETING
Rothesay Town Hall Common Room
Wednesday, October 18th, 2023
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER
SHAWN CARTER, VICE
CHAIRPERSON DAVE BROWN
GEORGE THAMBI
TOWN MANAGER JOHN JARVIE
DIRECTOR OF OPERATIONS BRETT MCLEAN
RECORDING SECRETARY DEBBIE KEYES

ABSENT: SARAH RICHARDS
STEPHEN ROSENBERG

Deputy Mayor Alexander called the meeting to at 5:30 p.m.

1. APPROVAL OF AGENDA

MOVED by S. Carter and seconded by S. Richards the agenda be approved with the following change:
CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of September 20th, 2023

MOVED by S. Carter and seconded by Councillor Brown the minutes be approved as circulated.

Amendment to 5.1 – *“Additional concerns are as laid out in his correspondence dated 14 September 2023, attached hereto and forming a part of these minutes.”*

MOVED by S. Carter and seconded by C. Vanbuskirk the minutes be approved as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

4.1 Flooding @ 31 Frances Ave Jaroslav Hubacek (see Item 7.1)

Mr. Hubacek introduced himself, then stated that he and his wife moved to 31 Francis Avenue in 2011 and that he had one flood on his property in 2011. Since then, they have had large amounts of rain fall which floods their driveway and ditches because the road is not built for such a large amount of rain to fall in such a short time. In 2015 Mr. Hubacek built a retaining wall to help avoid erosion on his property and changed the driveway. Mr. Hubacek did redirect the water from the creek above his property over to the river side, which has way more accommodation unfortunately that lasted only for a short period of time because the amount of the water that accumulates above 31 Francis overwhelms the creek.

Also, with the increase of flooding on Francis Avenue, Mr. Hubacek feels the 48 inch diameter culverts are too small which causes the ditches to overflow and flood the driveway and roadway. Their major concerns are the water on each side of Frances Avenue and the current that runs underneath the road. When the ditch overflows over the road it then floods Mr. Hubacek's property. Mr. Hubacek has taken out the center island and sloped the driveway to try and redirect the water. His suggestion is to put in another culvert, but that doesn't solve the problem for Francis Avenue. 31 Frances Avenue is getting more flooding with less precipitation total and per hour. Previously 100 millimeters in two hours would cause flooding. Now 40 millimeters in a span of two to three hours can cause flooding. Mr. Hubacek mentioned in June and August when the big storms happened this year, it was 35 and 40 millimeters of rain, and it was not a huge amount of the rain in a short period of time. It's really going the opposite direction; less rain, more time and more flooding.

Town Manager Jarvie responded that the watershed is fully developed and has been for a period of time; there is not a lot of new development in this watershed, so it's probably not the issue. There has not been any re-channelizing either, so it is a puzzle as to why Francis Avenue would be getting more water from a source other than rain intensity increase. There have not been any changes upstream that the Town can identify.

DO McLean explained the 48 inch diameter culvert is not big enough. When the water reaches the top of the culvert, although the water continues to drain, the ditch backs up and then there's up to 6 feet of water that pools before it and eventually drains out. Once the water pools enough to come over the road, it doesn't stay in the channel, it goes through the homeowner's driveway and into the garage.

Town Manager Jarvie responded that the Town has upsized culverts in other areas in the Community however it's inexplicable in this instance as we can't see any reason for water to come faster to 31 Francis Avenue property than it has in the past.

Mr. Hubacek explained that the culverts upstream are getting bigger and the little micro ponds created above each driveway have disappeared and the faster the water overruns the 48 inch diameter culvert, the greater the erosion of his land will be.

Mr. Hubacek made three suggestions that he felt could work to alternate the problem as follows:

1. Redirect water from the mainstream somewhere else, also split the outflow.
2. Create multiple micro ponds to retain the water upstream.
3. Open the bottleneck and protect all the area from flooding.

Chairman Alexander affirmed Committee member S. Carter's suggestion that the flooding could be because of a soil issue with over saturation. Chairman Alexander also stated that ponds might be somewhat difficult to construct because slightly upstream from 31 Francis Avenue is the boundary of Quispamsis. The Town can look into adding another culvert to help relieve some of the stress at the bottleneck.

Town Manager Jarvie stated as far as holding ponds further up, the only land that the town directly controls is in the road right of away on Gondola Point Road. The Town would be very concerned about flooding there too as the amount of traffic on Gondola Point Road compared to Francis Avenue is substantially greater. The municipal boundary has a bearing on this as well. One solution could be to redirect the water to Shipyard Road and install a storm sewer on Shipyard Road. The road is quite

narrow and river elevation could be a challenge. The Town can contact Quispamsis and ask if there is land that's suitable for a detention pond that isn't already developed. There is no obvious solution for the Town other than installing an additional culvert at 31 Francis Avenue.

DO McLean explained the Town has not experienced any flooding in the location where the stream in question crosses Gondola Point Road and there's really no other contributors to the stream between Gondola Point Road and Francis Avenue.

MOVED by Councillor Brown and seconded by C. VanBuskirk a recommendation be made to Council, to consider installing a second culvert at 31 Francis Avenue and also consider having discussions with Quispamsis regarding upstream infrastructure and potential flooding, and also look at other options to mitigate flooding at 31 Francis Avenue

CARRIED.

4.2 Sidewalk Extension on Iona Ave Tracey Baker-Thorne (see Item 7.2)

Tracey Baker-Thorne thanked the Committee for allowing her the time to speak at the Works & Utilities meeting. Her main area of the concern is there is lack of a sidewalk between Colonsay Place and Islay Drive on Iona Avenue. Her proposal is to extend the sidewalk from where it ends on Iona Avenue to the bottom of Islay Drive. Ms. Baker-Thorne made the following points;

1. There are multiple schools near and within this area.
2. Many of the kids who live in that section walk to and from school every day and have to pass through the area of concern, which is really narrow and is a blind knoll.
3. Iona Avenue is used via Jordan Lane to access the top of Marr Road, Millennium Drive and Campbell Drive. A lot of people who live in the neighborhood use Jordan Lane as a shortcut to get into the neighborhood and other people who do not live in the neighborhood use it as a shortcut to avoid traffic on Marr Road or avoid traffic on Hampton Road.
4. There are limited sight lines in the section of Iona Avenue. Drivers who are focused on pedestrians cannot focus on the cars that are coming in the opposite direction and there's no time or space for the drivers to react if there is a car coming in the opposite direction.
5. The measurement of Iona Avenue is 21 feet wide, it narrows to 20 feet right before a blind knoll. It is not safe for both pedestrians and vehicles to be there at the same time.
6. Speed has become a factor also.

Ms. Baker-Thorne thanked the Committee and expressed hope that the sidewalk will be considered. Families in the area are anticipating a response from the Town that will keep residents and children safe.

Deputy Mayor Alexander thanked Mrs. Baker-Thorne for her presentation.

MOVED by Councillor Brown and seconded by C. VanBuskirk to recommend the committee request a report from staff regarding potential costs to put a sidewalk extension on Iona Ave.

CARRIED.

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

6.1 Capital Projects Summary

RECEIVED FOR INFORMATION

6.2 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION

6.3 Speed Radar Signs Report

RECEIVED FOR INFORMATION**7. CORRESPONDENCE FOR ACTION**

7.1 17 September 2023 Email from resident RE: Flooding @ 31 Frances Ave

See 4.1 Above – email to be received and filed.**CARRIED.**

7.2 25 September 2023 Email from resident RE: Request for sidewalk extension on Iona Ave

See 4.2 Above – email to be received and filed.**CARRIED.**

8. BUSINESS

N/A

9. CORRESPONDENCE FOR INFORMATION

9.1 Update on “Welcome To” Sign

Town Manager Jarvie and DO McLean have identified a couple of private properties that are very close to the right of way that might work for the placement of the signs, however the Town will have to negotiate with the land owners.

