

## **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 13<sup>th</sup>, 2021



2024 August 12 Open Session FINAL\_001

**ROTHESAY**  
COUNCIL MEETING  
Town Hall Common Room  
Monday, August 12, 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. ADOPTION OF MINUTES**

Regular Meeting

8 July 2024

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

N/A

**5. CORRESPONDENCE FOR ACTION**

5.1 12 July 2024 Proclamation request for CN Rail Safety Week 2024

**Read resolution**

5.2 19 July 2024 Grant request from the Kennebecasis Rowing Club

**Refer to the Finance Committee**

5.3 26 July 2024 L'Arche Saint John Community Building Annual Gala Fundraiser

**Refer to the Finance Committee**

5.4 30 July 2024 Letter from residents RE: Baseball at Rothesay Athletics and Training  
(83 Hampton Road)

**Refer to staff**

5.5 31 July 2024 Sponsorship request for Menahqesk Powwow (Oct. 26-27)

**Refer to Finance Committee**

**6. CORRESPONDENCE - FOR INFORMATION**

6.1 6 August 2024 Rothesay letter of support for 2025/2026 Future Engage Program

26 July 2024 Request for letter of support

6.2 30 July 2024 Safer Communities and Neighbourhoods Program (SCAN)

*Brochures available at Town Hall*

**7. REPORTS**

7.0 August 2024 **Report from Closed Session**

7.1 23 May 2024 Fundy Regional Service Commission (FRSC) meeting minutes

# ROTHESAY

2024August12OpenSessionFINAL\_002

Regular Council Meeting

Agenda

-2-

12 August 2024

- 7.2 22 May 2024 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 26 June 2024 KRJBPC Police Chief Report
- May 2024 KRJBPC Budget vs. Actuals
- 7.3 19 June 2024 Kennebecasis Public Library (KPL) Board meeting minutes
- 31 December 2023 KPL Audited Financial Statements
- 7.4 30 June 2024 Draft unaudited Rothesay General Fund Financial Statements
- 30 June 2024 Draft unaudited Rothesay Utility Fund Financial Statements
- 30 June 2024 Donation Summary
- 24 July 2024 Draft Finance Committee meeting minutes
  - St. Joseph's Hospital Foundation
- 7.5 17 July 2024 Draft Works and Utilities Committee meeting minutes
  - Kingshurst Lane – request for 25km/hr speed signs
- 7.6 July 2024 Monthly Building Permit Report
- 7.7 8 August 2024 Capital Projects Summary

## 8. UNFINISHED BUSINESS

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### 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 Marr Road/Chapel Road signalization (Tabled April 2024)

*No action at this time*

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## 9. NEW BUSINESS

### 9.1 Annual Federation of Canadian Municipalities (FCM) Conference & Trade Show

6 August 2024 Memorandum from Deputy Mayor Alexander and Councs.  
Mackay French and Brown

### 9.2 Bedrock Well Investigation

7 August 2024 Report prepared by DO McLean

## 10. NEXT MEETING

**Regular meeting** Monday, September 9, 2024 at 7:00 p.m.

## 11. ADJOURNMENT

**Liz Hazlett**

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**From:** Liz Hazlett  
**Sent:** Friday, July 12, 2024 11:49 AM  
**To:** Liz Hazlett  
**Subject:** FW: Rail Safety Week 2024 | Proclamation request

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**From:** Stephen Covey <[stephen.covey@cn.ca](mailto:stephen.covey@cn.ca)>  
**Sent:** Friday, July 12, 2024 11:40 AM  
**To:** John Jarvie <[johnjarvie@rothesay.ca](mailto:johnjarvie@rothesay.ca)>  
**Subject:** Rail Safety Week 2024 | Proclamation request

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

Dear Mr. Jarvie,

As neighbours and partners in our shared commitment to rail safety, we are inviting you to join us in raising awareness for this important issue by adopting this proposed [proclamation](#). This proclamation helps communities like yours officially recognize Rail Safety Week 2024 and its significance in your area.

Rail Safety Week will be held in Canada and the United States from September 23-29, 2024.

**Your council's leadership is key to increasing public awareness about the dangers around tracks and trains. We are asking for your support by signing the proclamation and taking the time to engage with your community about rail safety. We will be proud to recognize your commitment publicly.**

Rail safety is a shared responsibility and together, we can achieve our common goal of eliminating incidents and saving lives in the communities where we live, work and play.

If you have any questions or concerns, please contact Thomas Bateman, your local CN Public Affairs representative, at [Thomas.Bateman@cn.ca](mailto:Thomas.Bateman@cn.ca).

For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at [1-888-888-5909](tel:1-888-888-5909)
- For additional information about Rail Safety Week 2024 visit [cn.ca/railsafety](https://cn.ca/railsafety) or [operationlifesaver.ca](https://operationlifesaver.ca)
- Let us know how you promote rail safety in your community by visiting [cn.ca/RSW2024](https://cn.ca/RSW2024)
- For any questions about this proclamation, please email [RSW@cn.ca](mailto:RSW@cn.ca)

Thank you in advance for your support.





Janet Drysdale  
CN Senior Vice-President and  
Chief Stakeholder Relations Officer

Stephen Covey  
CN Chief of Police and  
Chief Security Officer

Chris Day  
Operation Lifesaver  
Interim National Director





English

## **RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK**

WHEREAS Rail Safety Week is to be held across Canada from September 23 to 29, 2024;

WHEREAS, 229 railway crossing and trespassing incidents occurred in Canada in 2023; resulting in 66 avoidable fatalities and 39 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries caused by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor (first name & last name):

Seconded by Councillor (first name & last name):



19-July-2024

RECEIVED JUL 25 2024

To the Mayor and Council of the Town of Rothesay,

The Kennebecasis Rowing Club has been a part of the community since 1971. Over the last 50+ years, thousands of Rothesay residents have taken advantage of the programs offered by our club. Within our facility, the Kennebecasis Paddling Center also offers programs to young men and women in the community. Each year from the time the ice leaves the river until the end of October, young men and women row and kayak on the river.

One of the key pieces of infrastructure at our clubs are the docks. These allow our members to easily access the river to row and kayak, we provide a set of docks. These docks are currently old wooden docks that are rotting, damaged and must be replaced. Without these docks all the athletes cannot access the water easily.

The Kennebecasis Rowing Club has taken the lead for our 2 clubs to purchase new docks. We have purchased UV resistant plastic docks, which will start replacement of the old wooden docks. We have invested over \$14,000 to replace these, which is not an insignificant amount of money. We are asking the Town of Rothesay for \$3,700 to assist us in the purchase of these docks. Please find attached a grant application for this request.

We hope you are able to help us with this request.



Sincerely,

John Oxley  
Club Captain  
Kennebecasis Rowing Club



# ROTHESAY

## Policy

Topic:	Grants and Donations Policy	Date Prepared	Sept 2014
Application:		Date Adopted	14 Oct 2014
		Date Amended	14 Nov 2016 12 Aug 2019
		Mayor & Council:	
		Town Manager:	

### BACKGROUND:

This policy provides guidance to Council in considering requests for financial support from groups to apply consistent criteria in evaluating requests. In accordance with the criteria outlined below, all requests for financial support shall be accompanied by the attached application (Schedule A)

### CRITERIA:

- 1) Council will consider requests for financial support from **individuals** who:
  - a) are engaged in an activity for which they receive no income
  - b) have been a resident of the town for at least 12 months prior to the request
  - c) have not made a similar request within the preceding 36 months
  - d) are prepared to make a significant personal contribution to the activity
  - e) are not in arrears of any amount owing to the Town
  - f) have excelled in the field or activity for which funding is requested
  - g) might not otherwise be able to participate in the activity for which the funding is requested
- 2) Council will consider requests for financial support from **groups** that:
  - a) are a registered charity or not for profit group
  - b) have a mandate which includes public service to Rothesay citizens
  - c) include a substantial number of Town residents in their memberships
  - d) are not in arrears of any amount owing to the Town
  - e) do not have primarily religious or political objectives nor are affiliated with organizations which do
  - f) are not receiving funding from the Town through a regular funding arrangement, nor are associated with a group receiving regular funding
  - g) Council will consider requests for financial support from groups that have not made a request for funding within the previous 12 months
- 3) The activity to be funded should:
  - a) be beneficial to the Town or residents of the greater Saint John region
  - b) promote the Town or the greater Saint John region, as a place to live, work or play
  - c) reflect a need beyond the resources of the individual or group
  - d) be a proposal to host an event of national or international importance

- 4) Council may consider requests at a Council meeting at which a presentation may be made by the requesting group or individual. Any presentation will be made in accordance with Town policy for Council delegations.
- 5) Requests for "in-kind" donations are subject to this policy.
- 6) Council will attempt to allocate funds consistently and fairly, and may require the applicant to complete an application form which would include the following information:
  - a) the name and address of the group or individual requesting funding
  - b) an explanation of how any Town donations would be used
  - c) the location, date, and time at which the activity will take place
  - d) the total costs of project and amount requested from the Town
  - e) the amount and sources of other support
  - f) an explanation of how the donation will benefit Rothesay and its residents
  - g) financial statements (for group application)
- 7) Council may budget for grants and donations but when the budgeted allocation has been utilized in a fiscal year, no further requests will be considered.
- 8) The Mayor has the authority under this policy to approve up to \$1,000 for donation requests, as long as there is sufficient room in the current year budget. The Mayor shall provide a regular report to Council indicating requests received in an amount of \$1,000 or less and the decision made regarding each request.
- 9) Requests for grants in excess of \$1,000 are to be forwarded to Council for a decision, with a recommendation from the Finance Committee.

November 14, 2016      Schedule A (Form) Amended  
August 12, 2019      Section 2(g) added



**SCHEDULE A**

**Application for Rothesay Municipal Grant**

App. Date: 16-July 2024

Applicant: Kennebecasis Rowing Club

Address: PO Box 4597, Rothesay, NB, E2E 5X3

Contact: Chris Flood Tel.

Email:

Organization Description: Kennebecasis Rowing Club has been in the community for over 50 years providing competitive and recreational rowing programs from March to November. We share our facility with the Kennebecasis Paddling Club

Amount Requested: \$ 3,700

Descriptions of proposed event or activity: The wooden docks we use each day throughout the season are between 15 & 20 years old. These are rotting and can only be patched. We are replacing the oldest sections with 32 feet x 7 feet of Candocks, which are a plastic / UV resistant dock.

Project costs: Material cost (delivered) - \$14,245

Benefits to town of Rothesay: Many citizens of our community have participated in programs offered by both the Kennebecasis Rowing Club and Kennebecasis Paddling Center. These docks will allow both organizations to continue to offer both competitive and recreation programs

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

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

**Liz Hazlett**

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**From:** Liz Hazlett  
**Sent:** Tuesday, August 6, 2024 8:24 AM  
**To:** Liz Hazlett  
**Subject:** FW: L'Arche Community Building Event  
**Attachments:** Building Community 2024- event info (2).pdf

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**From:** Don Dickson <[don@larchesaintjohn.org](mailto:don@larchesaintjohn.org)>  
**Sent:** Friday, July 26, 2024 4:55 PM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** L'Arche Community Building Event

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

Mayor Grant

I would like to inform you know that the annual L'Arche Saint John Community Building event is happening September 25. This gala event is our major fundraising event of the year and this year our special guest is Charlie Cavanagh, former Team Canada athlete and world champion boxer who faced her toughest fight outside the ring.

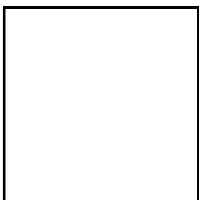
It will be another beautiful evening of networking, awareness-raising and fundraising for L'Arche. I hope that you will be able to join us.

In the last few years this event has sold out and tickets are selling fast and again this year.

Tickets can be purchased:

- Online by visiting [www.larchesaintjohn.org/buildingcommunity](http://www.larchesaintjohn.org/buildingcommunity)
- By e-transferring [info@larchesaintjohn.org](mailto:info@larchesaintjohn.org).
- Or, mail a cheque to L'Arche Saint John, 623 Lancaster Ave., Saint John, N.B. E2M 2M3.
- If an invoice is required, please email [info@larchesaintjohn.org](mailto:info@larchesaintjohn.org)

Hope to see you there.



