

Town of Rothesay

Land Acknowledgement

We would like to respectfully acknowledge that our town of Rothesay exists on the traditional lands of the Wolastoqiyik / Maliseet and Mi'Kmaq whose ancestors, along with the Passamaquoddy / Peskotomuhkati Tribes / Nations signed Peace and friendship Treaties with the British Crown in the 1700s.

We respectfully acknowledge that The United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP) was adopted by the United Nations on September 13, 2007 and enshrined in law in Canada by Parliament on June 21, 2021 as Bill C-15.

We respectfully endorse the Calls to Action of the Truth and Reconciliation Commission of 2015 as it applies to our Municipal Government of the town of Rothesay.

- presented by the Honourable Graydon Nicholas
September 13th, 2021



2023 September 11 Open Session FINAL_001

ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, September 11, 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 14 August 2023

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

PRESENTATION: Through the Lens Photo Contest Winner

ANNOUNCEMENT: Wells Baseball Field Official Opening (September 12th at 4:45 p.m.)

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 KV EMO Michael Boyle, KVFD Fire Chief (*see item 9.2.1*)

5. CORRESPONDENCE FOR ACTION

5.1 17 August 2023 Email from resident RE: By-law – Pool Drainage

Refer to the Works and Utilities Committee

5.2 1 September 2023 Emails from resident RE: Bartlett Road

Refer to the Works and Utilities Committee

6. CORRESPONDENCE - FOR INFORMATION

6.1 14 August 2023 Thank you letter from the Kennebecasis Public Library RE: Operational Funding

6.2 19 August 2023 Email from resident RE: Trails

6.3 25 August 2023 Email from resident RE: Affordable Housing

6.4 1 September 2023 Email from Quispamsis RE: Consumer Fireworks Regulation/Use in Kennebecasis Valley

15 August 2023 Letter from Rothesay to Quispamsis

6.5 23 August 2023 Memorandum from Minister Savoie RE: Municipality Week (Sep. 19-25)

6.6 30 August 2023 Letter from Quispamsis to Air Canada RE: Air Canada Decision to Reduce Air Service to Saint John Airport (YSJ)

6.7 1 September 2023 Thank you card from the New Brunswick Medical Education Foundation

7. REPORTS

7.0 September 2023 Report from Closed Session

- 7.1 22 June 2023 Fundy Regional Service Commission (FRSC) meeting minutes
- 7.2 14 June 2023 Kennebecasis Valley Fire Department Inc. (KVFD) Board meeting minutes
- 30 April 2023 KVFD Statement of Expense
- 6 June 2023 KVFD Compliance Report
- 31 December 2022 KVFD Audited Financial Statements
- 14 June 2023 KVFD Fire Chief's Report
- April 2023 KVFD Response Report
- May 2023 KVFD Response Report
- 14 June 2023 Memorandum from Fire Chief RE: KV EMO Update
- 7.3 31 July 2023 Draft unaudited Rothesay General Fund Financial Statements
- 31 July 2023 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 July 2023 Donation Summary
- 24 August 2023 Draft Finance Committee meeting minutes
 - NB Heart and Stroke Foundation
- 7.4 5 September 2023 Draft Planning Advisory Committee meeting minutes
 - 2 Campbell Drive PIDs 00065201 & 30347942 (*see item 9.1*)
- 7.5 August 2023 Monthly Building Permit Report
- 7.6 7 September 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

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM PUBLIC HEARING

2 Campbell Drive (PIDs 00065201 & 30347942) - Rezoning

- 7 September 2023 Memorandum from Town Clerk Banks
- AMENDED Draft By-law 2-10-35

9.2 BUSINESS ARISING FROM DELEGATIONS

9.2.1 KV EMO Emergency Management Program

- 7 September 2023 Memorandum from Town Manager Jarvie
- July 2023 Draft KV EMO Emergency Management Program

ROTHESAY

2023September11OpenSessionFINAL_003

Regular Council Meeting

Agenda

-3-

11 September 2023

ADMINISTRATION/FINANCE

9.3 Fundy Regional Service Commission (FRSC)

25 August 2023

Draft 2024 Fundy Regional Service Commission Budget

Provide comments to the Town Manager before September 18, 2023

OPERATIONS

9.4 Contract T-2023-001B Asphalt Resurfacing

6 September 2023

Report prepared by DO McLean

9.5 Contract 2023-002 Gondola Point Road, Clark Road, Salmon Crescent Intersection Upgrade

7 September 2023

Report prepared by DO McLean

10. NEXT MEETING

Regular meeting

TUESDAY, October 10, 2023 at 7:00 p.m.

11. ADJOURNMENT

ROTHESAY

2023September11OpenSessionFINAL_011



Wells Baseball Field Official Opening

KVHS
BLUE KNIGHTS

VS

RHS
RED HAWKS

TUESDAY, SEPTEMBER 12, 2023

75 FRENCH VILLAGE ROAD

**OPENING CEREMONY
AT 4:45 PM**

**BASEBALL GAME
AFTERWARDS!**

RAIN DATE: THURSDAY, SEPTEMBER 14, 2023

KV Emergency Measures Organization



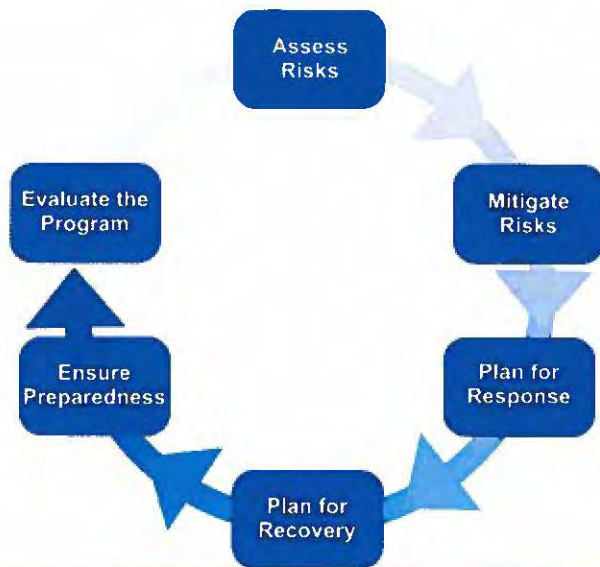
Acknowledgements

- John Jarvie, Rothesay
- Aaron Kennedy, Town of Quispamsis
- Deputy Jeff Giggey, Kennebecasis Regional Police Force
- Sherri Levesque, Town of Quispamsis
- Brian White, Rothesay
- Deputy Anika Becker, Kennebecasis Regional Police Force
- Les Weber, NB EMO
- David Westlake, Colchester (NS) Regional EMO
- Sharf Chowdhury, Horizon Health

Background



Emergency Management



NBEMO / OMUNB @NBEMO_OMUNB · Jul 28

Friday, July 28, 2023, 4:20 p.m. / vendredi 28 juillet 2023, 16h20
weather.gc.ca/?layers=alert&...
meteo.gc.ca/index_f.html?l...

WEATHER WARNING

Source:

Thunderstorm capable of producing strong wind gusts, up to nickel-size hail and heavy rain this afternoon



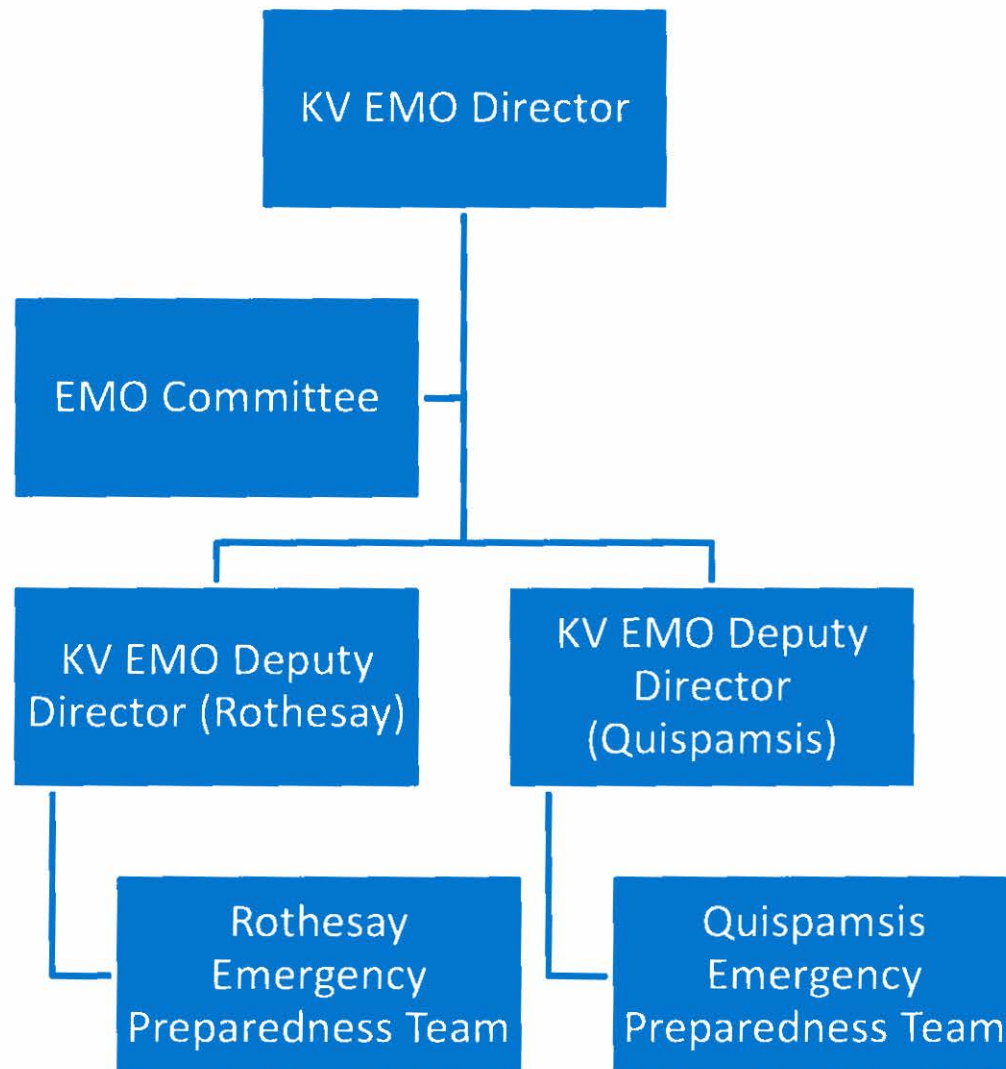
Mission

- To keep people safe
- To fully understand the risks and hazards that could impact the Kennebecasis Valley
- To prevent or lessen the impact of natural and human caused events
- To prepare for the response to emergencies and disasters
- To provide for the earliest possible coordinated response in the event of an emergency or disaster which impacts or has the potential to impact both municipalities
- To align emergency management with the collaborative approach to providing protective services

Concept

- The individual has a primary responsibility to protect their life and property and to prepare for and manage events and emergencies that impact their home and personal safety;
- When the individual is overwhelmed, the public safety agencies and municipalities have a responsibility to intervene;
- When the public safety agencies and/or municipalities are unable to cope with an event or emergency, the KV EMO takes over management and coordination of the event or emergency and finally,
- When the KV EMO is overwhelmed, the provincial EMO engages

KV EMO



KV EMO

Under this program, each municipality shall:

- Be responsible for the direction and control of the municipal emergency response unless the incident would be better managed as a coordinated EMO event
- Appoint a deputy director as part of the KV EMO
- Approve the emergency management program developed by KV EMO for their municipality
- Jointly establish, equip and maintain an Emergency Operations Centre (EOC)
- Maintain an emergency preparedness team reporting to the deputy director of KV EMO for their municipality
- Provide funding on an annual basis to support training, exercises and operations

KV EMO

Each municipality, the Kennebecasis Regional Police Force and Kennebecasis Valley Fire Department shall:

- Maintain a roster of qualified personnel with appropriate training
- Develop a business impact analysis
- Follow a hazard mitigation program
- Develop a continuity of operations program

Funding

- Training
- Operations
- Equipment
- Consulting
- EOC



KV EMO – Risk Assessment

All Hazards Risk Assessment

Defining Risk

Risk can be defined as the likelihood of an event to occur and the impact it may have. Or simply, it is the questions for a community to ask itself: how likely is it that something could happen, how bad could it be and are we prepared to manage it? But even considering that, the real questions should be: how can we prevent it or minimize the damage if it happens?

A risk assessment includes defining the risks in the community and prioritizing them by the likelihood of the event or the impact it could have. Understanding the risks faced by a community is the first critical step in taking action to mitigate the effects of a significant event.

Risk can be considered the product of two factors; the probability or likelihood of an event and the impact or consequence of an event which can include loss of life, property or disruption to the community.

$$\text{Risk} = \text{Probability} \times \text{Consequence}$$

Risk is also relative to the size of a community and its capability to respond. Events in smaller communities may affect less people than a large city but the disruption to the community may be greater.



Railway Accident

Probability	Impact	Risk Rating
Possible	Severe	High

In Canada, there are between 1000-1500 railway accidents annually. A railway accident has a defined definition, which includes the serious injury or death of a person or, where the train is involved in a grade-crossing collision, is involved in a collision or derailment carrying passengers, is involved in a collision or derailment carrying dangerous goods, an incident that causes a fire, or an incident that damages the train itself.



As previously discussed, the Kennebecasis Valley has a secondary rail line that runs east to west throughout the community. Although the schedule varies, there are typically at least two freight trains that pass through the community daily. The content of the freight cars also varies but considering the destination for the freight is industry in Saint John, it will often include crude oil, liquefied petroleum gas, and other industrial commodities.

KV EMO - Activation

Level 1 – Monitoring

Monitoring means that the KV EMO is aware of a possible event, such as a threatened civil disruption, or an event that will happen but with minor impact, such as a severe storm warning. At this level, the focus is on information sharing which would include information on the predicted event and any operational changes from police, fire and the towns. There is typically no incident commander during this level and the information sharing is managed by the KV EMO Director or designate. Communication typically happens via email but may also take place through an in-person meeting or online video conference (Microsoft Teams).

The KV EMO would move to Level 1, Monitoring in the following examples:

- A small, localized incident
- All KV agencies involved in an incident
- A potential threat (storm warning, etc.)
- Where multi-agency cooperation is required
- KV EMO notified by NB EMO of an increase in status for an event that could also impact the community

It is expected that KV EMO will move to Level 1, Monitoring 5-10 times annually.

For a Level 1 (Monitoring) activation, the following should occur:

- When any member of the police, fire or municipalities become aware of an event that may require monitoring, they shall contact the KV EMO Director by phone or email
- The KV EMO Director or designate shall:
 - Gather as much information as possible on the event
 - Share information on event with program stakeholders via email, including town CAO's, fire/police chiefs, NB EMO

Activation Phases

Level 3 (Full): All Personnel



Level 2 (Partial): Key Personnel & Personnel From Responding Agencies



Level 1 (Monitor): Key Personnel Only

KV EMO – Communications



KV EMO – Evacuations and Facilities

Pre-Emptive Evacuation

- Given adequate warning about a hazard, sufficient resources, and a likely threat, it will be advisable to conduct pre-emptive evacuations
- A pre-emptive evacuation may be undertaken when if delayed, conditions (weather or other hazard) would impede evacuation

No Notice Evacuations

- It may be advisable to carry out an evacuation even while a threat is facing a community
- With an evacuation of this type, decision may need to be made with limited information
- Decision-makers, such as the Incident Commander, must be willing to make decisions with whatever information is available at the time. They may have little or no time to wait for additional information because any delay may have a significant impact on public safety
- Evacuations of this nature are done when life safety is at extreme risk. Such an evacuation poses increased risk to all involved
- To acquire resources and expedite the evacuation normally requires extraordinary measures (i.e., a State of Local Emergency has been declared)
- Emergency responders may require personal protective equipment, as responder safety will be critical
- Provincial or Federal assets may be required to facilitate an evacuation of this type

Post Incident Evacuations

KV EMO – People



KV EMO – Exercises, Evaluations and Corrective Actions



Kennebecasis Valley Fire Department
Policies, Procedures and Guidelines

Page 1 of 1

Section	Emergency Operations
Subject	After Action Review
Number	06 AARR
Type	Guideline
Fire Chief Approval	<i>Michael Boyle</i>
Date	January 2023

Purpose	To provide a framework for completing after action reviews on significant incidents.
Scope	This applies to all members.
Background	The AAR allows for the department to identify areas of strength, weakness, and improvement after significant incidents.
Guideline, Process, or Policy	<p>A formal AAR should be completed after an incident when:</p> <ul style="list-style-type: none"> • A structure fire resulted in a second alarm • A fatality has occurred • A firefighter was injured • Equipment or apparatus was significantly damaged • A high risk/low frequency event occurred • At the discretion of a chief officer or recommendation by a member

PUBLIC NOTICE

EMERGENCY MANAGEMENT EXERCISE

WEDNESDAY, OCTOBER 2, 2019

The public is advised that on Wednesday, October 2, from 10 am to approximately 12 noon, there will be an Emergency Management Exercise (HEX) at the South Shore Exhibition Grounds in Bridgewater.

The exercise is taking place thanks to a partnership between the Nova Scotia Department of Health and Wellness, the Nova Scotia Community College Lunenburg Campus, Town of Bridgewater staff and first responders (police and fire services), 33 & 35 Field Ambulance of the Canadian Armed Forces, Emergency Management Organization NS (EMO NS), Regional Emergency Management Organization, Public Safety Field Communications, St. John Ambulance, Nova Scotia Health Authority (NSHA), the IWX and Emergency Health Services (EHS).

The exercise will feature a number of different components, including coordinated response and communication from first responders, triaging of simulated casualties, testing of the Provincial Mass Casualties Protocol and, weather and availability permitting, the landing of a Life Flight helicopter.

The goal of the Emergency Management Exercise is to test emergency protocols/procedures and practice the operational responses of personnel and agencies during an emergency event.



Next Steps

- Budget approval
- Bylaw changes/adoption
- Completion of risk assessment
- Formation of EMO committee
- Appointment of KV EMO Deputy Directors
- Appointment of emergency preparedness teams
- Completion of KV EMO program document
- First meetings
- Strategic planning
- Training

KV EMO

Questions?

Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, August 22, 2023 11:01 AM
To: Liz Hazlett
Subject: FW: Bylaw - Pool drainage

From:
Sent: Thursday, August 17, 2023 10:39 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Bylaw - Pool drainage

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

Hi Town of Rothesay Team,

I am writing to express my concern as a resident of Rothesay that there is no bylaw in place in regards to pool drainage in our town.

I reside at 13 Eydie Dr. and neighbor behind me at 16 Cove Cres was draining pool via a hose yesterday (16Aug2023) onto back of my property and another neighbours. This is a concern as chlorinated water could have a huge impact for wildlife in the area, our ecosystem and our wells which provide our drinking water.

I spoke to town representative this morning that advised there is no bylaw in place for our protection and that my course of action is to email town in regards to bylaw addition.

It is important that this be addressed in a timely fashion for the protection of all residents of Rothesay. Please keep me updated on progress on this issue and how I can help moving forward.

Thank you for your time and attention to this matter. Looking forward to a positive outcome for all residents.

Best Regards,

Get [Outlook for iOS](#)

Liz Hazlett

From: Liz Hazlett
Sent: Friday, September 1, 2023 11:44 AM
To: Liz Hazlett
Subject: FW: Bartlett Road

From:
Sent: Friday, September 1, 2023 11:32 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Bartlett Road

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

To whom it may concern:

My name is _____ My husband _____ and I have resided at 5 Bartlett Road in the town of Rothesay for the last 19 years. We have a deep love for this town and its people.

Bartlett Road is a municipal road that is used by hundreds of vehicles and walkers who walk/drive to the top to enjoy the fantastic views of the beautiful Kennebecasis River.

The taxes on our home are based on the property being accessible and serviced year-round. Bartlett Road is a (in fact) a municipal road. When we purchased the home in 2004, we were assured that the town of Rothesay was responsible for the servicing and maintenance of Bartlett Road.

We are aware of the draft Private Lanes Policy, which indicates that even private lanes which qualify for maintenance surfaces, will not be entitled to hard-top repair. We are also aware of discussions surrounding moving Bartlett Road from Appendix A of this Policy to Appendix B, which would result in the removal of all town maintenance services including snow plowing, salt/sanding, winter snow removal, and bi-weekly garbage and compost/recycling services.

This policy has been tabled for the last 13 months, leaving the residents of Bartlett Road in a state of uncertainty regarding the status of their basic services, which have been provided for decades. For the 19 years we have lived on this road, the road has been maintained, swept, snow-plowed, had garbage removal services, and in several cases that I am aware of, repaired. I was told by our (now late) 80+ year-old neighbor, that Bartlett Road has been paved, maintained, repaired, swept and/or snow-plowed regularly over the past 80+ years. I expect that Town of Rothesay records will reflect this history of ongoing maintenance, servicing, and repairs (or lack thereof) by the Town of Rothesay, which, in our opinion, demonstrate that Bartlett Road is and always has been a municipal road and a municipal responsibility.

Approximately 11 years ago, I sent an email to Councillor Matthew Alexander reporting damage to Bartlett Road that was caused by a municipal street sweeper. My then 14-year-old daughter had twisted her ankle tripping on one of these large holes in the asphalt and I grew concerned about the safety of individuals using the road. To the best of my knowledge, I did not receive a response from Councillor Matthew Alexander and to-date the damaged caused by these street sweepers has not been repaired, but rather, these holes have expanded over the years.

I am aware of one repair made on Bartlett Road by the Town of Rothesay, a sink hole halfway up Bartlett Road several Christmas' ago. After this repair, we expected that the Town would continue to fill the dangerous potholes on the road, however, none-such repair has occurred.

~~2018 and has continued to degrade~~
Bartlett Road is vulnerable to further damage and has continued to degrade. Bartlett Road is dangerous. Its condition will damage vehicles who attempt to drive up it and I expect that neither the garbage trucks and snowplows will be willing (or able) to service Bartlett Road this Winter without it being repaired/paved. Now, the Canada Post Corporation will not deliver us our mail because of the very poor condition of Bartlett Road that prevents their vehicles from safely travelling up Bartlett Road.

Accordingly, any dangerous conditions on the paved portion of Bartlett Road, in my opinion, were caused by municipal vehicles and the resulting deterioration due to the refusal of the town to fix the damage that resulted from their own use of the road.

When our house burned to the ground in April 2020, the Town of Rothesay required that we combine our three PIDs into one PID and build a new Septic field (18k) on what was the lower two lots, before a building permit would be approved to rebuild a new home on the top end of our property. This septic field placement (23k) meant an additional 70k had to be spent on rock fill to build our house on the upper end of our property (810k) and a further 23k to extend Bartlett Road (a municipal road) which I did at my own cost, without seeking any funds from the Town of Rothesay. Clearly, the Town of Rothesay had no interest in hooking us up to the municipal sewer system as this cost probably would have exceeded 100k. We complied with these requirements, which caused our family to spend more than our insurance could cover on the construction of the home and caused us great financial strain.

Now, I am asking the Town of Rothesay to please approve the immediate paving of Bartlett Road in order to repairs the damages caused by the Town of Rothesay, before anyone is hurt or vehicles who drive up the road are damaged, as well to as ensure that our homes are (in fact) accessible year-round and provided with a road that reflects the Town of Rothesay standards and is on-par with other similar municipal roads in the area.

Paving the gravel Extension of Bartlett Road will cost \$15,850.00 + Tax (see Debly Enterprise Ltd. written quote). We requested a quote to repair the road from Rothesay Road to the top of Bartlett Rd, but it was the opinion of the contractor that we would not be permitted to complete any work outside of our property.

As I have already contributed \$18,000.00 extending Bartlett Road, (at my own personal cost) I am able to contribute a further \$7,000.00 towards the paving of the Bartlett Road, if council for the Town of Rothesay agrees to pay for the paving of Bartlett Road.

It is my understanding that the owners of 6 Bartlett Road are also very concerned about the current condition of Bartlett Road as have indicated a willingness to contribute funds towards its immediate paving.

I respectfully request that councillors for the Town of Rothesay file a Motion for the immediate paving of Bartlett Road, a municipal road within the Town of Rothesay, in order to ensure that Bartlett Road is safe and provides year-round access and services to our homes and so that town services, such as garbage and snow plowing are able to continue serving the individuals on this street.

Additionally, we request that Bartlett Road remain in Appendix A of the Private Lanes Policy, rather than being unjustly moved to Appendix B, as the residents of this road have relied on these services for decades (since before amalgamation in 1998) and should, therefore, be entitled to rely on these services moving forward. The town's negligence in not fixing the damage its machines caused has resulted in deterioration and dangerous conditions on the paved portion of this road. This negligence should not cause the residents of our road to lose the services to which they are entitled.

A response to our request and for our records is requested for our records please.

Respectfully,

[5 Bartlett Road](#)

[Rothesay, NB](#)

[Canada E2H 2W8](#)

From:

Date: Friday, September 1, 2023 at 6:31 AM

To:

Subject: [5 Bartlett Road](#) - for review, edit as needed thanks

My name is _____ my husband _____ and I have been residents of Rothesay for 19 years and we live at [5 Bartlett Road](#) in the Town of Rothesay.

Approximately 11 years ago I sent an email to Councilor Matthew Alexander reporting damage done to the asphalt surface of Bartlett Road by the street sweeper damaging Bartlett Road and further damage that resulted in my daughter falling into one of these holes.

To the best of my knowledge, I did not receive a response from Councilor Matthew Alexander and to-date the damaged caused by these street sweeper contracted by the Town of Rothesay.

For 19 years we have lived on this road and the road has been maintained, swept, snow-plowed and in several cases that I am aware of, repaired.

The taxes on our home are based on the property being accessible and serviced year-round. Bartlett Road is a (in fact) a municipal road.

I was told by our now late 80 + year neighbor that Bartlett Road has been paved, maintained, repaired, swept and or snow-plowed over the past 80 + years.

In the 19 years we have lived on Bartlett Road I am aware of one repair made by the Town of Rothesay, a sink hole half way up Bartlett road several Christmas' ago and nothing was ever done to repair the damages caused by a municipal street sweeper (reported to Mr. Alexander approximately 11 years ago), until the municipality paved the entrance of Bartlett Road by the Town of Rothesay earlier this Spring 2023.

I expect that Town of Rothesay Records will reflect this history of ongoing maintenance, servicing and repairs (or lack of) by the Town of Rothesay demonstrated that Bartlett Road is and always has been a municipal road and a municipal responsibility.

When our house burned to the ground in April 2020, the Town of Rothesay required that we combine our three PIDs into one PID and build a new Septic field (18k) on what was the lower two Lots, before a building permit would be approved to rebuild a new home on the top end of our property.

Clearly, the Town of Rothesay had no interest in hooking us up to the municipal sewer system as this cost probably would have exceeded 100k. We complied with these requirements.

This septic field placement (23k) meant an additional 70k had to be spent on rock fill to build our house on the upper end of our property (810k) and a further 23k to extend Bartlett Road (a municipal road) which I did at my own cost, without seeking any funds from the Town of Rothesay.

Now the Canada Post Corporation will NOT deliver us our mail because of the very poor condition of Bartlett Road that prevents their vehicles from safely travelling up Bartlett Road.

Bartlett Road is vulnerable to further damage of the road, and has continued to degrade. Bartlett Road is dangerous, its condition will damage vehicles who attempt to drive up it and I expect that neither the garbage trucks and snow plows will be willing (or able) to service Bartlett Road this Winter without it being repaired/paved.

Bartlett Road is a municipal road that is used by hundreds of vehicles and walkers who enjoy the fantastic views of the beautiful Kenebecassis River.

Now, I am asking the Town of Rothesay to please approve the immediate paving of Bartlett Road and in order to repairs the damages caused by the Town of Rothesay before anyone is hurt or vehicles who drive up the road are damaged as well as ensure that our homes are (in fact) accessible year-round and provided with a road that reflects the Town of Rothesay standards and other similar municipal roads in the area.