9.2 Update on Gondola Point Rd/Clark Ave Intersection and Campbell Drive construction

DO McLean stated the following with respect to the Gondola Point Road/Clark Ave Intersection;

1. The contractors have installed bases for the traffic poles and duct work.
2. The controller base is in.
3. All of the necessary water main manipulations are complete, and the sanitary sewer work is also complete.
4. Little bit of storm work to do as the very first phase of the stormwater management plan that CBCL did a number of years ago, as well as for the storm water that will eventually be directed down Sprucewood Avenue.

DO McLean reported that the paving on Campbell Drive is nearing completion and paving on Charles Crescent is underway. Both are expected to be finished by end of October.

9.3 Discussion on Bartlett Road

DO McLean reported that the cost is \$44,000. There is one contractor who is willing to do the work.

There are 5 residences on Bartlett Rd therefore the cost would be approximately \$9000 per household.

The Town could potentially front the cost and charge it back to the residents over 10 to 15 year period as

a local improvement. Bartlett Road is included in the 2023-2027 plowing contract that was just approved by Council; however, the road cannot be plowed in its current condition.

The Committee discussed 2 options:

1. Send a letter to the five households stating that the Town will hire a contractor to pave Bartlett Road. The cost per household will be \$9000 per household and if the residents agree to pay, work will not begin until amount is paid in full.
2. Implement a local improvement for 15 years, which would include the \$9000 cost plus interest. The annual bill over 15 years would be in the range of \$700 to \$800 a year.

The letter should clearly state that the current condition of the road is such that the Town will not be able to offer snow plowing or garbage collection without some form of rehabilitation at the local residents cost.

The Town will require an agreement with the resident at 5 Bartlett Road in order to do the work as that resident owns the right of way on which Bartlett Road is situated.

MOVED by S. Carter and seconded by C. VanBuskirk to recommend to town staff to send a letter to the residents providing 2 options for dealing with the deteriorating conditions on Bartlett Road.

CARRIED.

9.4 Discussion on budget
Deferred to the next Work and Utilities meeting on November 22nd, 2023.

10. DATE OF NEXT MEETING:

Wednesday, November 22nd, 2023

11. ADJOURNMENT

MOVED by S. Carter and seconded by C. VanBuskirk the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:00 pm

CHAIRPERSON

RECORDING SECRETARY



2023 November 14 Open Session FINAL_161
ROTTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : October 18th, 2023
RE : Flooding @ 31 Francis Avenue

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, October 18, 2023:

MOVED ... and seconded ...:

MOVED by Councillor Brown and seconded by C. VanBuskirk a recommendation be made to Council, to consider installing a second culvert at 31 Francis Avenue and also consider having discussions with Quispamsis regarding upstream infrastructure and potential flooding, and also look at other options to mitigate flooding at 31 Francis Avenue

CARRIED.



2023 November 14 Open Session FINAL_162

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : October 18th, 2023
RE : Sidewalk Extension on Iona Avenue

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, October 18, 2023:

MOVED ... and seconded ...:

MOVED by Councillor Brown and seconded by C. VanBuskirk to recommend the committee request a report from staff regarding potential costs to put a sidewalk extension on Iona Ave

CARRIED.



2023 November 14 Open Session FINAL_163

ROTHERSEY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : October 18th, 2023
RE : Bartlett Road

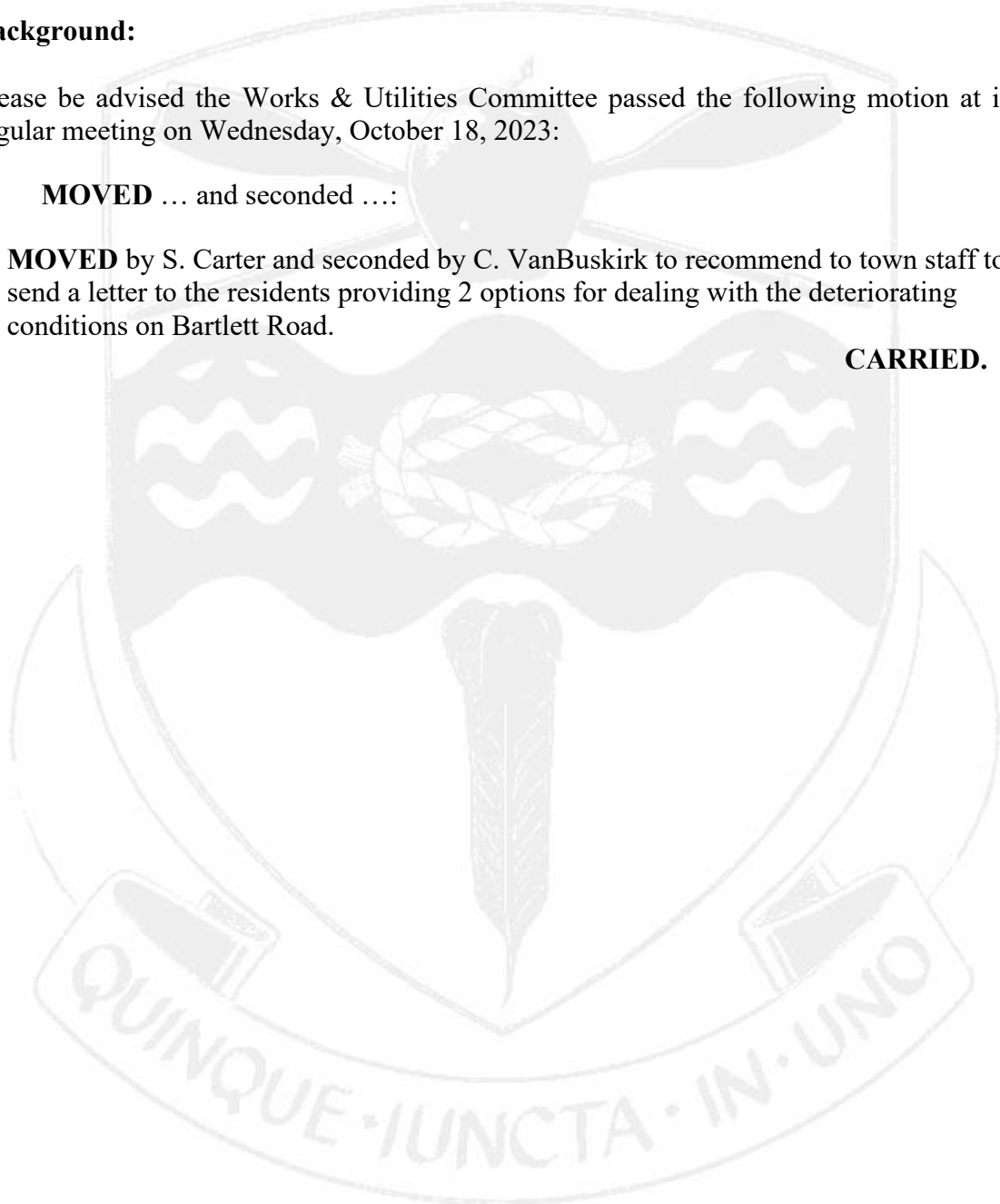
Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, October 18, 2023:

MOVED ... and seconded ...:

MOVED by S. Carter and seconded by C. VanBuskirk to recommend to town staff to send a letter to the residents providing 2 options for dealing with the deteriorating conditions on Bartlett Road.

CARRIED.





ROTHESAY
2023 November 14 Open Session FINAL_164
HERITAGE PRESERVATION REVIEW BOARD MEETING
Town Hall Common Room
Wednesday, October 18, 2023
7:00 p.m.



DRAFT

PRESENT: LORRAINE FORBES
CATHARINE MACDONALD
SARAH MACKINNON
HOWARD PEARN

TOWN MANAGER JOHN JARVIE
RECORDING SECRETARY LIZ HAZLETT

ABSENT: COUNCILLOR TIFFANY MACKAY FRENCH, CHAIRPERSON
DREW MACARTNEY
RAHA MOSCA

The meeting was called to order at 7:04 p.m.

1. ELECTION OF OFFICERS

The Board agreed to defer the election of Vice-Chair to the next meeting. There was consensus that L. Forbes will chair tonight's meeting.