**Don Dickson**

PRESIDENT and BOARD CHAIR

[Don@larchesaintjohn.org](mailto:Don@larchesaintjohn.org)  
(506) 647-6019

[Donate today to help us foster a more inclusive society](#)



**Watch** to learn how we're making ~~2024 impact~~ **2024 August 12 OpenSessionFINAL\_019**

**Connect** on [LinkedIn](#)

PRESENTS

**BUILDING  
COMMUNITY****SEPT. 25, 2024**

RECEPTION 5 P.M. | DINNER 6 P.M.

GET YOUR TICKETS TODAY!

**[WWW.LARCHESAINTJOHN.ORG/BUILDINGCOMMUNITY](http://WWW.LARCHESAINTJOHN.ORG/BUILDINGCOMMUNITY)****FEATURING:****Charlie Cavanagh**  
WORLD-CLASS ATHLETE  
AND ADVOCATE**Julia Wright**  
EMCEE

L'Arche Saint John and McKenna Group from Scotia Wealth Management proudly present Building Community with Saint John's own Charlie Cavanagh, a world-class athlete and advocate, and broadcaster Julia Wright on Wednesday, Sept. 25, 2024 at Delta Hotels by Marriott Saint John. Reception begins at 5 p.m. and dinner at 6 p.m. A silent auction will be featured.

Tickets are \$140 each or a table of 10 for \$1,300.

**More details:**

As L'Arche Saint John seeks to grow its inclusive mission in support of adults with intellectual disabilities, we invite you to join us.

This very special evening will feature an opportunity to hear more about Ms. Cavanagh's journey.

Charlie Cavanagh is a former Team Canada athlete and world champion boxer who faced her toughest fight outside the ring. Charlie's remarkable story of determination and victory, punctuated by suffering and loss, serves as an inspiration. Through sharing her personal battle with eating disorders, she is a passionate advocate for recovery and awareness. Our emcee for the evening is Julia Wright. Julia is a Saint John writer, broadcaster and photographer. She's been the host of CBC Information Morning in Saint John on CBC Radio One since 2019, and with the public broadcaster since 2016. Her work frequently celebrates unsung heroes, everyday people, and others making positive change in our community. Well-known local artist Lana Langille will be creating a live painting during the evening to be put up for auction at the gala dinner.

An annual gala event in support of L'Arche Saint John, Building Community attracts a sold-out audience of more than 400 people from the business, government and non-profit communities in the region and across New Brunswick. We hope you'll join us for another spectacular evening.

**Buy tickets:**

Tickets are \$140 each or a table of 10 for \$1,300. Tax receipts are available for \$85 per ticket or \$750 per table.

**Visit [www.larchesaintjohn.org/buildingcommunity](http://www.larchesaintjohn.org/buildingcommunity) or call (506) 672-6504 to purchase your tickets.**

**Accessibility note:**

The Delta has a wheelchair accessible entrance via the parking garage on King St with elevator access up to the mezanine level. There will be an accessible and gender neutral bathroom available. ASL interpreters will be present at the event. Please indicate if you would benefit from ASL by answering the questions in the checkout process, or by emailing [info@larchesaintjohn.org](mailto:info@larchesaintjohn.org).

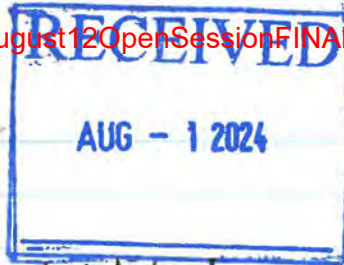
**Thanks to our sponsors!**

We are grateful for their support. Without it, this event would not be possible.

Presenting sponsor: The McKenna Group from Scotia Wealth Management.

Silver sponsor: Cox & Palmer Law.

Limited sponsorship opportunities available. Please call Wayne Cooper at (506) 636-0615.



To:

Tuesday  
July 30th, 2024.

The Rothesay Athletics and Training 83 Hampton Road next door to our house. Has been playing base ball in the back of the building by the fence. Before they fixed the fence the Kids would come over to get there balls they threw over fence on our property threw the fence openings. We told them to be careful and keep the balls on there side of the fence. The fence is now fixed. The Kids are still playing ball in the same spot. I have collected 5 balls that have come over the fence on our property in a month. Our Vechiles are parked in our driveway witch is beside the fence. We are waiting to have our windows in our Vechiles smatched out from the balls coming over the fence or our Kitchen Window at the side of our house broken from the balls coming over the fence. We are always home. My son was mowing the front lawn Tuesday night and a ball came over the fence and missed my Vechiles back lights and my son ducked it almost hit him in the head.

Some one is seriously going to get hurt. This is a safety matter. A Tall safety net needs to be put up if they are going to play ball there. If any damage is done to our Vechiles or house they will be getting the bill to pay for the cost to repair it.

From: 18 Woodland Ave. Rothesay  
N.B. E2E2K5.



**Liz Hazlett**

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**From:** Liz Hazlett  
**Sent:** Tuesday, August 6, 2024 8:29 AM  
**To:** Liz Hazlett  
**Subject:** FW: Menahqesk Powwow  
**Attachments:** CSJ Powwow SponsorPkg(FINAL) (1).pdf

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**From:** Reardon, Donna <[donna.reardon@saintjohn.ca](mailto:donna.reardon@saintjohn.ca)>  
**Sent:** Wednesday, July 31, 2024 4:59:34 PM  
**To:** Nancy Grant <[nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca)>  
**Subject:** Menahqesk Powwow

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

Dear Mayor Nancy,

I'm excited to be reaching out to you with a fantastic opportunity: Saint John is having a Powwow this October 26-27 at TD Station! The Powwow is led by the Wolestoquey and Mi'kmaq nations in partnership with the City of Saint John. Menahqesk, where the land takes the sea (Saint John) is the traditional gathering place for First Nations at the mouth of the Saint John (Wolastoq) River since time immemorial.

This will be a significant opportunity to advance the efforts of Truth and Reconciliation, to share and celebrate culture, and to promote peace and friendship. We are anticipating hundreds of dancers and drummers to perform, dozens of Indigenous and local vendors in attendance, and thousands of spectators participating throughout the Powwow.

The City of Saint John has committed \$50,000 to support the Powwow this year, and we are inviting you to join with us in sponsoring the event at a level you feel is appropriate and right for The Town of Rothesay. I have attached the sponsorship package which outlines the benefits you could expect to receive based on your contribution.

Your partnership would be an important signal to others of the importance The Town of Rothesay places on promoting Truth and Reconciliation and it would be greatly appreciated and valued by First Nations community members and the City of Saint John. The Powwow is inclusive, open, and encouraged for everyone to attend.

Please do not hesitate to reach out to me personally if you have any questions or need more information. I would be happy to meet or discuss this with you at your convenience. I look forward to hearing from you and thank you in advance for your genuine consideration.

Woliwon and warm regards,  
Donna



SPONSORSHIP PACKAGE

# Menahgesk Wabanaki Traditional Powwow.

October 26-27, 2024

TD Station, Saint John, New Brunswick



SAINT JOHN

# Menahqesk Wabanaki Traditional Powwow.

2024August12OpenSessionFINAL\_024



The Powwow serves as a powerful cultural gathering that honours our traditions, heritage, and community. By hosting such an event within Wolastoq territory, we not only showcase the vibrancy of our culture but also foster greater understanding and appreciation among attendees. I commend the City of Saint John, and Possesom Paul and his company, for their commitment to inclusivity and cultural celebration. Collaborative efforts like these, led by Wolastoq voices, are essential in promoting cross-cultural dialogue and strengthening relationships between Indigenous and non-Indigenous communities. I believe it will serve as a meaningful platform for cultural exchange and unity, enriching the fabric of our society with the spirit of Wolastoqiyik tradition.

**Chief Allan Polchies**  
*Sitansisk First Nation*

*Menahqesk, the area where the Wolastoq (St. John River) meets the Pegu'bepegig (Bay of Fundy), has been an integral part of everyday life for thousands of years. A natural gathering space, people lived in and around the area, trading goods, fishing, and harvesting plants and animals in the area.*

*There are five nations which make up the Wabanaki Confederacy: the Wolastoqiyik, Mi'kmaq, and Peskotomuhkatyik in the New Brunswick region, and the Penobscot and Abenaki in Maine. Indigenous peoples have lived in the Saint John region for thousands of years, and there are now close to two thousand who call this area home today.*

We are so very excited and honoured for this opportunity for the City of Saint John, known as Menahqesk historically, to be the host of a Wolastoqiyik and Mi'kmaq led powwow. We took great care to engage with First Nations leadership in a way that is respectful, open, and strengthens our commitment to Truth & Reconciliation. A powwow in our city would move dialogue forward into collaboration; not only for the City organization, Indigenous Communities and Indigenous peoples living here, but also for local businesses and non-Indigenous peoples in a powerful and celebratory way. The vibrancy of the experience will be monumental, and we intend to continue this event in years to come in order to bridge gaps and build stronger, more meaningful relationships.

We hope you consider to be part of this celebration. Let's embrace this opportunity to learn, share, and grow together as one community.

**Mayor Donna Noade Reardon**  
*City of Saint John*



# Menahqesk Wabanaki Traditional Powwow.

2024August12OpenSessionFINAL\_025



## EVENT DETAILS

# The River is Bringing Us Home.

Menahqesk Wabanaki Traditional Powwow is a significant event and an opportunity for **people of all cultures** to gather and celebrate the rich and diverse Indigenous culture of Turtle Island. This event will attract hundreds of talented dancers, drummers, performers, and thousands of attendees from across the region. **We welcome everyone to witness, experience and celebrate with us!**

### Location:

TD Station  
99 Station Street  
Saint John, N.B.  
506-461-0730

### Date:

Saturday, October 26, 2024  
Sunday, October 27, 2024

### Main Attractions:

- Black Bear Drummers (*number one powwow drum in North America*)
- Cultural Dancing, Singing, Drumming, Teachings
- Indigenous Vendors Market
- Grand Entry
- Dancer Spotlights
- Audience Dance and Engagement (*intertribal*)

## Sponsorship Opportunities

We are actively seeking sponsors and partners to join us in supporting this exciting event. There are many levels of paid sponsorship, as well as opportunities to sponsor our in-kind needs, including volunteer supplies, accommodations, and hospitality services.

### Benefits of Becoming a Sponsor

The Menahqesk Wabanaki Traditional Powwow offers numerous sponsorship opportunities for your company to gain exceptional brand exposure and to showcase your goals and initiatives. As a sponsor, you will benefit from the attention of a captive and diverse audience, as well as the connections made to like-minded individuals and

businesses with similar goals and initiatives.

By becoming a sponsor, you are supporting the Indigenous community through an event that is centered around culture, music, dance, food, and the arts. This is an inclusive and family friendly event, where everyone is welcome to attend. The Menahqesk Wabanaki Traditional Powwow is a must-see experience right in your local community.

### Customize Your Sponsorship

Your company is welcome to connect with the organizers to help build a package to suit your needs. If you are interested in alternative opportunities to sponsor or support the event's in-kind services, including but not limited to volunteer supplies, accommodations, hospitality services, or travel, please contact us directly.

Sponsorship Opportunities	Wolastoq \$25,000+	Kennebecasis \$15,000	Rusangonis \$10,000	Aroostook \$7,500	Nashwaak \$5,000	Magaguadavic \$2,500	Pokiok \$500+
Logo on Food Voucher (Food Sponsor)			✓				
Logo on Program/Website	✓	✓	✓	✓	✓	✓	✓
Logo on Digital Signage	✓	✓	✓	✓	✓	✓	
Social Media Mentions and Tags	✓	✓	✓	✓	✓		
Corporate Booth	✓	✓	✓	✓			
Logo on Event Poster	✓	✓	✓				
M.C. Recognition	✓	✓	✓				
Meet and Greet with Dignitaries and Event Hosts	✓	✓					
Opportunity to Speak During Opening Remarks	✓						

## Contact for Sponsorship

We are grateful for any support you are able to provide to this important Indigenous, inclusive, and family friendly celebratory event. Be sure to follow Menahqesk Wabanaki Traditional Powwow on Facebook for updates.