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I respectfully request that councilors for the Town of Rothesay file a Motion for the immediate paving of Bartlett Road a municipal road within the Town of Rothesay and in Order to ensure that Bartlett Road is safe and provides year-round access and services to our homes.

A response to our request and for our records is requested and for our records please.

Respectfully,

[5 Bartlett Road](#)

[Rothesay, NB](#)

[Canada E2H 2W8](#)

August 14, 2023

Allison Maxwell

Chair, Kennebecasis Public Library Board

2472 Rothesay Rd.

Rothesay NB, E2H 2K7

Quispamsis Town Council

Rothesay Town Council



I wish to extend my sincere thanks on behalf of the Kennebecasis Public Library Board for the recently granted increase in operational funding from both Quispamsis and Rothesay Town Councils. This increase allows us to meet rising costs and maintain our quality of service expected by our community. The library's board, staff, and patrons appreciate your commitment to our operations, and your recognition of the value that public libraries provide.

Again, thank you on behalf of the library staff and the KPL Board.

Sincerely yours,

A handwritten signature in black ink, reading 'Allison Maxwell', is written over a horizontal line.

Allison Maxwell

KPL Board Chair

Liz Hazlett

From: Mary Jane Banks
Sent: Thursday, August 31, 2023 8:41 AM
To: Liz Hazlett
Subject: FW: Trails

From:
Sent: Saturday, August 19, 2023 10:13 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Trails

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

Please share article from CBC with mayor and council. Why is Rothesay not tapping into Federal and Provincial funding for better walking and biking trail systems, my wife and I travel to Moncton and Fredericton for safe biking trails which connect different towns, our area is severely lacking the vision residents want for a safe active lifestyle.

<https://www.cbc.ca/news/canada/new-brunswick/trail-connections-fredericton-1.6939435>

Get [Outlook for iOS](#)

New Brunswick

Better trail 'interconnectedness' coming to Fredericton

Work set to be completed in 2026

[Hannah Rudderham](#) · CBC News · Posted: Aug 19, 2023 7:00 AM ADT | Last Updated: August 19



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Fredericton residents may soon see some upgrades beginning on the trail system around the city.

2023September11OpenSessionFINAL_039

Tyson Aubie, a traffic engineer with the city, said design work has started but no construction yet.

The work will tackle a number of things including various trail connections at Killarney Lake to nearby areas and within the park, trail work in Lincoln, trail paving in different parts of the city, Cross Town Trail work, pier work at the Barkers Point Bridge, sidewalk work in various parts of the city and new bike racks.

Aubie said he hopes to see some of the trail paving and the Lincoln project done this year, but that the scheduled completion date for all of the projects is 2026.



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Tyson Aubie, a traffic engineer with the city, said the trail construction should only have a small impact on people since a lot of it is off-road. (Submitted by Tyson Aubie)

2023 September 11 Open Session FINAL_040

Aubie said the construction should have only a small impact on people.

"For example, trail users during paving operations, they might see some trail closures. Those would be a fairly short duration. Most of those projects only last week or two," he said.

"A lot of the trail construction is off-road so there should be minimal impacts to the public during construction."

A combined \$5.4 million is being contributed for the projects — over \$3 million from the federal government and over \$2 million from the city.

Aubie said the funding will accomplish everything the city has set out for so far, but that these projects are "by no stretch of the imagination a comprehensive list of everything we would like to accomplish right now."

Still, he said the current planned projects cover a substantial portion of "one of the more critical gaps that we have."

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From left, Mayor Kate Rogers, Fredericton MP Jenica Atwin and Social Development Minister Jill Green at an announcement Monday where over \$5 million was committed for an active transportation project. Announced at the same time, \$39 million in funding from all three levels of government will go towards flood mitigation. (Submitted by City of Fredericton)

Fredericton Mayor Kate Rogers said the upgrades are all about creating an interconnectedness between the trail networks, streets and sidewalks.

"Sometimes you're along a trail, and then it's like, oh, I'm off the trails. Now, I have to go on to a street. And not everyone feels as comfortable doing that," she said.

Fredericton MP Jenica Atwin said that active transportation, which includes walking and biking, speaks to the identity of the city.

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[Learn more](#)

Liz Hazlett

From: Liz Hazlett
Sent: Friday, August 25, 2023 10:52 AM
To: Liz Hazlett
Subject: FW: New message from

From: Town of Rothesay <rothesay@rothesay.ca>
Sent: Friday, August 25, 2023 10:29 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: New message from

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

I am writing to the Mayor and Council of Rothesay not just on behalf of myself but on behalf of all those people who like me find the rising rental rates appalling. I am a senior and now call Rothesay my home town. Over the last several years of living here, I have watched many new apartment and condo dwellings being built. I have checked on several of these dwellings to see what the rental price would be and was horrified to hear some of the going rates for these dwellings. I know that Rothesay has a reputation for having residents who are on the higher scale of income but that is far from the case for everyone who lives here. There are people who are on poverty line scale and below, seniors who live on their old age/CPP cheque incomes and families who are barely making it with high cost of food, gas and especially living arrangements. I also have heard that new apartment dwellings are required to have so many low income units but when checking into the price of rentals for these units have heard prices that far, far exceed what a low income person could afford. This needs to STOP!!!!!! Year after year the rents have been increasing at alarming rates. In the need for housing growth in this Town, there should be affordable housing for all community residents not just catering to those who are in the high scale income bracket. People all over are losing their homes due to the selfish ambition of communities to be seen as a certain status of living. We are all part of this community whether living below the poverty scale or way above. We pay into the community, we support businesses in the community. we vote for leaders of the community, we pay taxes within the community and we ALL deserve to have a place to call home within the community. It is easy to sit back and applaud growth in the area when you have an income or two in a household that can manage the rising costs of living. Those who struggle find themselves at a loss when trying to manage on what little they have for day to day expenses and then try to find manageable rents in order to live. We did have caps on rent increases for a year but a year is only a very little tip of a huge iceberg that is happening right now with rent increases. I am putting forth a request for the mayor and council to check into this urgent issue that people are facing right now. There needs to be something done and done right now so that people can feel less stressed about having a place to call home. I would like this request shared with the Mayor and council of the Town of Rothesay and would like a reply back on this issue. The time is NOW to get a handle on this craziness before we end up having a population of homeless residents that continues growing as the growth of the community continues around them. Are we all a part of this community to live in harmony and inclusion or are those less fortunate in family income pushed aside for the sake of visible and monetary status? I would like to see housing in this community at rents that are affordable for families, single people, and seniors who are on a modest or lower income basis. We need housing that is under \$1,000 range. Community leaders need to call on provincial leaders to bring changes now! Thank you for your attention and look forward to hearing from you regarding this very important matter. Be a leadership that shows you truly care and STAND FOR ALL!!

-37 Dobbin St., Rothesay, N. B. E2E 2L6

Liz Hazlett

From: Liz Hazlett
Sent: Friday, September 1, 2023 3:08 PM
To: Liz Hazlett
Subject: FW: Consumer Fireworks Use in the Kennebecasis Valley

From: Snow, Cathy <csnow@quispamsis.ca>
Sent: Friday, September 1, 2023 2:50 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Cc: John Jarvie <JohnJarvie@rothesay.ca>
Subject: RE: Consumer Fireworks Use in the Kennebecasis Valley

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

Good afternoon MJ,
Thank you for your recent correspondence re Rothesay Council's position on fireworks.

The Quispamsis Town Council discussed this matter at its August 15, 2023 Regular Meeting, and passed the following resolution:

Moved By Councillor Luck

Seconded By Councillor Donovan

Council establish an Ad Hoc Committee made up of appropriate stakeholders, which Councillor Luck agreed to sit upon, with people who represent each position, and the Ad Hoc Committee be tasked with reviewing all options concerning fireworks, and coming back to Council with a thought out approach from a balanced perspective as to how best to deal with the issue of fireworks; and in this regard, the Nominating Committee be asked to provide Council, at the September 5, 2023 Regular Meeting, names of potential candidates to serve on the Consumer Fireworks Ad Hoc Review Committee.

Motion Carried

The Nominating Committee will be submitting recommendations to Council for the September 5, 2023 Regular Meeting on potential appointees and mandate for the Fireworks Review Ad Hoc Committee, who will ultimately be providing Council with recommendations on the issue of fireworks later in the fall.

Have a great long weekend,

Cathy

Catherine Snow

Town Clerk

Town of Quispamsis

P. 506 849 5738 www.quispamsis.ca

If you wish to address Town Council, please complete and submit the form found on the Town's website at the following link: [Laserfiche | New Submission](#)

Any correspondence with employees, agents, or elected officials of the Town of Quispamsis may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

From: Mary Jane Banks <MaryJaneBanks@rothesay.ca> 2023 September 11 OpenSessionFINAL_044
Sent: Tuesday, August 15, 2023 11:38 AM
To: Snow, Cathy <csnow@quispamsis.ca>
Subject: FW: Consumer Fireworks Use in the Kennebecasis Valley
Importance: High

CAUTION: External Email- Check before you click!

Good morning Cathy. I neglected to copy you on the original message. John said Aaron was waiting for it.

Here's a copy for your information.

Mary Jane

From: Mary Jane Banks
Sent: Tuesday, August 15, 2023 9:33 AM
To: akennedy@quispamsis.ca
Cc: Chief Michael Boyle <mboyle@kvfire.ca>; Nancy Grant <NancyGrant@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>
Subject: Consumer Fireworks Use in the Kennebecasis Valley
Importance: High

Good morning Mr. Kennedy.

Please find attached correspondence on behalf of Rothesay Council with respect to consumer fireworks use in the Kennebecasis Valley.

I understand this matter is on the Quispamsis Council agenda for this evening and would respectfully request this letter be provided to your Council for consideration during its deliberations. It is being sent following a motion of Rothesay Council at its regular meeting last evening.

Thanks for your time and please feel free to contact me if you have any questions or require any further information.

Mary Jane

Mary Jane E. Banks, BComm, NACLAA II
Town Clerk – Rothesay
Head of the Public Body (RTIPPA)
Director of Administrative Services
70 Hampton Road
Rothesay, NB E2E 5L5

p (506)848-6664

f (506)848-6677

Before printing, please think about the environment. Respectez l'environnement, réfléchissez avant d'imprimer

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



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

T: 506-848-6600
F: 506-848-6677

Rothsay@rothesay.ca
www.rothesay.ca

Via email

15 August 2023

Quispamsis Council
c/o Aaron Kennedy, CAO
12 Landing Court
Quispamsis, NB
E2E 4R2

Dear Mr. Kennedy:

RE: Consumer Fireworks Regulation/Use in the Kennebecasis Valley

Rothsay Council held its regular meeting last evening and directed staff to forward Fire Chief Boyle's report dated 28 June 2023, with respect to consumer fireworks in the Kennebecasis Valley (copy enclosed).

Council has also directed staff to prepare a By-law and encourage Quispamsis to update its By-laws as well. There was a lengthy discussion at the July Council meeting and an excerpt of the minutes has been provided for your reference.

Support has been sought from Minister Flemming seeking a ban on the sale and use of consumer fireworks (copy enclosed). If not deemed feasible, a request was made to consider a public education program to discourage their use.

On behalf of Rothesay Council, we look forward to your review and response with respect to next steps on the use of consumer fireworks in the Kennebecasis Valley.

Sincerely,


Mary Jane E. Banks, BComm
Town Clerk

Encl. 28 June 2023 Report from Fire Chief M. Boyle
10 July 2023 Excerpt from approved Rothesay Council minutes
4 August 2023 Letter to Minister Flemming

cc. Rothesay Council
Chief M. Boyle, Kennebecasis Valley Fire Department



Memo Note

Local Government / Gouvernements locaux

P.O. Box / C.P. 6000
Fredericton, NB E3B 5H1
Tel / Tél. (506) 453-3256

Date : August 23, 2023 / Le 23 août 2023

To / Dest. : Local Government Administrators / Administrateurs(trices) des gouvernements locaux
Rural District Advisory Councils / Conseils consultatifs des districts ruraux
Regional Service Commission Boards / Conseils d'administration des Commissions de services régionaux

From / Exp.: Glen Savoie, Minister of Local Government / Ministre des Gouvernements locaux

Copies: Rural District Managers / Gestionnaires des districts ruraux
Regional Service Commission Chief Executive Officers /
Premiers(ières) Dirigeants(tes) des Commissions de services régionaux
Municipal Associations / Associations municipales

Subject / Objet: Working together / Travailler avec vous

Dear Stakeholders:

Monsieur, Madame,

The local governance landscape in New Brunswick has seen significant change in the past three years. With the implementation of the local governance reform initiative, we can look forward to seeing long-term results for our communities as they grow together and recognize new and innovative ways to collaborate on projects and provide services more economically and efficiently to their residents.

Le paysage de la gouvernance locale au Nouveau-Brunswick a beaucoup changé au cours des trois dernières années. Grâce à la mise en œuvre de l'initiative de réforme de la gouvernance locale, nous pouvons nous attendre à des résultats à long terme pour nos communautés au fur et à mesure qu'ils croissent ensemble et qu'ils découvrent des façons nouvelles et novatrices de collaborer à des projets et de fournir des services à leurs résidents de manière plus économique et efficace.

Local Governments and Regional Service Commissions are key to providing and maintaining a variety of quality services which are the basis of communities. The key leadership roles that local government and rural district councils and regional service commission boards provide on local and

Les gouvernements locaux et les commissions de services régionaux sont essentiels à la livraison et au maintien d'une variété de services de qualité qui sont à la base des communautés. La contribution clé que les conseils des gouvernements locaux, les conseils des districts ruraux et les conseils d'administration des

regional affairs is critical to the growth of communities and regions across New Brunswick.

I look forward to the second annual *Municipality Week* to celebrate the many accomplishments of local governments and to ensure their continued success.

The partnership our government has with local governance stakeholders is very important to me as minister.

I will be engaging with you as the province continues its momentum in advancing local governance matters across New Brunswick.

Sincerely,

commissions de services régionaux apportent au niveau des affaires locales et régionales est essentielle à la croissance des communautés et des régions partout en province.

J'ai hâte à la deuxième Semaine de la municipalité pour célébrer les nombreuses réalisations des gouvernements locaux et assurer leur réussite à long terme.

Le partenariat de notre gouvernement avec les intervenants de la gouvernance locale est d'une grande importance pour moi en tant que ministre.

Je vais collaborer avec vous alors que la province continue de faire progresser les questions de gouvernance locale au Nouveau-Brunswick.

Cordialement,



Glen Savoie
Minister / Ministre
Local Government / Gouvernements locaux



Office of the Mayor Town of Quispamsis

12 Landing Court | P.O. Box 21085 | Quispamsis, NB | E2E 4Z4
T: 506 849 5778 | F: 506 849 5799 | quispamsis@quispamsis.ca

August 30, 2023

Mr. Michael Rousseau, President and Chief Executive Officer
Air Canada
410 Laurier Avenue West, 8th Floor
Ottawa, ON K1R 1B7

Michael.rousseau@aircanada.ca

Dear Mr. Rousseau:

**RE: AIR CANADA DECISION TO REDUCE AIR SERVICE TO SAINT JOHN
AIRPORT (YSJ), NEW BRUNSWICK**

Air Canada's recent decision to cut two of its three daily direct flights to Toronto and one of two flights to Montreal from the Saint John Airport (YSJ), following the Labour Day weekend for the months of September and October is devastating news for the Greater Saint John local economy.

YSJ is an integral cog in the economic engine of Greater Saint John, and air transportation is crucial to our local economic growth, sport tourism, the movement of goods and the connectivity of Canadians across the country. Like other regional airports, affecting communities and local businesses from coast to coast, the pandemic had detrimental impacts on YSJ. At that time, Air Canada received significant federal funding, unlike any other air service provider in the country. It is truly discouraging to understand why flights that are fully booked from YSJ are now being eliminated. Over the past year, YSJ has experienced both a rebound in passenger traffic and an improvement in its financial position, and is looking to further increase, not *decrease* its passenger traffic and return to profitability.

Over the coming months, Saint John and area travellers will no longer be able to fly to Toronto and back in one day for business. They may now have to look to other airports in the Province for their flights like the Greater Moncton Roméo LeBlanc International Airport, which is more than 150 kilometres away, a concern particularly in harsh winter weather.

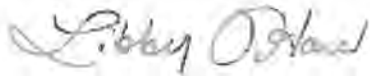
With the local governance reform that has occurred this past year in New Brunswick, our neighbouring municipalities have come together in a spirit of cooperation to establish and support a common vision of growth for our region. The lack of air service to our area will stifle this important work and diminish our exciting economic development initiatives.

We are writing to you because we believe it is important that we add our voice to those of our local partners who are also fearful of the consequences of Air Canada's decision. As the Council of the sixth-largest municipality in New Brunswick, we want to see service at YSJ strengthened, not weakened, and most certainly not eliminated. This is a critical and pressing issue for the Greater Saint John region. We urge Air Canada to provide assurances that this temporary suspension of much needed flights does not become a permanent suspension.

In closing, we ask that you work with our region in its mission to maintain a safe, convenient, and modern airport that connects the Greater Saint John area with the rest of Canada and the world.

Thank you in advance for your attention to this urgent matter.

Kind regards,

A handwritten signature in dark ink, appearing to read "Libby O'Hara". The signature is fluid and cursive, with the first name "Libby" being more prominent than the last name "O'Hara".

Libby O'Hara
Mayor



**The New Brunswick Medical
Education Foundation Inc.**

**La fondation d'éducation médicale
du Nouveau-Brunswick Inc.**

70C Hampton Road, Rothesay, NB, E2E-5L5

Tel: (506) 848-0036 E: info@nbmeded.ca

www.nbmeded.ca

CRA No. 810513523RR0001



Investing in Tomorrows Healthcare

Mayor Nancy Grant and Council;

Thank you for making our work possible !

*"Your generosity benefits all of us by helping to retain
physicians in our beautiful province.
I believe that health care is about community;
When we support our own, the whole community benefits"*
Mario Jones 2022

Thank you so much for your donation for
the 2023 Town of Portnesay Scholarship.
We deeply appreciate your support over
the years!

Natalie



Regular Meeting

June 22, 2023

Meeting minutes of the Board of Directors of Fundy Regional Service Commission held on Monday, June 22, 2023.

1. Call to Order

Chair O'Hara called the meeting to order at 11:03 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
Robert Doucet	Mayor, Hampton

Absent

Ray Riddell, Fundy Rural District

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC

Cassie Silhanek, Recording Secretary, FRSC

Jennifer Brown, Dillon Consulting

3. Approval of the Order of Business

Chairperson O'Hara moved forward with the meeting starting with the approval of the agenda.

Motion: To approve the June 22, 2023, Agenda.

Moved: Director MacKenzie

Seconded: Director Doucet

Vote: Motion Carried

4. Disclosure of Conflict of Interest

None.

5. Approval of the Minutes

a. Corrections

CEO Ouellette indicated that there are two corrections to be made, the first to the June 5th meeting minutes motion in item number 10, indicating that the number of staff considered for this salary change is 11, the actual budgeted number is 13.

The second change is to motion in item number 7 of the March 23, 2023, minutes that states “To table the adoption of the Regional Facilities Committee Terms of Reference as out lined in the February 27th FRSC Board report until the language in Section 8.4 is clarified.” This was accidentally copied from the February 27, 2023, meeting minutes, and should read instead “To adopt the Regional Facilities Committee Terms of Reference as out lined in the March 23, 2023, FRSC Board report.”

b. Approval of the June 5 meeting minutes

Motion: To approve the June 5, 2023, minutes as presented, with corrections indicated in 5.a.

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

6. Consent Agenda

a. Envision Saint John Reporting

Motion: Receive and file this report.

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

b. Planning and Building Inspection

Motion: Receive and file this report.

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

7. Fundy Regional Strategy

Jennifer Brown, Dillon Consulting, spoke to the strategy’s creation, and in cooperation with CEO Ouellette, spoke to the first draft of the Regional Strategy.

A concern was raised about the information missing from the Regional Facilities Committee section of the strategy, which should include “fairness” and “equity” in the four (4) pages it is given in the strategy. CEO Ouellette mentioned that this is a first draft to be tabled today, edits will be made over the next month and that the final version will integrate feedback from regional partners, including associated

with “fairness and equity”. Feedback is welcome, and it is also important to note that presentations to council’s will be happening over July to invite questions and feedback from councils.

Motion: Receive and file the June 22, 2023, draft of the Fundy Regional Strategy and report back by July 27, 2023, with any necessary adjustments.

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

Chairperson O’Hara called for a motion to adjourn.

Motion: To move to adjourn the open session at 11:44 a.m.

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

APPROVED (date) _____

Libby O’Hara, Chairperson

Cassie Silhanek, Recording Secretary

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION TWO, 12 MUNICIPAL DRIVE, QUISPAMSIS, NB
JUNE 14, 2023**

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

Absent: Vice Chair Kirk Miller

1.0 Call to Order

Chair Bolduc called the meeting to order at 6:53 pm.

2.0 Chair's Remarks

Chair Bolduc thanked Deputy Chief White for arranging a tour of Station Two prior to the meeting along with the presentation by representatives of FCC.

3.0 Approval of Agenda

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

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 April 12, 2023

Moved by D. Brown and seconded by P. Murray, that the minutes of April 12, 2023 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Station Two – Renovation Update

A tour and presentation by FCC Civil Division Manager Bill Woodhouse and Project Manager Obaid Shamsi was provided prior to the meeting.

A discussion on the merits of using asphalt versus millings around the station was had. Administrator Jarvie will approach Quispamsis and Rothesay regarding using millings they have. Commissioner Brown stated using millings now would be much cheaper and would provide a better base if we choose to asphalt later.

The cost savings of using millings would then be used to epoxy the apparatus floor. This was removed from the project in order to find cost savings.

Moved by M. Biggar and seconded by D. Brown, to pursue the epoxy flooring for the apparatus flooring if savings are found from the gravel and asphalt around the station.

CARRIED

7.0 Correspondence

7.1 Letter from Rothesay re: Rothesay Council Representative (Appointments)

The terms to the Kennebecasis Valley Fire Department Board of Fire Commissioners for Councillors Dave Brown and Peter Lewis have been extended for their term of office (May 2026).

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

CARRIED

8.0 New Business

8.1 Forestry / DNR Update

A letter from the Department of Natural Resources (DNR) was received, advising that if there is a wildland fire (brush / forest fire) that may exceed the capability of our fire department we will be contacting DNR for assistance.

With the recent local governance reform, implemented by the province, there has been an increase of “forest land” that now lies within the jurisdiction of newly formed towns and that they are responsible for.

Chief Boyle stated that if we have a forest fire incident, we can now call DNR and they will come, take over and pay the costs.

Commissioner Brown and Commissioner Lewis suggested having signage out front of Station One stating what level burning is at (open or closed). Chief Boyle stated that would fall under our Fire Prevention Division and will pass on to Division Chief Trecartin.

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

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Month Ended April 30, 2023

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

CARRIED

9.2 Budget Variance Analysis

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

CARRIED

9.3 Compliance Report

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

CARRIED

9.4 Audited Financial Statements ended December 31, 2022

A copy of the signed audited financial statements ended December 31, 2022 were provided to the Commissioners.

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

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary

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

CARRIED

11.3 KVEMO Update

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

CARRIED

12.0 Adjournment

Moved by P. Murray that the meeting be adjourned at 7:28 pm.

Date of next meeting – September 6, 2023

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Statement of Expense with Budget Variance

For the 4 months ending April 30, 2023

2023 September 11 Open Session FINAL_060

		BUDGET	ACTUAL	VARIANCES
		YEAR TO DATE	YEAR to DATE	YEAR TO DATE
				(Under Budget)
Line REVENUE:				
1	Members Contributions	\$1,778,399	\$1,778,399	\$0
2	Rebate of Property Tax (Miscellaneous Rev	\$0	\$0	\$0
3	Local Service Districts	\$0	\$0	\$0
4	Revenue Fee Structure	\$0		\$0
5	Misc. Revenue	\$250	\$185	(\$65)
6	Interest Income C/A	\$3,333	\$7,907	\$4,573
7	Deficit 2nd previous year	\$241,189	\$241,189	\$0
8		<u>\$2,023,171</u>	<u>\$2,027,679</u>	<u>\$4,508</u>
EXPENSES:				
ADMINISTRATION:				
9	Admin. Wages and Benefits	\$227,386	\$229,197	\$1,812
10	Convention/dues/training	\$8,000	\$4,539	(\$3,461)
11	Administrative Agreement	\$4,000	\$4,000	\$0
12	Professional Services	\$18,333	\$4,252	(\$14,082)
13	CPSE Accreditation	\$3,333	\$0	(\$3,333)
14	Office supplies/Copy Machine/ S/C	\$2,783	\$2,546	(\$238)
15	Computer hardware/software/IT	\$21,983	\$8,117	(\$13,867)
16	Telephone/ Internet	\$5,000	\$5,004	\$4
17		<u>\$290,819</u>	<u>\$257,654</u>	<u>(\$29,832)</u>
FIREFIGHTING FORCE:				
18	Salaries Basic	\$1,017,578	\$954,246	(\$63,332)
19	Dedicated FP Salary	\$0	\$0	\$0
20	Overtime	\$25,000	\$11,013	(\$13,987)
21	Vacation Pay on Retirement	\$0		\$0
22	Force Benefits	\$276,862	\$272,223	(\$4,640)
23	FP Position Benefits	\$0	\$0	\$0
24	Career Uniforms and maintenance	\$9,833	\$12,595	\$2,762
25	Medical and Fitness Testing	\$6,667	\$6,807	\$140
26	Employee Wellness	\$3,667	\$1,329	(\$2,338)
27	Career Recognition	\$750	\$438	(\$312)
28	Holiday Relief Wages and overtime	\$128,042	\$135,194	\$7,152
29	Holiday Relief Benefits	\$43,027	\$47,472	\$4,445
30		<u>\$1,511,426</u>	<u>\$1,441,317</u>	<u>(\$70,109)</u>

TELECOMMUNICATIONS:

31	Cellular Telephones	\$1,750	\$1,493	(\$257)
32	Communication Equipment	\$500	\$0	(\$500)
33	Maintenance / Repairs	\$350	\$83	(\$267)
34	Dispatch Service	\$113,078	\$113,079	\$1
35		<u>\$115,678</u>	<u>\$114,655</u>	<u>(\$1,023)</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	\$13,200	\$11,564	(\$1,636)
39	Fire Prevention	\$2,333	\$3,959	\$1,626
40	Public Education	\$1,200	\$108	(\$1,092)
41	Training Supplies	\$1,667	\$397	(\$1,270)
42		<u>\$18,400</u>	<u>\$16,028</u>	<u>(\$2,372)</u>

FACILITIES:

43	Station 1 Operating	\$45,044	\$44,495	(\$549)
44	Station 2 Operating	\$18,741	\$22,498	\$3,757
45	Station Supplies	\$4,000	\$6,697	\$2,697
46		<u>\$67,785</u>	<u>\$73,690</u>	<u>\$5,904</u>

FLEET:

47	Fuel Vehicle	\$10,000	\$12,526	\$2,526
48	Registration Vehicle	\$400	\$361	(\$39)
49	Vehicle Maint. & Repairs	\$25,000	\$24,902	(\$98)
50		<u>\$35,400</u>	<u>\$37,789</u>	<u>\$2,389</u>

OPERATIONS:

51	New Equipment	\$8,000	(\$5,373)	(\$13,373)
52	Maint. & Repairs Equip.	\$8,333	\$16,247	\$7,914
53	Maint. & Repairs Bunker Gear	\$0	\$64	\$64
54	Medical Supplies	\$3,333	\$1,782	(\$1,551)
55	Fire Fighting Supplies	\$2,000	\$3,560	\$1,560
56	H&S/Cause determination	\$500	\$167	(\$333)
57		<u>\$22,167</u>	<u>\$16,447</u>	<u>(\$5,720)</u>

WATER COSTS:				
58	Water Costs - Quispamsis	\$1,390	\$1,390	\$0
59	Water Costs - Rothesay	\$7,224	\$7,224	\$0
60		\$8,614	\$8,614	\$0
OTHER:				
61	Miscellaneous	\$1,333	\$950	(\$384)
62	Retirement Allowance	\$22,333	\$22,333	(\$0)
63		\$23,667	\$23,283	(\$384)
64		\$2,155,141	\$2,057,109	(\$94,698)
65 (DEFICIT) SURPLUS FOR THE PERIOD			(\$29,430)	\$99,207

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 4 months ending April 30, 2023

Line #	Description	Budget YTD	Actual YTD	Variance	Details
(Under Budget)					
18	Salaries Basic	\$1,017,578	\$954,246	(\$63,332)	\$54K accrual to move 1/2 of first payroll back to 2022 when incurred/retirement & disability
20	Overtime	\$25,000	\$11,013	(\$13,987)	As required
12	Professional Services	\$18,333	\$4,252	(\$14,082)	actuarial
15	Computer hardware/software/IT	\$21,983	\$8,117	(\$13,867)	Some annual software subscriptions not yet paid
28	Holiday Relief Wages & Overtime	\$128,042	\$135,194	\$7,152	As required/coverage for retirement & disability
36	Insurance	\$61,185	\$67,632	\$6,447	Actual cost greater than budgeted
51	New Equipment	\$8,000	(\$5,373)	(\$13,373)	As required/accrual for hose tester order in 2022
	Material Variances	\$1,280,122	\$1,175,080	(\$105,042)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000

For the months of March/April 2023

Non-Recurring Monthly Invoices		Amount	Description
03-02-23	Safety Source	\$8,229.42	Batteries, hose assembly, butt splice, diaphragms
03-13-23	Hovey Insurance	\$67,632.00	Annual insurance payment
03-13-23	Homestar	\$5,435.20	Snow clearing contract
03-17-23	Life Saving Resources	\$7,066.80	Water rescue instructor course
04-06-23	FCC Construction	\$480,860.74	Station #2 construction progress payment
04-14-23	Teed Saunders Doyle	\$8,855.00	Annual financial audit fee
04-15-23	Homestar	\$5,435.20	Snow clearing contract



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: June 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 – December 31, 2022 claim filed (next claim due July 31, 2023)

WHSCC – remitted monthly –payment remitted

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

Ron Catchick
Finance Administrator

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**FINANCIAL STATEMENTS****DECEMBER 31, 2022**

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL_066
DECEMBER 31, 2022

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Kennebecasis Valley Fire Department Inc.