2. APPROVAL OF THE AGENDA

MOVED by H. Pearn and seconded by C. MacDonald the agenda be approved as circulated.

CARRIED.

3. ADOPTION OF MINUTES

3.1 Regular Meeting of March 22, 2023

MOVED by C. MacDonald and seconded by S. MacKinnon the Minutes of March 22, 2023 be adopted as circulated.

CARRIED.

4. DECLARATION OF CONFLICT OF INTEREST

N/A

5. DELEGATIONS

N/A

6. REPORTS AND PRESENTATIONS

N/A

7. NEW BUSINESS

7.1 **12 Gondola Point Road**

Michael Black

OWNER:

Dr. Aimee Noel

PID:

00256677

PROPOSAL:

Heritage Permit – Replacement Sign

The applicants Dr. Aimee Noel and Mr. Michael Black were in attendance. It was noted the sign is: similar to other signs in the area, will be on private property (not the Town right-of-way), free-standing, wooden, double-sided, and will replace the existing sign which does not comply with Heritage area requirements.

There was discussion about lights, colour scheme, and interest in painting the building in the future. Dr. Noel noted if they decide to install lights, they would likely be ground-mounted, soft-lit solar lights – a similar arrangement to the sign for the United Church. She added the colour scheme for the sign will be grayscale. Town Manager Jarvie advised that another application would be required to change the exterior colour of the building. When questioned, Mr. Black confirmed they do not intend to paint this fall. Since it is not a pressing matter, Town Manager Jarvie suggested applying in the winter, which would give them ample time to obtain a Heritage Permit.

H. Pearn mentioned the United Church sign is also wooden but has begun to warp. He noted the contractor has agreed to fix the issue but asked if the applicants have considered this possibility. Dr. Noel reported that when the contractor visited the property he noticed the warped sign. The contractor stated his company did not construct the church's sign, and provided assurance that the Clinic's sign would not do the same.

MOVED by S. MacKinnon and seconded by C. MacDonald the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit for the replacement of the existing freestanding sign at 12 Gondola Point Road (PID 00256677) subject to the following conditions:

- a. The new sign shall not exceed 7 feet in height and 4 ½ feet in width;
- b. The new sign shall have two posts capped with French Gothic style post cap finials, be double faced and located in the same location as the existing sign;
- c. The new signage if illuminated shall be by external lighting focused to the greatest extent possible on the sign face with the light sources concealed from view with all wiring and conduits located underground or otherwise concealed from view.

CARRIED.

L. Forbes thanked Dr. Noel and Mr. Black. Dr. Noel and Mr. Black thanked the Board and left the meeting.

8. OLD BUSINESS
N/A

9. CORRESPONDENCE FOR INFORMATION
N/A

10. DATE OF NEXT MEETING(S)

The next meeting will be held on **Wednesday, November 22, 2023 (as may be required)**.

Town Manager Jarvie advised no applications have been received at this time.

11. ADJOURNMENT

MOVED by S. MacKinnon and seconded by H. Pearn the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:22 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2023 November 14 Open Session FINAL_166
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Monday, November 6, 2023 at 5:30 p.m.



DRAFT

PRESENT: COUNCILLOR DON SHEA, CHAIRPERSON
COUNCILLOR TIFFANY MACKAY FRENCH
KELLY ADAMS
JOHN BUCHANAN
RALPH FORTE
MATTHEW GRAHAM, VICE-CHAIRPERSON
CHRISTIANE VAILLANCOURT

TOWN MANAGER JOHN JARVIE
TOWN CLERK MARY JANE BANKS
RECORDING SECRETARY LIZ HAZLETT

ABSENT: TRACIE BRITTAIN

Chairperson Shea called the meeting to order at 5:30 p.m.

1. APPROVAL OF THE AGENDA

MOVED by R. Forte and seconded by Counc. Mackay French the agenda be approved as circulated.
CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of October 3, 2023

C. Vaillancourt requested an amendment to the minutes, as follows:

“C. Vaillancourt spoke of moving to Rothesay from Quispamsis because the ~~subdivisions~~ lots were getting smaller and smaller.”

MOVED by M. Graham and seconded by Counc. Mackay French the Minutes of October 3, 2023 be adopted, as amended.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. NEW BUSINESS

4.1 82 Hampton Road

OWNER:	Richa Patel
PID:	699825 N.B. Inc.
PROPOSAL:	00242347
	Conditional Use - Restaurant

The applicant, Richa Patel, was in attendance. Town Manager Jarvie advised: restaurants require conditional use approval; approval was granted to another restaurant on the same property; adequate parking is available; and a liquor license is not required.

Mr. Patel mentioned that the business is more suitably described as a café rather than a restaurant, but café was not an option on the application form. He shared that a variety of teas (including bubble teas), coffees, and desserts will be offered. In response to an inquiry, Mr. Patel noted the hours of operation will be from 9 a.m. – 7 p.m. (the latest may be 8 p.m. in the summer).

MOVED by Counc. Mackay French and seconded by M. Graham the Planning Advisory Committee hereby grants approval of a 28-seat restaurant as a conditional use at 82 Hampton Road – Unit B (PID 00242347).

CARRIED.

There was a brief discussion about the growing popularity of similar cafés.

Chairperson Shea thanked the applicant.

5. OLD BUSINESS

5.1 School Avenue/Kaitlyn Street

Stephen Maltby

OWNER:

MR INVESTMENTS INC.

PID:

30146708 & 30146674

PROPOSAL:

Rezoning & Subdivision Agreement

The applicant Mr. Maltby was in attendance. Town Manager Jarvie noted a public hearing is scheduled (November 20th), and the Committee is asked to provide a recommendation to Council regarding the 54-unit project (including the Subdivision Agreement and Land for Public Purposes). Staff are supportive of the proposal because of its compatibility with the neighbourhood, more specifically, similar density with townhomes near existing townhomes, proximity to a school, playground, trail, and existing municipal infrastructure for water and sewer services. Additionally, the proposal creates opportunities for future alternate access to the area, and a trail connection between Rothesay and Quispamsis.

Discussion ensued about traffic. Town Manager Jarvie advised installation of traffic signals along Gondola Point Road, likely at the intersection of Vincent Road, is being explored to address existing traffic concerns. Counc. Mackay French asked if a developer contribution is required for the traffic signals, similar to the approach taken for the Marr Road/Chapel Road intersection. Town Manager Jarvie acknowledged that the development would generate additional vehicles, but a developer contribution is not proposed because it is an existing issue and the primary sources of traffic concerns are believed to be Fairvale Elementary School and Gondola Point Road.

When questioned, Town Manager Jarvie mentioned that polling generated some inquiries relating to drainage and traffic, but no responses indicated total opposition to the project.

With respect to the proposed recommendations, M. Graham suggested the Committee should also recommend enactment of By-law 2-10-36.

MOVED by R. Forte and seconded by M. Graham the Planning Advisory Committee supports the application by MR Investments Inc. to rezone two parcels at the end of School Avenue off Kaitlyn Street (PIDs 30146708 & 30146674) from Single Family Residential – Standard (R1B) to R4 – Multi-Unit Residential for a fifty-four (54) unit multi-family development as set out in the application.

CARRIED.

MOVED by M. Graham and seconded by Counc. Mackay French the Planning Advisory Committee recommends Council authorize execution of the development agreement attached with MR Investments Inc. as presented.

CARRIED.

MOVED by R. Forte and seconded by C. Vaillancourt the Planning Advisory Committee recommends Council accept a 4897m² parcel as shown in green on the attached sketch as Land for Public Purposes (LPP).

CARRIED.

MOVED by M. Graham and seconded by J. Buchanan the Planning Advisory Committee recommends Council enact By-law 2-10-36.

ON THE QUESTION:

R. Forte asked for clarification. Town Manager Jarvie indicated enactment of By-law 2-10-36 is a means to approve the proposal.

CARRIED.

Chairperson Shea thanked the applicant.

TABLED ITEMS

Tabled September 5, 2023 – Remove from table

5.2 Planning Advisory Committee Agenda & Polling Procedures Policy
REVISED PAC Agenda & Polling Procedures Policy

MOVED by Counc. Mackay French and seconded by R. Forte the Planning Advisory Committee Agenda & Polling Procedures Policy be removed from the table.

