

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



2024 April 8 Open Session FINAL_001

ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, April 8, 2024
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/@RothesayNB/streams>

Rothesay Land Acknowledgement

Deputy Mayor Alexander

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

| | |
|-----------------|---------------|
| Regular Meeting | 11 March 2024 |
| Special Meeting | 25 March 2024 |

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

➤ **ANNOUNCEMENT: 100th Anniversary of the Kennebecasis Valley Fire Department**

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 2023 Audited Rothesay Financial Statements

Auditors Teed Saunders Doyle & Co.

➤ Presentation

Peter Logan, CPA, CA (*see item 9.1.1*)

Treasurer Doug MacDonald, CPA, CA

4.2 KV Foodbasket Renovation/Expansion

Brian Rignanesi (*see item 9.1.2*)

4.3 KV Girls Softball Association

Stacy Blois (*see item 9.1.3*)

5. CORRESPONDENCE FOR ACTION

5.1 17 March 2024 Email from resident RE: Garden Homes

Refer to staff

5.2 25 March 2024 Email from resident RE: Traffic light for Isaac Street

Refer to the Works and Utilities Committee

5.3 27 March 2024 Correspondence from PRUDE Inc. RE: All Women Project

Receive for information – presentation at May Council meeting

5.4 28 March 2024 KV3C request for in-kind use of Bill McGuire Centre

Refer to staff

6. CORRESPONDENCE - FOR INFORMATION

6.1 14 March 2024 Email from UMNb RE: SNB Property Tax Insert

7 March 2024 UMNb letter to Minister Wilson

Property Tax Insert

18 March 2024 Rothesay letter to Minister Wilson

6.2 15 March 2024 Email RE: Ice Fishing Garbage

ROTHESAY

Regular Council Meeting

Agenda

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8 April 2024

- 6.3 15 March 2024 Disability Awareness Week Proclamation Request (May 26th – June 1st)
- 6.4 19 March 2024 UMN B Correspondence RE: 2024-2025 Provincial Budget
- 6.5 22 March 2024 Letter from Quispamsis to KVFD Fire Chief RE: Quint 1 Ladder Truck
- 6.6 25 March 2024 Response to resident RE: Construction on Grove Avenue
- 25 March 2024 Letter from resident
- 6.7 3 April 2024 Response from Minister Savoie RE: Saint John Theatre Company Courthouse project
- 6.8 4 April 2024 Letter from resident RE: Appreciation for snow removal and pickleball courts

7. REPORTS**7.0 April 2024****Report from Closed Session**

- 7.1 28 November 2023 Fundy Regional Service Commission (FRSC) meeting minutes
- 21 December 2023 FRSC meeting minutes
- 25 January 2024 FRSC meeting minutes
- 7.2 19 April 2023 Kennebecasis Public Library (KPL) Board meeting minutes
- 17 May 2023 KPL Board meeting minutes
- 21 June 2023 KPL Board meeting minutes
- 20 September 2023 KPL Board meeting minutes
- 18 October 2023 KPL Board meeting minutes
- 15 November 2023 Draft KPL Annual General Meeting minutes
- 15 November 2023 Draft KPL Board meeting minutes
- 7.3 24 January 2024 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 28 February 2024 KRJBPC meeting minutes
- 28 February 2024 KRPF Budget vs. Actuals (January 2024)
- 7.4 29 February 2024 Draft unaudited Rothesay General Fund Financial Statements
- 29 February 2024 Draft unaudited Rothesay Utility Fund Financial Statements
- 29 February 2024 Donation Summary
- 27 March 2024 Draft Finance Committee meeting minutes
 - KV Food Basket
 - NB Medical Education Foundation Rothesay Scholarship renewal
- 7.5 19 March 2024 Draft Age Friendly Advisory Committee meeting minutes
 - 2023 Rothesay Hive Annual Report
- 7.6 19 March 2024 Draft Parks and Recreation Committee meeting minutes
 - March Parks and Recreation Committee Update
- 7.7 20 March 2024 Draft Works and Utilities Committee meeting minutes
 - Marr Road/Chapel Road signalization
 - 11 March 2024 Letter from resident
 - 12 October 2021 Letter from resident
 - 1 September 2021 Letter from resident
 - Excessive salt and sand on roads
 - 13 March 2024 Email from resident
- 7.8 27 March 2024 Draft Heritage Preservation Review Board meeting minutes
- 7.9 2 April 2024 Draft Planning Advisory Committee meeting minutes
 - 4 Grove Avenue (PID 00258376) – Cash in lieu of LPP

ROTHESAY

Regular Council Meeting

Agenda

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8 April 2024

7.10 March 2024 Monthly Building Permit Report

7.11 4 April 2024 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

8.4 45 Marr Road & 6 Old Mill Lane PIDs 00245415 & 00118067 (Tabled January 2024)

5 April 2024 Memorandum from Town Clerk Banks

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 2023 Audited Rothesay Financial Statements

3 April 2024 Memorandum from Finance Committee

31 December 2023 Draft Rothesay Consolidated Financial Statements

9.1.2 KV Foodbasket Renovation/Expansion

8 April 2024 Presentation

Refer to the Finance Committee

9.1.3 KV Girls Softball

8 April 2024 Presentation

Refer to staff

RECREATION

9.2 Council Status Report – Kennebecasis Park Rink

8 February 2024 Memorandum from DRP Jensen

OPERATIONS

9.3 Works Garage Floor Resurfacing

3 April 2024 Report prepared by DO McLean

9.4 Renforth Wharf Cathodic Protection

3 April 2024 Report prepared by DO McLean

ROTHERSAY

Regular Council Meeting

Agenda

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8 April 2024

9.5 Salt Shed Expansion – Master Drive

5 April 2024

Report prepared by DO McLean

9.6 Golden Grove Compound Fencing

4 April 2024

Report prepared by DO McLean

10. NEXT MEETING

Recreation Master Plan Open House

Monday, April 29, 2024 from 6:30 p.m. – 8:00 p.m. at the
Bill McGuire Centre

Regular meeting

Monday, May 13, 2024 at 7:00 p.m.

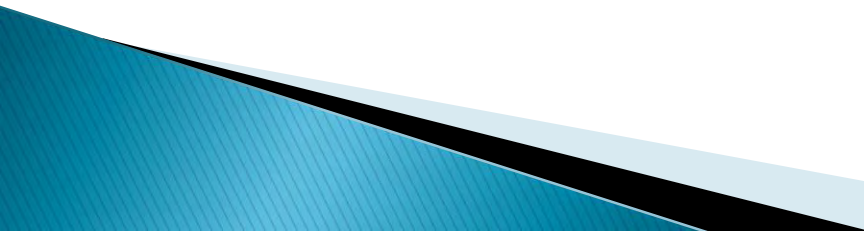
11. ADJOURNMENT

Consolidated Financial Statements Year Ended December 31, 2023

See Agenda item 9.1.1 for detailed financial statements



Overview

- ▶ Differences between final audited financial statements and monthly operating financial statements
 1. Consolidated – includes operating results and balance sheets of the Town general funds (capital and operating), water and sewer utility funds (capital and operating), reserve funds, and the proportionate share of the jointly controlled entities (KRJBPC, KVFD and KPL)
 2. Capital asset purchases are reflected as asset additions even if the expenditure is financed from operating revenue or Grants
 3. Government Grants are recorded as operating revenue resulting in reported surpluses
 4. Amortization is recorded on all capital assets except for land – asset disposals recorded as an expense
 5. Debt repayments are not reflected as an expense
 6. Liabilities are recognized for pension, sick leave and retirement allowances as determined by the actuary
- 

Highlights

2024 April 8 Open Session FINAL_017

Jointly Controlled Entities

| | 2023 | 2022 | 2021 |
|--------|--------|--------|--------|
| KRJBPC | 39.86% | 40.05% | 40.08% |
| KVFD | 40.74% | 40.93% | 40.77% |
| KPL | 38.96% | 38.99% | 38.99% |

Allocations are determined based upon funding formulas and contracts. 2023 change in ownership percentage = \$ 22,437. Percentages on dissolution could vary.

Highlights

Reconciliation of Annual PSAS Surplus – FS Note24 (page 26)

| | 2023 | 2022 |
|-----------------------------|---------------------|---------------------|
| General Operating Fund | \$ 5,400,488 | \$ 5,722,791 |
| General Capital Fund | (3,222,349) | (4,224,640) |
| Utility Operating Fund | 1,922,410 | 1,033,625 |
| Utility Capital Fund | (1,420,504) | (624,430) |
| General Fund Reserves | 329,774 | 130,305 |
| Utility Fund Reserves | 58,608 | 27,696 |
| Jointly Controlled Entities | <u>1,150,619</u> | <u>723,323</u> |
| Total | <u>\$ 4,219,046</u> | <u>\$ 2,788,670</u> |

Highlights

Reconciliation of 2023 Annual Operating Fund Surplus (Deficit)

| | General | Utility |
|----------------------------------|-------------------|-------------------|
| PSAS surplus | \$ 5,400,488 | \$ 1,922,410 |
| 2 nd Previous year | 274,070 | 41,757 |
| Fund transfers | (4,892,742) | (1,372,836) |
| Pension liability adjustment | (5,200) | – |
| Loan principal repayment | <u>(667,000)</u> | <u>(550,810)</u> |
| Surplus for funding requirements | <u>\$ 109,616</u> | <u>\$ 40,521</u> |

Highlights

2024April8OpenSessionFINAL_020

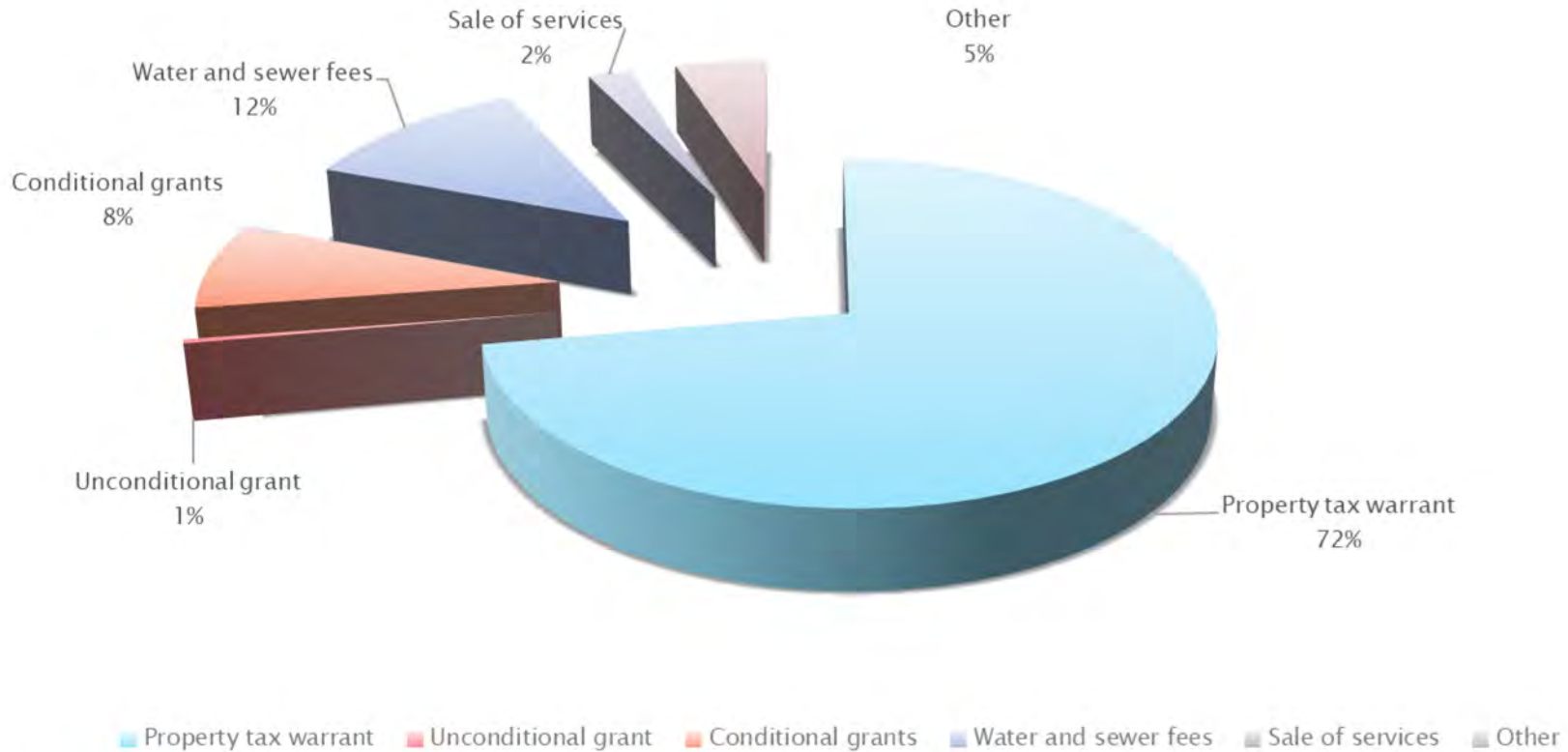
| Consolidated Financial Statements | | | | | |
|-----------------------------------|---------------|---------------|---------------|---------------|--------|
| Year Ended December 31, 2023 | | | | | |
| Revenue by source | | | | | |
| | | Actual | | | Budget |
| | 2021 | 2022 | 2023 | 2023 | |
| Property tax warrant | \$ 17,002,299 | \$ 18,181,510 | \$ 20,123,774 | \$ 20,123,778 | |
| Unconditional grant | 131,193 | 130,972 | 104,782 | 104,778 | |
| Conditional grants | 2,286,228 | 2,375,988 | 2,300,421 | 691,500 | |
| Water and sewer fees | 3,077,512 | 3,163,226 | 3,360,101 | 3,373,243 | |
| Sale of services | 543,912 | 557,516 | 634,864 | 544,704 | |
| Other | 502,238 | 1,601,998 | 1,364,411 | 435,706 | |
| | \$ 23,543,382 | \$ 26,011,210 | \$ 27,888,353 | \$ 25,273,709 | |

Additional details – see Note 28 (page 31)

Highlights

2024April8OpenSessionFINAL_021

Revenue by source



Highlights

2024April8OpenSessionFINAL_022

- ▶ Comments re revenue
 - 10.68% increase in property tax warrant
 - 6.22% increase in utility revenue

| | 2023 | 2022 | 2021 |
|----------------------|-----------------|-----------------|-----------------|
| Property tax rate | \$1.19 | \$1.20 | \$1.24 |
| Municipal Tax base | \$1,672,864,300 | \$1,515,125,800 | \$1,371,153,150 |
| Property tax warrant | \$20,123,774 | \$18,181,510 | \$17,002,299 |

| | 2023 | 2022 | 2021 |
|------------------------|-------------|-------------|-------------|
| Annual sewer rate | \$435 | \$410 | \$400 |
| Base water rate per cm | \$1.24 | \$1.18 | \$1.18 |
| Total revenue | \$3,360,101 | \$3,163,226 | \$3,077,512 |

Revenue Variances

2024 April 8 Open Session FINAL_023

- ▶ **Conditional Government Transfers**
 - Unbudgeted Grants received = \$421,460 (WWTF) and \$637,958 (Wells Bldg)
 - (Designated Highway funding); \$500,000
- ▶ **Other revenue**
 - Interest revenue = \$695,000
 - RRJBPC – other revenue = \$290,000
 - KVFD – other revenue = \$34,000
 - Building permits = \$252,000
- ▶ **Water and sewer revenue**
 - Increase in fees but reduced water volume
 - Connection fees = \$200,175

Highlights

2024April8OpenSessionFINAL_024

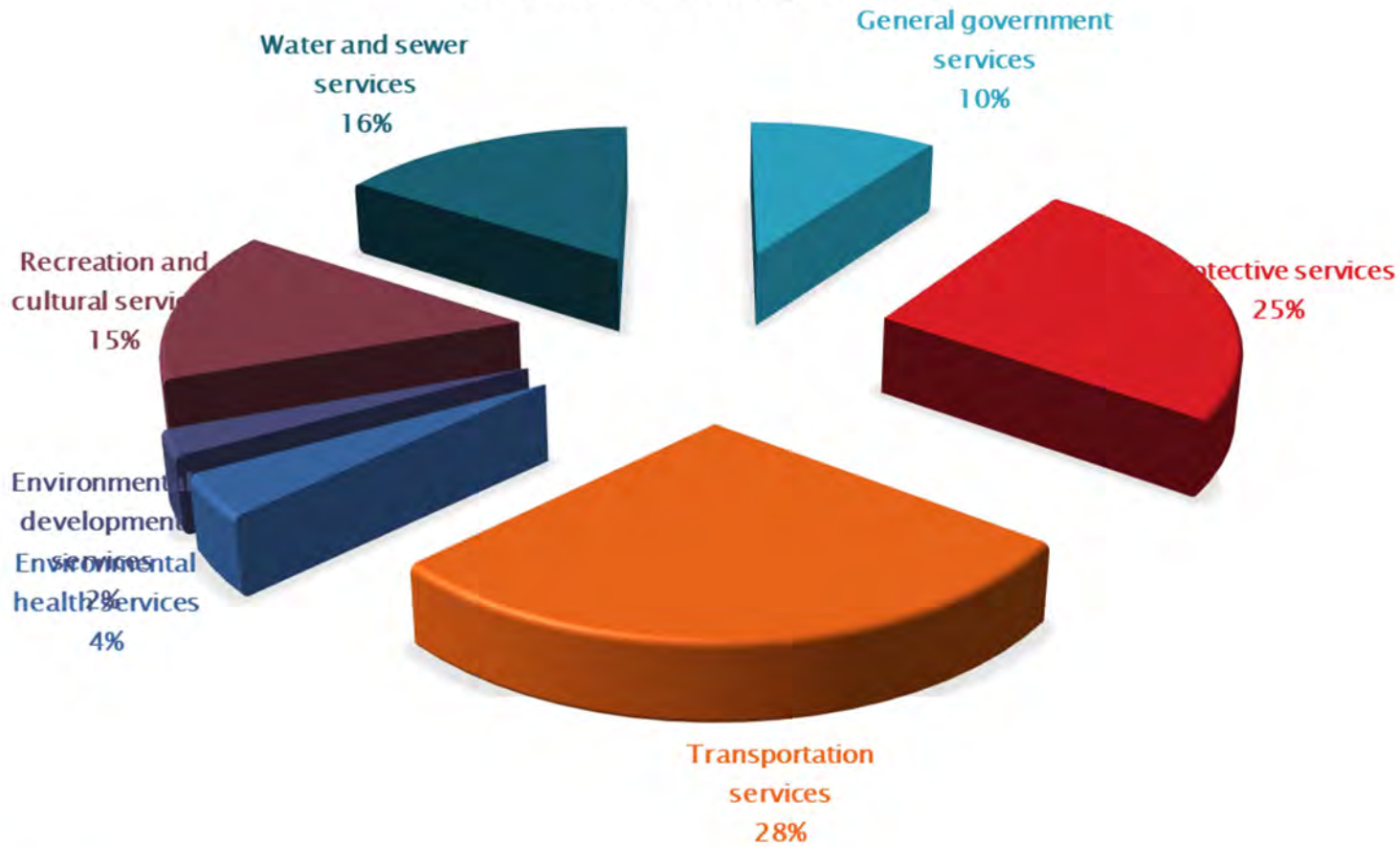
| Consolidated Financial Statements | | | | |
|------------------------------------|---------------|---------------|---------------|---------------|
| Year Ended December 31, 2023 | | | | |
| Expenses by function | Actual | | | Budget |
| | 2021 | 2022 | 2023 | 2023 |
| General government services | \$ 2,051,047 | \$ 2,329,502 | \$ 2,357,830 | \$ 2,393,089 |
| Protective services | 5,067,807 | 5,574,528 | 5,911,655 | 5,959,132 |
| Transportation services | 5,520,009 | 6,996,434 | 6,667,119 | 5,902,740 |
| Environmental health services | 854,521 | 962,281 | 951,525 | 1,077,728 |
| Environmental development services | 507,044 | 568,112 | 567,039 | 829,950 |
| Recreation and cultural services | 3,036,557 | 3,185,894 | 3,454,222 | 3,451,002 |
| Water and sewer services | 3,522,568 | 3,605,789 | 3,759,917 | 3,841,500 |
| | \$ 20,559,553 | \$ 23,222,540 | \$ 23,669,307 | \$ 23,455,141 |

Additional details – see Note 28 (page 32)

Highlights

2024April8OpenSessionFINAL_025

EXPENSES BY FUNCTION



Expenditure variances

2024 April 8 Open Session FINAL_026

▶ Transportation

- Designated Highway surfacing = \$695,000
- Assets written off = \$140,000
- Workshop, yard, maintenance = \$75,000
- Wages and benefits = (\$190,000)
-

▶ Environmental Health

- Solid waste collection = \$(124,000) re fuel charges

▶ Environmental Development

- Planning = \$(260,000)

Highlights

2024April8OpenSessionFINAL_027

Capital Asset Continuity

| | 2023 | 2022 |
|-----------------------|--------------|--------------|
| Opening NBV balance | \$96,348,925 | \$94,569,398 |
| Asset additions | 8,362,647 | 6,669,289 |
| Amortization | (5,021,096) | (4,758,755) |
| Asset disposals (net) | (155,129) | (136,718) |
| Change in ownership * | (25,472) | 5,711 |
| Closing NBV balance | \$99,509,875 | \$96,348,925 |
| | | |
| | | |
| Loss on disposal | \$155,129 | \$136,718 |

* Jointly controlled entities

Highlights

2024April8OpenSessionFINAL_028

New Capital additions by major projects

| | Additions | |
|--|-------------|-------------|
| Transportation | | |
| Street surfacing | \$ 750,000 | |
| Curbs and sidewalks | 120,000 | |
| Storm drainage | 990,000 | |
| Designated highway | 695,000 | \$2,735,000 |
| Intersection signals | 180,000 | |
| Utility | | |
| Water & Sewer lines | \$1,200,000 | |
| (Charles & Turnbull) | | |
| Protective services Fire station reno | \$1,800,000 | |
| Recreation | | |
| Fleet and equipment | \$80,000 | \$3,275,000 |
| Wells field | 2,970,000 | |
| Pickle Ball | 225,000 | |

Highlights

2024April8OpenSessionFINAL_029

Statement of Financial Position

| | 2023 | 2022 | 2021 |
|----------------------|--------------|--------------|--------------|
| Non-financial assets | \$99,698,155 | \$94,418,773 | \$94,624,773 |
| Net debt | \$7,552,913 | \$8,477,848 | \$9,477,945 |
| Equity | \$92,145,242 | \$87,940,925 | \$85,146,828 |
| Net debt per capita | \$631 | \$728 | \$814 |

Debt service cost

| | General | Water & Sewer |
|---|---------|---------------|
| Ratio of debt service costs to total expenses | 3.53% | 18.80% |
| Maximum allowable | 20% | 50% |

Highlights

2024April8OpenSessionFINAL_030

Long term debt

| | 2023 | 2022 | 2021 |
|--------------|--------------|--------------|--------------|
| General fund | \$5,267,000 | \$4,934,000 | \$5,718,000 |
| Utility | \$7,416,559 | \$7,967,369 | \$8,501,191 |
| KRJBPC | \$ 99,643 | \$ 158,598 | \$216,027 |
| Total | \$12,783,202 | \$13,059,967 | \$14,435,218 |

\$1 million new debt issued



Kennebecasis Valley Food Basket



April 2024

Presentation Outline

- Introduction
- History of Kennebecasis Valley Food Basket
- Operating Statistics
- Financial Statistics
- Our Plans
- Solution
- Expansion Drawings
- Next Steps



History of KVFB

- KVFB is a registered charity
- Formed in 1985, initially as a stop gap measure
- Run by a Board of Directors and a core group of about 40 volunteers who are guided by a paid, part-time coordinator and supported by generous community donations
- Town of Quispamsis currently leases building to the KVFB at favorable rates and covers utilities, heating, grounds maintenance and building insurance costs
- Town of Rothesay makes an annual contribution to the Town of Quispamsis to help cover operating costs



Operating Statistics

- KVFB serves Quispamsis (38%), Rothesay (45%), parts of Golden Grove, French Village, Kingston Peninsula (17%) as well as a few outlying areas
- Clients receive an order from the KVFB once per month
- Served on average 110 families per month in 2023 = 197 adults and 128 children for total of 325 clients / month
 - an increase of 15% over 2022
- In 2023 KVFB served a total of 3900 clients
- January, February and March 2024 saw a 20% increase in total clients served, having served an average of 360 clients / month to date this year
- We continue to see a growth in the size of families we serve and number of new clients each month.



Financial Statistics

- KVFB is well supported by the community. We saw an 8% increase in donations in 2023 over 2022.
- Food costs remain a concern. Food costs increased 16% in 2023 over 2022, and continue to increase
- Food costs currently make up about 70% of our operating budget
- KVFB has been operating at a profit – with surplus funds being set aside and invested to support our expansion plans.



Our Need

- More space and improved layout of building to allow for more efficient and enhanced operations of the Food Basket:
 - Better able to greet and service clients
 - Provide for more confidential meeting space
 - Safer receipt and storage of incoming food donations and purchases and improved ability to prepare and distribute food hampers to clients
 - Ability to offer supporting workshops to our clients in such areas as financial literacy, budgeting; nutrition, meal planning, healthy eating, etc.



Solution

- Plans are in place to expand and renovate current building
- Town of Quispamsis has agreed to transfer existing building and property to KVFB for \$1.00
- Estimated cost of expansion - \$500K. Based on advice from architect and a Geotechnical Report prepared by an Engineering firm the property will support the expansion
- KVFB expects to be able to cover increased operating costs going forward with increased and continued support from the Towns of Rothesay and Quispamsis as well as continued community support
- Fundraising activities will be needed to support the plan





Existing Food Basket





Rendering of Expansion



Rendering of Expansion



Next Steps

- Work with Town of Quispamsis to complete transfer of property
- Engage architect and project manager
- Issue requests for bids





2024April8OpenSessionFINAL_042



KV Girls Softball Association Inc.



About our Association

2024 April 8 Open Session FINAL 048

- KV Girls Softball Association inc. was formed in 2012
- We follow Softball Canada and Softball New Brunswick protocols and procedures
- Our programs include:
 - Learn to Play U5 and U7 programs (141 girls in 2023)
 - U9 Intro to Fastpitch program (76 girls in 2023)
 - U11 – U17/19 Recreational program (119 girls in 2023)
 - U9-U15 KV Dynamite AA travel team program (49 girls in 2023)
 - U15 KV Selects/Firecrackers A travel team program pilot program (12 girls in 2023)
 - 96 Volunteers help run our programs
- We are the largest minor softball association in our province!

Our Current Situation

2024 April 8 Open Session FINAL_044

- In 2023, we finally returned to pre Covid registration numbers, coming in at 386! We had a few spots open in U5, but in every other age category we were maxed out.
- This was a huge 'win' for KVGSA, as, according to Canadian Women and Sport, 1 in 4 girls were not committed to returning to their weekly sport post Covid.*
- With over 50 girls left on a waiting list, our Executive Director asked for the board to increase team numbers to find more spots for girls to play. We were able to reduce the wait list some, however 38 girls were left with no place to play.
- Our U5 and U7 aged girls have their program on the Wells soccer field, as we have no field time available for them to use. We use throw down bases and hitting nets as our backstop.

**Canadian Women and Sport. COVID Alert: Pandemic impact on girls in sport. 2021;*

2023 Wells Field Usage

2024 April 8 Open Session FINAL_045

Weekly User Group Numbers

| | |
|----------|-----|
| U5 Grp 1 | 29 |
| U5 Grp 2 | 22 |
| U7 Grp 1 | 45 |
| U7 Grp 2 | 45 |
| U9 | 76 |
| U13AA | 15 |
| U15AA | 15 |
| U9AA | 15 |
| U11A | 64 |
| U11AA | 16 |
| | 342 |



Weekend Breakdown

14 Weekends/season:

| | |
|-------------------------------------|-------------|
| 3 Weekends: Jamboree day with U5-U9 | 175x3=525 |
| 1 Weekend: U9AA tournament | 64 |
| 1 Weekend: U11AA tournament | 80 |
| 1 Weekend: U11A Playoffs | 64 |
| 2 Weekends: Holidays so open invite | 20 |
| 6 Weekends: AA teams host dh | |
| 12 games hosted | 24x12=288 |
| Total Users: | 1041 |



342 members have their program at Wells park each week, but only **201 (59%)** of them can use the Wells ball field.

More than **1000** players from across the Atlantic provinces were hosted during weekend fastpitch play at Wells softball field last summer!

Our Goal

2024 April 8 Open Session FINAL_046

To provide an authentic softball experience to all our existing players, as well as be able to welcome new girls to alleviate the wait list.

How can we achieve this?

- Get more field time at other fields? Currently there are no open field slots in the town.
- Cut down on the number of times girls are on the field each week? Possibly, but we run the risk of girls losing interest or leaving the sport because they don't feel any sense of accomplishment with less time to practice. And those that wish to compete at a provincial level won't be as skilled as other girls in the province.

Our Proposed Solution

2024 April 8 Open Session FINAL_047

Partner with the town and local businesses to raise enough capital to have lights installed at the Wells softball field.

How can we achieve this?

- KVGSA has already raised approximately \$10,000 to be used towards lights.
- KVGSA has applied with the Blue Jays Field of Dreams Foundation to receive a grant of \$50,000 to be used towards lights.
- KVGSA board members have visited local businesses to gauge interest in supporting this endeavor.

Our Ask from Council

2024 April 8 Open Session FINAL_048

- KVGSA is asking the Rothesay council members to review our presentation, in addition to the Recreation Master Plan feedback, and advise on the probability of having lights. If we are approved for light installation in the 2025 budget year:
- KVGSA will actively begin to promote our ‘light it up’ initiative in our community with a variety of fund raisers throughout 2024 and early 2025, to contribute to the cost of the materials and installation.
- KVGSA will continue to engage with potential capital partners to increase KVGSA’s total contribution to the project

Thank you for allowing us to
present today.

Questions?



KV Girls Softball Association Inc.

Liz Hazlett

From: Liz Hazlett
Sent: Monday, March 18, 2024 10:56 AM
To: Liz Hazlett
Subject: FW: Reasonably priced Garden Homes

From:
Sent: Sunday, March 17, 2024 3:54 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Reasonably priced Garden Homes

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

Hi I am a resident of Rothesay and I love living here. It is now necessary to downsize and move into a garden home due to my spouses health as we can no longer maintain the beautiful property we have. We live on Ian Crescent and as you know the value of these homes are about 335 to 350 in the current market. I went today to look at some brand new garden homes on Arlington Crescent in Milledgeville. The list price is 315000 taxes included. The builder was on site today and I asked if they would ever consider building these units in the Valley and I was very surprised with their answer. They told me that they tried and the 2 towns would not approve these garden homes as they were not big enough as they are only 960 sq feet. These homes are perfect and reasonably priced. What we do not need are more over priced garden homes that have high priced kitchens and bathrooms and basements that we will never go into. I believe there would be a large demand for these. In fact I hear people all the time telling me they are looking for something just like these. Not everyone in the valley has homes that they can sell for 500000 to 600000. I cannot afford to move into units like the ones on the Pettingale Rd. They are nice but very over priced. The town is forcing the average senior to sell their homes and move into rentals that though they are beautiful they do not have a backyard and many do not allow pets. Many seniors have pets and it is actually good for them. I encourage you to reconsider your covenants. Go look at the finished units yourself. I do not want to move from the valley. This is my home and I love it here, however I may have no choice but to move back into Saint John which I really do not want to do because of your rules. Here are pictures of the 2 units I saw today. <https://www.realtor.ca/real-estate/26618113/172-arlington-crescent-saint-john?view=imagelist>. Make an appointment and go see them. I think you will be pleasantly surprised

Sincerely and respectfully

Liz Hazlett

From: Mary Jane Banks
Sent: Monday, March 25, 2024 10:58 AM
To:
Cc: Liz Hazlett
Subject: RE: Traffic light for Isaac St

Good morning and thank you for your email.

It will be forwarded to Council for consideration at its next meeting on Monday, April 8, 2024.

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

From:
Sent: Monday, March 25, 2024 10:45 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Traffic light for Isaac St

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

Mayor Grant and counsel

My name is _____ and I live at 33 Isaac St. I attended the meeting in regards to the new development on School Rd a couple of months ago. At that time, there was a discussion of putting a traffic light in so we can get out of our street (especially in the mornings). I am writing to follow up on that discussion, to see what the plan is.

The traffic trying to leave Isaac St in the morning has become significantly worse since Covid, with more parents driving their kids to school. There have been days where it has actually taken 10 minutes just to get onto the Gondola Point Rd. due to the business of the street, all the traffic turning onto Issac and the buses coming and going.

I know there have been others who have addressed this matter. It was brought up as a major concern for the previously mentioned development plan, but is something that needs to be addressed now. When we briefly discussed it at that meeting, we were told it was currently under investigation to see where

would be most beneficial location. ~~The Award was mentioned in the Application~~ putting it at the end of the Vincent Rd, but that won't resolve the ongoing issue on Issac St, seeing as most of the traffic comes from the Vincet Rd.

I am writing to you to ask for a light to be installed at the end of Isaac, preferably a sensor/pressure one (sorry, I don't know the proper name for them). Can you please update me with where things stand on this situation?

Sincerely,

33 Isaac St

Sent from my Galaxy

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, March 27, 2024 9:16 AM
To: Liz Hazlett
Subject: FW: Consultation about how to send information to the Council
Attachments: Report of recommendations- Municipalities.pdf

From: Brenda Diaz <brenda@prudeinc.org>
Sent: Wednesday, March 27, 2024 8:00 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Re: Consultation about how to send information to the Council

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

Thank you for your email.

To: Council of Rothesay

PRUDE Inc. is just completing its ALL WOMEN Project, which harnessed the power of storytelling to illuminate the experiences of women facing barriers within their communities. The project's mission centred on gathering personal narratives that shed light on systemic challenges hindering socio-economic progress. Systemic barriers are policies, practices or procedures that result in some people receiving unequal access or being excluded. The objectives of the project were to:

1. Amplify and include the voices of diverse women in decisions that affect them, their families, and communities.
2. Advance educational and empowerment opportunities for racialized and minority women.
3. Enhance the networks and collaboration among agencies supporting women and gender diverse people.
4. Guide and support partners in implementing action plans to remove barriers and enable systemic change to improve the lives of women.

A total of 205 diverse women from 17 NB communities participated in the project; 86% were from the Greater Saint John area. 18% were ages 18-30, 41% were ages 31-45, 27% were ages 46-64, and 10% were over 65 years old. 44% were newcomers to the area within the last five years. Through the stories of their experiences, a pathway emerged, highlighting changes that are necessary for a more inclusive and equitable society.

Over the course of the past two years, the ALL-WOMEN Project's stories crystallized into action and the development of a roadmap of recommendations for the municipalities of Saint John, Quispamsis, Rothesay, and Grand Bay-Westfield. Many of the recommendations for reducing barriers and making systemic changes were related to gender and race. However, if implemented, most of the recommendations will remove or reduce barriers for other disadvantaged groups, including low income, elderly, racially marginalized, and people with disabilities.

The recommendations fall into 10 categories: housing, seniors, addictions, DIPV, health, justice, education, employment, transportation, and 211 services (social, non-clinical health, community, and government). In total, there were 61 recommendations developed (see attached). PRUDE Inc. and its partners have actioned many of them already. The following recommendations were identified by the project steering committee as the most urgent and important to this region and we seek your support in turning them into action (attached you will find the full list of recommendations):

1. Advocate for provincial support for a permanent rent cap
2. Ensure building inspectors make sure households for rent have the basic and minimum conditions to live in
3. Advocate for transit connectivity between Saint John and surrounding towns.

4. Increase the frequency of public transportation services, especially during rush hours and on weekends
5. Provide mandatory cultural competency training and associated performance management follow-up for bus drivers annually.

PRUDE Inc. can collaborate with each municipality to translate the recommendations into impactful change. Please let us know if any of these issues are currently being addressed and how we can work together to find solutions to ongoing challenges.

By creating a synergy between grassroots experiences and municipal action, we aspire to break down barriers and foster an environment where women's social and economic advancement thrives.

Sincerely yours,

Brenda Diaz

Community Project Manager (*she/her/elle*)

PRUDE Inc. (**P**ride of **R**ace, **U**nity and **D**ignity through **E**ducation)

Consulting – Training – Education

165 Union Street, 3rd Floor, Saint John, N.B., Canada, E2L 5C7

Direct line: 506.271.1198

Office: 506.634.3088

<https://www.prudeinc.org> / <https://www.facebook.com/prudeinc/>

I respectfully acknowledge that I live and work on the traditional unceded and unsurrendered territory of the Wəlastəkwiyyik. This territory is covered by the “Treaties of Peace and Friendship” which Wəlastəkwiyyik, Mi’kmaq and Passamaquoddy Peoples first signed with the British Crown in 1726. The treaties did not deal with surrender of lands and resources but in fact recognized Mi’kmaq and Wəlastəkwiyyik title and established the rules for what was to be an ongoing relationship between nations.

On Tue, Mar 26, 2024 at 8:31 AM Mary Jane Banks <MaryJaneBanks@rothesay.ca> wrote:

Good morning and thanks for your email.

You can send your submission to my attention to be included on the Rothesay Council agenda.

The next meeting will be held Monday, April 8th and I would require your documentation by **NOON**, on **Wednesday, April 3, 2024**.

Please feel free to contact me at your convenience if you have any further questions.

I look forward to receiving your submission.

Enjoy your day~

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

From: Brenda Diaz <brenda@prudeinc.org>

Sent: Tuesday, March 26, 2024 8:00 AM

To: Rothesay Info <rothesay@rothesay.ca>

Subject: Consultation about how to send information to the Council

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

Good morning,

I want to send information to the Council about recommendations that we developed in the Greater Saint John region, in which Councillor Tiffany Mackay- French participated.

Could you please tell me who to contact? or how to proceed?

Thank you in advance,

Brenda Diaz

Community Project Manager (*she/her/elle*)

PRUDE Inc. (Pride of **R**ace, **U**nity and **D**ignity through **E**ducation)

Consulting – Training – Education

165 Union Street, 3rd Floor, Saint John, N.B., Canada, E2L 5C7

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Any correspondence with employees, agents, or elected officials of the town of Rothesay may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6. Records may be shared with internal departments, external agencies or may be publicly released at a Town Council or Committee meeting. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB, E2E 5L5

Any correspondence with employees, agents, or elected officials of the town of Rothesay may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6.



PRUDE INC.'S
ALL WOMEN
PROJECT

PRUDE Inc.'s
All Women Project

Funded
by:



Women and Gender
Equality Canada

Femmes et Égalité
des genres Canada

Canada

The methodology employed for PRUDE Inc.'s ALL WOMEN Project was a structured approach that leveraged qualitative research techniques. Given the project's focus on sharing personal experiences and stories of barriers faced by women in their communities, the analysis aimed to distill meaningful insights from the narratives collected.

This two-year project was intended to address systemic barriers by advancing inclusive policies and practices, increasing networks and collaboration to accelerate systemic change and addressing persistent harmful gender norms and attitudes to support women's equality.

The overarching goal was to help advance the social and economic prosperity of visible minority/BIPOC women and girls.

The specific objectives and associated tactics for the All Women Project were as following:

1. Amplify and include the voices of diverse women in decisions that affect them, their families and communities.
 - Develop communication and recruitment plans to engage women in the project and share their stories through testimonials, the media and our partners.
2. Advance educational and empowerment opportunities for racialized and minority women.
 - Provide leadership training and coaching for racialized and minority women, EDI training for municipal and community organizations, and other awareness and educational sessions validated by the steering committee.
3. Enhance the networks and collaboration among agencies supporting women and gender diverse people.
 - Bring diverse community members and groups together to effectively learn from each other and network.
4. Implement actions to remove barriers and enable systemic change.
 - Guide and support partners in implementing action plans.

With the assistance of partners, advisors and stakeholders, Objectives 1 through 3 were achieved and Objective 4 is in progress. This section is focused on the recommendations and action plans related to Objective 4.

Recommended Actions to Remove Barriers and Enable Systemic Change

A total of sixty one recommendations for systemic change were identified throughout this two-year project. They fell into eleven categories: housing, seniors, Indigenous

communities, addictions, DIPV, health, justice, education, employment, transportation, and 211 services (social, non-clinical health, community, and government).

Forty-four recommendations identified for health, justice, transportation, and 211 services, as well as a few under the other categories, were outside the scope of PRUDE Inc. Although the focus of this project was on visible minority/BIPOC women, most of these recommendations would remove or reduce barriers for many disadvantaged groups, including low income, elderly, and people with disabilities. They have been compiled below in Tables 1 and 2. These recommendations have been shared with the municipal governments in the Greater Saint John region and the Government of New Brunswick.

The remaining seventeen recommendations in the categories of housing, employment, education, addictions and domestic/intimate partner violence (DIPV) were developed into action plans for PRUDE and its partners to lead and/or support. These are aligned with PRUDE Inc’s vision for a sustainable environment of diversity, equality, respect and inclusiveness. They are summarized in Table 3. Desired outcomes are proposed only and will be developed further in action plans based on identified priorities.

Table 1

Recommendations for the City of Saint John and Surrounding Municipalities

| # | Category | Recommendation | Desired Outcome |
|---|----------------|--|---|
| 1 | Housing | Housing inspectors make sure households for rent have the basic and minimum conditions to live in The term housing inspectors is for the City of Saint John Quispamsis refers to building inspectors | Increase in safe housing with basic infrastructure |
| 2 | Transportation | Provide mandatory cultural diversity and customer service training and with performance management follow-up for bus drivers annually | Percentage improvement in bus drivers' performance indicators for cultural sensitivity and customer service |

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| | | | |
|----|----------------|--|---|
| 3 | Transportation | Ensure bus stop signs are in place, visible and follow size standards | 100% of bus stops should have visible, standard signage |
| 4 | Transportation | Ensure bus shelters and benches are in place | Increase in shelters and benches |
| 5 | Transportation | Promote new bus routes to parks and recreational areas | Percentage increase in new route usage |
| 6 | Transportation | Advocate for transit connectivity between Saint John and surrounding towns | Percentage improvement in Greater Saint John regional connectivity by transit |
| 7 | Transportation | Advocate for the provincial budget to invest in public transportation achieving interconnection among NB municipalities | Percentage improvement in provincial connectivity by transit |
| 8 | Transportation | Equip public transit vehicles with audio and visual announcements | Accessibility for customers |
| 9 | Transportation | Examine discounted rates for elderly, students and people with disabilities | Availability of discounted bus rates |
| 10 | Transportation | Reduce wait times and improve convenience for bus users | Reduced wait times |
| 11 | Transportation | Increase the number of public transit systems with amenities like ramps, elevators, and special seats for elderly people and those with mobility impairments | Enhance the accessibility and inclusivity, as well as social equity. |
| 12 | Seniors | Invest in infrastructural improvements, such as wheelchair ramps and accessible public areas | Facilitate the connection of seniors with the community |

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|----|------------|--|---|
| 13 | Indigenous | Promote cultural events and engagement in educational endeavours | Increase the learning and understanding of First Nations and their heritage |
| 14 | Indigenous | Encourage the pursuit of Indigenous language learning | Keep the Indigenous language alive. |

Table 2

Recommendations for the Province of New Brunswick

| # | Category | Recommendation | Desired Outcome |
|----|------------|---|--|
| 15 | Employment | Promote the acceptance of international credentials and qualifications to ease the integration of newcomer women into the workforce | Increase in newcomer employment directly related to qualifications |
| 16 | Education | Offer accessible English language instruction at low or no cost for all those who need it | Faster integration of newcomers into society, so they have access to more qualified work and study in higher levels of education |
| 17 | Healthcare | Promote mental health awareness and accessible mental health treatment | To foster a culture of mental health awareness and ensure accessible and effective mental health treatment for all individuals |
| 18 | Healthcare | Integrate mental health services into primary healthcare settings | Improving early detection and |

| | | | |
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| | | | intervention for mental health issues |
| 19 | Healthcare | Increase the number of healthcare professionals and streamline administrative procedures as measures to decrease wait times for appointments and treatment | Increasing access to health care professionals |
| 20 | Healthcare | Ensure that anti-discrimination measures are upheld and strengthened in healthcare organizations to guarantee that all patients receive fair treatment regardless of their background, race, gender, or other characteristics | Creating an inclusive and equitable healthcare system for all patients. Strengthening mechanisms for reporting and addressing discrimination, harassment, or bias, ensuring that complaints are taken seriously and resolved promptly |
| 21 | Healthcare | Launch community education programs to increase knowledge of patient rights, healthcare discrimination, and possible legal options | Wider scope of patients who know their rights |
| 22 | Healthcare | Create charitable care initiatives and grants to help women who are struggling to pay for additional healthcare services as vision or specialized dental care | Increase the access to specialized health care services |
| 23 | Justice | Offer online sessions on the impacts of criminalization on women and gender diverse individuals | Preventing from more people who go to court |

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|----|------------|--|---|
| 24 | Addictions | Establish a comprehensive "roadmap" to women's health, addiction, and mental health services in Atlantic Canada | Facilitate the access to resources |
| 25 | Addictions | Promote upstream health promotion strategies targeting school-age girls and young women, to empower them with skills in assertiveness, appropriate boundary setting, healthy relationship development, and life skills for successful independence | Prevention measures for substance use disorders |
| 26 | Addictions | Enhance access to safe supply programs, expand the availability of harm reduction supplies, and offer free naloxone and sharps containers in public spaces | Expand and support harm reduction efforts |
| 27 | Addictions | Develop community outreach initiatives and educational campaigns to increase awareness of the risks of substance use and addiction | Wider audience applying knowledge about Substance use |
| 28 | Addictions | Increase access to therapists, peer support workers and medical specialists who focus on substance use health and addiction | Holistic treatment for substance use |
| 29 | Addictions | Promote and put in place stronger regulations to govern the marketing and sale of substances that are linked with addiction such as alcohol and tobacco | Regulations for substances that are linked with addiction |
| 30 | Addictions | Increase the number of addiction treatment centres and rehabilitation facilities available to accommodate people who need assistance | More treatment and rehabilitation centres in the Province |

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| | | | |
|----|------------|---|--|
| 31 | Addictions | Offer educational substance use health programs to reduce stigma | Reduce stigma to look for help |
| 32 | DIPV | Create awareness/prevention campaigns on how domestic violence affects the local population | Massive prevention campaign about DIPV |
| 33 | DIPV | Implement community-based education programs for survivors of DIPV | Serve more survivors of DIPV with education programs |
| 34 | DIPV | Remove obstacles to filing charges for DIPV | All survivors of DIPV pressing charges |
| 35 | DIPV | Implement safety precautions and legal assistance for survivors | More survivors of DIPV with legal assistance |
| 36 | DIPV | Ensure professional services are available for and accessible to survivors | Facilitate the access to services |
| 37 | Seniors | Advocate for senior-focused financial literacy programs and financial assistance measures. | Remove the barrier of low-income for seniors |
| 38 | Seniors | Encourage senior-friendly employment possibilities and age-inclusive workplaces | More age-inclusive workplaces |
| 39 | Seniors | Promote options for senior living that are inexpensive and include subsidy schemes | Improve senior living options |
| 40 | Seniors | Advocate for standardized caregiver training and certification programs | Standardized caregiver training |
| 41 | Seniors | Promote readily available community resources and mental health services for seniors | Promote the available mental health services for seniors |

| | | | |
|----|--------------|--|--|
| 42 | Seniors | Increase the availability of telemedicine services, mobile clinics, and transportation options | Health care options for seniors |
| 43 | 211 services | Promote the 211 system to newcomers | Wider scope of newcomers with knowledge about the system |
| 44 | 211 services | Make the 211 system more accessible for newcomers and non-English-speaking people | Removing the barriers to access the system 211 |

Table 3

Recommendations for PRUDE Inc and Partners

| # | Category | Recommendation | Desired Outcome |
|----|------------|--|--|
| 45 | Housing | Organize annual forums for newcomers and housing providers on affordable, accessible and decent housing, human and tenant rights | Increased awareness and knowledge on rights and accessible, affordable, safe housing |
| 46 | Housing | Revive the discussion around the permanent rent cap to regulate prices and make renting affordable | Permanent rent cap to ensure affordable housing |
| 47 | Employment | Work together with businesses and industries to increase work opportunities and lower entrance barriers for newcomer job seekers | Reduction in difficulties finding employment faced by newcomers |
| 48 | Employment | Implement mentorship and internship programs and job placement services for newcomer women | Increase in number of newcomer women with Canadian work experience |

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| 49 | Employment | Create and promote more opportunities for newcomers to serve on Boards | Increase in newcomers on boards in the region |
| 50 | Employment | Use social media to promote information and positive stories about women leaders from diverse backgrounds | Increased awareness demonstrated by pre- and post surveys |
| 51 | Employment | Encourage equitable hiring procedures and chances for professional growth in workplace human resources, diversity, and inclusion policies | Reported improvements in workplace policies |
| 52 | Education | Provide cultural awareness training to employers | Reported improvements in workplace policies |
| 53 | Education | Develop and launch an awareness and education plan on racial discrimination | Reported improvements in workplace policies |
| 54 | Addictions | Create and support preventative initiatives that educate and deliver appropriate supports to at-risk populations | Increased number of preventative initiatives |
| 55 | DIPV | Engage activist stakeholders to address domestic violence against newcomer women as an urgent topic | Demonstrated renewed attention to the issue |
| 56 | DIPV | Offer healthy relationship training to male clientele | Positive post training survey results |
| 57 | DIPV | Offer healthy relationship training for front-line workers in any type of organization | Positive post training survey results |
| 58 | DIPV | UNB to develop a specific program to support their students in DIPV | Students at UNB have the support and can continue studying |

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| 59 | Seniors | Include seniors in local activities and address any unfavorable attitudes or misconceptions about aging | More age-friendly communities |
| 60 | Seniors | Advocate for young individuals to partner with older generations through diverse projects, such as having older women that are naturalized citizens mentoring newcomer women. | Reported increase in mutual understanding, cooperation and inclusion |
| 61 | Seniors | Implement education programs and training sessions to address and mitigate age-related biases | Reported increase in mutual understanding, cooperation and inclusion |

By creating a synergy between grassroots experiences and municipal action, we aspire to break down barriers and foster an environment where women's social and economic advancement thrives.

~~2024 Annual Open Session - 038~~
Kennebecasis Valley Community Caring for Children (KV3C)

Email: kv3cnb@gmail.com

Address: 95 James Renforth Drive, Rothesay, NB E2H 1K7



28 March 2024

Mayor and Council
Town of Rothesay

Re: Request for Donated Use of Bill McGuire Centre

Dear Mayor Grant and Council:

I am writing on behalf of **KV3C- Kennebecasis Valley Community Caring for Children** (“KV3C”; registered charitable organization as “Kennebecasis Valley Community Capacity Children”). Since 2001, KV3C has offered programs to support families with young children in the greater Kennebecasis Valley. We are very appreciative of the generous support of the Town of Rothesay for the past donation of the use of the Bill McGuire Centre as our primary playgroup location and our office/storage space.

About KV3C: Our mission at KV3C is to provide resources and connections to promote the early childhood learning in our community – in particular, for families where daycare/preschool is not an option. Our “flagship” activity has always been our playgroups, with the one at the Bill McGuire Centre being our most popular location. Our playgroups involve the parent (or guardian/caregiver) with the child in activities promoting early childhood development (learning, social skills, literacy, physical, emotional, physical, etc.). Our other popular activity was “Baby Wonders” with the **Kennebecasis Public Library** (who continue to offer this program). Prior to the pandemic, our success was evident in our participation rates (approximately 3,000 per year).