Opinion

We have audited the financial statements of the Kennebecasis Valley Fire Department Inc., (the "Department") which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net debt and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Kennebecasis Valley Fire Department Inc. as at December 31, 2022, and the results of its operations, changes in net debt and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Department in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Department's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Department or to cease operations, or has no realistic alternative but to do so.

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

Auditors' Responsibilities for the Audit of the Financial Statements (cont'd)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Department's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Department to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicated with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.





CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick
April 12, 2023

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL 069
STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2022

	2022	2021
FINANCIAL ASSETS		
Cash (Note 4)	\$ 988,234	\$ 878,831
Accounts receivable		
General	-	-
Due from member municipalities (Note 6)	675,057	199,097
Federal Government and its agencies (Note 5)	<u>165,532</u>	<u>45,057</u>
	<u>\$ 1,828,823</u>	<u>\$ 1,122,985</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 1,010,173	\$ 154,043
Accrued sick leave liability (Note 7)	330,921	489,638
Accrued liability for retirement pay allowance (Note 8)	656,603	572,853
Post employment benefits payable (Note 9)	<u>178,200</u>	<u>159,800</u>
	<u>2,175,897</u>	<u>1,376,334</u>
NET DEBT	<u>(347,074)</u>	<u>(253,349)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 11)	9,265,750	7,541,876
Accumulated amortization (Note 11)	<u>(3,954,572)</u>	<u>(3,635,556)</u>
	<u>5,311,178</u>	<u>3,906,320</u>
Prepaid expenses	<u>16,750</u>	<u>-</u>
ACCUMULATED SURPLUS	<u>\$ 4,980,854</u>	<u>\$ 3,652,971</u>
COMMITMENT (Note 10)		
APPROVED BY:		
 _____	Chairperson	
 _____	Treasurer	

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL_070
STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>2022</u> Budget (Note 13)	<u>2022</u> Actual	<u>2021</u> Actual
REVENUE (Note 6)			
Contributions by member municipalities - operating	\$ 5,636,874	\$ 5,636,874	\$ 5,419,084
Contributions by member municipalities - capital	-	1,710,107	274,243
Fee structure	-	-	276
Interest	5,000	21,016	5,989
Gain on disposal of tangible capital assets	-	-	17,144
Miscellaneous	<u>1,000</u>	<u>1,518</u>	<u>-</u>
	<u>5,642,874</u>	<u>7,369,515</u>	<u>5,716,736</u>
EXPENDITURE			
Administration	801,548	765,158	738,615
Firefighting force	4,125,414	4,177,399	3,730,210
Telecommunications	212,910	212,302	204,295
Insurance	55,504	57,722	52,362
Prevention and training	58,500	53,129	32,799
Facilities (Note 6)	266,897	262,094	274,372
Fleet	282,250	291,381	267,058
Operations	128,552	133,568	120,150
Water costs	33,452	33,453	32,482
Retirement allowance	52,975	52,975	63,212
Other	<u>3,000</u>	<u>2,451</u>	<u>-</u>
	<u>6,021,002</u>	<u>6,041,632</u>	<u>5,515,555</u>
ANNUAL SURPLUS (DEFICIT)			
FOR THE YEAR (Note 12)	<u>\$ (378,128)</u>	1,327,883	201,181
ACCUMULATED SURPLUS - BEGINNING OF YEAR		<u>3,652,971</u>	<u>3,451,790</u>
ACCUMULATED SURPLUS - END OF YEAR		<u>\$ 4,980,854</u>	<u>\$ 3,652,971</u>
Amortization included in the above expenditure		<u>\$ 319,016</u>	<u>\$ 345,898</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL 071
STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
Annual surplus	\$ 1,327,883	\$ 201,181
Acquisition of tangible capital assets	(1,723,874)	(322,778)
Proceeds on disposal of tangible capital assets	-	20,286
Amortization of tangible capital assets	319,016	345,898
Gain on disposal of tangible capital assets	<u>-</u>	<u>(17,144)</u>
Acquisition of prepaid assets	<u>(16,750)</u>	<u>-</u>
Decrease (increase) in net debt	(93,725)	227,443
Net debt - beginning of year	<u>(253,349)</u>	<u>(480,792)</u>
Net debt - end of year	\$ <u>(347,074)</u>	\$ <u>(253,349)</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL_072
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
INCREASE (DECREASE) IN CASH		
OPERATING TRANSACTIONS		
Annual surplus	\$ 1,327,883	\$ 201,181
Gain on disposal of tangible capital assets	-	(17,144)
Amortization of tangible capital assets	319,016	345,898
Accounts receivable - General	-	-
Accounts receivable - Due from member municipalities	(475,960)	(135,763)
Accounts receivable - Federal Government and its agencies	(120,475)	87,621
Accounts payable and accrued liabilities	856,130	(26,136)
Accrued sick leave liability	(158,717)	(190,932)
Accrued liability for retirement pay allowance	67,000	67,000
Post employment benefits payable	18,400	14,200
Prepaid expenses	<u>16,750</u>	<u>-</u>
	1,833,277	345,925
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(1,723,874)	(322,778)
Proceeds on disposal of tangible capital assets	<u>-</u>	<u>20,286</u>
NET INCREASE IN CASH	109,403	43,433
CASH - BEGINNING OF YEAR	<u>878,831</u>	<u>835,398</u>
CASH - END OF YEAR	<u>\$ 988,234</u>	<u>\$ 878,831</u>
REPRESENTED BY:		
Cash - operating	\$ 373,970	\$ 343,748
Cash - retirement allowance	<u>614,264</u>	<u>535,083</u>
	<u>\$ 988,234</u>	<u>\$ 878,831</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL_073 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Valley Fire Department Inc. (the "Department") provides fire prevention, fire protection, fire-fighting, fire investigation services and medical first response to the Towns of Quispamsis, Rothesay and certain outlying areas.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Department are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Department and the changes thereto. The Statement of Financial Position includes all of the assets and liabilities of the Department.

Significant aspects of the accounting policies adopted by the Department are as follows:

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains and losses reported in annual surplus (deficit). All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Cash and Cash Equivalents

Cash and cash equivalents include cash balances with financial institutions.

Revenue Recognition

The contributions from the member municipalities and the local service districts are recognized when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and other income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL_074 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Measurement Uncertainty

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenditure during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from these estimates.

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued sick leave liability;
- accrued retirement pay allowance; and
- accrued post employment benefits.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Buildings	20-40 years
Vehicles	4-25 years
Equipment	4-20 years

Assets under construction are not amortized until the asset is available for productive use.

The Department regularly reviews its capital assets to eliminate obsolete items.

Post Employment Benefits

The Department recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Department has a retirement pay allowance as documented in Note 8 and a pension plan as documented in Note 9.

Economic Dependence

The Department receives funding from Quispamsis and Rothesay, which accounts for a significant portion of revenues.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL_075 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

3. FINANCIAL INSTRUMENTS

The Department is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Department's risk exposure and concentration as of December 31, 2022:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Department is exposed to credit risk from its accounts receivable. The Department's credit risk is mitigated by the fact that its accounts receivable consist primarily of funds due from the Federal Government and the contributing municipalities.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Department is exposed to this risk mainly in respect of its receipt of funds from its accounts receivable, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the Department's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Department is not exposed to foreign currency risk as it does not hold foreign currencies.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Department manages exposure through its normal operating activities. The Department is not exposed to significant interest rate risk as it does not have short term or long term debt.

4. CASH

	<u>2022</u>	<u>2021</u>
Cash - operating	\$ 373,970	\$ 343,748
Restricted cash - retirement allowance (Note 8)	<u>614,264</u>	<u>535,083</u>
	<u>\$ 988,234</u>	<u>\$ 878,831</u>

5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2022</u>	<u>2021</u>
Canada Revenue Agency (HST refund)	<u>\$ 165,532</u>	<u>\$ 45,057</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL_076 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

6. RELATED PARTY TRANSACTIONS

The Department is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Department. The Department received a property tax rebate in the amount of \$56,322 (2021 - \$57,138) from Rothesay, which is netted against the property tax expenditure. The Department also entered a new dispatch agreement with the Municipalities during the year, the amount was \$206,210 (2021 - \$200,371). During the year, the Department recognized the following contributions from the Municipalities as revenue:

	<u>2022</u>	<u>2021</u>
Quispamsis - Operating	\$ 3,329,567	\$ 3,209,625
Rothesay - Operating	<u>2,307,307</u>	<u>2,209,459</u>
	<u>\$ 5,636,874</u>	<u>\$ 5,419,084</u>
Quispamsis - Capital	\$ 1,010,742	\$ 163,190
Rothesay - Capital	<u>699,365</u>	<u>111,053</u>
	<u>\$ 1,710,107</u>	<u>\$ 274,243</u>

7. ACCRUED SICK LEAVE LIABILITY

The Department provides every employee a sick leave entitlement that accumulates at a rate of 18 hours per month while the employee's sick bank is below 1,000 hours, and 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 hours and can take a leave with pay by virtue of being sick or disabled, quarantined by a physician or Health Authority, or because of an accident or disease for which compensation is not payable under the Workplace Health, Safety and Compensation Commission Act or a long term disability plan. An employee is no longer entitled to accumulate sick leave if the employee has been off active duty, for any reason, for 120 consecutive calendar days or longer. All employees have 12 hours per year taken from their accumulated sick days and moved to a group sick bank until contributions collectively result in an accumulation of 3,000 working hours. For the purpose of the actuarial valuation described below, the group sick bank has been ignored since its use has been minimal in the past and its impact on the actuarial liability and normal cost is expected to be negligible.

An actuarial valuation was performed by Morneau Shepell as at December 31, 2020 on the 37 employee plan in accordance with PSA 3255. The actuarial method used was the projected unit credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Department's best estimates. The following summarizes the major assumptions in the valuation:

- annual salary increase is 2.25%;
- the discount rate used to determine the accrued benefit obligation is 1.99% (2018 - 3.07%);
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave is independent of age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of revenue as they come due. The calculated unfunded liability as at December 31, 2022 is \$330,921 (2021 - \$489,638).

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL_077
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

8. ACCRUED LIABILITY FOR RETIREMENT PAY ALLOWANCE

Retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks salary based on a minimum of ten years service. This benefit only applies to employees who have reached the age of 55 years. Upon the death of a full-time employee prior to retirement, a prorated benefit equal to four weeks' regular salary for every five years of employment shall be paid to the employee's named beneficiary or estate.

An actuarial valuation was prepared by Morneau Shepell as at December 31, 2020 for the Department's 43 members in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The present value of the accrued liability as at December 31, 2022 is estimated to be \$656,603 (2021 - \$572,853).

The following summarizes the major assumptions in the valuation:

- Discount rate used was 5.70%;
- Salary increases 2.10% per annum; and
- retirement age of 60 years old.

The activity for the year is as follows:

	<u>2022</u>	<u>2021</u>
Balance at beginning of year	\$ 572,853	\$ 505,853
Add: Benefit expense	67,000	67,000
Prepaid benefit	16,750	-
Interest earned	<u>14,025</u>	<u>3,788</u>
	670,628	576,641
Less: Retirement benefits paid	<u>-</u>	<u>-</u>
	670,628	576,641
Change in liability based on PSAS requirements	<u>(14,025)</u>	<u>(3,788)</u>
Accrued liability for retirement pay allowance at end of year	\$ <u>656,603</u>	\$ <u>572,853</u>

The Department has restricted \$614,264 (2021 - \$535,083) in cash towards the funding of this liability (Note 4).

9. POST EMPLOYMENT BENEFITS PAYABLE

The Department and its employees participate in the New Brunswick Municipal Employees Pension Plan ("NBMEPP"). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2020 and resulted in an overall NBMEPP accrued benefit obligation of \$135,126,100 based on the accounting basis.

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL_078 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following summarizes the major assumptions in the valuation as at December 31, 2021:

- the expected inflation rate is 2.10% (prior 2.10%);
- the discount rate used to determine the accrued benefit obligation is 5.70% (prior 5.55%);
- the expected rate of return on assets is 5.70% (prior 5.55%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARS�) is 14.0 years (prior 13.0 years).

The actuarial valuation prepared as at December 31, 2020 indicated that the market value of the net assets available for the accumulated plan benefits were less than the present value of these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick.

On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$833,500, a change of \$191,700 from the December 31, 2019 deficit of \$641,800. Based on the assumptions as at December 31, 2020, the actuary expected the level of employer and employee contributions to be sufficient to fund the current service cost and going concern special payments, as required by the Pensions Benefits Act.

As at December 31, 2020, the NBMEPP provides benefits for 294 retirees. Total benefit payments to retirees and terminating employees during 2022 are estimated to be approximately \$4,957,200 (actual 2021 - \$6,360,300) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 8.00%. Each participating body contributes an amount that equals their employees' contribution amounts. Pension Fund Assets are invested in Short Term Securities, Bonds, Canadian Equities and Foreign Equities. Combined employees and municipalities contributions for 2022 are estimated to be approximately \$7,421,400 (actual 2021 - \$7,235,200) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to the Department:

- The average age of the 43 active employees covered by the NBMEPP is 43.3 (2021 - 42.7);
- Benefit payments were \$527,600 in 2021 and were estimated to be \$527,600 in 2022; and
- Combined contributions were \$569,400 in 2021 and were estimated to be \$575,600 in 2022.

In addition to determining the position of the NBMEPP as it relates to the Department as at December 31, 2020 and December 31, 2021, NBMEPP's actuary performed an extrapolation of the December 31, 2021 accounting valuation to determine the estimated position as at December 31, 2022. The extrapolation assumes assumptions used as at December 31, 2022 remain unchanged from December 31, 2021. The extrapolation also assumes assets return of 5.70%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL_079 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Results of the extrapolation are as follows:

	Estimated Jan 1, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 159,800	\$ 145,600
Adjustment to actual	48,000	127,000
Pension expense for the year	258,200	189,800
Employer contributions	<u>(287,800)</u>	<u>(302,600)</u>
Accrued benefit liability at end of period	\$ <u>178,200</u>	\$ <u>159,800</u>

In summary, the accrued benefit liability as it related to the Department is estimated to be \$178,200 as at December 31, 2022. This compares to \$145,600 as at January 1, 2021 and \$159,800 as at December 31, 2021. The December 31, 2021 liability was estimated in the prior year. The actual liability was calculated to be \$207,800. The difference of \$48,000 has been recorded in the current year.

The financial position as it relates to the accrued benefit liability is shown as follows and illustrates the unamortized amounts being recognized in pension expense over time:

	Estimated Jan 1, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 14,877,400	\$ 14,080,400
Plan assets	<u>14,601,600</u>	<u>13,767,500</u>
Plan deficit	275,800	312,900
Adjustment to 2021 actual	-	(48,000)
Unamortized experience losses	<u>(97,600)</u>	<u>(105,100)</u>
Accrued benefit liability at end of period	\$ <u>178,200</u>	\$ <u>159,800</u>

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 14,080,400	\$ 13,534,800
Current service cost	522,200	498,900
Benefit payments	(527,600)	(527,600)
Interest for period	802,400	750,400
Experience gain during period	<u>-</u>	<u>(176,100)</u>
Accrued benefit obligation at end of period	\$ <u>14,877,400</u>	\$ <u>14,080,400</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	Estimated Jan 1, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 13,767,500	\$ 13,320,900
Employer contributions	287,800	279,400
Employee contributions	287,800	290,000
Benefit payments	(527,600)	(527,600)
Return on plan assets during period	<u>786,100</u>	<u>404,800</u>
Plan assets at end of period	<u>\$ 14,601,600</u>	<u>\$ 13,767,500</u>

Total expense related to pensions include the following components:

	Estimated Jan 1, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Pension Expense		
Employer current service cost	\$ 234,400	\$ 208,900
Interest on accrued benefit obligation	802,400	750,400
Expected return on assets	(786,100)	(740,500)
Experience loss (gain)	<u>7,500</u>	<u>(4,200)</u>
Pension expense	<u>\$ 258,200</u>	<u>\$ 214,600</u>

The pension expense is included in the Statement of Operations. The 2021 pension expense was estimated to be \$189,800. The difference between the 2021 estimated and actual expense has been recorded as an expense of the current period.

10. COMMITMENT

Office Equipment Lease

The Department has entered into a lease agreement with Xerox Canada Ltd. to provide use of a photocopier. In 2018, the Department committed to \$478 per quarter payable over 60 months commencing on January 16, 2019. The future minimum annual payment over the next year is \$1,912.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

11. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Equipment</u>	<u>2022 Total</u>	<u>2021 Total</u>
COST						
Balance - beginning of year	\$ 100,049	\$ 3,182,436	\$ 3,517,689	\$ 741,702	\$ 7,541,876	\$ 7,269,357
Add: Net additions during the year	-	1,710,107	13,767	-	1,723,874	322,778
Less: Disposals during the year	-	-	-	-	-	(50,259)
Balance - end of year	<u>100,049</u>	<u>4,892,543</u>	<u>3,531,456</u>	<u>741,702</u>	<u>9,265,750</u>	<u>7,541,876</u>
ACCUMULATED AMORTIZATION						
Balance - beginning of year	-	1,573,303	1,673,738	388,515	3,635,556	3,336,775
Add: Amortization during the year	-	78,264	179,200	61,552	319,016	345,898
Less: Accumulated amortization on disposals	-	-	-	-	-	(47,117)
Balance - end of year	<u>-</u>	<u>1,651,567</u>	<u>1,852,938</u>	<u>450,067</u>	<u>3,954,572</u>	<u>3,635,556</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 100,049</u>	<u>\$ 3,240,976</u>	<u>\$ 1,678,518</u>	<u>\$ 291,635</u>	<u>\$ 5,311,178</u>	<u>\$ 3,906,320</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS**DECEMBER 31, 2022****12. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)**

	<u>Operating Fund</u>	<u>Capital Fund</u>	<u>Total</u>
2022 annual surplus (deficit) - PSAS	\$ <u>(63,209)</u>	\$ <u>1,391,092</u>	\$ <u>1,327,883</u>
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	213,454	-	213,454
Amortization expense	-	319,016	319,016
Provision for vested retirement benefits - pension	18,400	-	18,400
Change in amount recorded under PSAS sick leave accrual	(158,717)	-	(158,717)
Change in retirement allowance liability	<u>(14,025)</u>	<u>-</u>	<u>(14,025)</u>
Total adjustments to 2022 annual surplus (deficit)	<u>59,112</u>	<u>319,016</u>	<u>378,128</u>
2022 annual surplus (deficit) for funding requirements	\$ <u><u>(4,097)</u></u>	\$ <u><u>1,710,108</u></u>	\$ <u><u>1,706,011</u></u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2023September11OpenSessionFINAL_083

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

13. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget General	Amortization and Long Term Accruals	Transfers	Total
REVENUE				
Contributions by member municipalities - operating	\$ 5,636,874	\$ -	\$ -	\$ 5,636,874
Local service districts	-	-	-	-
Miscellaneous	1,000	-	-	1,000
Interest	5,000	-	-	5,000
Surplus of second previous year	<u>213,454</u>	<u>-</u>	<u>(213,454)</u>	<u>-</u>
	<u>5,856,328</u>	<u>-</u>	<u>(213,454)</u>	<u>5,642,874</u>
EXPENDITURE				
Administration	798,551	2,997	-	801,548
Firefighting force	4,268,728	(143,314)	-	4,125,414
Telecommunications	212,910	-	-	212,910
Insurance	55,504	-	-	55,504
Prevention and training	58,500	-	-	58,500
Facilities	188,633	78,264	-	266,897
Fleet	103,050	179,200	-	282,250
Operations	67,000	61,552	-	128,552
Water costs	33,452	-	-	33,452
Retirement allowance	67,000	(14,025)	-	52,975
Other	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>3,000</u>
	<u>5,856,328</u>	<u>164,674</u>	<u>-</u>	<u>6,021,002</u>
Deficit	\$ <u>-</u>	\$ <u>(164,674)</u>	\$ <u>(213,454)</u>	\$ <u>(378,128)</u>



Kennebecasis Valley Fire Department

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

Significant Incidents

April 16th

While firefighters were battling a grass fire in the Bradley Lake area of Quispamsis, they were dispatched to a second fire on Highland Avenue in Rothesay for a vehicle fire just after 6PM. A pickup truck, off-road vehicle and utility trailer were on fire when firefighters arrived with the fire extending towards the house. Although the exterior of the home sustained damage, firefighters were able to save the house.



May 14th

Firefighters were dispatched for structure fire on Cedar Grove Drive in Quispamsis for a structure fire around 5 pm. On arrival, firefighters found a shed in the back of the home destroyed by fire with damage to the walls and roof of the home. The fire was extinguished and the home was checked for any additional damage or fire inside the home.

May 20th

Around lunchtime, firefighters responded to a fire on Woodward Crescent in Quispamsis. A fire under the deck of the home had ignited the deck and was moving towards the outside wall of the home. Firefighters were able to extinguish the fire and prevented any other damage to the home.

May 28th

While the forest fire in Charlotte County burned out of control, the Office of the Fire Marshal put out a request for assistance from other departments to assist with firefighting efforts. Although not needed, the KVFD had 12 members volunteer to respond and we offered an engine, tanker and off-road vehicle to assist.

Incident Command Training

On Saturday, April 15th, the KVFD hosted a training session on incident command theory led by Chief Boyle. Chief officers from Hampton Fire Rescue, Nauwigewauk Fire Department, Saint John Fire Department, Simonds Fire Rescue, Long Reach Fire Department, Peninsula Fire Department and St. Martins Fire Department attended the training along with the members of KVFD B platoon. Along with the theoretical training, there was a round table discussion and tabletop scenarios. We would like to thank all those who attended the training.



Critical Incident Training

On April 12th, members of the KVFD including chief officers, joined Kennebecasis Regional Police Force (KRPf) members along with a representative from New Brunswick EMO to conduct training and classroom exercises on the joint response to critical incidents. Critical incidents are those that involve a potential or active violent threat, such as an active shooter incident. The KVFD and KRPf are working towards policies and joint training to ensure a safe and efficient response to any critical incidents that may occur in the Kennebecasis Valley.



Water Supply Training

On April 20th, the KVFD was invited by the Nauwigewauk Fire Department to participate in training on drafting and porta-tank operations. Also in attendance were mutual-aid partners Upham Volunteer Fire Department and Hampton Fire Rescue.

Training like this with our mutual-aid partners allows the department to be better prepared for emergencies that can and will require our neighbouring agencies.



CFAI Site Visit Columbus GA,

During the week of May 8th, Chief Boyle participated in a site visit as a peer assessor representing the Commission on Fire Accreditation International (CFAI) along with three other fire chiefs from the United States, evaluating Columbus Fire and EMS, Georgia. As a peer assessor, Chief Boyle reviewed and evaluated documents, held meetings with chief officers of the



department and gave a final presentation as part of the team to department and municipal officials. The peer team gave a final recommendation that the department be recognized for accreditation. As the final step in the accreditation process, each peer team member writes sections of a final report that is submitted to the CFAI and presented at the final hearing for the fire department seeking accreditation.

New Brunswick Association of Fire Chiefs (NBAFC)

On the weekend of May 27th, the New Brunswick Association of Fire Chiefs hosted their annual conference. Division Chief Karen Trecartin attended on behalf of the KVFD and Chief Mike Boyle presented at the conference representing the Canadian Association of Fire Chiefs, speaking on the benefits of the Executive Chief Officer Program.



In addition to attending the conference, the KVFD remains an active member of the NBAFC. Chief Boyle is the chair of zone 2 of the Royal Firefighters Association, the local chapter of the NBAFC and recently Division Chief Codling took on the role as area training representative (ATR) for the Royal. As ATR, DC Codling will assist with coordinating and delivering firefighter training for area departments from a regional level. Division Chief Karen Trecartin has been appointed as 2nd Vice President of the New Brunswick Association of Fire Prevention Officers and will be the NBAFC fire prevention representative for the area, also as part of the Royal Firefighters Association.

Car Seat Clinic

In cooperation with Child Safety Link and IWK Halifax, the KVFD will be hosting a car seat clinic on June 14th at fire station 1. This clinic will also be used to certify additional KVFD members as car seat technicians.

Elevator Training

On May 31st, the KVFD hosted elevator rescue training provided by Vtech Ltd. Elevator Consulting. 14 firefighters from KVFD along with firefighters from Sussex Fire Department, Hampton Fire Rescue and Riverview Fire Rescue attended the training. The Kennebecasis Valley currently has over 40 buildings with elevators and the department responds to an average of three to five elevator rescues per year, with two in May of this year.



Sussex Fire Department Awards Banquet

On June 2nd, the Sussex Fire Department held their annual long service awards banquet and Chief Boyle was invited to attend as the keynote speaker. Chief Boyle spoke on leading through change and his first year as fire chief.



Fire-Rescue Canada 2023

Fire-Rescue Canada is the national conference of the Canadian Association of Fire Chiefs. This year the conference will be held in Halifax, NS, and Chief Boyle has been selected as a speaker at the conference. As a current Master of Education (Adult Education) candidate at the University of New Brunswick, Chief Boyle will be speaking on adult education in the fire service.

Fighting Fire with Knowledge: Adult Education in the Fire Service

Overview: Beyond just knowing your stuff, you need to know your students. As a fire service instructor, do you understand adult learners and what motivates them to learn? Find out about the art of teaching adults with an introduction to andragogy.