CARRIED.

Town Manager Jarvie explained that the policy was revised to incorporate suggestions from the Committee pertaining to sign location (visibility) – based on the trial signage for 2 Campbell Drive, and fees. The policy was reworded to require that the sign be erected on the property line abutting the public street right-of-way, facing a public street, and permits staff to approve alternate locations in unusual circumstances. For instance, if temporary installation is required within a public street right-of-way. With respect to the fee, he advised a recommendation to Council is required. He explained that the recommendation is for a \$500 increase to accommodate estimated signage costs (\$300) and any inflationary costs as the Fee Schedule has not been updated in ten years.

J. Buchanan inquired about design. Town Manager Jarvie advised signage design will follow the same format as the trial sign for 2 Campbell Drive. Signage will be produced by the Town so that it may be installed following receipt of an application, and removed once a decision is made. In response to an inquiry, Town Manager Jarvie confirmed that the policy does focus on ensuring signage is visible.

MOVED by M. Graham and seconded by C. Vaillancourt the Planning Advisory Committee adopt the Planning Advisory Committee Agenda & Polling Procedures including the markups as attached.

CARRIED.

ROTHESAY

Planning Advisory Committee ~~2023~~ November 14 Open Session FINAL_169
Minutes

DRAFT

6 November 2023

MOVED by R. Forte and seconded by Counc. Mackay French the Planning Advisory Committee recommends Council amend Schedule B of the Rothesay Zoning By-law 2-10 – Fee Schedule to increase the fee for a zoning by-law amendment from \$1500 to \$2000.

CARRIED.

6. CORRESPONDENCE FOR INFORMATION
N/A

7. DATE OF NEXT MEETING(S)
The next meeting will be held on Monday, December 4, 2023.

8. ADJOURNMENT
MOVED by Counc. Mackay French and seconded by R. Forte the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:53 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2023November14OpenSessionFINAL_170

BUILDING PERMIT REPORT

10/1/2023 to 10/31/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/10/2023	BP2023-00079	56 HORTON RD	DECK	\$22,000.00	\$159.50
10/18/2023	BP2023-00131	10 KILDARE CRT	ADDITION	\$10,000.00	\$145.00
10/06/2023	BP2023-00134	77 WILJAC ST	ADDITION	\$50,000.00	\$362.50
10/26/2023	BP2023-00141	20 BALLPARK AVE	FENCE	\$2,684.00	\$21.75
10/19/2023	BP2023-00150	797 MILLENNIUM DR	INTERIOR RENOVATIONS - COMMERCIAL	\$459,016.00	\$3,335.00
10/23/2023	BP2023-00152	3 CAMPBELL DR	WINDOWS	\$3,500.00	\$29.00
10/20/2023	BP2023-00153	6 MCLAUGHLIN	ADDITION	\$100,000.00	\$725.00
10/06/2023	BP2023-00155	28 GROVE AVE	FENCE	\$4,500.00	\$36.25
10/24/2023	BP2023-00157	31 COVE CRES	ADDITION	\$52,000.00	\$377.00
10/12/2023	BP2023-00158	16 SIERRA CRES	WINDOWS	\$3,200.00	\$29.00
10/18/2023	BP2023-00159	2 AYERSCOTT CRT	DECK	\$10,000.00	\$72.50
10/20/2023	BP2023-00164	6 GOLDEN POND LANE	DETACHED GARAGE	\$50,000.00	\$362.50
10/20/2023	BP2023-00165	8 CRESTLINE RD	STORAGE SHED	\$6,000.00	\$43.50



BUILDING PERMIT REPORT

10/1/2023 to 10/31/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/20/2023	BP2023-00166	8 CRESTLINE RD	FENCE	\$5,000.00	\$36.25
Totals:				\$777,900.00	\$5,734.75
Summary for 2023 to Date:				\$17,647,599.98	\$132,090.25

2022 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$3,683,000.00	\$27,201.75
Summary to Date:	\$13,786,457.96	\$100,600.00

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 9 November 2023
 RE : Capital Project – Status Report

The following is a list of 2023 capital projects, holdover 2019, 2021 and 2022 capital projects and the status of each along with a continuing project from 2016.

	PROJECT	BUDGET	\$ TO 31/08/23*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
	Secondary Plan Road design	50,000	-	Wiljac – design underway
2021	Fire Department Stn 2 Reno	1,250,000	70%	Project substantially complete
	Turnbull Ct sewer replacement Ph II	\$1.0M	60%	Tender awarded; WAWA permit received; construction to begin in December
2022	Water quantity	100,000		pending
	Water model update	100,000		deferred
	Wells New Building	\$3.1M	70%	Construction substantially complete; generator delivery in January
2023	Hillsview water line replacement	50,000		Preliminary design complete, consultation with stakeholders underway
	2023 Street Resurfacing inc C&S	\$1.225M	30%	Asphalt Tender rejected; sidewalk component nearing completion Second asphalt tender for Designated Highways resurfacing - Campbell Drive complete
	Fleet	750,000		Vacuum Truck has been ordered
	Pickle Ball Courts Phase II	150,000	10%	Substantially complete pending installation of net posts
	Recreation Master Plan	60,000		Consultant work plan near midway point, plan to be presented at December meeting
	Works Buildings	85,000	90%	HVAC system and external unit installed, removal of hot water piping and installation of electric heaters underway
	Parks Equipment	215,000	20%	
	Arena Condenser	100,000		Deferred until 2024.
	McGuire Centre Repairs	30,000		Fire alarm panel replacement, door lock control and camera purchase orders issued
	Town Hall – HVAC controls	40,000	25%	Waiting for revised quote
	IT (software upgrades)	17,000		
	Water Treatment Train expansion	630,000	30%	Purchased and on order - April 2024 delivery expected
	Lagoon Dredging	\$1.32M		Considered part of the WWTF complex construction – RFP for design services to be issued in November.
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete, consultation with stakeholders underway
	WWTP Phase II design		40%	Funding approved, RFP for design services to be issued in November

* Funds paid to this date.

Liz Hazlett

From: Mary Jane Banks
Sent: Wednesday, November 8, 2023 8:58 AM
To: Liz Hazlett
Subject: FW: Correspondence and presentation for the upcoming council meeting

From: Liz Kramer
Sent: Wednesday, November 8, 2023 8:25 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Fw: Correspondence and presentation for the upcoming council meeting

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

Excuse the error, I meant the meeting on November 14, 2023
Thanks, Liz Kramer

From: Liz Kramer
Sent: November 8, 2023 8:17 AM
To: MaryJaneBanks@Rothesay.ca <MaryJaneBanks@Rothesay.ca>
Subject: Correspondence and presentation for the upcoming council meeting

Elizabeth Kramer
14 Cameron Rd
Rothesay, NB
E2E 2A9

Mayor and Council
Town of Rothesay
70 Hampton Rd
Rothesay, NB
E2E 5Y2

Please accept this as a formal letter, that should be included as correspondence for the next Rothesay council meeting on November 13, 2023. I kindly request a few moments to explain myself, (at the meeting) about why I am making the following requests.

1. Maintain the slope at Cameron Road beach. The gravel is going down the slope and needs to be brought back up. Rocks that damage vehicles need to be moved out of the way. A regular maintenance program is what is needed; since the gravel is not hard packed like it was prior to the flood mitigation project.

2. Commence a corrective action regarding the legal property references at SNB and elsewhere that demonstrate the separation of properties, to clearly show the difference between donated land (ie: Jordan Miller Park) and the common beach area which is owned by the homeowners in the specific area of the map set out in a related appurtenance (registered with SNB) FOREVER! Corrective action is necessary to protect property rights for everyone in the community now and in the future.

IE PAN [01239466](#) - see SNB property assessment map

3. Restore the common beach area to its former glory, in a righteous and significant way. Do not allow people to install NO TRESPASSING signs on land they don't solely own. Facilitate the removal of derelict wharfs that block access to the common beach area; these "eye-sores" do not improve the beach or it's recreational value for the community. Facilitate respect of all landowners rights. Not one homeowner has right over another where the common beach area is concerned.