**powwow@saintjohn.ca**  
**Attention: Sponsorship**





August 6, 2024

Employment and Social Development Canada (ESDC)  
New Horizons for Seniors Program (NHSP)

RE: Support letter for the project "Future Engage – Hybrid Version"

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

[Rothesay@rothesay.ca](mailto:Rothesay@rothesay.ca)  
[www.rothesay.ca](http://www.rothesay.ca)

Dear Reviewer,

I am writing to you in the continued support of the "Future Engage Program 2025/2026" application submitted by the Saint John Multicultural and Newcomers Resource Centre Inc. (also referred to as the Saint John Newcomer Centre or SJNC) for funding through the community-based stream of the New Horizons for Seniors Program (NHSP).

The SJNC plays a vital role in welcoming newcomers to the City of Saint John. Their wealth of knowledge, programming and support services has engaged newcomers with the local community. The Rothesay Hive, an Age-Friendly Community Centre, and the SJNC have collaborated with each other to improve newcomer engagement within Rothesay. We greatly appreciate the vital role the SJNC plays in a holistic and integrated approach in providing services and resources, which has been valuable to seniors and newcomers, including a new weekly English Conversations class at the Rothesay Hive that has newcomers practice their conversational English casually with older adults.

We will continue to collaborate with the SJNC by dedicating 2 hours each week for the Future Engage program to be operated out of the Rothesay Hive and providing refreshments and internet services. The Rothesay Hive is a facility located within the Rothesay Town Hall building at 70 Hampton Road, Rothesay NB.

Since the program started in 2022, it has continued to show success and growth by engaging seniors both virtually and in person with other participating seniors, newcomers, and youth in the program. Extending Future Engage for another year will continue to help seniors combat ageism, celebrate diversity, and promote inclusion in our community.

We support this project's extension as it has and will continue to support local community needs, such as providing a safe space for seniors and intergenerational connections. Overall, the project has benefited our region by helping seniors be active participants in community life in Rothesay and engaging our residents, especially youth and newcomers, with seniors.

For the reasons noted above, we are excited to support the SJNC's funding request and we hope to see this program continue for another successful year.

Yours sincerely,

*Original signed by Mayor*

Mayor

CC: Rothesay Council

**Liz Hazlett**

---

**From:** Liz Hazlett  
**Sent:** Tuesday, August 6, 2024 1:57 PM  
**To:** Liz Hazlett  
**Subject:** FW: Letter of support Future engage New Horizon  
**Attachments:** SJNCsupport 2021to2024.pdf

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**From:** Hiba Hachicha <[hiba.hachicha@sjnewcomers.ca](mailto:hiba.hachicha@sjnewcomers.ca)>  
**Sent:** Friday, July 26, 2024 2:22:42 PM  
**To:** Nancy Grant <[nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca)>  
**Cc:** Kirstin Duffley <[kirstinduffley@rothesay.ca](mailto:kirstinduffley@rothesay.ca)>; Mohamed Bagha <[mohamed.bagha@sjnewcomers.ca](mailto:mohamed.bagha@sjnewcomers.ca)>; Nissrine Niazi <[nissrine.niazi@sjnewcomers.ca](mailto:nissrine.niazi@sjnewcomers.ca)>  
**Subject:** Letter of support Future engage New Horizon

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

Hi Nancy,

I hope everything is going well!

We are applying the new proposal for the Future Engage program 2025/2026 and we are looking forward extend our partnership for one more year.

We will be very appreciated if we can get a Letter of Support from you to support us as you did last time.

Thank you!

**Hiba Hachicha**

**Allophone Newcomer Settlement Advisor | Saint John Newcomers Centre**

75 Prince William St., Suite 100, Saint John, NB, Canada E2L 2B2

Cell: [\(506\)721-1325](tel:5067211325)

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [YouTube](#)



**AUGUST**  
**3<sup>RD</sup>** 11 AM - 4 PM | **4<sup>TH</sup>** 11 AM - 4 PM  
**WATER STREET**



INTERNATIONAL  
CULTURE fest



**LEARN  
MORE**



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July 30, 2024

Le 30 juillet 2024

Safer communities are an important priority for this Government. We are committed to reducing crime, increasing public confidence in community safety, and making it harder for criminals to operate in the province.

La sécurité de nos communautés est l'une des principales priorités de notre gouvernement. Nous sommes déterminés à réduire la criminalité, à renforcer la confiance du public dans la sécurité communautaire et à compliquer les activités des criminels dans notre province.

I would like to draw your attention to a program available that can help make your communities and neighbourhoods safer. The Safer Communities and Neighbourhoods program (SCAN) can help improve community safety by targeting properties that are regularly used for illegal activities such as:

J'aimerais attirer votre attention sur un programme qui peut aider à rendre nos communautés et nos voisinages plus sécuritaires. Le programme de sécurité des communautés et des voisinages peut contribuer à la sécurité communautaire en ciblant les lieux où se déroulent régulièrement des activités illégales. Par exemple :

- Producing, selling, or using illegal drugs;
- Prostitution;
- Unlawful sale or consumption of alcohol;
- Unlawful activities linked to or promoting organized crime;
- Child sexual abuse/exploitation;
- Unlawful gaming activities;
- Possession of illegal firearms or explosives;
- The possession or sale of unstamped tobacco;
- The illegal possession, consumption, purchase, sale, distribution, cultivation, storage, or production of cannabis

- la production, la vente ou l'utilisation de drogues illicites;
- la prostitution;
- la vente ou la consommation illégale de boissons alcooliques;
- les activités illégales liées au crime organisé ou faisant la promotion du crime organisé;
- les agressions ou l'exploitation sexuelle d'enfants;
- les activités de jeu illégal;
- la possession illégale d'armes à feu ou d'explosifs;
- la possession ou la vente de produits de tabac non estampillés;
- les activités illégales liées à la possession, la consommation, l'achat, la vente, la distribution, la culture, l'entreposage ou la production de cannabis.



The SCAN program, which is a civil process, has been extremely successful at resolving issues through informal actions such as warning letters, but also shutting down properties with habitual illegal activity.

Between April 1, 2018, and July 10, 2024, the SCAN program resulted in 486 successful resolutions where communities and its citizens obtained relief from illegal activities adversely affecting their community.

If you have concerns with a property in your community or a property you own, you can make a confidential complaint to the SCAN team by calling 1-877-826-2122 or email [SCAN@gnb.ca](mailto:SCAN@gnb.ca).

Le programme de sécurité des communautés et des voisinages est un mécanisme civil qui a été extrêmement efficace pour résoudre certains problèmes au moyen de mesures informelles telles que l'envoi de lettres d'avertissement, mais aussi pour fermer des propriétés régulièrement utilisées pour mener des activités illégales.

Entre le 1<sup>er</sup> avril 2018 et le 10 juillet 2024, le programme a réussi à régler 486 situations, faisant en sorte que les communautés et leurs citoyens ont été soulagés par l'arrêt d'activités illégales néfastes dans leur communauté.

Si vous avez des inquiétudes concernant une propriété dans votre communauté ou une propriété que vous possédez, vous pouvez déposer une plainte confidentielle auprès de l'équipe du programme en composant le 1-877-826-2122 ou en envoyant un courriel à [SCAN@gnb.ca](mailto:SCAN@gnb.ca).



Hon. Kris Austin  
Minister of Public Safety and Solicitor General  
Le ministre de la Sécurité publique et solliciteur general



# Get involved

**Help make your community safer!**

Are you worried about drugs, alcohol, prostitution or other illegal activity in your building or on your street? The Safer Communities and Neighbourhoods (SCAN) Investigation Unit gives you a way to safely report your concerns to help stop the activity.

Residents can call SCAN and confidentially report problem residences and buildings. Property owners will be held accountable for illegal activities that regularly take place on their property related to:

- Producing, selling or using illegal drugs
- Prostitution
- Unlawful sale or manufacture of alcohol
- Use, sale or consumption of an intoxicating substance
- Unlawful activities linked to organized crime
- Child sexual abuse/exploitation
- Unlawful gaming activities
- Possession of illegal firearms or explosives

SCAN investigators can also order landlords to remove building fortifications that may cause safety concerns, such as barred windows and steel-plate doors.

### **Will I have to give my name?**

You will have to identify yourself to SCAN when filing a complaint, but your name will never be released.

### **Will I have to testify in court?**

No, you will not be required to attend court. Any complaints that end up in court are handled by SCAN investigators and will not identify you.

### **How does it work?**

If you are suspicious of a property in your neighbourhood, **don't investigate it yourself or approach the occupants**. Call SCAN immediately at 1-877-826-2122, or email [SCAN@gnb.ca](mailto:SCAN@gnb.ca)

Once a complaint is launched, an investigation by SCAN will determine if there is enough evidence to support the claim. If the investigation shows evidence of an illegal activity, SCAN investigators may:

- Resolve the issue informally, through a visit to the property owner, or by issuing a warning letter;
- Apply for a **Community Safety Order**, which allows them to close the property entirely for up to 90 days.

### **What kinds of property can be investigated?**

Properties that can be investigated include structures businesses, houses, apartments, suites, mobile homes, or parcels of land.

### **What happens when a Community Safety Order is issued for a property?**

The owner is served with a Community Safety Order, and a copy is posted on the property. It orders the owner to shut down the property.

### **What happens to people living in a property that is shut down?**

When a property is closed, all occupants must leave it immediately.

SCAN also works closely with social and community agencies to ensure other arrangements can be made for those affected by a building closure.

### **Common signs of illegal activity:**

- Frequent visitors at all hours of the day and night
- Frequent late-night activity
- Windows blackened or curtains always drawn
- Visitors with expensive vehicles
- Unfriendly people who seem secretive about their activities
- People watching cars suspiciously as they pass by
- Extensive investment in home security
- Garbage that contains numerous bottles and containers, particularly chemical containers
- Neglected property and yard

## **You can make a difference!**

### **What New Brunswickers are saying about SCAN:**

*As a property owner, SCAN has been very helpful in ensuring my building is safe and my tenants have a safe neighbourhood."*

*I would say this definitely improved my family's quality of life as well as my neighbours on this street. My neighbours have said they feel safer and more comfortable now. We are finally enjoying our home and our property with comfortable peaceful surroundings thanks to the SCAN investigation team."*

To report a problem property in your neighbourhood, call 1-877-826-2122 or email [SCAN@gnb.ca](mailto:SCAN@gnb.ca)





## **Regular Meeting**

**Meeting #:** 2024-006  
**Date:** May 23, 2024, 9:00 a.m.  
**Location:** Town of Quispamsis  
12 Landing Ct, Quispamsis

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

**STAFF** Phil Ouellette, CEO, Fundy Regional Service Commission  
Cassie Silhanek, Recording Secretary, Fundy Regional Service Commission

### **Meeting Minutes of the Open Session of the Board of Directors of Fundy Regional Service Commission.**

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**1. In-Camera Session (9:00 a.m. - 9:30 a.m.)**

**2. Order of Business**

**2.a Call to Order**

Chair O'Hara called the meeting to order at 9:24 a.m., noting that Director MacKenzie joined the meeting virtually.

**2.b Record of Attendance**

**2.c Approval of Agenda**

Chair O'Hara called for a motion to approve the agenda.

**Resolution Number: RM-2024-016**

**Moved by:** Director Riddell

**Seconded by:** Director Grant

THAT the Board approve the May 23, 2024, agenda with an addition of a P.R.O. Kids item to the agenda.

**Motion Carried**

**2.d Approval of Minutes**

Chair O'Hara called for approval of the minutes.

2.d.1 April 25, 2024

**Resolution Number: RM-2024-017**

**Moved by:** Director Grant

**Seconded by:** Director Doucet

THAT the Board approve the April 25, 2024, meeting minutes as presented.

**Motion Carried**

2.d.2 May 7, 2024

**Resolution Number: RM-2024-018**

**Moved by:** Director Doucet

**Seconded by:** Director Bedford

THAT the Board approve the May 7, 2024, meeting minutes as presented.

**Motion Carried**

**2.e Disclosure of Conflict of Interest**

Chair O'Hara called for acknowledgement of any conflicts of interest, there were none presented.

**3. CEO Verbal Update**

CEO Ouellette gave a verbal update on a variety of topics, including: EIA conditional approval, FRSC's application to Rural Transit Solutions Fund, RDC application regarding the Regional Facilities, upcoming Board meetings being hosted in June in Browns Flat and July in Hampton, summary of the meeting



Chair O'Hara and CEO Ouellette attended with Union of Municipalities of New Brunswick, and progress on the working group session for Fiscal Reform.

**4. Consent Items**

**4.a Building and Planning Monthly Report**

**Resolution Number: RM-2024-019**

**Moved by:** Director Doucet

**Seconded by:** Director Bedford

THAT the Board receive and file this report.