During the pandemic, we were able to pivot to offer virtual activities, including virtual story times and guest speakers (e.g., parenting topics, nutrition, health professionals). However, since the pandemic, we did return to in-person programs, but experienced challenges in maintaining a part-time staff person.

We are pleased to report that we will be partnering with the **Family Resource Centre**, a non-profit organization that shares the same mandate as KV3C. They operate from Sussex to St. Stephen, offering a wide variety of programs for families. We will share staff to help KV3C run its programs again. As well, the Family Resource Centre offers subsidies for families who do not have their own transportation – a concern for low-income families. We have also discussed the possibility of providing practicum opportunities for the **New Brunswick Community College Early Childhood Education Program**. As well, we have maintained our involvement as a member of the **Anglophone School District South – Early Childhood Network**.

Our Request:

1. We are requesting again for the donated use of the Bill McGuire Centre for one morning per week (approximately 4 hours that will allow for a 2-hour program and an hour for set-up and clean-up before/after), during the school year (September to June). If prior to this June, we would offer a short one- or two-month program during this current school year. Otherwise, we will start anew in September.
2. We are formally requesting again for the donated use of the office/storage space at the Bill McGuire Centre. The ability to store our large play items is needed for the playgroup.
3. We are requesting for the 2024-2025 year for the use of an additional space where NBCC Early Childhood students can offer approximately 2 months of programs (one half day/week). This can be at any Rothesay community location (e.g., Wells Community Centre).

Thank you in advance for considering this request. If you should have any questions regarding the above, please feel free to contact me at your earliest convenience.

Sincerely,

Lilli Ju Lin, OTReg(NB)
Chairperson, KV3C

Elaine Daley
Treasurer, KV3C

Liz Hazlett

From: Liz Hazlett
Sent: Thursday, March 14, 2024 8:42 AM
To: Liz Hazlett
Subject: FW: SNB Property Tax Insert/Encart sur les impots foncier de la SNB
Attachments: UMNb2024-SNB Insert_Final.pdf; UMNb2024-SNB Insert_Final-fr.pdf; UMNb 2024-Property tax_template_Final.docx; UMNb 2024-Property tax_template Final-fr.docx

From: Dan Murphy <dan.murphy@umnbc.ca>
Sent: Thursday, March 14, 2024 8:00 AM
To: Dan Murphy <dan.murphy@umnbc.ca>
Subject: SNB Property Tax Insert/Encart sur les impots foncier de la SNB

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

| | |
|---|---|
| <p>To: UMNb Members (Mayors, CAOs, Clerks, UMNb Board of Directors)</p> | <p>A: Les membres de l'UMNB (Maires, DG, Greffiers, C.A de l'UMNB)</p> |
| <p>Dear Members,</p> <p>Attached you will find a copy of a letter sent to the provincial government on behalf of UMNb addressing the insert that was included in the property tax bills last week. We have understood from the government that the intention behind the insert was to educate the public about property taxes. Unfortunately, the insert does little to educate and ultimately appears to shift the blame to municipalities. This is unfortunate because our collective response to rising costs are limited at best due to the constraints placed on municipalities by Service NB and Finance and Treasury Board.</p> <p>These actions by the government do not further the cause of partnership between our orders of government, nor do they educate our citizens. They do the opposite.</p> <p>In addition to our response, we have included a template letter for you to add your voice to this issue. We encourage you to cite local examples of how the assessment</p> | <p>Chers membres,</p> <p>Vous trouverez ci-joint une copie d'une lettre envoyée au gouvernement provincial au nom de l'UMNB concernant le feuillet qui a été inclus dans les factures d'impôts fonciers la semaine dernière. Le gouvernement nous a fait comprendre que l'encart avait pour but d'informer le public sur les taxes foncières. Malheureusement, l'encart ne fait pas beaucoup pour éduquer et semble en fin de compte jeter le blâme sur les municipalités. Ce qui est regrettable, car notre réponse collective à la hausse des coûts est au mieux limitée en raison des contraintes imposées aux municipalités par Service NB et Finances et le Conseil du Trésor.</p> <p>Ces actions du gouvernement ne font pas avancer la cause du partenariat entre nos ordres de gouvernement et n'éduquent pas nos citoyens. Elles font le contraire.</p> <p>En plus de notre réponse, nous avons inclus un modèle de lettre pour vous permettre d'ajouter votre voix à cette question. Nous</p> |

challenges and restrictive tax regime affect your community. If anything, this gesture underpins the need for a new fiscal framework in NB and more education and awareness of the role local government plays in our community.

We are additionally working on a shareable for social media that helps explain the whole municipal property tax system so that our residents understand the full story. We hope to have that for you tomorrow.

If you have any questions about this, please do not hesitate to contact me.

Thanks again!

Dan

vous encourageons à citer des exemples locaux de la manière dont les problèmes d'évaluation et le régime fiscal restrictif affectent votre communauté. Ce geste souligne la nécessité d'un nouveau cadre fiscal au Nouveau-Brunswick et d'une plus grande éducation et sensibilisation au rôle que le gouvernement local joue dans notre communauté.

Nous travaillons également à la création d'un document à partager sur les médias sociaux qui explique l'ensemble du système d'impôt foncier municipal afin que nos résidents comprennent toute l'histoire. Nous espérons pouvoir vous présenter ce document demain.

Si vous avez des questions à ce sujet, n'hésitez pas à me contacter.

Je vous remercie encore une fois !

Dan



March 7th, 2024

Hon. Mary Wilson, Minister
Service New Brunswick
Lincoln Place
P.O. Box 1998
Fredericton, NB E3B 5G4

Minister Wilson:

Despite our best efforts at creating a mutually beneficial working partnership, it is clear to the UMNB and our municipal members that you and your department do not understand nor acknowledge the critical role you play in municipal revenue generation nor the impact your public statements on such matters have on the overall public perception of the New Brunswick property tax system. We raise this point as a result of the insert that our residents found in their municipal property tax bills sent out by your department last week and the ads your department took out in local newspapers. In our opinion, the insert and ads omit key information. Municipalities only have control over the millrate. **Every other aspect** of the property tax system in New Brunswick including assessment, property tax classifications, and the tethering of the rates, is controlled by the provincial government yet the SNB insert and ad neglects to raise these important points giving residents of the province the mistaken impression that municipalities alone are responsible for the bills they have received. This is even more true for many of the amalgamated communities who continue to have rates set by the province in the areas of roads and public safety.

In seeking clarity on these matters, our members want a better understanding of why the insert was included in the mailout and why the decision was made to purchase ads in daily newspapers across the province. We ask that you advise UMNB and our municipal members across the province on what your government's objectives were in these actions, and what kinds of outcomes were you hoping to achieve? If the goal was to educate citizens on property taxes, then we believe you have grossly missed the mark by omitting the fundamental role of the provincial government in the property tax system. It appears that this was done less with the goal of educating citizens, and more with the idea of passing blame to municipalities due to the restrictive nature of New Brunswick's property tax system. We hope this opens an opportunity for discussion on changes to the system as a whole, as it continues to be evident that we need a significant reform.

Inflationary pressures and the downloading of new responsibilities are also outside of our control. Municipalities are increasingly taking on or dealing with

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issues of provincial jurisdiction such as housing and homelessness, tourism and economic development. The insert and the public comments of government officials do not take into consideration the declining fiscal capacity of our communities due to many factors including the reduction of core funding to municipalities through municipal reform and the downloading of new responsibilities via the regional service commissions. Unfortunately, these pressures will remain challenging to us until the provincial government meets its obligations to municipalities by establishing meaningful fiscal reform as laid out in the White Paper on Local Government Reform. Municipalities are meeting what is essentially an unfunded mandate by delivering services we do not receive funding for. Where do tax dollars for municipalities go? Increasingly, the answer is towards issues of provincial responsibility at the expense of our local priorities.

The provincial government has downloaded more responsibilities to municipalities, presumably because our members have a track record of strong service delivery and close ties to the residents of our communities. However, we have not addressed the clear issue that services have to be funded. The public comments, inserts and ads are extremely problematic to our members because they ignore the challenges and limited capacity that we have. Unlike the provincial government, we have limited revenue generating capability. Unlike the provincial government, we are mandated to produce balanced budgets each and every year, with no flexibility. Directing residents to take up challenges on property tax bills with local governments ignores inflationary pressures, the cost increases, and provincial service delivery that our communities are least prepared to address.

It is abundantly clear to every municipality that meaningful assessment reform and municipal fiscal reform must begin in short order. It is also clear from the comments made recently by the provincial government, that there's a fundamental misunderstanding about what we do in municipal government. It should be mandatory for the leadership and staff of the provincial government to spend time in municipalities to understand the challenges we are facing. There is a clear disconnect between political and policy approaches from the provincial government to the realities faced by local government. Those need to be addressed in short order and that process begins with a willingness to address the ongoing financial challenges municipalities are facing due to provincial policy inaction. Until the fiscal reform process is completed, our municipalities will continue to rely almost exclusively on residential property tax and this issue will continue to be present in our public dialogue.

In closing, to help build better understanding of the local government, we have encouraged our members to reach out directly to you to ensure you have a full picture of the realities on the ground. Our communities are critical to



maintaining and further stimulating the growth we have experienced as a province; however until municipalities are both treated and funded as full partners, we (municipalities AND our province) will be unable to meet our true potential. Help us help you! We want to work with you, but comments like those noted above are not productive. We would ask that you reflect on the messaging of your government and the impact of your actions with your community partners. Collaboration becomes difficult when both partners fail to recognize their responsibilities.

Sincerely,

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

Andrew Black, President
Union of Municipalities of New Brunswick

CC: Premier Blaine Higgs
Minister Ernie Steeves, Minister of Finance and Treasury Board
Minister Glen Savoie, Minister of Local Government
Susan Holt, Leader of the Official Opposition
David Coon, Leader of the Green Party
Charbel Awad, Deputy Minister, Environment and Local Government
Cheryl Hansen, Deputy Minister, Finance and Treasury Board
Jennifer Wilkins, Assistant Deputy Minister, Local Government
Lisa Dionne, Executive Director, Property Assessment
UMNB members
AFMNB

Did you know?



There is no provincial property tax on owner-occupied residential properties. Owner-occupied residential **property taxes go directly to local governments** (cities, towns, villages, rural communities and regional municipalities).

As tax rates are set locally, any questions about your local tax rate and how the money is spent should be directed to your local government or municipality.



18 March 2024

Hon. Mary Wilson, Minister
Service New Brunswick
Lincoln Place
P.O. Box 1998
Fredericton, NB E3B 5G4

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

Dear Minister Wilson:

RE: Property Tax Assessment – Cooperation or Division?

We are writing about the insert in the tax bills sent to Rothesay single family homeowners. Over the last several years your government has spent considerable resources to distinguish the taxation role of municipalities from the provincial government including separating the assessment notices from the tax bills and changing the dates of the various processes. Perhaps these are beneficial changes but they have come at a cost. This latest effort also has a material cost.

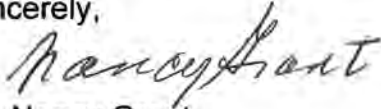
Rothesay Council is quite prepared to account to our taxpayers for its financial management and the need for increased revenue in a time of rapid escalating costs! What is more difficult is the reduced confidence the public is experiencing in the assessment process itself. We recognize strong market conditions are influencing property values but when homeowners experience double digit increases with little or no direct evaluation of their properties, questions of fairness are quick to arise. Surely Service New Brunswick does not think the referral process is a satisfactory means of identifying the differences in values of individual properties. Directing resources to return to a regular neighbourhood program of property inspections rather than political maneuvering would benefit the way the property taxation system is viewed by taxpayers. It would also represent a more constructive relationship between the two orders of government.

In 2024 Rothesay experienced a double-digit percentage increase in the cost of construction projects, including but not limited to fundamental activities such as street resurfacing. Meanwhile changes to various regulatory regimes and the downloading of additional responsibilities via Regional Services Commissions has resulted in significant cost increases. At the same time the "cost of assessment" fee levied by the Province increases in lock step with the change to the assessment base while core funding is reduced.

Local governments only have the ability to set the municipal tax rate. Every other function is controlled by your agency or the provincial government. Unlike the provincial government, municipalities have an obligation to provide balanced budgets and only have one primary vehicle to do it. Even though the expectations of local government have changed significantly, our fiscal system has not. We are managing 21st century challenges, with 19th century fiscal framework and are expecting your government to live up to its commitment to recast the fiscal transfer regime in New Brunswick.

We agree with the Union of Municipalities of New Brunswick when it says: 'It is critical for our orders of government to work together to make a difference for our shared citizens. In future, we would ask that when you share this kind of information, that you tell the whole story so that everyone can understand, and not just pieces that risk being misinterpreted. We thank you for your attention to this matter.'

Sincerely,



Dr. Nancy Grant
Mayor

cc: Hon. Glen Savoie, Minister of Local Government
Hon. Ernie Steeves, Minister of Finance
Hon. Hugh J.A. Flemming, Attorney General and Minister of Justice and Public Safety
Union of Municipalities of New Brunswick

Liz Hazlett

From: Liz Hazlett
Sent: Friday, March 15, 2024 11:18 AM
To: Liz Hazlett
Subject: FW: Ice fishing garbage

From:
Sent: Friday, March 15, 2024 11:14 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Ice fishing garbage

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

I have lived at the mouth of the hammond river for decade's.

The amount of trash that washes up along the shore here at the mouth of hammond river always amazes me. A couple shacks that sunk into the ice is not going to stop the extremely large volumes of trash from up stream.

Yes it is very sad that those shacks where lost. Something that the province should have addressed and required removal sooner.

One thing about human's. We make mistakes.

An about the trash I find. From small bags to bottles, plastic pots, gas cans, board's etc to large item's. I once salvaged a half sunkn canoe, patio furniture, a half sunkin boat.

The problem is people are not prepared. Sussex flooding, people loosing there home items all ends up coming down here.

Can we 100% completely stop the volumes of trash from up stream. No. Is it sad a couple ice shacks where lost. Yes. Will it happen again? Yes.

No amount of tax money will stop the volumes of trash that end up in our river system.

More education at a school level is required.

Thank you for your time.

Liz Hazlett

From: Liz Hazlett
Sent: Friday, March 15, 2024 3:53 PM
To: Liz Hazlett
Subject: FW: 2024 DAW Proclamation/ Proclamation 2024 SSSPH
Attachments: Municipalities Proclamation DAW 2024.docx; Proclamation des Municipalités SSSPH 2024.docx

From: Premier's Council on Disabilities (PCD/CPMPH) <pcd-cpmph@gnb.ca>
Sent: Friday, March 15, 2024 3:15 PM
Subject: 2024 DAW Proclamation/ Proclamation 2024 SSSPH

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Good Afternoon,

Disability Awareness Week 2024 (DAW) is quickly approaching. Disability Awareness Week (DAW) continues the tradition of National Access Awareness Week first established in 1988 to promote better community access for people with disabilities. This campaign happened in response to a request from Rick Hansen following his Man in Motion World Tour. For ten years, a national committee coordinated planning for the Week in communities all over Canada. In 1998, a decision was made in New Brunswick to continue celebrating an annual awareness week but with a new name to ensure that all issues related to persons with a disability could be promoted. 2024 marks the 37th consecutive annual Disability Awareness Week in New Brunswick.

Attached are the 2024 DAW Proclamations for your municipality. Additionally, municipalities declaring DAW are encouraged to organize or participate in a DAW-related event.

In the event that your municipality does not read proclamations during council meetings there are other ways your municipality can participate in Disability Awareness Week.

Bonjour,

La Semaine de sensibilisation à la situation des personnes handicapées continue la tradition de la Semaine nationale pour l'intégration des personnes handicapées qui a eu lieu pour la première fois en 1988 afin de promouvoir un meilleur accès communautaire pour les personnes handicapées. Cette campagne de sensibilisation avait été organisée en réponse à une demande faite par Rick Hansen à la suite de sa Tournée mondiale. Pendant dix ans, un comité national a coordonné la planification de la Semaine nationale pour l'intégration des personnes handicapées dans les collectivités de l'ensemble du Canada. En 1998, le Nouveau-Brunswick a décidé de continuer d'organiser une semaine de sensibilisation à chaque année, mais sous un nouveau nom afin de s'assurer que nous faisons la promotion de toutes les questions qui touchent les personnes handicapées. L'année 2024 marque le 37e anniversaire de la Semaine de sensibilisation à la situation des personnes handicapées au Nouveau-Brunswick

Ci-joint sont les déclarations de SSSPH 2024 pour votre municipalité. En outre les municipalités déclarant la SSSPH sont encouragées à organiser ou participer à un événement associé avec la SSSPH.

Dans le cas où votre municipalité ne lirait pas de proclamations pendant les réunions du Conseil, il y a d'autres façons dont votre municipalité peut participer à la semaine de sensibilisation aux personnes handicapées.

Premier's Council on Disabilities / Conseil du premier ministre pour les personnes handicapées

250 rue King Street, Suite 140
PO Box 6000 / CP 6000
Fredericton NB E3B 9M9
Telephone / téléphone: (506) 444-3003
Toll-free / sans frais: 1-800-442-4412
Fax / télécopieur: (506) 444-3001

**A New Brunswick where all persons are accepted, included and valued.
Un Nouveau-Brunswick où toutes personnes sont acceptées, incluses et valorisées.**



**Premier's Council on Disabilities
Conseil du premier ministre pour les personnes handicapées**

PROCLAMATION

DISABILITY AWARENESS WEEK— MAY 26TH TO JUNE 1ST, 2024

“Embracing Accessibility, Inspiring Change”

Whereas, the municipality of _____

is committed to assisting citizens with disabilities to participate fully in our community, and

Whereas, many persons living with disabilities face barriers in the areas of employment, access to information, transportation, housing, education, recreation, and other disability-related supports; and

Whereas, we believe that more citizens with disabilities should have the chance to access disability related supports to improve their opportunities in New Brunswick; and

Whereas, we support the theme: " **Embracing Accessibility, Inspiring Change**";

Now Therefore Be It Known That I, _____

Mayor of _____ , do hereby request the citizens of _____ to join with our Council in recognizing persons with disabilities and their role in our community by the observance of Disability Awareness Week, May 26th to June 1st, 2024.

Signed and Sealed by: _____

Mayor of: _____

Please return this proclamation to:

Premier's Council on Disabilities
250 King Street, Suite 140
PO Box 6000
Fredericton, N.B. E3B 9M9
Fax: (506) 444-3001
E-mail: pcd-cpmph@gnb.ca

The Proclamation for Disability Awareness Week was read by

_____ during the council meeting of
(Name of person)

_____ on this date _____, 2024.
(Name of municipality)

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, March 20, 2024 9:06 AM
To: Liz Hazlett
Subject: FW: 2024-25 Provincial Budget Recap/Mise à jour budget provincial 2024-25
Attachments: UMNB 2024 Budget Recap for Members.pdf

From: Dan Murphy <dan.murphy@umnb.ca>
Sent: Tuesday, March 19, 2024 6:47 PM
To: Dan Murphy <dan.murphy@umnb.ca>
Subject: 2024-25 Provincial Budget Recap/Mise à jour budget provincial 2024-25

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

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| <p>(To: Mayors, CAOs, Clerks, UMNB B.O.D)</p> <p>Dear Members,</p> <p>Please find attached UMNB’s preliminary re-cap of the provincial budget. There is not much new for municipalities in the budget.</p> <p>A few items of note:</p> <ul style="list-style-type: none"> • An increase of \$4.7 million for transition costs related to local governance reform for both municipalities and the RSCs • A 600k increase to assist RSC’s with their expanded mandates and regional plans. • An increase of \$5 million for Municipal Designated Highways, bringing the fund back to 2018 levels, but remains significantly underfunded. • An additional \$11 million for homelessness. • A creation of a tax credit for volunteer firefighters and search and rescue members. <p>We’ll continue to dig into this in the coming weeks and report on any other news of</p> | <p>(Dest: Maires, DG, Greffiers, Membres du C.A de l’UMNB)</p> <p>Chers membres,</p> <p>Veuillez trouver ci-joint le résumé préliminaire du budget provincial de l’UMNB. Il n’y a pas grand-chose de nouveau pour les municipalités dans le budget.</p> <p>Quelques éléments sont à noter :</p> <ul style="list-style-type: none"> • Une augmentation de 4,7 millions de dollars pour les coûts de transition liés à la réforme de la gouvernance locale pour les municipalités et les CSR. • Une augmentation de près de 600 000 \$ pour aider les CSR avec leur mandat élargi et pour élaborer des plans régionaux. • Une augmentation de 5 millions de dollars pour les routes municipales désignées, ce qui ramène le fonds aux niveaux de 2018, mais il reste largement sous-financé. • 11 millions de dollars supplémentaires pour les sans-abri |
|--|--|

| | |
|---|--|
| <p>interest to our members. If you have any questions, please don't hesitate to let us know.</p> <p>Dan</p> | <p>• La création d'un crédit d'impôt pour les pompiers volontaires et les membres des équipes de recherche et de sauvetage.</p> <p>Nous continuerons d'approfondir cette question dans les semaines à venir et nous vous informerons de toute autre nouvelle intéressante pour nos membres. Si vous avez des questions, n'hésitez pas à nous en faire part.</p> <p>Dan</p> |
|---|--|



Dan Murphy
 Executive Director/Directeur général
 Union of the Municipalities of New Brunswick/l'Union des municipalités du Nouveau-Brunswick
 506-444-2285
dan.murphy@umnb.ca



(Le texte français suit l'anglais)

Major Financial Concerns Remain as Municipalities Look for Fiscal Reform

Today, UMNB participated in the budget lock-in on behalf of our municipal members. The budget was presented by Finance Minister Ernie Steeves, with a projected surplus of \$41 million dollars. The anticipated total revenue is \$13.3 billion, and total expenditures \$13.26 billion.

Most notably, the budget did not contain any statement about municipal fiscal reform, and Community Funding to Local Governments continues to decline at 20% yearly. Currently, no temporary plan is in place to alleviate municipal funding shortfalls until fiscal reform is accomplished. Although the government has allocated \$4.7 million to support ongoing responsibilities related to local governance reform, this money is to be shared between RSC's and Local Governments. The lack of a separate funding envelope for municipalities is concerning in light of the continued decline in core funding. Regional Service Commissions will also receive an increase of almost \$600k to fund expanded mandates and regional planning. Funding for the new Municipal Commission is also included in the budget.

The budget also contains a \$5 million increase in the Provincial-Municipal Highway Program (PMHP), rising to a total of \$25 million, this increase falls short of what is needed to keep up with inflation and rising costs of maintenance. The budget includes an increase of \$30 million in infrastructure spending via RDC, which will be distributed on a cost-shared basis once the federal infrastructure plan is determined. The Environmental Trust Fund and Climate Change Funding remain unchanged from last year.

Government restated their commitment to items announced in the Housing for All Strategy, including the RDC Preconstruction Housing and Infrastructure Funds, the Housing Working Capital Fund, and the Housing Hub. This strategy is allocated \$500 million over three years. The budget of NB Housing Corporation's increased by \$68.9 million and increases are planned for rental supplements and benefits, the Rent Bank, and public housing construction and repairs.

To address homelessness, the government plans an \$11 million addition in permanent funding in order to fund increased capacity, shelter beds, professional outreach, community partnerships, and more supportive housing and wrap-around services. The 2024-2025 budget also includes \$12.7 million to increase the supply of post-secondary housing in New Brunswick, as well as \$6 million to address construction labour shortages.

Additional items of interest to municipalities include increases to legal aid and access to justice, new non-refundable personal income tax credits for eligible volunteer firefighters and search and rescue volunteers, as well as \$6.3 million for wildfire equipment and training, and \$3.9 million to help communities and individuals prevent and prepare for the effects of wildfire.



On the health care front, \$20 million was allocated for expanding collaborative practices, \$7 million for mental health, and \$1.4 million for additional recruitment, retention, and marketing for health care practitioners. Technological advancements in health care, such as patient information, electronic records, and medical files, were also included in the budget speech.

HST is projected to increase from \$2.25 billion in 2023-2024 to \$2.38 billion in 2024-2025. Also, this year's budget announced that GNB will be implementing a new duty on vaping alongside the federal government.

Les municipalités cherchent à réformer leur système fiscal et restent confrontées à d'importants problèmes financiers

Aujourd'hui, l'UMNB a participé à la séance de clôture du budget au nom de ses membres municipaux. Le budget a été présenté par le ministre des Finances, Ernie Steeves, avec un surplus prévu de 41 millions. Les recettes totales prévues sont de 13,3 milliards et les dépenses totales de 13,26 milliards.

Il est à noter que le budget ne contient aucune déclaration sur la réforme fiscale des municipalités et que le financement communautaire de base des gouvernements locaux continue de diminuer de 20 % par an. À l'heure actuelle, aucun plan temporaire n'a été mis en place pour pallier les déficits de financement des municipalités jusqu'à ce que la réforme fiscale soit achevée. Bien que le gouvernement ait alloué 4,7 millions pour soutenir les responsabilités actuelles liées à la réforme de la gouvernance locale, cet argent doit être partagé entre les CSR et les gouvernements locaux. L'absence d'une enveloppe de financement distincte pour les municipalités est préoccupante compte tenu de la baisse continue du financement de base. Les commissions de services régionaux recevront également une augmentation de près de 600 000 dollars pour financer des mandats élargis et la planification régionale. Le budget prévoit également le financement de la nouvelle commission municipale.

Bien que le budget prévoie une augmentation de 5 millions de dollars pour le Programme de partenariat pour les routes provinciales-municipales (PPRM), pour un total de 25 millions de dollars, cette augmentation n'est pas suffisante pour faire face à l'inflation et à l'augmentation des coûts d'entretien. Le budget prévoit une augmentation de 30 millions de dollars de dépenses d'infrastructure par l'intermédiaire de la SDR, qui seront distribuées sur la base d'un partage des coûts une fois que le plan d'infrastructure fédéral aura été déterminé. Le Fonds fiduciaire pour l'environnement et le Fonds pour le changement climatique restent inchangés par rapport à l'année dernière.



Le gouvernement a réaffirmé son engagement à l'égard des éléments annoncés dans la stratégie du logement pour tous, y compris les fonds pour le logement et l'infrastructure de préconstruction de la SDR, le fonds de roulement pour le logement et le carrefour du logement. Cette stratégie est dotée de 500 millions de dollars sur trois ans. Le budget de la Société d'habitation du Nouveau-Brunswick a augmenté de 68,9 millions de dollars et des augmentations sont prévues pour les suppléments au loyer et les avantages sociaux, la banque des loyers, ainsi que la construction et les réparations de logements publics.

Pour lutter contre l'itinérance, le gouvernement prévoit un ajout de 11 millions de dollars au financement permanent afin de financer une capacité accrue, des lits de refuge, des services d'approche professionnelle, des partenariats communautaires, ainsi que davantage de logements supervisés et de services enveloppants. Le budget 2024-2025 comprend également 12,7 millions de dollars pour augmenter l'offre de logements postsecondaires au Nouveau-Brunswick, ainsi que 6 millions de dollars pour remédier aux pénuries de main-d'œuvre dans le secteur de la construction.

D'autres éléments d'intérêt pour les municipalités comprennent des augmentations de l'aide juridique et de l'accès à la justice, de nouveaux crédits d'impôt sur le revenu des particuliers non remboursables pour les pompiers volontaires et les bénévoles en recherche et sauvetage admissibles, ainsi que 6,3 millions de dollars pour l'équipement et la formation en matière de feux de forêt, et 3,9 millions de dollars pour aider les collectivités et les particuliers à prévenir les effets des feux de forêt et à s'y préparer.

Dans le domaine des soins de santé, 20 millions de dollars ont été alloués à l'extension des pratiques collaboratives, 7 millions de dollars à la santé mentale et 1,4 million de dollars au recrutement, à la fidélisation et au marketing des professionnels de la santé. Les avancées technologiques dans le domaine des soins de santé, telles que l'information sur les patients, les dossiers électroniques et les dossiers médicaux, ont également été incluses dans le discours sur le budget.

La TVH devrait passer de 2,25 milliards de dollars en 2023-2024 à 2,38 milliards de dollars en 2024-2025. En outre, le budget de cette année a annoncé que le GNB mettra en œuvre une nouvelle taxe sur le vapotage aux côtés du gouvernement fédéral.

March 22, 2024

Chief Michael Boyle
Kennebecasis Valley Fire Department
7 Campbell Drive
Rothesay, NB E2E 5B6
mboyle@kvfire.ca

Dear Chief Boyle:

RE: QUINT 1 LADDER TRUCK REPLACEMENT PROPOSAL

Thank you for your informative presentation on the *Strategic Investment: Quint 1 Replacement Proposal* presented to the Quispamsis Town Council at its March 19, 2024 Regular Meeting.

Council Members appreciated the significant lead time required in purchasing a new ladder truck, recognized the age of the current Quint 1, combined with the ongoing increase in the construction of larger multiple residential dwellings that are three to four stories in height.

I am pleased to confirm, following your presentation, Council passed the following motion:

MOVED BY . . . Council authorize the Kennebecasis Valley Fire Department to proceed in principle with the order of the replacement ladder truck in 2024 with delivery within 36-48 months, with one-third (1/3) of the final purchase price being included in each of the 2025, 2026, and 2027 budgets, and transferred to reserves each year until payment is due and the apparatus is received. The estimated annual amount will be \$587,000. **MOTION CARRIED**

Trusting this responds favourably to your proposal, and if you have any further questions concerning Council's motion, please contact the Acting CAO, Aaron Kennedy.

Kind regards,



Catherine Snow
Town Clerk

cc: Mayor and Council, Town of Rothesay





2024 April 8 Open Session FINAL_088

ROTHESAY



25 March 2024

70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
F: 506-848-6677

Rothesay@rothesay.ca
www.rothesay.ca

1 Brock Court
Rothesay, NB
E2E 5E6

Dear _____

Re: New House Construction – 7 Grove Avenue

This letter is to acknowledge receipt of your correspondence dated March 25, 2024 regarding your concerns of new house construction adjacent to your home on Grove Avenue.

We are pleased to learn you were well served by Bell Aliant and hope the project proceeds without further interference with the peaceful enjoyment of your property.

Yours truly,

John Jarvie RPP, MCIP

CC. : Darcy Hudson
Martell Construction
Bell Aliant

Explore our past / Explorez notre passé
Discover your future / Découvrez votre avenir

Grand Bay-Westfield • Quispamsis • Rothesay • St. Martins • Saint John



Attention Rothesay Town Manager: John Jardine

I am writing to inform you of incidents with Martell construction with regard to a house they are building on Grove Ave. This house is adjacent to my house at 1 Brock Crt.

On two occasions this construction crew has severed the lines into my house which control my home phone line, TV and internet. The first time occurred Oct 9th and at that time I contacted Darcy Hudson of the town of Rothesay to inform him of the incident and he in turn informed Martell. I had assumed they listened. They didn't!

It happened again on Mar 20th. I live alone and am dependent on my land line telephone. To say that I am extremely distressed to lose this line of communication is an understatement. When the October incident occurred I was without a land line for several days and this not only caused consternation to me but also for my family who do not live in NB. So in October when my phone line was not working for an extended time my brother who lives in Ontario became concerned and telephoned the Rothesay police to ask if they would do a welfare check. They did so and he and I were and are impressed by their efficiency. It is good to know that they will respond so quickly and efficiently.

When the October incident occurred and Aliant came to resolve the problem, the service man said that he could not repair the line that day as he needed to call in a road crew to assist with the job. And the road crew were not available till the next day. Therefore another day was added to the time line to repair.

So.....I was very distressed to think that on Mar 20th, I would once again be faced with the prospect of being without my phone for an extended time. I was told when I first contacted Aliant that they could not get a repair man to my house that day March 20th but someone would be at my place in the morning. Therefore I was most pleasantly surprised when an Aliant repair man arrived at my house at 5:30 pm on March 20th. He said he was the repair man who was assigned to fix my line in the morning and he wanted to get an idea of what the job entailed. This man (James) is certainly a credit to the Aliant work force as he had the foresight to look up the property to which he was assigned the next day and realize that there was a hydro pole involved in his repair job and he wanted to take a look at it prior to the next day to see if he needed to call in a road crew. And he would do it that night so that the customer (me) would not be inconvenienced for another day! I find it amazing that in this day and age of questionable customer service that this man would take this step! When he checked the job site he said that the repair man in October had done something that made it unnecessary for him to involve that step so he repaired it right then and there! I hope that Aliant realizes that when they have workers that truly do think of the customer that they should be valued. He didn't volunteer this information. He only provided it when I questioned why there was no road crew involvement this time.

I am bringing these incidents in a formal manner because I am worried that there could be yet a third incident as there are still men working at the job site and by now someone should have shown them the location of the lines

Copies: Darcy Hudson, Martell Construction, Bell Aliant

My call 25 2024



April 3, 2024

Her Worship Dr. Nancy Grant
Mayor of Rothesay
70 Hampton Road
Rothesay, New Brunswick E2E 5L5

Dear Mayor Dr. Nancy Grant:

SUBJECT: Sydney Street Courthouse Theatre Project – THE SAINT JOHN THEATRE COMPANY INC.

Thank you for your letter dated March 8, 2024, indicating support for the Sydney Street Courthouse Theatre Project.

We recognize the importance of the theatre arts sector in the greater Saint John region. We are pleased to report that the Regional Development Corporation has previously made a financial commitment to the Saint John Theatre Company for renovation and expansion of the site.

Please be assured that in addition to this project, we will continue to work with the organization on other projects that support the growth and development of the cultural sector. Thank you again for your interest.

Sincerely,

A handwritten signature in black ink, appearing to read "Réjean Savoie".

Hon. Réjean Savoie
Minister Responsible for the Regional Development Corporation



Liz Hazlett

From: Liz Hazlett
Sent: Thursday, April 4, 2024 2:15 PM
To: Liz Hazlett
Subject: FW: Thanks!

From:
Sent: Thursday, April 4, 2024 10:59 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Thanks!

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

Dear Mayor Grant and Council,

This is my eighth winter living on Appleby Drive and it is also the eighth winter where my street has been well taken care of with regarding to plowing and sanding. We all know the potential challenges of Appleby Drive in the winter. Once a winter storm is in progress, the first clearing comes quite quickly with subsequent clearings taking place during the storm as needed and in timely manner. In eight years, I have never been stuck on Appleby with my front wheel drive car. In my past as an elected official in municipal politics, I had the roads portfolio. I know how challenging plowing can be. In spite of the general challenge of such work, let alone on Appleby Dr, the town does a good job. I would appreciate it if you would pass this to the individuals who manage plowing our roads. It is a job well done.

Secondly, I would like to express my appreciation to the Town for supporting the sport of pickleball and for providing us with a first class facility on which to play. I am the administrator of the Facebook group called Rothesay Pickleball Community Connections. This site exist for local players to set up matches with one another. Our membership is approaching 500! I expect the courts to be quite busy as the weather warms up. I would not be surprised if these courts approach or exceed the popularity of the facility at the Commons. Please pass on my thanks for those involved.

In summary, nice work!

With regards,

120 Appleby Drive

Sent from [Mail](#) for Windows



**Regular Meeting
November 28, 2023**

Meeting minutes of the Open Session of the Board of Directors of Fundy Regional Service Commission held on Tuesday, November 28, 2023, at the Quispamsis Town Hall, 12 Landing Ct, Quispamsis.

1. Call to Order

Chair O’Hara called the meeting to order at 10:27 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 |
| Erin Toole | Deputy Mayor, Grand Bay-Westfield |
| Ray Riddell | Fundy Rural District Alternative Representative |
| Robert Doucet | Mayor, Hampton |

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC
Cassie Silhanek, Recording Secretary, FRSC

GUESTS

Marc MacLeod, FRSC General Manager
Jihad El Zamer, Gemtec Consulting
Graeme Stewart-Robertson, FRSC Policy and Research Manager

ABSENT

Brittany Merrifield, Mayor, Grand Bay-Westfield

3. Approval of the Order of Business

Chairperson O’Hara called for approval of the agenda.

Motion: To approve the November 28, 2023, Agenda.

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

4. Disclosure of Conflict of Interest

None.

The FRSC Board held a moment of silence for Jennifer Hachey at 10:29 a.m.

5. Approval of the Minutes

a. Approval of the October 26, 2023, meeting minutes

Motion: To approve the October 26, 2023, minutes as presented.

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

6. Consent Agenda

- a. Development Update
- b. Rural Upper Fundy Partnership
- c. Q3 Financial Update
- d. End-of-Year Financial Resolutions
- e. Tender Outcome – Aggregate
- f. Tender Outcome – Leachate Hauling

Motion: To adopt all resolutions from all reports found within the consent agenda for October 26, 2023:

That the Board receive and file the Community Planning and Building Inspection Report;

That the Board direct CEO Ouellette to submit a letter of support on behalf of the Fundy Regional Service Commission towards the next phase of development of the Rural Upper Fundy Partnership;

That the Board receive and file 2023 Q3 Financial Statements.

That the Board approve transfer of \$ 25,000 from the Solid Waste Operating Fund to the Solid Waste Capital Reserve Fund in accordance with the replacement reserve requirements of Project No. 27900 – Canada-New Brunswick Building Canada Fund – Communities Component;

That the Board authorize to award Tender 2023-07 Supply of Aggregate to the lowest bidder Keel Construction Limited at \$12.25 per metric tonne for the 2024 fiscal year;

AND That the Board authorize to award tender 2023-06 Supply of Standby Collection and Haulage of Leachate to the lowest bidder Keel Construction Limited for the price of \$8.25 per metric tonne for the 2024 fiscal year.

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

7. Tender Outcome – Rock Truck

Marc MacLeod, FRSC General Manager, reviewed the November 28, 2023, open report and staff recommendation with the FRSC Board.

Motion:

1. That the commission add an articulating rock truck to the 2024 capital plan for an estimated \$750,000 to be funded from long term debt within the capital application to the MCBB.

Moved: Director MacKenzie

Seconded: Director Grant

Vote: *Motion Carried*

2. That the Board authorize to award, only after MCBB approval, Tender 2023-05 for an Articulated Rock Truck to Paul Equipment for \$679,845.50 including HST before rebate and including the extended warranty package to be funded from borrowing.

Moved: Director MacKenzie

Seconded: Director Grant

Vote: *Motion Carried*

8. Updated 2024 FRSC Budget

CEO Ouellette spoke about the November 28, 2023, open report stating that the additional funds were applied for and awarded. At this time the funds have been applied to the FRSC members.

Motion: To approve the amended 2024 FRSC operating, and capital budget as presented in the November 28th, 2023, open report.

Moved: Director MacKenzie

Seconded: Director Bedford

Vote: *Motion Carried*

9. 2024 Municipal Capital Borrowing Board Submission

Marc MacLeod, FRSC General Manager, presented the November 28, 2023, open report referencing the two attachments that were included with the report to provide further detail.

Motion:

1. Approve the revised five-year capital budget as presented in this report.

Moved: Director Bedford

Seconded: Director Doucet

Vote: *Motion Carried*

2. Be it resolved that, in accordance with section 28 of the Regional Service Delivery Act, the Fundy Regional Service Commission intends to submit an application to the Municipal Capital

Borrowing Board for authorization to borrow for a capital expense for the following purposes, amounts and terms:

Purpose: Environmental Health Services (General)
Amount: \$7,014,000
Term: \$1,114,000 for a term not to exceed 5 years
\$5,900,000 for a term not to exceed 4 years

The CEO shall send a written notice of the vote, proposed borrowing, budget projections and the impact on future rates as attached to all members that are local governments and to the Minister at least 45 days before the vote.

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

10. FRSC Procedural Bylaw Update: Session

Graeme Stewart-Robertson, FRSC Policy and Research Manager, presented the November 28, 2023, open report on the updated procedural bylaw. Mr. Stewart-Robertson is looking for feedback from the Board.

Chair O'Hara opened the floor for discussion on the Procedural Bylaw.

Director Grant requested more detail pertaining to the membership and procedure associated with the committees.

Director Riddell requested further clarification for the Act in the document, that 4.5 has a spelling mistake to be corrected, that the section 6.12.5 where it references that if you do not vote you are deemed to be in favour, there should also be the right to abstain included in the wording, and finally that a Code of Conduct should be referenced.

Director MacKenzie made the suggestion that in section 2.6.1 speaking to the election of losses, there could be a rotation of the Chair around the table.

Director Riddell noted that in section 4.5 referencing the committees that the Board is responsible for, PRAC was not included and would like clarification on this. CEO Ouellette said that PRAC is governed by a separate set of bylaws, there could be wording to include PRAC since appoint people to those committees.

Motion: That the Board direct CEO Ouellette to incorporate feedback received from the Board of Directors during its November 28th, 2023, meeting on the updated procedural bylaw and report back to the FRSC Board with an updated version.

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

11. Collection Study Recommendations

Jihad El Zamer, Gemtec, spoke to the Board about the study and its recommendations captured in the November 28, 2023, open report. More information is available with the attachments to the report.

Motion: That the Board receive and file the report “Regional Solid Waste Collection Feasibility Study” by GEMTEC Consulting Engineers and Scientists Limited dated November 8, 2023.

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

12. Response to comments received from FRSC Board on EIA

Marc MacLeod spoke to the November 28, 2023, open report regarding the concerns about the EIA process and its progress based on the last meeting in St. Martins.

Chair O’Hara added to Mr. MacLeod’s presentation that the information presented is in the open package which is open to the public. The public can gain this information for their own interest through the report, or they can make a call to the FRSC.

Motion: That the Board receive and file the staff report and corresponding attachments.

Moved: Director Doucet
Seconded: Director Grant

Chair O’Hara opened the floor for questions on the motion.

Director MacKenzie requested some further clarification for how the meeting expense is being applied to host a meeting. Marco Sivitilli, Gemtec, spoke to the costs citing that it includes 3 senior professionals, 5 hours to hold the meeting, a facilitator, IT assistance, travel for the facilitation, refreshments, facility rentals and overall advertising for the meeting.

Chair O’Hara made a point of order, as this is an operational cost and not necessary for discussion.

Director MacKenzie, stated that there is currently a landfill odor issue. Mr. MacLeod stated that the new system is up and running and encourages contact with the FRSC so that there is an investigation immediately upon an odor complaint.

Director MacKenzie clarified that he is not stating that the staff or consultants are doing a bad job, just that there is an odor issue, and that there is a point to the additional public consultation so that there are people being heard. Mr. MacLeod stated that he is not opposed to more public engagement, but for the technical review portion of the EIA, it is not a requirement.

Director Toole spoke to the table stating that for the trust side of the engagement, at least for the communities directly impacted, this public in person meeting will assist with this. It is an olive branch to be extended since they do not understand all the information. Director Toole requested a consideration to reduce the cost of the meeting.

Director Bedford added to the discussion stating that there is a landfill odor no matter where you go, each landfill has this issue, and due diligence cannot stop the residual smell, capture the methane, and use it. Further, even if every facility could do that, there would still be a smell, even if localized.

Vote: *Motion Carried*

13. Adjournment

Chairperson O'Hara called for a motion to adjourn.

Motion: To move to adjourn the meeting at 12:01 p.m.

Moved: Director Riddell

Vote: *Motion Carried*

APPROVED (date) _____

Libby O'Hara, Chairperson

Cassie Silhanek, Recording Secretary



**Special Meeting
December 21, 2023**

Meeting minutes of the Open Session of the Board of Directors of Fundy Regional Service Commission held on Thursday, December 21, 2023, virtually online via Microsoft Teams.

1. Call to Order

Chair O’Hara called the meeting to order at 9:56 a.m.

2. Record of Attendance

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

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC
Cassie Silhanek, Recording Secretary, FRSC

GUESTS

Graeme Stewart Robertson, FRSC
Mark Porter, FRSC
Ashley Perry, FRSC

3. Approval of the Order of Business

Chairperson O’Hara called for approval of the agenda.

Motion: To approve the December 21, 2023, Agenda, with addition of one item from closed session concerning the Long-term Office Space Lease as number 6.

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

4. Disclosure of Conflict of Interest

None.

5. Year-End Financial Resolutions

CEO Ouellette spoke to the surplus in the corporate budget and the report itself, to establish a reserve fund it needs approval from the board and to access the reserve funds it requires the board to make a resolution about this.

Motion:

1. Direct CEO Ouellette to establish operating and capital reserve funds for each of the following services:
 - a. Regional Tourism Promotion Services
 - b. Regional Economic Development Services
 - c. Community Development Services
 - d. Regional Transportation Services
 - e. Regional Public Safety Committee Services
 - f. Regional Sport, Recreation and Cultural Infrastructure Support and Development Services
2. To transfer \$15,000 from the Regional Tourism Promotion Services Operating Fund to the Regional Tourism Promotion Services Operating Reserve Fund.
3. To transfer \$45,000 from the Regional Economic Development Services Operating Fund to the Regional Economic Development Services Operating Reserve Fund.
4. To transfer \$75,000 from the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Fund to the Regional Sport, Recreation and Cultural Infrastructure Support and Development Services Operating Reserve Fund.
5. To transfer \$85,000 from the Local Planning Services Operating Fund to the Local Planning Services Operating Reserve Fund.
6. To rescind motion of August 3, 2023, Regular Meeting, Item 7, Consent Agenda: "That the Board authorize the transfer of \$225,000 from the Solid Waste Operating Reserve Fund to the Solid Waste Operating Fund."
7. To increase the 2023 transfer from Solid Waste Services Operating Fund to the Generation Facility Operating Fund from \$23,215 to a total of \$163,500 to reduce the projected Generation Facility Operating Fund deficit.

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

6. Long Term Lease Resolution

This item is carried forward from Closed Session.

Motion:

1. Authorize CEO Ouellette to execute the lease agreement as presented in Attachment A of the December 13, 2023, closed session report, for 6,700 square feet at 20-30 Broadview Avenue for period of six years.
2. Direct the FRSC to release a public call for proposal to undertake the fit-up construction of the 6,700 square feet of 20-30 Broadview Avenue, as outlined in the December 13, 2023, closed session report, and to report back to the FRSC Board of Directors with the successful proponent.

Moved: Director MacKenzie

Seconded: Director Bedford

Vote: *Motion Carried*

7. Canada Games Aquatic Centre

CEO Ouellette mentioned there was a step missed as the report included that “Upon completion of the request for proposals tendering and proposal evaluation, director CEO Ouellette to present to the Fundy Regional Facilities Committee in order to generate a recommendation to the FRSC Board of Directors, which would include financial expectations of the study.”

CEO Ouellette indicated that it has been submitted to the Regional Facilities Committee via email, and it should have been given to the committee prior to the board. This interaction and recommendation with the Fundy Regional Facilities Committee did not occur between the time the evaluation committee completed their work and the formulation of this report to the FRSC Board.

CEO Ouellette apologized for the oversight and explained that the oversight was not done intentionally. He went on to explain that a few factors would have contributed to missing this step including that the timelines submitted by the consultant were very ambitious and required immediate resolution in order to proceed with the Study; the final recommendation of the evaluation committee was only recently finalized, which was after the Fundy Regional Facilities Committee met to discuss the SJTCC; there was only one proposal submitted, which met the expectations set-out in the original RFP; the consultant’s financial proposal fell within the expectations of the cost of this project, and the Commission has sufficient funds from freed-up 2023 Regional Facilities Capital (due to RDC funding).

Motion: To table this report and uphold the previous resolution.

Moved: Director Riddell

Seconded: Director Grant

Chair O’Hara opened the floor for questions on the Motion.

Director MacKenzie is seeking clarification on whether there could be a friendly amendment to the originally recommended resolution in the report to have the committee approve via motion, and if there is no objection at the committee level, there would be no need to come back to the Board to authorize the resolutions on the table.

Director Grant spoke stating that she does not like this procedure, since the table of a motion should be pushed through immediately but agrees to the changes for the sake of expediency.

Motion:

- (1) Authorize the FRSC to award Tender 2023-092204P – Consulting Services - Aquatic Centre Enhancement Study to DSRA Architecture in association with Sierra Planning and Management for \$226,125 plus HST, conditional on the approval of a favorable recommendation from the Fundy Regional Facilities Committee.
- (2) Director CEO Ouellette to submit a funding application to the Regional Development Corporation to access partial funding to support the Aquatic Centre Enhancement Study, conditional on the approval of a favorable recommendation from the Fundy Regional Facilities Committee.
- (3) Direct CEO Ouellette to report back to the Board with the results of both the Regional Facilities Committee meeting recommendation.

Moved: Director Riddell

Seconded: Director Grant

Vote: *Motion Carried*

8. Adjournment

Chairperson O'Hara called for a motion to adjourn to open session.

Motion: To move to adjourn to open session meeting at 10:20 a.m.

Moved: Director MacKenzie

Seconded: Director Doucet

Vote: *Motion Carried*

APPROVED (date) _____

Libby O'Hara, Chairperson

Cassie Silhanek, Recording Secretary



**Regular Meeting
January 25, 2024**

Meeting minutes of the Open Session of the Board of Directors of Fundy Regional Service Commission held on Thursday, January 25, 2024, held virtually online via Microsoft Teams.

1. Call to Order

Chairperson Bedford called the meeting to order at 9:02 AM

2. Record of Attendance

| | |
|---------------------|---|
| 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 |
| Ray Riddell | Fundy Rural District Alternative Representative |

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC
Cassie Silhanek, Recording Secretary, FRSC

GUESTS

Marc MacLeod, General Manager, FRSC

ABSENT

| | |
|--------------|-------------------------|
| Libby O’Hara | Chairperson, Quispamsis |
|--------------|-------------------------|

3. Approval of the Order of Business

Chairperson Bedford called for approval of the agenda.

Motion: To approve the January 25, 2024, Agenda.

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

4. Disclosure of Conflict of Interest

None.

5. Verbal Update – EIA Session

CEO Ouellette spoke about the in-person EIA information session held and indicated there were about 120 residents that attended this session. Director MacKenzie and Chair O’Hara attended, with a statement read out at the meeting on behalf of Mayor Merrifield, that was said to have set the tone for the meeting in a positive way.

Director Riddell entered the meeting at 9:07 AM.

Director MacKenzie complimented the FRSC team for a successful meeting and acknowledged the letter by Mayor Merrifield being a great way to set the tone and stated that this was a very respectful meeting.

Director Merrifield will circulate her letter to the Board and mentioned that she feels the people of the region have been heard on this issue.

Director Grant agrees that an increase in composting is critical for the region but that reducing the size of compost carts to smaller size may not be conducive to this task and asks everyone to keep in mind the size of the bins moving forward.

Motion: To receive and file this update.

Moved: Director MacKenzie

Seconded: Director Grant

Vote: *Motion Carried*

6. 2024 Municipal Capital Borrowing Application

Marc MacLeod, General Manager of the FRSC, spoke about the open report stating that he recommends the motion be approved to meet the timelines for future purchases and application deadlines.

Motion:

Be it resolved that, the Fundy Regional Service Commission submit to the Municipal Capital Borrowing Board an application for authorization to borrow \$7,014,000 for a capital expense for the following purposes, amounts and terms:

| <u>Purpose</u> | <u>Term</u> | <u>Amount</u> |
|---|-------------|--------------------|
| NAME OF FUND: Solid Waste Services | | |
| TYPE: Environmental Health Services (General) | | |
| Waste Containment Cell | 4 Years | \$5,900,000 |
| Flare Refurbishment | 5 Years | \$65,000 |
| Leachate Truck | 5 Years | \$275,000 |
| Solar Powered Water Pumps | 5 Years | \$157,000 |
| Rock Truck | 5 Years | \$617,000 |
| <u>Total:</u> | | \$7,014,000 |

Moved: Director MacKenzie

Seconded: Director Grant

Vote: *Motion Carried*

7. Letter of Support – Envision Saint John

CEO Ouellette spoke about the Local Immigration Partnership and its connection to Envision Saint John.

Motion: That the Board direct CEO Ouellette to submit the attached letter of support for Envision Saint John’s proposal to the “Settlement and Resettlement Assistance Program: Call for Proposals 2024” funding.