My right to access my common beach area has been violated time and time again, since the beach was altered in 2019. I cannot walk there anymore and the blatant disrespect displayed by a homeowner on Mulberry Lane, is disturbing. This situation requires remedy expeditiously.

4. Help restore the property rights at neighbouring common beach areas, ie: River Rd is experiencing some significant problems from the adjoining properties on both sides of the end of the road.

Why? Because the town has facilitated and allowed land alterations they do not have the authorization to allow, on more than one occasion. This was done in defiance of the rightful property owners of an entire community.

Sincerely, Liz Kramer

2023November14OpenSessionFINAL_175



Search here



5



Property Information

PAN 01239521
Location 3 MULBERRY LANE
Taxing 438 - Rothesay
Authority
Description RESIDENCE & LOT
Assessment 2023
Year
Assessment 454,800
Tax Levy 5,500.35

Property assessment notices will no longer be mailed in October. Property owners will receive their 2024 property assessment notice in January 2024. To learn more [click here.](#)

Assessments

Year	Assessment	Tax Levy
2023	454,800	5,500.35
2022	417,600	5,092.21
2021	400,100	5,038.86
2020	393,500	4,713.93
2019	495,600	5,999.78

Sales

Sale Date	Amount
No records to show.	

Sale amount reflects the sale price documented at the time of registration -



Property Information

PAN 05747021
Location RIVER RD / END
Taxing 438 - Rothesay
Authority
Description COMMON BEACH
Assessment 2023
Year
Assessment 25,500
Tax Levy 572.20

Property assessment notices will no longer be mailed in October. Property owners will receive their 2024 property assessment notice in January 2024. To learn more [click here.](#)

Assessments

Year	Assessment	Tax Levy
2023	25,500	572.20
2022	24,300	577.32
2021	22,100	547.35
2020	22,100	547.35
2019	21,100	522.58

Sales

Sale Date	Amount
No records to show.	

Sale amount reflects the sale price documented at the time of registration -



2023November14OpenSessionFINAL_178

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Saint John



10 Wellington Row

Saint John

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Property Information

PAN 01239466
Location 19 RICKETTS LANE
Taxing 438 - Rothesay
Authority
Description JORDAN W MILLER PARK
Assessment 2023
Year
Assessment 97,100
Tax Levy 1,023.34

Property assessment notices will no longer be mailed in October. Property owners will receive their 2024 property assessment notice in January 2024. To learn more [click here.](#)

Assessments

Year	Assessment	Tax Levy
2023	97,100	1,023.34
2022	93,100	1,094.67
2021	88,400	1,093.24
2020	88,400	1,093.24
2019	86,400	1,068.51

Sales

Sale Date	Amount
No records to show.	

Sale amount reflects the sale price documented at the time of registration –

Mayor / Councillors

Request to speak at

Council Meeting Nov 14/2023

November 7, 2023



Mayor and Councillors

We wish to discuss with the Mayor and Councillors regarding a spring that has sprung after the install of sewage/water lines for 5 Brock Court in early September of this year.

The resulting spring that runs along the border of our property at 16 GOLDIE COURT and 3 and 5 Brock Court is reaching across to our property.

Where does the responsibility lie - with the town or the contractor A.E. Mackay.

What will be done to redirect this flow.

Regards

Alice Marie Holden

Pat Holden



ROTHESAY MEMORANDUM



TO : Mayor and Council
 FROM : Doug MacDonald, Treasurer
 DATE : November 3, 2023
 RE : 2024 Operating Budget Amendments

Draft 2024 operating budgets have been amended to reflect additional information received since the public presentation on October 30th.

We have received no comments from residents regarding either the General Fund nor the Utility Fund operating budgets as presented. However, we have received additional information from the province regarding our final assessment base and new information from the FRSC regarding their proposed budget. We have also reviewed the funding formulas with Quispamsis regarding the shared activities (fire, police and library) and modified our contribution accordingly.

The effect of these amendments is as follows:

General Fund	Original	Revised	Change
Revenue			
Warrant of assessment	\$22,309,894	\$22,262,389	(\$47,505)
Revision to the assessment base information			
	Original	Revised	Change
Expenditures			
General Government	\$2,917,065	\$2,923,971	(\$6,906)
Revision to FRSC allocation and change to assessment fee			
Protective Services	\$6,636,869	\$6,623,274	\$13,595
Revision to allocation formulas for shared services			
Environmental Dev.	\$ 792,900	\$ 753,090	\$39,810
Revision to FRSC allocation re Envision			
Recreation & Cultural	\$2,885,962	\$2,884,957	\$1,005
Revision to allocation formula re Library			

We also amended the allocation of debenture and principal payments within the Utility Fund to reflect the proper debenture payments. There is no change to the aggregate fiscal services total expenditure.



ROTHESAY
INTEROFFICE MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald, Treasurer
DATE : November 7, 2023
RE : Motions for General Fund Capital and Operating Budgets 2024

The finance committee recommends the following motions:

Motion: General Operating Fund

RESOLVED that the sum of **\$23,766,250** be the total operating budget of the local government, that the sum of **\$22,262,389** be the Warrant of the local government for the ensuing year, that the residential tax rate for the local government be **\$1.1900**, and that the non-residential tax rate for the local government be **\$2.0230**.

The Council orders and directs the levying by the Minister of Local Government of said amount on real property liable to taxation under the *Assessment Act* within the local government of Rothesay.

RESOLVED that the 2024 budget of the Kennebecasis Public Library be approved at \$254,117 and the Rothesay contribution be approved as \$98,994.

RESOLVED that the 2024 operating budget of the Kennebecasis Valley Fire Department Inc. be approved at \$6,562,917 and the Rothesay contribution be approved as \$2,657,183.

RESOLVED that the 2024 capital budget of the Kennebecasis Valley Fire Department Inc. be approved at \$499,946 and the Rothesay contribution be approved as \$203,003.

RESOLVED that the 2024 operating budget of the Kennebecasis Regional Joint Board of Police Commissioners be approved at \$8,485,864 and the Rothesay contribution be approved as \$3,372,789.

GENERAL OPERATING FUND

Draft BUDGET 2024 – HIGHLIGHTS

1. Total Operating Budget \$23.81 million (an increase of approx. 9.2% over 2023)
2. 10.8% increase in aggregate property tax assessments (1% from new construction)
3. Maintain the tax rate at \$1.19 per \$100 of assessment
4. Maintain the mark-up % re non-residential properties at 170%.
5. No significant changes to other revenue sources
6. Reduction of carry forward surplus of \$145,000
7. Aggregate warrant of assessment = \$22,262,389
8. Core equalization funding decrease of \$26,195 (year 2 of 5)

9. **General Government** includes the administrative costs, insurance and other overhead expenditures and has an increase of approximately 12.8% primarily due to increases in insurance, professional fees, FRSC charges and the “cost of assessment”

5. **Protective Services** budgets reflect the submissions from the Fire and Police Boards
 - KVFD - \$2,860,185 – increase of 9.4% (including capital expenditures)
 - KRJBPC - \$3,372,789 – increase of 3.1%
 - Addition of EMO expenditures (\$50,000)

6. **Transportation Services** includes costs the works dept, snow removal contracts, salt expenditures and expected wage adjustments – an aggregate increase of 14.8%
 - Snow removal contract increase of \$360,000 (represents 9% of the total increase)
 - Fleet maintenance cost increases as the equipment ages

GENERAL OPERATING FUND

Draft BUDGET 2024 – HIGHLIGHTS

7. **Environmental Health Services** includes garbage collection and disposal fees
8. **Environmental Development Services** – includes planning dept salary and projects as well as Envision SJ re Economic Development
9. **Recreation & Cultural Services** reflect an increase of 15.6% to reflect costs including the maintenance of trail infrastructure, regional facilities, parks, etc.
 - Addition of one full time staff member and increased cost of seasonal workers
 - Additional expenditures related to building additions (ie Wells Park)
10. **Fiscal Services** includes debt service costs and an increase in the funding of capital projects
 - New debenture costs related to fire station renovations and the Clark/Gondola Point road intersection
 - Capital funding from operations increased to \$4.45 million to reflect additional cost of capital projects