**Motion Carried**

**4.b Recent Funding Overview**

**Resolution Number: RM-2024-020**

**Moved by:** Director Riddell

**Seconded by:** Director Bedford

THAT the Board receive and file this report.

**Motion Carried**

**5. Standing Items**

**5.a Committee Agendas**

**Resolution Number: RM-2024-020**

**Moved by:** Director Grant

**Seconded by:** Director Riddell

THAT the Board receive and file the committee agendas presented.

**Motion Carried**

**6. Annual General Meeting**

CEO Ouellette introduced the items included in the Annual General Meeting category

**6.a 2023 Annual Report**

Brenda MacCallum, Manager, presented on the 2023 Annual Report detailing updates in this report that reflect the new mandates the FRSC was responsible for beginning in the 2023 year.

For more information on Mrs. MacCallum's presentation, please see the audio recording on the website.

**Resolution Number: RM-2024-021**

**Moved by:** Director Bedford

**Seconded by:** Director Doucet

THAT the Board receive and file this presentation.

**Motion Carried**

**Resolution Number: RM-2024-022**

**Moved by:** Director Merrifield

**Seconded by:** Director Riddell

Direct the FRSC to solicit interest from FRSC members to schedule presentations starting in July 2024 with local councils on the 2023 FRSC annual report.

**Motion Carried**

**6.b Asset Retirement Obligation**

CEO introduced the new accounting obligations that are imposed on public sector organizations.

Mark Porter, Director of Finance, presented on the report submitted to the Board and the background to this report.

For more information on Mr. Porter's presentation of this report, please see the audio recording on the website.

**Resolution Number: RM-2024-023**

**Moved by:** Director Bedford

**Seconded by:** Director Doucet

THAT the Board receive and file this report.

**Motion Carried**

**6.c 2023 Audited Financial Statements**

Andrew Logan, Teed Saunders Doyle, presented on the Audited Financial Statements provided by their firm, noting the accuracy of the statements and making sure they meet the public accounting standards. Mr. Logan

noted that the statements held no material errors or adjustments needed, and no fraudulent activity was detected.

For more information on Mr. Logan's presentation of the Audited Financial Statements, please see the audio recording on the website.

**Resolution Number: RM-2024-024**

**Moved by:** Director Doucet

**Seconded by:** Director Riddell

THAT the Board adopt the Financial Statements as presented.

**Motion Carried**

**6.d Reappointment of Auditor**

**Resolution Number: RM-2024-025**

**Moved by:** Director Merrifield

**Seconded by:** Director Bedford

THAT the Board reappoints Teed Sounders Doyle as the auditor for the FRSC for the 2024 financial audit.

**Motion Carried**

**6.e Election of Board Officers**

Chair O'Hara read out article 4.5.1 of the Procedural By-Law, revised in May of 2024.

CEO Ouellette provided the procedure for the Election of the Board Officers based on the procedural by-law for the Fundy Regional Service Commission, the Act, and its regulations, and according to Robert's Rules.

**Resolution Number: RM-2024-026**

**Moved by:** Director MacKenzie

**Seconded by:** Director Riddell

THAT the Board appoints Mayor Jim Bedford as Chairperson from May 24, 2024, until May 22, 2025, or until the FRSC Board elects a new Chairperson;

THAT the Board appoints Mayor Robert Doucet as Vice-Chairperson from May 24, 2024, until May 22, 2025, or until the FRSC Board elects a new Vice-Chairperson;

AND THAT the Board appoints Libby O'Hara as Past-Chair from May 24, 2024, to May 22, 2025, or until the FRSC Board elects a new Past-Chair.

**Motion Carried**

**7. Reports/Presentations**

**7.a Quarterly Financial Update**

CEO Ouellette presented on the Q1 Financial Statements.

**Resolution Number: RM-2024-027**

**Moved by:** Director Doucet

**Seconded by:** Director Bedford

THAT the Board receive and file the 2024 FRSC Q1 Financial Statements.

**Motion Carried**

**7.b Community Planning and Building Inspection Reserve**

CEO Ouellette spoke about the rescinding of a motion regarding releasing money from the Local Planning Operating Reserve which was voted on by all Board members, and restated the motion and the background related to these funds and clarified that this vote is only for the members.

Director Bedford does not support the proposed new motion, defeating the motion.

**Resolution Number: RM-2024-028**

**Moved by:** Director Doucet

**Seconded by:** Director Grant

THAT the Fundy Regional Service Commission rescind the following resolution adopted by the Board of Directors on April 25<sup>th</sup>, 2024:

RM-2024-005: "THAT the Board authorizes the Fundy Regional Service Commission to transfer \$85,000 from the Local Planning Services Operating Reserve to the Local Planning Services Operating Fund to support expenses associated with the office fit-up of 20-30 Broadview Avenue."

**Motion Carried Unanimously**

**Resolution Number: RM-2024-029**

THAT the Fundy Regional Service Commission transfer \$85,000 from the Local Planning Services Operating Reserve to the Local Planning Services Operating Fund to support expenses associated with the office fit-up of 20-30 Broadview Avenue.

**Motion Defeated**

**8. Correspondence**

**Resolution Number: RM-2024-030**

**Moved by:** Director Merrifield

**Seconded by:** Director Doucet

THAT the Board receive and file the following correspondence as presented:

8.2 Letter to Minister of Service New Brunswick

8.3 Letter to Minister of Tourism, Heritage and Culture

8.4 Certificate of Determination - Environmental Impact Assessment

8.5 Envision Saint John 2024 Q1 Financial Statements

8.6 Envision Saint John 2023 Audited Financial Statement

8.7 Saint John Airport Annual Report and 2023 Financial Statements

With the exception of Correspondence item 8.1 Regional Facilities Annual Reports and Budgets being removed from this list for discussion.

**Motion Carried Unanimously**

**8.a Regional Facilities Annual Reports and Budgets**

**Resolution Number: RM-2024-030**

**Moved by:** Director Grant

**Seconded by:** Director Doucet

THAT the Board refer this item to the Regional Facilities Committee for review.

**Motion Carried Unanimously**

**8.b Letter to Minister of Service New Brunswick**

**8.c Letter to Minister of Tourism, Heritage and Culture**

**8.d Certificate of Determination - Environmental Impact Assessment**

**8.e Envision Saint John 2024 Q1 Financial Statements**

**8.f Envision Saint John 2023 Audited Financial Statement**

**8.g Saint John Airport Annual Report and 2023 Financial Statements**

**9. P.R.O. Kids**

Chair O'Hara opened the floor for comments or questions, none were raised.

**10. New Business**

**11. Adjournment**

Chairperson O'Hara called for a motion to adjourn at 10:57 a.m.

**Resolution Number: RM-2024-032**

**Moved by:** Director Riddell

**Seconded by:** Director Doucet

THAT the Board adjourn the May 23, 2024, meeting at 10:57 a.m.

**Motion Carried Unanimously**

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Libby O'Hara, Chairperson

---

Cassie Silhanek, Recording Secretary



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
BOARD MEETING OF MAY 22, 2024 @ 3:00 PM**

**MINUTES  
REGULAR MEETING**



**In Attendance:**

<b>BOARD MEMBER</b>	<b>POSITION</b>
Kevin Darling	Chair/Provincial Representative
Kerrie Luck	Vice Chair/Quispamsis Representative
Mike Biggar	Quispamsis Representative
Tiffany Mackay French	Rothsay Representative
Robert Simonds (Zoom)	Rothsay Representative
John Buchanan	Rothsay Representative
Vibhuti Harquail	Secretary/Quispamsis Representative
Chief Steve Gourdeau	KRPF Chief of Police
A/DC Mary Henderson	KRPF Acting Deputy Chief
Ashley Wisted	KRJBPSC Secretary
<b>ABSENT</b>	
Robert (Bob) McLaughlin	Quispamsis Representative
Donald Shea	Rothsay Representative
Insp. Anika Becker	KRPF OIC Operations
A/Insp. Kim Bennett	KRPF OIC Administration

Chairperson Kevin Darling called the meeting to order at 5:00 PM and opened the Regular Meeting.

**1. APPROVAL OF AGENDA:**

Chairperson Kevin Darling asked for an approval of the agenda.

In Camera Session added to the end of the agenda as #10 and Adjournment moved to #11.

*It was moved by Mike Biggar and seconded by John Buchanan that the Agenda for the Regular Meeting of May 22, 2024, be approved as presented. All in Favour. **MOTION CARRIED.***

**2. LAND ACKNOWLEDGEMENT:**

A/DC Mary Henderson read the Land Acknowledgement.



**3. APPROVAL OF MINUTES OF MARCH 27, 2024, REGULAR MEETING:**

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

*It was moved by Vibhuti Harquail and seconded by Mike Biggar to accept the Minutes of the April 24, 2024; Regular Meeting as presented. All in Favour. **MOTION CARRIED.***

**4. DECLARATION OF CONFLICT OF INTEREST:**

None.

**5. CHIEFS REPORT:**

Chief Gourdeau let his report stand as presented and highlighted the following areas and answered questions as they arose:

KV Oasis grand opening.

Accident in Fredericton. Serious incident response team

Vibhuti Harquail asked what is a "Historical Sexual Assault". Chief explained the meaning of a historical assault. A/DC Henderson explained we have to use the criminal code from the time the crime had occurred.

Mike Biggar asked why bylaw tickets have dropped since the beginning of the year. A/DC Henderson advised most bylaw tickets are from winter parking bans. Mike Biggar also noted the statistics for impaired driving has increased. A/DC Henderson explained the officers set up road blocks at least 6-7 times a week which results in almost one impaired driver investigation every time. The Chief explained two of our traffic officers were away on long-term training but have now returned therefore, our numbers are going back up again.

Kerrie Luck asked if we would consider hiring a civilian with a marketing background for the Community Relations position. Chief Gourdeau advised there has been discussion whether this position would be better suited for a uniformed police officer or a civilian. He also advised we are in the process of changing the role of the Community Relations Officer and would like to add Intimate Partner Violence and Family Protection aspects to the role. Chief Gourdeau added there has been discussion regarding hiring someone with a marketing background for a period of time using some salary dollars we have available in our budget. Chief to meet with Dr. Mary Ann Campbell to talk about strategy around our

external communication. Dr. Campbell is looking to build a project and has asked the chiefs in the area what they would like to see. Chief Gourdeau advised Dr. Campbell he would like to see a project in KV, involving the community, consulted groups, focus groups, the police, the partnering agencies, etc. regarding what they would like to see in communication. We would ask the community if they prefer to hear about the crime occurring in the community or the good the police force is doing.

Mike Biggar asked about yellow indicators under the Reduction of Crime section in the strategic plan. Chief advised the committee these are yellow due to the lack of time to write down the strategy and action plan but the officers are implementing the practices.

*It was moved by John Buchanan and seconded by Mike Biggar to receive and file the Chief's Report as presented. All in favour. **MOTION CARRIED.***

## **6. COMMITTEE REPORTS:**

### **Finance Committee**

Kevin advised the board there is a surplus due to absenteeism.

There is only one item that needs to be moved over to the building account which is an expense of about \$10,000. Now that the expansion is about to begin construction, we will have two sets of reports. We will have the operating reports (approved budget) and a report on the expansion against the approved budget on the expansion because these numbers do not go into our operating costs. They are financed separately. They will be run through a separate bank account, and we will have a separate set of records which will result in two sets of financials.

Mike Biggar asked where the money would be coming from for the wellness structure as we are expecting a surplus in our operating budget perhaps the money should come from there. Kevin Darling suggested that there is funding available through grants to fund or partially fund the project but agreed the surplus in the operating budget has been used for similar projects in the past for example replacing equipment we did not originally budget.

### **Policy Committee**

No updates.