Mobile Burn Unit

The new provincial mobile burn unit, owned by the Office of the Fire Marshal and the New Brunswick Community College, will be making it's first stop at KVFD station 1 during the second week of June. This unit will be shared amongst fire departments across the province and allows for firefighters to train on fire behaviour, fire attack, ladder work, ventilation and search and rescue. The unit will follow an annual schedule that will allow every department in the province access to it for training at least once a year.



Note: Responses are in alphabetical order. Fires, with the exception of wildland/outside fires are listed under "Fire/explosion – dollar loss" including structure fires.

April 2023

Response Type Description	2020	2021	2022	3 Year Average	2023
Alarm No Fire - accidental miscellaneous	3	5	3	3.6	5
Alarm No Fire - detector activated	4	0	6	3.3	4
Alarm No Fire - miscellaneous	0	1	1	0.66	0
Alarm No Fire - smoke or steam mistaken	0	1	1	0.66	0
Alarm No Fire - sprinkler surge or discharge	0	1	0	0.33	0
Alarm No Fire - unknown odours	0	1	0	0.33	0
Building Collapse	0	0	1	0.33	0
Chimney Fire	0	0	0	0	0
Explosion - no fire	0	0	0	0	0
False Alarm - miscellaneous	0	0	0	0	0
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	4	0	1	1.66	1
Gas Leak - miscellaneous	0	0	0	0	0
Gas Leak - propane	0	1	0	0.33	1
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide detector alarm	5	3	0	2.67	0
Home Accident	0	0	0	0	0
Incident Situation Unclassified	0	0	0	0	0
Industrial Accident	0	0	0	0	0
Public Hazard - gasoline or fuel spill	0	0	1	0.33	1
Public Hazard - hazardous object removed	0	0	0	0	0
Public Hazard - miscellaneous	1	0	0	1	0
Public Hazard - power line down	7	0	14	7	1
Public Hazard - toxic chemical spill	0	1	0	0	0
Public Service - animal rescue	0	0	0	0	0
Public Service - assist police or other agency	0	0	0	0	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	30	46	41	39	41
Public Service - Flooding	1	0	0	1	0
Public Service - mutual aid	1	3	1	1.66	0
Public Service- miscellaneous	0	1	1	0.5	1
Rescue - Miscellaneous	1	0	0	1	0
Resuscitation Call - dead on arrival	0	0	0	0	1
Rubbish/grass fire - no dollar loss	8	5	3	5.33	4
Rupture - water pipes	0	0	0	0	0
Vehicle Accident	4	9	5	6	9
Total	69	78	79	75	71

May 2023

Response Type Description	2020	2021	2022	3 Year Average	2023
Alarm No Fire - accidental miscellaneous	7	0	1	2.66	2
Alarm No Fire - detector activated	7	3	3	4.33	4
Alarm No Fire - miscellaneous	0	0	0	0	0
Alarm No Fire - smoke or steam mistaken	1	0	1	0.66	2
Alarm No Fire - sprinkler surge or discharge	0	0	0	0	2
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	0
False Alarm - municipal alarm system	0	0	0	0	0
False Alarm - verbal report to fire station	0	0	1	0.33	0
Fire/explosion - dollar loss	2	5	4	3.66	2
Gas Leak - miscellaneous	0	0	0	0	0
Gas Leak - propane	0	0	0	0	0
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide detector alarm	0	0	0	0	3
Home Accident	0	0	0	0	0
Incident Situation Unclassified	0	0	0	0	0
Industrial Accident	0	1	0	0.33	0
Public Hazard - gasoline or fuel spill	0	1	3	1.33	0
Public Hazard - hazardous object removed	0	0	0	0	0
Public Hazard - miscellaneous	3	0	0	1	2
Public Hazard - power line down	2	0	5	2.33	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	0	0	1	0.33	2
Public Service - citizens locked in or out	0	0	0	0	0
Public Service - citizens trapped in elevators	0	1	0	0.33	2
Public Service - first aid	37	44	51	44	43
Public Service - Flooding	0	1	0	0.33	0
Public Service - mutual aid	1	0	1	0.66	0
Public Service- miscellaneous	3	0	3	2	1
Rescue - Miscellaneous	2	1	2	1.66	0
Resuscitation Call - dead on arrival	0	0	0	0	0
Rubbish/grass fire - no dollar loss	15	9	3	9	3
Rupture - water pipes	0	0	0	0	0
Vehicle Accident	9	8	9	8.66	4
Total	89	75	89	84	74



Kennebecasis Valley Fire Department

To: Joint Board of Fire Commissioners
From: Chief Michael Boyle
Re: KV EMO Update
Date: June 14, 2023

The KVEMO steering committee has been meeting regularly throughout the year and is making progress on the development of the KV EMO Emergency Management Plan. This plan will include a risk assessment, overview of emergency management, responsibilities of each town and provide guidance on managing large scale emergencies within the Kennebecasis Valley. A final draft of the plan is expected to be ready for a presentation to both towns in September.

Chief Boyle has also begun the process to become a Certified Emergency Manager (CEM) with the International Association of Emergency Managers (IAEM). The Certified Emergency Manager designation is a nationally and internationally recognized professional certification for emergency managers. Sharf Chowdury, Regional Director & Chief Emergency Management Officer for the Horizon Health Network, has been appointed as a mentor for Chief Boyle in completing the certification process.



Town of Rothesay

General Fund Financial Statements

July 31, 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 7/31/2023

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>

\$ 52,950,642

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(1,100,000)
Total Long Term Debt	5,696,093

Total Liabilities \$ 4,596,093

Investment in General Fund Fixed Assets 48,354,548

\$ 52,950,642

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Town of Rothesay

Balance Sheet - General Fund Reserves
7/31/2023

ASSETS

BNS Gas Tax Interest Account	474,713
BNS General Operating Reserve #214-15	941,257
BNS General Capital Reserves #2261-14	93,780
BNS - Gen Capital Reserve GIC	1,500,000
BNS - Gas Tax Reserves - GIC	4,100,000
	<u>\$ 7,109,751</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,580,543
Invest. in General Capital Reserve	1,414,405
General Gas Tax Funding	994,170
Invest. in General Operating Reserve	941,257
Invest. in Land for Public Purposes Reserve	159,838
Invest. in Town Hall Reserve	19,537
	<u>\$ 7,109,751</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 7/31/2023

CURRENT ASSETS

Cash	4,172,277
Receivables	91,015
HST Receivable	360,198
Inventory	35,691
Gen Operating due to/from Util Operating	(361,754)
Total Current Assets	<u>4,297,427</u>
Other Assets:	
Projects	<u>2,572,296</u>
	<u>2,572,296</u>
 TOTAL ASSETS	 <u><u>6,869,723</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,226,146
Other Payables	651,593
Gen Operating due to/from Gen Capital	1,100,000
Accrued Pension Obligation	(15,700)
Accrued Retirement Allowance	444,587
TOTAL LIABILITIES	<u><u>3,406,627</u></u>

EQUITY

Retained Earnings - General	170,485
Surplus/(Deficit) for the Period	<u>3,292,611</u>
	<u>3,463,096</u>
	 <u><u>6,869,723</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
7 Months Ended 7/31/2023

	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	1,676,981	11,738,869	11,738,870	(1)		20,123,778
Sale of Services	36,124	33,384	308,328	272,641	35,688		464,704
Services to Province of New Brunswick	0	0	40,654	42,238	(1,584)		80,000
Other Revenue from Own Sources	46,428	11,442	218,966	114,800	104,166		142,008
CORE grant	8,732	8,732	61,122	61,122	1		104,778
Conditional Transfers	6,926	5,000	677,865	11,500	666,365		51,500
Other Transfers	0	0	535,320	535,320	0		796,570
	<u>\$1,775,191</u>	<u>\$1,735,538</u>	<u>\$13,581,123</u>	<u>\$12,776,489</u>	<u>\$804,634</u>		<u>\$21,763,338</u>
EXPENSES							
General Government Services	134,777	145,484	1,714,836	1,769,924	55,088		2,592,591
Protective Services	457,614	459,900	3,739,680	3,756,229	16,549		6,235,746
Transportation Services	173,740	222,152	2,136,014	2,288,821	152,807		3,668,562
Environmental Health Services	121,145	86,144	592,446	647,008	54,562		1,077,728
Environmental Development	55,917	58,389	371,358	490,264	118,906		829,950
Recreation & Cultural Services	228,403	268,248	1,412,139	1,414,801	2,662		2,496,171
Fiscal Services	848	333	322,041	320,998	(1,043)		4,862,591
	<u>\$1,172,445</u>	<u>\$1,240,650</u>	<u>\$10,288,512</u>	<u>\$10,688,044</u>	<u>\$399,532</u>		<u>\$21,763,338</u>
Surplus (Deficit) for the Year	<u>\$602,746</u>	<u>\$494,888</u>	<u>\$3,292,611</u>	<u>\$2,088,445</u>	<u>\$1,204,166</u>		<u>\$ 0</u>

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Town of Rothesay

Statement of Revenue & Expenditure
7 Months Ended 7/31/2023

	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	3,580	1,667	22,636	11,667	10,969	1	20,000
Town Hall Rent	9,402	8,217	65,031	57,519	7,512		98,604
Community Garden	0	0	900	1,200	(300)		1,200
Fox Farm Rental	1,950	1,875	10,250	13,125	(2,875)		22,500
Arena Revenue	0	0	137,742	110,505	27,237	2	214,900
Recreation Programs	21,191	21,625	71,770	78,625	(6,855)		107,500
	36,124	33,384	308,328	272,641	35,688		464,704
Other Revenue from Own Sources							
Licenses & Permits	24,183	6,875	105,366	78,125	27,241	3	82,500
Recycling Dollies & Lids	52	67	516	467	50		800
Interest & Sundry	20,078	2,667	98,187	18,667	79,521	4	32,000
Miscellaneous	1,115	833	3,173	5,833	(2,660)		10,000
Fire Dept. Administration	1,000	1,000	7,000	7,000	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
	46,428	11,442	218,966	114,800	104,166		142,008
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	6,926	5,000	12,986	10,000	2,986		50,000
	6,926	5,000	677,865	11,500	666,365		51,500
Other Transfers							
Surplus of 2nd Previous Year	0	0	274,070	274,070	0		274,070
Utility Fund Transfer	0	0	261,250	261,250	0		522,500
	0	0	535,320	535,320	0		796,570
EXPENSES							
General Government Services							
Legislative							
Mayor	3,620	3,917	23,830	27,417	3,587		47,000
Councillors	10,852	11,258	75,903	78,808	2,905		135,100
Regional Service Commission 9	1,256	1,256	8,794	8,794	0		15,076
Other	216	1,292	1,956	9,042	7,085		13,500
	15,945	17,723	110,484	124,061	13,577		210,676
Administrative							
Administration - Wages & Benefits	79,816	87,600	612,287	653,310	41,023	6	1,189,610
Office Building	17,478	10,917	139,729	124,317	(15,413)	7	177,750
Supplies	7,861	10,917	89,205	93,417	4,211		143,000
Solicitor	735	4,167	11,014	29,167	18,153	8	50,000
Professional Fees	0	0	11,732	12,000	268		35,000
Other	6,039	6,917	77,923	74,017	(3,907)		110,000
	111,929	120,517	941,891	986,226	44,336		1,705,360
Other General Government Services							
Website/Other	0	0	2,611	3,000	389		3,000
Community Communications (Team)	47	460	1,540	3,223	1,683		5,525
Civic Relations	0	83	1,809	583	(1,226)		1,000
Insurance	0	0	278,436	282,462	4,026		282,462
Donations	6,700	6,700	21,953	22,300	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	156	0	14,167	4,000	(10,167)	9	4,000
	6,903	7,244	662,461	659,636	(2,825)		676,555
Total General Government Services	134,777	145,484	1,714,836	1,769,924	55,088		2,592,591
Protective Services							
Police							
Police Protection	271,400	272,601	1,899,799	1,908,208	8,409		3,271,213
Crime Stoppers	0	0	2,800	2,800	0		2,800
	271,400	272,601	1,902,599	1,911,008	8,409		3,274,013
Fire							
Fire Protection	185,924	185,924	1,505,096	1,505,096	0		2,614,733
Water Costs Fire Protection	0	0	330,000	330,000	0		330,000
	185,924	185,924	1,835,096	1,835,096	0		2,944,733
Emergency Measures							
EMO Director/Committee	0	0	0	500	500		500
	0	0	0	500	500		500
Other							
Animal & Pest Control	290	417	1,985	2,917	932		5,000
Other	0	958	0	6,708	6,708		11,500
	290	1,375	1,985	9,625	7,640		16,500
Total Protective Services	457,614	459,900	3,739,680	3,756,229	16,549		6,235,746

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Transportation Services

Common Services							
Administration (Wages & Benefits)	103,720	118,569	785,375	901,333	115,958	10	1,557,760
Workshops, Yards & Equipment	37,046	56,667	446,894	469,517	22,623	11	756,350
Engineering	0	625	4,257	4,375	118		7,500
	<u>140,766</u>	<u>175,860</u>	<u>1,236,526</u>	<u>1,375,225</u>	<u>138,699</u>		<u>2,321,610</u>
Roads & Streets							
Crosswalks & Sidewalks	8,735	21,000	29,234	42,500	13,266	12	65,000
Culverts & Drainage Ditches	1,885	917	6,736	10,139	3,403		17,300
Street Cleaning & Flushing	4,964	3,000	56,243	46,000	(10,243)	13	80,000
Snow & Ice Removal	0	1,000	69	3,000	2,931		45,000
Flood Costs	0	3,333	605,322	609,090	3,768		810,000
	<u>0</u>	<u>0</u>	<u>2,586</u>	<u>15,000</u>	<u>12,414</u>	14	<u>15,000</u>
	<u>15,584</u>	<u>29,250</u>	<u>700,190</u>	<u>725,729</u>	<u>25,539</u>		<u>1,032,300</u>
Street Lighting	12,748	12,083	86,924	84,583	(2,341)		145,000
Traffic Services							
Street Signs	0	833	7,509	5,833	(1,676)		10,000
Traffic Lanemarking	278	1,000	31,911	32,000	89		35,000
Traffic Signals	660	833	18,397	5,833	(12,564)	15	10,000
Railway Crossing	3,558	2,083	16,063	14,583	(1,480)		25,000
	<u>4,496</u>	<u>4,750</u>	<u>73,881</u>	<u>58,250</u>	<u>(15,632)</u>		<u>80,000</u>
Public Transit							
Public Transit - Comex Service	0	0	37,470	43,576	6,106		87,152
Public Transit - Other	146	208	1,022	1,458	436		2,500
	<u>146</u>	<u>208</u>	<u>38,492</u>	<u>45,034</u>	<u>6,542</u>		<u>89,652</u>
Total Transportation Services	<u>173,740</u>	<u>222,152</u>	<u>2,136,014</u>	<u>2,288,821</u>	<u>152,807</u>		<u>3,668,562</u>

Environmental Health Services

Solid Waste Disposal Land Fill garbage	1,326	18,690	136,210	130,830	(5,380)		224,280
Solid Waste Disposal Landfill Compost	3,336	3,204	18,376	22,428	4,052		38,448
Solid Waste Collection Fero	98,591	64,250	416,464	449,750	33,286	16	771,000
Solid Waste Recycling bins	0	0	0	4,000	4,000		4,000
Clean Up Campaign	17,892	0	21,397	40,000	18,603	17	40,000
	<u>121,145</u>	<u>86,144</u>	<u>592,446</u>	<u>647,008</u>	<u>54,562</u>		<u>1,077,728</u>

Environmental Development Services

Planning & Zoning							
Administration	28,199	35,060	247,852	326,960	79,108	18	550,000
Planning Projects	399	4,583	399	32,083	31,684	19	55,000
Heritage Committee	0	1,250	0	8,750	8,750		15,000
	<u>28,599</u>	<u>40,894</u>	<u>248,252</u>	<u>367,793</u>	<u>119,542</u>		<u>620,000</u>
Envision Saint John							
Tourism	15,965	15,996	111,753	111,971	218		191,950
	<u>11,354</u>	<u>1,500</u>	<u>11,354</u>	<u>10,500</u>	<u>(854)</u>		<u>18,000</u>
	<u>27,318</u>	<u>17,496</u>	<u>123,106</u>	<u>122,471</u>	<u>(635)</u>		<u>209,950</u>
	<u>55,917</u>	<u>58,389</u>	<u>371,358</u>	<u>490,264</u>	<u>118,906</u>		<u>829,950</u>

Recreation & Cultural Services

Administration	31,341	29,444	255,625	242,729	(12,896)	20	399,000
Beaches	23,232	22,500	33,092	31,000	(2,092)		53,500
Rothsay Arena	22,406	23,127	237,873	217,376	(20,497)	21	367,000
Memorial Centre	7,575	4,917	50,555	42,967	(7,588)		67,850
Summer Programs	29,212	30,500	44,504	44,250	(254)		72,100
Parks & Gardens	57,672	96,891	377,283	419,944	42,662	22	691,725
Rothsay Common Rink	1,290	800	52,650	44,050	(8,600)		52,950
Playgrounds and Fields	10,452	14,250	58,288	67,750	9,462		134,000
The Hive expenses	564	1,167	5,333	8,167	2,834		14,000
Regional Facilities Commission	30,068	30,068	210,348	210,478	130		360,819
Kennebecasis Public Library	7,084	7,084	49,590	49,590	0		85,012
Special Events	7,506	7,500	29,183	29,000	(183)		40,000
PRO Kids	0	0	7,500	7,500	0		7,500
Rothsay Living Museum	0	0	315	0	(315)		0
	<u>228,403</u>	<u>268,248</u>	<u>1,412,139</u>	<u>1,414,801</u>	<u>2,662</u>		<u>2,345,456</u>

Fiscal Services

Debt Charges							
Interest	848	333	84,041	82,998	(1,043)		195,591
Debenture Payments	0	0	238,000	238,000	0		667,000
	<u>848</u>	<u>333</u>	<u>322,041</u>	<u>320,998</u>	<u>(1,043)</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>848</u>	<u>333</u>	<u>322,041</u>	<u>320,998</u>	<u>(1,043)</u>		<u>4,862,591</u>

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Town of Rothesay

Variance Report - General Fund

Note #	Actual	month ending Budget	7/31/2023 Better/(Worse)	Description of Variance
Revenue				
1	Bill McGuire Memorial Centre	22,636	11,667	10,969 Higher than budgete revenue
2	Arena Revenue	137,742	110,505 \$	27,237 Higher than budgeted revenue
3	Licenses & Permits	105,366	78,125 \$	27,241 Higher than anticipated
4	Interest & Sundry	98,187	18,667 \$	79,521 Conservative estimate of interest rates
5	Grant - Other	662,959	0 \$	662,959 \$366K Pickle Ball Grant, \$271k KACOA Wells Bldg

Total \$ 807,926
Variance per Statement \$804,634
Explained 100%

Expenses*General Government*

6	Administration - Wages & Benefits	612,287	653,310 \$	41,023 Vacant position
7	Office Building	139,729	124,317 \$	(15,413) Upstairs TH renovations for tenants
8	Solicitor	11,014	29,167 \$	18,153 Lower than budgeted to date
9	Fox Farm Rental Expenses	14,167	4,000 \$	(10,167) Repairs - painting

*Protective Services**Transportation*

10	Administration (Wages & Benefits)	785,375	901,333 \$	115,958 1 vacant position and no casual staff
11	Workshops, Yards & Equipment	446,894	469,517 \$	22,623 Fuel costs lower than budgeted
12	Roads & Streets	29,234	42,500 \$	13,266 Repairs to be done
13	Culverts & Drainage Ditches	56,243	46,000 \$	(10,243) Eastern Trenchless deficiency work
14	Flood cost	2,586	15,000 \$	12,414 No flooding
15	Traffic Signals	18,397	5,833 \$	(12,564) Supply & install new "birdies" on traffic lights due to lightning

Environmental Health

16	Solid Waste Collection Fero	416,464	449,750 \$	33,286 Fuel escalation lower than anticipated
17	Clean Up Campaign	21,397	40,000 \$	18,603 Lower than anticipated

Environmental Development

18	Administration	247,852	326,960 \$	79,108 Vacant position and budget for software
19	Planning Projects	399	32,083 \$	31,684 No expenses incurred to date

Recreation & Cultural Services

20	Administration	255,625	242,729 \$	(12,896) Perfect Mind Software
21	Rothesay Arena	237,873	217,376 \$	(20,497) Casual wages higher than budgeted
22	Parks & Gardens	377,283	419,944 \$	42,662 Fuel, rentals and plants lower than anticipated

Fiscal Services

Total \$ 347,001
Variance per Statement \$399,532
Explained 87%

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Town of Rothesay

Capital Projects 2023

General Fund

7 Months Ended 7/31/2023

	ANNUAL BUDGET	COUNCIL APPROVED		CURRENT Y-T-D	Remaining Budget
General Government					
G 202* 001 Town Hall Improvements	40,000	0		1,976	38,024
G 202* 00* IT	17,000	0		0	17,000
Total General Government	57,000	0	0	1,976	55,024
Protective Services					
P-202*-0** Protective Serv. Equipment Pu	1,270,000	0		548,679	721,321
Total Protective Services	1,270,000	0	0	548,679	721,321
Transportation					
T-2023-001 Asphalt 2023	1,225,000	823,688		89,193	1,135,807
T-2022-003 Buildings - Master Drive HVAC	85,000	0		72,187	12,813
T-2023-004 Intersection Improvement	175,000	321,481		40,032	134,968
T-202*-00* Fleet Replacement	750,000	691,429		13,201	736,799
Unassigned:					
Total Transportation	2,235,000	1,836,598	0	214,612	2,020,388
Recreation					
R-202*-00* Recreation Equipment	215,000	103,076		44,251	170,749
R-202*-00* Recreation Master Plan	60,000	54,312		0	60,000
R-2022-002 Recreation Pickle Ball	150,000	100,749		6,496	143,504
R-2022-004 Wells Bldg	2,500,000	0		1,566,458	933,542
R-202*-00* Arena Renovation	100,000	0		4,239	95,761
R-2023-005 McGuire Centre Repairs	30,000	0		0	30,000
Total Recreation	3,055,000	258,136	0	1,621,443	1,433,557
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)
R-2021-002 2021 Wells Building	0	0		17,771	(17,771)
T-2022-001 Ashpalt	0	0		2,028	(2,028)
T-2022-004 Intersection Improvement	0	0		151,343	(151,343)
	0	0	0	185,585	(185,585)
Total	\$ 6,617,000	\$ 2,094,734	\$ -	\$ 2,572,296	\$ 4,044,704

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

July 31, 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 7/31/2023

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
	<hr/>
	60,178,334

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)
	<hr/>
	(20,600,551)

TOTAL ASSETS	<hr/> <hr/>
	39,577,782

LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

Investment in Fixed Assets	31,473,109
	<hr/>
Total Equity	31,473,109

TOTAL LIABILITIES & EQUITY	<hr/> <hr/>
	39,577,782

Town of Rothesay

Balance Sheet - Utilities Fund Reserves
7/31/2023

ASSETS

BNS Utility Capital Reserve # 00241 12	74,866
BNS - Util Capital Reserve GIC	1,100,000
	<u>\$ 1,174,866</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	731,039
Invest. in Utility Operating Reserve	109,492
Invest. in Sewerage Outfall Reserve	334,335
	<u>\$ 1,174,866</u>

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Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 7/31/2023

ASSETS

Current assets:

Accounts Receivable Net of Allowance	866,349
Total Current Assets	866,349

Other Assets:

Projects	477,663
	477,663

TOTAL ASSETS	\$ 1,344,012
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LIABILITIES

Accrued Payables	17,332
Due from General Fund	(361,754)
Due to Capital Fund	(150,000)
Deferred Revenue	12,012
Total Liabilities	(482,410)

EQUITY

Surplus:

Opening Retained Earnings	32,898
Profit (Loss) to Date	1,793,524
	1,826,422

TOTAL LIABILITIES & EQUITY	\$ 1,344,012
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Town of Rothesay
Utilities Operating Income Statement
7 Months Ended 7/31/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	7,224	0	566,900	590,131	(23,231)	1	1,155,000
Meter and non-hookup fees	0	0	33,139	32,210	929		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	(435)	0	1,972,254	1,942,500	29,754	2	1,942,500
Connection Fees	100	14,583	87,075	102,083	(15,008)	3	175,000
Interest Earned	10,513	7,500	66,228	52,500	13,728	4	90,000
Misc. Revenue	525	610	2,275	4,272	(1,997)		7,323
Surplus - Previous Years	0	0	41,757	41,757	0		41,757
TOTAL RECEIPTS	17,927	22,694	3,158,509	3,154,453	4,056		3,865,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	104,500	104,500	0		209,000
Wages	13,918	13,835	119,946	116,048	(3,899)		232,000
Audit/Legal/Training	27	208	12,140	12,458	318		13,500
Other Water	0	42	1,114	292	(822)		500
Purification & Treatment	53,998	42,500	422,036	419,667	(2,369)		536,000
Transmission & Distribution	185	9,167	21,379	64,167	42,787	5	110,000
Power & Pumping	3,932	4,250	37,792	29,750	(8,042)		51,000
Billing/Collections	57	417	1,823	2,917	1,094		5,000
Water Purchased	162	100	572	700	128		1,200
Misc. Expenses	0	2,250	6,921	15,750	8,829		27,000
McGuire Road Operating	1,290	1,500	4,572	10,500	5,928		18,000
TOTAL WATER SUPPLY	73,569	74,269	732,796	776,748	43,952		1,203,200
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	156,750	156,750	0		313,500
Wages	29,000	29,000	203,000	203,000	0		348,000
Audit/Legal/Training	17	417	8,693	8,917	224		11,000
Collection System Maintenance	26,649	2,917	37,591	25,417	(12,174)	6	85,000
Sewer Claims	520	5,000	15,642	15,000	(642)		20,000
Lift Stations	3,049	6,250	36,068	44,750	8,682		77,000
Treatment/Disposal	7,161	7,583	70,235	65,083	(5,152)		103,000
Misc. Expenses	596	2,167	12,574	15,167	2,592		26,000
TOTAL SWGE COLLECTION & DISPC	66,991	53,333	540,554	534,083	(6,471)		983,500
FISCAL SERVICES							
Interest on Long-Term Debt	681	0	77,635	77,635	0		254,803
Principal Repayment	0	0	14,000	14,000	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	681	0	91,635	91,635	0		1,678,300
TOTAL EXPENSES	141,241	127,602	1,364,985	1,402,466	37,481		3,865,000
NET INCOME (LOSS) FOR THE PER	(123,315)	(104,909)	1,793,524	1,751,987	41,537		(0)

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Town of Rothesay

Variance Report - Utility Operating

7/31/2023

Note				Variance	
#	Account Name	Actual YTD	Budget YTD	Better(worse)	Description of Variance
Revenue					
1	Sale of Water	566,900	590,131	(23,231)	Usage lower than expected
2	Sewerage Services	1,972,254	1,942,500	29,754	Increase in users + fee increase > budget
3	Connection Fees	87,075	102,083	(15,008)	Lower than anticipated
4	Interest Earned	66,228	52,500	13,728	Increase in receivables
Expenditures					
Water					
5	Transmission & Distribution	21,379	64,167	42,787	Budget smoothed over yr
Sewer					
6	Collection System Maintenance	37,591	25,417	(12,174)	Repair Sanitary sewer lateral on Fernwood La
Fiscal Services					

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Town of Rothesay

Capital Projects 2023
Utility Fund
7 Months Ended 7/31/2023

	Original BUDGET	Council Approval	CURRENT Y-T-D	Remaining Budget	
WATER					
W-2022-003 Filtration Bldg Water	630,000	149,332	181,119	448,881	
	<u>\$ 630,000</u>	<u>\$ 149,332</u>	<u>\$ 181,119</u>	<u>\$ 448,881</u>	
SEWER					
T-202*-001 Sewer work in Asphalt contract	100,000	\$ -	0	100,000	
S-2021-001 Turnbull Court Design	500,000	\$ -	241,720	258,280	
S-2021-008 WWTP Design Phase II	50,000	\$ -	29,096	20,904	
S-2023-002 Lagoon Dredging	1,320,000	\$ -	0	1,320,000	
	<u>1,970,000</u>	<u>-</u>	<u>-</u>	<u>270,816</u>	
				<u>1,699,184</u>	
Total Approved	<u>2,600,000</u>	<u>149,332</u>	<u>451,936</u>	<u>2,148,064</u>	
Carryovers					
Funded from Reserves					
S-2020-001 Turnbull Court Design	0	0	19,936	(19,936)	
W-2021-004 Well Development - Quality	-	0	5,791	(5,791)	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,727</u>	
				<u>(25,727)</u>	
	<u>2,600,000</u>	<u>149,332</u>	<u>477,663</u>	<u>2,122,337</u>	
Funding:					
	Total	Operating	Reserves	Borrow	Gas Tax
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>

Town of Rothesay

7/31/2023

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
KV Oasis Youth Centre		
World Performance Dance Event - Trevor Shea		500.00

sub	19,500.00	8,900.00
-----	-----------	----------

36,500.00	21,953.08
-----------	-----------

G/L Balance

21,953.08

-

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

August 24, 2023

In attendance:

Deputy Mayor Matt Alexander (Chairman)

Councillor Don Shea

Councillor Helen Boyle

Treasurer Doug MacDonald

Financial Officer Laura Adair

Absent:

Mayor Nancy Grant

Town Manager John Jarvie

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

The agenda was accepted as presented with addition 4(b) Circular Materials Atlantic (DS/HB)

Councillor Don Shea declared conflict of interest for Donation Request of KV Old Boys and exited the meeting while discussion took place.