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

8. Adjournment

Chairperson Bedford called for a motion to adjourn.

Motion: To adjourn the meeting at 9:24 AM.

Moved: Director MacKenzie
Vote: *Motion Carried*

APPROVED (date) _____

Jim Bedford, Vice-Chairperson

Cassie Silhanek, Recording Secretary

A meeting of the Board of Trustees, Kennebecasis Public Library was held on April 19th, 2023 at 6:30pm on Zoom.

In Attendance: Mrs. L. Hansen, Chairperson; Mr. A. Maxwell, Vice Chair; Ms. N. Emerson, Secretary; Mrs. A. Watling, Treasurer; Mr. D. Shea, Mrs. C. Collette, Mr. N. Donovan; Ms. E. Greer

Regrets:

Absences:

Call to Order: Mrs. Hansen called the meeting to order at 6:25 pm.

Approval of Agenda

It was moved by Mr. Donovan to approve the agenda. Mr. Shea seconded, and the motion carried.

Disposition of Minutes

Mrs. Watling moved to approve the minutes of the March regular meeting. Mrs. Collette seconded, and the motion carried.

Communications

Ms. Emerson presented communications from NB Power noting a rate increase of 4.8% for the next year.

Report of the Librarian

Ms. Emerson presented her report to the board, including updates on staffing, collections, and programming. The board moved to state their support of library staff regarding recent challenges to intellectual freedom, Charter rights, and controversial materials within libraries. Mr. Donovan moved to accept the Librarian's report. Ms. Greer seconded, and the motion carried.

Financial Statement

Ms. Watling presented the financial report, outlining the expenditures thus far in 2023. Discussion ensued.

Facilities Management

Ms. Emerson updated the library board on behalf of the facilities manager, Phil Shedd. Discussion ensued.

The board moved to petition the towns of Quispamsis and Rothesay to jointly fund the repainting of the library's exterior, with Board treasurer and secretary available to present to the councils and receive questions.

Mr. Shea moved to accept the committee reports as presented. Ms. Greer seconded, and the motion carried.

New and Unfinished Business

Ms. Emerson provided a brief update on the delivery of the board's staffing proposal to PETL.

Mrs. Watling reintroduced the topic of the CN Rail donation to the library from 2020. Discussion ensued on public recognition of this donation, including suggestions for activities, displays, and community partnerships. The board suggested that a day of celebration be planned for summer 2023.

Adjournment: As there was no other business, Mrs. Hansen moved that the meeting be adjourned at 7:39 pm.

Next Meeting: The next meeting is scheduled for Wednesday, May 17th, 2023 at 6:30pm, in person at the library.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board

A meeting of the Board of Trustees, Kennebecasis Public Library was held on May 17th, 2023 at 6:30pm.

In Attendance: Mr. A. Maxwell, Acting/Vice Chair; Ms. N. Emerson, Secretary; Mrs. A. Watling, Treasurer; Mr. D. Shea, Mrs. C. Hansen, Mr. N. Donovan, Mr. J. Clarke, Mrs. C. Millican.

Regrets:

Absences:

Call to Order: Mr. Maxwell called the meeting to order at 6:30 pm.

Approval of Agenda

It was moved by Mrs. Millican to approve the agenda. Mrs. Watling seconded, and the motion carried.

Disposition of Minutes

Mr. Shea moved to approve the minutes of the April regular meeting. Mr. Clarke seconded, and the motion carried.

Communications

Ms. Emerson mentions the press release and subsequent Telegraph-Journal article noting the Town of Quispamsis Climate Change Committee's donation of four bikes to KPL.

Ms. Emerson described the Canada Summer Jobs positions that KPL has been granted for summer 2023

Ms. Emerson presents communications from the Town of Quispamsis appointing Mr. Jamie Clarke to the KPL board, and communications from the Town of Rothesay confirming the renewal of Mr. Don Shea's term through to 2026.

Report of the Librarian

Ms. Emerson presented her report to the board, including updates on staffing, collections, and programming. She noted the major increase to NBPLS staffing announced on April 20th, 2023, which includes the addition of one full-time position for KPL.

Financial Statement

Ms. Watling presented the financial report, outlining the expenditures thus far in 2023. Discussion ensued.

Facilities Management

Ms. Emerson updated the library board on behalf of the facilities manager, Phil Shedd. Discussion ensued.

Mr. Shea moved to accept the committee reports as presented. Ms. Hansen seconded, and the motion carried.

New and Unfinished Business

- a. Ms. Emerson notes that in previous years the KPL board has adjusted the CSJ rate of pay to attract more qualified candidates. She requests the board approve a pay adjustment for 2023. Discussion ensues.

Ms. Emerson also notes that in previous years the KPL board has subsidized mileage for summer students, as use of their vehicles for work-related purposes (visiting schools, daycares, pop-up libraries). She requests the board approve mileage for 2023 CSJ students. Discussion ensues.

- b. Due to an unpredictable increase in contract costs for two major contracts, additional funding is needed to cover library operational costs without reducing any offerings to the public. The board resolves to propose this request to the Joint Finance Committee of Rothesay and Quispamsis. Mrs. Watling offers to draft the proposal. Discussion ensues.

Adjournment: As there was no other business, Mr. Maxwell moved that the meeting be adjourned at 7:32 pm.

Next Meeting: The next meeting is scheduled for Wednesday, June 21st, 2023 at 6:30pm, in person at the library. The board will not meet in July or August and will reconvene in September.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board

A meeting of the Board of Trustees, Kennebecasis Public Library was held on June 21st, 2023 at 6:30pm.

In Attendance: Mr. A. Maxwell, Acting/Vice Chair; Ms. N. Emerson, Secretary; Mrs. A. Watling, Treasurer; Mr. D. Shea, Ms. C. Hansen, Mr. N. Donovan, Mr. P. Smith, Mrs. C. Millican, Mr. J. Clarke.

Regrets:

Absences:

Call to Order: Mr. Maxwell called the meeting to order at 6:32 pm.

Approval of Agenda

It was moved by Mrs. Watling to approve the agenda. Mr. Donovan seconded, and the motion carried.

Disposition of Minutes

Mr. Clarke moved to approve the minutes of the May regular meeting. Ms. Hansen seconded, and the motion carried.

Communications

Ms. Emerson presents communications from the Town of Rothesay appointing Mr. Patrick Smith to the KPL board.

Ms. Emerson presents an update on KPL's operational funding request to the Joint Finance Committee.

Report of the Librarian

Ms. Emerson presents her report to the board, including updates on staffing, collections, and programming. She notes the considerable social media response to the new bikes available for lending beginning in May.

Financial Statement

Ms. Watling presented the financial report, outlining the expenditures thus far in 2023. Discussion ensued.

Peter Logan of Teed Saunders Doyle presents the 2022 KPL audit.

Facilities Management

Ms. Emerson updated the library board on behalf of the facilities manager, Phil Shedd. Discussion ensued.

Mr. Shea moved to accept the committee reports as presented. Ms. Hansen seconded, and the motion carried.

New and Unfinished Business

The board moves to accept Ms. Emerson's proposed adjustments to Canada Summer Job's students' rate of pay and mileage compensation pending the Joint Finance Committee's approval of KPL's additional operational funding request.

Adjournment: As there was no other business, Mr. Maxwell moved that the meeting be adjourned at 7:15 pm.

Next Meeting: The next meeting is scheduled for Wednesday, September 20th, 2023 at 6:30pm, in person at the library.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board

A meeting of the Board of Trustees, Kennebecasis Public Library was held on September 20th, 2023 at 6:30pm.

In Attendance: Mr. A. Maxwell, Acting/Vice Chair; Ms. N. Emerson, Secretary; Mrs. A. Watling, Treasurer; Ms. C. Hansen, Mr. N. Donovan, Mr. P. Smith, Mrs. C. Millican, Mr. J. Clarke.

Regrets: Mr. D. Shea

Absences:

Call to Order: Mr. Maxwell called the meeting to order at 6:33 pm.

Approval of Agenda

It was moved by Mrs. Millican to approve the agenda. Mr. Donovan seconded, and the motion carried.

Disposition of Minutes

Ms. Hansen moved to approve the minutes of the June regular meeting. Mr. Clarke seconded, and the motion carried.

Communications

Ms. Emerson presents board members with their membership cards for the New Brunswick Library Trustees Association for the 2023-24 year.

Ms. Emerson shares a message from the NBPLs Fundy Region's director and assistant director, noting they will attend the KPL Board's November regular meeting.

Report of the Librarian

Ms. Emerson presents her report to the board, including updates on staffing, collections, and programming.

Financial Statement

Ms. Watling presented the financial report, outlining the expenditures thus far in 2023. Discussion ensued.

Facilities Management

Ms. Emerson updated the library board on behalf of the facilities manager, Phil Shedd. Discussion ensued.

Mrs. Millican moved to accept the committee reports as presented. Mrs. Watling seconded, and the motion carried.

New and Unfinished Business

Ms. Emerson presents the proposed change in rate for the library's Rogers services (internet and phone). The board moves to approve the new rate.

The board discusses the pending necessity of replacing or retrofitting the library's HVAC system to maintain full function and reduce repair costs. An initial engineering assessment is required, and the library board will apply for grant funding opportunities for this and the system's replacement. A subcommittee consisting of Ms. Emerson, Ms. Hansen, Mrs. Millican, and Mr. Clarke is formed to draft and apply for grant funding on the board's behalf in this endeavor.

The board review's the library's 2024 budget proposal, to be presented to the towns' Joint Finance Committee on Sept. 28th, 2023.

Adjournment: As there was no other business, Mr. Maxwell moved that the meeting be adjourned at 7:30 pm.

Next Meeting: The next meeting is scheduled for Wednesday, October 18th, 2023 at 6:30pm, in person at the library.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board

A meeting of the Board of Trustees, Kennebecasis Public Library was held on October 18th, 2023 at 6:30pm.

In Attendance: Mr. A. Maxwell, Acting/Vice Chair; Ms. N. Emerson, Secretary; Ms. C. Hansen, Mr. N. Donovan, Mr. P. Smith, Mrs. C. Millican, Mr. D. Shea.

Regrets: Mrs. A. Watling, Treasurer; Mr. J. Clarke.

Absences:

Call to Order: Mr. Maxwell called the meeting to order at 6:40 pm.

Approval of Agenda

It was moved by Ms. Hansen to approve the agenda. Mrs. Millican seconded, and the motion carried.

Disposition of Minutes

Mr. Smith moved to approve the minutes of the September regular meeting. Mrs. Millican seconded, and the motion carried.

Communications

Report of the Librarian

Ms. Emerson presents her report to the board, including updates on staffing, collections, and programming.

Financial Statement

Ms. Emerson presented the financial report in Mrs. Watling's absence, outlining the expenditures thus far in 2023. Discussion ensued.

Facilities Management

Ms. Emerson updated the library board on behalf of the facilities manager, Phil Shedd. Discussion ensued.

Mr. Shea moved to accept the committee reports as presented. Mr. Maxwell seconded, and the motion carried.

New and Unfinished Business

Review of roles and responsibilities on KPL Board: Ms. Emerson distributes information relating to the responsibilities of named roles on the library board, in preparation for next month's annual general meeting.

Adjournment: As there was no other business, Mr. Maxwell moved that the meeting be adjourned at 7:03 pm.

Next Meeting: The next meeting is scheduled for Wednesday, November 15th, 2023 at 6:30pm, in person at the library.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board

-DRAFT DOCUMENT-

The annual meeting of the Board of Trustees, Kennebecasis Public Library was held on November 15th, 2023 at 6:54 pm at the Kennebecasis Public Library.

In Attendance: Mr. A. Maxwell, Acting/Vice Chair; Mrs. A. Watling, Treasurer; Ms. N. Emerson, Secretary; Ms. C. Hansen, Mr. N. Donovan, Mr. P. Smith, Mrs. C. Millican, Mr. J. Clarke.

Regrets: Mr. D. Shea

Absences:

Call to Order: Mr. Maxwell called the meeting to order at 7:17 PM.

Disposition of Agenda

It was moved by Mrs. Watling to approve the meeting agenda, Ms. Hansen seconded, and the motion carried.

Disposition of Minutes

It was moved by Mrs. Watling to approve the minutes of the November 16, 2022 annual meeting. Mr. Maxwell seconded, and the motion carried.

Nominating Committee Report

Mr. Maxwell shared the Nominating Committee report. Discussion ensued.

Elections/Appointments

Ms. Watling moved for Ms. Hansen to be elected as new Vice-Chairperson to the board. Mrs. Millican seconded Mrs. Watling's motion. Mr. Maxwell asked three times for nominations from the floor for Vice-Chairperson.

Ms. Emerson moved for Mr. Maxwell to be confirmed as new Chairperson to the board. Mrs. Millican seconded Ms. Emerson's motion. Ms. Emerson asked three times for nominations from the floor for Chairperson.

Ms. Hansen moved for Mrs. Watling to maintain her position as Treasurer with Mr. Clarke acting in an assisting role. Mrs. Millican seconded Ms. Hansen's motion. Ms. Hansen asked three times for nominations from the floor for Treasurer.

Mrs. Maxwell moved to accept the nominations of the aforementioned executive as presented. Mr. Smith seconded, and the motion carried.

Nomination of Auditors

Mr. Maxwell moved to retain the services of Teed, Saunders, Doyle & Co. for the 2023 audit. Mrs. Watling seconded, and the motion carried.

Adjournment: As there was no other business, Mrs. Maxwell moved that the meeting be adjourned at 7:25 pm.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board

A meeting of the Board of Trustees, Kennebecasis Public Library was held on November 15th, 2023 at 6:30pm.

In Attendance: Mr. A. Maxwell, Acting/Vice Chair; Mrs. A. Watling, Treasurer; Ms. N. Emerson, Secretary; Mr. N. Donovan, Ms. C. Hansen, Mr. P. Smith, Mrs. C. Millican, Mr. J. Clarke.

Regrets: Mr. D. Shea

Absences:

Call to Order: Mr. Maxwell called the meeting to order at 6:31 pm.

Approval of Agenda

It was moved by Ms. Hansen to approve the agenda. Mr. Donovan seconded, and the motion carried.

Disposition of Minutes

Mr. Donovan moved to approve the minutes of the October regular meeting. Ms. Hansen seconded, and the motion carried.

Communications

Amy Gillingham (Fundy Library Regional Director) and Nora Kennedy (Assistant Regional Director) attend the board meeting to meet all board members and provide the opportunity for introductions, questions, and discussion.

The 2022-23 NBPLS Annual Report has been released. Discussion ensued.

Mr. Maxwell presented his notes from attending the Regional Forum.

Report of the Librarian

Ms. Emerson presents her report to the board, including updates on staffing, collections, and programming.

Financial Statement

Ms. Watling presented the financial report, outlining the expenditures thus far in 2023. Discussion ensued.

Facilities Management

Ms. Emerson updated the library board on behalf of the facilities manager, Phil Shedd. Discussion ensued.

Mrs. Watling moved to accept the committee reports as presented. Mr. Maxwell seconded, and the motion carried.

New and Unfinished Business

Ms. Emerson outlined next steps for the grant writing subcommittee.

Adjournment: As there was no other business, Mr. Maxwell moved that the meeting be adjourned at 7:15 pm.

Next Meeting: The next meeting is scheduled for Wednesday, January 17th, 2024 at 6:30pm, in person at the library.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF JANUARY 24 @ 3:00 PM**

**MINUTES
REGULAR MEETING**

Held by Zoom

In Attendance:

| BOARD MEMBER | POSITION |
|-------------------------|--------------------------------------|
| Tiffany Mackay French | Chair/Rothesay Representative |
| Kevin Darling | Vice Chair/Provincial Representative |
| Michael Bigger | Quispamsis Representative |
| Vibhuti Harquail | Quispamsis Representative |
| Kerrie Luck | Quispamsis Representative |
| Robert (Bob) McLaughlin | Quispamsis Representative |
| Donald Shea | Rothesay Representative |
| Robert Simonds | Rothesay Representative |
| | |
| Chief Steve Gourdeau | KRPF Chief of Police |
| Insp. Mary Henderson | KRPF Acting Deputy Chief (A/DC) |
| Insp. Anika Becker | KRPF OIC Operations |
| Rebecca Moore | KRJBPC Secretary |
| ABSENT | |
| John Buchanan | Rothesay Representative |

SWEARING IN OF NEW MEMBERS

The following individuals were sworn in as members of the Kennebecasis Regional Joint Board of Police Commissioners:

1. Mike Biggar – Town of Quispamsis Representative
2. Robert Simonds – Town of Rothesay Representative

Chief Gourdeau asked all members around the table to introduce themselves.

Board Binders, Code of Conduct & Respectful Workplace policy given to new members for their review and signature.

1. APPROVAL OF AGENDA:

Chairperson Mackay French asked for an approval of the agenda.

*It was moved by Don Shea and seconded by Vibhuti Harquail that the Agenda for the Regular Meeting of January 24th, 2024, be approved as presented. **MOTION CARRIED.***

2. LAND ACKNOWLEDGEMENT:

Acting Deputy Chief Mary Henderson read the Land Acknowledgement.

3. APPROVAL OF MINUTES OF NOVEMBER 30, 2023, MEETING:

Chairperson Tiffany Mackay French asked for a motion to approve the Minutes of the November 30, 2023, Regular Meeting.

*It was moved by Kevin Darling and seconded by Don Shea to accept the Minutes of the November 30, 2023; Regular Meeting as presented. **MOTION CARRIED.***

4. DECLARATION OF CONFLICT OF INTEREST:

None.

5. PRESENTATION – K9 UNIT

Insp. Becker introduced Cst. Chris McLeod who presented on his K-9 training and experiences. Cst. McLeod answered questions as they arose.

6. ELECTIONS:

Chief Gourdeau took over as Chair for the election portion of the meeting:

Position: Chairperson

Kevin Darling nominated by Bob McLaughlin for the position of Board Chair. Kevin Darling accepted the nomination. No other nominations received. **Kevin Darling elected by acclamation.**

Position: Vice Chair

Tiffany Mackay French nominated Kerrie Luck as Vice Chair. Kerrie Luck accepted the nomination. No other nominations received. **Kerrie Luck elected by acclamation.**

Position: Secretary

Kerrie Luck nominated Vibhuti Harquail as Secretary. Vibhuti Harquail accepted the nomination. No other nominations received. **Vibhuti Harquail elected by acclamation.**

Chief Gourdeau thanked Tiffany Mackay French for her support and availability during difficult situations.

Kevin Darling took over as Chair of the January 24, 2024, Board Meeting.

7. CHIEFS REPORT:

Chief Gourdeau let his report stand as presented and highlighted the following areas:

Training:

He attended a demonstration of DRE (Drug Recognition Expert) training and provided an explanation of what is involved. Several of our members have been trained and Acting Sgt. Tom White is a nationally recognized instructor for the program.

Our IT Manager, Christian Brideau is taking a 3-week Computer Forensic Training course at the Canadian Police College. He will gain expertise with forensic digital extraction science. When he completes this training, he will be one of the most qualified in this field in New Brunswick.

Traffic Statistics:

We surpassed all our traffic initiatives in 2023 which was impressive due to the shortages we experienced. Overall enforcement tickets increased by 20% in 2023.

Progress Report:

Reviewed 2023 Progress Report. We exceeded the majority of our goals. Insp. Becker & Acting Deputy Chief Henderson explained the Intimate Partner Violence portion of our progress report and Coordinated Community Response.

Performance of the Chief on Strat Plan has been developed but still needs to be applied to the Chief.

Kerrie asked whether there has been any more discussion on putting a member of the board on the Wellness Committee. Chief Gourdeau advised that the Wellness Committee has not been reenergized, but it is one of the priorities we have for 2024.

Reviewed our 2024 Progress Report.

*It was moved by Tiffany Mackay French and seconded by Bob McLaughlin to receive and file the Chiefs Report as presented. **MOTION CARRIED.***

8. COMMITTEE REPORTS:

Kerrie Luck took over as Chair while Kevin Darling presented several motions.

Finance

Kevin Darling advised:

- With the addition of Andrea, we were able to have a draft of December numbers in January for the first time.
- Fees (background checks) have been steadily rising
- Training is over budget but is a worthwhile investment
- Equipment is over budget in large due to having to replace radios and vests
- Policing General – This category will be broken out in the future. Of the \$65,000 we are over budget, \$45,000 is due to the K-9 Unit. Going forward K-9 and ETS will have a separate line.
- New Vehicles – We Purchased an extra used unmarked car and two new marked cars including the K-9 vehicle. We received a \$25,000 donation for the K-9 vehicle which is listed on the revenue line.
- Board expense number is overstated by \$5000 which will move to a different category.
- Labour Relations – Costs due to contract negotiations
- Surplus \$183,000 which will fluctuate as numbers are finalized. The reason for the surplus is that some of the salaries for the officers on leave are covered by WorkSafe NB or our long-term disability program.
- Going into 2024 vehicles & equipment are in good shape so there should not be any significant asks to the Towns in 2025 budget.

Kevin Darling asked for approval for the following motions:

1. *It was moved by Bob McLaughlin and seconded by Tiffany Mackay French to issue the tender for the construction of the expansion. **All in FAVOR***
2. *It was moved by Don Shea and seconded by Tiffany Mackay French to issue the RFP for a Project Management by February 1st, 2024. **All in FAVOR***
3. *It was moved by Bob McLaughlin and Seconded by Don Shea that to issue the RPF for the interim financing approved under the NBB Document to all five banks and Credit Union. **All in FAVOR***
4. *It was moved by Robert Simonds and seconded by Bob McLaughlin to add the Manager of Finance to the signing authorities at the bank when we update it for the executive. **All in FAVOR***

Chief Gourdeau will prepare a confirmation letter identifying the roles of Finance Manager, Chair and Vice Chair to the bank.

Policy Committee

- Has not met.

Building & Grounds/Transportation

- Have not met.
- Will meet after the opening tenders come in. Tender dates are as follows:
 - January 30, 2024 – Opening Tender
 - February 29, 2024 – Time to Price
 - March 17, 2024 – Tenders Close
 - March 15, 2024 – Contract
 - First week of April start date depending on weather and who takes the tender.

*It was moved by Don Shea and seconded by Tiffany Mackay to receive and file the Building & Grounds/Transportation report as presented. **MOTION CARRIED.***

Keving Darline resumed position of Chair for the Regular Meeting.

9. CORRESPONDENCE:

- Letter from Town of Quispamsis in relation to 2024 budget approval
- Letter from Municipal Borrowing Board in relation approval to borrow 4.2 million.

*It was moved by Tiffany Mackay French and seconded by Bob McLaughlin to receive and file the correspondence as presented. **MOTION CARRIED***

10. OLD BUSINESS:

Nothing to report.

11. NEW BUSINESS:

1. PHOTOS:

Board photos to be taken by Kevin Barrett. Tiffany Mackay French will give Kevin Barrett Rebecca's contact information to arrange for photos to be taken before the next board meeting on February 28th.

2. MUGS:

Kerrie Luck reached out to the potter who created the KRPF mugs for pricing on board mugs. The price is \$60 for the creation of the stamp, and \$42.50 for each mug.

It was moved by Kerrie Luck and seconded by Tiffany Mackay French to proceed with giving approval from the purchase of the stamp and twenty mugs. Two against. Five in Favour. No questions. MOTION CARRIED.

3. COMMITTEES:

Kevin Darling will send out a note to all members to confirm what committee members would like to sit on.

Kerrie Luck advised that she thinks it is important that we have the committee meetings as scheduled for transparency and governance.

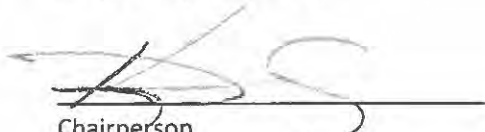
Kevin advised that as we get closer to breaking ground the Building Committee will have to meet more regularly and therefore there will be much more of a time commitment.

12. MOTION TO ADJOURN:

There being no further business to discuss, Chairperson Kevin Darling called for a motion to adjourn the Regular Meeting.

It was moved by Tiffany Mackay French and seconded by Vibhuti Harquail to adjourn the Regular Meeting. MOTION CARRIED.

Respectfully Submitted,



Chairperson
Kevin Darling



Executive Assistant to the Board
Rebecca Moore



KENNEBECASIS REGIONAL JOINT BOARD OF
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT
JANUARY 24, 2024 @ 1500hrs

REGULAR MEETING

TRAINING SUMMARY

| | Course | Location | Member |
|-------------------------------|---|----------------|---|
| Dec 4 – 8 | Pistol Instructor Course | APA | Cst. Shawn Toner Cst. Todd Carr |
| Dec 4 & 11 Jan 15, 16 & 19 | ETS Training | Saint John | Cpl. Aaron Haines Cpl. Mark Roberts |
| Dec 7 | Sniper Training | Saint John | Cpl. Mark Roberts |
| Dec 15 | Comptia+ 200-1101 | Online | Christian Brideau |
| Jan 10 | Human Trafficking 101 | Online | Cst. Greg Murray |
| Jan 15 – 19 | CATAIR | Aurora, ON | Cst. James McKay |
| Jan 17 | Criminal Justic Information Management (CJIM) | CPKN Online | Danielle Bordage Hayley Kaufmann |
| Jan 18 & 19 | DRE Training | Saint John, NB | A/Sgt. Tom White Cst. Sebastian Lee Cst. Chris McLoed |
| Jan 19 & 23 | Taser Recertification | KRPF | All Members |

MONTHLY CRIME OCCURRENCE SUMMARY

2023 Crime Statistics

| Reported Occurrences | | | | | | | | | | | | |
|-------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Crime Type | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| TOTAL COMPLETED CALLS | 315 | 157 | 412 | 340 | 381 | 309 | 562 | 396 | 628 | 482 | 387 | 484 |
| TOTAL FILES CREATED | 234 | 191 | 223 | 210 | 230 | 212 | 256 | 218 | 242 | 256 | 209 | 270 |
| POPA/M Tickets/E Tickets | 88 | 101 | 167 | 136 | 200 | 167 | 163 | 116 | 108 | 102 | 53 | 40 |
| Bylaw Tickets | 0 | 0 | 0 | 0 | 3 | 5 | 6 | 1 | 0 | 0 | 1 | 0 |
| Crimes Against Persons | 14 | 16 | 12 | 16 | 13 | 17 | 11 | 22 | 18 | 14 | 12 | 5 |
| Property Crime | 13 | 21 | 25 | 22 | 26 | 28 | 20 | 31 | 44 | 43 | 23 | 22 |
| Other CC | 12 | 1 | 5 | 6 | 5 | 2 | 9 | 16 | 2 | 15 | 5 | 11 |
| Traffic Collisions (Non-Injury) | 33 | 34 | 34 | 35 | 42 | 35 | 28 | 23 | 36 | 30 | 43 | 44 |
| Fatal and Injury Traffic Collisions | 0 | 1 | 1 | 1 | 3 | 2 | 7 | 1 | 2 | 0 | 3 | 1 |
| Intimate Partner Violence Files | 9 | 13 | 13 | 17 | 13 | 21 | 19 | 25 | 15 | 12 | 16 | 21 |
| Impaired Driving (All categories) | 10 | 8 | 9 | 12 | 15 | 11 | 14 | 10 | 2 | 16 | 5 | 14 |
| Mental Health Calls | 14 | 1 | 9 | 6 | 7 | 17 | 19 | 16 | 10 | 12 | 9 | 14 |

2024 Crime Statistics

| Reported Occurrences | | | | | | | | | | | | |
|-------------------------------------|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Crime Type | Jan 16 | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| TOTAL COMPLETED CALLS | 215 | | | | | | | | | | | |
| TOTAL FILES CREATED | 112 | | | | | | | | | | | |
| POPA/M Tickets/E Tickets | 38 | | | | | | | | | | | |
| Bylaw Tickets | 0 | | | | | | | | | | | |
| Crimes Against Persons | 6 | | | | | | | | | | | |
| Property Crime | 14 | | | | | | | | | | | |
| Other CC | 2 | | | | | | | | | | | |
| Traffic Collisions (Non-Injury) | 20 | | | | | | | | | | | |
| Fatal and Injury Traffic Collisions | 0 | | | | | | | | | | | |
| Intimate Partner Violence Files | 9 | | | | | | | | | | | |
| Impaired Driving (All categories) | 3 | | | | | | | | | | | |
| Mental Health Calls | 4 | | | | | | | | | | | |

COMMUNITY POLICING RELATED HIGHLIGHTS

Due to a shortage of front-line resources on patrol, the position of Community Relations is vacant and will remain as such until further notice. Key tasks usually performed by this unit are assigned to designated officers on each of the platoons.

FROM THE CHIEF'S DESK

OUR STRATEGIC PRIORITIES

COMMUNITY SAFETY & CRIME PREVENTION

- Will refer to progress report. **Additional traffic related statistics**

2024April8OpenSessionFINAL_129
2023 Community Safety and Crime Prevention
Traffic Safety

Educational campaigns targeting traffic issues – target 4

Poles targeting specific traffic issues on Twitter

Operation Super Bowl

Traffic Tuesdays on Twitter

Operation St. Patrick's Day

National Impaired Driving Prevention Week

Canada Road Safety Week

Tell Us Where to Go on Twitter

Back to School

Operation Impact

RIDE Programs

Traffic Twitter Account – 2311 followers

144 posts on the Traffic Twitter Account for 2023

Traffic Twitter account Analytics recorded 70.1k impressions for the 2023 period.

Monthly traffic enforcement report – target 12 (completed)

Number of moving violations by patrol/traffic – target 2% increase per platoon

| | 2022 | 2023 | Percentage |
|----|------|------|------------|
| A | 120 | 116 | -3.3% |
| B | 67 | 142 | +111.94% |
| C | 180 | 161 | -10.5% |
| D | 74 | 96 | +29.7% |
| TR | 726 | 990 | +36.3% |

Promote, initiate, and participate in Traffic Joint Force Operations – target 3

Operation Super Bowl

Operation St. Patrick's Day

National Impaired Driving Prevention Week

Canada Road Safety Week

Operation Impact

RIDE Programs

Operation Roll Call

EMPLOYEE ENGAGEMENT AND WELL-BEING

- Will refer to progress report.

EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

- Will refer to progress report.

IT Update:

- Since last report in September 2023

Networking and security:

Completed network infrastructure upgrade (new switches and firewall, network room re-wiring, documentation) and network segmentation and isolation (by security levels).

Revised policy for users' short term and long-term leave.

Revised data backup strategy - Implementing data storage network.

Began restructuration of wireless networks with addition of devices to control network access (extra firewall), types of data permitted, bandwidth prioritizing, etc...

Cybersecurity:

Became members of the Public Safety Threat Alliance which provides cyber threat intelligence sharing throughout North America.

Developing KPRF specific items to complete Beauceron training

Digital Forensics:

Established communications with Charlottetown and Halifax which led to processes review and planning (training).

Infrastructure:

Reviewed building power source system – every essential device now fully backed up – with scheduled generator tests.

Financial and operational:

Started review of contracts and fees from major suppliers (Axon, Bell, etc...) including all equipment and application licensing.

Reviewing forms and document workflow (switch to paperless) for IT and non-IT areas

On-going building expansion research and planning (alarm systems, network and wifi, phone system, surveillance camera system).

Other:

Deployed updated radio equipment to officers.

Mr. Brideau will take the following 3-week course in Ottawa in February.

Computer Forensic Examiner Course (CMPFOR) at the Canadian Police College (CPC). The objective of the course is to provide you with a solid technical foundation on which you will base your decisions in the forensic seizure and analysis of stand-alone computers. To this end, a certain level of expertise is required prior to your arrival.

KRPF STRATEGIC PRIORITIES ANNUAL PERFORMANCE PLAN STATUS AND PROGRESS REPORT

On track: ■
 On track but some issues: ■
 Off track: ■

COMMUNITY SAFETY & CRIME PREVENTION

Objective: Implement crime prevention initiatives, AREA OF FOCUS serious crime and identified community crime trends, and respond effectively to citizen calls for service.

TRAFFIC SAFETY

Supporting Initiatives

Develop a communication strategy targeting traffic issues raised by the community.

- **This was surpassed through weekly social media educational posts and Youth Traffic Initiative**

| | | |
|---|-----------|--|
| Measure: Number of educational campaigns targeting traffic issues Traffic | Target: 4 | |
|---|-----------|--|

Develop a traffic enforcement strategy using analytics to proactively manage traffic safety concerns.

- **Accomplished**
- **Overall increase of 20%**

| | | |
|--|------------|--|
| Measure: Monthly traffic enforcement report Insp. Operations | Target: 12 | |
|--|------------|--|

| | | |
|---|---------------------------------|--|
| Measure: Number of moving violations by patrol/traffic Insp. Operations | Target: 2% increase per platoon | |
|---|---------------------------------|--|

Promote, initiate, and participate in Traffic Joint Force Operations

- **Completed over 10 Joint Force Operations**

| | | |
|--|-----------|--|
| Measure: Number of Joint Force traffic Operations Insp. Operations | Target: 3 | |
|--|-----------|--|

PRIORITY NEIGHBOURHOODS

Supporting Initiatives

Establish opportunities for consultation and engagement to provide the community a voice to improve outcomes for priority populations.

Increase community partnerships to improve access to resources.

- **Conducted 1 consultation with a priority neighbourhood. Chief attended a number of events hosted by Saint John New Commers at various locations.**
- **A community wide consultation was conducted and actioned in late 2022 for 2023**

| | | |
|--|------------------|--|
| Measure: Number of priority neighborhood community consultations Chief | Target: 2 / year | |
|--|------------------|--|

Proactively initiate projects to increase awareness and promote programs targeting community issues e.g. Adopt-a-Neighborhood; foot patrols.

- **More foot Patrols now than ever**
- **Every platoon completed at least one community project**
- **These items are monitored quarterly on the Ops Briefing results**

| | | |
|--|-----------------------------|--|
| Measure: Number of foot patrols conducted by each platoon Insp. Operations | Target: 4 per month/Platoon | |
|--|-----------------------------|--|

| | | |
|--|--------------------------------------|--|
| Measure: Number of community projects Insp. Operations | Target: 2 projects/year/neighborhood | |
|--|--------------------------------------|--|

| INTIMATE PARTNER VIOLENCE | | |
|--|------------------|----------------|
| Supporting Initiatives | | |
| Conduct Management Review of IPV Files / Investigations | | |
| <ul style="list-style-type: none"> Management Review completed and we received high scores | | |
| Measure: Number of IPV file Management Reviews | Insp. Operations | Target: 1 |
| Improve response and investigations of intimate partner occurrences. | | |
| <ul style="list-style-type: none"> Adopted Coordinated Community Response and was presented in Block Training | | |
| Measure: Bi-Annual report identifying issues with mitigating solutions | DC | Target: Year 2 |
| Develop a communication strategy to improve public education to raise awareness of family violence as a community issue. | | |
| <ul style="list-style-type: none"> Two presentations completed | | |
| Measure: Number of IPV education campaigns | Insp. Operations | Target: 1/year |

| YOUTH | | |
|--|------------------|---|
| Supporting Initiatives | | |
| Improve the ability to proactively manage or respond to potential violence involving youth. | | |
| Increase collaboration and improve communication with Provincial coordinator, Violence threat and Risk Assessment (VTRA), Integrated Service Delivery (ISD) and other partners - ANIKA | | |
| <ul style="list-style-type: none"> 5 Youth charged in 2023 | | |
| Measure: Number of youth charged criminally | Insp. Operations | Target: Reduction from 3-year average |
| Develop strategy to better understand and address youth issues in schools | | |
| <ul style="list-style-type: none"> Surpassed Completed | | |
| Measure: Number of consultations with youth community partners | Insp. Operations | Target: 2 per year |
| Measure: Present recommendations to SLT | Insp. Operations | Target: By end of first quarter 2023 |
| Increase officer interactions with youth in school | | |
| <ul style="list-style-type: none"> Every platoon did at least 1 presentation. There was no Community Relations Officer in 2023. | | |
| Measure: Number of school presentations on youth-related topics | Insp. Operations | Target: 10 Presentations at Middle and High schools directed at youth, parent and school officials; 1 per platoon; 6 by community relations |

EMPLOYEE ENGAGEMENT AND WELL-BEING

Objective: Foster a healthy, safe and inclusive environment that supports employee well-being and engagement.




| INDIVIDUAL HEALTH AND WELL-BEING | | |
|---|----|--|
| Supporting Initiatives | | |
| Develop and deliver a calendar of annual wellness-related learning opportunities and events | | |
| <ul style="list-style-type: none"> Monthly Lunch & Learns, Block Training included Diversity Related Topics, Conflict Resolution Training offered to all sergeants | | |
| Measure: Number of annual wellness-related learning opportunities | HR | Target: 12 – establish baseline attendance in year one |
| Facilitate access to wellness-supporting resources e.g., on-site access to health professionals; health-risk assessments; vaccine clinics; etc) | | |

| | | |
|--|--------------------|---|
| <ul style="list-style-type: none"> Offered two vaccine/health screening clinics. Supported meal/team building events for platoon units. Christmas pancake breakfast, various employee appreciation initiatives. | | |
| Measure: Number of wellness-supported events | Wellness Committee | Target: 1/quarter – establish baseline attendance in year one |
| <p>Explore opportunities to promote and support healthy living and work life balance in a policing environment.</p> <ul style="list-style-type: none"> Haleo sleep clinic, What Wellness Means to Me Monthly Draw, Upgraded Blue Cross Health Benefits program | | |
| Measure: Number of health promotion pilot projects | Wellness Committee | Target: 2 |
| OCCUPATIONAL HEALTH AND SAFETY | | |
| Supporting Initiatives | | |
| <p>Improve uniform and equipment inventory/management program.</p> <ul style="list-style-type: none"> On track. New position identified for near future. | | |
| Measure: Situational Analysis with proposed improvements | Insp. Admin. | Target: By end of first year |
| <p>Develop and implement annual core training plan for all divisions/units/SLT that includes annual legislative requirements and current hot topics in policing.</p> <ul style="list-style-type: none"> Training has been identified in accordance with specific unit needs. | | |
| Measure: Divisional Unit Training Plans | Insp. Admin. HR | Target: 100% |
| <p>Develop/improve physical spaces that support well-being (e.g. outdoor spaces for relaxation; kitchen; quiet room; outdoor meeting space; gym/garage)</p> <ul style="list-style-type: none"> Have identified outdoor space. New equipment has been purchased including gym equipment, Guardian Lights for officers, portable radios, parking lot lights, office furniture for various offices | | |
| Measure: Number of wellness-supporting areas | Wellness Committee | Target: 4 |
| ORGANIZATIONAL CULTURE | | |
| Supporting Initiatives | | |
| <p>Develop an internal communications strategy that improves communication across all levels of the organization (includes management/union; members at work, members on leave and retirees)</p> <ul style="list-style-type: none"> Still pending | | |
| Measure: KRPF Internal Communications Plan | SLT | Target: Year 2 |
| <p>Continue implementation of competency-based Performance Management model</p> <ul style="list-style-type: none"> This is now how we do business. | | |
| Measure: Number of completed performance agreements | HR | Target: 100% |
| <p>Develop and implement leadership skills development program.</p> <ul style="list-style-type: none"> Three events held. Also sought external expertise | | |
| Measure: Number of leadership skills development opportunities for Sgt/Cpls | HR | Target: 2 |
| WORKFORCE PLANNING | | |
| Supporting Initiatives | | |
| <p>Conduct an annual organizational/position review</p> <ul style="list-style-type: none"> Succession Planning Committee & Policy developed on Position Reassignment | | |
| Measure: Presentation of recommendations to SLT | Insp. Admin | Target: By end of 3 rd quarter |
| <p>Develop succession plans for at-risk positions and create knowledge transfer plans</p> <ul style="list-style-type: none"> Completed | | |
| Measure: Annual Succession Planning Report / Action Plan | HR | Target: 1/year |

| | | | |
|---|-------------|---|--|
| Measure: Present recommendations to SLT | Insp. Admin | Target: End of 3 rd quarter 2023 | |
| <p>Conduct a comprehensive review of distribution of administrative duties.</p> <ul style="list-style-type: none"> This was completed and implemented. | | | |
| Measure: Implement recommendations | Chief | Target: Year 2 | |
| <h2>EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION</h2> <p>Objective: <i>To be the safest community(s) in Canada</i></p> | | | |
| <h3>REDUCTION OF CRIME</h3> | | | |
| <p>Supporting Initiatives</p> <p>Develop an enhanced communication strategy for front line officers with recommendations to improve sharing of operational information.</p> <ul style="list-style-type: none"> This is in place. New daily reporting form was created and in use daily. This is shared with all staff. Intelligence file created and in use. Cst Curren received training. This is now how we conduct business. | | | |
| Measure: Situational Analysis with proposed improvements | DC | Target: April 30, 2023 | |
| <p>Create a Crime Reduction strategy</p> <ul style="list-style-type: none"> The practices are in place – daily hotel checks, increase in street checks, conditional release checks, sharing of intelligence with daily reports The strategy and action plan has not been organized formally on paper. | | | |
| Measure: Number of implemented crime reduction practices | Chief | Target: by April 30, 2023 | |
| Measure: Finalized crime reduction strategy and action plan | Chief | Target: Year end 2023 | |
| <h3>PUBLIC TRUST AND CONFIDENCE</h3> | | | |
| <p>Supporting Initiatives</p> <p>Improve public communication to increase community awareness of KRPF services</p> <ul style="list-style-type: none"> Meet a member, annual report, Cadet Sponsorship Program, Chief Year End Message, public awareness on K9 Unit, Oldies 96 | | | |
| Measure: Finalized Public Communication Strategy | DC | Target: Year end 2023 | |
| <p>Increase transparency of appropriate KRPF strategic documents and policies</p> <ul style="list-style-type: none"> This is in place. Items such as budget and other reports are posted on our web page. We have also done interviews on local radio and in newspaper to talk about our direction, budgets, building expansion, etc. More to come There has been a significant increase of social media posts. This needs to continue to grow. | | | |
| Measure: Number of KRPF policies posted on KRPF website | Chief | Target: 3 policies by May 30, 2023 | |
| Measure: Number of social media posts | Insp. Admin | Target: Weekly | |
| <p>Conduct a comprehensive review of the recommendations outlined in the Chantal Moore Inquest</p> <ul style="list-style-type: none"> This was completed | | | |
| Measure: Number of Moore recommendations implemented by KRPF | DC | Target: Year 2024 | |
| <ul style="list-style-type: none"> Developed but not yet operationalized | | | |
| Measure: Performance of the Chief of Police | Board Chair | Target: Implement comprehensive process in 2023 | |
| <h3>SERVICE EXCELLENCE</h3> | | | |
| <p>Supporting Initiatives</p> <p>Included Quality of Investigations as a topic for Provincial Managerial review in 2023 and implement recommendations.</p> <ul style="list-style-type: none"> This was completed and included in the provincial Managerial Review recently conducted. | | | |
| Measure: Situational Analysis with proposed improvements | DC | Target: Implementation by year end | |

| | | |
|---|------------------|-------------------------------------|
| Develop partnerships in the community to promote preparedness and business continuity in the event of a critical incident <ul style="list-style-type: none"> This has been completed with a tabletop exercise with several stake holders at the table – EMO, Fire, EMS and others. | | |
| Measure: Number of multi-agency critical response exercises. | DC | Target: 1/year |
| Deliver critical training for front line officers to best address policing realities around social media in schools, mental wellness calls (de-escalation), and management of critical event. <ul style="list-style-type: none"> Verbal Judo, Sgt. Tabletop Critical Incident exercise, Critical Incident Command Course, CPKN Deescalation, Facebook Guide for Investigators, TikTok Lunch and Learn, ISD Presentation at Block Training | | |
| Measure: Number of learning opportunities on social media and youth | Insp. Admin. | Target: 1 in 2023 |
| Measure: Number of learning opportunities toward Management of Critical Incidents | Insp. Admin. | Target: 1 in 2023 |
| Measure: Number of learning opportunities toward responding to Wellness Checks, Mental health calls for service | Insp. Admin | Target: 1 in 2023 |
| Improve use of current technology to increase capacity and quality of investigations. <ul style="list-style-type: none"> Policy was developed and implemented. Mapping of schools is underway. Also planning to map high profile properties. | | |
| Measure: Technology in Investigations Policy | DC | Target: Deliver by August 30, 2023 |
| Measure: Number of maps of critical infrastructure in community | DC | Target: 100% by year 3 |
| DIVERSITY, EQUITY AND INCLUSION | | |
| Supporting Initiatives | | |
| In collaboration with various associations and community partners, create an anti-racism strategy <ul style="list-style-type: none"> In progress | | |
| Measure: Finalize anti-racism strategy | Insp. Operations | Target: 2024 |
| Develop a communication strategy aimed at promoting diversity, equity & inclusivity in our workplace and our community <ul style="list-style-type: none"> Goes hand in hand with Anti-Racism strategy | | |
| Measure: Finalize communication strategy | Insp. Operations | Target: 2024 |
| Increase KRPF participation in multicultural events, programs or training <ul style="list-style-type: none"> Many events | | |
| Measure: Number of multi-cultural community and/or training events attended by KRPF employees | Insp. Operations | Target: 1 per platoon/unit annually |

**KRPF STRATEGIC PRIORITIES ANNUAL PERFORMANCE PLAN
STATUS AND PROGRESS REPORT**

On track: 
 On track but some issues: 
 Off track: 

COMMUNITY SAFETY & CRIME PREVENTION

Objective: Implement crime prevention initiatives. AREA OF FOCUS serious crime and identified community crime trends, and respond effectively to citizen calls for service.

TRAFFIC SAFETY

| | | |
|--|------------------|--|
| SUPPORTING INITIATIVE: Develop a communication strategy targeting traffic issues raised by the community | | |
| Measure: Number of educational campaigns targeting traffic issues | Sgt Scott | Target: 4 |
| SUPPORTING INITIATIVE: Develop a traffic enforcement strategy using analytics to proactively manage traffic safety concerns | | |
| Measure: Monthly traffic enforcement report | Insp. Operations | Target: 12 |
| Measure: Number of moving violations by patrol/traffic | Insp. Operations | Target: Maintain 3 year average |
| SUPPORTING INITIATIVE: Promote, initiate, and participate in Traffic Joint Force Operations | | |
| Measure: Number of strategic Joint Force traffic Operations | Insp. Operations | Target: 1/Quarter |

PRIORITY NEIGHBOURHOODS & VULNERABLE POPULATIONS

| | | |
|--|------------------|---|
| SUPPORTING INITIATIVE: Increase community partnerships to improve access to resources for Priority Neighbourhoods and Vulnerable Populations. | | |
| Measure: Establish opportunities for consultation and engagement with priority neighborhood & Vulnerable Populations | SLT | Target: 4 / year |
| SUPPORTING INITIATIVE: Proactively initiate projects to increase awareness and promote programs targeting community issues | | |
| Measure: Number of foot patrols conducted by each platoon | Insp. Operations | Target: 4 per month/Platoon |
| Measure: Number of community projects | Insp. Operations | Target: 2 projects/year/platoon & unit |

INTIMATE PARTNER VIOLENCE

| | | |
|--|-------------------|--|
| SUPPORTING INITIATIVE: Update IPV Policy to address gaps | | |
| Measure: Implement IPV Policy | Insp. Operations | Target: End of 2 nd Quarter 2024 |
| SUPPORTING INITIATIVE: Improve response and investigations of intimate partner violence occurrences | | |
| Measure: Conduct quarterly risking exercise | DC | Target: Year 2 |
| SUPPORTING INITIATIVE: Develop a communication strategy to improve public education to raise awareness of family violence as a community issue. | | |
| Measure: Implement IPV education campaigns for youth at middle school level | Community Officer | Target: 1/middle school by Year End 2024 |

YOUTH

SUPPORTING INITIATIVES:

- Improve the ability to proactively manage or respond to potential violence involving youth.
- Increase collaboration and improve communication with Provincial coordinator, Violence threat and Risk Assessment (VTRA), Integrated Service Delivery (ISD) and other

| | | | |
|--|-------------------------|--|--|
| Measure: Number of youth charged criminally | Insp. Operations | Target: Maintain 3 year average | |
|--|-------------------------|--|--|

SUPPORTING INITIATIVE: Revive & renew the Youth Advisory Committee

| | | | |
|--|-----------------------------|--|--|
| Measure: Establish Youth Advisory Committee | Insp. Administration | Target: End of 1 st Quarter 2025 | |
|--|-----------------------------|--|--|

SUPPORTING INITIATIVE: Maintain officer interactions with youth in school CPO

| | | |
|---|---|--|
| Measure: Number of school presentations on youth-related topics Insp. Operations | Target: 10 Presentations at Middle and High schools directed at youth, parent and/or school officials. | |
|---|---|--|

EMPLOYEE ENGAGEMENT AND WELL-BEING

Objective: Foster a healthy, safe and inclusive environment that supports employee well-being and engagement.