### **Building & Grounds/Transportation Committee**

The board discussed the funding of the Wellness Structure. Members of the board asked if an RFP was needed for this project and A/DC Henderson advised the board we are unable to complete this at this



time as no construction company would attend while there is another company on-site. Although, Kevin Darling advised Bob McLaughlin reached out to four other companies to inquire about cost and John Buchanan advised the board three out of the four companies felt they would not be the best fit for the project. Vibhuti Harquail asked if we could wait until the expansion is complete before we look at the Wellness Structure project. Kevin Darling responded even though it wasn't approved as one of our add-ons to the expansion the construction company agreed if they were the successful bid they would waive the 10% premium and we are also running the risk of the cost of the project being greater. Chief Gourdeau reiterated to the board it would make the most sense to have the construction company who is already on-site with all their equipment do the project. John Buchanan advised Homestar will already be on-site and possibly have downtime where they are able to work on the wellness structure if there are delays in other areas of the expansion. Chief Gourdeau advised that we are still experiencing significant shortages of resources and with that, we will see another budget surplus this year. The wellness structure is something that is identified in our strategic plan as a measure to improve overall wellness of our police officers. Chief Gourdeau made the point that the surpluses in recent years have been attained on the back of officers who have had to work far too much overtime (over 200K in 2023). We lost some officers for periods of time due to burnout. We need to do all that we can to improve workplace wellness, this has a significant impact on our resources and thus on our ability to deliver the police service - this is an operational matter. The Chief feels strongly that this structure must not be part of the construction project. He would like to see the surplus be used for something we need operationally and/or our strategic plan, which this project does, and he feels comfortable defending the ask of using surplus funds to build the Wellness Structure. Tiffany Mackay French asked why this project wasn't brought before council. Kevin Darling explained the meeting with council had to be cancelled as we did not have third party information related to quotes for the solar panels, battery, and repairs to the fire suppression system. If we wanted the Wellness Structure to be included in the expansion we were required to bring the proposal to council in June, but if the decision of the Board is to put the project through alternative funding or the operational budget, we do not need to present it to council.

*It was moved by John Buchanan and seconded by Mike Biggar to fund the Wellness Structure in its entirety of \$62,000 through funding from grants and/or the operating budget. Five in favour, one against. **MOTION CARRIED.***

It was noted the one member against, Kerrie Luck, was concerned about public perception, timing, and the cost of the project.

*It was moved by John Buchanan and seconded by Mike Biggar to approach council for approval to include the installation of solar panels, battery, and replacement of the generator of approximately \$75,000 in the expansion project as this would be out of the scope of the original proposal. All in favour. **MOTION CARRIED.***

*It was moved by John Buchanan and seconded by Mike Biggar to proceed with the Energy Audit, as applied for by A/DC Henderson. All in favour. **MOTION CARRIED.***

*It was moved by John Buchanan and seconded by Mike Biggar to proceed with a review of the existing Sprinkler System Pump operation and review as required. Any costs over \$10,000 will be referred back to the Finance Committee and Board. Building Committee Chair, Bob McLaughlin will coordinate the review and minimize any cost impact. Any cost will be borne by the maintenance budget. All in favour. **MOTION CARRIED.***

**7. CORRESPONDENCE:**

We received two letters from Fredericton Police Force thanking Sgt. Evan Scott and Cpl. Mark Roberts for their work on a case involving a three-vehicle incident. The board thanks the officers for representing the force.

We received an invitation to Town Council. Kevin Darling suggested we schedule visits to both Councils on a quarterly basis to provide updates.

Kevin Darling advised we received the Town Budget Schedule and will begin working on our 2025 budget in June.

**8. OLD BUSINESS:**

Kevin Darling advised the committee he sent out an email to everyone on the board today regarding the Canadian Association of Police Governance Conference in Halifax in August. The early bird discount ends May 31<sup>st</sup>. If there is anyone interested in attending, please reach out to either Kevin Darling, Chief Gourdeau, or Rebecca Moore.

**9. NEW BUSINESS:**

Kevin sent a letter to the auditors asking for a quote but there was no response.

*It was moved by Mike Biggar and seconded by Vibhuti Harquail to defer the discussion of the appointment of auditors to the June meeting. All in favour. **MOTION CARRIED.***

**10. IN CAMERA SESSION**

Chief Steve Gourdeau, A/DC Henderson, and Ashley Wisted exited the board meeting.



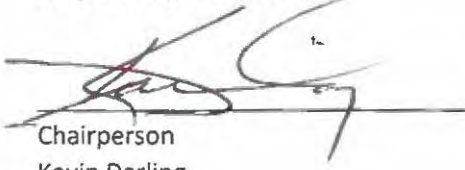
**11. MOTION TO ADJOURN:**

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


*It was moved by Mike Biggar and seconded by John Buchanan to adjourn the Regular Meeting. **MOTION CARRIED.***

**Adjourned 6:30 PM**

Respectfully Submitted,



Chairperson  
Kevin Darling



Executive Assistant to the Board  
Ashley Wisted



KENNEBECASIS REGIONAL JOINT BOARD OF  
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT  
JUNE 26, 2024 @ 1530hrs

**REGULAR MEETING**

## Training Report June 2024

	Course	Location	Member
June 4-6	Integrated Enforcement Unit Workshop	Fredericton	Cst. Jonathan MacEachern Cst. Rob Moore
June 10-11	ETS Training	Saint John	A/Sgt. Aaron Haines Cst. Nick Dupuis Cpl. Mark Roberts
June 17	ETS Training	Saint John	A/Sgt. Aaron Haines Cst. Nick Dupuis
June 18-20	LEOSH	Quebec City	Cst. Ryan Walker
June 18-27	Unsolved & Historical Death Investigations	Canadian Police College	Det./Cst. Dylan Lisson
June 19-20	WorkSafe – Criminal OHS Meeting	Moncton	Cst. Sebastien Lee Det./Cst. Jackie Curren
June 19-20	Interviewing Workshop with Rob Thomas	Virtual through APA	A/Insp. Kim Bennett Cst. Shawn Toner
June 22-23	Ground Search and Rescue	Saint John	Cst. Chris McLeod
June 23-25	CACP Equity, Diversity, & Inclusion Conference	Edmonton, Alberta	Insp. Anika Becker
June 24-27	SFST Instructor	Fredericton	A/Sgt. Tom White

## 2024 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	388	417	407	389	480							
TOTAL FILES CREATED	110	232	232	223	260							
POPA/M Tickets/E Tickets	91	123	163	92	119							
Bylaw Tickets	14	15	3	1	7							
Crimes Against Persons	18	11	13	7	12							
Property Crime	24	27	27	40	34							
Other CC	6	6	7	8	6							
Traffic Collisions (Non-Injury)	40	27	35	24	25							
Fatal and Injury Traffic Collisions	0	2	1	5	6							
Intimate Partner Violence Files	20	18	13	17	10							
Impaired Driving (All categories)	5	4	9	14	8							
Mental Health Calls	8	11	9	8	17							



## 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.

- Chief and Insp. Becker met with Mohamed Bagha and Dr. Bob Whitney for progress on the anti-racism strategy. Next step is community consultation with various community leaders. Topics include:
  - Internal assessment and training
  - Community engagement and outreach
  - Accountability and transparency
  - Recruitment and retention
  - Policy review and reform
  - Partnerships and collaboration
  - Continuous monitoring and evaluation
- Inspector Becker attended the Hive where the Saint John Newcomers Centre hosted an appreciation ceremony for volunteers for the Future Engage Program.
- Several members attended to KV Oasis grand opening. Lunch and learned hosted at KRPF where the KV Oasis Program Director gave a presentation about services at the center.
- Inspector Becker attending the CACP Equity, Diversity & Inclusion conference in Edmonton June 24 & 25.
- Proactive patrols conducted around high school graduation celebrations.
- File of Life Program/post on social media
- Fraud Presentation at St. Paul's Church
- Social Media Post on spring clean up resulted in items believed to be stolen, returned.

### TRAFFIC INITIATIVES

#### April 2024 Traffic Report

Tickets:	Total 126	Traffic 58	Patrol 68
Collisions:	Total 31	Traffic 17	Patrol 14
Impaired Driving:	Total 8	Traffic 3	Patrol 5
RIDE:	Total 20	Traffic 12	Patrol 8

#### KRPF Traffic Safety Blog with Higgins Insurance:

May – Bike Safety, to be rolled out through social media in segments.

#### Canada Road Safety Week Stats from May 14-20<sup>th</sup>:

Tickets issued – 50  
 RIDE road checks – 15  
 Impaired driving offences – 3

These stats do not capture anything generated by JPS officers who also assisted during RIDE road checks.



## EMPLOYEE ENGAGEMENT AND WELL-BEING

- Held another Cadet Sponsorship presentation
- 1 confirmed Cadet from Program attending APA in July
- Lunch and Learn - KV Oasis
- Lunch and Learn - NBMEPP (Municipal Employee Pension Plan)
- Three APA Cadets have started their on the job training
- Grand re-opening of KV Oasis
- Photo taken for new Bldg. addition
- Health and Wellness Committee hosted BBQ for all staff
- Employee Wellness – Celebrated 4 staff birthdays with cake
- 3 UNBSJ Honours and Masters students under Dr. Mary Ann Campbell, working in building (reviewing mental health calls)
- Chief Gourdeau & Acting Deputy Chief Henderson did testimonial through Province on Restorative Justice
- SLT attended Dynamics of Critical Incident/Portapique
- SLT attended presentation of Joe Roberts/Skid Row to CEO.

### Workplace Procedures and Practices:

1. Respectful Workplace and Wellness
  - Leadership Essentials for Everyone Workshop Completed June 4<sup>th</sup>
2. Administrative processes and workload review
  - Hiring Process
    - i. Cadet Sponsorship July Intake – 1 Cadet Sponsoree identified
    - ii. Active Letter of Offer – Experienced Officer – Deadline June 24<sup>th</sup>
    - iii. Cadet Sponsorship – Dec Intake –Deadline to apply June 18<sup>th</sup> (2 Seats)
  - Resignations – Cst. Marc LeBlanc; Cst. Todd Carr
  - In dyer need to do hiring marketing outside our province.
3. Salary and Benefit Administration
  - Nothing to report
4. Health & Safety
  - Nothing to report

## EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

### CID

#### Members began/continue investigation into the following files:

- 24-1997 An ATV reported stolen from a residence. ATV was recovered smashed up. CID investigated and located a suspect who had returned to the area. 1 Youth arrested and confessed and identified his co-accused. Investigation is still ongoing.
- 24-2031 Sexual assault reported by DSD regarding a youth and the boyfriend of the mother. Investigation is in the early stages, and we are working with DSD.

## 2024August12OpenSessionFINAL\_052

- 24-1965 Theft of a vehicle at Dolan Road Irving. The victim went in to pay for gas and left the keys in the ignition. When he came out someone was in his vehicle, he tried to stop them, but the suspect fled. \*\*\*Vehicle located in Saint John with Female driving; she is being charged with possession of stolen property\*\*\*\*
- 24-1939 Break and Enter into a residence. Victim reporting gold bars and other valuables missing. The value is approx. \$200,000.00.
- 24-1484 and 24-1340 Suspects in numerous car thefts in Southern New Brunswick including Saint John, KV and Fredericton were arrested after a multi-jurisdictional operation including the FPF, SJPF, KRPF and RCMP. In total 5 youth were arrested after one of the stolen vehicles operated by the youth was spotted and then pursued by the RCMP helicopter. These arrests will conclude 2 stolen vehicle investigations currently with the KRPF CID. The youths were members of the T6 gang from Fredericton. The two vehicles stolen from KV were in the Fredericton area.
- 24-1406 - Commercial Break and Enter, suspects caused major building damage by breaking in and attempting to steal the ATM machine with negative results using a stolen U-Haul truck from Moncton. The Truck was recovered in Havelock and was burnt.

### Members concluded investigations into the following new files:

- 24-1052 - \$10,000 Fraud investigation, Fraudsters worked with the victim on the phone to "help" her change her banking password. This was part of the fraud and with the information they gained in speaking with the victim they were able to defraud her of the money. \*\*\* Money refunded by bank, concluded\*\*\*\*\*
- 24-1087 Unknown suspects broke into numerous travel trailers stealing the TVs at both Leisure Time and RV Canada in Quispamsis in early. Multiple suspects were identified from SJ and are believed to be responsible for numerous commercial B&Es in the area. As a result, members of the KRPF CID and SJPF MCU formed a temporary task force to focus on the group of suspects. The investigations are still ongoing with some arrested in late April already being made and others hopefully coming soon. \*\*\*\*Main suspect, Deceased by overdose\*\*\*\*

### Special Mention

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

### IEU

Operation "RED" with target being a local to the KRPF, Suspects have moved out of the area but still responsible for supplying the Valley with drugs. \*\*\*Concluded\*\*\*\* Disrupted and drugs and guns seized and more details to follow.