The minutes from July 20, 2023 were accepted as presented (DS/HB)

July Financial Statements

- a) **General Fund** – Treasurer Doug MacDonald reviewed July Statements. Pg.5 Capital General fund \$1.1M receivable by General Operating Fund (pg.7) will be eliminated at year end when capital projects are capitalized. Lights for intersection at Grove were installed.
- b) **Utility Fund** – Treasurer Doug Macdonald reviewed the statements, variance explained in previous month. Major capital projects are ongoing such Turnbull Court and Filtration plant upgrades will likely carry forward into 2024.

The statements were accepted as presented (HB/DS).

Donation Requests – 2023 Summary

- a) **KV Old Boys** – It was agreed to approve a donation of \$300 from the Mayor's budgeted funds (HB/MA)
- b) **NB Heart & Stroke** – It was agreed to decline request (HB/DS)
- c) **L'Arche (dinner tickets)** – Prior to purchasing 2 tickets, Treasurer Doug MacDonald to email council to determine if any interest for attending dinner.

Motion to accept Donation report (HB/NG)

For Information

a) Designated Highway Funding – Campbell Drive

Treasurer Doug MacDonald informed committee an official letter from Provincial Government confirming funding for road work of 75% of costs, up to \$552K will be allotted to Rothesay. Tenders have been issued to complete the work.

b) Circular Materials Atlantic

Treasurer Doug MacDonald informed committee contract negotiations are continuing with Circular Materials.

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

Compliance Report

Compliance report – all items filed

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

Next Meeting

September 21, 2023 Regular Finance Meeting
September 28, 2023 Joint Finance Meeting

The meeting adjourned at 8:55am.

Councillor Matt Alexander
Chairman

Laura Adair
Recording Secretary



2023September11OpenSessionFINAL_111

ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	September 5, 2023
RE	:	Donation Recommendations

The finance committee recommends the following motions re donation requests:

Council deny the request for support from the NB Heart & Stroke Foundation.



ROTHESAY
2023 September 11 Open Session FINAL_112
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Tuesday, September 5, 2023 at 5:30 p.m.



DRAFT

PRESENT: COUNCILLOR DON SHEA, CHAIRPERSON
KELLY ADAMS
TRACIE BRITTAIN
JOHN BUCHANAN
RALPH FORTE
MATTHEW GRAHAM, VICE-CHAIRPERSON
CHRISTIANE VAILLANCOURT (*arrived at 5:45 p.m.*)

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

ABSENT: COUNCILLOR TIFFANY MACKAY FRENCH

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

1. APPROVAL OF THE AGENDA

MOVED by R. Forte and seconded by T. Brittain the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of August 8, 2023

MOVED by J. Buchanan and seconded by T. Brittain the Minutes of August 8, 2023 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

M. Graham declared a conflict of interest for the first item.

M. Graham declared a conflict of interest and left the meeting.

4. NEW BUSINESS

4.1 8 River Road

RCL Branch #58

PID:

30131056

PROPOSAL:

Licensed Establishment

Town Manager Jarvie reported a fire at the Legion's location on Marr Road has led the organization to relocate, in the interim, to the Fairvale Outing Association (FOA) at 8 River Road. However, to resume regular operations, a special liquor license is required to permit not only alcohol, but video lottery terminals (VLTs) as well. He explained the proposed use does not comply with the current Zoning By-law, since the Legion is considered a club. He added polling was not conducted as the matter was brought to the Town's attention recently and deemed time sensitive. To accommodate the request, a temporary use permit could be granted which allows the activity to be monitored to determine if rezoning should occur.

The Committee inquired about current activity, if conditions should be included regarding hours of operation and noise, and the impact if polling were to be conducted.

Town Manager Jarvie advised: the FOA was granted a liquor license in the past; a special license is required to permit VLTs; the Legion has already relocated to the FOA but approval is required to operate a licensed establishment; hours of operation and noise are not anticipated to exceed current FOA activities (ex. bingo, and dances); and should polling be conducted, revenue generation sources for the Legion, such as alcohol and VLTs, would not be permitted until completed.

MOVED by T. Brittain and seconded by K. Adams the Planning Advisory Committee authorizes the Royal Canadian Legion Branch #58 to operate at 8 River Road (PID 30131056) until June 30, 2024 or until a more permanent decision is reached.

ON THE QUESTION:

R. Forte expressed concern that the Legion's activities are quasi-commercial and may cause nuisance to the surrounding residential neighbourhood. He stated it is imperative that public input be sought as this could constitute a big change. He cautioned that the organization's sense of urgency should not lead to a hasty decision. In response to an inquiry, Town Manager Jarvie noted polling could be conducted before the next Committee meeting.

C. Vaillancourt arrived at the meeting.

Town Manager Jarvie offered that a temporary use permit would allow the Town to properly gauge any impact on surrounding properties and make decisions accordingly, rather than on a hypothetical basis. There was a brief discussion about comparable FOA activities. R. Forte contended that the FOA rentals do not generate constant activity unlike what is expected with the Legion. When questioned, Town Manager Jarvie confirmed membership is required for the Legion; guests are permitted at times, but it is considered a private club.

Chairperson Shea mentioned the options are to either grant or deny a temporary use permit, or table the application until polling is completed.

J. Buchanan stated it appears the organization is concerned about loss of revenue. He noted it is common for insurance companies to cover such losses until regular operations can resume. He expressed concern that alcohol and VLTs may not be conducive to the residential neighbourhood, and approval could set a precedent.

YEA votes recorded from: T. Brittain and K. Adams.

NAY votes recorded from: Chairperson Shea, J. Buchanan, R. Forte, and C. Vaillancourt.

DEFEATED.

Chairperson Shea inquired about the next step. Town Manager Jarvie noted the Legion will be informed, and they may decide to modify their application.

M. Graham returned to the meeting.

M. Graham was asked to clarify his conflict of interest. He stated he has a conflict of interest with respect to 2 Campbell Drive. He was informed 2 Campbell Drive will be discussed next on the agenda.

M. Graham declared a conflict of interest and left the meeting.

5. OLD BUSINESS**5.1 2 Campbell Drive**

OWNER:

PID:

PROPOSAL:

Jeff Kitchen

693279 NB LTD.

00065201 & 30347942

Rezoning (Light Industrial)

The applicant Mr. Kitchen was in attendance. Chairperson Shea announced a Public Hearing is scheduled for Monday, September 11, 2023 at 6:30 p.m. at Rothesay Town Hall.

Town Manager Jarvie advised the Committee is tasked with making a recommendation to Council. He noted the only change is a proposed condition that the two parcels be consolidated should the rezoning be approved. A Public Hearing is scheduled for September 11th, the Committee's recommendation will be provided, and there will be an opportunity for public comments. The applicant was invited to speak to provide further detail on the application.

Mr. Kitchen reiterated that the application has not changed since the last meeting. He explained that the property was chosen because it is well suited for Light Industrial Use and is designated as such in the Rothesay Municipal Plan. Furthermore, the traffic volume, and proximity to the highway and fire station, suggest the area is poorly suited for residential use. Additionally, it will fill a need for Light Industrial properties within the Town and showcase a heritage aesthetic which is common for Vantage Build projects. At the end of the month, the tenant will no longer occupy the property, which is when improvements to the streetscape and property can begin.

The Committee inquired about: the plan for the property – outdoor storage is not permitted without proper screening; traffic; distance to the highway; assurances that enjoyment of abutting residential properties is not impacted; and noise.

Mr. Kitchen responded with the following: improvements will be made to the property so that it is aesthetically pleasing (heritage style) yet cost-efficient and suitable for light industrial purposes; storage will predominantly be indoor and any outdoor storage will be appropriately screened; traffic generation is expected to be low – there will be half ton trucks but the overall volume is not expected to exceed traffic from the veterinary clinic; there is a property (Light Industrial) that separates 2 Campbell Drive from directly abutting the highway; and noise levels will not exceed current noise generated from the fire station, highway traffic, or veterinary clinic.

Town Manager Jarvie addressed outdoor storage concerns, noting the applicant will be obliged to comply with relevant Zoning By-law requirements, if the rezoning is approved. With respect to the impact to neighbouring properties, he noted the property is not ideal for residential use and is situated in a transitional area. The developer must comply with all Town by-laws related to noise, nuisance, and screening. He cautioned that nowadays it is difficult to find parcels of land that are completely secluded from residential areas.

Colin Boyne, a member of the public, voiced support for the project, noting it aligns with the Town's Municipal Plan, it abuts another Light Industrial property, and some owners of the surrounding properties may be associated with the existing Light Industrial property and are unlikely to object. He added that concerns, expressed on behalf of the veterinary clinic, may be unwarranted.

MOVED by T. Brittain and seconded by R. Forte the Planning Advisory Committee hereby recommends that Council enact BY-LAW 2-10-35 to rezone two parcels located at 2 Campbell Drive (PIDs 00065201 and 30347942) to the Light Industrial Zone.

NAY vote recorded from C. Vaillancourt.

CARRIED.

MOVED by J. Buchanan and seconded by T. Brittain as a condition of the subdivision the developer is required to consolidate the lots to form a single parcel.

CARRIED.

M. Graham returned to the meeting.

5.2 Planning Advisory Committee Agenda & Polling Procedures Policy

REVISED PAC Agenda & Polling Procedures Policy

T. Brittain proposed that the cost of signage should be included in the PAC application fee, similar to the cost of conducting polling. She stressed the importance of uniformity regarding sign design and placement on properties. R. Forte agreed, noting the sign needs to be visible and legible from the street which is not the case with the trial sign at 2 Campbell Drive. He asked if such signage is required for all PAC applications. Town Manager Jarvie advised the intent is to create uniformity for the signage, and to find the best location for visibility which may be the property line, or on the building—for instance, on commercial properties along Hampton Road which may be close to the road. He added signage will not be required for all applications—only rezoning applications or proposed Municipal Plan amendments which require public hearings and/or public presentations. Following the public hearings, the signage can be removed as this signifies the end of the public comment period.

MOVED by T. Brittain and seconded by R. Forte the PAC Agenda & Polling Procedures Policy be tabled pending revisions.

CARRIED.

Town Manager Jarvie advised a by-law amendment is required to change the relevant fees.

TABLED ITEMS

Tabled October 3, 2022 – *no action at this time*

5.3 School Avenue (PIDs 30146708 & 30146674) – Rezoning & Subdivision Agreement

Tabled February 5, 2018 – *Remove from table*

5.4 Subdivision Approval - 7 Lots off Appleby Drive (PID 30175467)

- 30 August 2023 Memorandum from Town Clerk Banks
- 22 August 2023 Email to applicant

MOVED by T. Brittain and seconded by J. Buchanan to remove the application for Appleby Drive Subdivision (PID 30175467) from the table.

CARRIED.

MOVED by T. Brittain and seconded by M. Graham the Planning Advisory Committee acknowledges the withdrawal of the subdivision application for lots off Appleby Drive (PID 30175467).

CARRIED.

Tabled September 8, 2020 – Remove from table

5.5 Removal of PAC conditions and variance – 59 Dolan Road (PID 00094938)

- 30 August 2023 Memorandum from Town Clerk Banks
- 23 August 2023 Email to applicant

MOVED by J. Buchanan and seconded by T. Brittain to remove the application for 59 Dolan Road (PID 00094938) from the table.

CARRIED.

MOVED by R. Forte and seconded by T. Brittain the Planning Advisory Committee acknowledges the withdrawal of the application for 59 Dolan Road (PID 00094938).

CARRIED.

6. CORRESPONDENCE FOR INFORMATION
N/A

7. DATE OF NEXT MEETING(S)

The Committee was informed National Truth and Reconciliation Day [September 30] will be observed on Monday, October 2, 2023. Therefore, the next meeting will be held on **TUESDAY, October 3, 2023.**

8. ADJOURNMENT

MOVED by R. Forte and seconded by T. Brittain the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:20 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2023September11OpenSessionFINAL_117

BUILDING PERMIT REPORT

8/1/2023 to 8/31/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
08/29/2023	BP2023-00010	25 MAPLECREST DR	SINGLE FAMILY	\$900,000.00	\$6,525.00
08/30/2023	BP2023-00094	4 SILVERMOON LANE	SINGLE FAMILY	\$280,000.00	\$2,030.00
08/11/2023	BP2023-00109	117 BIRCH CRES	ADDITION	\$100,000.00	\$725.00
08/08/2023	BP2023-00116	8 KILDARE CRT	IN GROUND POOL	\$37,000.00	\$536.50
08/10/2023	BP2023-00121	6 DONALD RD	DECK	\$5,000.00	\$36.25
08/11/2023	BP2023-00122	5 COLLEGE HILL RD	RENOVATION	\$30,000.00	\$217.50
08/14/2023	BP2023-00124	24 PAIGE ST	FENCE	\$6,500.00	\$50.75
08/09/2023	BP2023-00125	5 ANNA AVE	STORAGE SHED	\$20,000.00	\$145.00
08/09/2023	BP2023-00126	15 BROADWAY	FENCE	\$9,000.00	\$65.25
08/09/2023	BP2023-00127	49 CHARLES CRES	WINDOWS	\$4,300.00	\$36.25
08/21/2023	BP2023-00129	7 CROSSWIND CRES	ADDITION	\$100,000.00	\$725.00
08/11/2023	BP2023-00130	8 ROTHESAY PARK RD	DEMOLITION	\$0.00	\$500.00
08/21/2023	BP2023-00132	157 RIDGEWAY ST	SIDING	\$15,000.00	\$108.75



ROTHESAY

2023 September 11 Open Session FINAL 118

BUILDING PERMIT REPORT

8/1/2023 to 8/31/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$1,506,800.00	\$11,701.25
Summary for 2023 to Date:				\$14,853,786.57	\$111,138.50

2022 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,673,893.00	\$12,162.00
Summary to Date:	\$9,524,457.96	\$69,166.00



2023September11OpenSessionFINAL_119

ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 7 September 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 31/07/23*	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	60%	Project nearing completion
	Intersection improvements Grove Avenue at Hampton Road	475,000	100%	Complete and operating
	Turnbull Ct sewer replacement Ph II	\$1.0M	60%	Tender awarded; WAWA permit application submitted
	Water quantity	100,000		pending
	Water model update	100,000		deferred
2022	Wells New Building	\$3.1M	60%	Construction Underway
	Hillview water line replacement	50,000		Preliminary design complete, deferred
	2023 Street Resurfacing inc C&S	\$1.225M	5%	Asphalt Tender rejected; sidewalk component underway Second asphalt tender for Designated Highways resurfacing -Campbell Drive on current agenda for award
	Fleet	750,000		Vacuum Truck has been ordered
	Pickle Ball Courts Phase II	150,000	10%	Tender awarded, work underway
	Recreation Master Plan	60,000		Consultant engaged, work begun
	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		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 - funding agreement on current agenda for acceptance
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
	WWTP Phase II design		40%	Funding approved, RFP for design services being written

* Funds paid to this date.



ROTHESAY

MEMORANDUM



TO	:	Mayor Grant and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	7 September 2023
RE	:	Rezoning 2 Campbell Drive (PIDs 00065201 & 30347942) By-law 2-10-35

RECOMMENDATION:

- Council give 1st Reading, by Title, to By-law 2-10-35, as amended
- Council give 2nd Reading, by Title, to By-law 2-10-35, as amended

BACKGROUND:

The application was reviewed by the Planning Advisory Committee (PAC) at its regular meeting on Tuesday, August 8, 2023. At that time, a recommendation was made to Council to schedule a Public Hearing. The public hearing is scheduled for Monday, September 11, 2023 at 6:30 p.m.

The Planning Advisory Committee reviewed the application again at its regular meeting on Tuesday, September 5, 2023 and made the following recommendations:

MOVED by T. Brittain and seconded by R. Forte the Planning Advisory Committee hereby recommends that Council enact BY-LAW 2-10-35 to rezone two parcels located at 2 Campbell Drive (PIDs 00065201 and 30347942) to the Light Industrial Zone.

NAY vote recorded from C. Vaillancourt.

CARRIED.

MOVED by J. Buchanan and seconded by T. Brittain as a condition of the subdivision the developer is required to consolidate the lots to form a single parcel.

CARRIED.

Draft By-law 2-10-35 has been amended to incorporate the lot consolidation, as recommended by the Planning Advisory Committee.

Should Council proceed, the By-law will be on the October 10, 2023 Council agenda for enactment.

Original signed by
Mary Jane Banks, BComm
Town Clerk

Attachments: Draft By-law 2-10-35



**BY-LAW 2-10-35
A BY-LAW TO AMEND THE ZONING BY-LAW
(No.2-10 Rothesay)**

The Council of the town of Rothesay, under authority vested in it by the Community Planning Act, and amendments thereto, hereby amends By-Law 2-10 “Rothesay Zoning By-law” and enacts as follows:

That Schedule A, entitled “Zoning” as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch, identified as Attachment “2-10-35”.

The purpose of the amendment is to rezone lands located at 2 Campbell Drive (PID 00065201 and PID 30347942) from Single Family Residential R1A zone to the Light Industrial (LI) zone in accordance with the Community Planning Act, supra ***and subject to the consolidation of PIDs 00065201 & 30347942.***

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

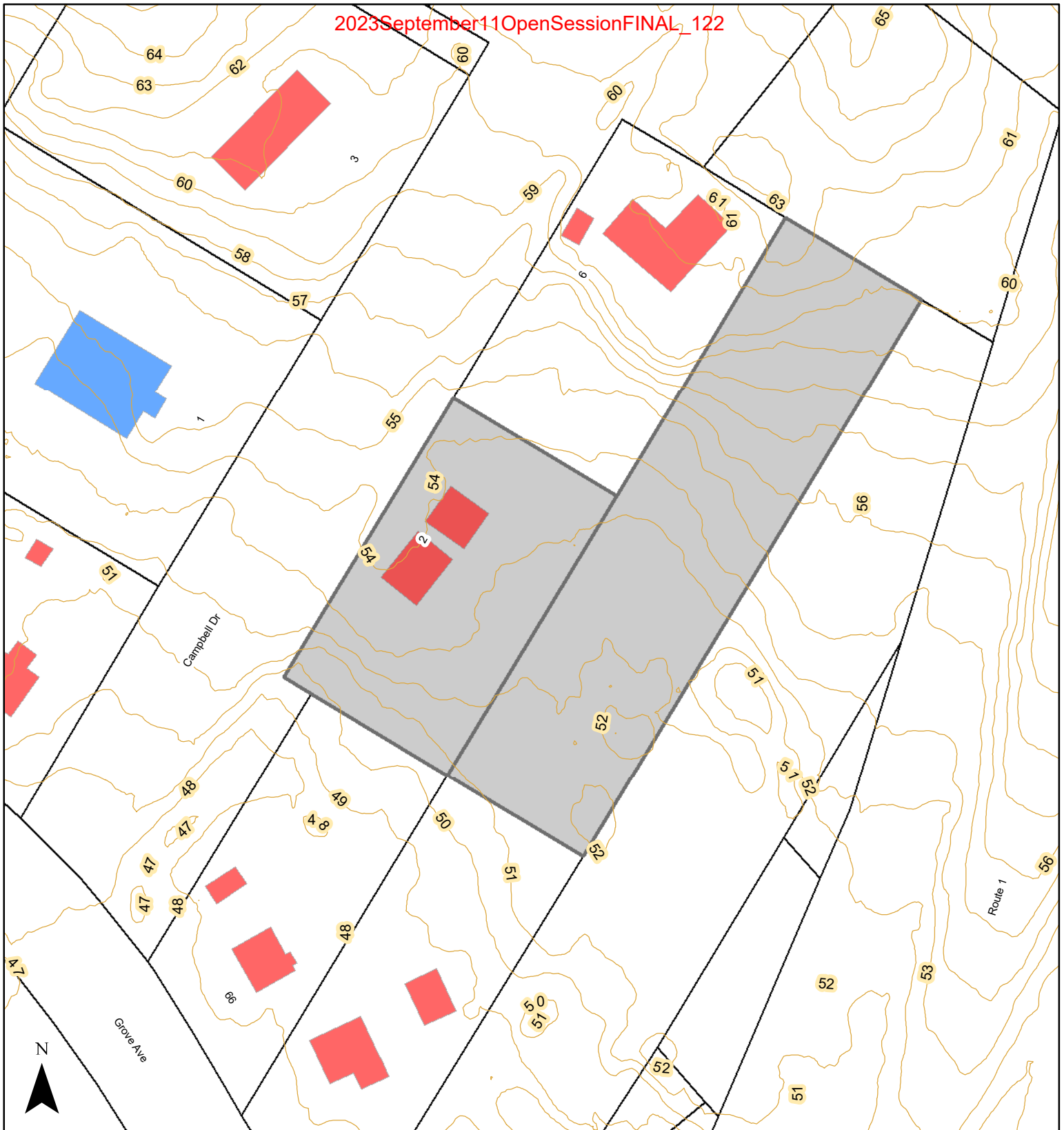
THIRD READING BY TITLE
AND ENACTED :

MAYOR

CLERK

Bylaw 2-10-35 Campbell Drive (PIDs 00065201, 30347942)

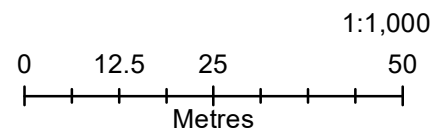
2023 September 11 Open Session FINAL_122



2023-07-17, 11:30:39 AM

Buildings

-  Commercial
-  Residential
-  Property Boundary



The Town of Rothesay does not warrant the accuracy or completeness of the information, text, graphics, links or other items contained within the material



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	7 September 2023
RE	:	KV EMO

Recommendation:

It is recommended Council:

- a) endorse the concept of a joint KV EMO emergency management program;
- b) direct staff to work with Chief Boyle and representatives of Quispamsis and the KV Police to further develop the concept and return it to Council for consideration; and
- c) forward any suggestions, questions or observations to the Town Manager by September 18th.

Background:

The Local Governance Act requires municipalities to adopt an emergency response plan. Both town councils have agreed to the appointment of the Fire Chief as the EMO Director. Chief Boyle has consulted staff of the towns and prepared the material to be presented at the Monday night Council meeting to advise Council on the direction he is proposing. An EMO budget of \$100,000 has been included in the draft 2023 budget for the Fire Department to implement the program. It is anticipated each town would have additional costs and staff responsibilities.

This is a departure from the way that Rothesay has dealt with emergency planning and preparation in the past. Council members are encouraged to consider the advantages of working in a more integrated fashion with Quispamsis and the first responders in planning a response to emergency conditions.

KV EMO EMERGENCY MANAGEMENT PROGRAM

Prepared by Chief Mike Boyle

DRAFT July 2023



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Purpose and Profile

Abstract

In 2022, with the hiring of a new fire chief, this position was also assigned the role of director of "KV EMO", an organization which did not formally exist prior to the development of this program. Besides the main goal of identifying, mitigating, responding to and recovering from disasters and significant incidents, this program is intended to formalize the relationship between the two municipalities, the fire department and the police department in jointly managing emergency measures in the Kennebecasis Valley.

While this program identifies and measures risk, it is cumbersome and unrealistic to attempt to identify every possible risk a community faces. Likewise, it is difficult to develop a plan for every type of event that could happen and it is important to avoid the trap of overplanning; there is an old military saying that goes "no plan survives contact with the enemy".

The response portion of this program is generic; the approach to a flood, fire, storm or train derailment are all the same, just the variables change. However, this does not mean that each stakeholder in this document should not plan and train to manage different types of events and emergencies. Emergencies and disasters can be sudden, dynamic and scary and following a rigid plan can paradoxically make things worse. Solid training in incident command and emergency management is how emergencies are managed effectively. This program also assumes that each stakeholder is an expert in their field; the program does not dictate how the police, works departments, water departments, fire department or others should manage their operations.

This program has been written with the capacity of the towns in mind; it is unlikely that the KV EMO could support a fully functional and robust emergency operations centre that large municipalities could manage. It should also be noted that while this program will be implemented in 2023, it may take several years of testing, revision and practice for it to evolve into a fully functional program.

This program has been developed with the Canadian Standards Association (CSA) Z-6100 *Emergency and Continuity Management Standard* used as a starting point. This standard was developed in conjunction with Public Safety Canada and other stakeholders and is based on the National Fire Protection Association (NFPA) 1600 *Standard on Continuity, Emergency, and Crisis Management*.

This document represents the first portion of a comprehensive document that will be presented at a later date.

Michael Boyle
KV EMO Director

Introduction

The development of the Kennebecasis Valley Emergency Measures Organization (KV EMO) is a joint effort between Rothesay and the Town of Quispamsis to identify, prevent and if needed, respond to large-scale emergency events that occur within the communities. The primary mission of the KV EMO is to keep people safe through preparation for, response to and recovery from emergencies and disasters that can impact the Kennebecasis Valley. This collaborative approach to emergency management aligns with the existing model of providing protective services and allows the participating municipalities to program, coordinate and pool resources on a regional basis in order to enable more effective responses to emergency situations. The emergency management model is situated between the provincial and municipal levels of emergency management and allows for the development of emergency protocols which may specify mutual assistance agreements between communities, provide assistance in developing and maintaining local emergency measures programs and facilitating training initiatives for emergency responses. It also facilitates a better coordinated response in emergencies affecting more than one municipality.

The concept of emergency management for the KV EMO is one of a progressive and scalable approach:

- The individual has a primary responsibility to protect their life and property and to prepare for and manage events and emergencies that impact their home and personal safety
- When circumstances exceed the ability of the individual, the public safety agencies and municipalities have a responsibility to intervene
- When the public safety agencies and/or municipalities are unable to cope with an event or emergency independently, the KV EMO takes over management and coordination of the event or emergency and finally
- When the KV EMO is overwhelmed, the provincial EMO engages

The mission of the KV EMO is:

- To keep people safe
- To fully understand the risks and hazards that could impact the Kennebecasis Valley
- To prevent or lessen the impact of natural and human caused events
- To provide for the earliest possible coordinated response in the event of an emergency or disaster which impacts or has the potential to impact both municipalities
- To align emergency management with the collaborative approach to providing protective services

"There are risks and costs to a program of action. But they are far less than the long-range risks and costs of comfortable inaction." – John F. Kennedy

Program Management

CSA Z1600 Emergency and Continuity Management

This standard is applicable, in whole or in part, regardless of an organization's size or purpose. This standard provides requirements for a continual improvement process to develop, implement, evaluate, maintain, and improve an emergency and continuity management program that addresses the components of prevention and mitigation, preparedness, response, and recovery.