GENERAL OPERATING FUND

Draft BUDGET 2024 – HIGHLIGHTS

Total proposed expenditures by category are as follows: % of total Budget

General Government Services	\$ 2,924,000	12.3%
Protective Services	\$ 6,623,000	27.9%
Transportation Services	\$ 4,211,000	17.7%
Environmental Health Services	\$ 1,032,000	4.4%
Environmental Development (planning)	\$ 753,000	3.2%
Recreation and Cultural Services	\$ 2,885,000	12.1%
Fiscal Services (P&I)	\$ 888,000	3.7%
Capital Expenditures	\$ 4,450,000	18.7%

Town of Rothesay

	BUDGET 2022	BUDGET 2023	BUDGET 2024	% Change
REVENUE				
Warrant of Assessment	18,181,510	20,123,778	22,262,389	
Sale of Services	447,600	464,704	474,300	
Services to Province of New Brunswick	60,000	80,000	80,000	
Other Revenue from Own Sources	94,943	142,008	142,008	
Core Equalization	130,973	104,778	78,583	
Conditional Transfers	40,000	51,500	51,500	
Other Transfers	1,102,674	796,570	677,470	
	<u>\$20,057,700</u>	<u>\$21,763,338</u>	<u>\$23,766,250</u>	9.20%
EXPENSES				
General Government Services	2,543,618	2,592,591	2,923,971	12.78%
Protective Services	5,765,750	6,235,746	6,623,274	6.21%
Transportation Services	3,759,550	3,668,562	4,210,726	14.78%
Environmental Health Services	862,000	1,077,728	1,032,360	-4.21%
Environmental Development	682,700	829,950	753,090	-9.26%
Recreation & Cultural Services	2,297,632	2,496,171	2,884,957	15.58%
Fiscal Services	4,146,450	4,862,591	5,337,872	9.77%
	<u>\$20,057,700</u>	<u>\$21,763,338</u>	<u>\$23,766,250</u>	
Surplus (Deficit) for the Year	<u>\$0</u>	<u>\$0</u>	<u>-\$0</u>	

	BUDGET 2022	BUDGET 2023	DRAFT BUDGET 2024
REVENUE			
Sale of Services			
Bill McGuire Memorial Centre	20,000	20,000	25,000
Town Hall Rent	73,000	98,604	100,000
Community Garden	1,000	1,200	900
Fox Farm Rental	20,000	22,500	21,000
Arena Revenue	224,900	214,900	214,900
Recreation Programs	108,700	107,500	112,500
	447,600	464,704	474,300
Other Revenue from Own Sources			
Licenses & Permits	55,000	82,500	82,500
Recycling Dollies & Lids	800	800	800
Interest & Sundry	12,000	32,000	32,000
Miscellaneous	10,435	10,000	10,000
Fire Dept. Administration	12,000	12,000	12,000
Local Improvement Levy Mulberry Lane	4,708	4,708	4,708
	94,943	142,008	142,008
Conditional Transfers			
Canada Day Grant	1,500	1,500	1,500
Grant - Other	0	0	0
Grant - Students	38,500	50,000	50,000
	40,000	51,500	51,500
Other Transfers			
Surplus of 2nd Previous Year	52,674	274,070	128,845
Utility Fund Transfer	1,050,000	522,500	548,625
	1,102,674	796,570	677,470

	BUDGET 2022	BUDGET 2023	DRAFT BUDGET 2024
EXPENSES			
General Government Services			
Legislative			
Mayor	47,000	47,000	60,000
Councillors	135,100	135,100	155,983
Regional Service Commission 9	6,000	15,076	27,915
Other	12,500	13,500	23,500
	<u>200,600</u>	<u>210,676</u>	<u>267,398</u>
Administrative			
Administration - Wages & Benefits	1,173,818	1,189,610	1,193,550
Office Building	179,250	177,750	180,871
Supplies	144,000	143,000	184,000
Solicitor	50,000	50,000	50,000
Professional Fees	35,000	35,000	110,000
Covid-19 Expenses	25,000	0	0
Other	116,110	110,000	119,018
	<u>1,723,178</u>	<u>1,705,360</u>	<u>1,837,439</u>
Other General Government Services			
Website/Other	2,763	3,000	3,000
Community Communications (Team)	7,237	5,525	63,500
Civic Relations	1,000	1,000	1,000
Insurance	256,784	282,462	330,201
Donations	36,500	36,500	36,500
Cost of Assessment	293,934	328,068	362,933
Property Taxes - L.P.P.	17,622	16,000	18,000
Fox Farm Rental Expenses	4,000	4,000	4,000
	<u>619,840</u>	<u>676,555</u>	<u>819,134</u>
Total General Government Services	<u>2,543,618</u>	<u>2,592,591</u>	<u>2,923,971</u>

	BUDGET 2022	BUDGET 2023	DRAFT BUDGET 2024
Protective Services			
Police			
Police Protection	3,035,186	3,271,213	3,372,789
Crime Stoppers	2,800	2,800	2,800
	<u>3,037,986</u>	<u>3,274,013</u>	<u>3,375,589</u>
Fire			
Fire Protection	2,360,764	2,614,733	2,860,185
Water Costs Fire Protection	330,000	330,000	335,000
	<u>2,690,764</u>	<u>2,944,733</u>	<u>3,195,185</u>
Emergency Measures			
EMO Director/Committee	20,000	500	50,000
	<u>20,000</u>	<u>500</u>	<u>50,000</u>
Other			
Animal & Pest Control	5,000	5,000	2,500
Other	12,000	11,500	0
	<u>17,000</u>	<u>16,500</u>	<u>2,500</u>
Total Protective Services	<u>5,765,750</u>	<u>6,235,746</u>	<u>6,623,274</u>

	BUDGET 2022	BUDGET 2023	DRAFT BUDGET 2024
Transportation Services			
Common Services			
Administration (Wages & Benefits)	1,872,999	1,557,760	1,648,000
Workshops, Yards & Equipment	679,413	756,350	824,261
Engineering	5,000	7,500	7,500
	<u>2,557,412</u>	<u>2,321,610</u>	<u>2,479,761</u>
Roads & Streets	55,000	65,000	77,000
Crosswalks & Sidewalks	20,200	17,300	35,570
Culverts & Drainage Ditches	60,000	80,000	100,000
Street Cleaning & Flushing	45,000	45,000	10,000
Snow & Ice Removal	667,000	810,000	1,172,000
Flood Costs	15,000	15,000	0
	<u>862,200</u>	<u>1,032,300</u>	<u>1,394,570</u>
Street Lighting	145,000	145,000	150,000
Traffic Services			
Street Signs	12,500	10,000	15,000
Traffic Lanemarking	40,000	35,000	35,000
Traffic Signals	40,000	10,000	20,000
Railway Crossing	25,000	25,000	25,000
	<u>117,500</u>	<u>80,000</u>	<u>95,000</u>
Public Transit			
Public Transit - Comex Service	74,938	87,152	88,895
Public Transit - Other	2,500	2,500	2,500
	<u>77,438</u>	<u>89,652</u>	<u>91,395</u>
Total Transportation Services	<u>3,759,550</u>	<u>3,668,562</u>	<u>4,210,726</u>

	BUDGET 2022	BUDGET 2023	DRAFT BUDGET 2024
Environmental Health Services			
Solid Waste Disposal Land Fill garbage	210,000	224,280	248,360
Solid Waste Disposal Landfill Compost	36,000	38,448	40,000
Solid Waste Collection Fero	571,000	771,000	700,000
Solid Waste Recycling bins	0	4,000	4,000
Clean Up Campaign	45,000	40,000	40,000
	862,000	1,077,728	1,032,360
Environmental Development Services			
Planning & Zoning			
Administration	460,000	550,000	579,000
Planning Projects	25,000	55,000	25,000
Heritage Committee	2,500	15,000	5,000
	487,500	620,000	609,000
Envision Saint John	192,000	191,950	139,090
Tourism	3,200	18,000	5,000
	195,200	209,950	144,090
	682,700	829,950	753,090