### K9 Unit :

- Nothing to report

### Diversity, Equity and Inclusion:

- Insp. Becker attended CACP Equity, Diversity and Inclusion Conference from June 23-25 in Alberta.
- Pride Month/post on social media

### IT Update:

- Christian Brideau working on update and changes required for the building expansion.

### Miscellaneous

**Labor Management:** Ongoing

**Human Rights and Office Language Complaints:** Nothing to report

# Kennebecasis Regional Police Force

## Budget vs. Actuals: YTD May 2024



	YTD May 2024			2024
	Actual	Budget	over Budget	Annual Budget
<b>Income</b>				
Municipal Funding Rothesay	1,405,328.75	1,405,328.75	0.00	3,372,789.00
Municipal Funding Quispamsis	2,130,450.00	2,130,450.00	0.00	5,113,075.00
Prior Year Surplus	391.65	391.65	0.00	940.00
Other Primary Income	318,303.56	225,833.37	92,470.19	542,000.00
<b>Total Income</b>	<b>3,854,473.96</b>	<b>3,762,003.77</b>	<b>92,470.19</b>	<b>9,028,804.00</b>
<b>Expenses</b>				
Admin	363,041.09	460,875.00	-97,833.91	1,106,100.00
Building	160,138.10	163,855.40	-3,717.30	393,253.00
Crime Control	2,976,517.65	3,008,104.55	-31,586.90	7,219,451.00
Vehicles	94,679.84	129,168.82	-34,488.98	310,000.00
<b>Total Expenses</b>	<b>3,594,376.68</b>	<b>3,762,003.77</b>	<b>-167,627.09</b>	<b>9,028,804.00</b>
<b>Net Income (Surplus/Deficit)</b>	<b>260,097.28</b>	<b>0.00</b>	<b>260,097.28</b>	<b>0.00</b>



A meeting of the Board of Trustees, Kennebecasis Public Library was held on June 19<sup>th</sup>, 2024 at 6:30pm.

**In Attendance:**; Ms. C. Hansen, Vice-Chair; Mrs. A. Watling, Treasurer; Ms. N. Emerson, Secretary; Mr. D. Shea, Mr. N. Donovan, Mr. P. Smith, Mrs. C. Millican.

**Regrets:** Mr. J. Clarke, Mr. A. Maxwell, Chair

**Absences:**

**Call to Order:** Ms. Hansen called the meeting to order at 6:30 pm.

### **Approval of Agenda**

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

### **Disposition of Minutes**

Mrs. Watling moved to approve the minutes of the May 2024 regular meeting. Mr. Donovan seconded, and the motion carried.

### **Communications**

Ms. Emerson updated the board on multiple inquiries from the community re: creating a Little Free Library in Rothesay, and the library's involvement in developing and supporting such an initiative, which has consisted of advice derived from the Library's experience operating its own Little Free Library, coordinating with Town officials and patrons, and providing free books to stock the Little Free Library when it is ready for use.

### **Report of the Librarian**

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

### **Financial Statement**

Mrs. Watling presented the financial report, outlining the expenditures far in 2024 and noting a small surplus that will be addressed with elevator contract and audit fees. Discussion ensued.

### **Facilities Management**



Ms. Emerson presented Phil Shedd, the facility manager's monthly report of work completed and upcoming projects, including the exterior repainting of the library and minor repairs to the HVAC system. Discussion ensued.

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

### **New and Unfinished Business**

Ms. Emerson updated the board on the expansion of the library's hours, taking place on June 25<sup>th</sup>, and promotions to notify the community of this change. The library's open hours will be increasing from 34 hours weekly to 41 hours weekly, including opening at 10 a.m. from Tuesday – Saturday and closing at 8 p.m. two evenings per week. This change will require assistance from on-call workers to fill staffing requirements.

Ms. Emerson updated the board on the Summer Reading Club's progress and the launch party for the SRC, taking place June 25<sup>th</sup>, and invited board members to volunteer their assistance for the party.

**Adjournment:** As there was no other business, Ms. Hansen moved that the meeting be adjourned at 7:05 pm.

**Next Meeting:** The next meeting is scheduled for Wednesday, September 18<sup>th</sup>, 2024 at 6:30pm, in person at the library.

Respectfully submitted,

Norah Emerson  
Library Director and Secretary to the Board



**KENNEBECASIS PUBLIC LIBRARY INC.**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**KENNEBECASIS PUBLIC LIBRARY INC.**

2024 August 12 Open Session FINAL\_057

**DECEMBER 31, 2023**

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## INDEPENDENT AUDITORS' REPORT

To the Directors of the Kennebecasis Public Library Inc.

### *Qualified Opinion*

We have audited the financial statements of the Kennebecasis Public Library Inc., (the "Library") which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2022, and the results of its operations changes in net assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Qualified Opinion*

In common with many charitable organizations, the Library derives revenues from the general public in the form of donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of revenues from donations was limited to the amounts recorded in the records of the Library and we were not able to determine whether any adjustments might be necessary to these revenues, annual deficit, assets and net assets.

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 Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

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

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

In preparing the financial statements, management is responsible for assessing the Library'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 Library or to cease operations, or has no realistic alternative but to do so.

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

(continues)



*Auditors' Responsibilities for the Audit of the Financial Statements*

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

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

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



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick  
June 19, 2024

# KENNEBECASIS PUBLIC LIBRARY INC.

2024 August 12 Open Session FINAL 060  
STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 78,106	\$ 737
Accounts receivable		
General	1,556	340
Federal Government and its agencies (Note 4)	<u>10,307</u>	<u>62,054</u>
	<u>\$ 89,969</u>	<u>\$ 63,131</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 24,150	\$ 18,818
Deferred revenue (Note 5)	<u>31,364</u>	<u>25,558</u>
	<u>55,514</u>	<u>44,376</u>
<b>NET ASSETS</b>	<u>34,455</u>	<u>18,755</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 8)	6,119,516	6,118,214
Accumulated amortization (Note 8)	<u>(2,662,410)</u>	<u>(2,429,288)</u>
	3,457,106	3,688,926
Prepaid expenses	<u>9,313</u>	<u>8,879</u>
	<u>3,466,419</u>	<u>3,697,805</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 3,500,874</u>	<u>\$ 3,716,560</u>

**COMMITMENTS** (Note 7)

**APPROVED BY:**

Norah Emerson Director

Amy Watling Treasurer



# KENNEBECASIS PUBLIC LIBRARY INC.

2024 August 12 Open Session FINAL\_061

## STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u> Budget (Note 10)	<u>2023</u> Actual	<u>2022</u> Actual
<b>REVENUE</b>			
Contributions by Municipalities - operating (Note 6)	\$ 218,212	\$ 230,861	\$ 213,574
Interest and sundry income	4,500	5,163	1,308
Donations (Note 5)	-	3,005	1,652
Grants	<u>-</u>	<u>10,754</u>	<u>13,675</u>
	<u>222,712</u>	<u>249,783</u>	<u>230,209</u>
<b>EXPENDITURE</b>			
Building and grounds maintenance (Note 7)	97,743	97,967	90,907
Insurance	8,465	8,464	8,119
Office	6,990	9,701	7,121
Wages	29,962	28,733	35,098
Professional development	2,000	163	56
Professional fees	13,079	12,725	13,045
Public relations	2,000	1,116	2,003
Program supplies	4,500	3,387	6,133
Utilities	48,953	50,868	46,020
Communications	7,981	8,122	7,874
Purchase of books and materials	-	3,005	1,652
Operating equipment and maintenance (Note 7)	8,115	1,335	5,348
Miscellaneous	1,220	1,745	1,725
Amortization	<u>238,138</u>	<u>238,138</u>	<u>239,238</u>
	<u>469,146</u>	<u>465,469</u>	<u>464,339</u>
<b>ANNUAL DEFICIT FOR THE YEAR (Note 9)</b>	<b>\$ <u>(246,434)</u></b>	<b>(215,686)</b>	<b>(234,130)</b>
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>		<u>3,716,560</u>	<u>3,950,690</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		<u>\$ 3,500,874</u>	<u>\$ 3,716,560</u>



# KENNEBECASIS PUBLIC LIBRARY INC.

2024 August 12 Open Session FINAL\_062

## STATEMENT OF CHANGES IN NET ASSETS

AS AT DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
Annual deficit	\$ (215,686)	\$ (234,130)
Acquisition of tangible capital assets	(6,318)	(19,628)
Amortization of tangible capital assets	<u>238,138</u>	<u>239,238</u>
	<u>16,134</u>	<u>(14,520)</u>
Acquisition of prepaid assets	(9,313)	(8,878)
Use of prepaid assets	<u>8,879</u>	<u>8,499</u>
	<u>(434)</u>	<u>(379)</u>
Increase (decrease) in net assets	15,700	(14,900)
Net assets - beginning of year	<u>18,755</u>	<u>33,655</u>
Net assets - end of year	<u>\$ 34,455</u>	<u>\$ 18,755</u>

# KENNEBECASIS PUBLIC LIBRARY INC.

2024 August 12 Open Session FINAL\_063

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual deficit	\$ (215,686)	\$ (234,130)
Amortization of tangible capital assets	238,138	239,238
Accounts receivable - General	(1,216)	1,215
Accounts receivable - Federal Government and its agencies	51,747	(51,379)
Due from related party	-	5,079
Accounts payable and accrued liabilities	5,332	(27,942)
Deferred revenue	5,806	4,178
Change in prepaid expenses	<u>(434)</u>	<u>(380)</u>
	<u>83,687</u>	<u>(64,121)</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	<u>(6,318)</u>	<u>(19,628)</u>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	77,369	(83,749)
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>737</u>	<u>84,486</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 78,106</u>	<u>\$ 737</u>

# KENNEBECASIS PUBLIC LIBRARY INC.

2024 August 12 Open Session FINAL\_064

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

### 1. PURPOSE OF THE ORGANIZATION

Kennebecasis Public Library Inc. (the "Library") was incorporated without share capital under the laws of the Province of New Brunswick to establish, maintain and operate a public library for the benefit of the members of the communities of Rothesay and Quispamsis. These municipalities have each agreed to pay a proportional share, based on population, of the net budgeted operating costs of the Library on a monthly basis. The Library qualifies as a charitable organization and, as such, is exempt from income taxes. Books, reading materials and employee salaries paid by the Province of New Brunswick are not included in these financial statements.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Library are the representations of management prepared in accordance with Canadian generally accepted accounting principles for New Brunswick municipalities by the Department of Local Government, as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada.

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

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

#### Reporting Entity

The financial statements reflect the assets, liabilities, revenues, expenditures and changes in net assets 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 Library and which are owned or controlled by the Library. The operating results of the Friends of Kennebecasis Public Library (Note 6) are included in these financial statements.

Interdepartmental and organizational transactions and balances are eliminated.

#### Financial Instruments

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



## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

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

Cash and Cash Equivalents

Cash and cash equivalents include cash balances on deposit with banks.

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 expenditures are incurred.

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

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenditures 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:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets; and
- the recoverability of tangible capital assets.

Tangible Capital Assets

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

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	15 years
Building	20-40 years
Furniture and equipment	5 years

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

Economic Dependence

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

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

### 3. FINANCIAL INSTRUMENTS

The Library 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 Library'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 Library is exposed to credit risk from its accounts receivable. The risk is minimized as the majority of the amounts receivable are due from the Federal Government.

#### Liquidity Risk

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

#### Currency Risk

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

#### Interest Rate Risk

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

### 4. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2023</u>	<u>2022</u>
Canada Revenue Agency (HST refund)	\$ <u>10,307</u>	\$ <u>62,054</u>

### 5. DEFERRED REVENUE

The Library receives restricted donations specific to the purchase of books, materials and related supplies.



NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

6. RELATED PARTY TRANSACTIONS

The Library is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Library. During the year, the Library recognized the following contributions from the Towns as revenue:

	2023	2022
Quispamsis	\$ 140,916	\$ 130,357
Rothesay	<u>89,945</u>	<u>83,217</u>
	<u>\$ 230,861</u>	<u>\$ 213,574</u>

7. COMMITMENTS

Controls & Equipment Ltd. - Building Automation & HVAC Service Agreement

In 2016, the Library committed \$3,622 payable over 2 semi annual installments to Controls & Equipment Ltd. commencing on December, 2016. This agreement shall continue from year to year with an annual increase in costs no greater than the inflation index as published by Statistics Canada. In 2023, the amount of \$3,622 was committed for the next year.