INDIVIDUAL HEALTH AND WELL-BEING

SUPPORTING INITIATIVE: Develop and deliver a calendar of annual wellness-related learning opportunities and events

| | | | |
|--|-----------|------------------------|--|
| Measure: Number of annual wellness-related learning opportunities | HR | Target: 10/year | |
|--|-----------|------------------------|--|

SUPPORTING INITIATIVE: Facilitate access to wellness-supporting resources e.g., on-site access to health professionals; health-risk assessments; vaccine clinics; etc)

| | | | |
|---|-----------|--|--|
| Measure: Number of wellness-supported events | HR | Target: 1/quarter – establish baseline attendance in year one | |
|---|-----------|--|--|

SUPPORTING INITIATIVE: Revive the Health & Wellness Committee

| | | |
|----------------------------------|----------------------------|--|
| Measure: Active Committee | Target: End of 2024 | |
|----------------------------------|----------------------------|--|

OCCUPATIONAL HEALTH AND SAFETY

SUPPORTING INITIATIVE: Improve uniform and equipment inventory/management program

| | | | |
|--|------------------------------|------------------------------|--|
| Measure: Develop profile of Quartermaster Function including fleet management & asset management. | Insp. Admin. & HR | Target: Year End 2024 | |
|--|------------------------------|------------------------------|--|

SUPPORTING INITIATIVE: Develop and implement annual core training plan for all divisions/units/SLT that includes annual legislative requirements and current hot topics in policing

| | | | |
|--|------------------------|--|--|
| Measure: Divisional Unit Training Plans | Insp. Admin. HR | Target: End of 2 nd Quarter 2024 | |
|--|------------------------|--|--|

SUPPORTING INITIATIVE: Develop/improve physical spaces that support well-being (e.g. outdoor spaces for relaxation; kitchen; quiet room; outdoor meeting space; gym/garage)

| | | | |
|---|------------|------------------|--|
| Measure: Number of wellness-supporting areas in building expansion | D/C | Target: 4 | |
|---|------------|------------------|--|

ORGANIZATIONAL CULTURE

SUPPORTING INITIATIVE: Develop an internal communications strategy that improves communication across all levels of the organization (includes management/union; members at work, members on leave and retirees)

| | | |
|---|-----------------------|--|
| Measure: KRPF Internal Communications Plan SLT | Target: Year 2 | |
|---|-----------------------|--|

SUPPORTING INITIATIVE: Review and improve Health & Wellness Incentive Program

| | | |
|--|------------------------------|--|
| Measure: Revised program implementation HR & Wellness Committee | Target: Year End 2024 | |
|--|------------------------------|--|

SUPPORTING INITIATIVE: Develop and implement leadership skills development program

| | | |
|--|------------------|--|
| Measure: Number of leadership skills development opportunities at all levels Chief & HR | Target: 4 | |
|--|------------------|--|

WORKFORCE PLANNING

SUPPORTING INITIATIVE: Cadet Sponsorship Program

| | | |
|--|---|--|
| Measure: Number of Cadet sponsorees | Target: 2023/2024: 3 2024/2025: 4 | |
|--|---|--|

SUPPORTING INITIATIVE: Develop succession plans for at-risk positions and create knowledge transfer plans

| | | |
|---|--------------------------|--|
| Measure: Quarterly Succession Planning Committee Meetings HR | Target: 1/quarter | |
|---|--------------------------|--|

SUPPORTING INITIATIVE: Increase Administrative Support Staff

| | | |
|------------------------------|---|--|
| Measure: 1-2 Hires HR | Target: End of 2 nd Quarter | |
|------------------------------|---|--|

EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

Objective: To be the safest community(s) in Canada

REDUCTION OF CRIME

SUPPORTING INITIATIVE: Crime Prevention/Public Awareness Campaign

| | | |
|---------------------------------------|-------------------------|--|
| Measure: Social Media Posts | Target: Biweekly | |
| Measure: Crimes of the Week DC | Target: 4/year | |

SUPPORTING INITIATIVE: Create a Crime Reduction strategy

| | | |
|--|--|--|
| Measure: Finalized crime reduction strategy and action plan Chief | Target: End of 2 nd Quarter 2024 | |
|--|--|--|

SUPPORTING INITIATIVE: Operationalize the Provincial Restorative Justice Framework

| | | |
|---|--|--|
| Measure: Implementation complete | Target: End of 2 nd Quarter 2024 | |
|---|--|--|

PUBLIC TRUST AND CONFIDENCE

| | | |
|---|-------------|--|
| SUPPORTING INITIATIVE: Review and update Community Relations Position to increase opportunities for community/partner engagement | | |
| Measure: Updated Community Relations position profile | DC | Target: End of 2 nd Quarter 2024 |
| SUPPORTING INITIATIVE: Increase transparency of appropriate KRPF strategic documents and policies | | |
| Measure: Number of KRPF policies posted on KRPF website | Chief | Target: 3 new policies by year end 2024 |
| SUPPORTING INITIATIVE: Develop a performance review process for the Chief of Police | | |
| Measure: Implementation of comprehensive process | Board Chair | Target: In 2024 |

SERVICE EXCELLENCE

| | | |
|---|--------------|-----------------------------------|
| SUPPORTING INITIATIVE: Review and implement Managerial Review recommendations. | | |
| Measure: Completed required action items | DC | Target: 100% |
| SUPPORTING INITIATIVE: Develop partnerships in the community to promote preparedness and business continuity in the event of a critical incident | | |
| Measure: Number of multi-agency critical response exercises. | DC | Target: 1/year |
| SUPPORTING INITIATIVE: Increase internal awareness of emerging crime trends. | | |
| Measure: Number of learning opportunities | Insp. Admin. | Target: 4 in 2024 |
| Measure: Local Intelligence Reports to SLT | Insp. Admin. | Target: Monthly |
| Measure: New local Human Confidential Sources | Insp. Admin | Target: 2 in 2024 |
| SUPPORTING INITIATIVE: Improve use of current technology to increase capacity and quality of investigations. | | |
| Measure: Increase number of people trained | | Target: 2 by year end 2024 |
| Measure: Number of maps of critical infrastructure in community | DC | Target: 2 by year end 2024 |

DIVERSITY, EQUITY, AND INCLUSION

| | | |
|--|------------------|--------------------------------------|
| SUPPORTING INITIATIVES: In collaboration with various associations and community partners, create an anti-racism strategy | | |
| Measure: Finalize anti-racism strategy | Insp. Operations | Target: 2024 |
| SUPPORTING INITIATIVE: Develop a communication strategy aimed at promoting diversity, equity & inclusivity in our workplace and our community | | |
| Measure: Finalize communication strategy | Insp. Operations | Target: 2024 |
| SUPPORTING INITIATIVE: Increase KRPF participation in multicultural events, programs, or training | | |
| Measure: Number of multi-cultural community and/or training events attended by KRPF employees | Insp. Operations | Target: 1 per person/annually |

**KENNEBECASIS REGIONAL
JOINT BOARD OF POLICE
COMMISSIONERS
BUDGET 2024**

| | 2022 Budget | 2022 Actuals | 2023 Budget | Difference 22 to 23 | Diff. % 22 to 23 | 2024 Budget | Difference 23 to 24 | Diff. % 23 to 24 |
|--|------------------|------------------|------------------|------------------------|---------------------|------------------|------------------------|---------------------|
| REVENUE: | | | | | | | | |
| Interest earned | 17,000 | 22,205 | 24,000 | 7,000 | 41% | 20,000 | -2,000 | -8.3% |
| Taxi & traffic bylaw | 4,000 | 2,975 | 1,900 | 2,100 | -52.50% | 2,000 | 200 | 10.5% |
| Other | 125,000 | 209,905 | 125,000 | 0 | 0.00% | 125,000 | | 0.0% |
| Retirement Pay Fund Interest & Dividends | 19,000 | 36,027 | 22,000 | 3,000 | 15.79% | 20,000 | -2,000 | -9.1% |
| Cost sharing with fire dept | 16,004 | 16,000 | 20,169 | -4,165 | 0.00% | 16,000 | 0 | 0.0% |
| Secondment | 273,200 | 263,838 | 244,000 | 29,200 | 0.00% | 244,000 | 0 | 0.0% |
| - NB Integrated Enforcement Unit | 0 | 86,250 | 115,000 | -115,000 | 0.00% | 115,000 | 0 | 0.0% |
| Total Revenue | 454,204 | 637,200 | 552,069 | -94,865 | 21.80% | 542,000 | -3,800 | -0.7% |
| CRIME CONTROL: | | | | | | | | |
| Salaries CC | 4,252,931 | 3,893,582 | 4,630,027 | 377,096 | 8.87% | 5,015,075 | 385,048 | 8.3% |
| Benefits CC | 951,990 | 828,488 | 1,102,208 | 150,218 | 15.78% | 1,102,208 | 0 | 0.0% |
| Training | 52,000 | 78,135 | 80,000 | 28,000 | 53.85% | 115,000 | 35,000 | 43.8% |
| Equipment | 21,000 | 164,118 | 21,000 | 0 | 0.00% | 50,000 | 29,000 | 138.1% |
| IT equip & services agreement | 80,844 | 4,416 | 102,500 | 21,656 | 26.79% | 139,363 | 26,863 | 26.2% |
| Equip repairs & IT support | 10,000 | 89,506 | 10,000 | 0 | 0.00% | 0 | 0 | 0.0% |
| Communications | 82,200 | 89,271 | 82,200 | 0 | 0.00% | 90,000 | 7,800 | 9.5% |
| Office function | 15,000 | 21,440 | 15,000 | 0 | 0.00% | 15,000 | 0 | 0.0% |
| Leasing | 15,500 | 10,670 | 12,500 | -3,000 | -19.35% | 12,500 | 0 | 0.0% |
| Policing-general supplies | 40,000 | 82,127 | 40,000 | 0 | 0.00% | 40,000 | 0 | 0.0% |
| Insurance | 50,900 | 64,696 | 74,400 | 23,500 | 46.17% | 87,100 | 11,175 | 15.0% |
| Uniforms | 47,000 | 102,188 | 60,000 | 13,000 | 27.66% | 80,000 | 20,000 | 33.3% |
| Community policing/public relations | 7,000 | 12,004 | 12,000 | 5,000 | 71.43% | 16,000 | 4,000 | 33.3% |
| Detention | 31,625 | 28,690 | 31,625 | 0 | 0.00% | 33,000 | 1,375 | 4.3% |
| Investigations | 45,000 | 41,330 | 55,000 | 10,000 | 22.22% | 60,000 | 5,000 | 9.1% |
| Auxiliary | 4,000 | 1,067 | 4,000 | 0 | 0.00% | 5,000 | 1,000 | 25.0% |
| Taxi & Traffic Bylaw | 1,000 | 240 | 500 | -500 | -50.00% | 500 | 0 | 0.0% |
| Public Safety/PIMITS | 36,755 | 36,755 | 41,755 | 5,000 | 13.60% | 54,218 | 12,463 | 29.8% |
| TOTAL CRIME CONTROL | 5,744,745 | 5,528,723 | 6,374,715 | 629,971 | 10.97% | 6,914,964 | 538,724 | 8.5% |

2024April8OpenSessionFINAL_141

VEHICLES:

| | | | | | | | | |
|------------------------|----------------|----------------|----------------|----------------|---------------|----------------|---------------|--------------|
| Fuel | 90,000 | 103,283 | 120,000 | 30,000 | 33.33% | 135,000 | 15,000 | 12.5% |
| Maint./repairs | 67,000 | 51,577 | 72,000 | 5,000 | 7.46% | 72,000 | 0 | 0.0% |
| Insurance | 35,500 | 32,783 | 37,700 | 2,200 | 6.20% | 44,000 | 5,650 | 15.0% |
| New vehicles | 88,000 | 266,159 | 40,000 | -48,000 | -54.55% | 53,000 | 13,000 | 32.5% |
| Traffic unit equipment | 6,000 | 5,470 | 6,000 | 0 | 0.00% | 6,000 | 0 | 0.0% |
| TOTAL VEHICLES | 286,500 | 459,272 | 275,700 | -10,800 | -3.77% | 310,000 | 34,300 | 12.4% |

2024April8OpenSessionFINAL_142

PROPERTY:

| | | | | | | | | |
|---------------------------|----------------|----------------|----------------|---------------|---------------|----------------|----------------|---------------|
| Maintenance | 40,000 | 131,320 | 48,000 | 8,000 | 20.00% | 48,000 | 0 | 0.0% |
| Cleaning | 42,000 | 40,818 | 45,000 | 3,000 | 7.14% | 49,000 | 4,000 | 8.9% |
| Heat and power | 47,000 | 42,763 | 47,000 | 0 | 0.00% | 49,200 | 2,200 | 4.7% |
| Taxes | 51,216 | 47,769 | 49,427 | -1,789 | -3.49% | 51,000 | 1,573 | 3.2% |
| Insurance | 8,600 | 7,602 | 8,742 | 142 | 1.65% | 10,053 | 1,311 | 15.0% |
| Expansion | 30,000 | 110,532 | 100,000 | 70,000 | 233.33% | 0 | -100,000 | -100.0% |
| Grounds | 12,000 | 21,574 | 18,000 | 6,000 | 50.00% | 30,000 | 12,000 | 66.7% |
| Debture - int | 15,600 | 16,725 | 11,720 | -3,880 | -24.87% | 10,000 | -1,720 | -14.7% |
| - princ | 143,000 | 143,000 | 146,000 | 3,000 | 2.10% | 146,000 | 0 | 0.0% |
| TOTAL PROPERTY EXP | 399,416 | 562,103 | 473,889 | 84,473 | 21.69% | 393,253 | -80,636 | -17.0% |

ADMINISTRATION:

| | | | | | | | | |
|--|------------------|------------------|------------------|---------------|--------------|------------------|-----------------|---------------|
| Salaries Admin | 885,814 | 891,836 | 922,770 | 36,956 | 4.17% | 633,334 | -289,436 | -31.4% |
| Benefits Admin | 214,555 | 247,450 | 237,203 | 22,648 | 10.56% | 237,203 | 0 | 0.0% |
| Total Professional Fees | 83,000 | 82,064 | 80,000 | -3,000 | -3.61% | 50,000 | -30,000 | -37.5% |
| Sick pay/Retirement Fund Contribution | 65,854 | 51,413 | 73,297 | 7,443 | 11.30% | 76,961 | 3,664 | 5.0% |
| Sick Pay / Retirement Fund Reinvestment of Int and Div | 19,000 | 36,027 | 22,000 | 3,000 | | 20,000 | -2,000 | -9.1% |
| Travel/Training | 24,000 | 38,826 | 30,000 | 6,000 | 25.00% | 50,000 | 20,000 | 66.7% |
| Insurance | 5,100 | 6,504 | 7,480 | 2,380 | 46.66% | 8,602 | 1,122 | 15.0% |
| Labour Relations | 15,000 | 20,705 | 15,000 | 0 | 0.00% | 15,000 | 0 | 0.0% |
| Board Expenses | 5,000 | 9,897 | 5,000 | 0 | 0.00% | 15,000 | 10,000 | 200.0% |
| Total Admin Expenses | 1,317,323 | 1,384,722 | 1,392,750 | 75,427 | 5.27% | 1,106,100 | -286,650 | -20.6% |

TELECOM/DISPATCH:

| | | | | | | | | |
|----------------------------|----------------|----------------|----------------|--------------|--------------|----------------|---------------|-------------|
| Dispatch Centre annual fee | 265,044 | 263,705 | 273,726 | 8,682 | 3.28% | 292,987 | 19,261 | 7.0% |
| Data/networking charges | 10,675 | 10,807 | 10,675 | 0 | 0.00% | 11,500 | 825 | 7.7% |
| Total Telecom | 275,719 | 274,512 | 284,401 | 8,682 | 3.15% | 304,487 | 20,086 | 7.1% |

TOTAL EXPENSES

| | | | | | | |
|------------------|------------------|------------------|----------------|------------------|----------------|-------------|
| 8,013,703 | 8,209,332 | 8,801,455 | 787,753 | 9,028,804 | 227,349 | 2.6% |
|------------------|------------------|------------------|----------------|------------------|----------------|-------------|

| | | | | | | | |
|---------------------|------------------|------------------|------------------|----------------|------------------|----------------|-------------|
| NET EXPENSES | 7,559,499 | 7,572,132 | 8,249,386 | 882,618 | 8,486,804 | 237,418 | 2.9% |
|---------------------|------------------|------------------|------------------|----------------|------------------|----------------|-------------|

| | | | | | | | |
|----------------------------|--|--|----------|--|--|------|--|
| 2nd Year Prior Adjustments | | | -100,276 | | | -940 | |
|----------------------------|--|--|----------|--|--|------|--|

| | | | | | | | | |
|------------------------------|------------------|--|------------------|----------------|--------------|------------------|----------------|-------------|
| CONTRIBUTION BY TOWNS | 7,578,499 | | 8,149,110 | 692,889 | 9.14% | 8,485,864 | 336,754 | 4.1% |
|------------------------------|------------------|--|------------------|----------------|--------------|------------------|----------------|-------------|



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF FEBRUARY 28, 2024 @ 3:00 PM**

**MINUTES
REGULAR MEETING**

Held by Zoom

In Attendance:

| BOARD MEMBER | POSITION |
|-------------------------|--------------------------------------|
| Kevin Darling | Chair/Provincial Representative |
| Kerrie Luck | Vice Chair/Quispamsis Representative |
| Vibhuti Harquail | Secretary/Quispamsis Representative |
| Kerrie Luck | Quispamsis Representative |
| Tiffany Mackay French | Rothesay Representative |
| Donald Shea | Rothesay Representative |
| Robert Simonds | Rothesay Representative |
| | |
| Chief Steve Gourdeau | KRPF Chief of Police |
| A D/C Mary Henderson | KRPF Acting Deputy Chief (A/DC) |
| Insp. Anika Becker | KRPF OIC Operations |
| A/Insp. Evan Scott | KRPF OIC Administration |
| Rebecca Moore | KRJBPC Secretary |
| ABSENT | |
| John Buchanan | Rothesay Representative |
| Mike Biggar | Quispamsis Representative |
| Robert (Bob) McLaughlin | Quispamsis Representative |

1. APPROVAL OF AGENDA:

Chairperson Kevin Darling asked for an approval of the agenda.

*It was moved by Don Shea and seconded by Kerrie Luck that the Agenda for the Regular Meeting of February 28th, 2024, be approved as presented. All in Favour. **MOTION CARRIED.***

2. LAND ACKNOWLEDGEMENT:

Rebecca Moore read the Land Acknowledgement.

3. APPROVAL OF MINUTES OF JANUARY 24, 2024, MEETING:

January 24, 2024, minutes to be corrected to indicate that Kerrie Luck passed back chair of the meeting to Kevin Darling.

Chairperson Kevin Darling asked for a motion to approve the Minutes of the January 24, 2024, Regular Meeting.

*It was moved by Tiffany Mackay French and seconded by Rob Simonds to accept the Minutes of the January 24, 2024; Regular Meeting as presented. All in Favour. **MOTION CARRIED.***

4. DECLARATION OF CONFLICT OF INTEREST:

None.

7. CHIEFS REPORT:

Chief Gourdeau let his report stand as presented and highlighted the following areas:

TRAINING

BTOC Training is a 5-week intensive training program that an officer must pass before becoming a member of the Emergency Tactical Service Team with Saint John Police Force. KRPF has 4 positions on the ETS team. Cst. Nick Dupuis successfully completed the BTOC training on February 28, 2024.

Computer Forensic Examiner Course – Our IT Manager, Christian Brideau, is currently on this 3-week course at the Canadian Police College in Ottawa. Before being accepted on the course he had to complete some testing and show his experience.

3 KEY PRIORITIES

Chief Gourdeau asked the board to carefully read the Excellence in Investigation portion of the Regular Meeting Chief's Report as it spells out what we are working on daily. This report will be included in the open report from now on for the benefit of the police force.

INTEGRATED ENFORCEMENT UNIT

We are going to start highlighting information on the Integrated Enforcement Unit's seizures on our social media to show what is happening around the province. The goal is that when you read a name it is a local person. This is a provincially funded program.

Insp. Becker was selected for the Minister's Award of Excellence. She receives her award on March 8th at the Government House in Fredericton.

Evan Scott is now Acting Inspector of Administration for a term. Once his term is over, we will rotate other senior NCOs into that position and will continue while there is a position vacant.

Comments/Questions:

There was discussion on how we get the message out to the communities on all the work we do and services we offer. Chief Gourdeau advised this is something we are working on and will develop something very shortly.

It was moved by Vibhuti Harquail and seconded by Tiffany Makay French to receive and file the Chief's Report as presented. All in favour. MOTION CARRIED.

8. COMMITTEE REPORTS:

Kevin Darling passed Chair of the meeting to Kerri Luck.

FINANCE COMMITTEE

Kevin Darling advised:

- The Finance Committee met last week and the meeting minutes have been sent out for review.
- We are creating a small surplus, so are in good shape on the monthly reports.
- The auditors finished yesterday, and we are ahead of schedule on the audit.
- There is a motion from the Finance Committee in relation to the RFP for the financing of the expansion of the building. We received 5 responses and 2 banks declined to bid or did not submit. The two closest banks were Bank of Nova Scotia and National with almost identical bids from a cost standpoint. The Bank of Nova Scotia is our current bank so there would be some cost savings by going with our current banker.

On behalf of the Finance Committee, it was moved by Kevin Darling and seconded by Don Shea that we award the interim financing for construction to the Bank of Nova Scotia. All in favour. MOTION CARRIED.

No questions

POLICY COMMITTEE

- Has not met.

BUILDING & GROUNDS/TRANSPORTATION

Building Committee did not meet.

Project Management RFP

The Project management RFP which was sent out has closed. Eight bids were received. A/Deputy Chief Henderson presented the tenders that were submitted. There was a huge variance in each proposal. All proposals provide the same services.

Polyline completed the drawings of the expansion therefore a lot of preliminary work has already been done. As well, Polyline has done all the work in the building, which gives them a lot of insight into what we are doing.

The Polyline quote came in at \$22,000 but it is estimated to be approximately \$50,000 by the end of the project.

Bob McLaughlin has reviewed the bids and supports Polyline bid.

*On behalf of the Building Committee, it was moved by Kevin Darling and seconded by Tiffany Mackay French that we award the Project Management role to Polyline Designs. All in favour. **MOTION CARRIED.***

A/Deputy Chief Henderson shared with the board the opportunity for purchasing furniture. There is an individual that procures old and new furniture and has assured us that all furniture is commercial grade and will be tailored to our specifications. He will provide a price for furniture and lockers.

*It was moved by Rob Simonds seconded by Don Shea to receive and file the Building & Grounds/Transportation report as presented. **MOTION CARRIED.***

Kerri Luck passed chair back to Kevin Darling

9. CORRESPONDENCE:

None

10. OLD BUSINESS:

None

11. NEW BUSINESS:

- Chief Gourdeau congratulated Rebecca Moore on her new position.
- Kevin Darling advised the Dates & Times of our Regular Meetings need to be posted on our website. Public meeting start time will be at 3:30 PM to allow for Committee of the Whole Meeting from 3:00 PM – 3:30 PM.
- Chief Gourdeau explained the Management Review process and advised KRPF received positive comments about the organization, job satisfaction, etc. We also received high marks in relation to the quality of our investigations. The review committee was impressed with the amount of time we spend investigating the little things and we also received positive feedback from our stakeholders, i.e. Crown. A few items that we need to work on were identified and we have an action plan in place to address these recommendations.
- It was requested that the Project Manager attend our next board meeting.
- As a result of the survey on the operation of the board and agenda that was sent to all board members by the Board Chair one issue identified was sufficient time on the agenda for certain items. Going forward when we have big items, for example the union contract, a special board meeting will be arranged to allow appropriate time for discussion.

12. MOTION TO ADJOURN:

There being no further business to discuss, Chairperson Kevin Darling called for a motion to adjourn the Regular Meeting.

*It was moved by Don Shea and seconded by Vibhuti Harquail to adjourn the Regular Meeting. **MOTION CARRIED.***

Respectfully Submitted,



Chairperson
Kevin Darling



Executive Assistant to the Board
Rebecca Moore



KENNEBECASIS REGIONAL JOINT BOARD OF
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT
FEBURARY 28, 2024 @ 1500hrs

REGULAR MEETING

Training Report February 2024

| | Course | Location | Member |
|----------------------------|--|-------------------------|--|
| Jan 29-Feb 3 | Intox Course | Atlantic Police Academy | Cst. Todd Carr Cst. Hannah Cousins |
| February 1 – 29 | BTOC Training | Saint John | Cpl. Aaron Haines Cst. Nick Dupuis Cst. Caleb Parlee |
| Feb 5-6 | ETS Training | Saint John | Cpl. Mark Roberts |
| Feb 5 – 9 | Project Management Professional Training | Online | Insp. Anika Becker |
| February 12 February 18 | First Aid/CPR | KRPF | All Members |
| Feb 12 – Mar 1 | Computer Forensic Examiner Course | Canadian Police College | Christian Brideau |
| Feb 19-29 | K9 Training Program – Controlled Drugs & Substances Detection Training | Fredericton, NB | Cst. Chris McLoed PSD Sammy |

2024 Crime Statistics

| Reported Occurrences | | | | | | | | | | | | |
|-------------------------------------|-----|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Crime Type | Jan | Feb 15 | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| TOTAL COMPLETED CALLS | 362 | 214 | | | | | | | | | | |
| TOTAL FILES CREATED | 210 | 114 | | | | | | | | | | |
| POP/M Tickets/E Tickets | 91 | 55 | | | | | | | | | | |
| Bylaw Tickets | 14 | 8 | | | | | | | | | | |
| Crimes Against Persons | 18 | 7 | | | | | | | | | | |
| Property Crime | 24 | 16 | | | | | | | | | | |
| Other CC | 6 | 2 | | | | | | | | | | |
| Traffic Collisions (Non-Injury) | 40 | 23 | | | | | | | | | | |
| Fatal and Injury Traffic Collisions | 0 | 1 | | | | | | | | | | |
| Intimate Partner Violence Files | 20 | 6 | | | | | | | | | | |
| Impaired Driving (All categories) | 5 | 2 | | | | | | | | | | |
| Mental Health Calls | 8 | 6 | | | | | | | | | | |

OUR STRATEGIC PRIORITIES

COMMUNITY SAFETY & CRIME PREVENTION

Due to a shortage of front-line resources on patrol, the position of Community Relations is vacant and will remain as such until further notice. Key tasks usually performed by this unit are assigned to designated officers on each of the platoons.

- February is Teen Dating Violence Awareness Month:
 - o Presentations to teens at KVHS
 - o "Love is Respect" trail of hearts awareness campaign with KV Oasis
 - o Healthy Relationships for Youth pilot project commencing at Fairvale Elementary
 - o Hestia house outreach worker coming to KV Oasis every Friday to see youth IPV clients

EMPLOYEE ENGAGEMENT AND WELL-BEING

- 2 new officers were hired
 - o 1 Female officer from Saint John, starting in March
 - o 1 Male officer coming from Toronto, starting in April
- 3 sponsored cadets at the Atlantic Police Academy right now, to come to KRPF in June for their OJT
- In the process with 18 candidates to identify 2 for the APA class of July 2024.
- Continue with planning for the process around the Deputy Chief position
- 1 Executive Developmental program underway, more to come

Workplace Procedures and Practices

- Respectful Workplace and Wellness
 - 2 Lunch and Learns on Financial Wellness
- Administrative processes and workload review.
 - Interviews of candidates underway to fill Senior Executive Assistant Position vacated by Rebecca Moore
 - Rebecca Moore is now the Executive assistant to the Chief of Police and support to the Board
 - Ms. Tanya Cyr has left the KRPF
- Salary and Benefit Administration
 - Nothing to report
- Health & Safety
 - Nothing to report

EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

Members completed their investigation into the following files:

- 23-4615, \$40,000 Bit Coin Fraud.
- 23-5473, Assist RCMP with fraud file suspect being dealt with on KRPF File, 23- 5450. Cst Curren interviewed the suspect for the RCMP and passed on information.
- 23-1108, Theft of a construction trailer.
- 22-3830, theft of motor vehicle.
- Continue to review and conclude Annual Progress Review Audits

Members began investigations into the following new files:

23-4793- Fraud File ****highlight**** Members of CID were investigating a report of fraud where the victim met the fraudster at the Dolan Road Irving and personally handed over \$3000 us for a deposit on a truck that was posted on Craigslist. The victim was from Maine and met here in NB at the fraudster's request.

CID identified another ad on craigslist that they believed to be the same fraudster and began communicating with them regarding a boat. Through a series of emails and phone calls, the fraudster arranged for us to meet him at the Dolan Road thinking we were meeting to provide a deposit of \$3000.00 on a boat. CID with help from patrol, attended the Irving, located the fraudster, and arrested him. Once he was identified, it was learnt that he is wanted in Ontario, Alberta and NFLD for similar offences and a suspect in open Fredericton files. **PLEA OF GUILTY**
CID seized 2 phones on the fraudster, and they will be seeking a warrant to search them for further evidence in assistance to various other jurisdiction.

Members continue investigation into the following files:

- Historical Sexual assault x2
- Luring a Child over a computer
- Bomb Threat
- Fraud by cheque
- Sextortion
- 3D scan assist another agency

Members continue their work/involvement with the Atlantic Meth Strategy project and our Local Intel project, however, efforts are being more Fentanyl focused

Integrated Enforcement Unit

They are still working on concluding operations, Anchor and Snow. Also, initial work has begun on a local Target (Rothesay). Ops plan and name to follow in near future.

Members of the SJIEU started receiving information in October 2023 that **Lynn White** is trafficking fentanyl, crystal meth, cocaine, hydromorphone and Shady 8s in Saint John.

Members conducted surveillance on WHITE on several occasions, corroborating the information.

On November 29, 2023, we reached out to Canada Post for assistance. Investigation indicated that the drugs were being sent from British Columbia.

On January 10, 2024, we applied for a section 11 CDSA search warrant, and a section 487.01 General warrant with Assistance Order and received Judicial Authorization. With the assistance of Canada Post and the use of an undercover officer, the team completed a controlled delivery to WHITE.

WHITE was arrested, along with Reid IRVING and Tina LACELLE and appeared in court January 12, 2024 to answer to the charges.

Seized were:

- Cocaine: 288. Grams
 - Street value: \$ 28,800.00
- Fentanyl: 251.52 grams
 - Street value: \$ 100,400.00
- Methamphetamine: 695.93 grams
 - Street value: \$23,940.00
- Hydromorphone: (1) 12 mg (1) 8 mg (12) 4 mg
 - Street value: \$92.00
- Hydromorphone (shady 8's): 400
 - Street value: \$8000.00
- Cocaine/Crack: 2.63 grams
 - Street value: \$50.00
- **Total Street value of drugs seized: \$ 161,282.00.**
- Canadian Currency: **\$8154.20**
- 22 caliber Berretta 21A handgun
- 22 caliber Rifle Squires Bingham Model 1AP
- Digital scales
- Cell phones

Also charged are **Reid IRVING and Tina LACELLE**

Diversity, Equity and Inclusion:

- Inspector Becker was selected as the recipient of the Minister's Award for Excellence in Championing Gender Equality – VIVE for the category of Government Champion! She nominated by peers for her remarkable work in advancing gender equality and inspiring change. She demonstrated a continued dedication to promoting gender equality in New Brunswick. **CONGRATULATIONS**
- Presentation to PRUDE's Women's Leadership Cohort about Canadian policing and Intimate Partner Violence

IT Update:

- Nothing to report.

Miscellaneous

- Labor Management
 - On going- next meeting on February 28th
- Human Rights and Office Language Complaints
 - Nothing to report

**Kennebecasis Regional Police Force
Budget vs. Actuals: YTD January 2024**



| | YTD January 2024 | | | 2024 |
|------------------------------|-------------------|-------------------|-------------------|---------------------|
| | Actual | Budget | over Budget | Annual Budget |
| Income | | | | |
| Municipal Funding Rothesay | 281,065.75 | 281,065.75 | 0.00 | 3,372,789.00 |
| Municipal Funding Quispamsis | 426,090.00 | 426,090.00 | 0.00 | 5,113,075.00 |
| Prior Year Surplus | 78.33 | 78.33 | 0.00 | 940.00 |
| Other Primary Income | 45,151.25 | 45,166.69 | -15.44 | 542,000.00 |
| Total Income | 752,385.33 | 752,400.77 | -15.44 | 9,028,804.00 |
| Expenses | | | | |
| Admin | 76,625.40 | 93,342.29 | -16,716.89 | 1,106,100.00 |
| Building | 30,931.25 | 32,771.08 | -1,839.83 | 393,253.00 |
| Crime Control | 588,125.03 | 619,854.22 | -31,729.19 | 7,219,451.00 |
| Vehicles | 13,264.72 | 25,833.34 | -12,568.62 | 310,000.00 |
| Total Expenses | 708,946.40 | 771,800.93 | -62,854.53 | 9,028,804.00 |
| Net Income | 43,438.93 | -19,400.16 | 62,839.09 | 0.00 |

Town of Rothesay

General Fund Financial Statements

February 29, 2024

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 2/29/2024

ASSETS

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

LIABILITIES AND EQUITY

| | |
|---|----------------------|
| Gen Capital due to/from Gen Operating | 450,000 |
| Total Long Term Debt | 5,267,000 |
| | <u>\$ 5,717,000</u> |
| Investment in General Fund Fixed Assets | 47,233,642 |
| | <u>\$ 52,950,642</u> |

Town of Rothesay
Balance Sheet - General Fund Reserves
2/29/2024

ASSETS

| | |
|---------------------------------------|---------------------|
| BNS Gas Tax Interest Account | 285,860 |
| BNS General Operating Reserve #214-15 | 965,346 |
| BNS General Capital Reserves #2261-14 | 1,111,223 |
| BNS - Gen Capital Reserve - GIC | 1,562,500 |
| BNS - Gas Tax Reserves - GIC | 4,270,800 |
| | <u>\$ 8,195,729</u> |

LIABILITIES AND EQUITY

| | |
|---|---------------------|
| Def. Rev - Gas Tax Fund - General | 3,817,004 |
| Invest. in General Capital Reserve | 2,505,744 |
| General Gas Tax Funding | 739,656 |
| Invest. in General Operating Reserve | 965,346 |
| Invest. in Land for Public Purposes Reserve | 167,979 |
| | <u>\$ 8,195,729</u> |

Town of Rothesay
 Balance Sheet - General Operating Fund
 2/29/2024

CURRENT ASSETS

| | |
|--|-----------------------------|
| Cash | 1,117,787 |
| Receivables | 447,460 |
| HST Receivable | 318,853 |
| Inventory | 142,001 |
| Gen Operating due to/from Util Operating | 1,650,527 |
| Total Current Assets | <u>3,676,629</u> |
| Other Assets: | |
| Projects | <u>965,237</u> |
| | <u>965,237</u> |
| TOTAL ASSETS | <u><u>4,641,866</u></u> |

CURRENT LIABILITIES AND EQUITY

| | |
|---------------------------------------|------------------|
| Accounts Payable | 2,246,234 |
| Other Payables | 786,056 |
| Gen Operating due to/from Gen Capital | (329,500) |
| Accrued Sick Leave | 22,100 |
| Accrued Pension Obligation | (26,700) |
| Accrued Retirement Allowance | 493,887 |
| Def. Rev-Quispamsis/Library Share | 17,710 |
| TOTAL LIABILITIES | <u>3,209,787</u> |

EQUITY

| | |
|----------------------------------|------------------|
| Retained Earnings - General | 161,173 |
| Surplus/(Deficit) for the Period | 1,270,906 |
| | <u>1,432,079</u> |
| | <u>4,641,866</u> |

2024April8OpenSessionFINAL_159

Town of Rothesay

Statement of Revenue & Expenditure
2 Months Ended 2/29/2024

| | CURRENT MONTH | BUDGET FOR MONTH | CURRENT Y-T-D | BUDGET Y-T-D | VARIANCE Better(Worse) | NOTE # | ANNUAL BUDGET |
|--------------------------------------|--------------------|---------------------|--------------------|--------------------|---------------------------|-----------|---------------------|
| REVENUE | | | | | | | |
| Warrant of Assessment | 1,855,199 | 1,855,199 | 3,710,399 | 3,710,398 | 0 | | 22,262,389 |
| Sale of Services | 54,540 | 45,175 | 112,814 | 97,350 | 15,464 | | 474,300 |
| Services to Province of New Brunswic | 0 | 0 | 0 | 0 | 0 | | 80,000 |
| Other Revenue from Own Sources | 8,423 | 11,442 | 27,846 | 22,883 | 4,962 | | 142,008 |
| CORE Equalization | 6,549 | 6,549 | 13,097 | 13,097 | 0 | | 78,583 |
| Conditional Transfers | 231,058 | 0 | 231,058 | 0 | 231,058 | | 51,500 |
| Other Transfers | 45,719 | 45,719 | 220,283 | 220,283 | 0 | | 677,470 |
| | <u>\$2,201,487</u> | <u>\$1,964,083</u> | <u>\$4,315,495</u> | <u>\$4,064,011</u> | <u>\$251,484</u> | | <u>\$23,766,250</u> |
| EXPENSES | | | | | | | |
| General Government Services | 151,061 | 156,946 | 598,619 | 638,678 | 40,059 | | 2,923,971 |
| Protective Services | 476,309 | 484,650 | 966,513 | 966,500 | (13) | | 6,623,274 |
| Transportation Services | 375,078 | 449,957 | 809,023 | 889,170 | 80,147 | | 4,210,726 |
| Environmental Health Services | 93,011 | 82,363 | 177,169 | 164,727 | (12,442) | | 1,032,360 |
| Environmental Development | 81,471 | 95,604 | 111,767 | 145,208 | 33,441 | | 753,090 |
| Recreation & Cultural Services | 111,084 | 187,148 | 380,313 | 387,856 | 7,543 | | 2,884,957 |
| Fiscal Services | 607 | 500 | 1,186 | 1,000 | (186) | | 5,337,872 |
| | <u>\$1,288,620</u> | <u>\$1,457,169</u> | <u>\$3,044,589</u> | <u>\$3,193,139</u> | <u>\$148,549</u> | | <u>\$23,766,250</u> |
| Surplus (Deficit) for the Year | <u>\$912,867</u> | <u>\$506,915</u> | <u>\$1,270,906</u> | <u>\$870,872</u> | <u>\$400,033</u> | | <u>\$ (0)</u> |

2024April8OpenSessionFINAL_160

Town of Rothesay

Statement of Revenue & Expenditure
2 Months Ended 2/29/2024

| | 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 | 2,920 | 2,083 | 6,486 | 4,167 | 2,319 | | 25,000 |
| Wells Canopy revenue | 500 | 0 | 1,250 | 0 | 1,250 | | 0 |
| Town Hall Rent | 9,402 | 8,333 | 18,805 | 16,667 | 2,138 | | 100,000 |
| Community Garden revenue | 0 | 0 | 0 | 0 | 0 | | 900 |
| Fox Farm Rental revenue | 1,950 | 1,750 | 3,900 | 3,500 | 400 | | 21,000 |
| Arena Revenue | 35,507 | 30,933 | 72,845 | 68,867 | 3,978 | | 214,900 |
| Recreation Programs | 4,261 | 2,075 | 9,529 | 4,150 | 5,379 | | 112,500 |
| | <u>54,540</u> | <u>45,175</u> | <u>112,814</u> | <u>97,350</u> | <u>15,464</u> | | <u>474,300</u> |
| Other Revenue from Own Sources | | | | | | | |
| Licenses & Permits | 2,650 | 6,875 | 10,784 | 13,750 | (2,966) | | 82,500 |
| KVFD Admin Penalties | 0 | 0 | 1,225 | 0 | 1,225 | | 0 |
| Recycling Dollies & Lids | 63 | 67 | 177 | 133 | 44 | | 800 |
| Interest & Sundry | 4,759 | 2,667 | 13,362 | 5,333 | 8,029 | 1 | 32,000 |
| Miscellaneous | (48) | 833 | 297 | 1,667 | (1,370) | | 10,000 |
| Fire Dept. Administration | 1,000 | 1,000 | 2,000 | 2,000 | 0 | | 12,000 |
| Local Improvement Levy Mulberry Lane | 0 | 0 | 0 | 0 | 0 | | 4,708 |
| | <u>8,423</u> | <u>11,442</u> | <u>27,846</u> | <u>22,883</u> | <u>4,962</u> | | <u>142,008</u> |
| Conditional Transfers | | | | | | | |
| Canada Day Grant | 0 | 0 | 0 | 0 | 0 | | 1,500 |
| Grant - Other | 231,058 | 0 | 231,058 | 0 | 231,058 | 2 | 0 |
| Grant - Students | 0 | 0 | 0 | 0 | 0 | | 50,000 |
| | <u>231,058</u> | <u>0</u> | <u>231,058</u> | <u>0</u> | <u>231,058</u> | | <u>51,500</u> |
| Other Transfers | | | | | | | |
| Surplus of 2nd Previous Year | 0 | 0 | 128,845 | 128,845 | 0 | | 128,845 |
| Utility Fund Transfer | 45,719 | 45,719 | 91,438 | 91,438 | 0 | | 548,625 |
| | <u>45,719</u> | <u>45,719</u> | <u>220,283</u> | <u>220,283</u> | <u>0</u> | | <u>677,470</u> |
| EXPENSES | | | | | | | |
| General Government Services | | | | | | | |
| Legislative | | | | | | | |
| Mayor | 4,262 | 5,000 | 8,840 | 10,000 | 1,160 | | 60,000 |
| Councillors | 13,771 | 12,999 | 27,542 | 25,997 | (1,545) | | 155,983 |
| Regional Service Commission 9 | 2,326 | 2,326 | 4,652 | 4,653 | 0 | | 27,915 |
| Other | 375 | 1,958 | 775 | 3,917 | 3,142 | | 23,500 |
| | <u>20,734</u> | <u>22,283</u> | <u>41,809</u> | <u>44,566</u> | <u>2,757</u> | | <u>267,398</u> |
| Administrative | | | | | | | |
| Administration - Wages & Benefits | 87,417 | 87,109 | 172,834 | 175,218 | 2,384 | | 1,193,550 |
| Office Building | 8,088 | 10,531 | 20,465 | 22,062 | 1,597 | | 180,871 |
| Supplies | 26,881 | 27,333 | 37,648 | 38,001 | 353 | | 184,000 |
| Solicitor | 0 | 0 | 0 | 0 | 0 | | 50,000 |
| Professional Fees | 0 | 0 | 0 | 0 | 0 | | 110,000 |
| Other | 7,360 | 8,898 | 25,674 | 26,296 | 622 | | 122,779 |
| | <u>129,746</u> | <u>133,872</u> | <u>256,621</u> | <u>261,577</u> | <u>4,956</u> | | <u>1,841,200</u> |
| Other General Government Services | | | | | | | |
| Website/Other | 0 | 0 | 0 | 0 | 0 | | 3,000 |
| Community Communications (Team) | 116 | 708 | 1,734 | 1,417 | (317) | | 63,500 |
| Civic Relations | 70 | 83 | 70 | 167 | 97 | | 1,000 |
| Insurance | 396 | 0 | 297,635 | 330,201 | 32,566 | 3 | 330,201 |
| Donations | 0 | 0 | 750 | 750 | 0 | | 36,500 |
| Cost of Assessment | 0 | 0 | 0 | 0 | 0 | | 359,172 |
| Property Taxes - L.P.P. | 0 | 0 | 0 | 0 | 0 | | 18,000 |
| Fox Farm Rental Expenses | 0 | 0 | 0 | 0 | 0 | | 4,000 |
| | <u>582</u> | <u>792</u> | <u>300,189</u> | <u>332,534</u> | <u>32,346</u> | | <u>815,373</u> |
| Total General Government Services | 151,061 | 156,946 | 598,619 | 638,678 | 40,059 | | 2,923,971 |
| Protective Services | | | | | | | |
| Police | | | | | | | |
| Police Protection | 281,066 | 281,066 | 562,132 | 562,132 | 0 | | 3,372,789 |
| Crime Stoppers | 2,800 | 2,800 | 2,800 | 2,800 | 0 | | 2,800 |
| | <u>283,866</u> | <u>283,866</u> | <u>564,932</u> | <u>564,932</u> | <u>0</u> | | <u>3,375,589</u> |
| Fire | | | | | | | |
| Fire Protection | 192,229 | 200,576 | 401,151 | 401,151 | 0 | | 2,860,185 |
| Water Costs Fire Protection | 0 | 0 | 0 | 0 | 0 | | 335,000 |
| | <u>192,229</u> | <u>200,576</u> | <u>401,151</u> | <u>401,151</u> | <u>0</u> | | <u>3,195,185</u> |
| Emergency Measures | | | | | | | |
| EMO Director/Committee | 0 | 0 | 0 | 0 | 0 | | 50,000 |
| | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | | <u>50,000</u> |
| Other | | | | | | | |
| Animal & Pest Control | 215 | 208 | 430 | 417 | (13) | | 2,500 |
| | <u>215</u> | <u>208</u> | <u>430</u> | <u>417</u> | <u>(13)</u> | | <u>2,500</u> |
| Total Protective Services | 476,309 | 484,650 | 966,513 | 966,500 | (13) | | 6,623,274 |
| Transportation Services | | | | | | | |
| Common Services | | | | | | | |
| Administration (Wages & Benefits) | 115,374 | 127,030 | 239,692 | 254,060 | 14,368 | 4 | 1,648,000 |
| Workshops, Yards & Equipment | 45,080 | 62,358 | 102,051 | 123,817 | 21,766 | 5 | 824,261 |
| Engineering | 0 | 0 | 0 | 0 | 0 | | 7,500 |
| | <u>160,454</u> | <u>189,388</u> | <u>341,743</u> | <u>377,877</u> | <u>36,133</u> | | <u>2,479,761</u> |
| Roads & Streets | | | | | | | |
| Crosswalks & Sidewalks | 67 | 167 | 886 | 1,173 | 288 | | 77,000 |
| Culverts & Drainage Ditches | 674 | 510 | 976 | 870 | (106) | | 35,570 |
| Street Cleaning & Flushing | 3,436 | 3,500 | 6,007 | 6,000 | (7) | | 100,000 |
| Snow & Ice Removal | 0 | 0 | 0 | 0 | 0 | | 10,000 |
| | <u>194,049</u> | <u>238,000</u> | <u>413,251</u> | <u>458,500</u> | <u>45,249</u> | 6 | <u>1,172,000</u> |
| | <u>198,226</u> | <u>242,177</u> | <u>421,120</u> | <u>466,543</u> | <u>45,423</u> | | <u>1,394,570</u> |
| Street Lighting | 12,912 | 12,500 | 25,763 | 25,000 | (763) | | 150,000 |
| Traffic Services | | | | | | | |
| Street Signs | 3,203 | 2,000 | 4,662 | 4,000 | (662) | | 15,000 |
| Traffic Lanemarking | 0 | 0 | 0 | 0 | 0 | | 35,000 |
| Traffic Signals | 879 | 0 | 8,430 | 7,567 | (863) | | 20,000 |
| Railway Crossing | 0 | 1,083 | 4,846 | 5,167 | 321 | | 25,000 |
| | <u>4,082</u> | <u>3,083</u> | <u>17,938</u> | <u>16,733</u> | <u>(1,205)</u> | | <u>95,000</u> |
| Public Transit | | | | | | | |
| Public Transit - Comex Service | 0 | 0 | 2,166 | 0 | (2,166) | | 88,895 |
| Public Transit - Other | 146 | 208 | 292 | 417 | 125 | | 2,500 |
| | <u>146</u> | <u>208</u> | <u>2,458</u> | <u>417</u> | <u>(2,041)</u> | | <u>91,395</u> |
| Total Transportation Services | 375,821 | 447,357 | 809,023 | 886,570 | 77,547 | | 4,210,726 |

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| | | | | | | |
|---|----------------|----------------|----------------|----------------|-----------------|------------------|
| Environmental Health Services | | | | | | |
| Solid Waste Disposal Land Fill garbage | 17,723 | 20,697 | 39,083 | 41,393 | 2,310 | 248,360 |
| Solid Waste Disposal Landfill Compost | 1,766 | 3,333 | 4,087 | 6,667 | 2,580 | 40,000 |
| Solid Waste Collection Fero | 72,584 | 58,333 | 131,287 | 116,667 | (14,620) | 700,000 |
| Solid Waste Recycling bins | 0 | 0 | 0 | 0 | 0 | 4,000 |
| Clean Up Campaign | 0 | 0 | 521 | 0 | (521) | 40,000 |
| Food Cycler | 939 | 0 | 2,190 | 0 | (2,190) | 0 |
| | 93,011 | 82,363 | 177,169 | 164,727 | (12,442) | 1,032,360 |
| Environmental Development Services | | | | | | |
| Planning & Zoning | | | | | | |
| Administration (Wages and benefits) | 69,522 | 80,347 | 87,937 | 114,693 | 26,756 | 8 |
| Administration | 220 | 3,667 | 511 | 7,333 | 6,823 | 44,000 |
| Planning Projects | 100 | 0 | 100 | 0 | (100) | 25,000 |
| Heritage Committee | 0 | 0 | 0 | 0 | 0 | 5,000 |
| | 69,842 | 84,013 | 88,548 | 122,027 | 33,479 | 609,000 |
| Envision Saint John | 11,591 | 11,591 | 23,182 | 23,182 | (0) | 139,090 |
| Tourism | 38 | 0 | 38 | 0 | (38) | 5,000 |
| | 11,628 | 11,591 | 23,219 | 23,182 | (38) | 144,090 |
| | 81,471 | 95,604 | 111,767 | 145,208 | 33,441 | 753,090 |
| Recreation & Cultural Services | | | | | | |
| Administration (wages and benefits) | 30,585 | 29,844 | 65,699 | 59,687 | (6,012) | 9 |
| Administration | 8,720 | 8,875 | 10,556 | 13,000 | 2,444 | 55,500 |
| Rothsav Arena | 35,560 | 29,845 | 66,271 | 67,501 | 1,230 | 380,500 |
| Parks & Gardens | 40,864 | 44,570 | 83,717 | 87,640 | 3,923 | 868,000 |
| Playgrounds and Fields | 2,538 | 4,583 | 6,086 | 9,167 | 3,081 | 134,000 |
| Rothsav Common Rink | 16,222 | 19,417 | 38,199 | 48,333 | 10,135 | 96,150 |
| Memorial Centre | 5,418 | 5,333 | 11,379 | 10,667 | (713) | 72,850 |
| Train Station | 0 | 0 | 0 | 0 | 0 | 29,600 |
| Wells Building | 9,105 | 3,292 | 14,430 | 6,583 | (7,846) | 44,500 |
| Beaches | 727 | 0 | 727 | 0 | (727) | 64,000 |
| Summer Programs | 452 | 42 | 470 | 83 | (387) | 98,000 |
| The Hive expenses | 819 | 1,208 | 1,665 | 2,417 | 752 | 14,500 |
| Regional Facilities Commission | 27,890 | 27,890 | 55,780 | 55,779 | (1) | 334,675 |
| Kennebecasis Public Library | 8,250 | 8,250 | 16,499 | 16,499 | 0 | 98,994 |
| Regional Facilities Commission Capital | (83,669) | 0 | 0 | 0 | 0 | 157,688 |
| Special Events | 7,603 | 4,000 | 8,836 | 10,000 | 1,164 | 44,000 |
| PRO Kids | 0 | 0 | 0 | 0 | 0 | 7,500 |
| Rothsav Living Museum | 0 | 0 | 0 | 500 | 500 | 500 |
| | 111,084 | 187,148 | 380,313 | 387,856 | 7,543 | 2,884,957 |
| Fiscal Services | | | | | | |
| Debt Charges | | | | | | |
| Interest | 607 | 500 | 1,186 | 1,000 | (186) | 223,872 |
| Debtenture Payments | 0 | 0 | 0 | 0 | 0 | 714,000 |
| | 607 | 500 | 1,186 | 1,000 | (186) | 937,872 |
| Transfers To: | | | | | | |
| Capital Fund for Capital Expenditures | 0 | 0 | 0 | 0 | 0 | 4,250,000 |
| Reserve Funds | 0 | 0 | 0 | 0 | 0 | 150,000 |
| | 0 | 0 | 0 | 0 | 0 | 4,400,000 |
| | 607 | 500 | 1,186 | 1,000 | (186) | 5,337,872 |

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Town of Rothesay

Variance Report - General Fund

| Note # | Annual Budget | Actual | month ending Budget | 2/29/2024 Better/(Worse) | Description of Variance |
|---|---------------|------------|---------------------|--------------------------|---|
| Revenue | | | | | |
| 1 | | \$ 13,362 | \$ 5,333 | \$ 8,029 | Conservative budget estimate |
| 2 | | \$ 231,058 | \$ - | \$ 231,058 | Higher income than budgeted |
| Expenses | | | | | |
| <i>General Government</i> | | | | | |
| | \$ 50,000.00 | | | | Expenses not yet incurred |
| | \$ 75,000.00 | | | | Head hunter fees |
| | \$ 55,000.00 | | | | \$55K budgeted for communications study |
| 3 | | 297,635 | 330,201 | \$ 32,566 | Budget higher than actual |
| | \$ 35,750.00 | | | | Donation budget remaining |
| | \$ 4,000.00 | | | | Annual Budget for antipated expenses if required |
| <i>Protective Services</i> | | | | | |
| | \$ 50,000.00 | 0 | 0 | \$ - | EMO Plan |
| <i>Transportation</i> | | | | | |
| 4 | | 239,692 | 254,060 | \$ 14,368 | Vacant position |
| 5 | | 102,051 | 123,817 | \$ 21,766 | Budget allocated equally thru the year, expenses still to be incurred |
| 6 | | 413,251 | 458,500 | \$ 45,249 | Budget set by past usage and less storms resulted in less usage for 202 |
| <i>Environmental Health</i> | | | | | |
| 7 | | 131,287 | 116,667 | \$ (14,620) | Fuel escalation |
| <i>Environmental Development</i> | | | | | |
| 8 | | 87,937 | 114,693 | \$ 26,756 | Vacant positions |
| | \$ 30,000.00 | | | | Annual budget for bylaw enforcement |
| | \$ 25,000.00 | 0 | 0 | \$ - | Annual budget for planning projects |
| | \$ 5,000.00 | 0 | 0 | \$ - | Annual budget for Heritage Committee |
| | \$ 5,000.00 | 0 | 0 | \$ - | Annual budget for Tourism |
| <i>Recreation & Cultural Services</i> | | | | | |
| 9 | | 65,699 | 59,687 | \$ (6,012) | Pay raise after annual budget |
| | | 38,199 | 48,333 | \$ 10,135 | Casual wages lower than budgeted |
| | \$ 29,600.00 | 0 | 0 | \$ - | Annual budgt for train station |
| 10 | | 14,430 | 6,583 | \$ (7,846) | 2 mths of cleaning as Dec wasn't accrued at ye, supplies and power hig |
| <i>Fiscal Services</i> | | | | | |