	BUDGET 2022	BUDGET 2023	DRAFT BUDGET 2024
Recreation & Cultural Services			
Administration	385,025	399,000	439,500
Beaches	51,000	53,500	64,000
Rothesay Arena	383,000	367,000	380,500
Memorial Centre	72,988	67,850	72,850
Summer Programs	61,800	72,100	98,000
Parks & Gardens	638,500	691,725	868,000
Rothesay Common Rink	54,800	52,950	96,150
Wells Bldg		0	44,500
Train Station		0	29,600
Playgrounds and Fields	134,000	134,000	134,000
The Hive expenses	29,700	14,000	14,500
Regional Facilities Commission	356,102	360,819	334,675
Regional Facilities Commission Capital		150,715	157,688
Kennebecasis Public Library	83,217	85,012	98,994
Special Events	40,000	40,000	44,000
PRO Kids	7,500	7,500	7,500
Rothesay Living Museum	0	0	500
	2,297,632	2,496,171	2,884,957

	BUDGET 2022	BUDGET 2023	DRAFT BUDGET 2024
Fiscal Services			
Debt Charges			
Interest	187,450	195,591	173,872
Debenture Payments	784,000	667,000	714,000
	<u>971,450</u>	<u>862,591</u>	<u>887,872</u>
Transfers To:			
Capital Fund for Capital Expenditures	3,000,000	3,750,000	4,250,000
Capital Projects Funded by Grants	0		
Reserve Funds	175,000	250,000	200,000
	<u>3,175,000</u>	<u>4,000,000</u>	<u>4,450,000</u>
	<u>4,146,450</u>	<u>4,862,591</u>	<u>5,337,872</u>



ROTHESAY INTEROFFICE MEMORANDUM



TO : Mayor and Council
 FROM : Doug MacDonald, Treasurer
 DATE : November 7, 2023
 RE : Motions for Utility Fund Operating Budgets 2024

The finance committee recommends the following motions be adopted:

Motion: Utility Operating Fund

RESOLVED that pursuant to subsection 117(4) of the Local Governance Act, the total budget for the Water and Wastewater Utility for the ensuing year would consist of total revenues of \$3,985,000 and total expenditures of \$3,985,000

Motion:

RESOLVED that the Sewer Service Charge (Section 9) in schedule "B" of by-law 1-15 be \$475.00 per equivalent user unit.

RESOLVED that the definition of equivalent user units include the following:

Apartment and condominium buildings with 4 units and above equate to 0.75 equivalent users per unit

Motion:

RESOLVED that the Water User Charges (Section 7) Fixed Component fee schedule "E" of by-law 1-18, page 1, be changed to the following rates:

Meter Size	Factor	Fixed Charge Per Qtr	Annual Charge
5/8	1.00	\$ 53.75	\$ 225.00
3/4	1.44	\$ 77.40	\$ 324.00
1	2.56	\$ 137.60	\$ 576.00
1-1/2	5.76	\$ 309.60	\$ 1,296.00
2	10.24	\$ 550.40	\$ 2,304.00
4	40.96	\$ 2,201.60	\$ 9,216.00
6	92.16	\$ 4,953.60	\$20,736.00
8	163.84	\$ 8,806.40	\$36,864.00

ROTHESAY

TO: Mayor and Council
FROM: Doug MacDonald
RE: Utility Budget Motions

2023November14OpenSessionFINAL_196

November, 2023

Motion:

RESOLVED that the Water System Consumption Charges - schedule "E" of by-law 1-18, page 2, be changed to the following rates per quarter:

	Up to 96 m3	over 96 up to 800 m3	above 800m3
Single Family Residence	\$1.29	\$1.935	\$2.9025
Residence with rental or self contained unit	\$1.29	\$1.935	\$2.9025
Apt building up to 3 units	\$1.29	\$1.935	\$2.9025
Townhouses – individual meters	\$1.29	\$1.935	\$2.9025
Commercial	\$1.29	\$1.935	\$2.9025

	Up to 72 m3/unit	over 72 up to 600 m3/unit	above 600m3/unit
Apt building 4 units or more	\$1.29	\$1.935	\$2.9025
Townhouses group meters	\$1.29	\$1.935	\$2.9025

	Up to 3,250 m3	over 3,250 m3
Institutional (schools)	\$1.29	\$1.935

Motion:

RESOLVED that the Standby Sprinkler Charges (Section 7) schedule "E" of by-law 1-18, page 1, be changed to the following rates

Meter Size	Annual Charge
4	\$1,100.00
6	\$1,375.00
8 or larger	\$1,650.00



UTILITY OPERATING FUND BUDGET 2024 HIGHLIGHTS

1. Total Revenue \$3,865,000
2. Revenue from sale of water of \$1,165,000 includes a 4.3% increase in rates (base water rate - \$1.29 per cubic metre and \$225 per annum fixed fee)
3. Revenue from sewerage services \$2,154,300 includes a 9.2% increase of \$40 to an annual base rate of \$475 per equivalent user per year
4. Aggregate “typical” residential utility fees total approximately \$1,055 annually
5. Total operating expenses, including debt service charges but excluding capital from operating, increased to \$3,160,000 (5.68%)
6. Capital from Operating increased to \$750,000

- Expenses:	2023	2024
Water Supply	\$ 1,203,200	\$ 1,287,650
Sewer Collection and Disposal	983,500	1,040,675
Fiscal Services	<u>803,300</u>	<u>831,675</u>
Total	<u>\$ 2,990,000</u>	<u>\$ 3,160,000</u>

- Revenue:	2023	2024
Water services	\$ 1,155,000	\$ 1,165,000
Sewerage services	1,942,500	2,154,300
Other Revenue	<u>767,500</u>	<u>665,700</u>
	<u>\$ 3,865,000</u>	<u>\$ 3,985,000</u>

Town of Rothesay

2023 November 14 Open Session FINAL_198

2022 UTILITY OPERATING FUND BUDGET

	2022 Budget	2023 Budget	2024 Budget	
REVENUE				
1 Sale of Water	\$ 1,127,500	\$ 1,155,000	\$ 1,165,000	4.20%
2 Water Connection Fees	45,000	100,000	50,000	
Development infrastructure-Water				
3 Meter and Non-Hookup Fees	50,000	64,420	63,500	
4 Water Supply for Fire Protection	330,000	330,000	335,000	
5 Sewerage Services	1,860,000	1,942,500	2,154,283	9.20%
6 Sewer Connection Fees	35,000	75,000	25,000	
7 Infrastructure grants				
8 Interest Earned	80,000	90,000	90,000	
9 Transfer from operating reserve				
10 Prior Years surplus	48,220	41,757	33,993	
11 Local improvement levy	59,000	59,000	59,000	
12 Misc Revenue (meter reading)	5,280	7,323	9,224	
TOTAL REVENUE	\$ 3,640,000	\$ 3,865,000	\$ 3,985,000	

EXPENDITURES

WATER SUPPLY				
13 Share of Overhead Expenses	420,000	209,000	219,450	
Wages and benefits		232,000	240,000	
14 Profess. Fees/Legal/Training	17,000	13,500	16,000	
15 Purification/Treatment	487,500	536,000	568,000	
16 Water Purchased	1,000	1,200	1,200	
17 Trans/Distribution	120,000	110,000	130,000	
18 Power & Pumping	44,000	51,000	56,000	
19 Billing and Collections	5,000	5,000	5,000	
20 Other Expenses	36,000	45,500	52,000	
TOTAL WATER SUPPLY	\$ 1,130,500	\$ 1,203,200	\$ 1,287,650	7%