Canadian public and private sector stakeholders have an interest in ensuring that emergency and continuity management programs evolve to be consistent and have the potential to be international in scope and application. This standard, adapted from the NFPA 1600, *Standard on Disaster/Emergency Management and Business Continuity Programs*, remains consistent with the Government of Canada's, *An Emergency Management Framework for Canada*. This standard grew out of the strong commitment of both CSA Group and the NFPA to work collaboratively to promote awareness, knowledge, and application of standards and industry best practices in the community and the workplace.

Collaborative Approach

All municipalities in New Brunswick have the potential to be affected by any number of both natural and human caused disasters or emergencies and that is the same for the Kennebecasis Valley. With the region's substantial transport network, susceptibility to river freshets and floods and abundant forested areas, both Rothesay and the Town of Quispamsis have agreed to a collaborative approach for their responses to disasters and emergencies. The coordinated approach allows for effective sharing of essential information with internal and external stakeholders, the community and the media to have a successful response and organized recovery from the disaster or emergency.

This Emergency Management Program was solely developed for the Kennebecasis Valley Emergency Measures Organization and is not intended, created or intended to replace protocols or procedures for managing the normal day to day common occurrences that are managed routinely by emergency services and/or municipal departments. The program does, however, outline the responsibilities, designates duties and directs the actions of key personnel.

Emergency Management Legislation

Federal

Public Safety Canada is responsible for the national emergency management system and in the event that there is a nationally declared emergency, the federal government may or will activate its Federal Emergency Response Plan and it will coordinate emergency management activities among government institutions and in cooperation with the provinces and territories through their regional offices.

Provincial

The Province of New Brunswick is responsible for provincial emergency management that ensures the safety of all New Brunswickers through the Emergency Measures Act. The Act provides the Minister of Public Safety the authority over all matters respecting emergency

planning, preparedness, response, mitigation, recovery for emergencies in the province. Subject to the approval of the Minister, the Emergency Measures Organization may do the following:

- (a) review and approve, or require modification to, Provincial and municipal emergency measures plans;
- (b) make surveys and studies to identify and record actual and potential hazards which may cause an emergency or disaster;
- (c) make surveys and studies of resources and facilities to provide information for the effective preparation of emergency measures plans;
- (d) conduct public information programs related to the prevention and mitigation of damage by disaster;
- (e) conduct training and training exercises for the effective implementation of emergency measures plans;
- (f) procure food, clothing, medicines, equipment and goods of any nature or kind for the purposes of emergencies and disasters; and
- (g) authorize or require the implementation of an emergency measures plan.

Additionally, the Minister may:

- (a) divide the province into districts and subdistricts for the purposes of this Act;
- (b) after consultation with a municipality, designate the boundaries of the municipality to include areas adjacent to it for the purposes of this Act;
- (c) require municipalities to prepare emergency measures plans, including mutual assistance programs, and to submit them to the Emergency Measures Organization for review for adequacy and integration with the Provincial emergency measures plans;
- (d) establish procedures for the prompt and efficient implementation of emergency measures plans; and
- (e) require any person to develop emergency measures plans in conjunction with the Emergency Measures Organization or the municipalities to remedy or alleviate any hazard to persons, property or the environment that is or that may be created by
 - (i) a condition that exists or may exist on the person's property,
 - (ii) the person's use of property,
 - (iii) an operation in which the person is or may be engaged, or
 - (iv) a process that the person is or may be utilizing.

Municipal

Within the Provincial Emergency Measures Act, each municipality:

- (a) shall establish and maintain a municipal emergency measures organization,

(b) shall appoint a director of the municipal emergency measures organization and prescribe his or her duties, which shall include the preparation and coordination of emergency measures plans for the municipality,

(c) shall appoint a committee consisting of members of its council to advise it on the development of emergency measures plans,

(d) shall prepare and approve emergency measures plans,

(e) may pay the expenses of members of the committee appointed under paragraph (c),

(f) may enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency measures plans, and

(g) may appropriate and expend sums approved by it for the purposes of this section.

Objectives of Emergency Management

In establishing and maintaining the Emergency Response Program, six core objectives have been identified.



Objective 1 – Assess Risks

The objective of assessing risks through the risk assessment process helps to assess the potential risk of hazards with the capacity to cause a disaster. The risk assessment helps set

priorities for prevention, mitigation, preparedness, response, and recovery, as well as it directs the greatest effort to the greatest need.

To determine what resources are critical to the delivery of essential municipal services, it is required that a basic Business Impact Analysis (BIA) be conducted. In the event a piece of infrastructure required for the delivery of critical municipal services is lost due to an emergency, the BIA will provide some guidance in determining the municipality's response.

Objective 2 – Mitigate Risks

Mitigation measures are designed to prevent or reduce the consequences of emergencies.

Measures include:

- Building codes
- Land use management
- Public education
- Insurance incentives
- Policy/guideline development

These measures fall generally under responsibilities of various legislative bodies and public safety agencies. Recent municipal flood mitigation programs may have lessened flooding effects, but they along with weather extremes cannot be prevented and demand efforts in mitigation, response, and recovery.

Objective 3 – Plan for Response

In addition to developing the emergency programs there are other planning tasks that need to be considered:

- Identification of vulnerable populations
- Identifying and designating emergency support facilities

Planning for response includes:

- Establishing an emergency coordination centre
- Identifying resources
- Preparing to issue warnings
- Planning for evacuation

Primary measures are the development of emergency programs and resources inventories.

Objective 4 – Program for Recovery

Recovery includes the physical restoration and reconstruction following a disaster. Actions may include:

- The re-introduction of displaced persons

- Economic impact estimates
- Counselling
- Financial assistance programs
- Temporary housing
- Health and safety information

Objective 5 – Ensure Preparedness

Preparedness actions ensure that individuals and both public and private agencies will be ready to react effectively in an emergency utilizing the below measures:

- Gathering equipment required to provide site support
- Individual and collective training
- Ensuring programs are current

Objective 6 – Evaluate and Renew the Program

The EMO Committee will periodically evaluate the entire Emergency Management Program, by measuring the performance of selected actions and the achievement of desired results.

Emergency Program Structure

Scope

The goal of the KV EMO Emergency Management Program (EMP) is to provide the context within which extraordinary measures can be taken to protect the health, safety, and welfare of the residents, prevent or minimize property damage or loss, protect the environment, and minimize economic disruption when faced with an emergency.

For the program to be effective, it is necessary for staff to take advantage of emergency management courses to understand the Incident Command System (ICS) and the roles and responsibilities of staff working in the Emergency Coordination Centre. ICS training will be coordinated by the KV EMO Director in cooperation with the NB EMO Region 9 Regional Emergency Management Coordinator

Purpose

The KV EMO Emergency Management Program merges the efforts of the Kennebecasis Valley and neighbouring resources for a comprehensive approach in responding to and lessening the impacts of an emergency. It is intended to increase the emergency response capacity across the Kennebecasis Valley by establishing a program of action to deploy required resources effectively and efficiently.

The purpose of this program is to provide for the needs our citizens whenever they are threatened or experience a catastrophic severe weather event or an incident resulting from flood, fire, spill or other emergency that places our citizens in danger.

Authority

The KV EMO Emergency Management Program was designed and developed in accordance with best practices provided by New Brunswick EMO and with assistance from the Colchester Emergency Measures Organization.

The Fire Chief (or designate) shall perform the role of Director of the KV EMO and fulfill the duties of the position in accordance with the position description attached as Appendix D.

When the KV EMO is activated, coordination of emergency response is assigned to the EMO director. The director or designate will act on behalf of both municipalities as coordinator of all emergency services and resources used in the emergency.

The KV EMO will maintain an EMO committee that will be comprised of members from the Kennebecasis Valley Fire Department, Kennebecasis Regional Police Force and from each municipality. Each municipality will provide a deputy director and at minimum one additional committee member. Committee members will serve for two years as part of the committee with the terms of reference for the committee to be developed upon the formation of the committee.

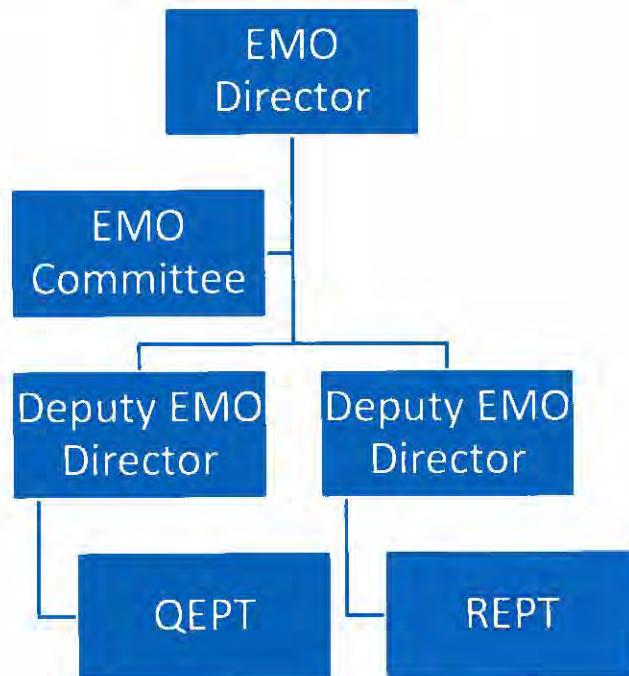
Under this program, each municipality shall:

- a) Be responsible for the direction and control of the municipal emergency response unless the incident would be better managed as a coordinated EMO event;
- b) Appoint a deputy director as part of the KV EMO;
- c) Approve the emergency management program developed by KV EMO for their municipality;
- e) Jointly establish, equip and maintain an Emergency Operations Centre (EOC);
- f) Maintain an emergency preparedness team reporting to the deputy director of KV EMO for their municipality;
- g) Provide funding on an annual basis to support training, exercises and operations.

Each municipality, the Kennebecasis Regional Police Force and Kennebecasis Valley Fire Department shall:

- h) Maintain a roster of qualified personnel with appropriate training;
- i) Develop a business impact analysis;
- j) Follow a hazard mitigation program;
- k) Develop a continuity of operations program.

Organizational Structure and Roles



EMO Director

- Fire Chief of KVFD; responsible for the overall management of KV EMO

Deputy EMO Director

- Responsible for managing their municipal emergency preparedness team; assuming EMO director duties in their absence

EMO Committee – (Governance, Oversight and Long-Term Planning)

- Assist with evaluation of program
- Participate in ICS/EMO structure
- Responsible for continuously analyzing risks which expose the towns to the potential for extensive disruption of activities such as natural, technological, or human-caused or other
- Provide recommendations/updates to emergency preparedness and response programs
- Review emergency response program every two years

Emergency Preparedness Team – (Preparation, Program Implementation)

- Collaborate on emergency preparedness strategies and initiatives designed to enhance preparedness, improve the ability to respond to emergencies, and mitigate the effects of an emergency or disaster within the towns
- Review existing policies and procedures and implement changes to mitigate emergencies and disasters
- Prepare and annually review contingency programs and procedures
- Assist with hazard mitigation identification
- Develop and follow hazard mitigation project program

Conclusion

This document represents the first portion of the KV EMO Emergency Management Program document. The full document includes a community risk assessment, operational planning, hazard mitigation, emergency communications, sheltering, evacuation, training and quality improvement. It is the intent of the EMO Director that this program be implemented through the approval of an updated emergency management bylaw with a recommended draft included below.

KENNEBECASIS VALLEY EMERGENCY MEASURES ORGANIZATION

BY-LAW NO. XX

BY-LAW OF THE MUNICIPALITY OF

RESPECTING THE KENNEBECASIS VALLEY EMERGENCY MEASURES ORGANIZATION

1. TITLE.....
2. DEFINITIONS.....
3. COMMITTEES.....
4. STATE OF LOCAL EMERGENCY.....
5. GENERAL.....
6. POWERS
7. INDEMNITY
8. PENALTIES
9. SEVERABILITY
10. ENFORCEMENT
11. BY-LAWS REPEALED
12. EFFECTIVE DATE.....

1. TITLE

a) This by-law may be sited as the "Emergency Measures Organization ByLaw".

2. DEFINITIONS

In this by-law, unless the context otherwise requires,

- a) "Director" means a person appointed by the Town to prepare and coordinate an Emergency Measures Program for the Town and to fulfill other duties as may be prescribed by Council;
- b) "Emergency" means a present or imminent event in respect of which the Minister or the Town, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property, the environment or the health, safety or welfare of the civil population;
- c) "Emergency Measures Program" means any plan, program or procedure prepared by the Province of New Brunswick, or the town of XXXXX, as the case may be, that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property and the environment in the event of such occurrence;

- d) "Emergency Measures Organization Committee" means a committee established pursuant to Section 3(d) which advises Council on the development and upkeep of an Emergency Measures Program;
- e) "Emergency Preparedness Team" means a committee established pursuant to Section 3(c) which carries out duties prescribed by the EMO Director or EMO Committee
- f) "Emergency Operations Centre" means a building, structure, or place designated by the KV EMO as being the operations centre for administering, planning and coordinating emergency measures;
- g) "Minister" means the Minister of Public Safety for the Province of New Brunswick;
- h) "State of Local Emergency" means a state of local emergency declared by the Town pursuant to Section 10(2) of the Emergency Measures Act of New Brunswick or renewed pursuant to Section 18(2) of the Emergency Measures Act of New Brunswick;
- i) "Town" means the town of XXXX, a municipality in the county of Kings and the Province of New Brunswick;
- j) "State of Emergency" means a state of emergency declared by the Minister under subsection 10(1) or renewed under subsection 18(2) of the Emergency Measures Act of New Brunswick;
- k) "Disaster" means any real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack or sabotage, which endangers property, the environment or the health, safety or welfare of the civil population.
- l) "Kennebecasis Valley Emergency Measures Organization" (KV EMO) means the joint Municipal Emergency Measures Organization established pursuant to the Emergency Measures Program and Section 9.a) of the Emergency Measures Act of New Brunswick.

3. ORGANIZATION

As part of the KV EMO, the Town shall:

- a) Be responsible for the direction and control of a municipal emergency response unless the incident would be better managed as a coordinated EMO event;
- b) Appoint a deputy director as part of the KV EMO;
- c) Maintain an emergency preparedness team reporting to the deputy director of KV EMO for their municipality;
- d) Appoint a minimum of one member to the KV EMO Committee;
- e) Approve the emergency management program, hazard analysis and other plans developed by KV EMO for their municipality;
- f) Jointly establish, equip and maintain an Emergency Operations Centre (EOC) with the Town of XX;
- g) Maintain an emergency preparedness team reporting to the deputy director of KV EMO for their municipality;

- h) Provide funding on an annual basis to support training, exercises and initiatives;
- i) Maintain a roster of qualified personnel with appropriate training;
- j) Develop a business impact analysis;
- k) Follow a hazard mitigation program;
- l) Develop a continuity of operations program

Subject to the approval of Council, the Emergency Preparedness Team may recommend to Council, the Town enter into agreements with other municipalities, with the Government of the Province, with the Government of Canada, or with other agencies, or with any or all of them, all within the terms of the Emergency Measures Program, for the purpose of:

- i) mutual aid; or
- ii) the formation of joint organizations; or
- iii) the employment of their members or resources;

4. STATE OF LOCAL EMERGENCY

a) Before or upon the event of an emergency, the Mayor, or Deputy Mayor, or in their absence, any two (2) Councillors may immediately call members of Council, upon verbal notice, to meet anywhere in the town for the purpose of declaring a state of local emergency and of carrying out business pertaining thereto. A quorum shall consist of a simple majority of all the members of Council. As soon as a quorum is present, the meeting may be called to order. At such meeting only matters directly pertaining to the emergency may be considered by Council and business will be conducted according to the Town's Procedural By-law, where it does not conflict with this by-law.

b) The Council may, when satisfied that an emergency exists, or may exist, in all or any part of the Town, declare by resolution, a state of local emergency.

c) In case a quorum can not be reached, in section 4(a), the senior elected official present shall contact the New Brunswick Provincial Emergency Measures Organization requesting the Minister of Public Safety to declare a state of emergency in the Town.

d) When a state of local emergency has been declared, the Town shall immediately cause the details of the declaration to be communicated or published by such means as it considers the most likely to make the contents of the declaration known to the civil population of the Town, and immediately forward a copy of the declaration to the Minister of Public Safety.

e) For the purposes of this by-law only, once a state of local emergency or a state of emergency has been declared and during the continuation of a state of local emergency or a state of emergency, any four (4) members of Council shall constitute a quorum.

f) A state of local emergency ends or may be renewed as described in sections 18(1), 18(2) and 18(3) of the Emergency Measures Act of New Brunswick.

5. GENERAL

a) In the event of a state of local emergency being declared, the Emergency Measures Program will be implemented by the KV EMO in full or in part according to the procedures outlined herein:

i) the KV EMO, if it has not already done so, shall designate an Emergency Operations Centre;

ii) the Council may meet from time to time during the continuance of a state of local emergency as

circumstances require, upon the call of the Mayor or the Deputy Mayor or any two members of the Council;

iii) each member of Council shall be advised by the KV EMO when a state of local emergency has been declared and he or she shall endeavour to advise the Emergency Operations Centre of his or her whereabouts during the continuation of the state of local emergency.

b) In the event that a state of local emergency has been declared, all employees, servants and agents of the Town will advise the Emergency Operations Centre of their whereabouts and will be required to carry out duties as ordered by the Director of the KV EMO.

c) When a state of local emergency is declared, the KV EMO may forthwith procure food, clothing, medicines, equipment, goods and services of any nature or kind for use therein.

6. POWERS

a) The Town may, during the state of local emergency, do everything necessary for the protection of property, the environment and the health or safety of persons therein, including, but not limited to, any or all of the following:

i) to cause an Emergency Measures Program to be implemented;

ii) to acquire or utilize or cause the acquisition or utilization of any personal property by confiscation or any means considered necessary;

iii) to authorize or require any qualified person to render aid of such type as that person may be qualified to provide;

iv) to control or prohibit travel to or from any area or on any road, street or highway;

v) to provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social and other essential services;

vi) to cause the evacuation of persons and the removal of livestock and personal property threatened by a disaster or emergency, and make arrangements for the adequate care and protection thereof;

vii) to authorize any person properly identified as authorized by the Town to enter into any building or upon any land without warrant;

viii) to cause the demolition or removal of any building, structure, tree or crop where the demolition or removal is necessary or advisable for the purposes of reaching the scene of a disaster, of attempting to forestall its occurrence or of combating its progress;

ix) to procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources or equipment; and

x) to order the assistance, with or without remuneration, of persons needed to carry out the provisions mentioned in this section.

b) For the duration of the state of local emergency Council may authorize:

i) the Kennebecasis Regional Police Chief to appoint auxiliary police persons; and

ii) the Kennebecasis Valley Fire Chief to appoint auxiliary fire persons; and

iii) the appointment of any other persons as it deems necessary.

c) When this by-law is silent as to any action to be taken during the course of a local state of emergency, then the provisions of the Emergency Measures Act of New Brunswick shall apply.

7. INDEMNITY

a) No person shall have any claim against the Town or its agents for any claims for damages of whatsoever nature or kind, which may be caused at any time in the carrying out of the provisions

of this by-law.

8. PENALTIES

a) Any person found violating any provisions of this by-law or who suffers or permits any act or thing to be done in contravention or violation of any provisions herein, or neglects or fails to do any act or thing herein required, or obstructs the Town or any person in the performance of any action, matter or thing authorized by this by-law, or violates or fails to comply with any direction, order or requirement made pursuant to this by-law, commits an offence punishable under Part II of the Provincial Offences Procedures Act as a category 'F' offence.

9. SEVERABILITY

a) If any part of this by-law shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this by-law.

10. ENFORCEMENT

a) When implementing emergency measures program pursuant to this by-law, any person properly identified as authorized by the Minister, by the New Brunswick Measures Organization or by the town has the right at any time to enter on any property.



**Fundy Regional
Service Commission**
Commission de Services
Régionaux de Fundy

PO Box / CP 3032, Grand Bay-Westfield NB E5K 4V3
T. 506 738-1212 • F. 506 738-1207
hotline@fundyrecycles.com

August 25, 2023

Mary Jane Banks, Common Clerk
Town of Rothesay
70 Hampton Road,
Rothesay NB E2E 5L5

Subject: Submission of draft 2024 Fundy Regional Service Commission budget

Dear Ms. Banks,

At the August 24, 2023, meeting of the Fundy Regional Service Commission ("Commission") Board of Directors, the following resolutions were adopted:

Motion:

Direct the FRSC to include the draft 2024 FRSC budget, as presented in this report, to initiate the 45-day budget notice period.

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.

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.

The Government of New Brunswick's Regional Service Delivery Act stipulates parameters in the budget approval process for regional service commissions under Article 28:

A Board shall not vote on a budget for the Commission, borrow money or set fees for services unless the Commission has given written notice of the vote and a copy of the proposed budget, borrowing or fees to its members that are local governments and to the Minister at least 45 days before the vote.

Accompanying this letter is a draft copy of the Commission's 2024 budget as well as the staff report that was shared with the Board of Directors on August 24th, 2023. We request that any feedback on this draft budget be shared with the Commission prior to October 11th, 2023, in order to give sufficient time to make necessary adjustments before the budget is presented for adoption to the Commission's Board of Directors on October 26th, 2023.

If you require any further information or have any questions, please do not hesitate to contact me.

Sincerely,



Phil Ouellette
Chief Executive Officer

Enclosures: August 24, 2023 FRSC Staff Report
August 24, 2023 FRSC Draft 2024 Budget

CC: Mayor Nancy Grant
John Jarvie
Chair Libby O'Hara



Date: August 24th, 2023

Author: Phil Ouellette

Open Session ☒

Closed Session ☐

RECOMMENDATION

It is recommended that the FRSC Board of Directors:

Resolution	Voting Requirement
1. Direct the FRSC to include the draft 2024 FRSC budget, as presented in this report, to initiate the 45-day budget notice period.	Simple majority of all members present.
2. Direct CEO Ouellette to circulate the draft 2024 FRSC budget to all FRSC members and invite inquiries and/or feedback starting on August 28 th , 2023, until October 11 th , 2023.	Simple majority of all members present.
3. Direct CEO Ouellette to coordinate individual presentations, upon request, of the draft 2024 FRSC budget with each FRSC member council prior to October 11 th , 2023.	Simple majority of all members present.
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.	Simple majority of all members present.
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.	Simple majority of all members present.
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.	Simple majority of all members present.
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.	Simple majority of all members present.



BACKGROUND/PAST RESOLUTIONS

As part of the 2024 FRSC budget development process, the FRSC Board adopted budget evaluation criteria and timeline on June 5th, 2023. The six criteria that guided the development of the 2024 FRSC budget include:

1. **Incrementality:** The FRSC remains in a “start-up” mode as it navigates the onboarding of its new mandated services, and the Commission is experiencing demands and pressures to adapt quickly to build new processes, structure, and ultimately, value. The Commission’s ability to adjust will take time, and highest-impact and -need priorities should be pursued in the immediate future.
2. **Regional Strategy:** The FRSC will adopt a five-year regional strategy, which will provide a vision for the Fundy Region and an inventory of actions to be integrated into annual work plans and budgets. Actions identified in the strategy will invite opportunities to access funding from the Government of New Brunswick.
3. **Delivering Valuable Service:** The FRSC is a service provider, with over ten years of delivering valuable service to the Fundy Region as a professional public sector organization. The FRSC will strive to deliver early and lasting services within its new mandate. Value can originate from service gaps or service improvements, with an objective of upholding economies of scale and cross-community collaboration.
4. **Financial Capacity:** The FRSC respects the financial capacity of its members, including the acknowledgement of the organizational and financial transition experienced at the local level as result of the local governance reform agenda.
5. **Continuous Improvement:** The FRSC will seek opportunities to generate cost savings and new revenue opportunities through an embedded culture of continuous improvement. This will include maximizing the opportunity to access third-party funding, including those originating from the Government of New Brunswick and the Government of Canada.
6. **Accountability and Transparency:** The development of the annual FRSC budget will be guided by a commitment to be transparent and intentional throughout the process. The FRSC will build ample opportunity for feedback amongst members, invite predictability into the development process, and ultimately uphold strategic and responsible financial decision making.

This mandate included a sequence of interactions within the development and decision-making process (see *timeline as Attachment #3*). As part of this sequencing, the budget document (report and summary budget) was reviewed with the FRSC Executive Committee and the regional group of chief administrative



officers prior to the submission of this report to the FRSC Board of Directors, and as a result, valuable feedback was received and adjustments were made to the documents.

On August 3rd, 2023, the FRSC Board of Directors received a staff report on preliminary themes of the 2024 FRSC Budget, which outlined a variety of drivers that are influencing the development of the 2024 budget, including:

- Opportunities and challenges associated with the landfill.
- Successfully leveraging Government of New Brunswick funding to offset new costs on the Commission.
- Continued human resource pressures.
- Projected cost-savings through regional facilities.
- Fixed costs for regional economic development and tourism promotion.

The Government of New Brunswick's Regional Service Delivery Act stipulates parameters in the budget approval process for regional service commissions under Article 28:

"A Board shall not vote on a budget for the Commission, borrow money or set fees for services unless the Commission has given written notice of the vote and a copy of the proposed budget, borrowing or fees to its members that are local governments and to the Minister at least 45 days before the vote."

The FRSC Board of Directors' vote to initiate the 45-day review period requires a "simple majority of all members present", while the vote to adopt the budget, currently scheduled for October 24th, 2023, requires "2/3 of the voting members present, who represent at least 51% of the total population represented by all the voting members present."

FINANCIAL, ECONOMIC, ENVIRONMENTAL, AND SOCIAL CONSIDERATIONS

The approved 2023 FRSC budget included an operating budget of \$18,337,205 and a capital budget of \$2,249,000.

The draft 2024 FRSC budget proposes a budget of \$19,342,626 and a capital budget of \$ 1,078,000 (see summary budget document in *Attachment #5*). Approximately 94% of the expenses within the draft 2024 FRSC budget fall within three service areas, including: (1) solid waste, (2) regional facilities; and (3) regional economic development and tourism promotion.

Below is a breakdown of membership fees within the parameters of the draft 2024 budget (as the solid waste service is supported through tipping fees, the below information removes solid waste service expenditures as part of the membership fee breakdown):



FRSC Member	2023 Member Fee	Proposed 2024 Member Fee
City of Saint John	\$4,252,066	\$4,102,705
Fundy Rural District	\$590,577	\$613,717
Town of Grand Bay Westfield	\$266,760	\$277,101
Hampton	\$443,036	\$447,451
Town of Quispamsis	\$977,028	\$1,010,744
Town of Rothesay	\$717,817	\$704,986
Fundy-St. Martins	\$364,497	\$380,750
Total:	\$7,611,782	\$7,537,454

As outlined in the above table, the draft 2024 FRSC budget results in some members projected to require additional membership fees, while others are projected to require a reduction in membership fees. There are a variety of variables that impact this distinction, including:

- The percentage of funding originating from each FRSC member for regional economic development and tourism promotion is to change due to the original agreement that formed Envision Saint John. In 2024, the FRSC's financial obligations to Envision Saint John grew by \$168,300 to a total of \$ 3,002,000, but according to the original agreement that formed Envision Saint John, the City of Saint John's portion is to remain at their 2023 investment level in 2024.
- To determine a per member fee, the Commission divides total costs proportionally, according to an equation that evaluates each community's percentage of the region's total tax base and population. To calculate this equation, the Government of New Brunswick distributes an annual breakdown of population and tax base numbers for each community, which each regional service commission is to use in the development of their budget proposals. The 2024 budget is to be developed with 2021 population and 2023 tax base numbers (see table submitted by the Government of New Brunswick in *Attachment #4*). As the population variable remains consistent with assumptions used for the 2023 budget, it is the tax base numbers that alter proportionality in the draft 2024 FRSC budget. In other words, membership fee impacts occurred for FRSC members that experienced a larger fluctuation in tax base change in 2023.
- Additional budget expectations for Community Planning and Building Inspection Services are only applied to Fundy-St. Martins and Fundy Rural District.