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Town of Rothesay

Capital Projects 2024
 General Fund
 2 Months Ended 2/29/2024

| | ANNUAL BUDGET | CURRENT Y-T-D | Remaining Budget |
|---|---------------------|-------------------|---------------------|
| General Government | | | |
| G 202*-00* IT | 15,000 | 0 | 15,000 |
| G-2024-00* Train Station building | 350,000 | 0 | 350,000 |
| Total General Government | 365,000 | 0 | 365,000 |
| Protective Services | | | |
| P-202*-0** Protective Serv. Equipment Purchases | 200,000 | 64,165 | 135,835 |
| Total Protective Services | 200,000 | 64,165 | 135,835 |
| Transportation | | | |
| T-2024-001 Asphalt | 3,395,000 | 97,235 | 3,297,765 |
| T-202*-00* Fleet Replacement | 1,875,000 | 705,510 | 1,169,490 |
| Wijac improvements | 2,500,000 | 0 | 2,500,000 |
| T-2024-00* Grove building | 60,000 | 0 | 60,000 |
| Unassigned: | | | |
| Total Transportation | 7,830,000 | 802,745 | 7,027,255 |
| Recreation | | | |
| R-202*-00* Recreation Equipment | 145,000 | 75,409 | 69,591 |
| R-2022-004 Wells Bldg | 50,000 | 4,134 | 45,866 |
| R-202*-00* Arena Renovation | 105,000 | 0 | 105,000 |
| R-2024-00* Wells parking lot | 500,000 | 0 | 500,000 |
| R-2024-00* Cathodic protection | 75,000 | 0 | 75,000 |
| R-2024-00* Zamboni | 140,000 | 0 | 140,000 |
| Total Recreation | 1,015,000 | 79,543 | 935,458 |
| Carryovers | | | |
| T-2023-004 Intersection Improvement (Gondola/Clark) | 0 | 18,620 | -18,620 |
| R-2022-002 Recreation Pickle Ball | 0 | 164 | -164 |
| | 0 | 18,785 | -18,785 |
| Total | \$ 9,410,000 | \$ 965,237 | \$ 8,444,763 |

2024 Budget and Funding Allocation

| Funding | 2024 | Operating | Reserve | Gas Tax | Borrow | Grant |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| General Government | 365,000 | 15,000 | 350,000 | | | |
| Protective Services | 200,000 | 200,000 | | | | |
| Transportation | 7,830,000 | 3,600,000 | 800,000 | 930,000 | 2,500,000 | |
| Recreation | 1,015,000 | 785,000 | 125,000 | 105,000 | | |
| | \$ 9,410,000 | \$ 4,600,000 | \$ 1,275,000 | \$ 1,035,000 | \$ 2,500,000 | \$ - |

Town of Rothesay

Utility Fund Financial Statements

February 29, 2024

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 2/29/2024

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 |
| | 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) |
| | (20,600,551) |

| | |
|--------------|------------|
| TOTAL ASSETS | 39,577,782 |
|--------------|------------|

LIABILITIES

Current:

| | |
|---|---------|
| Util Capital due to/from Util Operating | 515,000 |
| Total Current Liabilities | 515,000 |

Long-Term:

| | |
|-------------------|-----------|
| Long-Term Debt | 7,416,558 |
| Total Liabilities | 7,931,558 |

EQUITY

Investments:

| | |
|----------------------------|------------|
| Investment in Fixed Assets | 31,646,224 |
| Total Equity | 31,646,224 |
| TOTAL LIABILITIES & EQUITY | 39,577,782 |

Town of Rothesay

Balance Sheet - Utilities Fund Reserves
2/29/2024

ASSETS

| | |
|--|---------------------|
| BNS Utility Capital Reserve # 00241 12 | 234,820 |
| BNS - Util Capital Reserve GIC | <u>1,145,800</u> |
| | <u>\$ 1,380,620</u> |

LIABILITIES AND EQUITY

| | |
|--------------------------------------|---------------------|
| Invest. in Utility Capital Reserve | 912,645 |
| Invest. in Utility Operating Reserve | 113,991 |
| Invest. in Sewerage Outfall Reserve | <u>353,984</u> |
| | <u>\$ 1,380,620</u> |

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Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 2/29/2024

ASSETS

| | |
|--------------------------------------|------------|
| Current assets: | |
| Accounts Receivable Net of Allowance | 620,030 |
| Total Current Assets | 620,030 |
| Other Assets: | |
| Projects | 342,144 |
| | 342,144 |
| TOTAL ASSETS | \$ 962,174 |

LIABILITIES

| | |
|-----------------------|-----------|
| Accrued Payables | 16,263 |
| Due from General Fund | 1,650,527 |
| Due to Capital Fund | (515,000) |
| Deferred Revenue | 10,677 |
| Total Liabilities | 1,162,467 |

EQUITY

| | |
|----------------------------|------------|
| Surplus: | |
| Opening Retained Earnings | 40,521 |
| Profit (Loss) to Date | (240,815) |
| | (200,293) |
| TOTAL LIABILITIES & EQUITY | \$ 962,174 |

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Town of Rothesay
 Utilities Operating Income Statement
 2 Months Ended 2/29/2024

| | CURRENT MONTH | BUDGET FOR MONTH | CURRENT YTD | BUDGET YTD | VARIANCE Better(Worse) | NOTE # | ANNUAL BUDGET |
|---|------------------|------------------|------------------|------------------|------------------------|--------|------------------|
| RECEIPTS | | | | | | | |
| Sale of Water | 0 | 0 | 7,224 | 0 | 7,224 | | 1,165,000 |
| Meter and non-hookup fees | 0 | 0 | 0 | 0 | 0 | | 63,500 |
| Water Supply for Fire Prot. | 0 | 0 | 0 | 0 | 0 | | 335,000 |
| Local Improvement Levy | 0 | 0 | 0 | 0 | 0 | | 59,000 |
| Sewerage Services | 0 | 0 | 0 | 0 | 0 | | 2,154,283 |
| Connection Fees | 0 | 2,083 | 2,700 | 5,767 | (3,067) | | 75,000 |
| Interest Earned | 7,931 | 7,500 | 16,715 | 15,000 | 1,715 | | 90,000 |
| Misc. Revenue | 1,000 | 769 | 1,300 | 1,537 | (237) | | 9,224 |
| Surplus - Previous Years | 0 | 0 | 33,993 | 33,993 | 0 | | 33,993 |
| TOTAL RECEIPTS | 8,931 | 10,352 | 61,932 | 56,297 | 5,635 | | 3,985,000 |
| WATER SUPPLY | | | | | | | |
| Share of Overhead Expenses | 18,288 | 18,288 | 36,575 | 36,575 | 0 | | 219,450 |
| Wages | 16,291 | 16,831 | 31,864 | 33,662 | 1,797 | | 240,000 |
| Audit/Legal/Training | 1,043 | 167 | 1,156 | 833 | (323) | | 8,500 |
| Other Water | 0 | 625 | 0 | 1,250 | 1,250 | | 7,500 |
| Purification & Treatment | 26,567 | 31,550 | 48,482 | 53,833 | 5,351 | | 568,000 |
| Transmission & Distribution | 4,715 | 12,817 | 7,744 | 15,833 | 8,089 | | 130,000 |
| Power & Pumping | 5,294 | 4,667 | 10,844 | 9,333 | (1,511) | | 56,000 |
| Billing/Collections | 60 | 117 | 1,349 | 1,533 | 185 | | 5,000 |
| Water Purchased | 0 | 0 | 158 | 200 | 42 | | 1,200 |
| Misc. Expenses | 1,512 | 4,333 | 1,623 | 4,333 | 2,711 | | 32,000 |
| McGuire Road Operating | 278 | 1,667 | 2,850 | 3,333 | 483 | | 20,000 |
| TOTAL WATER SUPPLY | 74,048 | 91,060 | 142,646 | 160,720 | 18,074 | | 1,287,650 |
| SEWERAGE COLLECTION & DISPOSAL | | | | | | | |
| Share of Overhead Expenses | 27,431 | 27,431 | 54,863 | 54,863 | 0 | | 329,175 |
| Wages | 30,000 | 30,000 | 60,000 | 60,000 | 0 | | 360,000 |
| Audit/Legal/Training | 0 | 750 | 548 | 1,500 | 953 | | 15,000 |
| Collection System Maintenance | 1,036 | 5,250 | 1,902 | 6,250 | 4,348 | | 85,000 |
| Sewer Claims | 0 | 0 | 5,411 | 5,000 | (411) | | 20,000 |
| Lift Stations | 13,428 | 9,067 | 18,085 | 13,333 | (4,751) | | 82,500 |
| Treatment/Disposal | 11,637 | 10,667 | 19,061 | 18,000 | (1,061) | | 121,000 |
| Misc. Expenses | 0 | 2,333 | 232 | 4,667 | 4,435 | | 28,000 |
| TOTAL SWGE COLLECTION & DISPC | 83,533 | 85,498 | 160,101 | 163,613 | 3,512 | | 1,040,675 |
| FISCAL SERVICES | | | | | | | |
| Interest on Bank Loans | 0 | 0 | 0 | 0 | 0 | | 2,026 |
| Interest on Long-Term Debt | 0 | 0 | 0 | 0 | 0 | | 263,941 |
| Principal Repayment | 0 | 0 | 0 | 0 | 0 | | 565,708 |
| Transfer to Reserve Accounts | 0 | 0 | 0 | 0 | 0 | | 75,000 |
| Capital Fund Through Operating | 0 | 0 | 0 | 0 | 0 | | 750,000 |
| TOTAL FISCAL SERVICES | 0 | 0 | 0 | 0 | 0 | | 1,656,675 |
| TOTAL EXPENSES | 157,580 | 176,558 | 302,747 | 324,333 | 21,586 | | 3,985,000 |
| NET INCOME (LOSS) FOR THE PER | (148,650) | (166,206) | (240,815) | (268,036) | 27,221 | | (0) |

Town of Rothesay

Variance Report - Utility Operating
2/29/2024

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

Revenue

| | | | | | |
|---|---------------|-------|---|-------|---------------------|
| 1 | Sale of Water | 7,224 | 0 | 7,224 | Amt owing from 2023 |
|---|---------------|-------|---|-------|---------------------|

Expenditures

Water

Sewer

Fiscal Services

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Town of Rothesay

Capital Projects 2024

Utility Fund

2 Months Ended 2/29/2024

| | Original BUDGET | Council Approval | CURRENT Y-T-D | Remaining Budget |
|--|---------------------|---------------------|------------------|---------------------|
| WATER | | | | |
| W-2022-003 Filtration Bldg Water | 775,000 | - | 0 | 775,000 |
| T-2024-00* Production Wells TH90-1 | 65,000 | - | 0 | 65,000 |
| T-2024-00* Storage bldg renovations | 55,000 | - | 0 | 55,000 |
| T-2024-00* Shadowhill water line | 250,000 | - | 0 | 250,000 |
| T-2024-00* Treatment effluent tank re-lining | 30,000 | - | 0 | 30,000 |
| T-2024-00* Filter Bldg heat system upgrade | 40,000 | - | 0 | 40,000 |
| T-2024-00* Transfer switch VDF Wells 1 & 2 | 50,000 | - | 0 | 50,000 |
| T-2024-00* Large scale tapping machine | 40,000 | - | 0 | 40,000 |
| | <u>\$ 1,305,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,305,000</u> |

| | | | | |
|---|------------------|----------|--------------|------------------|
| SEWER | | | | |
| T-202*-001 Sewer work in Ashphalt contract | 100,000 | \$ - | 0 | 100,000 |
| S-2023- 004 WWTF Plant | 3,500,000 | \$ - | 3,565 | 3,496,435 |
| T-2024-00* Frances Ave lift station replacement | 120,000 | \$ - | 0 | 120,000 |
| Unbudgeted items: | | | | |
| Unbudgeted Capital Items - Utilities | 0 | \$ - | 2,811 | (2,811) |
| | <u>3,720,000</u> | <u>-</u> | <u>6,376</u> | <u>3,713,624</u> |

| | | | | |
|-----------------------|------------------|----------|--------------|------------------|
| Total Approved | <u>5,025,000</u> | <u>-</u> | <u>6,376</u> | <u>5,018,624</u> |
|-----------------------|------------------|----------|--------------|------------------|

| | | | | |
|----------------------------------|------------------|----------|----------------|------------------|
| Carryovers | | | | |
| Funded from Reserves | | | | |
| S-2021-008 WWTP Design Phase II | - | - | 16,217 | (16,217) |
| S-2021-001 Turnbull Court Design | - | - | 319,552 | (319,552) |
| | <u>0</u> | <u>0</u> | <u>0</u> | <u>335,769</u> |
| | <u>5,025,000</u> | <u>-</u> | <u>342,144</u> | <u>4,682,856</u> |

| Funding: | Total | Operating | Reserves | Borrow | Gas Tax | Grants |
|----------|---------------------|-------------------|-------------|---------------------|-------------------|-------------------|
| Water | 1,305,000 | 630,000 | | \$ 250,000 | 425,000 | |
| Sewer | 3,720,000 | 120,000 | | \$ 2,625,000 | 100,000 | 875,000 |
| | <u>\$ 5,025,000</u> | <u>\$ 750,000</u> | <u>\$ -</u> | <u>\$ 2,875,000</u> | <u>\$ 525,000</u> | <u>\$ 875,000</u> |

Town of Rothesay

2024-02-29

219500-60

Donations/Cultural Support

Budget

Paid to date

| | | |
|----------------------------|------------------|---|
| KV3C (in kind) | 2,500.00 | |
| NB Medical Education Trust | 5,000.00 | |
| KV Food Basket | 5,000.00 | |
| Fairweather Scholarship | 1,000.00 | |
| Saint John Theatre Company | 1,000.00 | |
| Symphony NB | 2,500.00 | |
| sub | <u>17,000.00</u> | - |

| | | |
|----------|------------------|---------------|
| Other: | 19,500.00 | |
| Portage | | 500.00 |
| KVBA U14 | | 250.00 |
| sub | <u>19,500.00</u> | <u>750.00</u> |

| | | |
|--|------------------|---------------|
| | <u>36,500.00</u> | <u>750.00</u> |
|--|------------------|---------------|

| | | |
|-------------|--|---------------|
| G/L Balance | | <u>750.00</u> |
|-------------|--|---------------|

| | | | |
|----------------------------|------------------|-----------------|--------------|
| Other: | | | |
| Kennebecasis Crimestoppers | 2,800.00 | 2,800.00 | Protective S |
| PRO Kids | 7,500.00 | | Recreation |
| | <u>10,300.00</u> | <u>2,800.00</u> | |

TOWN OF ROTHESAY

FINANCE COMMITTEE

March 27, 2024

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander, Chairman

Councillor Helen Boyle (virtual)

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

Guests: Peter Logan & Chelsea Nicholls, Teed Saunders Doyle

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

The agenda was accepted (DS/HB)

Review of Minutes

The minutes of February 23, 2024 were accepted as presented (DS/HB)

2024 Draft Audited Financial Statements

Treasurer MacDonald introduced auditors and presented draft financial statements. He noted there will be minor amendments to these statements, but they are substantially complete. He reviewed the difference between these statements (PSAS) and our operating statements seen through the year. For example, Grants from other levels of Government for capital projects are shown as revenue, which results in a larger reported surplus. The audited financial statements also report amortization of capital assets now, which is helpful for capital planning. Debt repayments for internal purposes is reported as an expense but PSAS its applied against long term debt and not presented in as an expense. Finally, the financial reporting is prepared on a consolidated basis including the Rothesay share of the KRBJPC, KVFD and the Library.

Net Debt represents the value of financial assets and liabilities. Rothesay's net debt has decreased. Net debt will increase in the future when Rothesay borrows for large capital projects such as the Waste Water treatment plant.

Note 24 shows the reconciliation of the PSAS surplus to the operating surplus. The funding surplus for the General Fund is \$109,616 and for the Utility Fund \$40,521.

Note 28 is the consolidated budget compared to actual. Treasurer Doug MacDonald noted that Transportation expense has large variance due to designated highway costs. Rothesay doesn't own designated highway therefore it is expensed rather than capitalized. It wasn't in the budgeted because Rothesay wasn't aware funding would be made available at that time.

Note 21 Schedule of tangible capital assets is the consolidated numbers which means the Buildings and Leasehold Improvements of approx. \$3.9M is both the Wells building and Rothesay's portion of the Fire Station #2. The total approximate cost of the Wells building from start to finish is \$2.8M

Note 25 Statement of Reserves is the amount of money available in the different reserve funds. Mayor Nancy Grant commented this information is extremely useful when you have projects/expenses that you didn't anticipate and need to know how much money you have available. Treasurer, Doug MacDonald noted that these funds have restrictions so only certain expenses can be used for certain things.

Town Manager John Jarvie questioned the Note 16 Post Employment benefits payable and why the employment service cost has decreased year over year. Treasurer Doug MacDonald stated the numbers provided are based on actuary estimates and assumptions from 2021 which may not reflect current situation. Actuary reports are done every 3 years.

Town Manager John Jarvie questioned note 2 and whether the % ownership for Kennebecasis Public Library has increased. The auditors will verify accuracy.

Mr. Logan advised that it was a clean audit with only one adjusting journal entry required.

At the Council meeting, Treasurer MacDonald will present and Mr. Logan will confirm. It was agreed to refer the statements (as amended) to Council (NG/DS).

Chairman Alexander thanked the TSD representatives and they left the meeting.

Treasurer MacDonald commented the auditor provided excellent service at a very competitive cost therefore recommended they be reappointed for the 2024 fiscal period.

It was agreed to **recommend to Council to reappoint Teed Saunders Doyle as auditors for 2024 (NG/DS).**

February Internal Financial statements

General – Treasurer MacDonald informed finance committee not much is new from previous month. Insurance cost was overbudgeted and has a positive variance of approx. \$30K. The variance report includes another column with annual budgeted items which have no predetermined time for expenditure. They are included in variance report to avoid large variance at year end if no expenditures are incurred. Mayor Nancy Grant commented that the format is confusing. Treasurer Doug MacDonald advised it can be changed.

Councillor Don Shea asked why large amount of money is spent on the rental unit at fox farm every year. Treasurer Doug MacDonald explained that the Fox Farm rental is cash flow positive and expenses are incurred when the unit is vacated and renovation are required.

Councillor Don Shea asked if the expenses incurred to date at the Wells building could be extrapolated for the year. Treasurer Doug MacDonald explained that the Wells building expenses are not reflective of actual operating costs because some items are merely start up costs and the monthly hydro bill was based on estimate and is grossly overstated.

Utilities – Revenue is billed quarterly therefore not yet reflected in the statements.

It was agreed **the financial statements for both funds should be referred to Council for approval (DS/NG).**

Donation Requests

MOVED NB Medical Education Trust **approve donation request of \$5,000 (DS/NG)**

CARRIED

Mayor Nancy Grant commented the NB Medical Education Trust recently promoted a local Rothesay student Sam Palmer on its social media page.

MOVED to approve gold sponsorship to **KV Food Bank of \$2,000 (DS/NG)**

CARRIED

Treasurer Doug MacDonald informed finance committee that KV Food Bank may present to council about a building expansion.

MOVED to split cost of ice time for the Maddy Murphy Fund – Police /Fire Hockey HB/DS) with Town of Quispamsis (DS/NG)

CARRIED

For Information

CCBF (Gas Tax) 2023 reports

The Canada Community Building Fund 2023 reports have been submitted. Treasurer MacDonald noted an annual attestation of the spending and project completion is required for the 5-year agreement, which include a 5-year Capital Plan. He noted there is two separate funds 2014-2018 balance remaining of approx. \$2.4M for Arena project and 2019 – 2023 with a balance of approx. \$1.3M remaining for different projects including road repairs.

KVFD Quint 1 Replacement Proposal:

At the last finance committee meeting, that prepayment of 25% would only be made if it was congruent with the Town of Quispamsis. Quispamsis council passed a motion (included in finance package) that it will not be funding purchase of ladder truck until 2025.

KVFD will likely place order in the fall of 2024 once they have reviewed all the specs.

Compliance report – all items filed.

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

Next Meeting

The next meeting is set for April 18, 2024.

The meeting adjourned at 10:05am.

Deputy Mayor Matt Alexander, Chairman

Laura Adair, Recording Secretary



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Finance Committee
DATE : April 3, 2024
RE : Donation Recommendations

The finance committee recommends the following motions re donation requests:

Council approve the request for event sponsorship from the KV Food Bank in the amount of \$2,000.

Council approve the request from the New Brunswick Medical Education Foundation Inc. for a scholarship in the amount of \$5,000..

2024April8OpenSessionFINAL_177

2024March11OpenSessionFINAL_039



Greetings from the Kennebecasis Valley Food Basket!

We are in our 39th year of operation and our client numbers continue to grow monthly. We served approximately 4,000 clients in 2023, an increase of 15% over 2022. Food costs, which make up close to 70% of our annual budget continue to grow, increasing 16% in 2023 over 2022. We are also currently in the planning stages of a renovation and expansion of our existing facility in order to better serve the needs of our growing community. With increasing client numbers, higher food costs and a planned building expansion and renovation underway, we decided to launch a fundraising event.

A talented group of Valley musicians are volunteering their time to help us with ongoing fundraising. We will be staging a "Come Together for the KV Food Basket" Beatles Tribute show at the Imperial Theater on April 26th. We will celebrate the 60th Anniversary of the Beatles and hope you will join us. We are offering sponsorship opportunities at different levels as seen in the attachment to assist in our fundraising efforts. Please consider one of the options listed based on your interest and ability to donate. If you are able to purchase tickets and attend the event that is equally important. Tickets are \$20.00 for Students and \$30.00 for Adults, all fees included and available online imperialtheatre.ca.

Your donation and/or purchase of show tickets will be vital to the success of this fundraising endeavor for an extremely worthy cause. Please join the fun!

Thank you for your consideration,

Brian Rignanesi

Board Chair

KV Food Basket



2024April8OpenSessionFINAL_178

2024March11OpenSessionFINAL_040



KENNEBECASIS VALLEY FOOD BASKET FUNDRAISER SPONSORSHIP OPPORTUNITIES

The *Come Together Houseband* presents a celebration of 60 years of the Beatles! Join us as a sponsor of this concert at the Imperial Theatre on April 26, 2024 and support the Kennebecasis Valley Food Basket in their fight against hunger in our community.



PRESENTING
SPONSOR
\$5,000

- Imperial Theatre marquee on show day
- Exclusivity
- Option to present verbal greetings before concert
- Verbal recognition during show
- Verbal mention on radio
- Recognition on Kennebecasis Valley Food Basket Facebook page
- Logo on social media posts
- 10 VIP tickets



GOLD
SPONSOR
\$2,000

- Verbal recognition during show
- Verbal mention on radio
- Logo on social media posts
- 6 VIP tickets



SILVER
SPONSOR
\$1,000

- Verbal recognition during show
- Verbal mention on radio
- Logo on social media posts
- 4 VIP tickets



BRONZE
SPONSOR
\$500

- Verbal recognition during show
- Verbal mention on radio
- Logo on social media posts
- 2 VIP tickets

NOTE: Sponsors confirmed by March 22 will have logo placed on printed posters.

THE BEATLES

THANK YOU - WE APPRECIATE YOUR GENEROUS SUPPORT



2024April8OpenSessionFINAL_179

The New Brunswick Medical
Education Foundation Inc.

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

March 11, 2024

Mayor Nancy Grant & Council
Town of Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5

Re: Town of Rothesay Medical Education Scholarship

To Her Worship, Mayor Grant and Council:

On behalf of the Directors of The New Brunswick Medical Education Foundation and the students we support, I thank you sincerely for your ongoing support of our future physicians. The Town of Rothesay's commitment to retaining our best and brightest students is inspiring and deeply appreciated by our organization. Since inception, 21 program alumni are now practicing in the Greater Saint John area, with 4 having established their practices within Rothesay.

We are preparing to award the 2024 Town of Rothesay Medical Education Scholarship, to be presented to a future physician in the fall. The Grants Committee has indicated to me that it is time for the Town to consider a renewal of this scholarship. Your previous commitment was an annual donation of \$5,000. We have enclosed an invoice for that amount.

Your support means the world to the students we assist, but also impacts the patients and communities who will benefit from their care in the decades to come. Thank you for your generosity, attention and vision. An investment in tomorrow's healthcare will benefit our families, friends, neighbours and communities.

With All Sincerity,

Alyssa Long, Executive Director
The New Brunswick Medical Education Foundation



ROTHESAY

AGE FRIENDLY ADVISORY COMMITTEE

Rothesay Town Hall Common Room
& Webex Virtual Meeting

Tuesday, March 19, 2024 at 10 am



PRESENT: COUNCILLOR HELEN BOYLE
DIANE O'CONNOR, CHAIRPERSON
WILLA MAVIS, VICE CHAIRPERSON
NANCY HASLETT
DR. SHAWN JENNINGS
JILL JENNINGS
ANGELA MORSE
DOAA HIGAZY

DRAFT

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

ABSENT: MAYOR NANCY GRANT, *ex-officio member*
DIANNE TAYLOR
ROBERT TAYLOR
TOWN MANAGER JOHN JARVIE
HIGH SCHOOL REPRESENTATIVE (Vacant)

Chairperson O'Connor called the meeting to order at 10:00 am.

1. APPROVAL OF AGENDA

MOVED by N. Haslett and seconded by Vice Chairperson Mavis the agenda be approved as circulated.
CARRIED.

2. APPROVAL OF MINUTES

2.1 Meeting minutes of February 20, 2024

MOVED by J. Jennings and seconded by N. Haslett the minutes of February 20, 2024, be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS AND PRESENTATIONS

N/A

6. CORRESPONDENCE FOR ACTION

N/A

7. CORRESPONDENCE FOR INFORMATION

N/A

8. UNFINISHED BUSINESS

8.1 2024 Rothesay Age Friendly Community Designation Renewal

K. Duffley informed that in today's Committee meeting documentation, they will find a tentative timeline and her proposed process. She proposed to the Committee members that the first step would be developing a survey for the community wide. She is hoping to have the survey ready so that it can be promoted during the upcoming Rothesay Wellness Fair.

The next step will be to review the survey results to determine what are the main themes and goals. Afterwards, a small focus group could retain three main ideas or concepts later in the year. Subsequently, the Committee can develop what the action plan will be for the next three years. The application will also include a review of the Committee past three years. With all the information obtained, they would put together in a final report that would be submitted to the province.

K. Duffley mentioned to the Committee that she is looking back for some feedback regarding the survey. She asked if anyone had any other suggestions to let her know before the survey gets approved at the next Committee meeting. The deadline is in December.

A discussion took place regarding the potential of conducting research to find quantitative data on the physical community aspects that make a community age friendly (i.e. slopes of sidewalks, number of benches, etc.). Although it would be beneficial to have quantitative data, the current tools available are not user friendly or easy to use. But it is definitely an idea to consider those sorts of questions in our survey.

Dr. Jennings proposed to have a scoring in the survey for the number of crosswalks, slopes, how things are connected for walkability and public transportation. N. Haslett replied that it would be interesting to know the number of crosswalks and whether they meet the standards. K. Flood suggested that would be a good task for the Engineering Summer Students.

Chairperson O'Connor queried about information booths the Town has and what is going to become of those. K. Duffley replied that they were removed because they were not feasible and broke due to winter climate.

8.2 2024 Rothesay Age Friendly Community Wellness Fair

Chairperson O'Connor mentioned to the Committee members that the 2024 Rothesay Agee Friendly Community Wellness Fair poster in included in today's meeting documentation. K. Duffley informed the Committee that she has been working on the Wellness Fair with Chairperson O'Connor, N. Haslett and K. Flood. It will be held on Monday, June 3rd, 2024. There will be 35 booths in the Rothesay High School gymnasium and four booths in the foyer. We will also have a raffle draw and all the proceeds will be going towards Rothesay High School - Adopt a Red Hawk Program. It is a great way to give back to us since they are providing us with the space and the student resources. We will also be collecting donations for the KV Food Basket.

Chairperson O'Connor added that there will be health checks for blood pressure, glucose and cholesterol. She pointed out that it is the main drive of the Wellness Fair. She said that they are excited about having another one since the pandemic and it is a community building event.

D. Higazy asked the Committee if registration is required to participate in the event. K. Duffley replied that only for the booths are required to register. She will be sending the registration form and there are no fees. It is a free event. D. Higazy said that she would like to share the poster on Saint John Newcomers Centre social media platforms. K. Duffley will send all the details once everything is ready to D. Higazy. Chairperson O'Connor added that there will also be radio announcements.

K. Flood announced that Sobeys partnered for the event and will provide snacks for the attendees. K. Duffley added that Culligan will provide water as well.

Chairperson O'Connor mentioned to the Committee that N. Haslett and her are going to be distributing a donation letter to the businesses and community regarding donations for the raffle draw.

N. Haslett pointed out to the members the one challenge is to secure the assistance of nurses to help Dan and Andy, pharmacists from Rothesay PharmaChoice, during the wellness check such as blood sugar, etc. She reached out to a couple of individuals, but Cindy Bergeron was the last one who contacted both NBCC and the nursing program at UNB Saint John. Both programs are done. So, the resource is not there. Coincidentally, her son's fiancé is a nurse at Saint John Regional Hospital, so she is going to reach out to her to see whether there is a couple of nurses that can help. Although if any members of the Committee know nurses that would volunteer for a couple of hours to kindly let her know. She added that Cindy Bergeron told her that UNB Saint John nurses' program they would love to have as part of their school mandate and a volunteer opportunity for their students. D. Higazy will share this information with her group.

A discussion took place regarding the liability and renewal registrations of the nurses.

9 NEW BUSINESS

9.1 Age-Friendly Programming Update

Rothesay Hive Programming

What's Going On:

- Exercise classes remain to be popular, with most classes full, including Sittercise.
 - The Walking Club is still going – all year round – Chairperson O'Connor is still leading the walks.
 - Our first Potluck was very successful, it was held on Friday, March 1st due to the bad weather.
 - We are working on the spring calendar, which will see the Garden Club come back again for the 3rd year. One of the Garden Club members went to Rothesay Elementary School to provide some insights to the students as to what they should be growing, the sales of their harvest, etc. Derreck Delong, Rothesay Parks Grounds Coordinator, went there too and someone from the Fundy Gardeners.
-

Rothesay Hive Members

Rothesay Hive Facebook Group: 873 members

Rothesay Hive Members as of now in 2024: 125 members

Rothesay Hive Members in 2023: 162 members

Rothesay Hive Members in 2022: 126 members

Renforth Seniors Exercise Classes

The Renforth Seniors Exercise Classes remain popular. The class is still being offered at the Bill McGuire Centre on Mondays and Wednesdays from September to June each year.

Zoomers in Balance (formerly called Zoomers on the Go)

UNB CELLAB continue to offer Zoomers in Balance program at the Bill McGuire Centre on Tuesday and Friday mornings. There are two sessions of classes to help meet the demand for the program.

Saint John Newcomers Centre Programs

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

Chairperson O'Connor updated the Committee regarding Future Engage events. She pointed out that the Hiba Hachicha, The Saint John Newcomers Centre - Allophone Newcomer Settlement Advisor, has difficulty to find newcomers to come to English conversation program. Perhaps the struggle is that newcomers are working Wednesday afternoon. D. Higazy suggested moving the time to 12 – 1 pm, which is lunch time for them, and they can join virtually or in-person. K. Duffley replied that she will look at the calendar, but mostly likely not. She indicated that the Hive calendar is full.

Vice-Chairperson Mavis complimented Chairperson O'Connor on her CBC News interview.

Canadian Health Solutions Wellness55

The program is still ongoing. They are using space in Rothesay Town Hall for meetings on Tuesdays.

9.2 Speed Chatting

Chairperson O'Connor explained to the Committee that a few years ago before the pandemic, she was

sitting on the Board for the Elizabeth Fry Society with Judith Murphy, and they came up with an idea of speed chatting. The Elizabeth Fry Society is with women who are incarcerated. Judy and she met a lot of grandmothers who were looking after children of women who were in prisons. These grandmothers had a lot to say. They asked them what they would like to do, and they said they want to talk to kids. So, the idea came up of speed chatting. They went to churches and schools. In the school class, tables were set up around the room and they would have a senior and one or two students with a list of questions in the middle. They had 5 and 10 minutes to talk. And when the bell rang, the kid jumped up and went to the next table and the grandmother would stay. So on and so forth. It was a great success.

After talking with the Walking Club, they suggested speed chatting during Intergenerational Day coming up on June 1st and in partnership with Touchstone.

Chairperson O'Connor will continue her conversation with A. Morse after this meeting regarding speed chatting.

9.3 Rothesay Hive 2024 Annual Report

K. Duffley informed the Committee that she prepared again this year's Rothesay Hive Annual Report. She explained the annual report to the members. She pointed out that the membership grew by 30% in 2023. The Facebook group page increased by 42%. It is an amazing growth as well as the programs and activities. She also inserted a couple of reports about the new programs, such as Walking Club, High Teas, File for Life and the Garden Club. She did an overview of the year. She asked Counc. Boyle to mention it at the next council meeting. Counc. Boyle mentioned she was speaking with Inspector Henderson, and she told her Eugene Valpo retired from the police force. Inspector Henderson asked if the Committee could give her Rothesay Hive schedule.

K. Duffley mentioned to the Committee that she has been trying to arrange a meeting with the Kennebecasis Valley Fire Department and Kennebecasis Regional Police Force to discuss the "File for Life", because we need to order more. However, nobody is available. Counc. Boyle indicated that they are short-staffed and unable to host their annual community BBQ. She suggested that perhaps the Walking Club could keep it running. Vice-Chairperson Mavis proposed the KV Old Boys. K. Duffley added the Rotary Club and the Lions Club have volunteers who might be able to assist in hosting the BBQ, in addition making it a community partnership.

Chairperson O'Connor congratulated K. Duffley on the work she did on the annual report.

9.4 Rothesay Volunteer Recognition Awards

K. Duffley informed the Committee members that Rothesay will be hosting a Volunteer Recognition Awards this year. So, if you know a volunteer that you would like to nominate, please do so before Friday, April 5th. The nomination form is available online. She will also have printed forms at Rothesay Hive and Town Hall.

N. Haslett inquired if the Town of Rothesay ever review the survey that they did regarding the Recreational Master Plan. K. Flood replied that she believes the last draft went to Council for comments and has not been finalized yet. Once completed she will bring it to the Committee.

N. Haslett added another comment regarding the “File for Life”, if it would be good to have maybe a couple of other testimonials of people that have had to use it and by having it, it really saved time for the first responders (fire, police and ambulance). K. Duffley reiterated that she needs to order more “File for Life”.

10 DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, April 16th at 10 am.

11 ADJOURNMENT

MOVED by N. Haslett and seconded by A. Morse the meeting be adjourned.

CARRIED.

The meeting adjourned at 10:53 am.

CHAIRPERSON

RECORDING SECRETARY



Annual Report - 2023 -



Rothesay HIVE







March 4, 2024

Age Friendly Community Centre

Address: 70 Hampton Road, Rothesay NB

Website: www.rothesay.ca/recreation/rothesay-HIVE/

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2023 IN REVIEW

Throughout 2023, the Rothesay HIVE provided many opportunities for older adults in our community to thrive. We are proud to present this 2023 Annual Report to outline the highlights of the past year.

Mission

The Rothesay HIVE's mission is to be a gathering place to nurture the health and well-being of adults (50+) through a hub of activities that focus on socialization, connection, health and wellness, intergenerational programming, lifelong learning, and outreach.

Growth

The Rothesay HIVE had another successful year of growth in programs, members, and reach. Not only is the Rothesay HIVE membership growing, but the number of residents who are older adults will continue to grow as well. Based on the 2021 Statistics Canada report, 22.8% of New Brunswickers are aged 65 years and older, which is higher than Canada overall. However, that number is expected to continue to grow. The Government of New Brunswick noted that within 10 years, over 28% of New Brunswick's population will be over the age of 65. Please see further details on page 4.

"I have used and enjoyed various exercise classes at the Rothesay HIVE during this past year. The classes and Instructors are finely tuned to us "older adults" thus making these sessions very enjoyable and beneficial."

– Mary, Rothesay HIVE Member

Looking Ahead

We are always striving to add new programs and activities that will benefit our members. By connecting with community organizations, we can create lasting connections between older adults, future generations, and community supports.

GROWTH

We are excited to report that the Rothesay HIVE has seen growth over the course of 2023.

Rothesay HIVE Members

The Rothesay HIVE membership grew by **↑30%** since 2022. This growth demonstrates that age-friendly programming is critical to the needs of our community.

Memberships are valid from January 1st - December 31st and cost \$25. The fee is prorated so that members do not pay for months that have passed (-\$2.00 per month passed). We also offer a 3 Visit Trial for those who want to test out the Rothesay HIVE before becoming a member.

Total Number of Members in 2023: 162

Drop-In Visitors

Over the course of 2023, we have organized various programs that offer a drop-in option versus having to register, including our Coffee & Chats and Card & Board Games sessions.



E-Mail Contacts

The Rothesay HIVE uses e-mail to send information to members and anyone who wishes to receive the monthly calendar, newsletter, and information about events and programs at the Rothesay HIVE.

Total Number of E-Mail Contacts: +328

Facebook Group Members

The Rothesay HIVE has a Facebook Group where information about all types of programs, services, events, and information is posted. At the end of 2022 we had **579** group members, and by the end of 2023 we had **824**. In one year, the Facebook Group grew by **↑42%**!

Number of NEW Facebook Group Members in 2023: +245

PROGRAMS & ACTIVITIES

Highlights

The Rothesay HIVE has added many new programs and activities to the calendar in 2023. Here is the list of all programs and activities that were offered throughout the year:

★ = Newly added in 2023

In-Person Activities

- Book Club
- Garden Club
- Card & Board Games
- Mahjong & Bridge Games ★
- Mahjong Lessons
- Bridge Lessons
- Coffee & Chats
- HIVE Library
- Puzzle Library
- Movie Matinees
- Special Events:
 - Coronation High Tea ★
 - Rothesay Hive Open House ★
 - Holiday High Tea ★
- Playing Cribbage with Rothesay High School Students
- Trivia with Kelly ★
- Pet Therapy with Winnie ★

Presentations & Information Sessions

- Coffee & Chat with:
 - Teen Resource Centre ★
 - Artist in Residence Darlene Baker ★
 - Kennebecasis Valley Fire Department
 - Parkland in the Valley
- Presentations:
 - Aquatic Recreation Information Session ★
 - Advance Care Planning ★
 - Willing to Know - Wills and Estate Planning ★
 - Understanding & Preventing Financial Abuse ★
- Virtual Fall Speaker Series
- Mindful Moments Video Series

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In-Person Fitness Classes

- 50+ Fitness Class
- Chair Yoga
- Flex & Flow
- Sittercise
- Latin Line Dancing
- Walkie Talkies: Walking Group ★
- Tai Chi

Programs Offered by Other Organizations

- Saint John Newcomers Centre:
 - Future Engage Program
 - English Conversations
- Canadian Health Solutions:
 - Wellness 55+ ★

Growth in Programs

Here is a comparison to show the growth in programs offered at the Rothesay HIVE that has occurred between 2021, 2022, and 2023.

January 2021 Calendar

| MONDAY's with Sharon | TUESDAY CLOSED | WEDNESDAY's with Deby | THURSDAY CLOSED | FRIDAY |
|---|-------------------|---|--------------------|---|
| 4 10:00AM Older Adult Fitness 12:30PM Chair Yoga | 5 Closed | 6 10:00AM Flex & Flow 12:30PM Sittercise | 7 Closed | 8 12:00PM Beginners Latin Line Dancing |
| 11 10:00AM Older Adult Fitness 12:30PM Chair Yoga | 12 Closed | 15 10:00AM Flex & Flow 12:30PM Sittercise | 14 Closed | 15 12:00PM Beginners Latin Line Dancing |
| 18 10:00AM Older Adult Fitness 12:30PM Chair Yoga | 19 Closed | 20 10:00AM Flex & Flow 12:30PM Sittercise | 21 Closed | 22 12:00PM Beginners Latin Line Dancing |
| 25 10:00AM Older Adult Fitness 12:30PM Chair Yoga | 26 Closed | 27 10:00AM Flex & Flow 12:30PM Sittercise | 28 Closed | 29 12:00PM Beginners Latin Line Dancing |

January 2022 Calendar

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|--|---|---|-------------------------------------|
| 3 Closed for the Holidays | 4 10AM Bridge Lessons @ 1:30PM Coffee & Chat 2:30PM Card/Board Games | 5 11AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat | 6 | 7 11AM Latin Line Dancing @ \$5 |
| 10 9:30AM 50+ Fitness @ \$5 11AM Chair Yoga @ \$5 11:30AM Seniors Hockey 12:45PM Seniors Skate | 11 10AM Bridge Lessons @ 1:30PM Coffee & Chat 2:30PM Card/Board Games | 12 11AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat | 13 10AM Mahjong Lessons @ 2:00PM Résumé Writing Workshop @ | 14 11AM Latin Line Dancing @ \$5 |
| 17 9:30AM 50+ Fitness @ \$5 11AM Chair Yoga @ \$5 11:30AM Seniors Hockey 12:45PM Seniors Skate | 18 10AM Bridge Lessons @ 1:30PM Coffee & Chat 2:30PM Card/Board Games | 19 11AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat | 20 10AM Mahjong Lessons @ | 21 11AM Latin Line Dancing @ \$5 |
| 24 9:30AM 50+ Fitness @ \$5 11AM Chair Yoga @ \$5 11:30AM Seniors Hockey 12:45PM Seniors Skate 1:30PM Hive Book Club @ | 25 10AM Bridge Lessons @ 1:30PM Coffee & Chat 2:30PM Card/Board Games | 26 11AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat | 27 10AM Mahjong Lessons @ 2:00PM Résumé Writing Workshop @ | 28 11AM Latin Line Dancing @ \$5 |
| 31 9:30AM 50+ Fitness @ \$5 11AM Chair Yoga @ \$5 11:30AM Seniors Hockey 12:45PM Seniors Skate | | Rothesay HIVE Membership 2022 - \$25 prorated In order to participate in all Rothesay Hive activities please complete the Membership Form (available on our website or at the Rothesay HIVE). <i>Unsure about a membership?</i> Test it out with our 3-visit trial! Contact us to learn more. | | |

January 2023 Calendar

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|---|---|---|
| 2 Notice: Renew your Hive Membership for 2023! Pick up a form during your next visit. \$25 for the entire year! | 3 NO ACTIVITIES | 4 NO ACTIVITIES | 5 10:00AM Future Engage ® | 6 NO LATIN LINE DANCING 3:00PM Tai Chi @ \$5 |
| 9 9:30AM 50+ Fitness ® \$5 11:00AM Chair Yoga ® \$5 2:00PM Mahjong Games ® | 10 1:30PM Coffee & Chat 2:30PM Card/Board Games | 11 11:00AM Flex & Flow ® \$5 12:30PM Sittercise ® \$5 1:30PM Coffee & Chat | 12 10:00AM Future Engage ® | 13 11AM Latin Line Dancing @ \$5 3:00PM Tai Chi @ \$5 |
| 16 9:30AM 50+ Fitness ® \$5 11:00AM Chair Yoga ® \$5 2:00PM Mahjong Games ® | 17 1:30PM Coffee & Chat 2:30PM Card/Board Games | 18 11:00AM Flex & Flow ® \$5 12:30PM Sittercise ® \$5 1:30PM Coffee & Chat | 19 10:00AM Future Engage ® 1:30PM <i>Movie Matinee:</i> <i>You've Got Mail</i> ® | 20 11AM Latin Line Dancing @ \$5 3:00PM Tai Chi @ \$5 |
| 23 9:30AM 50+ Fitness ® \$5 11:00AM Chair Yoga ® \$5 2:00PM Mahjong Games ® | 24 1:30PM Coffee & Chat 2:30PM Card/Board Games | 25 11:00AM Flex & Flow ® \$5 12:30PM Sittercise ® \$5 1:30PM Coffee & Chat | 26 10:00AM Future Engage ® 1:30PM <i>Book Club</i> ® | 27 11AM Latin Line Dancing @ \$5 3:00PM Tai Chi @ \$5 |
| 30 9:30AM 50+ Fitness ® \$5 11:00AM Chair Yoga ® \$5 2:00PM Mahjong Games ® | 31 1:30PM Coffee & Chat 2:30PM Card/Board Games | | | |

Additionally, for comparison from the beginning of 2023 to the end of 2023.

November 2023 Calendar

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|--|---|--|
| | | 1 11AM Flex & Flow ® \$5 12:30PM Sittercise ® \$5 1:30PM Coffee & Chat 3PM English Conversation® | 2 10AM Future Engage: Seniors Community (50+) ® 2:00PM <i>Trivia with Kelly:</i> <i>1945-1960 Music Edition</i> ® | 3 9:30AM Walking Club ® NO LATIN LINE DANCING |
| 6 9:30AM 50+ Fitness ® \$5 11:00AM Chair Yoga ® \$5 2PM Mahjong & Bridge Games | 7 1:30PM Coffee & Chat 2:30PM Card/Board Games | 8 NO FLEX & FLOW CLASS NO SITTERCISE CLASS 1:30PM Coffee & Chat 3PM English Conversation® | 9 10AM Future Engage: Seniors Community (50+) ® 1:30PM <i>Presentation;</i> <i>Understanding & Preventing</i> <i>Financial Abuse</i> ® | 10 9:30AM Walking Club ® NO LATIN LINE DANCING 1:30PM <i>Pet Therapy with</i> <i>Winnie</i> |
| 13 CLOSED FOR: REMEMBRANCE DAY | 14 1:30PM Coffee & Chat 2:30PM Card/Board Games | 15 11AM Flex & Flow ® \$5 12:30PM Sittercise ® \$5 1:30PM Coffee & Chat 3PM English Conversation® | 16 10AM Future Engage: Seniors Community (50+) ® 1:30PM <i>Movie Matinee:</i> <i>Mrs. Harris Goes to Paris</i> ® | 17 NO WALKING CLUB 11AM Latin Line Dancing @ \$5 |
| 20 9:30AM 50+ Fitness ® \$5 11:00AM Chair Yoga ® \$5 2PM Mahjong & Bridge Games | 21 1:30PM Coffee & Chat 2:30PM Card/Board Games | 22 11AM Flex & Flow ® \$5 12:30PM Sittercise ® \$5 1:30PM Coffee & Chat 3PM English Conversation® | 23 10AM Future Engage: Seniors Community (50+) ® 1:30PM <i>Book Club</i> ® | 24 9:30AM Walking Club ® 11AM Latin Line Dancing @ \$5 |
| 27 9:30AM 50+ Fitness ® \$5 11:00AM Chair Yoga ® \$5 2PM Mahjong & Bridge Games | 28 1:30PM Coffee & Chat 2:30PM Card/Board Games | 29 NO FLEX & FLOW CLASS NO SITTERCISE CLASS 1:30PM Coffee & Chat 3PM English Conversation® | 30 10AM Future Engage: Seniors Community (50+) ® | |

New: Walkie Talkies

The Walkie Talkies began in May 2023 with our volunteer leader Diane. The walking group is active in all four seasons! The weekly walking group explores the nearby community on foot for some low impact physical activity and social connection with other members. The Walkie Talkies have even gone on “field trips” to other parks and trails for their weekly walks and taken part in other community events, including a Fashion Show at the KV Library. Walks range between 45 minutes to 1 hour in length. The weekly walks start and end at the Rothesay HIVE and members are encouraged to stay afterwards for tea or coffee.



New Special Event: High Teas

Throughout 2023 the Rothesay HIVE held special events, including High Teas! Two High Teas were held, one in May for the King’s Coronation and a second one in December for the Holidays. Both events had the Rothesay HIVE buzzing with conversation between new and old friends over a cup of tea or coffee and some sweets and sandwiches!



COMMUNITY CONNECTIONS

File of Life

The Rothesay HIVE's mission is to be a gathering place to nurture the health and well-being of adults (50+) through a hub of activities that focus on socialization, connection, health and wellness, intergenerational programming, lifelong learning, and outreach.

The File of Life is a free resource for all residents of the Kennebecasis Valley. This program benefits everyone as medical emergencies can happen at any time to anyone. The File of Life is placed on your fridge for first responders to have instant access to invaluable information that could help save critical time during an emergency.

“Saving Time – Saving Lives”



This program is a collaboration between the Kennebecasis Regional Police Force, Kennebecasis Valley Fire Department & Rothesay HIVE. The File of Life packets can be picked up at the Rothesay HIVE.

“The File for Life was so useful for the paramedics and emergency staff. My medications and past history were immediately available. So easy for my wife too. No repetition of the same questions to me. I hope you never need it, but it is so valuable if you do. Pick one up today!”

– Shawn, Rothesay HIVE Member

Community Events

The Rothesay HIVE has been involved in many community events in 2023, including:

- Fundy Winterfest
- Canada Day at the Rothesay Arena
- Quispamsis Community Fall Expo
- Culture Fest in the Valley



Garden Club

The Garden Club began in 2022 and started up again in 2023 from April until October. The Garden Club had eight members and has a plot at the Scribner Community Garden. The Garden Club members grew and delivered the following vegetables to KV Food Basket:

- Beans: 5.5 pounds
- Small Tomatoes: 5.5 pounds
- Tomatoes: 37 pounds
- Carrots: 17.5 pounds.

A special thank you to the Garden Club's Worker Bee, Krisann, who volunteered their time to lead the Garden Club. We are excited to have the Garden Club start up again in April 2024!



Rothsay Hive Open House

On June 1st, 2023, we hosted an Open House at the Rothsay HIVE to celebrate Intergenerational Day. We also celebrated the Rothsay HIVE's fourth year of operation. All were welcome to attend. The event was very successful with approximately 30 people in attendance. There was a combination of new faces, Age Friendly Advisory Committee members, and current Rothsay HIVE members. New people were able to learn about the Rothsay HIVE from active members who could share their experiences with programs and events at the Rothsay HIVE.



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Cribbage with RHS Students

During 2023, we had students from Rothesay High School come to the Rothesay HIVE on several occasions to play cribbage, card games, and board games with members. The class was using cribbage to learn about probability. These opportunities fostered positive interactions and opportunities for older adults to share their cribbage skills with the younger generation.



Future Engage

Future Engage is a program offered at the Rothesay HIVE by the Saint John Newcomers Centre. The program began in May 2022 and has been going on ever since! Offering a different weekly activity on Thursdays from 10am – 12pm, including card games, chess competitions, digital literacy training, craft sessions, painting classes, historical trips, dance lessons, and much more. The program is free and open to everyone of all ages, newcomers, and locals! The program's objective is to connect youth with seniors in a flexible virtual or in-person environment where they can share each other's culture, learn skills from each other and socially connect. We look forward to having more Future Engage sessions in 2024.



Coffee & Chats

We are fortunate at the Rothesay HIVE to offer a weekly Coffee & Chat on Tuesday afternoons from 1:30pm – 2:30pm, following which is our Cards & Board Games session which have grown to be our most popular drop-in program. Throughout 2023, we had many guests join us for a coffee and to share information about their organization. Including the following:

- Teen Resource Centre
- Artist in Residence Darlene Baker
- Kennebecasis Valley Fire Department
- Parkland in the Valley

Thank you to Parkland in the Valley for sponsoring the beverages to fuel our Coffee & Chats!