SEWERAGE COLLECTION AND DISPOSAL				
21 Share of Overhead Expenses	630,000	313,500	329,175	
Waages and benefits		348,000	360,000	
22 Profess. Fees/Legal/Training	11,000	11,000	15,000	
23 Collection System	99,000	85,000	105,000	
24 Lift Stations	56,000	77,000	82,500	
25 Treatment/Disposal	93,500	103,000	121,000	
26 Other Expenses	17,000	46,000	28,000	
TOTAL SEWERAGE COLL & DISP	906,500	983,500	1,040,675	
	\$ 2,037,000	\$ 2,186,700	\$ 2,328,325	6%

FISCAL SERVICES				
27 Interest on Short Term Loans	5,320	-	2,026	
28 Interest on Long Term Debt- Water	156,300	138,544	127,737	
29 Interest on Long Term Debt- Sewer	131,570	116,259	136,477	
30 Principal Repayment- Water	322,440	334,990	346,133	
31 Principal Repayment- Sewer	207,370	213,507	219,302	
32 New Debenture	-	-	-	
33	823,000	803,300	831,675	
34				
35 Trf to Reserves - connect fees	80,000	175,000	75,000	
36 Trf to Reserves-Dev infrastruc.				
37 Trsfr to Reserve Accts - other				
38 Capital Fund	700,000	700,000	750,000	
39 Prev Yrs Deficits				
TOTAL FISCAL SERVICES	\$ 1,603,000	\$ 1,678,300	\$ 1,656,675	

TOTAL EXPENSES	\$ 3,640,000	\$ 3,865,000	\$ 3,985,000	3%
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NET INCOME (LOSS)	\$ -	\$ -	\$ 0	
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ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 7 November 2023
RE : Zoning By-law 2-10 Amendment to Fees

RECOMMENDATION:

Council adopt Schedule B, Rothesay Zoning By-law 2-10, as amended and dated 14 November 2023.

Background:

The Rothesay Planning Advisory Committee passed the following motions at its regular meeting on Monday, November 6, 2023:

MOVED by M. Graham and seconded by C. Vaillancourt the Planning Advisory Committee adopt the Planning Advisory Committee Agenda & Polling Procedures including the markups as attached.

CARRIED.

MOVED by R. Forte and seconded by Counc. Mackay French the Planning Advisory Committee recommends Council amend Schedule B of the Rothesay Zoning By-law 2-10 – Fee Schedule to increase the fee for a zoning by-law amendment from \$1500 to \$2000.

CARRIED.

Attachments: 14 November 2023 Amended Schedule B – Rothesay Zoning By-law 2-10
3 November 2023 Staff Report to Planning Advisory Committee

Rothesay Zoning By-law

2-10 Schedule B – Fee

Item	Schedule Fee (\$)
Development Permit	100
Development Officer Variance	250
PAC Application:	
Variance	250
Temporary Use	250
Similar or Compatible Use	250
Conditional Use	250
Pit and Quarry	1000
Zoning By-law Amendment	2000
Municipal Plan Amendment	2000
Development Agreement Amendment	800
Zoning Inquiry	25

Amendment: *Zoning By-law Amendment Fee increased from \$1500 to \$2000 (November 2023)*



2023November14OpenSessionFINAL_201

ROTHESAY

INTEROFFICE MEMORANDUM



TO : Planning Advisory Committee
 FROM : John Jarvie
 DATE : 3 November 2023
 RE : Agenda & Polling Procedures

Recommendation:

It is proposed the Committee:

- 1) adopt the Planning Advisory Committee Agenda & Polling Procedures including the markups as attached; and
- 2) recommend Council amendment Schedule B of the Rothesay Zoning By-law 2-10 – Fee Schedule to increase the fee for a zoning by-law amendment from \$1500 to \$2,000.

Background

The Committee wishes to adopt a requirement for on-site signage for consideration of rezoning applications to improve public awareness of such applications. A revised Planning Advisory Committee Agenda & Polling Procedures has been circulated to the Committee for comment. Two items were noted in the latest revision. One involved the location of the signs and the revised wording in the attached policy is intended to clarify the typical location for the sign installation while providing some flexibility for unusual circumstance.

The Committee is also suggesting the cost of the signage be integrated into the regular fee for rezoning applications. The cost of preparing each sign is estimated to be approximately \$300. The Rothesay Zoning By-law 2-10 – Fee Schedule was adopted in 2012. Cost escalations for processing applications would account for the difference.



ROTHESAY



INTEROFFICE MEMORANDUM

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	10 November 2023
RE	:	Circular Materials Concerns

Recommendation:

It is recommended Council direct that Recycle NB and the Minister of Environment be advised of the Town's dissatisfaction with the application of the New Brunswick Stewardship Plan for Packaging and Paper to date.

Background

The provincial government has established Recycle NB to manage the Designated Materials Regulation under the Clean Environment Act. The government has adopted an extended producer responsibility, or EPR, as a policy approach in which producers – the businesses that supply packaging and paper – are responsible for the end-of-life management of their materials. In March Recycle NB approved a New Brunswick Stewardship Plan for Packaging and Paper for implementation by producers. This Stewardship Plan includes printed and unprinted paper, such as a newspaper, magazine, promotional material, directory, catalogue or paper used for copying, writing or any other general use. Paper does not include hard or soft cover books or hard cover periodicals.

Circular Materials is a federally incorporated not-for-profit organization established to support producers with meeting their obligations under extended producer responsibility (EPR) regulations in New Brunswick and across Canada. Circular Materials represents companies such as Loblaw's, Sobeys and McDonald's. EPR is an environmental policy approach that is intended to extend industry responsibility for a product beyond production to include the waste management of that product. Circular Materials has prepared the Stewardship Plan approved by Recycle NB.

Rothesay has been providing recyclable collection service for 10 years. The service is referred to as "split stream" since materials are sorted by the householder. This results in higher quality material at the sorting station in comparison to jurisdictions where all materials are collected in a single container prior to sending them to a sorting facility where they are further sorted and assembled for sale. The materials collected from homeowners in Rothesay are sorted at the materials recycling facility at Crane Mountain operated by the Fundy Regional Service Commission. Rothesay has a contract with a collection firm (FERO Waste Management) to collect recyclable materials at curbside as well as collecting garbage and compost.

Current Situation

In the summer, Circular Materials advised municipalities in the western half of the province that it would begin to implement a program which could be effective in either this fall or spring of 2024. More particularly those municipalities which currently operate curbside recycling programs could continue to do so and be subsidized by circular Materials on November 1.

In September Council authorized staff to advise circular Materials that Rothesay would continue to be responsible for recyclable collection in the municipality.

The approved Stewardship Plan includes the following statement:

The Regional Service Commission (RSC), local municipality or First Nation (the “entity”) that was delivering collection services for packaging and paper to single-family and multi-unit dwellings and schools when the Regulation was filed in October 2021, or the entity that has assumed responsibility for those dwellings and schools through the local government reform process, will have a right of first refusal to deliver collection services under contract to Circular Materials Atlantic.

Staff have offered to continue the existing service in spite of what we understand to be compensation significantly less than the cost of providing the service through the current contract (\$37 per stop versus \$50+).

When these matters have been raised with Circular staff, we have been advised that the expectation is to continue the existing high quality service provided by the Town through its contractor. However this is not represented in the written contract offer. A “master agreement” may be suitable for initial discussion but staff consider it unrealistic to expect the municipality to execute such an agreement. There are a variety of issues with the proposed Master Agreement such as including terms on sorting which are inapplicable, requiring pickups at schools, not defining the location to which material would need to be delivered and a fuel escalation clause which is unfair and/or redundant. We have now been advised by Circular Materials that they are unwilling to enter the contract with the Town at this time and may consider doing so for a May start.

We have identified that because Rothesay will not be paid by Circular Materials in accordance with the spirit of the Stewardship Plan, Circular is not entering into a sorting contract with the Fundy Regional Service Commission to be operational until May. That is by “negotiating” in this fashion Circular Materials is saving both the payments to Rothesay and the payments to the FRSC for at least six months. This presents an additional complication to the Town with respect to its collection contract. Perhaps this is the type of direction coming from its corporate shareholders but we do not think it is consistent with the intent of the Stewardship Plan.

We suggest that our experience in dealing with Circular Materials may account for the small number of municipalities which are choosing to continue with oversight of existing recycling programs in their jurisdictions.