KONE Inc. - Elevator Maintenance Agreement

In 2014, the Library committed \$190 each month payable annually each June for a period of fifteen years to KONE Inc. commencing on June 1, 2014. Each June, monthly payments are subject to annual escalation based on industry labour and process costs. In 2019, the monthly amount increased to \$295, with total payments of \$4,549 being made during the year. The minimum annual payment due over the next year is \$4,271.

Xtra - Photocopier Lease Contract

In 2018, the Library committed \$229 per month payable for 66 months commencing on December 18, 2018. During the year, total payments of \$3,571 were made. The minimum annual payment due over the next year is \$2,884.20.

Ultra Alarm Services - Fire Alarm Contract

In 2016, the Library committed \$563 for one year commencing on November 27, 2016. The agreement will be automatically renewed each year unless terminated by either party. During the year, total payments were made of \$575. The minimum annual payment due over the next year is \$563.



NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

7. COMMITMENTS (cont'd)

Jani-King - Cleaning and Refuse Disposal

In February 2020, the Library committed \$35,535 per year for two years for janitorial and refuse services effective March 1, 2020. The contract was extended for 2022, 2023 and 2024. During the year, total payments of \$44,505 were made. The minimum annual payment due over the next year is \$38,990.

Homestar - Snow Removal Contract

During the year, the Library committed \$11,299 per year for three years commencing in the fall of 2022 for snow removal. During the year, total payments of \$19,009 were made. The minimum annual payment due over the next year is \$11,299.

Homestar - Lawn Care Contract

In 2020, the Library committed \$3,565 per year for three years commencing on March 20, 2020. The agreement will be automatically renewed each year unless terminated by either party. During the year, 4 payments were made for a total of \$5,376. The minimum annual payment due over the next year is \$4,025.

# KENNEBECASIS PUBLIC LIBRARY INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

### 8. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Land Improvements</u>	<u>Building</u>	<u>Furniture and Equipment</u>	<u>2023 Total</u>	<u>2022 Total</u>
<b>COST</b>						
Balance - beginning of year	\$ 337,544	\$ 250,572	\$ 5,005,485	\$ 524,613	\$ 6,118,214	\$ 6,113,397
Add: net additions during the year	-	-	-	6,318	6,318	19,628
Less: disposals during the year	-	-	-	(5,016)	(5,016)	(14,811)
Balance - end of year	<u>337,544</u>	<u>250,572</u>	<u>5,005,485</u>	<u>525,915</u>	<u>6,119,516</u>	<u>6,118,214</u>
<b>ACCUMULATED AMORTIZATION</b>						
Balance - beginning of year	-	158,698	1,802,472	468,118	2,429,288	2,204,861
Add: amortization during the year	-	16,705	201,936	19,497	238,138	239,238
Less: accumulated amortization on disposals	-	-	-	(5,016)	(5,016)	(14,811)
Balance - end of year	<u>-</u>	<u>175,403</u>	<u>2,004,408</u>	<u>482,599</u>	<u>2,662,410</u>	<u>2,429,288</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 337,544</u>	<u>\$ 75,169</u>	<u>\$ 3,001,077</u>	<u>\$ 43,316</u>	<u>\$ 3,457,106</u>	<u>\$ 3,688,926</u>

**KENNEBECASIS PUBLIC LIBRARY INC.**

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**NOTES TO FINANCIAL STATEMENTS****DECEMBER 31, 2023****9. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)**

	<b>General Operating Fund</b>	<b>Capital Fund</b>	<b>Total</b>
2023 annual surplus (deficit)	\$ <u>22,452</u>	\$ <u>(238,138)</u>	\$ <u>(215,686)</u>
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	8,306	-	8,306
Capital purchased through General Operating Fund	(6,318)	6,318	-
Amortization expense	-	238,138	238,138
Accumulated amortization on disposal of capital assets	<u>-</u>	<u>(5,016)</u>	<u>(5,016)</u>
Total adjustments to 2023 annual surplus (deficit)	<u>1,988</u>	<u>239,440</u>	<u>241,428</u>
2023 annual surplus (deficit) for funding requirements	\$ <u><u>24,440</u></u>	\$ <u><u>1,302</u></u>	\$ <u><u>25,742</u></u>



# KENNEBECASIS PUBLIC LIBRARY INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

### 10. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget <u>General</u>	Amortization <u>TCA</u>	<u>Transfers</u>	<u>Total</u>
<b>REVENUE</b>				
Rothsay	\$ 85,012	\$ -	\$ -	\$ 85,012
Quispamsis	133,200	-	-	133,200
Surplus of second previous year	8,306	-	(8,306)	-
Interest and sundry income	<u>4,500</u>	<u>-</u>	<u>-</u>	<u>4,500</u>
	<u>231,018</u>	<u>-</u>	<u>(8,306)</u>	<u>222,712</u>
<b>EXPENDITURE</b>				
Building and grounds maintenance	97,743	-	-	97,743
Insurance	8,465	-	-	8,465
Office	6,990	-	-	6,990
Wages	29,962	-	-	29,962
Professional development	2,000	-	-	2,000
Professional fees	13,079	-	-	13,079
Public relations	2,000	-	-	2,000
Utilities	48,953	-	-	48,953
Communications	7,981	-	-	7,981
Program supplies	4,500	-	-	4,500
Operating equipment and maintenance	8,115	-	-	8,115
Miscellaneous	1,220	-	-	1,220
Amortization	<u>-</u>	<u>238,138</u>	<u>-</u>	<u>238,138</u>
	<u>231,008</u>	<u>238,138</u>	<u>-</u>	<u>469,146</u>
Deficit	\$ <u>10</u>	\$ <u>(238,138)</u>	\$ <u>(8,306)</u>	\$ <u>(246,434)</u>

# Town of Rothesay

## General Fund Financial Statements

June 30, 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-G7
Variance Report	G8
Capital Summary	G9

# Town of Rothesay

## Balance Sheet - Capital General Fund

6/30/2024

### ASSETS

Capital Assets - General Land	4,559,420
Capital Assets - General Fund Land Improvements	9,589,049
Capital Assets - General Fund Buildings	9,637,827
Capital Assets - General Fund Vehicles	4,409,167
Capital Assets - General Fund Equipment	4,292,506
Capital Assets - General Fund Roads & Streets	46,412,337
Capital Assets - General Fund Drainage Network	21,775,730
Capital Assets - Under Construction - General	889,415
	<hr/>
	101,565,450

Accumulated Amortization - General Fund Land Improvements	(5,460,336)
Accumulated Amortization - General Fund Buildings	(3,206,373)
Accumulated Amortization - General Fund Vehicles	(3,303,261)
Accumulated Amortization - General Fund Equipment	(2,704,325)
Accumulated Amortization - General Fund Roads & Streets	(24,153,596)
Accumulated Amortization - General Fund Drainage Network	(8,411,195)
	<hr/>
	(47,239,088)

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\$ 54,326,363

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### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	329,500
Total Long Term Debt	4,993,000

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Total Liabilities	\$ 5,322,500
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Investment in General Fund Fixed Assets	49,003,863
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\$ 54,326,363

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# Town of Rothesay

Balance Sheet - General Fund Reserves  
6/30/2024

## ASSETS

BNS Gas Tax Interest Account	4,672,288
BNS General Operating Reserve #214-15	982,759
BNS General Capital Reserves #2261-14	1,962,982
BNS - LPP Reserves	1,247
	<u>\$ 7,619,276</u>

## LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,817,004
Invest. in General Capital Reserve	1,792,536
General Gas Tax Funding	855,284
Invest. in General Operating Reserve	982,759
Invest. in Land for Public Purposes Reserve	171,693
	<u>\$ 7,619,276</u>

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## Town of Rothesay

Balance Sheet - General Operating Fund

6/30/2024

## CURRENT ASSETS

Cash	2,594,259
Receivables	66,040
HST Receivable	321,044
Inventory	142,001
Gen Operating due to/from Util Operating	(410,495)
Total Current Assets	<u>2,712,849</u>
Other Assets:	
Projects	<u>1,530,414</u>
TOTAL ASSETS	<u><u>4,243,263</u></u>

## CURRENT LIABILITIES AND EQUITY

Accounts Payable	655,444
Other Payables	701,259
Gen Operating due to/from Gen Capital	(329,500)
Accrued Sick Leave	22,100
Accrued Pension Obligation Y/E	(31,900)
Accrued Retirement Allowance	493,887
Def. Rev-Quispamsis/Library Share	17,710
TOTAL LIABILITIES	<u><u>1,529,000</u></u>

## EQUITY

Retained Earnings	170,623
Surplus/(Deficit) for the Period	<u>2,543,640</u>
	<u><u>2,714,264</u></u>
	<u><u>4,243,263</u></u>

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# Town of Rothesay

Statement of Revenue &amp; Expenditure

6 Months Ended 6/30/2024

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,855,199	1,855,199	11,131,194	11,131,194	(0)		22,262,389
Sale of Services	35,761	34,975	313,936	234,850	79,086		474,300
Services to Province of New Brunswick	0	14,771	27,467	42,238	(14,771)		80,000
Other Revenue from Own Sources	87,189	11,375	245,405	73,758	171,647		142,008
CORE Equalization	6,549	6,549	39,292	39,291	0		78,583
Conditional Transfers	3,294	6,000	236,756	7,500	229,256		51,500
Other Transfers	45,719	45,719	1,153,158	403,158	750,000		677,470
	<u>\$2,033,710</u>	<u>\$1,974,587</u>	<u>\$13,147,207</u>	<u>\$11,931,989</u>	<u>\$1,215,218</u>		<u>\$23,766,250</u>
<b>EXPENSES</b>							
General Government Services	509,425	505,068	1,691,607	1,933,227	241,620		2,923,971
Protective Services	482,831	481,850	3,487,606	3,529,173	41,567		6,623,274
Transportation Services	246,262	239,035	2,203,570	2,373,875	170,305		4,210,726
Environmental Health Services	69,024	82,363	528,859	518,180	(10,679)		1,032,360
Environmental Development	35,185	47,204	260,853	458,705	197,852		753,090
Recreation & Cultural Services	258,009	272,265	1,315,656	1,371,346	55,690		2,884,957
Fiscal Services	312,722	311,617	1,115,416	362,808	(752,608)		5,337,872
	<u>\$1,913,458</u>	<u>\$1,939,403</u>	<u>\$10,603,567</u>	<u>\$10,547,315</u>	<u>(56,252)</u>		<u>\$23,766,250</u>
Surplus (Deficit) for the Year	<u>\$120,253</u>	<u>\$35,185</u>	<u>\$2,543,640</u>	<u>\$1,384,674</u>	<u>\$1,158,966</u>		<u>\$ (0)</u>