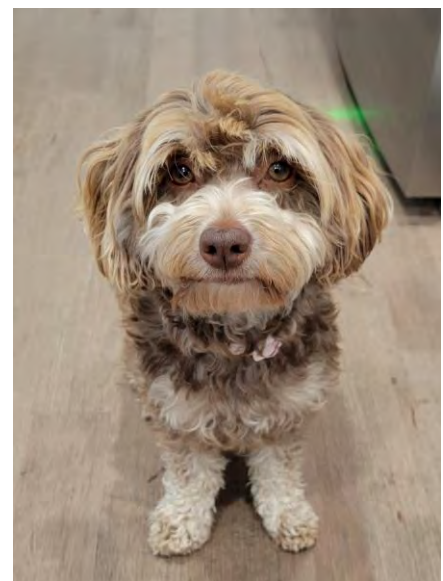
Trivia with Kelly

Starting in September, we offered a new activity for Rothesay Hivers to enjoy: Trivia! Our volunteer Kelly picked seasonal topics for this monthly session. The program is all in the name of fun - to bring people together, spark conversations, and foster a sense of community through shared knowledge. A session was also conjoined with the Pet Therapy Program.

Pet Therapy with Winnie

Also starting in September, we offered for the first time Pet Therapy. Thanks to our volunteers, Kerrie, Sean, and of course Winnie, through the St. John Ambulance Therapy Dog Program. They visited the Rothesay HIVE monthly to offer one-hour sessions of Pet Therapy.

Meet Winnie: Winnie is a mild-mannered, 3-year-old Havanese, weighing about 12 pounds (small package with a BIG heart!). Havanese are known for being “velcro dogs”, so she likes to ALWAYS be with her Humans! She loves to get her belly rubbed (as well as any other body part) and to do tricks & entertain.



VIRTUAL PROGRAMS

2023 Rothesay Hive Virtual Fall Speaker Series – “Rothesay’s Hidden Gems”

In November, we offered the 2023 Virtual Fall Speaker Series. This year the Fall Speaker Series focused on highlighting retired and working Rothesay residents. Interviews were pre-recorded and posted each week to the Rothesay HIVE Facebook Group from November 2nd to 30th. The following were the topics, speakers, and number of views for each session.

- **DOUG BALLANTYNE**, *Retired Banker & Canada Post Supervisor*
 - Views: 316
- **RALPH MURRAY**, *Retired Senior Transportation Policy Advisor for the City Of Saint John*
 - Views: 201
- **BRUCE TENNANT**, *Retired Engineer, Solo Sailor & member of Rothesay Yacht Club*
 - Views: 417
- **JAMES MCNAMEE**, *Retired Provincial Court Judge*
 - Views: 245
- **DR. NANCY GRANT**, *Mayor of Rothesay & Retired Radiation Oncologist*
 - Views: 388

Mindful Moments Video Series

Throughout the year, videos are posted to the Rothesay HIVE Facebook Group that discuss a mindfulness practice that can help older adults adjust to change, bring more mindfulness into their daily lives, and find ways to improve their mental health and wellbeing. In 2023, we posted 10 Mindful Moments videos.

| VIDEO TITLE | DATE POSTED | VIEWS |
|----------------------------------|--------------------|-------|
| Self-Love on Valentine's Day | February 14, 2023 | 411 |
| Boost Your Confidence | March 24, 2023 | 221 |
| Step it up to Spring | April 24, 2023 | 338 |
| Spring Cleaning | May 22, 2023 | 313 |
| Make the Whole Day Matter | June 21, 2023 | 201 |
| Green Therapy | August 21, 2023 | 286 |
| Benefits of Chocolate | September 13, 2023 | 301 |
| World Smile Day | October 6, 2023 | 187 |
| Make Winter a Season of Wellness | December 11, 2023 | 305 |

COMMUNICATIONS

Print Communications

At the Rothesay HIVE, older adults can find information on many services and programs that will help them age-in-place. The bulletin board and pamphlet library offer information on a wide range of services accessible to them. Printed copies of the Buzz monthly newsletter and monthly activities calendar are available.

Digital Communications

The monthly newsletter is sent by e-mail to community organizations, partners, older adults, and the Age-Friendly Advisory Committee to keep everyone informed on what age-friendly initiatives are happening in Rothesay, New Brunswick, and across Canada. The monthly activities calendar and registration are sent by e-mail to all members and participants. The Rothesay HIVE Facebook Group and Webpage are updated regularly with information on programs and activities. Information is also shared through the town of Rothesay's digital platforms.

In the Community

Information about the Rothesay HIVE is posted on the town of Rothesay's electronic sign on Rothesay Road near the Bill McGuire Centre and on the bulletin board located at East Riverside-Kingshurst Park and Rothesay Town Hall. Information about the Rothesay HIVE is also included in the R-Insider, which is the Rothesay e-newsletter. As well, we cannot underplay the importance of 'word of mouth'. The more people we have sharing information about the Rothesay HIVE with family, friends, neighbours, and community members the better! We often have members bringing their friends and family to the Rothesay HIVE and introducing them to our programs and activities.

Types of Communications Used

- E-mails
- Phone Calls
- Webpage
- Facebook Group
- "The Buzz" Monthly Newsletter
- HIVE Monthly Activities Calendar
- HIVE Bulletin Board
- HIVE Pamphlet Library
- Rothesay Bulletin Boards
- Rothesay Electronic Sign
- Rothesay R-Insider
- Word of Mouth

GIVING THANKS

The success of 2023 is due to the amazing sponsors, community partners, instructors, and volunteers that make up the Rothesay HIVE. We look forward to the opportunity of working with them again in 2024.

2023 Sponsors

Thank you to the generous sponsors of the Rothesay HIVE in 2023:

- Parkland in the Valley

Their support directly helps keep our programming affordable for seniors on fixed incomes.

This allows us to further the Rothesay HIVE's mission to nurture the well-being of seniors in our community. With an ever-growing membership, the Rothesay HIVE is helping seniors improve their physical, emotional, and social well-being thanks to their support.

2023 Community Partners

Thank you to all the community partners who were part of the Rothesay HIVE in 2023:

- Rothesay High School
- Rothesay Elementary School
- Touchstone Academy
- Kennebecasis Valley Fire Department
- Kennebecasis Regional Police Department
- Saint John Newcomers Centre
- FCNB

They have directly helped create a more age-friendly community here in Rothesay by supporting programs, services, or activities at the Rothesay HIVE.

2023 Instructors & Volunteers

Thank you to our instructors and volunteers who run our programs. Without these dedicated people to lead the various classes, we would not be able to offer so many beneficial programs to older adults in the Kennebecasis Valley.



ROTHESAY
2024 April 8 Open Session FINAL 201
PARKS AND RECREATION COMMITTEE



Meeting Minutes
Rothesay Town Hall Common Room
Tuesday, March 19, 2024, at 6:30 p.m.

DRAFT

PRESENT: COUNCILLOR BILL McGUIRE
COUNCILLOR HELEN BOYLE
HOLLY YOUNG, CHAIRPERSON
DR. SHAWN JENNINGS
JON McEACHERN
DANIELLE BOURQUE
NORA GALLAGHER
DR. JEAN-FRANCOIS LEGARE
COLIN BOYNE

DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
RECREATION & COMMS. COORDINATOR KERI FLOOD
AGE FRIENDLY & COMMS. COORDINATOR KIRSTIN DUFFLEY
TOWN MANAGER JOHN JARVIE *arrived at 6:49pm*

ABSENT: FACILITIES COORDINATOR RYAN KINCADE

H. Young called the meeting to order at 6:30 p.m.

1. APPROVAL OF AGENDA

MOVED by Counc. Boyle and seconded by N. Gallagher the agenda be approved as circulated.
CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of January 30, 2024

MOVED by Counc. Boyle and seconded by C. Boyne meeting minutes of January 30, 2024, be approved as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

4. DELEGATIONS

5. REPORTS & PRESENTATIONS

6. UNFINISHED BUSINESS

7. CORRESPONDENCE FOR ACTION

8. NEW BUSINESS

Parks and Recreation Update

DPR gave a verbal update of the Parks and Recreation Department to the Committee.

Rec Master plan – Jim Scott of Trace Planning, presented to Council on February 26th. Council had a few questions, comments, and concerns. Jim agreed to go back and tweak the plan. He is hoping to have all of the changes done by the end of the week. It will go back to Council for approval.

C. Boyne asked what some of the significant changes were from Council. DPR explained some of the list of big ideas. There was a bit of concern with that being part of it. Whether we want to have it in there. If it's in writing there might be a perception that it will be done. Council felt the plan was way too big. Worried if it was in the plan and not done then people might get upset. There was also some concern about the origin of the statistics in the report and if they were relevant to New Brunswick. Hockey enrolment is down... this is not accurate for our community. Main components there – intergenerational centre, active transportation. A few minor upgrades to programs.

S. Jennings – asked where did the idea of a splash pad come from and if it was something the public has been yearning for? DPR Jensen explained we have heard from the public about adding a splash pad over the years. When the common upgrade project was underway, a splash pad was considered. That never came to fruition but there are other possible locations. Scribner Park is a possibility with the ballfield being decommissioned. There is town water there. Conversations have been had regarding a splash pad at the Wells Recreation Park. We ran into a problem with there not being enough water at that location. It is still something that we are entertaining the idea of; we just really haven't found the right location for it. S. Jennings asked if the water is recycled in the splash pads. DPR Jensen explained some do – some don't. There are things that need to be done when using recycled water – daily testing, monitoring, etc.

- **Spring ice** – at the Rothesay arena. Day of champions this past weekend. RHS girls are still playing – going to provincials this weekend. Practicing this week and then we will be into spring users until the first week in May. Typically, once we get into April we don't have a lot of daytime ice – just from 4pm on. Day shifts for Parks staff will move outside.
- **Pickleball courts** – scheduled to open the 1st of April. Posts and nets should go up on Monday, March 25th.

K. Flood gave a verbal update of the Recreation programming.

Parks and Recreation Summer Student Employment opportunities have been posted to our website. The application deadline is April 1st, 2024.

Fundy Winterfest 2024 was a great success! Despite the lack of snow, thousands of people still came out to participate in the fun winter activities over 6 weeks that were hosted in the 6 communities.

We have partnered with Stéphane Picard, owner of Cliff Valley Astronomy and member of the Royal Astronomical Society of Canada's New Brunswick Centre to host a presentation and discussion about the Great New Brunswick Total Solar Eclipse of April 8. This event is taking place on April 2nd at 6:00 PM at the Wells Community Centre.

Rothesay is hosting a community clean up from Saturday, April 20th to Monday, April 22nd. Get your friends, family, co-workers and neighbors involved and help make a difference! Gloves and garbage bags are available for community members to use to clean up litter in our parks, trails and green spaces. There will be a dumpster at the Rothesay Arena Parking lot for you to drop off collected garbage.

K. Duffley gave a verbal update regarding Age Friendly programming.

8.2 – Request to build a community garden on the RC.

DPR Jensen – reviewed the request that came in from a student who attends Samuel de Champlain. DPR opened the floor for discussion. JF asked what they meant by community garden. DPR Jensen mentioned the two community gardens we have in the community already. Scribner and KPark. JF Legare liked the idea. DPR Jensen reminded everyone the common is in the heritage zone. Would have to put an 8-foot chain link fence and asked where it could go. There is a lot of activity in front of the stage – events like Canada Day, and the Summer Concert Series. Other side of the ditch – only half that land is ours, the other half is owned by the school. We use that space for inflatable games on Canada Day and people use it for various activities. C. Boyne asked if there would be some covenant that would create an uproar in the community. DPR questioned if there might be a stipulation regarding putting up a fence on heritage grounds. H. Young asked if there were other areas or more room at Scribner. DPR Jensen said community gardens are designed to have multiple smaller ones around the community. Its not really meant to have one big central one. JF Legare said community gardens are great for socializing and asked about the green space along the train tracks – where the old train station is. DPR Jensen said he wasn't sure how much land Rothesay owns there and if it would be out of CN's right of way. K. Duffley mentioned some of the schools have gardens. Rothesay Elementary School has a greenhouse and sometimes struggles in the summer when students are gone. Counc. Maguire said he didn't think the common was the right place for a community garden but suggested looking at another location. He applauded the grade 8 student for taking on this great initiative. H. Young agreed the Rothesay Common is not the place for a community garden. S. Jennings asked if the Hive members would welcome students in the Hive Garden Club. Kirstin said it would be good to connect them with the RES. Counc. Boyle mentioned Fairvale Elementary School also has an unattended garden in the summer. K. Flood mentioned the demand isn't high for more garden plots at Scribner Park Community Garden or other places in the community. We do have community plots where members all contribute to the planting and the produce gets donated to the KV Food Basket. DPR Jensen said he would get back to the student about all the options that were discussed tonight.

Motion for staff to go back to the requester with some options on how to support this project outside of doing it on the common. **MOVED** by S. Jennings and seconded by J. McEachern. **CARRIED.**

8.3 – Kirstin explained – first ever Rothesay Volunteer Recognition awards. Encouraged people to make nominations. Information can be found on the Rothesay website.

9. CORRESPONDENCE FOR INFORMATION

10. DATE OF NEXT MEETING

Next meeting – Tuesday, April 16th at 6:30pm

MOVED by J. McEachern and seconded by Counc. Boyle the meeting be adjourned. **CARRIED.**

The meeting adjourned at 7:02 p.m.

ROTHERSAY

Parks and Recreation Committee **2024 April 8 Open Session FINAL_204**
Minutes

DRAFT

19 March 2024

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CHAIRPERSON

RECORDING SECRETARY

Parks & Recreation Committee

March Update for Committee

March 19, 2024

| | |
|--|--|
| Rothesay Arena | Spring ice schedule |
| Pickle Ball Courts | Courts will open in April. |
| Summer Student Employment | <p>Parks and Recreation Summer Student Employment opportunities have been posted to our website. The application deadline is April 1st, 2024. For more information visit:</p> <p>https://www.rothesay.ca/town-hall/employment/</p> |
| Fundy Winterfest | <p>Fundy Winterfest 2024 was a great success! Thousands of people participated in the fun winter activities over 6 weeks that were hosted in the 6 communities. We look forward to growing this event even more in 2025!</p> |
| Total Solar Eclipse Information Session | <p>Join Stéphane Picard, owner of Cliff Valley Astronomy and member of the Royal Astronomical Society of Canada's New Brunswick Centre on April 2nd at 6:00 PM at the Wells Community Centre for a presentation and discussion about the Great New Brunswick Total Solar Eclipse of April 8. Why are they so rare and special? How to safely and properly observe a total solar eclipse. You'll get some information about some of 2024's key celestial events such as meteor showers and when are the best times this year to observe various objects. You'll also be treated to his meteor fragment collection of which some you'll be able to touch something that did not originate from earth. Pretty cool!</p> |
| Community Clean Up | <p>Rothesay is hosting a community clean up from Saturday, April 20th to Monday, April 22nd. Get your friends, family, co-workers and neighbors involved and help make a difference!</p> <p>Gloves and garbage bags are available for community members to use to clean up litter in our parks, trails and green spaces. There will be a dumpster at the Rothesay Arena Parking lot for you to drop off collected garbage.</p> |
| Volunteer Recognition Awards | <p>Rothesay, it's time to applaud our local heroes!</p> <p>Nominate a Rothesay resident for the Rothesay Volunteer Recognition Awards. Let's honour their outstanding contributions! Whether an individual, school, business, or group, in Rothesay they deserve the spotlight!</p> <p>Nominate here: https://bit.ly/RothesayVolunteerForm2024 Deadline: April 5.</p> |

| | |
|----------------------|--|
| Rothesay HIVE | For more information about the Rothesay HIVE including the calendar, newsletter, and more visit: https://www.rothesay.ca/recreation/rothesay-hive/ . Rothesay Hive Facebook Group: 870 Members Rothesay Hive Registered Members 2023: 162 Members Rothesay Hive Registered Members 2024: 124 Members |
| Other | Subscribe to our quarterly e-newsletter for Rothesay news, events, and more directly to your inbox by following this link and providing your information: https://mailchi.mp/rothesay/r-insider |



ROTHESAY
2024 April 8 Open Session FINAL 207
WORKS AND UTILITIES COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, March 20th, 2024
5:30 p.m.



PRESENT: DEPUTY MAYOR ALEXANDER, CHAIRPERSON
SHAWN CARTER, VICE CHAIRPERSON
SARAH RICHARDS
GEORGE THAMBI
CYNTHIA VANBUSKIRK
STEPHEN ROSENBERG

DRAFT

DIRECTOR OF OPERATIONS BRETT MCLEAN
RECORDING SECRETARY DEBBIE KEYES

ABSENT: COUNCILLOR DAVE BROWN
TOWN MANAGER JOHN JARVIE

Vice Chairperson Carter called the meeting to order at 5:32 p.m.

Chairperson Alexander arrived at meeting at 5:50pm

1. APPROVAL OF AGENDA

MOVED by C. VanBuskirk and seconded by S. Rosenberg the agenda be approved.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of February 21st, 2024.

MOVED by S. Rosenberg and seconded by C. VanBuskirk, the minutes of February 21st, 2024 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

6.1 Capital Projects Summary

- FLEET- DO McLean stated the new sewer truck arrived and the supplier is in the process of training staff.

6.2 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION.

ROTHESAY

Works and Utilities Committee **2024April8OpenSessionFINAL_208**

Minutes

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20 March 2024

6.3 Speed Radar Signs Report

RECEIVED FOR INFORMATION.

7. CORRESPONDENCE FOR ACTION

7.1 11 March 2024 Letter from resident RE: Traffic conditions at Marr Rd @ Chapel Rd
DO McLean stated that the independent traffic consultants have advised that if a signalized intersection were to be installed on Marr Road due to its higher volume of traffic compared to Chapel Road, it could lead to an increase in rear-end collisions on Marr Road.
Three independent traffic studies have reported the same conclusion that a signalized intersection is not required or recommended at Chapel Road and Marr Road.

MOVED by C. VanBuskirk and seconded by G. Thambi to accept the recommendations of the impartial third-party traffic engineers, to not signalize the intersection.

CARRIED.

7.2 13 March 2024 Email from resident RE: Excessive sand and salt on roads.

MOVED by C. VanBuskirk and seconded by G. Thambi to send a letter to the resident acknowledging her concerns.

CARRIED.

8. NEW BUSINESS

N/A

9. CORRESPONDENCE FOR INFORMATION

9.1 Discussion - Private Lanes

- Private Lanes Policy
- 07July2022 Memorandum from Town Manager Jarvie

To be discussed at the next Works and Utilities Committee meeting on April 17th, 2024.

10. DATE OF NEXT MEETING:

The next meeting is scheduled for Wednesday, April 17th, 2024.

11. ADJOURNMENT

MOVED by S. Rosenberg and seconded by S. Richards, the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:20 p.m.

CHAIRPERSON

RECORDING SECRETARY



2024 April 8 Open Session FINAL_209
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : March 20th, 2024
RE : Traffic Conditions at Marr Rd/Chapel Rd

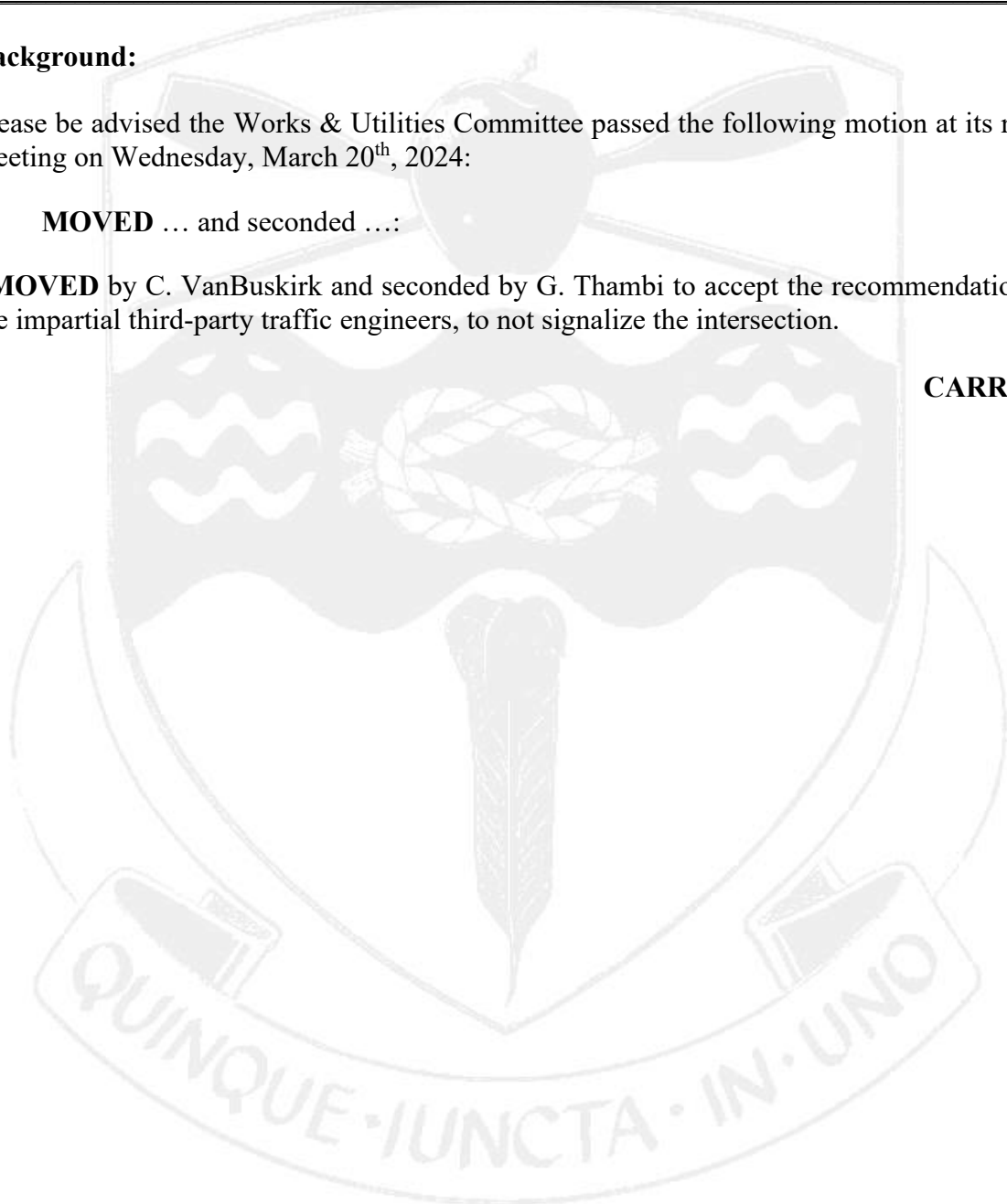
Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, March 20th, 2024:

MOVED ... and seconded ...:


MOVED by C. VanBuskirk and seconded by G. Thambi to accept the recommendations of the impartial third-party traffic engineers, to not signalize the intersection.

CARRIED.



2024April8OpenSessionFINAL_210



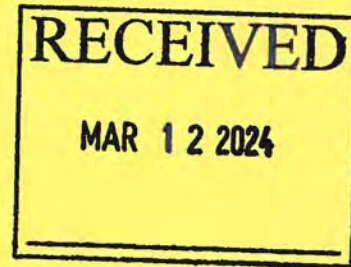
9 Devonayer Court
Rothesay, New Brunswick
E2E 6E2
Telephone: 

Email: 

March 11th, 2024

Fax: (506) 848.6677

Mayor Nancy Grant
And Members of Town Council
Town of Rothesay
70 Hampton Road
Rothesay, New Brunswick
E2E 5L5



Your Worship and Members of Town Council:

Re: Traffic Conditions at Marr Road/Chapel Road intersection.

The undersigned appeared before the Planning Advisory Committee in September 2021 and was in attendance at the Town Council meeting of October 12th, 2021 relative to the installation of a traffic control device, whether lights or a round-about at the Chapel Road entering onto Marr Road intersection.

At that time, Council did recognize the necessity relative to public safety based on the traffic counts that had been performed at the time that approval was given for the 48-unit apartment building on Chapel Road close to Marr Road.

The purpose of this letter is to inquire, now that the apartment building has been completed and is being occupied, as to when we can expect the installation of the traffic lights.

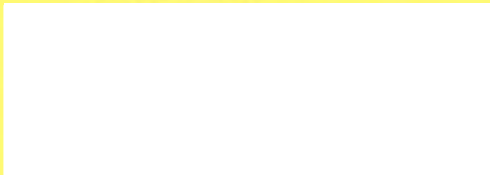
I enclose a copy of my correspondence of September 11th, 2021 to the Planning Advisory Committee and my confirming correspondence to your Council following the meeting of October 12th, 2021.

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It was my understanding that the lights were to be included in the budget deliberations for 2022. The increase in traffic relative to multi-unit residential construction involving Chapel Road and Marr Road is increasing and remains a concern for all Rothesay residents utilizing Chapel Road and accessing Marr Road.

I await your response.

Respectfully,



Enclosures



2024April8OpenSessionFINAL_212

[Redacted]

9 Devonayer Court
Rothesay, New Brunswick
E2E 6E2
Telephone: [Redacted]

Email: [Redacted]

October 12th, 2021

Fax: (506) 848.6677

Mayor Nancy Grant
And Members of Town Council
Town of Rothesay
70 Hampton Road
Rothesay, New Brunswick
E2E 5L5

Your Worship and Members of Town Council:

Re: Traffic Conditions at Marr Road/Chapel Road intersection.

The undersigned on behalf of Rothesay residents utilizing Chapel Road and accessing Marr Road wish to express appreciation for the positive response from Council with respect to putting in place traffic control devices at the intersection of Chapel Road and Marr Road and to include the costs of same in your next budget deliberations.

We appreciate that Council has recognized the public safety concerns with respect to this dangerous intersection relative to traffic counts on Marr Road and Chapel Road and unfortunately motorists driving at higher rates of speed than the 50 kph limits on Marr Road.

In that context, we express our appreciation on behalf of the large number of Rothesay residents who utilize Chapel Road egressing onto Marr Road on a daily basis in both leaving and returning to their residences.


It is very much appreciated that Council has recognized the necessity of same.

Respectfully,

[Redacted]

2024April8OpenSessionFINAL_213



9 Devonayer Court
Rothesay, New Brunswick
E2E 6E2
Telephone: 

Email: 

September 1st, 2021

September 1, 2021

Fax: (506) 848.6677

Planning and Advisory Committee,
Town of Rothesay
70 Hampton Road
Rothesay, New Brunswick
E2E 5L5

Dear Members of the Committee:

Re: Traffic Conditions at Marr Road/Chapel Road intersection.

The proposed development of a 48 Unit apartment building at Chapel Road is undoubtedly a beneficial, necessary, and exciting project for this community. The project will add much needed reasonable cost rental accommodations, add to the tax base of the community and provide a valuable economic boost to the surrounding businesses.

While the building itself is a welcome addition to the community, there are current traffic safety concerns that will become even greater concerns that must be addressed.

The intersection at Marr Road and Chapel Road is a dangerous one. Vehicles frequently exceed the 50 kilometers per hour limit. A high rate of speed combined with a daily volume of 7,000 vehicles using Marr Road alone already creates a hazardous condition for other motorists and pedestrians. Considering as well the 1,500 vehicles per day that use Chapel Road, this intersection now sees a high volume of traffic flow that will only increase with this development and the longer term gradual growth of the community.

2024April8OpenSessionFINAL_214

The Traffic Impact Statement Findings

The Traffic Impact Statement prepared by Englobe was conducted with the goal of assessing the effect that this development will have on the intersection. Englobe's report characterizes the effectiveness of the intersection based on a metric called "level of service" ("LOS"). Englobe conducted analyses for the current state of the intersection, and for projections with and without considering the impact of the development.

Their assessment for 2021 found that, at the morning peak traffic time (the "AM Peak"), the LOS for the egress from Chapel Road was graded "E." The LOS at the afternoon peak traffic time (the "PM Peak"), was graded "F." These are the two worst grades that can be given to an intersection. LOS F is considered to be unacceptable to most drivers and LOS E is considered to stretch the upper limits of an acceptable wait time. Englobe's report states that LOS scores such as these are the result of arrival flow rates exceeding the capacity of the intersection.

Englobe's projections also considered the traffic patterns in a hypothetical 2027 where this development is not considered. This portion of the analysis simply accounts for the gradual growth of the community. The 2027 LOS scores for the AM and PM Peaks remain at "E" and "F" respectively. As a matter of math, the wait time for a vehicle exiting Chapel Road on to Marr Road is currently 35 seconds at the AM Peak and 52 seconds at the PM peak. These numbers increase to 45.9 and 75 seconds respectively by 2027. As a reference, LOS "A", the best grade available to an intersection, is a wait time of less than 10 seconds.

When the added traffic from the development is considered, the wait times are projected to be 49.7 and 83.2 seconds in 2028. While these numbers still warrant the grades of "E" and "F," it is important to note that the threshold for the "F" grade is 50 seconds for a stop controlled intersection. **The projected wait time for the AM Peak is therefore only one-third-of-a-second off of the worst possible score.**

Englobe's recommendation is that traffic lights are not warranted for this intersection. With the greatest respect, we disagree and find that this is an unacceptable compromise of safety. Englobe seems to base this decision on the fact that, while the wait times for the egress from Chapel Road onto Marr Road is unacceptable at AM and PM peak times, the remaining points of egress and ingress of the intersection are graded at LOS D or better.

Englobe's consideration of pedestrian access is limited to access to the development and does not consider the walkability of the intersection itself. Importantly, there is no consideration of pedestrian access to the South side of Marr Road from the North side.

The Need for a Traffic Control Device

A Traffic Control Device of some kind, whether traffic lights or a roundabout/traffic circle, would solve both issues. Those issues being the congestion and unsafe traffic conditions at the intersection and the threat to pedestrian safety. A Traffic Control device will have additional benefits for the entirety of the Marr Road. Either form of Traffic Control Device will serve to slow traffic coming down the hill from Campbell Drive, traffic that often travels at excessive and dangerous speeds.

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Additionally, this would improve the congestion at the Marr Road/Rothesay Road/Clark Road intersection where traffic is often backed up the hill, by controlling the flow of traffic, reducing congestion at that intersection, and limiting the use of shortcuts through parking lots.

Our preference is for a roundabout or traffic circle. We come to this conclusion on the grounds that people often try to beat yellow lights at intersections at great risk to others. This risk is amplified on a road where traffic often exceeds posted limits such as the Marr Road. The trend in communities today is to move towards the use of roundabouts over traffic lights. See, for example, the abundance of roundabouts in Fredericton or just next door in Quispamsis with their recent use of more roundabouts. While lights are preferable to no device at all, we feel that a roundabout or traffic circle is the best option considering safety and cost. A Traffic Control Device of any kind serves to improve the quality of life of the neighbourhood, the safety of its streets for both pedestrians and traffic, and the curb appeal of the near-by businesses.

The cost to the town is mitigated by the contribution of the developer who included, of his own volition, a cost contribution provision in the agreement. The developer recognized the need for a traffic control measure at the intersection before the project has even broken ground. This need is so apparent to the developer that it was accounted for in the agreement.

The Town of Rothesay only stands to benefit from improving the safety of this intersection. This is a problem that will be easily rectified through the contributions of the developer and the Town.

This development will bring much needed and anticipated growth to the community and is a boon to the surrounding area. The need for construction of a traffic control measure is not an impediment but an opportunity.

This intersection has always been comparatively unsafe, and while the development will add to the traffic in the area, this growth was inevitable and this need is unavoidable. This development provides the Town with the perfect opportunity to improve the safety of its' citizens and other vehicular traffic on Marr Road or exiting Chapel Road.

Respectfully,

[Redacted Signature]

as a resident of Chapel Hill

cc: Luke Moffett [Redacted]
Brian White (BrianWhite@rothesay.ca)



2024 April 8 Open Session FINAL_216
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : March 20th, 2024
RE : Excessive sand and salt on roads

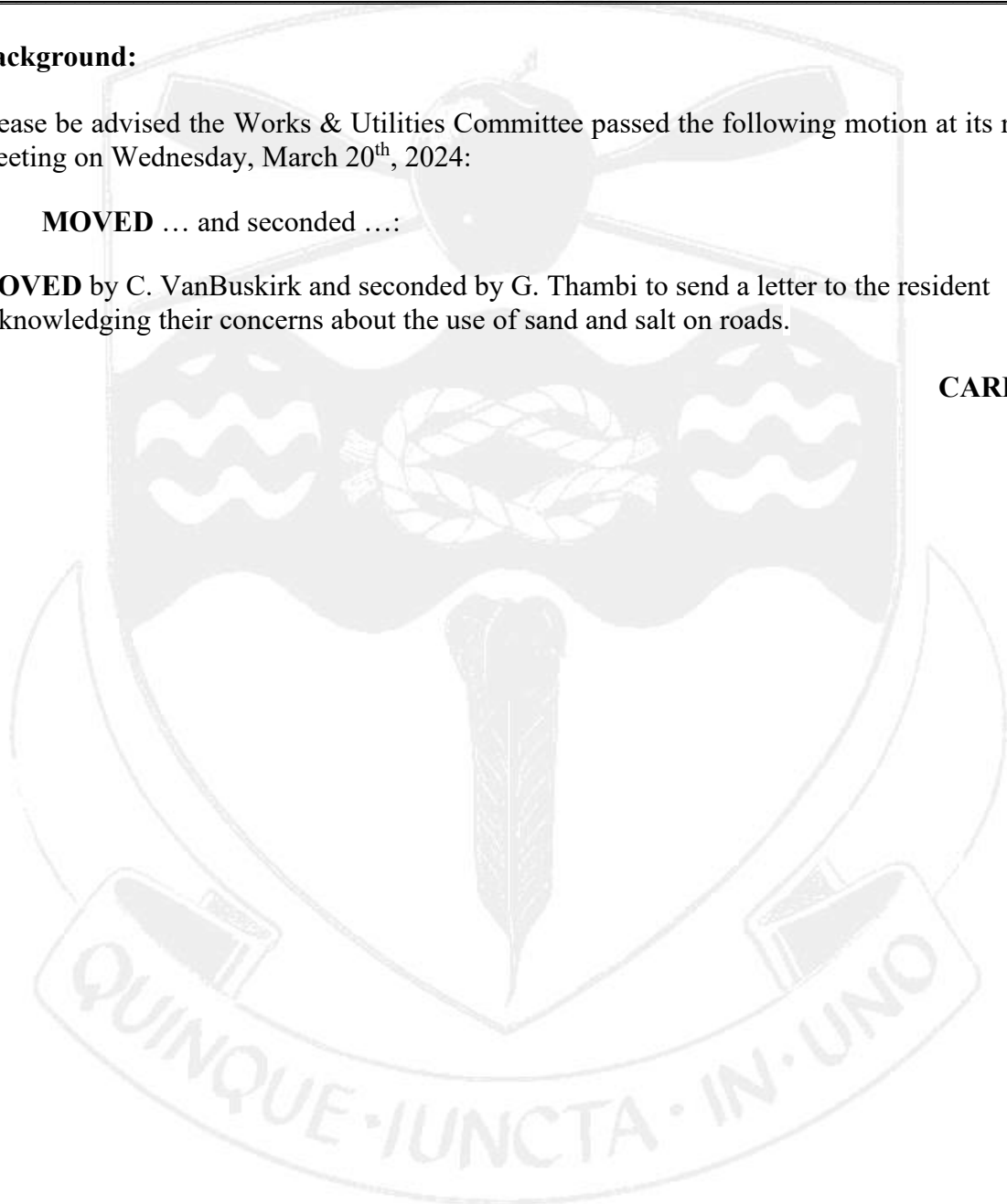
Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, March 20th, 2024:

MOVED ... and seconded ...:

MOVED by C. VanBuskirk and seconded by G. Thambi to send a letter to the resident acknowledging their concerns about the use of sand and salt on roads.

CARRIED.



From: [Beverley Cote](#)
To: [Debbie Keyes](#)
Subject: FW: New message from
Date: March 13, 2024 2:52:27 PM

For your next meeting!!

Bev

From: Town of Rothesay <rothesay@rothesay.ca>
Sent: Wednesday, March 13, 2024 12:34 PM
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.

Hello

While we appreciate the effort, time, and money the town puts to keep roads safe during winter months, I would like to express my opinion that the amount of sand and dirt being dumped on the roads is quite excessive, and honestly, often unnecessary considering that salt is also being used after every snow or risk of ice. The piles of sand, dirt, and gravel on the sides of the roads will make riding bicycles, motorcycles, and scooters very dangerous in the coming months. It also ruins sidewalks and people lawns, clogs storm drains, and negatively impacts the aesthetics of the town. From past experience, road cleanup does not take place until early summer. We have just returned from a ski trip in Utah during March break, where record amounts of snow is dumped every winter as compared to NB, and their roads are remarkably clean compared to ours. Even neighboring Saint John has much cleaner streets than Rothesay.

I hope you take this point of view into consideration.

Thank you

-14 Bel-Air Ave



ROTHESAY

2024 April 8 Open Session FINAL_218
HERITAGE PRESERVATION REVIEW BOARD MEETING
Town Hall Common Room
Wednesday, March 27, 2024
7:00 p.m.



DRAFT

PRESENT: COUNCILLOR TIFFANY MACKAY FRENCH, CHAIRPERSON
LORRAINE FORBES
DREW MACARTNEY, VICE-CHAIRPERSON
CATHARINE MACDONALD
SARAH MACKINNON

TOWN MANAGER JOHN JARVIE
URBAN PLANNER PETER JOHNSTON
RECORDING SECRETARY LIZ HAZLETT

ABSENT: HOWARD PEARNS

The meeting was called to order at 7:00 p.m.

1. ELECTION OF OFFICERS

Town Manager Jarvie called three times for nominations from the floor for Chairperson. L. Forbes nominated Counc. Mackay French as Chairperson. There being no other nominations, Counc. Mackay French was elected Chairperson by acclamation.

Town Manager Jarvie called three times for nominations from the floor for Vice-Chairperson. D. Macartney volunteered. There being no other nominations, D. Macartney was elected Vice-Chairperson by acclamation.

2. APPROVAL OF THE AGENDA

MOVED by S. MacKinnon and seconded by C. MacDonald the agenda be approved as circulated.
CARRIED.

3. ADMINISTRATION

- 3.1 Code of Ethics
- 3.2 Board Mandate
- 3.3 2024 Meeting Schedule

MOVED by L. Forbes and seconded by S. MacKinnon the Code of Ethics, Board Mandate, and 2024 Meeting Schedule be received for information.

CARRIED.

4. ADOPTION OF MINUTES

- 4.1 Regular Meeting of December 20, 2023

MOVED by S. MacKinnon and seconded by L. Forbes the Minutes of December 20, 2023 be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

N/A

6. DELEGATIONS

N/A

7. REPORTS AND PRESENTATIONS

N/A

8. NEW BUSINESS**8.1 3 Gondola Point Road****Jane Gershon**

OWNER:

Heritage Centre Ltd.

PID:

30352561

PROPOSAL:

Heritage Permit – Doors

Colin Hodgins, a master carpenter, was in attendance on behalf of the applicant, Mrs. Gershon. Urban Planner Johnston reviewed the staff report. While the applicant would prefer steel or aluminum doors, these materials would not resemble the original door or create a heritage aesthetic. The age of the building, and exact model of the original door, could not be verified so the recommendation is to replicate similar doors to those installed at 1 Gondola Point Road – also owned by the applicant.

Mr. Hodgins noted he will not be installing the doors as he is otherwise employed, but the applicant sought out two different parties, including himself, for their expertise. As an experienced carpenter, that is familiar with Rothesay, he supported the applicant's preference for either steel or aluminum doors citing the following: the original door could not be verified; door styles are inconsistent in the Heritage Zone; fiberglass doors are expensive and require maintenance; steel and aluminum doors are better for longevity and insulation; a change in style would be noticeable; and copying the doors at 1 Gondola Point Road would not produce an exact match. He mentioned door replacement is considered regular maintenance and, in this case, they should be changed soon to stop water leakage and insects. He proposed suggestions for a more simplistic design that resembles the current black doors but with some differences.

Discussion ensued on door styles (materials, window design, and other buildings), the condition (entrances) and occupancy at 3 Gondola Point Road, and the recommendation. The Board expressed confusion that Mr. Hodgins' suggestions do not match the application. It was agreed that the Board will discuss the application as presented, and if this is not what the applicant wants, it was suggested another application be submitted.

MOVED by L. Forbes and seconded by S. MacKinnon the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit (Certificate of Appropriateness) to 3 Gondola Point Road (PID 30352561) for two front egress doors subject to the following conditions:

- a. Doors be made of fiberglass with embossed wood grain feature;
- b. Doors be finished with a natural wood stain;
- c. Windows on doors must have a wood or fiberglass frame, and not be vented;
- d. Doors be fitted with either venetian bronze or matte black handle sets (not knobs) and deadbolts;
- e. When facing the building, the left door must have a right-hand inswing and the right door must have a left-hand inswing, forming a mirror image;
- f. The door jambs (head, hinge, latch) and threshold be replaced on each doorway;
- g. Both doors be made by the same manufacturer and be the same model number; and
- h. All work and materials meet energy performance and water penetration ratings as per the National Building Code of Canada.

ROTHERSAY

ON THE QUESTION:

Town Manager Jarvie explained that recommendations are generally based on the by-law’s intention of replicating the original aspect as much as possible. However, in some cases, Board decisions have differed from original materials. A wooden door was proposed initially to mimic the original, however the cost was a deterrent for the applicant.

CARRIED.

MOVED by L. Forbes and seconded by S. MacKinnon the heat pump installed at 1 Gondola Point Road be enclosed with wood framing and lattice.

CARRIED.

Town Manager Jarvie advised the applicant can proceed tomorrow once the building permit is obtained.

The Board thanked Mr. Hodgins. Mr. Hodgins thanked the Board and left the meeting.

9. OLD BUSINESS
N/A

10. CORRESPONDENCE FOR INFORMATION
N/A

11. DATE OF NEXT MEETING(S)
The next meeting will be held on **Wednesday, April 17, 2024.**

12. ADJOURNMENT
MOVED by C. MacDonald and seconded by D. Macartney the meeting be adjourned.
CARRIED.

The meeting adjourned at 7:37 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2024 April 8 Open Session FINAL_221

PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Tuesday, April 2, 2024 at 5:30 p.m.



DRAFT

PRESENT: COUNCILLOR DON SHEA, CHAIRPERSON
COUNCILLOR TIFFANY MACKAY FRENCH
KELLY ADAMS
TRACIE BRITTAIN
TYLER DAVIS
RALPH FORTE
MATTHEW GRAHAM, VICE-CHAIRPERSON
CHRISTIANE VAILLANCOURT

TOWN MANAGER JOHN JARVIE
TOWN CLERK MARY JANE BANKS
URBAN PLANNER PETER JOHNSTON
RECORDING SECRETARY LIZ HAZLETT

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

1. APPROVAL OF THE AGENDA

MOVED by Counc. Mackay French and seconded by T. Brittain the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of March 4, 2024

MOVED by C. Vaillancourt and seconded by M. Graham the Minutes of March 4, 2024 be adopted as circulated.

ON THE QUESTION:

C. Vaillancourt spoke of the Zoning By-law discussion. She thought the Committee was amenable to ground floor commercial use in apartment buildings as long as adequate parking is available, *in either a side or rear lot* – as required by current Town by-laws. She stated it is likely she raised the comment as the Municipal Plan does not permit front lot parking. She asked if the minutes should be amended. Chairperson Shea offered that the April minutes will reflect the comment.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. NEW BUSINESS

4.1 4 Grove Avenue Linda Tobias

OWNER: Linda Tobias

PID: 00258376

PROPOSAL: 1 Lot Subdivision – Lot Size/Frontage Variance/Cash in Lieu of LPP

The applicant, Linda Tobias, and her daughter Elizabeth Tobias-Nice, were in attendance. The intent is to subdivide the property to create a new lot which will allow Mrs. Tobias to remain in her home on a smaller, more manageable, lot.

Mrs. Tobias-Nice mentioned that the portion to be subdivided already looks like a separate lot, but maintenance has not been a priority since her dad passed away.

Staff advised minimum lot sizes were created using average lot sizes in each zone. Undersized lots do exist, and variances for smaller lots have been permitted. For larger variances, it is the Committee's discretion to determine whether these variances are appropriate and if there would be any adverse impacts to neighbouring properties. Subdivision applications for smaller lots also present opportunities to address current housing concerns. An email from a resident was received stating an objection to undersized lots. Subdivision applications also require a recommendation to Council regarding land for public purposes (LPP), or in cases such as this, cash in lieu of LPP.

When questioned, Mrs. Tobias-Nice noted the land was surveyed but a building plan has not been prepared for the new lot.

C. Vaillancourt and R. Forte expressed concerns regarding significant variances for the size of the new lot (41%), frontages for both lots (15%), and in turn the risk of setting a precedent. C. Vaillancourt suggested the small lot would not fit in with the existing character/density of the neighbourhood (Special Zone) and is unlikely to adhere to other by-law requirements related to a driveway, building size, and greenspace. R. Forte raised a concern that the proposal does not adhere to the Subdivision By-law 4-10. He added other non-conforming applications were approved in the past which increases the risk of setting a precedent. Staff clarified that the property is in the R1A Zone – the Special Zone relates to 2 Grove Avenue (Garden Grove Café/Vantage Build); and there are provisions in By-law 4-10, and the Community Planning Act, which allow the Committee to issue variances.

Council. Mackay French spoke of her experience in the area as a resident, noting the property is not in a small neighbourhood but along a main road, and there are other smaller lots nearby. She further noted such a proposal allows residents to age in place and remain in the community. T. Brittain added it is likely building plans will be scaled to fit the property. Staff expanded on this by explaining that property owners can develop their property as they wish as long as the plans adhere to Building Code and by-law requirements – which regulate setback distances and lot coverage.

There was a brief discussion about the cash in lieu of LPP formula, more specifically, how \$13.50 per square foot is a grossly undervalued figure for the current market. Staff advised this is a conservative figure that was used for over a decade but is under discussion for amendments to the policy.

MOVED by Council. Mackay French and seconded by T. Brittain the Planning Advisory Committee hereby grants a variance to allow for a reduced size of 1155 square meters for the proposed building LOT 24-02 at 4 Grove Avenue (PID 00258376).

NAY votes recorded from: R. Forte and C. Vaillancourt

CARRIED.

MOVED by Council. Mackay French and seconded by T. Brittain the Planning Advisory Committee hereby grants 15% variances to reduce the minimum lot frontage to 34.3m on both Lots 24-01 and 24-02.

NAY votes recorded from: R. Forte and C. Vaillancourt

CARRIED.

MOVED by Counc. Mackay French and seconded by T. Brittain the Planning Advisory Committee hereby recommends that Council accept \$1,247.40 as cash in lieu of LPP for the proposed building Lot 24-02 to be subdivided from 4 Grove Avenue (PID 00258376).

NAY votes recorded from: R. Forte and C. Vaillancourt

CARRIED.

Town Manager Jarvie informed the applicants that Council will discuss the recommendation, for cash in lieu of land for public purposes, at its next meeting on April 8, 2024. The applicants are welcome to attend the Council meeting and will be informed of the outcome.

Chairperson Shea thanked the applicants, and they left the meeting.

5. OLD BUSINESS

5.1 Zoning By-law (Single-Family Residential Zones)

28 March 2024

Report prepared by Urban Planner Johnston

Single-Family Residential Zones and the following questions were discussed:

- 1) Should the ability to have two units in a single house be given by right?
- 2) Which single family zones can incorporate two-units?
- 3) Which zones can accommodate secondary suites?
- 4) Should large lots be subdivided further into two lots and if so, where?
- 5) Does increased density compromise the Town's ability to preserve the existing character and lifestyle of these zones?

The following comments were made:

- Single-family residential lots remain the most popular choice of housing in Rothesay
 - o There are a range of lot sizes, but many are generously sized
 - o Most are serviced by private wells
- These zones do not require significant changes, but some adjustments can be made
- Granny Suites/Temporary Suites
 - o Permitted in some zones
 - o Not intended to be rental units
 - Generally intended for family care (ex. option for elderly parents to maintain some independence)
 - o Differ from Accessory Dwelling Units (ADUs) or separate residential buildings on lots
 - Not permitted
 - Requires additional water and sewer services
 - o Intended to be temporary but public demand may advocate for permanency
 - Policing/enforcement is challenging, especially with past changes to property assessment services
 - Requirement for the removal of kitchenettes is publicly opposed and unrealistic
 - o There are no occupancy limits
 - Tenants do not need to be family members, but the likelihood of more cars could increase if the individuals are not related
- Municipal services should be considered when discussing two-unit properties, possible additional charges for garbage collection or sanitary sewer units
- There is interest in providing a variety of housing options to increase density

- Two-unit properties:
 - o Must adhere to Building Code, and by-law requirements
 - o Make homeownership more attainable for younger generations (option for a rental unit)
 - o Could impact the value of the property (assessed higher by Service New Brunswick)
 - o May exist in Quispamsis (ex. Meadowlark Drive and Galmorgan Drive)
 - o Can appear as single-family homes so they fit in with the character of the neighbourhood
 - Ex. 7 Scott Avenue (recently approved)
 - o Are subject to increased provincial taxes
 - o Help infill existing areas
 - o Are not geographically limited but consideration should be given to:
 - Municipal infrastructure (water/sewer) – proximity and capacity
 - Density transitions
 - Groundwater capacity for properties serviced by wells
 - o May be preferable if owner-occupied but this is difficult to enforce
 - o Could help with “missing middle” housing options
 - o May require more driveways which could impact greenspace on properties
 - o May aid in further creating a “rental nation” where lifelong renting outpaces homeownership
 - o Should not impact neighbouring properties
- Some areas (ex. Vancouver) are considering getting rid of single-family zones
 - o Creates exclusionary zones that do not leave room for market trends
 - o Zones were created to solve problems
- \$6 billion in Federal funds are earmarked for housing initiatives including the Housing Accelerator Fund
 - o Greater chance of receiving funds with more housing options rather than exclusionary zones
- Definition of a unit should be determined
 - o Ex. a room with a shared kitchen, bathroom, etc.? Or a separate portion with its own kitchen, bathroom, etc.?
- Subdividing large lots creates smaller more manageable lots to allow individuals to remain in the community
 - o Some areas may require changes to civic addresses (ex. Item 4.1 - 4 Grove Avenue), which are not always well received by neighbours
 - Typically, civic addresses are allotted every 6 meters
 - o There is no maximum limit for variances; minor variances below 20% may be approved by staff
 - o The Municipal Plan’s intent to maintain the character of Rothesay does not mean changes will not be made, but rather the Town will be adaptable while maintaining important values

TABLED ITEMS

N/A

6. CORRESPONDENCE FOR INFORMATION

N/A

ROTHESAY

Planning Advisory Committee **2024April8OpenSessionFINAL_225**
Minutes -5-

DRAFT

2 April 2024

7. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, May 6, 2024.**

8. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:58 p.m.

CHAIRPERSON

RECORDING SECRETARY



2024 April 30 Open Session FINAL_226
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 3 April 2024
RE : 4 Grove Avenue (PID 00258376)

Recommendation:

- Council accept \$1,247.40 as cash in lieu of LPP for the proposed building Lot 24-02 to be subdivided from 4 Grove Avenue (PID 00258376).

Background:

The Planning Advisory Committee passed the following motions at its regular meeting on Tuesday, April 2, 2024:

MOVED by Counc. Mackay French and seconded by T. Brittain the Planning Advisory Committee hereby grants a variance to allow for a reduced size of 1155 square meters for the proposed building LOT 24-02 at 4 Grove Avenue (PID 00258376).

NAY votes recorded from: R. Forte and C. Vaillancourt

CARRIED.

MOVED by Counc. Mackay French and seconded by T. Brittain the Planning Advisory Committee hereby grants 15% variances to reduce the minimum lot frontage to 34.3m on both Lots 24-01 and 24-02.

NAY votes recorded from: R. Forte and C. Vaillancourt

CARRIED.

MOVED by Counc. Mackay French and seconded by T. Brittain the Planning Advisory Committee hereby recommends that Council accept \$1,247.40 as cash in lieu of LPP for the proposed building Lot 24-02 to be subdivided from 4 Grove Avenue (PID 00258376).