REPORT

General

The 2024 FRSC budget development process is one that sought to introduce greater transparency and predictability, including various touchpoints with the FRSC Executive Committee and the FRSC Board of Directors (*as outlined in Attachment #3*). The FRSC continues to be in a period of transition due to the recent local governance reform program, which introduced six new mandated services to regional service commissions in 2023, and the addition of the "social mandate" for the FRSC in 2024 (which is expected to include homelessness, poverty reduction and mental health).



The draft 2024 FRSC budget (see summary budget document in *Attachment #5*), which points to a continued immersion into the Commission's new mandate and value that it intends to deliver to its members and the Fundy Region. It is the responsibility of the FRSC administrative team to present a budget for the Board of Directors consideration, and the budget should uphold the highest level of financial due diligence, alignment with the Commission's objectives and mandate, and set a sustainable course for the organization. The FRSC Board of Directors will be asked whether the proposed 2024 FRSC budget responds to the needed financial resources of the Commission, and sufficiently equips the Commission to succeed in the delivery of its new legislative mandate.

2023 FRSC Budget Development

The 2023 budget development process for the FRSC was unique, as the development of the budget as well as the authority to approve the budget fell within the responsibility of the Minister of Local Government and Local Governance Reform. Feedback received from Board members during this period highlighted the frustration of the 2023 budget development process. The assumptions within the 2023 FRSC budget attempted to predict the demands on the Commission because of the new mandated services, which included new and added costs, including:

- Human resources (role of chief executive officer, executive assistant).
- Capital costs for Fundy regional facilities.
- Regional economic development and tourism promotion.
- New office space.

In addition, the 2023 budget also invited a new geographic composition of the FRSC membership, which included the invitation of new members and expanded existing members.

Overview of 2024 Budget Development Process

The development of the 2024 FRSC was informed by a variety of important inputs, including:

- Feedback from FRSC Executive Committee and FRSC Board of Directors.
- Approved 2024 budget development criteria.
- Fundy Regional Strategy.
- 2023 work plan update.
- Long-term office solution.
- Past budget outcomes, trends, what we learned from 2023, including recent Q2 financial update.
- Regional Facilities Committee 2024 budget recommendations.
- Capital demands on landfill.
- Membership survey results on per diem and meeting expenses.

In addition to the above, the budget was developed through input from FRSC employees, who are involved in existing service delivery. The internal budget exercise yielded a large inventory of needs, but after the



completion of an evaluation of highest impact needs (though the 2024 budget development criteria), the inventory was reduced to those that should be presented in the draft budget included in this report.

As indicated previously, on June 5th, 2023, the FRSC Board adopted six criteria to guide the 2024 budget development process. Staff has assembled a table to qualify how the draft 2024 FRSC budget supports the approved criteria:

Criteria	Qualification
Incrementality	The FRSC must walk before it runs, and the transition into the new mandated services will take time, including the time needed to demonstrate value and impact. This will remain a challenge for the Commission, as it manages the expectations of partners, stakeholders, and customers. The draft 2024 budget proposes important incremental enhancements, which will equip the Commission in the successful delivery of its new mandates. The changes provide a core level of service, which is commensurate with the expectations of the new legislative mandate, the Fundy Regional Strategy, the work associated with the four new standing committees, among other expectations placed on the Commission.
Regional Strategy	<p>The FRSC Board of Directors adopted the Fundy Regional Strategy on August 3rd, 2023, which outlines a total of 84 actions over the next five years (including 23 actions in 2024). The draft 2024 FRSC budget, and the corresponding 2024 work plan, assumes the delivery of several important deliverables from the Fundy regional Strategy, including, among others:</p> <ul style="list-style-type: none">• Introduce a regional sub-committee for local emergency management organization representatives.• Initiate a regional climate mitigation and adaptation strategy.• Pursue an education and awareness campaign to support the Commission's transition.• Further define the Regional Strategy scorecard to ensure adequate targeting and evaluation framework.• Report back to the FRSC Board on needed changes to the four new standing committees after a year of operations.• Develop a regional community development asset map and needs assessment.• Introduce proposed go-forward structure for the Community Development Committee.• Launch a new Dial-A-Ride program.• Build partnership to deliver enhanced cultural awareness, diversity, and inclusion awareness and programming in the Fundy Region.• Pursue Rural plans for Fundy-St. Martins and the Fundy Rural District.



	<ul style="list-style-type: none">• Establish a train traffic and safety community committee.• Study landfill gas utilization alternatives.
Delivering Valuable Service	<p>The draft 2024 FRSC budget builds from the success of strong and valuable service delivery that the Commission has upheld over the past decade. Solid waste, community planning, and building inspection service have had years to mold and refine programing and value to customers, and these two services will be adequately resourced to maintain this trajectory into 2024. For the new mandated services, demonstration of value has already begun with through the engagement process of the Fundy Regional Strategy and the Commission's request for stakeholder and partner guidance on how the FRSC can bring new value to the Fundy Region. The vision, goals, values, and action outlined in the Fundy Regional Strategy ultimately define where the Fundy Region believes the Commission can bring new value, and the most effective method for the FRSC to deliver on new value is to accept this guidance, and in turn, pursue the actions outlines in the Strategy, continue to be guided by the four standing committees and the FRSC Board of Directors.</p>
Financial Capacity	<p>While there are new expenditures identified in the draft 2024 FRSC budget, deliberate efforts were made to diminish the impact on FRSC members, acknowledging the ongoing financial transition occurring across the Fundy Region due to the local governance reform agenda. If adopted, the draft 2024 budget will yield tremendous value to the Fundy Region, the mandate of the Commission, local government collaboration, among others. The FRSC's access to funding through the Government of New Brunswick has also reduced the burden of the new expenses identified in the 2024 budget.</p> <p>In addition, the draft 2024 FRSC budget will continue to maximize the leverage funds and investments from the Government of New Brunswick, including:</p> <ul style="list-style-type: none">• Regional Services Support Fund.• Working NB.• Department of Health.*• Local Governance Reform Implementation Fund.*• Regional Development Corporation.* <p>The Government of New Brunswick has chosen to design the Regional Services Support Fund to regional service commissions by decreasing the available funding to local governments and rural district through the Community Funding and Equalization Grant ("CFEG"). The draft 2024 FRSC budget includes continued calls on the Government of New Brunswick to introduce more sustainable funding for</p>



	the local government and rural district landscape, which should include funding supports to the expanded mandates of regional service commissions and continued annual investment into local governments and rural districts.
Continuous Improvement	<p>For the landfill, continuous improvement invites enhancements in our collective diversion efforts, which does result in a reduction in revenue for the landfill. While the resulting impact is to revisit existing tipping fees, the Commission should maintain its commitment towards waste diversion and environmental sustainability. The draft 2024 FRSC budget invites continued opportunities for landfill related cost mitigation and new revenue streams, including possible cost savings with an approved height EIA and increased electrical revenue from the new gas wells.</p> <p>There are also continuous improvement efforts occurring within the Fundy regional facilities, as there is evidence of deliberate efforts towards operational cost containment, new revenue generation, and sustainability planning in many of the facilities, which has led to a reduction in the rate of increase of costs across the facilities.</p>
Accountability and Transparency	The process to develop the 2024 FRSC budget introduced added transparency and predictability, which included the approval of budget criteria, responsibilities to the FRSC Executive Committee, integration with the regional group of chief administrative officers, and reporting on preliminary themes to the FRSC Board of Directors. In addition, the budget was developed through the collective expertise of the FRSC administrative team, including the oversight and guidance of the FRSC's Chief Financial Officer. Finally, the legislative requirement of a 45-day review period prior to voting on the FRSC budget is another valuable step in upholding transparency and accountability.

* Funds identified with "*" remain tentative and will be integrated into budget assumptions once finalized.

Key Highlights of Draft 2024 FRSC Budget

Cross Service Area Adjustments

There are a variety of cost pressures that are themes across service areas, and adjustments were made in the draft 2024 FRSC budget to respond to these pressures, including:

- Integration the assumptions from the recently approved collective agreement with the unionized workforce.
- Cost of materials and fuel continues to place pressure on the Commission's operations.
- Inflation.



- Adequate training budgets for new portfolios and service areas.

Corporate Costs

The corporate section of the draft 2024 FRSC budget experienced the most significant changes, as the Commission is changing how it supports service delivery across departments. Prior to describing these adjustments, there is merit in defining the FRSC starting point for corporate costs.

All regional service commissions remain in a “start-up” phase, which is especially transformational for the Fundy Region. For the past decade, the FRSC has primarily maintained a focused attention on the minimum requirements (solid waste management and local planning), while many other commissions across the province have experienced steady administrative growth in expanded and cooperative services during that same period.

The 2023 operating budget made some initial adjustments to the corporate budget, which invited a starting point to embark in the management and delivery of the six new mandated services. By early 2023, it was evident that the existing resource allocations to support the new mandated services were insufficient for the demands placed on the FRSC. As a result, an immediate restructuring of existing employee roles and responsibilities was completed to overcome resourcing pressures. In order for the Commission to adequately resource the four new standing committees and begin in the implementation of the adopted Fundy Regional Strategy, there is a need for additional human resources.

The adjustments in the draft 2024 FRSC budget for corporate costs include:

1. **Redefining “corporate”** – Since the creation of the Commission, an overwhelming majority of the budget was focused on the solid waste service, as it played the largest role in supporting regional service delivery. As a result, many of the needed corporate costs to support the Commission have historically been embedded within the solid waste service budget, however as the Commission evolves into new areas, the corporate costs must now support various services areas. For example, communications support was historically a solid waste service budget expenditure, but it would no longer be accurate to categorise the Commission’s communications needs as only falling within the solid waste service budget.
2. **New office space** – The FRSC continues to pursue its long-term office space initiative, and it is expected to be completed prior to 2024, which will invite some added costs. These costs, similar to other “corporate” costs, are distributed across various service area budgets. As the nature of FRSC operations shift, so do the partners, customers, and stakeholders who interact with the Commission. While we will maintain an office presence at Crane Mountain, a new office is required to support staffing and the volume of meetings being hosted by the Commission. The Commission is projected to host over 80 official Board or committee meetings in 2024.
3. **Adjusting proportional staff support towards services areas** – As part of the 2024 budget development exercise, staff completed a review of existing time commitments across service



areas. Many FRSC employees divide their time across various budget categories, and as such, their salaries are divided accordingly, which is captured in the corporate budget.

4. **Additional resources to “enabling” services** – Enabling services include all back-of-office supports that help each service areas achieve its outcomes, including information technology, human resources, finance, and legal. There were no adjustments in cost in the 2023 operating budget for enabling services as a result of the onboarding of the new mandated services to the Commission. The FRSC’s “enabling” services are currently delivered through part-time employees or on-call service through third parties. The volume of demands on these enabling services have increased dramatically with the invitation of added mandates to the Commission. Details of the value and impact of these expanded services, which includes ongoing operational demands and strategic projects, are outlined in *Attachment #1*.
5. **Additional human resources** – The draft 2024 FRSC budget does propose the introduction of additional budget allocation to introduce new portfolios into the FRSC’s establishment. These new portfolios will ensure that there is adequate resourcing to, amongst others:
 - Support the four new FRSC standing committees.
 - Support the Commission’s ability to deliver on various medium- and long-term plans.
 - Guide and monitor the implementation of the Fundy Regional Strategy.
 - Modernize and build efficiency in existing FRSC processes.
 - Enhance the Commission’s outreach, engagement, and relationship across the Fundy Region.

Similar to point #2, these new portfolios will support various budget categories, and as such, their salaries are divided accordingly, which is captured in the corporate budget. Details of the value and impact of these new portfolios are outlined in *Attachment #2*.

6. **Outcome of per diem/meeting survey** – As a result of a recent surveying exercise with the FRSC Board of Directors, the 2024 budget proposes the following adjustments:
 - The past chair, the vice chair, and the chair shall receive \$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.
 - Committee chairs of the four existing FRSC standing committees, shall receive \$100 per month, in addition to existing per diem commitments as outlined in the FRSC Procedural By-law and by FRSC resolution.
 - The FRSC shall offer light food and beverage refreshments for its committee and community meetings.



7. **Consulting needs** – The Commission is also in need of enhancements to existing corporate budget allocation to third-party consultants, who will be sought to execute components of future initiatives that cannot be achieved within the skillset of the FRSC team. While the FRSC will gain enhanced capacity and expertise as a result of additional resources outlined previously, the scope of 2024 initiatives require greater technical expertise from consultants.

Solid Waste Service

As outlined in the Fundy Regional Strategy, the FRSC “aims to transform waste management, promote sustainability, and optimize operations for a more efficient and environmentally conscious future.” Consistent with this, to alleviate significantly above inflation cost increases, Crane Mountain Landfill successfully integrated cell construction within its own operations for Cell #9 in 2022 & 2023, a successful first for the Commission resulting in significant cost benefit. However, due to a variety of regulatory changes and continued increasing costs, those savings have been absorbed and the landscape of the solid waste service will be subject to some additional challenges for the 2024 budget.

The first indication of this was on the 2023 MCBB application, approved by the Board and supported by the member communities. The application showed a projection of a \$135 tip fee for 2024 due to inflation and other external pressures. Some major external factors include:

1. Loss of MSW tonnage (700 MT) from the former Musquash LSD due to new regional boundaries from local government reform.
2. Loss of MSW tonnage (4000 MT) from the City of Saint John due to garbage bag limits imposed on their residents.
3. Loss of MSW tonnage (800 MT) for one year due to local government transition agreements.
4. Insurance increases due to an uncompetitive market in landfill insurance coverage.
5. Increase in cover material aggregate costs due to unbudgeted 50% increase in 2023.
6. Increase in leachate management due to increases in rainfall event severity from climate change.

The following tip fee changes are proposed as a reflection of market value:

Tipping fees	2023 rate	Proposed 2024 rate
Member	\$123/tonne	\$135/tonne
Industrial, commercial, institutional	\$123/tonne	\$135/tonne
Construction and demolition	\$30/tonne	\$35/tonne
International ship's waste (After 'dig' charge)	\$200/tonne	\$250/tonne
Asbestos (\$500 minimum)	\$100/m ³	\$125/m ³
Scrape Service	\$25 per	\$35 per
Compostable organics	\$40/tonne	\$50/tonne
Per bag cost	\$1	\$1.50



Risks in 2024 also to be mitigated include the proposed federal regulations on landfill methane emissions which will increase requirements on capital infrastructure for gas recovery. These regulations also propose exclusion of landfills on the carbon credit market limiting options for landfill gas utilization and partnerships, eliminating a possible new revenue stream. Further inflationary pressures and supply chain issues are also a concern entering into 2024.

Though not able to be captured in the 2024 budget, Solid Waste Services will be attempting to mitigate overall cost increases over the coming year to influence future budgets for 2025 and beyond. Some opportunities include leveraging cost benefit from recycling operations under the provincial Printed Paper and Packaging (PPP) program in 2024, pursuing increased height approvals through the provincial EIA, securing a local long term aggregate source to eliminate annual market fluctuations, and possible increases in electrical production through new landfill gas well (21 new wells installed in summer 2023) design technology to provide better fuel supply reliability to our generator. Though it is expected there will be benefits realized in 2024 from these initiatives, they cannot be reliably reflected into the 2024 budget document.

The Commission's capital budget has historically been focused exclusively on solid waste, which remains the case in the draft 2024 budget. The 2024 budget maintains \$550,000 in the operating budget for annual capital maintenance and proposing a total borrowing of \$1,043,000. In the event the Commission proceeds with increasing the maximum height of the landfill through the 2023 EIA process, the capital costs associated with Cell #10 would not be required in 2024.

Community Planning and Building Inspection Service

With the proposed 2024 budget, this service area will now be equipped to continue delivering exceptional customer service for community planning and building inspection service for Fundy-St. Martins and the Fundy Rural District, proceed with the development of rural plans, all while also enhancing the Commission's medium- and long-term planning capabilities that will have impact across all service areas (recognizing that cross-service enhancements will not be charged to this budget).

Regional Economic Development and Tourism Promotion

Our existing master service agreement with Envision Saint John includes defined annual investments, including \$3,002,000 in 2024. The Commission will attempt to continue accessing existing and new Government of New Brunswick funding to support the delivery of regional economic development and tourism promotion for the Fundy Region.

Regional Sport, Recreation and Cultural Infrastructure (Regional Facilities)

During the August 3rd FRSC Board meeting, a resolution was adopted to include the recommendations from the Fundy Regional Facilities Committee into the assumptions of the 2024 budget. These recommendations included a 2024 operating investment of \$3,003,637 (after accounting for 2022 carry-over) in addition to a 2024 capital budget of \$1,528,250. For the 2024 budget, capital costs are approximately \$100,000 higher than 2023, while the operating costs for the facilities are approximately \$400,000 less than 2023, resulting in an approximate \$300,000 savings (before applying corresponding



corporate related costs to the service area). An important theme for 2024 will be to continue monitoring the facilities abilities to contain costs, invite continuous improvement efforts, and pursue new revenue generation opportunities. This oversight is primarily overseen by the administrative leadership and Boards of each respective facility, although there is a need to activate more deliberate oversight of the Saint John Trade and Convention Centre in the coming months.

Other Service Areas:

- The other services all require more dedicated support and a larger “allocation from corporate services” was included in the draft 2024 budget to ensure the successful delivery of the services.
- The Community Development budget will see additional resources to effectively deliver on a more accessible and expanded Dial-A-Ride program in 2024.

Regional Services Support Fund and the FRSC

As part of the Government of New Brunswick’s local governance reform agenda, the Community Funding and Equalization Grant (“CFEG”) would experience incremental reductions over five years, which would eventually result in the maintenance of the existing equalization portion of the grant. The corresponding funding from the reductions from the CFEG supports the creation of the Regional Services Support Fund (“RSSF”). The RSSF offers support to regional service commissions in the delivery of their regional strategies, and each commission is required to submit an application to the Government of New Brunswick to access the fund. Each commission is provided a maximum quantity of funding availability for their region, which must meet defined eligibility, including that the funding can only support up to 50% of costs incurred on the commission.

In 2023, the FRSC received \$957,830 from what is now referred to as the RSSF, and in 2024, the FRSC is eligible to receive \$1,474,467. It should be noted that the FRSC’s portion to the RSSF is expected to expand by 20% each year for the coming four years (2024-2027), and it is expected that the RSSF will grow to over \$3 million upon completion of the four years. It should be noted that the allotment of each regional service commission from the RSSF is determined by a formula entrenched in regulation. Factors such as the tax base and population can have an impact on the annual allotments to each commission.



The draft 2024 FRSC budget proposes accessing the maximum of \$1,474,467 from the RSSF, in order to support (at 50% of cost) of the new mandated services as defined through the Fundy Regional Strategy. These funds will support a variety of costs across six budget categories in the draft 2024 FRSC budget, including:

Service Area	Proposed 2024 RSSF Allocation
Corporate	\$134,981.00
Tourism Promotion	\$282,654.00
Economic Development	\$837,254.00
Community Development	\$123,735.00
Regional Transportation	\$62,451.50
Public Safety	\$33,391.50
Total:	\$1,474,467.00

As part of the recommendations within the report, the FRSC Board is requested to apply to the Government of New Brunswick's RSSF with the assumptions outlined in the draft 2023 FRSC budget.

Next Steps

With the adoption of the outlined resolutions in this report, the FRSC Board will initiate the 45-day review period for the draft FRSC 2024 budget, which will be circulated to each Member. It is during this period that the FRSC can collect feedback and determine if adjustments are warranted prior to a final vote on the budget (currently scheduled for October 24th, 2023).

ATTACHMENTS

1. Value and Impact of Expansion of Enabling Services
2. Value and Impact of New Portfolios
3. Approved 2024 FRSC budget development timeline
4. Population and Tax Base: Submitted to FRSC from Government of New Brunswick
5. Draft 2024 FRSC Budget



Attachment #1 – Value and Impact of Expansion of Enabling Services

Goal: For the FRSC to deliver reliable, predictable, professional, and effective internal human resources and supports to deliver on the FRSC's mandate and maximize value and impact in the Fundy Region.

Outcomes: Additional resources for enabling services in the draft 2024 FRSC budget will support four key areas including human resources, information technology, legal, and finance. The additional resources will be used to maintain pre-existing service to an expanded FRSC mandate and to meet the requirements of new deliverables. The below inventory of responsibilities and deliverables would be supported through the proposed 2024 FRSC budget for these operational and professional services, including:

Human Resources

- Recruitment, negotiation, hiring, and onboarding of new employees.
- Development of internal performance evaluation program and process.
- Ongoing organizational structure review and adjustment.
- Cross training, redundancy, and succession planning.
- Ongoing adjustment to job descriptions and drafting of new job descriptions.
- Support towards CEO evaluation with FRSC Board.
- Development of FRSC Code of Conduct.
- Enhancements to internal policies and procedures.
- Evaluating and defining medium and long-term human resource needs to meet expected demands.

Information Technology

- Onboarding of new employees.
- Software and hardware troubleshooting.
- Onboarding of new agenda kit collection and distribution software.
- Onboarding of online payment mechanism.
- Transitioning to Microsoft 360.
- Cybersecurity monitoring and enhancements.
- Website upkeep and management
- Data-base management.

Legal

- Added demands associated with contracts, funding agreements, leases, among others.
- Risk management.
- Support towards RTIPPA.
- Litigation.
- Employment contracts and issues.



Finance

- Maintenance of additional invoicing streams and vendors due to new mandated services.
- Additional financial oversight and analysis associated with regional facilities.
- Support towards the introduction of additional financial controls, protocols, and standard operating procedures.
- Financial analysis.
- Transition to Electronic Fund Transfer system.



Attachment #2 – Value and Impact of New Portfolios

Goal: For the FRSC to deliver reliable, predictable, professional, and effective internal human resources and supports to deliver on the FRSC's mandate and maximize value and impact in the Fundy Region.

Outcomes: Additional resources for new portfolios in the draft 2024 FRSC budget will be used to maintain pre-existing service to an expanded FRSC mandate and to meet the requirements of new forms of deliverables, including:

- Corporate enhancement in medium- and long-term planning.
- Enhancements to organizational targets, monitoring, and evaluation frameworks.
- Completion, monitoring and updating of rural plans and subdivision by-laws.
- Develop and maintain information management system.
- Enhance customer service outcomes.
- Develop and deliver new programming to FRSC members, stakeholders, and partners.
- Partnership development and community outreach.
- Contribute to evidence-based policy and program development.
- Identification of cost savings and revenue generating opportunities.
- Development of proposals and recommendations.
- Effectively communicating to members, customers, partners, and stakeholders.

In addition, to these broad-based outcomes, the investment proposed in the draft 2024 FRSC budget will also help in the delivery of the key immediate deliverables as outlined in the Fundy Regional Strategy's Implementation Plan, including, among others:

- Introduce a regional sub-committee for local emergency management organization representatives.
- Initiate a regional climate mitigation and adaptation strategy.
- Pursue education and awareness campaign to support the Commission's transition.
- Further define the Regional Strategy scorecard to ensure adequate targeting and evaluation.
- Report back to the FRSC Board on needed changes to the four new standing committees after a year of operations.
- Develop a regional community development asset map and needs assessment.
- Introduce proposed go-forward structure for the Community Development Committee.
- Launch a new Dial-A-Ride program.
- Build partnership to deliver enhanced cultural awareness, diversity, and inclusion awareness and programming in the Fundy Region.
- Pursue Rural plans for Fundy-St. Martins and the Fundy Rural District.
- Establish a train traffic and safety community committee.
- Study landfill gas utilization alternatives.



Attachment #3 – 2024 FRSC Budget Development Timeline

#	TASK	TIMELINE	MEDIUM
1	Share initial feedback to FRSC Executive on Budget 2024 development	May 10 th	FRSC Executive Committee
2	Monthly Regional CAO meeting: Share initial draft of primary drivers and influences for FRSC Budget 2024 Development to regional CAOs	May 18 th	Regional CAO meeting
3	Present and approve timeline, primary drivers, and influences for Budget 2024 Development	June 5 th	FRSC Board meeting
4	Staff review of 2023 work plan and initial consideration of 2024 work plan	June 15 th	FRSC staff process
5	Submit initial draft report to FRSC Board on Regional Strategy, including implementation plan	June 22 nd	FRSC Board meeting
6	Submit progress report to FRSC Board on 2023 FRSC Work Plan	June 22 nd	FRSC Board meeting
7	Deadline for regional facilities to submit operating and capital proposals to Regional Facilities Committee	June 26 th	Regional Facilities Committee
8	Submitted feedback on departmental budget priorities from staff	July 1 st	FRSC staff process
9	Staff priority session: 2024 work plan priorities, finalize budget recommendation	July 15 th	FRSC staff process
10	FRSC Executive Committee meeting to review and provide feedback initial parameters and key outcomes of the 2024 budget recommendation	July 17 th	FRSC Executive Committee
11	Monthly Regional CAO meeting: update on 2024 FRSC budget development	July 20 th	Regional CAO meeting
12	Final recommendations from Regional Facilities Committee on 2024 expenditures	July 20 th	Regional Facilities Committee
13	Introduction of initial 2024 FRSC budget parameters and key outcomes, including final adoption of Regional Strategy, including detailed costing-out of implementation plan, and receipt of Committee recommendation on operating and capital funding for regional facilities.	July 27 th	FRSC Board meeting
14	FRSC Executive Committee receive input from FRSC Board on 2024 FRSC budget parameters and outcomes, and work with FRSC staff to make necessary adjustments	August 16 th	FRSC Executive Committee
15	Monthly Regional CAO meeting: Update to CAOs on budget development process	August 17 th	Regional CAO meeting
16	Present 2024 FRSC Budget and initiation of the 45-day notice period and seek mandate to submit funding proposal to GNB on RSC Grant (conditional on 2024 FRSC budget approval of the FRSC Board)	August 24 th	FRSC Board meeting
17	Submit application to access 2024 RSC Grant from GNB (conditional on approval of budget)	September 15 th	GNB
18	FRSC Executive Committee receive input from FRSC Board on draft 2024 FRSC budget, and work with FRSC staff to make necessary adjustments	Sept. 18 th	FRSC Executive Committee
19	Bring forward update on initial changes to 2024 Budget	Sept. 28 th	FRSC Board meeting
20	2024 Assessment Base Information to be received from GNB	October 13 th	GNB
21	FRSC Executive Committee receive input from FRSC Board on draft 2024 FRSC budget, and work with FRSC staff to make necessary adjustments	October 16 th	FRSC Executive Committee
22	Final draft of 2024 Budget for adoption (post 45-day notice)	October 26 th	FRSC Board meeting
23	Submission to budget to ELG	November 1 st	GNB



Attachment #4 – Population and Tax Base: Submitted to FRSC from Government of New Brunswick

RSC CSR	Type	Entity Name Nom de l'entité	2023 Tax base Assiette fiscale	**Population 2021
1	LG	Haut-Madawaska	379 455 434	4 405
1	LG	Edmundston	1 763 385 104	18 365
1	LG	Vallée-des-Rivières	315 180 712	4 250
1	LG	Grand-Sault/Grand Falls	1 170 811 461	10 900
1	LG	Saint-Quentin	284 750 508	3 630
1	RD	Northwest Rural District / District rural Nord-Ouest	217 855 504	3 440
2	LG	Kedgwick	147 504 575	2 300
2	LG	Campbellton	1 042 678 156	12 000
2	LG	Bois-Joli	218 377 583	3 750
2	LG	Heron Bay/Baie-des- Hérons	422 993 483	5 485
2	RD	Restigouche Rural District / District rural Restigouche	91 756 933	1 715
3	LG	Belledune	360 616 071	1 325
3	LG	Belle-Baie	942 076 886	14 335
3	LG	Bathurst	1 457 416 689	15 110
3	RD	Chaleur Rural District / District rural Chaleur	229 478 149	3 725
4	LG	Rivière-du-Nord	202 559 959	3 530
4	LG	Caraquet	706 073 098	8 125
4	LG	Île-de-Lamèque	342 402 894	5 620
4	LG	Shippagan	407 733 430	4 925
4	LG	Hautes-Terres	351 636 771	6 140
4	LG	Tracadie	1 220 125 839	16 095
4	LG	Neguac	148 173 405	1 675
4	RD	Acadian Peninsula Rural District / District Rural Péninsule Acadienne	31 523 476	550
5	LG	Anlwick	196 318 879	3 575
5	LG	Miramichi	1 815 698 208	18 125