NAY votes recorded from: R. Forte and C. Vaillancourt

CARRIED.



To: Chair and Members of Rothesay Planning Advisory Committee
From: John Jarvie
Town Manager
Date: Wednesday, March 27, 2024
Subject: 1 Lot Subdivision – Create Building Lot

| | | | |
|----------------------------------|--|-------------------------|------------------------|
| Applicant: | Linda Tobias | Property Owner: | Linda Tobias |
| Mailing Address: | 4 Grove Avenue | Mailing Address: | 4 Grove Ave E2E 5K3 |
| Property Location: | 4 Grove Ave | PID: | 00258376 |
| Plan Designation: | Low Density Residential | Zone: | R1A |
| Application For: | Lot Size and Frontage Variances and Cash in Lieu of Land for Public Purposes | | |
| Input from Other Sources: | Polling | | |

Origin:

An application to subdivide 3,261.71 square meters (0.8 acres) of land on Grove Avenue (PID 00258376) made by Linda Tobias.

Background:

The lot near the corner of Rothesay Road and Grove Avenue is zoned Single Family Residential - R1A and is 3,261.71 square metres (0.8 acres). There is an existing Single-Family Dwelling on the property.

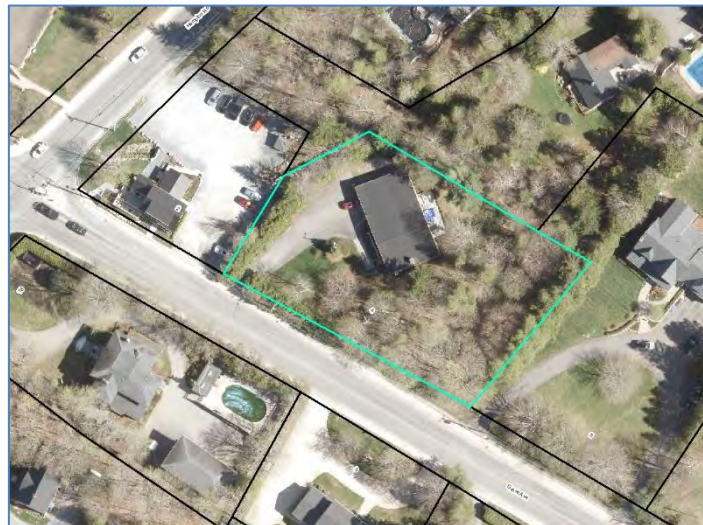


Figure 1 – 4 Grove Avenue

The R1A Zone permits lots with a minimum area of 2000 square meters (1/2 acre) and with 40 meters of public road frontage and a minimum lot depth of 45m. The proposed new Lot 24-02 is 1155 square meters (0.29 acres) and the remaining Lot 24-01 would be 2,011 square metres (0.5) acres. Variances

are requested, as the proposed new lot 24-02 is undersized by 845 square metres and the proposed lot frontages of both lots is only 34.3m. The reduction of lot size to 1155 meters square requires a variance of 41% and the reduction of lot frontages from 45m to 34m requires a 15% variance to both lot 24-01 and 24-02.



Figure 2-4 Grove Proposed Subdivision

Staff reviewed the Tentative Plan Drawing (see Attachment A) submitted by Hughes Surveys & Consultants Inc. and can confirm that the proposed lot is suitable for development and capable of being developed such that the new home would meet the required setbacks, lot coverage and all other relevant requirements for a single family dwelling in the R1A zone, while the remaining lot and house will maintain conformity with the R1A zone.

Creation of lot 24-02 will require an adjustment to the civic address' located on Grove Avenue. The new Lot 24-02 will become civic address 6 Grove Avenue. 6, 8, and 10 Grove Avenue will need to be changed to fit the new civic number.

LAND FOR PUBLIC PURPOSES

Section 42 (3) g of the Community Planning Act gives Council the discretionary authority to determine what amount of money if any could be accepted as Cash in Lieu of Land for Public Purposes. In lieu of land set aside under Section 5.1¹, Council would ordinarily require that a sum of money be paid to the

¹ Rothesay Subdivision By-law No. 4-10: Section 5.1 Land For Public Purposes - Amount of Land to be Provided to the Town "land in the amount of ten percent (10%) of the area of the subdivision, exclusive of the public streets, at such a location as assented to by Council pursuant to the Act, is to be set aside as "Land for Public Purposes" and so indicated on the plan."

municipality in the amount of 8% of the market value of the proposed new LOT 24-02. When the subdivision plan is submitted for approval, Staff calculate the market value of the new Lot using \$13.50 per square meter as stated in Schedule C of the By-law 4-10.

If the applicant disagrees with the Town’s calculation of the land’s market value for the vacant LOT 23-1 then they have the option of retaining, at their cost, a certified, independent appraiser to determine the true market value of the land. At 1058 square metres at \$13.50 per square metre is \$14,283. Accordingly, the Town is entitled to 8% of that value. The proposed cash in lieu of Land for Public Purposes is **\$1,247.40** for the proposed vacant LOT 24-02.

POLLING

Polling was conducted for the proposed subdivision and some comments in opposition to the subdivision were received by the Assistant Development Officer. The main opposition was to the creation of an undersized lot and increased desinity. See Attachment B.

RECOMMENDATION:

Staff are recommending that PAC consider the following MOTIONS as follows:

- A. PAC **HEREBY**, Grants a variance to allow for a reduced size of 1155 square metres for the proposed building LOT 24-02 at 4 Grove Avenue.
- B. PAC **HERBY**, Grants 15% variances to reduce the minimum lot frontage to 34.3m on both Lots 24-01 and 24-02.
- C. PAC **HEREBY**, recommends that Council accept is **\$1,247.40** as cash in lieu of LPP for the proposed building Lot 24-02 to be subdivided from 4 Grove Avenue (PID 00258376).

Attachments:

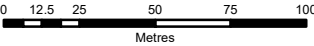
- Map 1 Site Location Map
- Attachment A Proposed Subdivision Plan
- Attachment B Polling Results

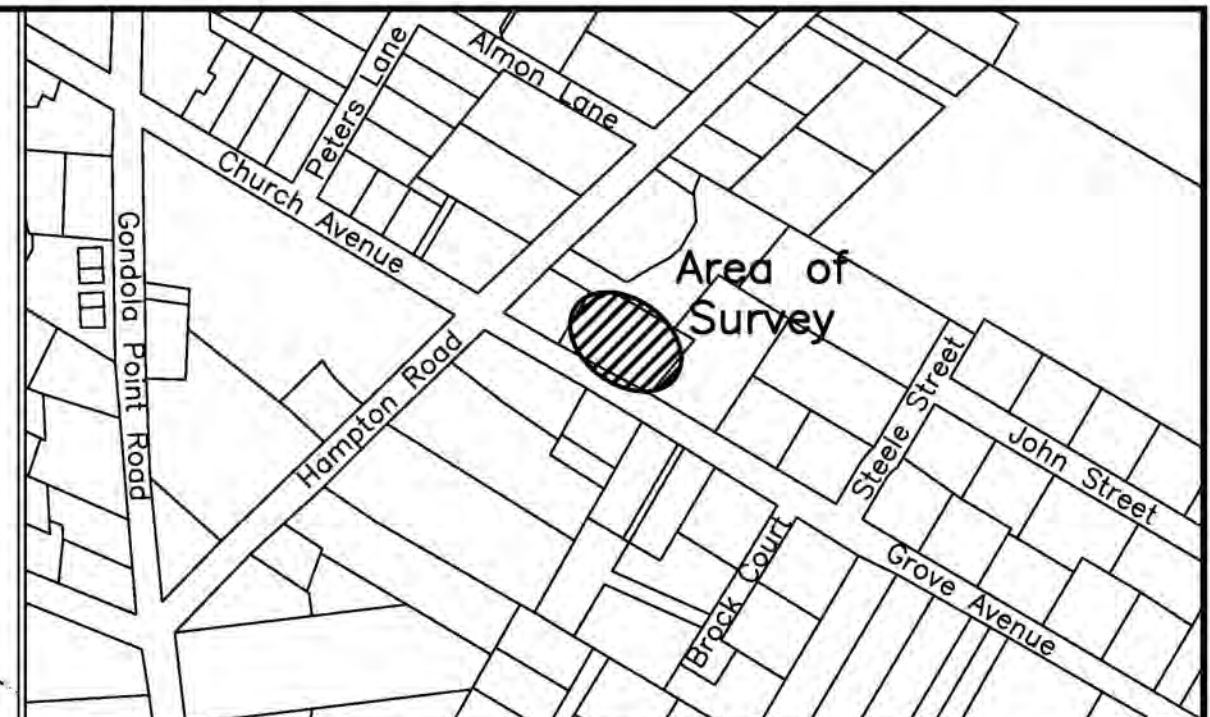
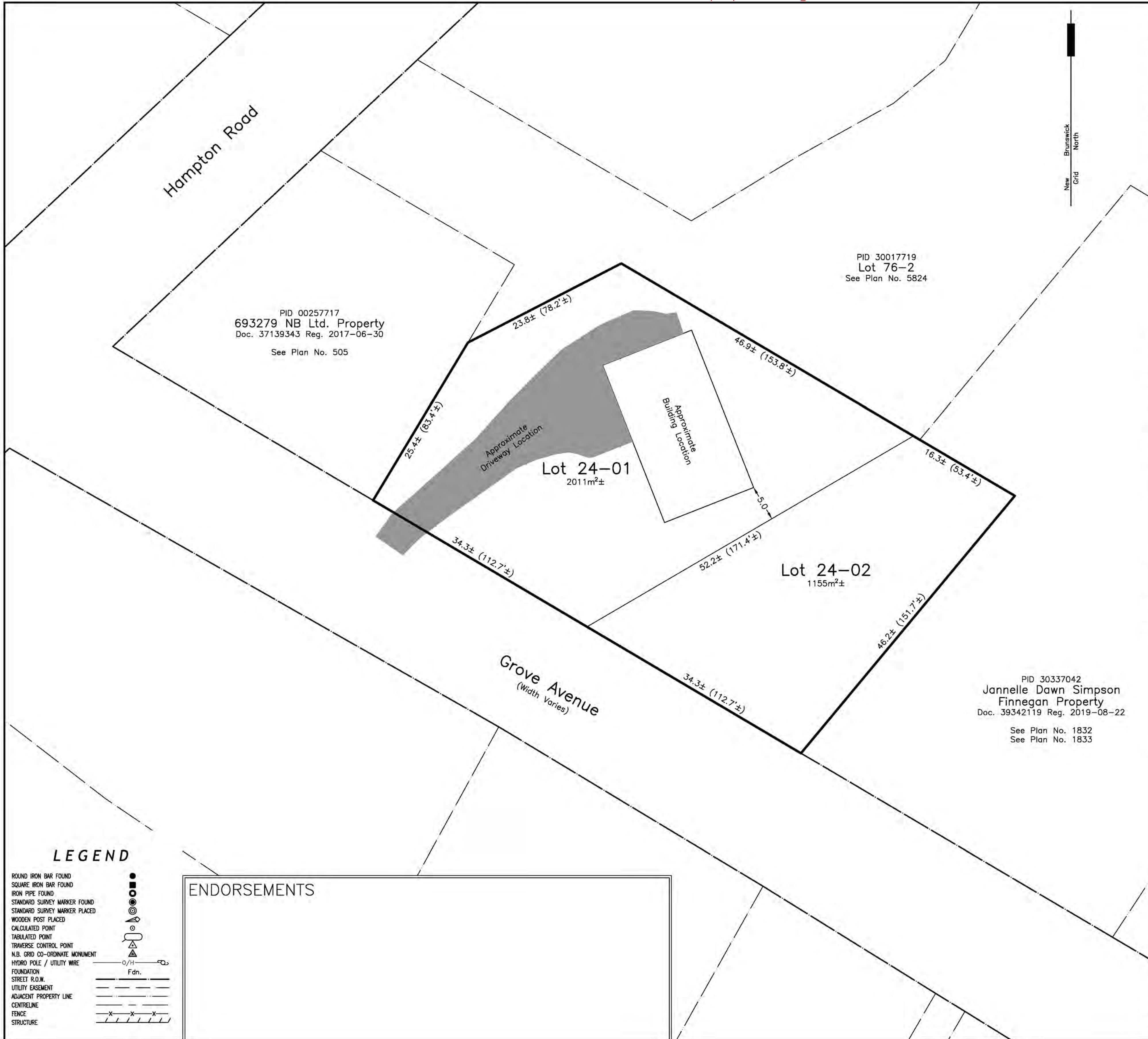


Report Prepared by: Darcy Hudson, Assistant Development Officer
Date: Wednesday, March 27, 2024

4 Grove Avenue - PID 00258376

2024April8OpenSessionFINAL_230






Key Plan Scale 1 : 5,000

Registration Data

Doc. 18446519 Thomas Clinton Higginson
(Per Executor Bruce Cook)
to
Linda Dorothy Tobias
Reg. 2004-06-02
Owner: Linda D. Tobias

NOTES

- Directions are New Brunswick Grid azimuths derived from tabulated N.B. coordinate survey monuments.
- All distances are in metres and are grid distances, calculated using a combined scale factor and using geoid model HT2_0; to convert to imperial equivalents divide by 0.3048.
- Area of survey outlined thus , peripheral information compiled from various sources.
- All document and plan references refer to the Registry Office for Kings County or the Land Titles District of New Brunswick.
- Field survey completed on ----.
- All computations performed and coordinates shown on this plan are based on New Brunswick Stereographic Double Projection and the NAD83(CSRS) Reference System as realized by Service New Brunswick High Precision Network coordinate survey monuments.

Purpose Of Plan

To create Lot 24-01 & Lot 24-02 from PID 00258376.

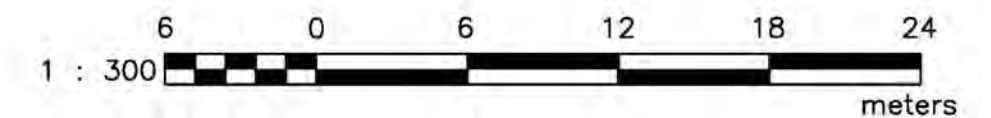
New Brunswick Grid Co-Ordinate Values

| Sta. | X | Y | Rmks. |
|------|---|---|-------|
| | | | |

Tentative Subdivision Plan
Tobias Subdivision,
Grove Avenue,
Town of Rothesay,
Parish of Rothesay,
Kings County, New Brunswick



















HUGHES SURVEYS & CONSULTANTS INC.

Feb. 08, 2024.
Date



| | | | |
|------------------------------|-------------------|-------------------|-------------------|
| Dwg. No. Tobias-Tentative | Disk No. ----- | Topos ----- | Disk No. ----- |
| Dwn. by M.C.B. | Job No. ----- | Rev. No. ----- | Map Ref. ----- |

LEGEND

- ROUND IRON BAR FOUND 
- SQUARE IRON BAR FOUND 
- IRON PIPE FOUND 
- STANDARD SURVEY MARKER FOUND 
- STANDARD SURVEY MARKER PLACED 
- WOODEN POST PLACED 
- CALCULATED POINT 
- TABULATED POINT 
- TRANSVERSE CONTROL POINT 
- N.B. GRID CO-ORDINATE MONUMENT 
- HYDRO POLE / UTILITY WIRE 
- FOUNDATION 
- STREET R.O.W. 
- UTILITY EASEMENT 
- ADJACENT PROPERTY LINE 
- CENTRELINE 
- FENCE 
- STRUCTURE 

ENDORSEMENTS

Blank area for endorsements.

PA:\ACTIVE_2024\2024\pba\24037\DWG\Tobias-Tentative.dwg February 12, 2024 3:37:05 PM

Darcy Hudson

From:
Sent: March 19, 2024 8:43 PM
To:
Subject: RE: Opposition to the Subdivision Application – 4 Grove Avenue (PID 00258376)

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

6 Grove Avenue
Rothesay, NB

19 March 2024

Rothesay Planning Advisory Committee
70 Hampton Road
Rothesay, NB E2E 5L5
Email: pac@rothesay.ca

RE: Opposition to the Subdivision Application – 4 Grove Avenue (PID 00258376)

Dear Members of the Rothesay Planning Advisory Committee,

I am writing to express my concerns regarding the recent application to subdivide the lot at 4 Grove Avenue, adjacent to my property. While I am aware of the growth and development ambitions of our town, it is crucial that such developments are in harmony with the existing community and environment.

The proposed variance of 15% and 41% for frontage and area respectively, from the by-law requirements for R1-A lots, is substantial. The current zoning by-laws were instituted to maintain the character and spaciousness that defines our neighborhood. Deviating from these standards would set a concerning precedent that could lead to further erosion of our community's character.

Moreover, the increased density may strain our local infrastructure, potentially leading to increased traffic, reduced privacy, and strain on utilities, which were designed with the current zoning regulations in mind. Our neighborhood prides itself on its open spaces and low-density residential setting, aspects that could be compromised by this subdivision.

It is also important to consider the environmental impact. The proposed new lot size would potentially reduce the green space, which acts as a natural buffer and contributes to the area's overall ecosystem. Preserving this green space is essential for maintaining local biodiversity and providing a natural habitat for our region's wildlife.

Therefore, I respectfully request that the committee rejects the application for variance and upholds the current zoning by-law requirements. This will ensure the integrity of our neighborhood is maintained, aligning with the community's best interests and preserving the quality of life that Rothesay residents cherish.

I appreciate your attention to this matter and look forward to your response. Please feel free to contact me should you require further discussion on my concerns.

Sincerely,



2024April8OpenSessionFINAL_234

BUILDING PERMIT REPORT

3/1/2024 to 3/31/2024

| Date | Building Permit No | Property Location | Nature of Construction | Value of Construction | Building Permit Fee |
|----------------------------------|---------------------------|--------------------------|-----------------------------------|------------------------------|----------------------------|
| 03/11/2024 | BP2023-00180 | 118 PARK DRIVE | SINGLE FAMILY | \$1,800,000.00 | \$13,050.00 |
| 03/13/2024 | BP2024-00003 | 5 KNOLL LANE | ADDITION | \$40,000.00 | \$290.00 |
| 03/14/2024 | BP2024-00007 | 141 HAMPTON RD | INTERIOR RENOVATIONS - COMMERCIAL | \$200,000.00 | \$1,450.00 |
| 03/14/2024 | BP2024-00008 | 12 CROSSWIND CRES | FENCE | \$20,762.00 | \$152.25 |
| 03/25/2024 | BP2024-00010 | 3 CHARLES CRES | STORAGE SHED | \$2,100.00 | \$21.75 |
| 03/27/2024 | BP2024-00014 | 2658 ROTHESAY RD | ADDITION | \$40,000.00 | \$290.00 |
| Totals: | | | | \$2,102,862.00 | \$15,254.00 |
| Summary for 2024 to Date: | | | | \$3,706,262.00 | \$26,890.25 |

2023 Summary

| | <u>Value of Construction</u> | <u>Building Permit Fee</u> |
|-------------------------|------------------------------|----------------------------|
| Monthly total: | \$6,499,700.00 | \$48,125.00 |
| Summary to Date: | \$7,356,750.00 | \$55,345.50 |

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 4 April 2024
 RE : Capital Project – Status Report

The following is a list of 2024 capital projects, holdover 2019, 2022 and 2023 capital projects and the status of each along with a continuing project from 2016.

| | PROJECT | BUDGET | \$ TO 28/02/24* | COMMENTS |
|-----------------|-------------------------------------|---------|---------------------------|---|
| 2016 | General Specification for Contracts | 40,000 | 40% | Draft document under review by staff |
| 2019 | Trail & sidewalk connector Wells | \$2.5M | - | Subject to grants; estimate revised to current – land acquisition with Province underway |
| 2022 | Turnbull Ct sewer replacement Ph II | \$1.0M | 100% | Grant application approved, construction work complete, landscaping / property restoration work remaining |
| 2023 | Hillsview water line replacement | 50,000 | | Preliminary design complete, consultation with stakeholders underway |
| | Fleet | 750,000 | 100% | Vacuum Truck in service |
| | Recreation Master Plan | 60,000 | 35% | Consultant work plan near midway point, plan to be presented at December meeting |
| | Parks Equipment | 215,000 | 30% | Truck received; sliit seeder deferred. |
| | Water Treatment Train expansion | 630,000 | 30% | Purchased and on order – Mid-May 2024 delivery expected |
| 2024 | WWTP Phase II design | \$4M | | Waiting for signatures |
| | 2024 Street Resurfacing inc C&S | \$3.5M | 3% | Expected for May Council for approval |
| | Wiljac Improvements | \$2.5M | | Maybe phased |
| | Arena Condenser | 100,000 | | Installation in off-season |
| | Shadow Hill Court water | 250,000 | | Preliminary design and cost estimates complete, consultation with stakeholders underway |
| | Lagoon Dredging | \$1.32M | | Materials on site, work to commence mid-April |
| | Water quantity | 60,000 | | Project completion expected July 1, 2024 |
| | Frances Avenue Lift Stn | 100,000 | | |
| | Utility Building Renovations | 100,000 | | Storage bldg. 30,000 & heating system 40,000 |
| | IT plan | 15,000 | | new equipment and phones |
| | KVFD Capital | 203,700 | 30% | (Fleet -118,400, Equip -44,600, Facilities -40,700) |
| | Town Hall | 37,000 | | HVAC, Windows, painting doors, etc. |
| | Train Station | 350,000 | | Renewed offers to vendors |
| | Upgrade to water treatment plant | 405,000 | | Building & plumbing for expanded treatment train |
| | Grove Bldg. Security Fence | 60,000 | | Anticipated for May Council decision |
| | Works Fleet | \$1.13M | | Tandem plow, Loader & sidewalk plow ordered |
| | Recreation Facilities | 500,000 | | Wells Parking, Wells Shed, Pickleball Screening, |
| Parks Equipment | 140,000 | 25% | Zamboni ordered and Mower | |

* Funds paid to this date.



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Banks
DATE : 5 April 2024
RE : Public Hearing
45 Marr Road and 6 Old Mill Lane (PIDs 00245415 & 00118067)

RECOMMENDATION:

- Remove the item from the table
- Council reconvene the public hearing on **Monday, April 22, 2024, at 6:00 p.m.** in the Common Room, Rothesay Town Hall to consider rezoning 45 Marr Road and 6 Old Mill Lane (PIDs 00245415 & 00118067) from the Single Family Residential [R1B] zone to the Multi-Unit Residential Zone [R4], following receipt of additional information

BACKGROUND:

Council held a public hearing on January 29, 2024, to consider rezoning the above-noted properties.

At that time, the following motion was passed:

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire to table the public hearing until a future date when additional information is available and can be presented to Council and the public on such issues as traffic (sightlines) and stormwater management (details on downstream infrastructure).

CARRIED.

Additional information related to the proposed development has been received and is under review by Town staff.



ROTHESAY

MEMORANDUM



| | | |
|------|---|------------------------------|
| TO | : | Mayor and Council |
| FROM | : | Finance Committee |
| DATE | : | April 3, 2024 |
| RE | : | Audited Financial Statements |

The draft audited consolidated financial statements for the year-ended December 31, 2023 are enclosed for your consideration

The committee recommends the following motions to Council:

Council approves Rothesay's 2023 audited financial statements and authorizes the Mayor and Treasurer to sign the financial statements.

Council authorize the Mayor and Treasurer to sign the audit communication letter from Teed Saunders Doyle & Co.

Council appoints Teed Saunders Doyle & Co to complete the audit of Rothesay's 2024 financial statements at a fee to be negotiated.

DRAFT

ROTHESAY

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

ROTHERSAY
2024April8OpenSessionFINAL_239
DECEMBER 31, 2023

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| Consolidated Statement of Financial Position | 4 |
| Consolidated Statement of Changes in Net Debt | 5 |
| Consolidated Statement of Cash Flows | 6 |
| Notes to Consolidated Financial Statements | 7 - 35 |

INDEPENDENT AUDITORS' REPORT

To Her Worship The Mayor and Members of Council
Rothesay, New Brunswick

Opinion

We have audited the consolidated financial statements of Rothesay (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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 Town in accordance with the ethical requirements that are relevant to our audit of the consolidated 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 Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town'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 Town or to cease operations, or has no realistic alternative but to do so.

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

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated 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 consolidated financial statements.

(continues)

Auditors' Responsibilities for the Audit of the Consolidated 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 consolidated 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 Town'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 Town'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 consolidated 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 Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated 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, NB

ROTHESAY
2024April8OpenSessionFINAL_242
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2023

| | <u>2023</u> Budget (Note 27) | <u>2023</u> Actual | <u>2022</u> Actual |
|--|---|------------------------------|------------------------------|
| REVENUE | | | |
| Property tax warrant | \$ 20,123,778 | \$ 20,123,774 | \$ 18,181,510 |
| Unconditional grant | 104,778 | 104,782 | 130,972 |
| Conditional government transfers (Note 28) | 691,500 | 2,300,421 | 2,375,988 |
| Services other governments | 80,000 | 85,362 | 81,806 |
| Sale of services (Note 28) | 464,704 | 549,502 | 475,710 |
| Other own source (Note 28) | 98,008 | 312,954 | 967,681 |
| Water and sewer user fees | 3,373,243 | 3,360,101 | 3,163,226 |
| Sundry income | <u>337,653</u> | <u>1,051,457</u> | <u>634,317</u> |
| | <u>25,273,664</u> | <u>27,888,353</u> | <u>26,011,210</u> |
| EXPENDITURE (Note 28) | | | |
| General government services | 2,393,089 | 2,357,830 | 2,329,502 |
| Protective services | 5,959,132 | 5,911,655 | 5,574,528 |
| Transportation services | 5,902,740 | 6,667,119 | 6,996,434 |
| Environmental health services | 1,077,728 | 951,525 | 962,281 |
| Environmental development services | 829,950 | 567,039 | 568,112 |
| Recreation and cultural services | 3,446,311 | 3,454,222 | 3,185,894 |
| Water and sewer services | <u>3,841,500</u> | <u>3,759,917</u> | <u>3,605,789</u> |
| | <u>23,450,450</u> | <u>23,669,307</u> | <u>23,222,540</u> |
| ANNUAL SURPLUS FOR THE YEAR | \$ <u>1,823,214</u> | 4,219,046 | 2,788,670 |
| ACCUMULATED SURPLUS - BEGINNING OF YEAR | | 87,940,925 | 85,146,828 |
| CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES (Note 2) | | <u>(14,729)</u> | <u>5,427</u> |
| ACCUMULATED SURPLUS - END OF YEAR | | \$ <u>92,145,242</u> | \$ <u>87,940,925</u> |

ROTHESAY
2024April8OpenSessionFINAL_243
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2023

| | <u>2023</u> | <u>2022</u> |
|---|----------------------|----------------------|
| FINANCIAL ASSETS | | |
| Cash and cash equivalents (Note 4) | \$ 11,224,515 | \$ 10,324,104 |
| Accounts receivable (Note 5) | 2,303,966 | 1,550,159 |
| Investments (Note 10) | <u>365,807</u> | <u>345,227</u> |
| | <u>\$ 13,894,288</u> | <u>\$ 12,219,490</u> |
| LIABILITIES | | |
| Accounts payable and accrued liabilities (Note 9) | \$ 3,710,330 | \$ 2,832,770 |
| Deferred revenue (Note 8) | 3,845,393 | 3,592,555 |
| Long term debt (Note 11) | 12,783,202 | 13,059,967 |
| Accrued pension (asset) obligation (Note 16) | (73,098) | 10,152 |
| Accrued sick leave (Note 15) | 102,652 | 142,374 |
| Accrued retirement allowance (Note 16) | <u>1,078,722</u> | <u>1,059,520</u> |
| | <u>21,447,201</u> | <u>20,697,338</u> |
| NET DEBT | <u>(7,552,913)</u> | <u>(8,477,848)</u> |
| NON-FINANCIAL ASSETS | | |
| Tangible capital assets (Note 21) | 172,578,784 | 164,706,278 |
| Accumulated amortization (Note 21) | <u>(73,058,909)</u> | <u>(68,357,353)</u> |
| | 99,519,875 | 96,348,925 |
| Inventory | 142,001 | 35,691 |
| Prepaid expenses | 35,518 | 32,923 |
| Unamortized debenture costs | <u>761</u> | <u>1,234</u> |
| | <u>99,698,155</u> | <u>96,418,773</u> |
| ACCUMULATED SURPLUS | <u>\$ 92,145,242</u> | <u>\$ 87,940,925</u> |
| CONTINGENT LIABILITY (Note 17) | | |
| COMMITMENTS (Note 18) | | |

APPROVED BY:

_____ Mayor

_____ Town Treasurer

ROTHESAY
2024April8OpenSessionFINAL_244
CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT
AS AT DECEMBER 31, 2023

| | <u>2023</u> | <u>2022</u> |
|---|-----------------------|-----------------------|
| Annual surplus | \$ 4,219,046 | \$ 2,788,670 |
| Acquisition of tangible capital assets | (8,362,647) | (6,669,289) |
| Proceeds on disposal of tangible capital assets | 11,782 | - |
| Amortization of tangible capital assets | 5,021,096 | 4,758,755 |
| Change in ownership of tangible capital assets | 15,472 | (5,711) |
| Loss on disposal of tangible capital assets | <u>143,347</u> | <u>136,718</u> |
| | 1,048,096 | 1,009,143 |
| Acquisition of inventories | (142,001) | (35,691) |
| Acquisition of prepaid assets | (35,518) | (32,923) |
| Acquisition of unamortized debenture costs | (761) | (1,234) |
| Consumption of inventories | 35,691 | 31,163 |
| Use of prepaid assets | 32,923 | 22,507 |
| Consumption of unamortized debenture costs | <u>1,234</u> | <u>1,705</u> |
| | 939,664 | 994,670 |
| Change in ownership of controlled entities | <u>(14,729)</u> | <u>5,427</u> |
| Decrease in net debt | 924,935 | 1,000,097 |
| Net debt - beginning of year | <u>(8,477,848)</u> | <u>(9,477,945)</u> |
| Net debt - end of year | <u>\$ (7,552,913)</u> | <u>\$ (8,477,848)</u> |

APPROVED BY:

_____ Mayor

_____ Town Treasurer

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CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023

| | <u>2023</u> | <u>2022</u> |
|--|----------------------|----------------------|
| INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS | | |
| OPERATING TRANSACTIONS | | |
| Annual surplus | \$ 4,219,046 | \$ 2,788,670 |
| Loss on disposal of tangible capital assets | 143,347 | 136,718 |
| Amortization of tangible capital assets | 5,021,096 | 4,758,755 |
| Accounts receivable | (753,807) | (192,865) |
| Accounts payable and accrued liabilities | 877,560 | 963,084 |
| Deferred revenue | 252,838 | (390,081) |
| Accrued sick leave | (39,722) | (61,915) |
| Change in accrued pension obligation | (83,250) | (61,741) |
| Change in accrued retirement allowance | 19,202 | 47,717 |
| Change in inventory/prepaid expenses/unamortized debenture costs | <u>(108,432)</u> | <u>(14,473)</u> |
| | <u>9,547,878</u> | <u>7,973,869</u> |
| CAPITAL TRANSACTIONS | | |
| Acquisition of tangible capital assets | (8,362,647) | (6,669,289) |
| Change in ownership of capital assets | 15,472 | (5,711) |
| Proceeds on disposal of tangible capital assets | <u>11,782</u> | <u>-</u> |
| | <u>(8,335,393)</u> | <u>(6,675,000)</u> |
| FINANCING TRANSACTION | | |
| Long term debt (net) | <u>(276,765)</u> | <u>(1,375,251)</u> |
| INVESTING TRANSACTION | | |
| Decrease in investments | <u>(20,580)</u> | <u>(54,799)</u> |
| CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES | <u>(14,729)</u> | <u>5,427</u> |
| NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS | 900,411 | (125,754) |
| CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR | <u>10,324,104</u> | <u>10,449,858</u> |
| CASH AND CASH EQUIVALENTS - END OF YEAR | <u>\$ 11,224,515</u> | <u>\$ 10,324,104</u> |

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

1. PURPOSE OF THE ORGANIZATION

Rothesay ("the Town") was incorporated as a town by the Province of New Brunswick Municipalities Act on January 1, 1998 and was approved for status as a Municipality effective January 1, 1998 by an amendment of New Brunswick Regulation 85-6 under the Municipalities Act. As a municipality, Rothesay is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town 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 Town and the changes thereto. The consolidated statement of financial position includes all of the assets and liabilities of the Town and its jointly controlled entities.

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

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Town and which are owned or jointly controlled by the Town.

The entities included in the consolidated financial statements are as follows:

- Rothesay
- Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)
- Kennebecasis Valley Fire Department Inc. (KVFD)
- Kennebecasis Public Library

Interdepartmental and organizational transactions and balances are eliminated.

The jointly controlled entities have been proportionately consolidated at the following rates:

| | <u>2023</u> | <u>2022</u> |
|--|--------------------|--------------------|
| Kennebecasis Regional Joint Board of Police Commissioners | 39.857% | 40.05% |
| Kennebecasis Valley Fire Department Inc. | 40.742% | 40.93% |
| Kennebecasis Public Library | 38.960% | 38.99% |

Changes in ownership percentages have been accounted for as an adjustment to accumulated surplus.

Ownership percentages on any dissolution of the controlled entity may vary from the above depending upon the terms of the agreements.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

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

Budget

The budget figures contained in these consolidated financial statements were approved by Council on November 14, 2022 and the Director of Community Finances on November 28, 2022.

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 losses reported in annual surplus. All other financial instruments are reported at amortized costs, and tested for impairment at each reporting date. Transactions costs on the acquisition, sale or issue of financial instruments are expensed when incurred.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks and short term deposits with original maturities of three months or less.

Revenue Recognition

Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Other revenue is recorded when it is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the consolidated 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 revenues and expenses 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 those estimates.

Examples of significant estimates include:

- the allowance for doubtful accounts;
- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets; and
- post employment benefits liability.

Inventories

Inventories are valued at the lower of cost and net realizable value with cost being determined on the first in, first out basis.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

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

Capital Reserves

The use of the Capital Reserve Funds is restricted to capital acquisitions. The intention is to use these funds for future capital acquisitions and reduce future borrowing requirements.

Operating Reserves

The use of these funds is restricted to payment of operating expenses.

Tangible Capital Assets

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

| <u>Asset Type</u> | <u>Estimated Useful Life</u> |
|--------------------------------------|------------------------------|
| Land improvements | 10-75 years |
| Buildings and leasehold improvements | 20-40 years |
| Vehicles | 3-25 years |
| Machinery and equipment | 3-20 years |
| Roads and streets | 5-75 years |
| Storm sewer | 25-60 years |
| Water and wastewater networks | 30-60 years |

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

Segmented Information

The Town is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Town's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

General Government Services

This department is responsible for the overall governance and financial administration of the Town. This includes Council functions, general and financial management, legal matters and compliance with legislation, as well as civic relations.

Protective Services

This department is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

Transportation Services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related functions.

Environmental Health Services

This department is responsible for the provision of waste collection and disposal.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

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

Segmented Information (cont'd)

Environmental Development Services

This department is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

Recreation and Cultural Services

This department is responsible for the maintenance and operation of recreational and cultural facilities including arena, parks and playgrounds and other recreational and cultural facilities.

Water and Sewer Services

This department is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

The Town has documented a schedule of segmented disclosure in Note 23.

Post Employment Benefits

The Town recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Town has a sick leave benefit as documented in Note 15 and a pension plan and retirement allowance as documented in Note 16.

3. FINANCIAL INSTRUMENTS

The Town 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 Town's risk exposure and concentration as of December 31, 2023:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Town is exposed to credit risk from its accounts receivable. The Town minimizes credit risk through ongoing credit management.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Town is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long term debt, accounts payable and accrued liabilities and other obligations.

Currency Risk

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

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

3. FINANCIAL INSTRUMENTS (cont'd)

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 Town manages exposure through its normal operating and financing activities. The Town is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

4. CASH

| | <u>2023</u> | <u>2022</u> |
|--------------------------------------|----------------------|----------------------|
| Unrestricted | \$ 1,407,263 | \$ 2,313,833 |
| Restricted - reserve funds (Note 25) | 9,555,732 | 7,750,182 |
| Restricted - controlled entities | <u>261,520</u> | <u>260,089</u> |
| | <u>\$ 11,224,515</u> | <u>\$ 10,324,104</u> |

5. ACCOUNTS RECEIVABLE

| | <u>2023</u> | <u>2022</u> |
|---|---------------------|---------------------|
| Due from the Federal Government and its agencies (Note 6) | \$ 727,757 | \$ 493,686 |
| Due from the Province of New Brunswick (Note 7) | 501,246 | 58,921 |
| Water and sewer | 895,981 | 892,549 |
| Arena | 67,523 | 53,574 |
| Other | <u>111,459</u> | <u>51,429</u> |
| | <u>\$ 2,303,966</u> | <u>\$ 1,550,159</u> |

6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

| | <u>2023</u> | <u>2022</u> |
|------------------------------------|-------------------|-------------------|
| Canada Revenue Agency (HST refund) | \$ 691,266 | \$ 447,588 |
| RCMP Secondments | <u>36,491</u> | <u>46,098</u> |
| | <u>\$ 727,757</u> | <u>\$ 493,686</u> |

7. DUE FROM PROVINCE OF NEW BRUNSWICK

| | <u>2023</u> | <u>2022</u> |
|---|-------------------|------------------|
| Department of Transportation and Infrastructure | \$ 500,000 | \$ 29,690 |
| Department of Justice and Public Safety | <u>1,246</u> | <u>29,231</u> |
| | <u>\$ 501,246</u> | <u>\$ 58,921</u> |

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

8. DEFERRED REVENUE

| | <u>2023</u> | <u>2022</u> |
|--|---------------------|---------------------|
| Government transfers - Gas Tax | \$ 3,817,006 | \$ 3,580,543 |
| Deferred revenue - Quispamsis | 17,710 | - |
| Deferred revenue - K-Park Levy (Note 14) | <u>10,677</u> | <u>12,012</u> |
| | <u>\$ 3,845,393</u> | <u>\$ 3,592,555</u> |

9. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

| | <u>2023</u> | <u>2022</u> |
|--------------------------|---------------------|---------------------|
| Accounts payable - trade | \$ 1,565,730 | \$ 1,962,917 |
| Bid deposits | 129,050 | 129,050 |
| Accrued interest | 25,972 | 17,332 |
| Accrued liabilities | <u>1,989,578</u> | <u>723,471</u> |
| | <u>\$ 3,710,330</u> | <u>\$ 2,832,770</u> |

10. INVESTMENTS

The investments represent the Town's proportionate share of the investments of the KRJBPC. The investments consist of short term notes, canadian equities and foreign equities and are recorded at fair market value. The unrealized loss on the investments at December 31, 2023 was \$1,415; (2022 - \$41,766). The investments are restricted for future payment of retirement benefits.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

11. LONG TERM DEBT

(a) General Capital Fund

| | Balance January 1, <u>2023</u> | Issued during year | Redeemed during year | Balance December 31, <u>2023</u> |
|---|---|-----------------------------------|-------------------------------------|---|
| New Brunswick Municipal Financing Corporation | | | | |
| Debtures: | | | | |
| CD13 4.048% - 5.115%, due 2043, OIC # 22-0018 | \$ - | \$ 1,000,000 | \$ - | \$ 1,000,000 |
| BG18 1.65% - 3.80%, due 2027, OIC # 10-12, 11-71, 99-77 | 15,000 | - | 1,000 | 14,000 |
| BL26 1.2% - 3.7%, due 2034, OIC # 03-88, 11-71, 13-08 | 1,998,000 | - | 201,000 | 1,797,000 |
| BN17 1.05% - 3.15%, due 2025, OIC # 10-12, 13-08 | 598,000 | - | 194,000 | 404,000 |
| B019 1.45% - 3.50%, due 2031, OIC # 13-08 | 1,111,000 | - | 201,000 | 910,000 |
| BX18 0.90% - 2.95%, due 2040, OIC # 19-0020 | 930,000 | - | 36,000 | 894,000 |
| BY23 0.50% - 1.80%, due 2030, OIC # 19-0020 | <u>282,000</u> | <u>-</u> | <u>34,000</u> | <u>248,000</u> |
| | <u>\$ 4,934,000</u> | <u>\$ 1,000,000</u> | <u>\$ 667,000</u> | <u>\$ 5,267,000</u> |

Principal payments required during the next five years for the General Capital Fund are as follows:

2024 - \$714,000; 2025 - \$671,000; 2026 - \$475,000; 2027 - \$330,000; 2028 - \$330,000

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

11. LONG TERM DEBT (cont'd)

(b) Water and Sewer Capital Fund

| | Balance | Issued | Redeemed | Balance |
|---|--------------------|--------------------|--------------------|---------------------|
| | January 1, | during | during | December 31, |
| | <u>2023</u> | <u>year</u> | <u>year</u> | <u>2023</u> |
| New Brunswick Municipal Financing Corporation | | | | |
| Debtures: | | | | |
| CA20 0.855% - 2.378%, due 2031, OIC # 00-0018 | \$ 867,000 | \$ - | \$ 90,000 | \$ 777,000 |
| BG19 1.65 - 3.80%, due 2027, OIC # 11-0045 | 379,000 | - | 14,000 | 365,000 |
| BH23 1.35 - 3.80%, due 2032, OIC # 00-0018 | 409,000 | - | 35,000 | 374,000 |
| BL27 1.2% - 3.7%, due 2034, OIC # 11-0045 | 810,000 | - | 27,000 | 783,000 |
| BN18 1.05% - 3.15%, due 2025, OIC # 15-38 | 114,000 | - | 37,000 | 77,000 |
| BP21 1.20% - 3.80%, due 2036, OIC # 18-0020 | 731,000 | - | 22,000 | 709,000 |
| BR22 1.65% - 3.30%, due 2037, OIC # 15-0069 | 1,147,000 | - | 32,000 | 1,115,000 |
| BU21 2.55% - 3.7%, due 2038, OIC # 15-0069, 96-006, 96-0072 | 1,070,000 | - | 84,000 | 986,000 |
| BY24 0.50% - 2.60% due 2040, OIC # 19-0020 | <u>710,000</u> | <u>-</u> | <u>20,000</u> | <u>690,000</u> |
| | <u>6,237,000</u> | <u>-</u> | <u>361,000</u> | <u>5,876,000</u> |

Canada Mortgage and Housing Corporation

| | | | | |
|--|---------------------|-------------|-------------------|---------------------|
| CMHC 3.70%, due 2030 OIC # 09-119, 09-139, 10-012 | <u>1,730,369</u> | <u>-</u> | <u>189,810</u> | <u>1,540,559</u> |
| | <u>\$ 7,967,369</u> | <u>\$ -</u> | <u>\$ 550,810</u> | <u>\$ 7,416,559</u> |

Approval of the Municipal Capital Borrowing Board has been obtained for the long term debt.

The Water and Sewer Capital Fund contains long term debt of \$374,640 (2022 - \$410,926) issued to fund local improvement projects. The debt will be repaid over a period of time through the collection of local improvement levies.

Principal payments required during the next five years for the Water and Sewer Capital Fund are as follows:

2024 - \$565,708; 2025 - \$580,035; 2026 - \$560,639; 2027 - \$878,528; 2028 - \$577,715

In 2027, debenture BG19 will mature with a final amount due of \$303,000, however it is expected that \$303,000 of this payment will be refinanced during that year for an additional ten years.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

11. LONG TERM DEBT (cont'd)

(c) Jointly Controlled Entity - KRJBPC (proportionate share)

| | Balance | Issued | Redeemed | Balance |
|---|--------------------------|--------------------|-------------------------|-------------------------|
| | January 1, | during | during | December 31, |
| | <u>2023</u> | <u>year</u> | <u>year</u> | <u>2023</u> |
| New Brunswick Municipal Financing Corporation | | | | |
| Debtures: | | | | |
| BL45 1.2% - 3.1%, due 2024, OIC # 02-66, 03-53 | \$ 43,254 | \$ - | \$ 21,124 | \$ 22,130 |
| BN35 1.05% - 3.15%, due 2025, OIC# 03-53 | <u>115,344</u> | <u>-</u> | <u>37,831</u> | <u>77,513</u> |
| | <u>\$ 158,598</u> | <u>\$ -</u> | <u>\$ 58,955</u> | <u>\$ 99,643</u> |

Principal payments required during the next two years are as follows:

2024 - \$60,184; 2025 - \$39,459

Total Long term debt:

| | <u>2023</u> | <u>2022</u> |
|-----------------------------------|-----------------------------|-----------------------------|
| General Capital Fund | \$ 5,267,000 | \$ 4,934,000 |
| Water and Sewer Capital Fund | 7,416,559 | 7,967,369 |
| Jointly Controlled Entity - KRJPC | <u>99,643</u> | <u>158,598</u> |
| | <u>\$ 12,783,202</u> | <u>\$ 13,059,967</u> |

12. LAND FOR PUBLIC PURPOSES

In accordance with the Community Planning Act, the Town has the authority to set aside up to 10% of any land subdivided, or up to 8% of the monetary value of such land, as a reserve. As well, any proceeds on the sale of public lands must be reserved. These funds can only be used for the purchase or development of public lands and are included in the Reserve Funds (Note 25).

13. SEWER OUTFALL RESERVE

In accordance with an agreement with the Municipality of Quispamsis, Rothesay and the Municipality of Quispamsis are required to fund, on an annual basis, an amount to cover the operating and maintenance costs associated with the shared sewer effluent line and outfall pipe. The contributions are made on a per unit basis, with Rothesay contributing \$1 per unit and the Municipality of Quispamsis contributing \$2 per unit. Any accumulated amounts are transferred to the Water and Sewer Capital Reserve Fund for future capital expenditures. At December 31, 2023, the balance in this reserve was \$353,430 (2022 - \$319,717).

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

14. DEFERRED REVENUE

In 2002, the Town issued a special warrant of assessment to the residents of Kennebecasis Park for local improvements made to the area. The assessment will be invoiced annually over a period of 30 years. A number of residents paid the entire levy amount in the first year, and as a result, the prepayment has been recorded as deferred revenue to be amortized over 29 years.

15. ACCRUED SICK LEAVE

Rothesay provides non-unionized employees sick leave that accumulates at a rate of 18 hours per month and a rate of 1.5 days per month of service for unionized employees. Non-union employees can accumulate to a maximum of 2,400 hours and can take leave with pay for an amount of time equal to the accumulated sick leave. Unionized employees can accumulate up to 150 days of sick leave.

KVFD provides sick leave that accumulates at a rate of 18 hours per month while the employees sick bank is below 1,000 hours, and at 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 sick leave hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

An actuarial valuation in accordance with PSA 3255, was performed for each plan, the 43 employee plan for Rothesay and the 37 employee plan for KVFD. 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 Town's and KVFD's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3% for Rothesay and 2.25% for KVFD;
- the discount rate used to determine the accrued benefit obligations is 2.54% for Rothesay and 1.99% for KVFD;
- retirement age is 65 for Rothesay and 60 for KVFD; and
- estimated net excess utilization of rate of sick leave varies with age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of general revenue as they come due.

The consolidated unfunded liability consist of:

| | Estimated 2023 | 2022 |
|----------|---------------------------|-------------------|
| Rothesay | \$ 22,100 | \$ - |
| KRJBPC | 6,895 | 6,928 |
| KVFD | <u>73,657</u> | <u>135,446</u> |
| | <u>\$ 102,652</u> | <u>\$ 142,374</u> |

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

16. POST EMPLOYMENT BENEFITS PAYABLE

Retirement Allowance Program

Rothesay's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks. The employee must be 55 years of age to receive the benefit.

The accrued liability is based on an actuarial valuation as at December 31, 2021, which used a discount rate of 2.54% and an annual salary increase rate of 3%. The liability was determined using the projected unit credit method pro-rated on service to the date the maximum benefit is earned.

KVFD's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks based on a minimum of ten years service. The employee must be of retirement age of 55.

The accrued liability is based on an actuarial valuation as at December 31, 2022, which used a discount rate of 4.52% and an annual salary increase rate of 3%.

KRJBPC's retiring employees are entitled to accumulate the greater of fifty percent of unused sick leave credits or one month's standard salary for every five years, or any part thereof, of service to a maximum of 6 months.

The accrued liability is based on an actuarial valuation as at July 31, 2022, which used a discount rate of 3.96% and an annual salary increase rate of 1.75% for one year, 6% for the next year and 2% thereafter.

The consolidated unfunded liability consist of:

| | <u>2023</u> | <u>2022</u> |
|------------------------|---------------------|---------------------|
| Rothesay | \$ 493,887 | \$ 444,587 |
| KVFD | 246,269 | 268,748 |
| KRJBPC | <u>338,566</u> | <u>346,185</u> |
| Balance at end of year | <u>\$ 1,078,722</u> | <u>\$ 1,059,520</u> |

KVFD and KRJBPC have internally restricted funds for their liabilities.

Pension Obligation

Employees of Rothesay, KVFD and KRJBPC participate in the New Brunswick Municipal Employees Pension Plan (NB MEPP). The NB MEPP 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 NB MEPP 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 NB MEPP (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, 2021 and resulted in an overall NB MEPP accrued benefit obligation of \$140,299,800 based on the accounting basis.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2023

16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

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. The following summarizes the major assumptions in the valuation as at December 31, 2022:

- the expected inflation rate is 2.10% (prior 2.10%);
- the discount rate used to determine the accrued benefit obligation is 6.15% (prior 5.7%);
- the expected rate of return on assets is 6.15% (prior 5.7%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 14.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2021 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for 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 surplus of \$1,294,100, a change of \$2,127,600 from the December 31, 2020 deficit of \$833,500. Based on the assumptions as at December 31, 2021, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2021, the NB MEPP provides benefits for 310 retirees. Total benefits payments to retirees and terminating employees during 2023 are estimated to be approximately \$5,210,400 (actual 2022, \$6,836,300) in totality for the NB MEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.95%. Each municipality contributes an amount that equals their employees contributions amounts. Pension fund assets are invested in short term securities, bonds, Canadian equities and foreign equities. Combined employees and municipalities contributions for 2023 are estimated to be approximately \$7,978,000 (actual 2022, \$7,988,500) in totality for the NB MEPP.

The following summarizes the NB MEPP data as it relates to Rothesay:

- The average age of the 44 active employees covered by the NB MEPP is 47.6 (as at Dec 31, 2021);
- benefit payments were \$298,100 in 2022 and were estimated to be \$219,400 in 2023; and
- combined contributions were \$447,000 in 2022 and were estimated to be \$457,800 in 2023.

The following summarizes the NB MEPP data as it relates to KVFD:

- The average age of the 43 active employees covered by the NB MEPP is 44.3 (2022- 43.3);
- benefit payments were \$557,200 in 2022 and were estimated to be \$549,100 in 2023; and
- combined contributions were \$669,400 in 2022 and were estimated to be \$689,400 in 2023.

The following summarizes the NB MEPP data as it relates to KRJBPC:

- The average age of the 46 active employees covered by the NB MEPP is 44.3 (2022 - 44.5);
- benefit payments were \$526,100 in 2022 and were estimated to be \$526,100 in 2023; and
- combined contributions were \$865,700 in 2022 and were estimated to be \$825,800 in 2023.