5	LG	Miramichi River Valley	560 410 036	7 210
5	LG	Doaktown	91 647 707	1 250
5	LG	Upper Miramichi	126 311 712	2 180
5	RD	Greater Miramichi Rural District / District Rural du Grand Miramichi	345 787 600	4 790
6	LG	Nouvelle-Arcadie	156 780 822	3 060
6	LG	Beaurivage	417 879 392	6 160
6	LG	Five Rivers	388 159 733	3 385
6	LG	Grand-Bouctouche	562 501 193	5 650
6	LG	Champdoré	392 147 725	5 115
6	LG	Beausoleil	1 015 323 419	8 620
6	RD	Kent Rural District / District Rural de Kent	235 316 179	3 485
7	LG	Maple Hills	931 964 508	8 390
7	LG	Salisbury	711 106 633	7 745
7	LG	Moncton	11 587 217 869	80 080
7	LG	Riverview	2 076 613 380	20 580
7	LG	Dieppe	4 471 104 816	28 970
7	LG	Shediac	1 529 637 322	10 670
7	LG	Cap-Acadie	1 142 884 318	9 165
7	LG	Strait Shores	249 650 321	1 935
7	LG	Tantramar	1 013 282 619	9 020
7	LG	Memramcook	421 096 513	5 030
7	LG	Fundy Albert	524 580 200	6 120
7	LG	Three Rivers	332 077 806	3 990
7	RD	Southeast Rural District / District Rural Sud-Est	109 801 766	910
8	LG	Sussex	639 644 092	6 030
8	LG	Valley Waters	451 091 691	4 545
8	LG	Butternut Valley	468 194 233	5 435
8	RD	Kings Rural District / District Rural de Kings	493 503 760	4 725
9	LG	Fundy-St. Martins	374 600 407	5 225
9	LG	Hampton	899 526 194	9 345
9	LG	Quispamsis	2 266 956 321	18 780
9	LG	Rothsay	1 679 574 493	11 975



9	LG	Saint John	8 512 956 734	69 875
9	LG	Grand Bay-Westfield	546 236 714	5 880
9	RD	Fundy Rural District / District Rural de Fundy	658 360 046	6 410
10	LG	Fundy Shores	674 057 630	2 050
10	LG	Eastern Charlotte	687 948 183	7 325
10	LG	Grand Manan	247 305 147	2 595
10	LG	Campobello Island	108 323 787	950
10	LG	Saint Andrews	605 099 742	2 950
10	LG	St. Stephen	707 455 231	8 165
10	LG	McAdam	57 928 664	1 175
10	RD	Southwest Rural District / District Rural Sud-Ouest	362 135 156	3 235
11	LG	Harvey	417 167 175	3 895
11	LG	Fredericton Junction	50 547 467	715
11	LG	Tracy	29 957 744	605
11	LG	Hanwell	971 078 413	7 100
11	LG	Sunbury-York South	730 485 806	7 455
11	LG	New Maryland	457 066 418	4 155
11	LG	Oromocto	1 750 347 004	11 910
11	LG	Arcadia	443 520 857	3 720
11	LG	Grand Lake	432 312 338	5 725
11	LG	Nashwaak	360 900 651	4 755
11	LG	Fredericton	10 273 478 946	67 625
11	LG	Central York	610 576 334	6 930
11	LG	Nackawic-Millville	318 975 441	3 765
11	RD	Capital Region Rural District / District Rural de la région de la Capitale	936 687 154	9 625
12	LG	Lakeland Ridges	259 933 560	2 450
12	LG	Woodstock	1 148 756 239	11 915
12	LG	Hartland	359 221 224	3 745
12	LG	Carleton North	777 490 269	9 170
12	LG	Southern Victoria	199 490 074	2 550
12	LG	Tobique Valley	211 497 367	2 740
12	RD	Western Valley Rural District / District Rural de la vallée de l'Ouest	167 855 013	2 815



* These tax bases do not match the tax base used by Local Government to do their 2023 budget. They are calculated as stipulated in *An Act Respecting Community Funding*. The average Non Residential Ratio in 2023 was 1.5737 and the Average Heavy Industrial Ratio for 2023 was 1.5728.

*Ces assiettes fiscales ne correspondent pas à l'assiette fiscale utilisée par les gouvernements locaux pour faire leur budget 2023. Elles sont calculées conformément à la *Loi concernant le financement communautaire*. Le ratio non résidentiel moyen en 2023 était de 1,5737 et le ratio industriel lourd moyen pour 2023 était de 1,5728.

** The new population numbers were obtained from Statistics Canada based on the new boundaries post reform. Numbers are rounded.

** Les nouveaux chiffres de population ont été obtenus de Statistiques Canada en fonction des nouvelles limites post-réforme. Les chiffres sont arrondis.

REGION / RÉGION	RSC NAME / NOM CSR
1	Northwest Regional Service Commission / Commission de services régionaux Nord-Ouest
2	Restigouche Regional Service Commission / Commission de services régionaux Restigouche
3	Chaleur Regional Service Commission / Commission de services régionaux Chaleur
4	Acadian Peninsula Regional Service Commission / Commission de services régionaux Péninsule acadienne
5	Greater Miramichi Regional Service Commission / Commission de services régionaux du Grand Miramichi
6	Kent Regional Service Commission / Commission de services régionaux de Kent
7	Southeast Regional Service Commission / Commission de services régionaux du Sud-Est
8	Kings Regional Service Commission / Commission de services régionaux Kings
9	Fundy Regional Service Commission / Commission de services régionaux de Fundy
10	Southwest New Brunswick Regional Service Commission / Commission de services régionaux du Sud-Ouest
11	Capital Region Service Commission / Commission de services régionaux de la capitale
12	Western Valley Regional Service Commission / Commission de services régionaux de la Vallée de l'Ouest

Fundy Regional Service Commission
Operating Fund Budget
Corporate Services

	Budget 2023	Budget 2024
<u>REVENUE</u>		
GOVERNMENT TRANSFER		
Regional Services Support Fund	\$ -	\$ 134,981
Community Funding & Equalization Grant	100,000	-
Special Transfer from Province of NB	-	24,750
Total Revenue	<u>100,000</u>	<u>159,731</u>
<u>EXPENDITURES</u>		
Governance	68,492	94,102
Administration		
CEO Office	303,940	691,380
Human Resources	25,250	42,750
Financial Management	124,890	165,920
Other Administrative Services	192,470	414,339
Capital Expenditures	-	35,000
Total Corporate Services	<u>715,042</u>	<u>1,443,491</u>
NET CORPORATE EXPENDITURES	<u>\$ 615,042</u>	<u>\$ 1,283,760</u>
Allocation to Funds:		
Cooperative & Regional Planning Services	\$ 9,188	\$ 21,061
Local Planning Service	80,270	98,599
Solid Waste Services	205,201	362,524
Electrical Generation	11,416	12,509
Regional Tourism Promotion	51,269	60,256
Regional Economic Development	51,269	96,688
Community Development	52,622	221,610
Regional Transportation	51,269	105,499
Regional Public Safety	51,269	111,517
Regional Sport, Recreation & Cultural	51,269	193,497
	<u>\$ 615,042</u>	<u>\$ 1,283,760</u>

Fundy Regional Service Commission
Operating Fund Budget
Cooperative & Regional Planning Services

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 3,327	\$ 763
SALE OF SERVICE	-	-
SECOND PREVIOUS YEAR SURPLUS	5,861	20,298
	<u>9,188</u>	<u>21,061</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	9,188	21,061
REGIONAL PLANNING	-	-
REGIONAL POLICING COLLABORATION	-	-
REGIONAL EMERGENCY MEASURES PLANNING	-	-
OTHER SERVICES PROVIDED TO ALL MEMBERS	-	-
FISCAL SERVICES	-	-
	<u>9,188</u>	<u>21,061</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Fundy Regional Service Commission**Operating Fund Budget****Local Planning Service**

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 401,678	\$ 448,842
FEES AND SERVICES	-	-
GOVERNMENT TRANSFER	-	-
SECOND PREVIOUS YEAR SURPLUS	8,468	-
	<u>410,146</u>	<u>448,842</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	80,270	98,599
OTHER ADMINISTRATION	41,826	42,665
PLANNING SERVICES	146,980	154,200
INSPECTION SERVICES	138,570	144,980
FISCAL SERVICES	2,500	2,500
SECOND PREVIOUS YEAR DEFICIT	-	5,898
	<u>410,146</u>	<u>448,842</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Fundy Regional Service Commission
Operating Fund Budget
Electrical Generation

	Budget 2023	Budget 2024
REVENUE		
SALE OF SERVICE - SAINT JOHN ENERGY	\$ 160,200	\$ 131,400
SECOND PREVIOUS YEAR SURPLUS	-	-
TRANSFER FROM SOLID WASTE OPERATING FUND	23,215	193,783
TOTAL REVENUE	\$ 183,415	\$ 325,183
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	11,416	12,509
OTHER ADMINISTRATION	10,650	10,650
PERSONNEL	51,910	101,330
MACHINERY & EQUIPMENT	40,400	77,672
FISCAL SERVICES	65,500	116,216
SECOND PREVIOUS YEAR DEFICIT	3,539	6,806
TOTAL ELECTRICAL GENERATION	183,415	325,183
BUDGETED SURPLUS <DEFICIT>	\$ -	\$ -

Fundy Regional Service Commission**Operating Fund Budget****Regional Tourism Promotion**

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 55,269	\$ 50,430
FEES AND SERVICES	499,766	467,846
2% CONTRACT ADMIN FEE	-	15,010
GOVERNMENT TRANSFER		
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	208,659	282,654
SECOND PREVIOUS YEAR SURPLUS	-	-
	763,694	815,940
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	51,269	60,256
OTHER ADMINISTRATION	712,425	750,500
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	5,184
	763,694	815,940
BUDGETED SURPLUS <DEFICIT>	\$ -	\$ -

Fundy Regional Service Commission**Operating Fund Budget****Economic Development Services**

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 55,269	\$ 56,842
MEMBER CHARGES FOR ENVISION CONTRACT	1,529,499	1,414,246
2% CONTRACT ADMIN FEE	-	45,030
GOVERNMENT TRANSFER		
REGIONAL SERVICES SUPPORT FUNDING (R	595,776	837,254
SECOND PREVIOUS YEAR SURPLUS	-	-
	<u>2,180,544</u>	<u>2,353,372</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	51,269	96,688
OTHER ADMINISTRATION	2,129,275	2,251,500
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	5,184
	<u>2,180,544</u>	<u>2,353,372</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Fundy Regional Service Commission
Operating Fund Budget
Community Development Services

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 60,603	\$ 161,853
FEES AND SERVICES	-	-
GOVERNMENT TRANSFERS		
NB Economic and Social Inclusion Corporation	66,342	68,684
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	22,783	123,735
SECOND PREVIOUS YEAR SURPLUS	-	1,860
	149,728	356,132
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	52,622	221,610
OTHER ADMINISTRATION	97,106	134,522
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	-
	149,728	356,132
BUDGETED SURPLUS <DEFICIT>	\$ -	\$ -

Fundy Regional Service Commission
Operating Fund Budget
Regional Transportation Services

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 40,168	\$ 76,532
FEES AND SERVICES	-	-
GOVERNMENT TRANSFERS		
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	15,101	62,452
ECONOMIC & SOCIAL INCLUSION CORPORATION	-	50,000
SECOND PREVIOUS YEAR SURPLUS	-	-
	<u>55,269</u>	<u>188,983</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	51,269	105,499
OTHER ADMINISTRATION	4,000	78,300
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	5,184
	<u>55,269</u>	<u>188,983</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Fundy Regional Service Commission**Operating Fund Budget****Regional Public Safety Committee Services**

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 41,258	\$ 88,310
FEES AND SERVICES	-	-
GOVERNMENT TRANSFERS		
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	15,511	33,392
SECOND PREVIOUS YEAR SURPLUS	-	-
	<u>56,769</u>	<u>121,701</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	51,269	111,517
OTHER ADMINISTRATION	5,500	5,000
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	5,184
	<u>56,769</u>	<u>121,701</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Fundy Regional Service Commission**Operating Fund Budget****Regional Sport, Recreation and Cultural Infrastructure Support and Development Service**

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 55,269	\$ 212,682
MEMBER CHARGES FOR REGIONAL FACILITIES	4,872,931	4,559,109
GOVERNMENT TRANSFERS	-	-
SECOND PREVIOUS YEAR SURPLUS	-	-
	<u>4,928,200</u>	<u>4,771,791</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	51,269	193,497
OTHER ADMINISTRATION	4,876,931	4,573,109
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	5,185
	<u>4,928,200</u>	<u>4,771,791</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Operating Fund BudgetSolid Waste Services

	Budget 2023	Budget 2024
REVENUE		
TIPPING FEES		
MEMBERS	\$ 2,692,470	\$ 2,426,220
INDUSTRIAL, COMMERCIAL & INSTITUTIONAL	5,634,260	6,439,500
CONSTRUCTION & DEMOLITION	165,000	192,500
INTERNATIONAL SHIP'S WASTE	660	660
ASBESTOS	56,000	70,000
RECYCLING	395,450	345,450
OTHER OPERATIONAL REVENUE	313,000	419,000
INVESTMENT INCOME	40,000	40,000
SURPLUS OF SECOND PREVIOUS YEAR	303,412	6,291
TOTAL REVENUE	9,600,252	9,939,621
EXPENDITURES		
ADMINISTRATION		
ALLOCATION FROM CORPORATE SERVICES	205,201	362,524
DIRECTORS OFFICE		
PERSONNEL	242,570	249,360
TRAVEL	11,000	11,000
TRAINING & DEVELOPMENT	10,500	10,500
OTHER ADMINISTRATION		
ADVERTISING	-	-
LIABILITY INSURANCE	235,710	318,060
PROFESSIONAL SERVICES	193,550	150,335
LEGAL SERVICES	5,000	5,000
OFFICE BUILDING	-	-
OFFICE EQUIPMENT & SUPPLIES	33,300	35,300
PRINTING & COPYING	3,300	3,300
TELECOMMUNICATIONS	12,500	12,500
CMEI	96,211	97,558
HOST COMMUNITY ENHANCEMENT FUND	26,395	26,765
PUBLIC EDUCATION		
PERSONNEL	134,140	91,210
ADVERTISING, TOURS & PROMOTIONAL	95,950	81,200
OTHER ADMINISTRATIVE	27,130	26,130
TOTAL ADMINISTRATION	1,332,457	1,480,742
OPERATIONS		
STATION & BUILDINGS		
REPAIRS & MAINTENANCE	5,000	46,000
ELECTRICITY	9,000	9,000
PROPERTY TAXES	249,100	269,803
ENVIRONMENTAL HEALTH & SAFETY	129,400	169,250

Operating Fund Budget

Solid Waste Services

	Budget 2023	Budget 2024
MACHINERY & EQUIPMENT		
SMALL EQUIPMENT	15,000	13,000
FUEL	310,800	313,000
REPAIRS & MAINTENANCE	163,100	123,100
LANDFILL OPERATIONS		
PERSONNEL	1,026,010	1,043,160
SITE & ROAD MAINTENANCE	73,700	59,200
MONITORING	64,100	67,650
SITE SECURITY AND SAFETY	12,850	12,200
SPECIAL WASTE HANDLING	20,000	26,300
COVER MATERIAL	174,779	239,284
LEACHATE & SILTATION MANAGEMENT	1,131,430	1,293,170
SAFETY EQUIPMENT & SUPPLIES	46,660	53,690
SCALEHOUSE		
PERSONNEL	196,580	207,640
SUPPLIES	26,400	29,900
WASTE DIVERSION		
PERSONNEL - RECYCLING	771,930	773,630
RECYCLING FACILITY	175,150	182,160
COMPOSTING PROGRAM		
PERSONNEL	298,310	305,830
PROCESSING	605,230	595,040
CART & BIN PURCHASES	158,700	76,800
HAZARDOUS HOUSEHOLD WASTE		
COLLECTION	2,000	2,000
DISPOSAL	35,000	45,000
OTHER	5,000	5,000
TOTAL OPERATIONS	5,705,229	5,960,807
FISCAL SERVICES		
DEBENTURE ISSUE COSTS	16,400	12,100
BANK SERVICE CHARGES	17,000	17,000
INTEREST - CURRENT OPERATIONS	38,200	62,000
INTEREST - LONG TERM DEBT	237,400	145,976
PRINCIPAL - LONG TERM DEBT	1,026,000	871,000
CAPITAL EXPENDITURES FROM OPERATIONS	510,000	500,000
TRANSFER TO RESERVE FUNDS	25,000	25,000
TRANSFER TO GENERATION FACILITY FUND	23,215	193,783
CLOSURE & POST-CLOSURE	649,351	651,213
INVESTMENT MANAGEMENT FEES	20,000	20,000
TOTAL FISCAL SERVICES	2,562,566	2,498,072
TOTAL EXPENDITURES	9,600,252	9,939,621
SURPLUS (DEFICIT)	-\$ 0	-\$ 0

Fundy Regional Service Commission
CAPITAL PLAN FOR 2024

	TOTAL COST	CAPITAL FROM OPERATING FUND	LONG TERM DEBT	TRANSFER FROM RESERVE FUND	Trade-In
Solid Waste					
Cell #10	150,000	-	150,000		
Leachate Trailer #1	100,000	-	100,000		
Leachate Truck #1	275,000	35,000	240,000		
Roll off Boxes (PDO) x6 @ 15, 30, 40	80,000	80,000			
LF 1/2 Tonne #1	40,000	40,000			
LF 3/4 Tonne #1	60,000	60,000			
Diesel 6" Pump (Dog Leg)	40,000	40,000			
3" pump for Leachate extraction	15,000	15,000			
Security System	100,000	100,000			
Flare Rebuild	130,000	130,000			
		-			
	990,000	500,000	490,000	-	-

	Total Cost	Capital from Operating Fund	Long Term Debt	Transfer from Reserve Fund	Trade-In
Electrical Generation					
Backup GEM	18,000	18,000			
LFG Kubota	35,000	35,000			
	53,000	53,000	-	-	-

DRAFT

FUNDY REGIONAL SERVICE COMMISSION
2024 MEMBER FEES

	POP.	2023 TAX BASE	CRP	LP	SW	TP	Existing contract TP	RSSF applied to reduce existing contract	ED	Existing contract ED	RSSF applied to reduce existing contract	QD	RT	PSC	SRC	Existing Contract SRC	2024 TOTAL MEMBER FEES	2023 TOTAL MEMBER FEES
Fundy-SL Martins	5,225	\$ 374,800,407	\$ 25	\$ 162,771		\$ 1,265	\$ 18,684	\$ (7,037)	\$ 1,425	\$ 58,051	\$ (20,844)	\$ 5,348	\$ 2,528	\$ 2,917	\$ 7,025	\$ 150,588	\$ 380,745	\$ 364,497
Hampton	9,345	899,526,194	\$ 51			\$ 3,037	40,107	\$ (15,105)	\$ 3,423	120,322	\$ (44,743)	\$ 10,805	\$ 5,109	\$ 5,895	\$ 14,198	\$ 304,358	\$ 447,456	\$ 443,036
Quispamsis	18,780	2,286,956,321	\$ 114			\$ 7,653	92,500	\$ (34,837)	\$ 8,628	277,500	\$ (103,193)	\$ 24,202	\$ 11,444	\$ 13,205	\$ 31,802	\$ 881,726	\$ 1,010,742	\$ 977,028
Rolthesay	11,975	1,679,574,493	\$ 79			\$ 5,670	66,500	\$ (25,045)	\$ 6,391	199,500	\$ (74,187)	\$ 16,700	\$ 7,897	\$ 9,112	\$ 21,945	\$ 470,417	\$ 704,979	\$ 717,817
Saint John	68,875	8,512,956,734	\$ 427			\$ 28,739	475,000	\$ (178,895)	\$ 32,393	1,425,000	\$ (529,908)	\$ 90,472	\$ 42,780	\$ 49,363	\$ 118,885	\$ 2,548,451	\$ 4,102,708	\$ 4,252,066
Grand Bay-Westfield	5,880	546,236,714	\$ 32			\$ 1,944	24,866	\$ (9,365)	\$ 2,079	74,598	\$ (27,740)	\$ 6,892	\$ 3,164	\$ 3,651	\$ 8,793	\$ 188,491	\$ 277,105	\$ 266,760
Fundy Rural District	6,410	658,360,046	\$ 36	\$ 286,071		\$ 2,223	32,843	\$ (12,369)	\$ 2,505	98,529	\$ (36,639)	\$ 7,635	\$ 3,610	\$ 4,166	\$ 10,033	\$ 215,077	\$ 613,719	\$ 590,577
*****	127,480	\$ 14,938,210,909	\$ 764	\$ 448,642	\$ -	\$ 50,431	\$ 750,500	\$ (282,654)	\$ 56,942	\$ 2,251,500	\$ (837,254)	\$ 161,852	\$ 76,532	\$ 88,309	\$ 212,681	\$ 4,559,109	\$ 7,537,454	\$ 7,611,782
								\$ -			\$ -						\$ 7,537,454	
Tax base for LP calculation		\$ 1,032,960,453																



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
September 11, 2023

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


John Jarvis, Town Manager

DATE: September 6, 2023

SUBJECT: Contract T-2023-001B
Asphalt Resurfacing

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award Contract T-2023-001B: Asphalt Resurfacing to the low tenderer, Debly Enterprises Ltd., at the tendered price of \$1,204,291.50 (including HST), as calculated based on estimated quantities and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2023 General Fund Capital Budget includes funding for the resurfacing of Charles Crescent and the 2023 Provincial – Municipal Highway Partnership Program (PMHP) includes funding for the resurfacing of a portion of Campbell Drive.

BACKGROUND

The 2023 General Fund Capital budget included funding for asphalt resurfacing and concrete curb & sidewalk placement on a number of Town streets. The original tender for this project was rejected by Council owing to the high cost of some units included in the contract. Portions of the work from the

original contract were re-tendered and Contract 2023-001A was subsequently awarded by Council at their meeting of July 10, 2023.

During the course of the work under Contract 2023-001A the Town was notified that a provincial grant would be available (75% provincial funds with 25% matching funds from the Town) for the resurfacing of a portion of Campbell Drive. The provincial grant included a requirement to complete the resurfacing work before the end of the current paving season. Staff assembled a tender package to solicit bids for the Campbell Drive paving to satisfy the time constraint included with the provincial funding program.

Contract 2023-001A included a significant number of underground pipe repairs and the construction of a new sidewalk along portions of Charles Crescent which required a significant amount of asphalt patching. Staff included the full resurfacing of Charles Crescent with the tender for Campbell Drive given the significant amount of patching on the street.

TENDER RESULTS

The tender was advertised on the New Brunswick Opportunities Network (NBON) on August 25, 2023 and closed on September 7, 2023. Three (3) bids were submitted. All three (3) submitted bids were deemed compliant by the Tender Opening Committee. The results (including HST) were as follows:

1. Debly Enterprises Ltd., Saint John, NB	\$ 1,204,291.50
2. Galbraith Construction Ltd., Saint John, NB	\$ 1,253,582.80
3. NRB Construction Company, Saint John, NB	\$ 1,756,070.70

The engineer's estimate was \$1,453,000 including HST

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

The combined 2023 General Fund Capital Budget, Utility Fund Capital Budget and Provincial – Municipal Highway Partnership Program Budget included a total amount of \$1,900,000 to complete these projects. The General Fund Capital Budget did not include funding for the municipal share of a PMHP project.

General Fund	street resurfacing	\$1,100,000
General Fund	curb, sidewalk	\$ 125,000
Utility Fund	pipework associated with paving	\$ 100,000
PMHP program funding	Campbell Drive Paving	\$ 575,000
Total		\$1,900,000

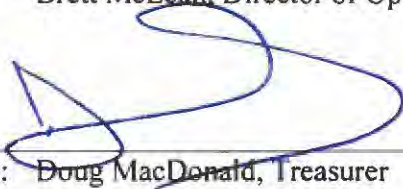
The anticipated completion cost of the tendered projects is as follows:

	Total incl. HST	HST rebate	Subtotal	Diff from \$1,900,000 Budget
Consulting Fees	122,836.56	11,441.96	111,394.60	
Contract 2023-001A costs	785,478.75	73,165.63	712,313.12	
Contract 2023-001B Cost	1,204,291.50	112,177.13	1,092,114.37	
Subtotal	2,112,606.81	196,784.72	1,915,822.09	-15,822.09

Staff recommend award of Contact 2023-001B at the tendered amount. The \$15,822.09 variance will be managed within the approved 2023 General Fund Capital Budget envelope.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
September 11, 2023

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: September 7, 2023

SUBJECT: Contract 2023-002
Gondola Point Road, Clark Road, Salmon Crescent Intersection Upgrade

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award Contract T-2023-002: Gondola Point Road, Clark Road and Salmon Crescent Intersection Upgrades to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$1,375,394.25 (including HST), as calculated based on estimated quantities and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2023 General Fund Capital Budget includes funding for the Gondola Point Road, Clark Road, Salmon Crescent Intersection Upgrades project.

BACKGROUND

Preliminary design of the intersection upgrade was completed by Englobe in 2015. A number of complicating factors led to the project being put on hold once the preliminary design was completed. In late 2022 the factors affecting the project were resolved.

Council voted to include the project as part of the 2023 Capital Program Budget. Council also voted in favour of submitting an application to the Municipal Capital Borrowing Board (MCBB) to borrow funds to complete the project in 2023. The application was approved and borrowing authority for the project was granted in May of 2023.

Improvements to this intersection were recommended in the 2012 exp traffic study. This project includes raising the elevation of the intersection to prevent flooding and signaling the intersection to improve overall operational safety.

TENDER RESULTS

The tender was advertised on the New Brunswick Opportunities Network (NBON) on August 25, 2023, and closed on September 7, 2023. Four (4) bids were submitted. All four (4) submitted bids were deemed compliant by the Tender Opening Committee. The results (including HST) were as follows:

1. Galbraith Construction Ltd., Saint John, NB	\$ 1,375,394.25
2. Terraex Inc., Saint John, NB	\$ 1,559,181.50
3. Debly Enterprises Ltd., Saint John, NB	\$ 1,642,671.50
4. NRB Construction Company, Saint John, NB	\$ 2,147,234.00

The engineer's estimate was \$2,086,607.00 including HST.

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

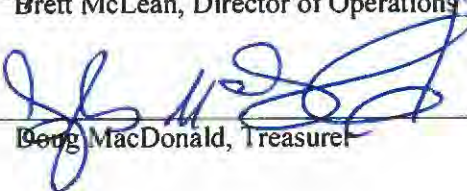
The anticipated completion cost for the Gondola Point Road, Clark Road, Salmon Crescent Intersection Upgrades project is as follows:

	Total incl. HST	HST rebate	Total	Project Budget 2,400,000.00	Difference from Budget
Engineering Fees	236,770.40	22,054.65	214,715.75		
Contract Costs	1,375,394.25	128,114.98	1,247,279.27		
Signal Infrastructure costs	117,740.45	10,967.27	106,773.18		
Subtotal	1,729,905.10	161,136.90	1,568,768.20	2,400,000.00	+831,231.80

Report Prepared by:


Brett McLean, Director of Operations

Report Reviewed by:


Doug MacDonald, Treasurer

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).