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16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

In addition to determining the position of the NB MEPP as it relates to Rothesay and the other controlled entities as at December 31, 2021 and December 31, 2022, NB MEPP's actuary performed an extrapolation of the December 31, 2022 accounting valuation to determine the estimated position as at December 31, 2023. The extrapolation assumes assumptions used as at December 31, 2023 remain unchanged from December 31, 2022. The extrapolation also assumes assets return 6.15%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

| | Estimated | |
|--|----------------------------|----------------------------|
| | Jan 1, 2023 to | Jan 1, 2022 to |
| | <u>Dec 31, 2023</u> | <u>Dec 31, 2022</u> |
| Accrued Benefit Liability (Asset) | | |
| Accrued benefit liability at beginning of period | \$ 10,152 | \$ 224,000 |
| Change in ownership percentage | (11) | (145,892) |
| Adjustment to actual | (36,128) | 26,577 |
| Pension expense for the year | 486,796 | 406,024 |
| Employer contributions | <u>(533,907)</u> | <u>(500,557)</u> |
| Accrued benefit liability (asset) at end of period | <u>\$ (73,098)</u> | <u>\$ 10,152</u> |

In summary, the consolidated accrued benefit asset is estimated to be \$73,098 as at December 31, 2023. The December 31, 2022 liability was estimated in the prior year. The actual asset was calculated to be \$22,776. The difference of \$95,874 has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

| | Estimated | |
|----------|----------------------------|----------------------------|
| | Jan 1, 2023 to | Jan 1, 2022 to |
| | <u>Dec 31, 2023</u> | <u>Dec 31, 2022</u> |
| Rothesay | \$ (31,900) | \$ (26,700) |
| KVFD | 18,986 | 72,937 |
| KRJBPC | <u>(60,184)</u> | <u>(36,085)</u> |
| | <u>\$ (73,098)</u> | <u>\$ 10,152</u> |

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, 2023 to | Jan 1, 2022 to |
| | <u>Dec 31, 2023</u> | <u>Dec 31, 2022</u> |
| Reconciliation of Funded Status at End of Period | | |
| Accrued benefit obligation | \$ 21,886,404 | \$ 20,563,681 |
| Plan assets | <u>(20,131,491)</u> | <u>(18,616,154)</u> |
| Plan deficit | 1,754,913 | 1,947,527 |
| Adjustment to actual | - | 3,200 |
| Unamortized experience gains | <u>(1,828,011)</u> | <u>(1,973,503)</u> |
| Accrued benefit liability at end of period | <u>\$ (73,098)</u> | <u>\$ (22,776)</u> |

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16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

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

| | Estimated | Jan 1, 2022 to |
|---|-----------------------------|-----------------------------|
| | Jan 1, 2023 to | Dec 31, 2022 |
| | <u>Dec 31, 2023</u> | <u>Dec 31, 2022</u> |
| Reconciliation of Accrued Benefit Obligation | | |
| Accrued benefit obligation at beginning of period | \$ 20,563,681 | \$ 20,810,363 |
| Change in ownership | (58,865) | 17,899 |
| Current service cost | 769,734 | 864,364 |
| Benefits payments | (652,802) | (736,865) |
| Interest for period | 1,264,656 | 1,190,906 |
| Experience gain during period | <u> -</u> | <u>(1,582,986)</u> |
| Accrued benefit obligation at end of period | <u>\$ 21,886,404</u> | <u>\$ 20,563,681</u> |

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

| | Estimated | Jan 1, 2022 to |
|--------------------------------------|-----------------------------|-----------------------------|
| | Jan 1, 2023 to | Dec 31, 2022 |
| | <u>Dec 31, 2023</u> | <u>Dec 31, 2022</u> |
| Reconciliation of Plan Assets | | |
| Plan assets at beginning of period | \$ 18,616,154 | \$ 20,166,583 |
| Change in ownership | (53,960) | 17,451 |
| Employer contributions | 533,907 | 519,753 |
| Employee contributions | 533,907 | 547,945 |
| Benefit payments | (652,802) | (736,865) |
| Return on plan assets during period | <u>1,154,285</u> | <u>(1,898,713)</u> |
| Plan assets at end of period | <u>\$ 20,131,491</u> | <u>\$ 18,616,154</u> |

Total expense related to pensions include the following components:

| | Estimated | Actual |
|--|----------------------------|----------------------------|
| | Jan 1, 2023 to | Jan 1, 2022 to |
| | <u>Dec 31, 2023</u> | <u>Dec 31, 2022</u> |
| Pension Expense | | |
| Employer current service cost | \$ 235,827 | \$ 316,419 |
| Interest on accrued benefit obligation | 1,264,655 | 1,190,906 |
| Expected return on assets | (1,154,284) | (1,159,875) |
| Amortization of unrecognized balances | | |
| Experience loss | <u>140,598</u> | <u>38,314</u> |
| Pension expense | <u>\$ 486,796</u> | <u>\$ 385,764</u> |

The pension expense is included in the statement of operations.

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17. CONTINGENT LIABILITY

In the normal course of operations, the Town becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2023 cannot be predicted with certainty, it is the opinion of management and Council that resolution of these matters will not have a material adverse effect.

18. COMMITMENTS

Solid Waste Collection, Transportation and Recycling Services

The Town has a two year contract for solid waste services. The contract expires on December 31, 2025. The minimum annual commitment for the next two years are as follows:

| | |
|------|-----------|
| 2024 | \$536,800 |
| 2025 | \$469,200 |

Snow Clearing Contract

During the year, the Town entered into a contract for snow clearing services from November 2023 to April 15, 2027. The minimum annual commitment for the next four years are as follows:

| | |
|------|-----------|
| 2024 | \$874,365 |
| 2025 | \$874,365 |
| 2026 | \$874,365 |
| 2027 | \$874,365 |

19. SHORT TERM BORROWING

Operating Borrowing

As prescribed in the Local Governance Act, borrowing to finance General Operating Fund operations is limited to 4% of the Municipality's budget. Borrowing to finance Utility Fund operations is limited to 50% of the operating budget for the year. In 2023, the Town has complied with these restrictions.

Capital Funds

At December 31, 2023, there was \$329,500 short term funds (2022 - nil) borrowed from other funds and no short-term funds (2022 - nil) borrowed from a financial institution to provide interim funding for capital projects in the General Capital Fund.

At December 31, 2023, there was \$515,000 short-term funds (2022 - \$150,000) borrowed from other funds and no short-term funds (2022 - nil) borrowed from a financial institution to provide interim funding for capital projects in the Utility Capital Fund.

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19. SHORT TERM BORROWING (cont'd)

Interim Borrowing Capital Funds

The Town has remaining outstanding authority for short-term borrowings as follows:

| | | |
|-------------------------------------|----|----------------------|
| General Capital Fund, OIC # 22-0018 | \$ | 250,000 |
| General Capital Fund, OIC # 23-0015 | | <u>2,400,000</u> |
| | | <u>\$ 2,650,000</u> |
| | | |
| Utility Capital Fund, OIC # 21-0061 | \$ | 800,000 |
| Utility Capital Fund, OIC # 23-0068 | | <u>10,000,000</u> |
| | | <u>\$ 10,800,000</u> |

Inter-fund Borrowing

The Local Governance Act requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

Amounts outstanding at year end are inter fund regular payables or in some cases, a short term loan may exist from the reserve account. Where a loan is in place, interest is paid to the reserve account at a rate that equates what the account would have earned had it been in the bank. These loan amounts are paid off within the following year and Council is given a summary at year end to be fully informed of these transactions.

20. UTILITY FUND SURPLUS

The Local Governance Act requires Utility Fund surplus amounts to be absorbed into one or more of four Operating Budgets commencing with the second next ensuing year; the balance of the surplus at the end of the year consists of:

| | <u>2023</u> | <u>2022</u> |
|--------------|------------------|------------------|
| 2023 Surplus | \$ 40,521 | \$ - |
| 2022 Surplus | 33,993 | 33,993 |
| 2021 Surplus | <u>-</u> | <u>41,757</u> |
| | <u>\$ 74,514</u> | <u>\$ 75,750</u> |

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21. SCHEDULE OF TANGIBLE CAPITAL ASSETS

| | Land | Land Improvements | Buildings and Leasehold Improvements | Vehicles | Machinery and Equipment | Infrastructure | | | | Subtotal | Assets Under Construction | 2023 Total | 2022 Total |
|--|---------------------|---------------------|--------------------------------------|---------------------|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------|----------------------|----------------------|
| | | | | | | Roads and Streets | Storm Sewer | Water | Sewer | | | | |
| COST | | | | | | | | | | | | | |
| Balance - beginning of year | \$ 4,929,747 | \$ 9,568,701 | \$ 13,512,502 | \$ 6,386,284 | \$ 5,962,536 | \$ 45,562,787 | \$ 21,171,973 | \$ 29,367,288 | \$ 26,453,413 | \$ 162,915,231 | \$ 1,791,047 | \$ 164,706,278 | \$ 158,983,625 |
| Change in ownership | (664) | (396) | (15,245) | (8,657) | (3,452) | - | - | - | - | (28,414) | - | (28,414) | 11,028 |
| Add: Net additions during the year | - | 294,028 | 3,944,504 | 83,809 | 285,220 | 1,274,830 | 766,000 | 560,000 | 1,177,876 | 8,386,267 | (23,620) | 8,362,647 | 6,669,289 |
| Less: Disposals during the year | - | - | - | (52,508) | (41,701) | (205,272) | (162,246) | - | - | (461,727) | - | (461,727) | (957,664) |
| Balance - end of year | <u>4,929,083</u> | <u>9,862,333</u> | <u>17,441,761</u> | <u>6,408,928</u> | <u>6,202,603</u> | <u>46,632,345</u> | <u>21,775,727</u> | <u>29,927,288</u> | <u>27,631,289</u> | <u>170,811,357</u> | <u>1,767,427</u> | <u>172,578,784</u> | <u>164,706,278</u> |
| ACCUMULATED AMORTIZATION | | | | | | | | | | | | | |
| Balance - beginning of year | - | 5,204,561 | 5,639,699 | 3,973,018 | 3,340,509 | 22,866,244 | 8,134,679 | 9,388,543 | 9,810,100 | 68,357,353 | - | 68,357,353 | 64,414,227 |
| Change in ownership | - | (148) | (5,879) | (4,589) | (2,326) | - | - | - | - | (12,942) | - | (12,942) | 5,317 |
| Add: Amortization during the year | - | 392,073 | 533,033 | 493,387 | 549,240 | 1,458,225 | 360,641 | 701,085 | 533,412 | 5,021,096 | - | 5,021,096 | 4,758,755 |
| Less: Accumulated amortization on disposals | - | - | - | (50,115) | (29,349) | (143,009) | (84,125) | - | - | (306,598) | - | (306,598) | (820,946) |
| Balance - end of year | - | <u>5,596,486</u> | <u>6,166,853</u> | <u>4,411,701</u> | <u>3,858,074</u> | <u>24,181,460</u> | <u>8,411,195</u> | <u>10,089,628</u> | <u>10,343,512</u> | <u>73,058,909</u> | - | <u>73,058,909</u> | <u>68,357,353</u> |
| NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS | | | | | | | | | | | | | |
| | <u>\$ 4,929,083</u> | <u>\$ 4,265,847</u> | <u>\$ 11,274,908</u> | <u>\$ 1,997,227</u> | <u>\$ 2,344,529</u> | <u>\$ 22,450,885</u> | <u>\$ 13,364,532</u> | <u>\$ 19,837,660</u> | <u>\$ 17,287,777</u> | <u>\$ 97,752,448</u> | <u>\$ 1,767,427</u> | <u>\$ 99,519,875</u> | <u>\$ 96,348,925</u> |
| Consists of: | | | | | | | | | | | | | |
| General Fund | | | | | | | | | | | | | |
| Assets | \$ 4,559,421 | \$ 4,128,709 | \$ 6,431,453 | \$ 1,105,910 | \$ 1,588,180 | \$ 22,258,735 | \$ 13,364,532 | \$ - | \$ - | \$ 53,436,940 | \$ 889,415 | \$ 54,326,355 | \$ 51,771,403 |
| Utility Fund | | | | | | | | | | | | | |
| Assets | 119,971 | - | 1,015,923 | 58,724 | 347,509 | 192,150 | - | 19,837,660 | 17,287,777 | 38,859,714 | 878,012 | 39,737,726 | 40,056,231 |
| Controlled Entities | <u>249,691</u> | <u>137,138</u> | <u>3,827,532</u> | <u>832,593</u> | <u>408,840</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>5,455,794</u> | <u>-</u> | <u>5,455,794</u> | <u>4,521,291</u> |
| | <u>\$ 4,929,083</u> | <u>\$ 4,265,847</u> | <u>\$ 11,274,908</u> | <u>\$ 1,997,227</u> | <u>\$ 2,344,529</u> | <u>\$ 22,450,885</u> | <u>\$ 13,364,532</u> | <u>\$ 19,837,660</u> | <u>\$ 17,287,777</u> | <u>\$ 97,752,448</u> | <u>\$ 1,767,427</u> | <u>\$ 99,519,875</u> | <u>\$ 96,348,925</u> |

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22. SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR JOINTLY CONTROLLED ENTITIES

| | <u>Land</u> | <u>Land Improvements</u> | <u>Buildings</u> | <u>Vehicles</u> | <u>Machinery and Equipment</u> | <u>Assets Under Construction</u> | <u>2023 Total</u> | <u>2022 Total</u> |
|--|-------------------|------------------------------|---------------------|-------------------|------------------------------------|--------------------------------------|-----------------------|-----------------------|
| COST | | | | | | | | |
| Balance - beginning of year | \$ 250,355 | \$ 164,446 | \$ 4,897,410 | \$ 1,864,108 | \$ 902,420 | \$ - | \$ 8,078,637 | \$ 7,104,439 |
| Change in ownership | (664) | (396) | (15,245) | (8,657) | (3,452) | - | (28,414) | 11,028 |
| Add: Net additions during the year | - | 67,206 | 918,159 | 83,809 | 239,209 | - | 1,308,382 | 968,945 |
| Less: Disposals during the year | <u>-</u> | <u>-</u> | <u>-</u> | <u>(52,508)</u> | <u>(41,701)</u> | <u>-</u> | <u>(94,209)</u> | <u>(5,775)</u> |
| Balance - end of year | <u>249,691</u> | <u>231,256</u> | <u>5,800,324</u> | <u>1,886,752</u> | <u>1,096,476</u> | <u>-</u> | <u>9,264,396</u> | <u>8,078,637</u> |
| ACCUMULATED AMORTIZATION | | | | | | | | |
| Balance - beginning of year | - | 82,827 | 1,842,169 | 987,711 | 644,741 | - | 3,557,346 | 3,235,578 |
| Change in ownership | - | (148) | (5,879) | (4,589) | (2,326) | - | (12,942) | 5,317 |
| Add: Amortization during the year | - | 11,439 | 136,502 | 121,152 | 74,570 | - | 343,663 | 322,226 |
| Less: Accumulated amortization on disposals | <u>-</u> | <u>-</u> | <u>-</u> | <u>(50,115)</u> | <u>(29,349)</u> | <u>-</u> | <u>(79,465)</u> | <u>(5,775)</u> |
| Balance - end of year | <u>-</u> | <u>94,118</u> | <u>1,972,792</u> | <u>1,054,159</u> | <u>687,636</u> | <u>-</u> | <u>3,808,602</u> | <u>3,557,346</u> |
| NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS | <u>\$ 249,691</u> | <u>\$ 137,138</u> | <u>\$ 3,827,532</u> | <u>\$ 832,593</u> | <u>\$ 408,840</u> | <u>\$ -</u> | <u>\$ 5,455,794</u> | <u>\$ 4,521,291</u> |

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23. SCHEDULE OF SEGMENT DISCLOSURE

| | <u>General</u> | <u>Protective</u> | <u>Transportation</u> | <u>Environmental Health</u> | <u>Environmental Development</u> | <u>Recreation and Culture</u> | <u>Water and Sewer</u> | <u>2023 Consolidated</u> | <u>2022 Consolidated</u> |
|--|---------------------|---------------------|-----------------------|-----------------------------|----------------------------------|-------------------------------|------------------------|--------------------------|--------------------------|
| REVENUE | | | | | | | | | |
| Property tax warrant | \$ 3,069,238 | \$ 7,447,878 | \$ 4,355,496 | \$ 1,283,254 | \$ 995,709 | \$ 2,972,199 | \$ - | \$ 20,123,774 | \$ 18,181,510 |
| Sale of service | 123,165 | - | - | - | - | 426,337 | - | 549,502 | 475,710 |
| Services provided to other governments | - | - | 85,362 | - | - | - | - | 85,362 | 81,806 |
| Other own source | 56,086 | 1,400 | 4,708 | - | 250,760 | - | - | 312,954 | 967,681 |
| Unconditional grant | 15,981 | 38,780 | 22,679 | 6,682 | 5,184 | 15,476 | - | 104,782 | 130,972 |
| Conditional government transfers | 76,003 | - | 1,110,000 | - | - | 692,958 | 421,460 | 2,300,421 | 2,375,988 |
| Water and sewer user fees | - | - | - | - | - | - | 3,360,101 | 3,360,101 | 3,163,226 |
| Sundry and interest | <u>595,456</u> | <u>324,336</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>7,372</u> | <u>124,293</u> | <u>1,051,457</u> | <u>634,317</u> |
| | <u>3,935,929</u> | <u>7,812,394</u> | <u>5,578,245</u> | <u>1,289,936</u> | <u>1,251,653</u> | <u>4,114,342</u> | <u>3,905,854</u> | <u>27,888,353</u> | <u>26,011,210</u> |
| EXPENDITURE | | | | | | | | | |
| Salaries and benefits | 1,074,232 | 4,985,528 | 1,151,830 | - | 279,354 | 1,233,850 | 543,884 | 9,268,678 | 7,920,984 |
| Goods and services | 1,111,004 | 649,789 | 2,940,372 | 951,525 | 287,685 | 1,256,173 | 1,554,222 | 8,750,770 | 9,927,032 |
| Interest | 6,909 | 22,492 | 67,135 | - | - | 82,906 | 251,255 | 430,697 | 431,747 |
| Other | 54,720 | 2,963 | 140,384 | - | - | - | - | 198,067 | 184,022 |
| Amortization | <u>110,965</u> | <u>250,883</u> | <u>2,367,398</u> | <u>-</u> | <u>-</u> | <u>881,293</u> | <u>1,410,556</u> | <u>5,021,095</u> | <u>4,758,755</u> |
| | <u>2,357,830</u> | <u>5,911,655</u> | <u>6,667,119</u> | <u>951,525</u> | <u>567,039</u> | <u>3,454,222</u> | <u>3,759,917</u> | <u>23,669,307</u> | <u>23,222,540</u> |
| Surplus (deficit) for the year | <u>\$ 1,578,099</u> | <u>\$ 1,900,739</u> | <u>\$ (1,088,874)</u> | <u>\$ 338,411</u> | <u>\$ 684,614</u> | <u>\$ 660,120</u> | <u>\$ 145,937</u> | <u>\$ 4,219,046</u> | <u>\$ 2,788,670</u> |

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24. RECONCILIATION OF ANNUAL SURPLUS

| | General Operating Fund | General Capital Fund | Utility Operating Fund | Utility Capital Fund | General Operating Reserve Fund | General Capital Reserve Fund | Utility Operating Reserve Fund | Utility Capital Reserve Fund | Jointly Controlled Entities | Total |
|--|---------------------------------------|-------------------------------------|---------------------------------------|-------------------------------------|---|---|---|---|--|---------------------|
| 2023 annual surplus (deficit) | \$ <u>5,400,488</u> | \$ <u>(3,222,349)</u> | \$ <u>1,922,410</u> | \$ <u>(1,420,504)</u> | \$ <u>38,834</u> | \$ <u>290,940</u> | \$ <u>5,328</u> | \$ <u>53,280</u> | \$ <u>1,150,619</u> | \$ <u>4,219,046</u> |
| Adjustments to annual surplus | | | | | | | | | | |
| Surplus (deficit) for funding requirements | | | | | | | | | | |
| Second previous year's surplus | 274,070 | - | 41,757 | - | - | - | - | - | 141,468 | 457,295 |
| Transfers between funds | | | | | | | | | | |
| Transfer elimination | 19,550 | - | - | - | - | (19,550) | - | - | - | - |
| Transfer elimination | (150,715) | - | - | - | - | 150,715 | - | - | - | - |
| Transfer elimination | (875,000) | - | (150,000) | - | - | 875,000 | - | 150,000 | - | - |
| Transfer elimination | (7,206) | - | - | - | - | 7,206 | - | - | - | - |
| Transfer elimination | 640,000 | - | - | - | - | (640,000) | - | - | - | - |
| Transfer elimination | (876,461) | - | - | - | - | 876,461 | - | - | - | - |
| Transfer elimination | - | - | (5,686) | - | - | - | 5,686 | - | - | - |
| Transfer elimination | - | - | (11,650) | - | - | - | 11,650 | - | - | - |
| Transfer elimination | (3,879,371) | 3,879,371 | (1,205,500) | 1,205,500 | - | - | - | - | - | - |
| Long term debt principal repayment | (667,000) | 667,000 | (550,810) | 550,810 | - | - | - | - | - | - |
| Provision for retirement allowance | - | - | - | - | - | - | - | - | (54,581) | (54,581) |
| Provision for pension asset | (5,200) | - | - | - | - | - | - | - | (77,889) | (83,089) |
| Provision for sick leave accrual | - | - | - | - | - | - | - | - | (61,167) | (61,167) |
| Accumulated amortization on disposal of capital assets | - | (227,134) | - | - | - | - | - | - | (79,465) | (306,599) |
| Deferred Gas tax revenue | 236,461 | - | - | - | - | - | - | - | - | 236,461 |
| Unrealized loss on investments | - | - | - | - | - | - | - | - | 1,415 | 1,415 |
| Amortization expense | - | <u>3,266,877</u> | - | <u>1,410,556</u> | - | - | - | - | <u>343,663</u> | <u>5,021,096</u> |
| Total adjustments to 2023 annual surplus (deficit) | <u>(5,290,872)</u> | <u>7,586,114</u> | <u>(1,881,889)</u> | <u>3,166,866</u> | <u>-</u> | <u>1,249,832</u> | <u>-</u> | <u>167,336</u> | <u>213,444</u> | <u>5,210,831</u> |
| 2023 annual surplus for funding requirements | <u>\$ 109,616</u> | <u>\$ 4,363,765</u> | <u>\$ 40,521</u> | <u>\$ 1,746,362</u> | <u>\$ 38,834</u> | <u>\$ 1,540,772</u> | <u>\$ 5,328</u> | <u>\$ 220,616</u> | <u>\$ 1,364,063</u> | <u>\$ 9,429,877</u> |

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25. STATEMENT OF RESERVES

| | <u>General Operating Reserve</u> | <u>General Capital Reserve</u> | <u>Utility Operating Reserve</u> | <u>Utility Capital Reserve</u> | <u>Land for Public Purpose</u> | <u>2023 Total</u> | <u>2022 Total</u> |
|--|--|--|--|--|--|-----------------------|-----------------------|
| ASSETS | | | | | | | |
| Cash and short term investments | \$ 956,471 | \$ 7,220,800 | \$ - | \$ 1,378,461 | \$ - | \$ 9,555,732 | \$ 7,750,182 |
| Accounts receivable from other funds | <u>-</u> | <u>(167,542)</u> | <u>113,813</u> | <u>(113,813)</u> | <u>167,542</u> | <u>-</u> | <u>-</u> |
| | <u>\$ 956,471</u> | <u>\$ 7,053,258</u> | <u>\$ 113,813</u> | <u>\$ 1,264,648</u> | <u>\$ 167,542</u> | <u>\$ 9,555,732</u> | <u>\$ 7,750,182</u> |
| ACCUMULATED SURPLUS | <u>\$ 956,471</u> | <u>\$ 7,053,258</u> | <u>\$ 113,813</u> | <u>\$ 1,264,648</u> | <u>\$ 167,542</u> | <u>\$ 9,555,732</u> | <u>\$ 7,750,182</u> |
| REVENUE | | | | | | | |
| Other government transfers | \$ - | \$ 876,461 | \$ - | \$ - | \$ - | \$ 876,461 | \$ 839,941 |
| Transfers from Operating Funds | - | 1,025,715 | - | 167,336 | 7,206 | 1,200,257 | 249,492 |
| Interest | <u>38,834</u> | <u>283,415</u> | <u>5,328</u> | <u>53,280</u> | <u>7,525</u> | <u>388,382</u> | <u>158,001</u> |
| | <u>38,834</u> | <u>2,185,591</u> | <u>5,328</u> | <u>220,616</u> | <u>14,731</u> | <u>2,465,100</u> | <u>1,247,434</u> |
| EXPENDITURES | | | | | | | |
| Transfers to General Operating Fund | - | 19,550 | - | - | - | 19,550 | - |
| Transfer to General Capital Fund | - | 640,000 | - | - | - | 640,000 | 900,000 |
| Transfers to Water and Sewer Capital Fund | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>550,000</u> |
| | <u>-</u> | <u>659,550</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>659,550</u> | <u>1,450,000</u> |
| ANNUAL SURPLUS (DEFICIT) | <u>\$ 38,834</u> | <u>\$ 1,526,041</u> | <u>\$ 5,328</u> | <u>\$ 220,616</u> | <u>\$ 14,731</u> | <u>\$ 1,805,550</u> | <u>\$ (202,566)</u> |

Included in the General Capital Reserve Fund is \$4,554,032 of gas tax funds to be used for capital projects that meet the criteria of the Agreement on the Gas Tax Fund with Local Governments.

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25. STATEMENT OF RESERVES (cont'd)

Council Resolutions regarding transfers to and from reserves:

Date Enacted December 11, 2023

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle the Gas Tax Funding in the amount of \$876,461.00 for the year 2023, be transferred to the General Capital Reserve Fund (Gas Tax).

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle the sum of \$640,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. McGuire the sum of \$19,550.00 be transferred from the Town Hall Capital Reserve to the General Operating Fund to cover the costs of 2023 expenditures.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. Brown that the sum of \$150,715.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of 2023 Regional Facility Capital expenditures.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle that the sum of \$875,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of 2023 Capital projects carried forward to 2024.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. Lewis \$150,000.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle that \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. McGuire that \$11,650.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

CARRIED.

I hereby certify that the above are true and exact copies of resolutions adopted at the regular meeting of Council on December 11, 2023.

Town Clerk

Date

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26. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS

| | <u>KV Fire</u> | <u>Police</u> | <u>Library</u> | <u>2023 Total</u> | <u>2022 Total</u> |
|-------------------------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|
| ASSETS | \$ <u>3,793,247</u> | \$ <u>1,693,031</u> | \$ <u>1,386,636</u> | \$ <u>6,872,914</u> | \$ <u>6,018,023</u> |
| LIABILITIES | \$ <u>726,822</u> | \$ <u>610,632</u> | \$ <u>21,645</u> | \$ <u>1,359,099</u> | \$ <u>1,641,174</u> |
| ACCUMULATED SURPLUS | \$ <u>3,066,425</u> | \$ <u>1,082,399</u> | \$ <u>1,364,991</u> | \$ <u>5,513,815</u> | \$ <u>4,376,849</u> |
| REVENUE | \$ 3,462,569 | \$ 3,547,350 | \$ 99,813 | \$ 7,109,732 | \$ 6,422,701 |
| EXPENDITURES | <u>2,437,443</u> | <u>3,337,824</u> | <u>186,001</u> | <u>5,961,268</u> | <u>5,727,980</u> |
| | 1,025,126 | 209,526 | (86,188) | 1,148,464 | 694,721 |
| CHANGE IN OWNERSHIP | <u>(9,387)</u> | <u>(4,227)</u> | <u>36,051</u> | <u>22,437</u> | <u>5,427</u> |
| ANNUAL SURPLUS (DEFICIT) | \$ <u>1,015,739</u> | \$ <u>205,299</u> | \$ <u>(50,137)</u> | \$ <u>1,170,901</u> | \$ <u>700,148</u> |

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Rothesay's proportionate share.

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27. OPERATING BUDGET TO PSA BUDGET

| | Operating Budget General | Operating Budget Water and Sewer | Amortization TCA | Controlled Entities | Transfers | Total |
|---|---|---|-----------------------------|--------------------------------|---------------------|---------------------|
| REVENUE | | | | | | |
| Property tax warrant | \$ 20,123,778 | \$ - | \$ - | \$ - | \$ - | \$ 20,123,778 |
| Unconditional transfers from other governments | 104,778 | - | - | - | - | 104,778 |
| Conditional transfers from Federal or Provincial governments | 51,500 | - | - | - | 640,000 | 691,500 |
| Services other governments | 80,000 | - | - | - | - | 80,000 |
| Other own source | 110,008 | - | - | - | (12,000) | 98,008 |
| Sale of services | 464,704 | - | - | - | - | 464,704 |
| Other transfers | 522,500 | - | - | - | (522,500) | - |
| Water and sewer user fees | - | 3,733,243 | - | - | (360,000) | 3,373,243 |
| Sundry income | 32,000 | 80,000 | - | 225,653 | - | 337,653 |
| Surplus of second previous year | <u>274,070</u> | <u>41,757</u> | <u>-</u> | <u>-</u> | <u>(315,827)</u> | <u>-</u> |
| | <u>21,763,338</u> | <u>3,855,000</u> | <u>-</u> | <u>225,653</u> | <u>(570,327)</u> | <u>25,273,664</u> |
| EXPENDITURES | | | | | | |
| General government services | 2,577,668 | - | 110,000 | - | (294,579) | 2,393,089 |
| Protective services | 6,255,025 | - | 250,884 | (222,015) | (324,762) | 5,959,132 |
| Transportation services | 3,657,919 | - | 2,370,000 | - | (125,179) | 5,902,740 |
| Environmental health services | 1,077,728 | - | - | - | - | 1,077,728 |
| Environmental development services | 836,236 | - | - | - | (6,286) | 829,950 |
| Recreation and cultural services | 2,496,171 | - | 872,779 | 4,993 | 72,368 | 3,446,311 |
| Fiscal services | | | | | | |
| Long term debt repayments | 667,000 | 548,497 | - | - | (1,215,497) | - |
| Interest | 195,591 | 254,803 | - | - | (450,394) | - |
| Transfer from General Operating Fund to General Operating Reserve Fund | 250,000 | - | - | - | (250,000) | - |
| Transfer from General Operating Fund to General Capital Fund | 3,750,000 | - | - | - | (3,750,000) | - |
| Transfer from Water and Sewer Operating Fund to Water and Sewer Capital Reserve Fund | - | 875,000 | - | - | (875,000) | - |
| Water and Sewer | <u>-</u> | <u>2,176,700</u> | <u>1,410,000</u> | <u>-</u> | <u>254,800</u> | <u>3,841,500</u> |
| | <u>21,763,338</u> | <u>3,855,000</u> | <u>5,013,663</u> | <u>(217,022)</u> | <u>(6,964,529)</u> | <u>23,450,450</u> |
| Surplus (deficit) | <u>\$ -</u> | <u>\$ -</u> | <u>\$ (5,013,663)</u> | <u>\$ 442,675</u> | <u>\$ 6,394,202</u> | <u>\$ 1,823,214</u> |

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28. REVENUE AND EXPENDITURES SUPPORT

| | <u>2023</u> Budget | <u>2023</u> Actual | <u>2022</u> Actual |
|--------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| REVENUE | | | |
| Sale of services | | | |
| Community Centre | \$ 21,200 | \$ 44,175 | \$ 23,240 |
| Rental revenue | 121,104 | 130,742 | 96,414 |
| Recreational programs | 310,400 | 362,162 | 327,246 |
| HIVE programs | <u>12,000</u> | <u>12,423</u> | <u>28,810</u> |
| | <u>\$ 464,704</u> | <u>\$ 549,502</u> | <u>\$ 475,710</u> |
| Other own source | | | |
| Permits and fines | \$ 82,500 | \$ 252,160 | \$ 175,838 |
| Contributions by developers | - | 48,255 | 645,068 |
| Local improvement levy | 4,708 | 4,708 | 4,708 |
| Miscellaneous | <u>10,800</u> | <u>7,831</u> | <u>142,067</u> |
| | <u>\$ 98,008</u> | <u>\$ 312,954</u> | <u>\$ 967,681</u> |
| Conditional government transfers | | | |
| Government of Canada | \$ 50,000 | \$ 62,196 | \$ 35,728 |
| Atlantic Canada Opportunities Agency | - | 366,803 | - |
| Province of New Brunswick | - | 1,229,502 | 1,188,580 |
| Gas Tax revenue | 640,000 | 640,000 | 1,150,000 |
| Canada Day grants | <u>1,500</u> | <u>1,920</u> | <u>1,680</u> |
| | <u>\$ 691,500</u> | <u>\$ 2,300,421</u> | <u>\$ 2,375,988</u> |
| EXPENDITURE | | | |
| General government services | | | |
| Legislative | | | |
| Mayor | \$ 47,000 | \$ 41,143 | \$ 41,421 |
| Councilors | 135,100 | 132,458 | 130,639 |
| Fundy Regional Service Commission | 15,075 | 15,076 | 5,239 |
| Other | <u>13,500</u> | <u>8,793</u> | <u>6,768</u> |
| | <u>210,675</u> | <u>197,470</u> | <u>184,067</u> |
| Administrative | | | |
| Administration | 876,110 | 847,966 | 818,911 |
| Office building | 177,750 | 207,059 | 183,120 |
| Solicitor | 50,000 | 38,525 | 19,030 |
| Supplies | 44,000 | 31,007 | 28,801 |
| Information systems | 99,000 | 114,665 | 200,506 |
| Other | <u>110,000</u> | <u>126,814</u> | <u>117,202</u> |
| | <u>1,356,860</u> | <u>1,366,036</u> | <u>1,367,570</u> |
| Financial management | | | |
| Professional fees | <u>35,000</u> | <u>11,732</u> | <u>31,155</u> |

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28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

| | <u>2023</u> Budget | <u>2023</u> Actual | <u>2022</u> Actual |
|---|------------------------------|------------------------------|------------------------------|
| General government services (cont'd) | | | |
| Other | | | |
| Civic relations | 1,000 | 2,026 | 60 |
| Covid-19 | - | - | 6,697 |
| Community communications | 8,525 | 6,310 | 6,393 |
| Insurance | 282,462 | 278,436 | 254,475 |
| Property tax - land for public purposes | 16,000 | 17,410 | 17,824 |
| Grants to organizations | 36,500 | 22,703 | 28,628 |
| Fox Farm Road rental expenses | 4,000 | 13,297 | 10,446 |
| Cost of assessment | 324,536 | 324,536 | 293,934 |
| Interest | 7,531 | 6,909 | 2,294 |
| Amortization | <u>110,000</u> | <u>110,965</u> | <u>125,959</u> |
| | <u>790,554</u> | <u>782,592</u> | <u>746,710</u> |
| | <u>\$ 2,393,089</u> | <u>\$ 2,357,830</u> | <u>\$ 2,329,502</u> |
| Protective services | | | |
| Fire | | | |
| Administration | \$ 331,010 | \$ 427,530 | \$ 342,752 |
| Firefighting force | 1,660,471 | 1,657,272 | 1,709,809 |
| Telecommunications | 95,176 | 94,610 | 86,895 |
| Insurance | 24,928 | 27,682 | 23,626 |
| Prevention and training | 31,208 | 41,605 | 21,746 |
| Facilities | 88,546 | 85,109 | 75,242 |
| Fleet | 43,003 | 55,395 | 45,916 |
| Operations | 28,927 | 29,486 | 29,476 |
| Water costs | 14,038 | 14,038 | 13,692 |
| Retirement allowance | (27,284) | (27,284) | 21,683 |
| Other | 1,630 | 1,410 | 1,003 |
| Loss on disposal of tangible capital assets | 4,680 | 4,680 | - |
| Amortization | <u>133,303</u> | <u>133,303</u> | <u>130,573</u> |
| | <u>2,429,636</u> | <u>2,544,836</u> | <u>2,502,413</u> |
| Crimestoppers | <u>2,800</u> | <u>2,800</u> | <u>2,800</u> |
| Police | | | |
| Crime Control | 2,520,969 | 2,329,403 | 2,074,445 |
| Vehicle Fleet | 92,109 | 82,785 | 79,221 |
| Property | 90,830 | 92,842 | 106,782 |
| Administration | 512,655 | 563,369 | 509,613 |
| Retirement allowance | 37,983 | 35,238 | 34,779 |
| Communications | 113,354 | 116,946 | 109,942 |
| Unrealized loss on investments | 1,415 | 1,415 | 41,766 |
| Gain on disposal of tangible capital assets | (1,717) | (1,717) | - |
| Amortization | <u>117,581</u> | <u>117,581</u> | <u>98,373</u> |
| | <u>3,485,179</u> | <u>3,337,862</u> | <u>3,054,921</u> |

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28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

| | <u>2023</u> Budget | <u>2023</u> Actual | <u>2022</u> Actual |
|---|------------------------------|------------------------------|------------------------------|
| Protective services (cont'd) | | | |
| Other | | | |
| Emergency measures | 500 | - | 116 |
| Animal control | 5,000 | 3,665 | 2,970 |
| Interest | 24,517 | 22,492 | 1,562 |
| Other | <u>11,500</u> | <u>-</u> | <u>9,746</u> |
| | <u>41,517</u> | <u>26,157</u> | <u>14,394</u> |
| | <u>\$ 5,959,132</u> | <u>\$ 5,911,655</u> | <u>\$ 5,574,528</u> |
| Transportation services | | | |
| Common | | | |
| Wages and benefits | \$ 1,348,760 | \$ 1,146,027 | \$ 1,048,733 |
| Workshop, yard and equipment maintenance | 756,350 | 840,000 | 679,635 |
| Engineering | <u>7,500</u> | <u>17,841</u> | <u>50,957</u> |
| | <u>2,112,610</u> | <u>2,003,868</u> | <u>1,779,325</u> |
| Roads and Streets | | | |
| Roadway surfaces | 65,000 | 71,547 | 99,985 |
| Designated highway surfacing | - | 695,000 | 1,243,657 |
| Storm water and traffic studies | - | - | 130,885 |
| Crosswalks and sidewalks | 17,300 | 16,075 | 17,820 |
| Culverts and drainage ditches | 40,000 | 37,698 | 36,632 |
| Storm sewers | 40,000 | 67,828 | 90,995 |
| Street cleaning | 45,000 | 17,611 | 50,996 |
| Snow and ice removal | 810,000 | 864,561 | 684,756 |
| Street lighting | 145,000 | 151,763 | 148,728 |
| Street signs | 10,000 | 9,361 | 12,823 |
| Traffic lane marking | 35,000 | 32,120 | 33,279 |
| Traffic signals and signs | 10,000 | 23,325 | 9,679 |
| Railway crossing signals | 25,000 | 22,167 | 19,375 |
| Public transit - Comex Service | 89,652 | 76,692 | 78,088 |
| Flood costs | 15,000 | 2,586 | 616 |
| Interest | 73,178 | 67,135 | 65,777 |
| Loss on disposal of tangible capital assets | - | 140,384 | 136,718 |
| Amortization | <u>2,370,000</u> | <u>2,367,398</u> | <u>2,356,300</u> |
| | <u>3,790,130</u> | <u>4,663,251</u> | <u>5,217,109</u> |
| | <u>\$ 5,902,740</u> | <u>\$ 6,667,119</u> | <u>\$ 6,996,434</u> |

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28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

| | <u>2023</u> Budget | <u>2023</u> Actual | <u>2022</u> Actual |
|--|-----------------------|-----------------------|-----------------------|
| Environmental health services | | | |
| Solid waste disposal | \$ 224,280 | \$ 235,704 | \$ 213,639 |
| Solid waste compost | 38,448 | 32,067 | 31,469 |
| Solid waste collection | 771,000 | 647,103 | 682,657 |
| Curbside recycling | 4,000 | - | 3,093 |
| Clean up campaign | <u>40,000</u> | <u>36,651</u> | <u>31,423</u> |
| | <u>\$ 1,077,728</u> | <u>\$ 951,525</u> | <u>\$ 962,281</u> |
| Environmental development services | | | |
| Environmental planning and zoning | \$ 620,000 | \$ 360,407 | \$ 376,112 |
| Envision SJ | 191,950 | 191,576 | 192,000 |
| Tourism | <u>18,000</u> | <u>15,056</u> | <u>-</u> |
| | <u>\$ 829,950</u> | <u>\$ 567,039</u> | <u>\$ 568,112</u> |
| Recreation and cultural services | | | |
| Administration | \$ 399,000 | \$ 446,319 | \$ 383,924 |
| Beaches | 53,500 | 59,872 | 48,766 |
| Rothesay Arena | 349,000 | 404,921 | 406,862 |
| Memorial Centre | 67,850 | 90,068 | 48,856 |
| Summer programs | 72,100 | 81,385 | 65,551 |
| Rothesay Common | 52,950 | 73,095 | 40,034 |
| Parks and gardens | 691,725 | 679,071 | 624,734 |
| Regional Facilities Commission | 511,534 | 376,800 | 430,117 |
| Kennebecasis Public Library Inc | 90,005 | 88,557 | 92,198 |
| Special events | 40,000 | 40,557 | 28,492 |
| HIVE programs | 14,000 | 10,133 | 9,794 |
| Playgrounds and fields | 134,000 | 126,775 | 116,583 |
| Living museum | - | 315 | - |
| PRO Kids | 7,500 | 7,500 | - |
| Wells canopy | - | 4,655 | - |
| Interest | 90,368 | 82,906 | 92,121 |
| Amortization | <u>872,779</u> | <u>881,293</u> | <u>797,862</u> |
| | <u>\$ 3,446,311</u> | <u>\$ 3,454,222</u> | <u>\$ 3,185,894</u> |
| Water and sewer services | | | |
| Water System | | | |
| Administration | \$ 500,000 | \$ 453,134 | \$ 470,644 |
| Purification maintenance and treatment | 536,000 | 547,287 | 518,785 |
| Source of supply - purchase of water | 1,200 | 785 | 1,605 |
| Transmission and distribution | 110,000 | 83,477 | 86,464 |
| Power and pumping | 51,000 | 53,208 | 49,779 |
| Billing and collecting | <u>5,000</u> | <u>2,123</u> | <u>3,875</u> |
| | <u>1,203,200</u> | <u>1,140,014</u> | <u>1,131,152</u> |

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28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

| | <u>2023</u> Budget | <u>2023</u> Actual | <u>2022</u> Actual |
|-------------------------|------------------------------|------------------------------|------------------------------|
| Sewer System | | | |
| Administration | 688,500 | 688,523 | 661,335 |
| Sewer collection system | 105,000 | 89,274 | 98,420 |
| Sewer lift stations | 77,000 | 62,037 | 47,593 |
| Treatment and disposal | <u>103,000</u> | <u>118,258</u> | <u>147,611</u> |
| | <u>973,500</u> | <u>958,092</u> | <u>954,959</u> |
| Interest | 254,800 | 251,255 | 269,993 |
| Amortization | <u>1,410,000</u> | <u>1,410,556</u> | <u>1,249,685</u> |
| | <u>1,664,800</u> | <u>1,661,811</u> | <u>1,519,678</u> |
| | <u>\$ 3,841,500</u> | <u>\$ 3,759,917</u> | <u>\$ 3,605,789</u> |



2024 April 8 Open Session FINAL_275

ROTHERSAY

INTEROFFICE MEMORANDUM



| | | |
|------|---|------------------------------------|
| TO | : | John Jarvie |
| FROM | : | Charles Jensen |
| DATE | : | February 8, 2024 |
| RE | : | Council Status Report- K Park Rink |

Background:

The K-Park outdoor rink has been maintained by local community members for the past 25+ years. Volunteers look after flooding and snow removal during the ice season. The Town provides a small warming hut at the site which also houses the water supply used for flooding the rink. Town staff are in communication with the lead volunteer of the group each fall to discuss items that may need to be completed prior to the rink opening and through the season. (water turned on, snow removal equipment, plowing driveway)

RECOMMENDATION:

That the current relationship with the Town and the K-Park rink committee be maintained.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 8, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: April 3, 2024

SUBJECT: Works Garage Floor Resurfacing

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to issue a purchase order in the amount of \$29,966.00 plus HST to Harmony Flooring Inc., to resurface the workshop floor at the Master Drive Public Works Garage.

ORIGIN

The 2024 General Fund Operating Budget includes funding for the resurfacing of the workshop floor at the Master Drive Public Works Garage.

BACKGROUND

The Master Drive Works Garage is now in its 20th year. The concrete workshop floor was never sealed when the building was constructed. Over the past 20 years the dry concrete has become impregnated with various oil and grease material which creates slippery conditions that are impossible to clean.

DISCUSSION

There is an inherent risk of injury not only from falls on the slippery surface, but from sliding machinery. This workshop is used in all types of weather. A slick surface created by wet or snow packed vehicle tires, foot traffic into and out of the shop and the work procedure itself tends to produce an unsafe condition for

staff working in the shop. Pressure washing exacerbates the problem by bringing up the oil and grease that has soaked into the dry concrete over the years. The workshop is heated with in-floor hot water piping which also tends to bring the oil and grease to the surface. Rehabilitation of the existing slab, especially because of the in-floor heating, is the most cost-effective way to prevent the need for complete replacement in the future. Staff propose to have the floor abraded with high pressure sandblasting, sealed and coated with an epoxy resin. This process will seal in the existing oil and grease and prevent further penetration of these materials in the future. The epoxy resin coating will eliminate the safety hazard by allowing oil and grease spills to be cleaned up easily.

Requests for pricing were sent to the following service providers with only two (2) firm quotes being returned as follows:

- | | | | |
|-------------------------|-------------|--------------------------|----------------------|
| 1. Harmony Floor Inc. | Saint John | | \$29,966.00 plus HST |
| 2. East Coast Coating | Moncton | | \$41,500.00 plus HST |
| 3. Garage Kings, | Saint John | (did not return pricing) | \$ 0.00 plus HST |
| 4. Garage Plus or Less, | Fredericton | (did not return pricing) | \$ 0.00 plus HST |

FINANCIAL IMPLICATIONS

The 2024 budget for the project is \$45,000.00. Assuming award of the project by Council, the following budget analysis concluded that the completed cost of the project will be \$31,250.94 including the Town's eligible HST rebate.

| Quote | cost (including net HST) | Budget | Difference |
|-----------|--------------------------|-----------|-------------|
| 29,966.00 | 31,250.94 | 45,000.00 | + 13,749.05 |

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
April 8, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: April 3, 2024

SUBJECT: Renforth Wharf Cathodic Protection

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to issue a purchase order in the amount of \$64,500.00 plus HST to Galbraith Construction Ltd. to supply and install cathodic protection for the Renforth Wharf.

ORIGIN

The 2024 General Fund Capital Budget includes funding for the replacement of sacrificial anodes for the Renforth Wharf structure.

BACKGROUND

The Renforth Wharf is a steel sheet pile structure filled with concrete. The sheet piling requires sacrificial anodes to be attached to prevent corrosion of the pile material. The sacrificial anode placement is engineered according to the depth and size of the wharf structure. The anodes deplete overtime and replacement is a continual maintenance requirement for the wharf structure. The anodes were last replaced in 2015 and are almost fully depleted. Replacement of the anodes in 2024 is required

DISCUSSION

Staff are of the opinion that engaging a general contractor to supply the anodes and provide divers and related support for the diving crew will be advantageous to the Town. Staff explored the idea of purchasing the anodes directly and engaging a dive team directly, however receipt of firm pricing for this exercise has proven difficult. The anodes are to be welded onto the structure below the surface of the water and there is significant liability involved with the engagement of workers to complete this type of work. Staff believe that engaging a general contractor to be responsible for the project in its entirety and produce an end-result is the best approach in this particular situation.

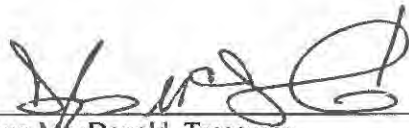
Staff contacted different general contractors with one quote received from Galbraith Construction in the amount of \$64,800.00 plus HST.

FINANCIAL IMPLICATIONS

The 2024 budget for the project is \$75,000.00. Assuming award of the project by Council, the following budget analysis concluded that the completed cost of the project will be \$67,578.62 including the Town's eligible HST rebate.

| Quote | cost (including net hst) | Budget | Difference |
|-----------|--------------------------|-----------|------------|
| 64,800.00 | 67,578.62 | 75,000.00 | + 7,421.38 |


Report Prepared by: Brett McLean, Director of Operations


Report Reviewed by: Doug MacDonald, Treasurer



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 8, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: April 5, 2024

SUBJECT: Salt Shed Expansion – Master Drive

RECOMMENDATION

It is recommended that Mayor and Council authorize staff to solicit bids for an expansion to the Salt Storage Building at Master Drive for the purposes of creating additional storage space at an estimated cost of \$175,000.

ORIGIN

Operations has a need for additional storage generally and more specifically to store materials currently stored in the watershed area that could, under certain circumstances, be harmful to the Town's water supply.

BACKGROUND

The Town necessarily maintains an inventory of tires for the fleet. This inventory includes at least one spare tire for each piece of heavy equipment and summer/winter tires for the front of each plow truck. The tire inventory is stored in the Golden Grove storage building which is situated within the Town's watershed.

The inventory of tires has been greatly reduced over the past few years and no longer includes tires for passenger vehicles however, some items are necessary to keep in stock. The size of the Town's fleet is such that even a reduced inventory occupies considerable space that is not currently available at Master Drive.

DISCUSSION

The tire inventory needs to be under cover and available at any hour of the day or night given the nature of the Town's Works operation.

The Master Drive site is limited in the amount of space available for another building therefore staff propose to expand the footprint of the existing salt storage shed to maximize available space. This will serve the purpose of creating the needed storage and solve an existing problem with the salt shed itself.


The salt storage building is an older, wood framed building that is roughly 40 feet wide by 100 feet long. The building was never truly designed to store sand and salt. Over time the long side walls yielded to lateral pressure and began to bow outward. The rear wall sustained structural damage, mainly a broken top wall plate caused by salt being pushed against it, which led to movement as well. The sidewalls have been repaired over the past few years; however the rear wall issue still exists. Some rehabilitation work was done to the rear wall in 2018 at a cost of \$22,000 however the problem still exists; a very high wall loaded on one side with no lateral support. The construction of the addition along the rear wall will stabilize the building while providing the added storage required.

The addition will also be used to store small tools such as saws, compactors, machinery attachments etc. The exterior of the addition will be clad with material to match the remainder of the building which has been upgraded over the past few years.

FINANCIAL IMPLICATIONS

The 2024 General Fund Capital budget does not include funding for such a project, however staff are of the opinion that the project is necessary and, if approved, will be funded form the General Fund Capital Reserve. The project will be advertised for pricing and a resulting recommendation for award will be brought back to Council for approval at a later date. Council, by approving this recommendation, is not committing the Town to spend the estimated \$175,000 at this time.

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
April 8, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: April 4, 2024

SUBJECT: Golden Grove Compound Fencing

RECOMMENDATION

It is recommended that Council accept the quote from Fundy Fencing Ltd. in the amount of \$59,882.00 plus HST for the purchase and installation of chain link fencing at the Town's Golden Grove Road Compound and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2024 General Fund Capital Budget includes an amount of \$60,000.00 for the installation of security fencing at the Golden Grove Compound.

BACKGROUND

The Golden Grove Road Compound includes a large building and an outdoor storage yard area. The compound is in a semi-remote area, is not fenced and the single driveway into the compound is not gated. The compound has been owned by Rothesay for some time and provides considerable value in that a similar size facility, if land to build it were available in Rothesay, would cost more than a million dollars.

DISCUSSION

The Town's street sweeper, culvert steamer and tire inventory are already stored in the building and the recently purchased sewer cleaning truck will be stored in the building as well. Staff are of the opinion that the value of these items and their protection is ample justification for the cost of the fencing.

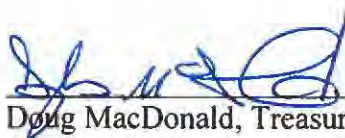
FINANCIAL IMPLICATIONS

| | Total incl. HST | HST rebate | Subtotal | Budget | Variance |
|------------------|-----------------|------------|-----------|-----------|-----------|
| Compound Fencing | 68,864.30 | 6,414.56 | 62,449.74 | 60,000.00 | -2,449.74 |

If approved by Council, the variance of \$\$2,449.74 will be managed within the approved 2024 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).