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## Town of Rothesay

Statement of Revenue & Expenditure  
6 Months Ended 6/30/2024

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	3,500	2,083	30,313	12,500	17,813	1	25,000
Wells Canopy revenue	1,250	0	4,375	0	4,375		0
Town Hall Rent	9,402	8,333	56,414	50,000	6,414		100,000
Community Garden revenue	0	0	1,020	900	120		900
Fox Farm Rental revenue	1,950	1,750	11,700	10,500	1,200		21,000
Arena Revenue	87	433	153,242	110,600	42,642	2	214,900
Recreation Programs	19,572	22,375	56,872	50,350	6,522		112,500
	<b>35,761</b>	<b>34,975</b>	<b>313,936</b>	<b>234,850</b>	<b>79,086</b>		<b>474,300</b>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	71,150	6,875	123,788	41,250	82,538	3	82,500
KVFD Admin Penalties	0	0	1,225	0	1,225		0
Recycling Dillies & Lids	0	0	467	800	(333)		800
Interest & Sundry	15,014	2,667	63,926	16,000	47,926	4	32,000
Miscellaneous	25	833	45,290	5,000	40,290	5	10,000
Fire Dept. Administration	1,000	1,000	6,000	6,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<b>87,189</b>	<b>11,375</b>	<b>245,405</b>	<b>73,758</b>	<b>171,647</b>		<b>142,008</b>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	2,400	1,500	900		1,500
Grant - Other	0	0	231,062	0	231,062	6	0
Grant - Students	3,294	6,000	3,294	6,000	(2,706)		50,000
	<b>3,294</b>	<b>6,000</b>	<b>236,756</b>	<b>7,500</b>	<b>229,256</b>		<b>51,500</b>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	128,845	128,845	0		128,845
Utility Fund Transfer	45,719	45,719	274,313	274,313	0		548,625
Transfer from Capital Reserve	0	0	750,000	0	750,000	7	0
	<b>45,719</b>	<b>45,719</b>	<b>1,153,158</b>	<b>403,158</b>	<b>750,000</b>		<b>677,470</b>
<b>EXPENSES</b>							
<b>General Government Services</b>							
Legislative							
Mayor	4,677	5,000	27,355	30,000	2,645		60,000
Councillors	15,267	12,999	85,877	77,991	(7,886)		155,983
Regional Service Commission 9	2,326	2,326	13,957	13,958	0		27,915
Other	175	1,958	2,775	11,750	8,975		23,500
	<b>22,446</b>	<b>22,283</b>	<b>129,964</b>	<b>133,699</b>	<b>3,735</b>		<b>267,398</b>
<b>Administrative</b>							
Administration - Wages & Benefits	87,546	87,109	562,548	562,730	182		1,193,550
Office Building	13,703	10,981	110,361	116,786	6,424		180,871
Supplies	10,970	15,333	80,494	85,000	4,506		184,000
Solicitor	6,820	0	27,693	50,000	22,307	8	50,000
Professional Fees	0	0	18,945	97,000	78,055	9	110,000
Other	8,626	8,898	71,037	77,389	6,352		122,779
	<b>127,666</b>	<b>122,322</b>	<b>871,078</b>	<b>988,905</b>	<b>117,827</b>		<b>1,841,200</b>
<b>Other General Government Services</b>							
Website/Other	0	500	1,434	3,000	1,566		3,000
Community Communications (Team)	141	708	2,120	59,250	57,130	10	63,500
Civic Relations	0	83	1,714	500	(1,214)		1,000
Insurance	0	0	297,334	330,201	32,867	11	330,201
Donations	0	0	9,222	36,500	27,278	12	36,500
Cost of Assessment	359,172	359,172	359,172	359,172	0		359,172
Property Taxes - L.P.P.	0	0	18,618	18,000	(618)		18,000
Fox Farm Rental Expenses	0	0	950	4,000	3,050		4,000
	<b>359,313</b>	<b>360,464</b>	<b>690,564</b>	<b>810,623</b>	<b>120,059</b>		<b>815,373</b>
<b>Total General Government Services</b>	<b>509,425</b>	<b>505,068</b>	<b>1,691,607</b>	<b>1,933,227</b>	<b>241,620</b>		<b>2,923,971</b>
<b>Protective Services</b>							
Police							
Police Protection	281,066	281,066	1,686,395	1,686,395	0		3,372,789
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<b>281,066</b>	<b>281,066</b>	<b>1,689,195</b>	<b>1,689,195</b>	<b>0</b>		<b>3,375,589</b>
<b>Fire</b>							
Fire Protection	200,576	200,576	1,461,362	1,453,729	(7,633)	13	2,860,185
Water Costs Fire Protection	0	0	335,000	335,000	0		335,000
	<b>200,576</b>	<b>200,576</b>	<b>1,796,362</b>	<b>1,788,729</b>	<b>(7,633)</b>		<b>3,195,185</b>
<b>Emergency Measures</b>							
EMO Director/Committee	0	0	0	50,000	50,000	14	50,000
	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>		<b>50,000</b>
<b>Other</b>							
Animal & Pest Control	1,190	208	2,050	1,250	(800)		2,500
	<b>1,190</b>	<b>208</b>	<b>2,050</b>	<b>1,250</b>	<b>(800)</b>		<b>2,500</b>
<b>Total Protective Services</b>	<b>482,831</b>	<b>481,850</b>	<b>3,487,606</b>	<b>3,529,173</b>	<b>41,567</b>		<b>6,623,274</b>

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### Transportation Services

Common Services							
Administration (Wages & Benefits)	121,128	133,512	768,237	825,344	57,107	15	1,648,000
Workshops, Yards & Equipment	87,547	69,608	463,863	460,311	(3,552)		824,261
Engineering	0	0	0	7,500	7,500		7,500
	<u>208,675</u>	<u>203,120</u>	<u>1,232,100</u>	<u>1,293,155</u>	<u>61,055</u>		<u>2,479,761</u>
Roads & Streets	14,281	13,167	30,759	30,840	81		77,000
Crosswalks & Sidewalks	5,529	1,040	12,109	7,845	(4,264)		35,570
Culverts & Drainage Ditches	0	0	60,054	60,000	(54)		100,000
Street Cleaning & Flushing	150	0	11,936	10,000	(1,936)		10,000
Snow & Ice Removal	0	7,500	688,660	807,000	118,340	16	1,172,000
	<u>19,961</u>	<u>21,707</u>	<u>803,518</u>	<u>915,685</u>	<u>112,167</u>		<u>1,394,570</u>
Street Lighting	13,988	12,500	79,507	75,000	(4,507)		150,000
Traffic Services							
Street Signs	1,349	1,500	6,011	9,500	3,489		15,000
Traffic Lanemarking	0	0	34,367	35,000	633		35,000
Traffic Signals	2,289	0	12,940	10,000	(2,940)		20,000
Railway Crossing	0	0	12,975	12,062	(914)		25,000
	<u>3,638</u>	<u>1,500</u>	<u>66,293</u>	<u>66,562</u>	<u>268</u>		<u>95,000</u>
Public Transit							
Public Transit - Comex Service	0	0	21,275	22,224	948		88,895
Public Transit - Other	0	208	876	1,250	374		2,500
	<u>0</u>	<u>208</u>	<u>22,151</u>	<u>23,474</u>	<u>1,322</u>		<u>91,395</u>
<b>Total Transportation Services</b>	<b>246,262</b>	<b>239,035</b>	<b>2,203,570</b>	<b>2,373,875</b>	<b>170,305</b>		<b>4,210,726</b>

### Environmental Health Services

Solid Waste Disposal Land Fill garbage	21,129	20,697	146,295	124,180	(22,115)	17	248,360
Solid Waste Disposal Landfill Compost	4,152	3,333	19,189	20,000	811		40,000
Solid Waste Collection Fero	42,805	58,333	348,117	350,000	1,883		700,000
Solid Waste Recycling bins	0	0	0	4,000	4,000		4,000
Clean Up Campaign	0	0	8,480	20,000	11,520	18	40,000
Food Cycler	939	0	6,779	0	(6,779)		0
<b>Total Environmental Health Services</b>	<b>69,024</b>	<b>82,363</b>	<b>528,859</b>	<b>518,180</b>	<b>(10,679)</b>		<b>1,032,360</b>

### Environmental Development Services

Planning & Zoning							
Administration (Wages and benefits)	23,269	34,447	188,686	317,160	128,474	19	535,000
Administration	325	1,167	2,484	37,000	34,516	20	44,000
Planning Projects	0	0	100	25,000	24,900	21	25,000
Heritage Committee	0	0	0	5,000	5,000	22	5,000
	<u>23,594</u>	<u>35,613</u>	<u>191,271</u>	<u>384,160</u>	<u>192,889</u>		<u>609,000</u>
Envision Saint John	11,591	11,591	69,545	69,545	(0)		139,090
Tourism	0	0	38	5,000	4,963	23	5,000
	<u>11,591</u>	<u>11,591</u>	<u>69,583</u>	<u>74,545</u>	<u>4,962</u>		<u>144,090</u>
<b>Total Environmental Development Service</b>	<b>35,185</b>	<b>47,204</b>	<b>260,853</b>	<b>458,705</b>	<b>197,852</b>		<b>753,090</b>

### Recreation & Cultural Services

Administration (wages and benefits)	30,566	29,844	202,551	192,000	(10,551)	24	384,000
Administration	5,107	2,000	47,298	43,500	(3,798)		55,500
Rothsay Arena	24,256	31,645	202,408	207,205	4,797		380,500
Parks & Gardens	88,122	101,720	385,973	399,253	13,280	25	868,000
Playgrounds and Fields	24,738	20,583	60,233	68,500	8,267		134,000
Rothsay Common Rink	2,896	967	52,555	69,450	16,895	26	96,150
Memorial Centre	9,181	5,433	43,948	40,650	(3,298)		72,850
Train Station	0	0	0	29,600	29,600	27	29,600
Wells Building	2,611	3,292	34,586	24,750	(9,836)	28	44,500
James Renforth	386	0	477	0	(477)		0
Beaches	5,304	10,000	6,030	12,164	6,134		64,000
Summer Programs	11,633	12,042	15,962	18,395	2,433		98,000
The Hive expenses	884	1,208	6,456	7,250	794		14,500
Regional Facilities Commission	27,890	27,890	167,338	167,337	(0)		334,675
Kennebecasis Public Library	8,250	8,250	49,497	49,497	0		98,994
Regional Facilities Commission Capital	4,892	4,892	9,295	9,295	0		157,688
Special Events	11,294	12,500	23,550	24,500	950		44,000
PRO Kids	0	0	7,500	7,500	0		7,500
Rothsay Living Museum	0	0	0	500	500		500
<b>Total Recreation and Cultural Services</b>	<b>258,009</b>	<b>272,265</b>	<b>1,315,656</b>	<b>1,371,346</b>	<b>55,690</b>		<b>2,884,957</b>

### Fiscal Services

Debt Charges							
Interest	74,722	73,617	91,416	88,808	(2,608)		223,872
Debtenture Payments	238,000	238,000	274,000	274,000	0		714,000
	<u>312,722</u>	<u>311,617</u>	<u>365,416</u>	<u>362,808</u>	<u>(2,608)</u>		<u>937,872</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		4,250,000
Capital Projects Funded by reserves	0	0	750,000	0	(750,000)		0
Reserve Funds	0	0	0	0	0		150,000
	<u>0</u>	<u>0</u>	<u>750,000</u>	<u>0</u>	<u>(750,000)</u>		<u>4,400,000</u>
<b>Total Fiscal Services</b>	<b>312,722</b>	<b>311,617</b>	<b>1,115,416</b>	<b>362,808</b>	<b>(752,608)</b>		<b>5,337,872</b>

## 2024August12OpenSessionFINAL\_079

## Town of Rothesay

## Variance Report - General Fund

Note #		Actual	month ending Budget	6/30/2024 Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Bill McGuire Memorial Centre	\$ 30,313	\$ 12,500	\$ 17,813	Budget allocated over year
2	Arena Revenue	\$ 153,242	\$ 110,600	\$ 42,642	Revenue higher than budgeted
3	Licenses & Permits	\$ 123,788	\$ 41,250	\$ 82,538	Conservative budget estimate
4	Interest & Sundry	\$ 63,926	\$ 16,000	\$ 47,926	Conservative budget estimate
5	Miscellaneous	\$ 45,290	\$ 5,000	\$ 40,290	Sale of sweeper \$40k
6	Grant - Other	\$ 231,058	\$ -	\$ 231,058	Wells building
7	Transfer from Capital Reserve	\$ 750,000	\$ -	\$ 750,000	Reserve funds for vacuum truck
<b>Expenses</b>					
<i>General Government</i>					
8	Solicitor	27,693	50,000	\$ 22,307	Expenses not yet incurred
9	Professional Fees	18,945	97,000	\$ 78,055	\$75K Head hunter fees
10	Community Communications (Team)	2,120	59,250	\$ 57,130	\$55K budgeted for communications study
11	Insurance	297,334	330,201	\$ 32,867	Budget higher than actual
12	Donations	9,222	36,500	\$ 27,278	Donation budget remaining
<i>Protective Services</i>					
13	Fire Protection	1,260,786	1,253,153	\$ (7,633)	Ppty tax estimate too low
14	EMO Director/Committee	0	50,000	\$ 50,000	EMO Plan
<i>Transportation</i>					
15	Administration (Wages & Benefits)	768,237	825,344	\$ 57,107	Vacant position
16	Snow & Ice Removal	688,660	807,000	\$ 118,340	Budget set by past usage, 2024 less storms
<i>Environmental Health</i>					
17	Solid Waste Collection Fero	146,295	124,180	\$ (22,115)	\$23K Fuel escalation
18	Clean Up Campaign	8,480	20,000	\$ 11,520	Lower cost than anticipated
<i>Environmental Development</i>					
19	Administration (wages and benefits)	188,686	317,160	\$ 128,474	Vacant positions
20	Adminsitration	2,484	37,000	\$ 34,516	Annual budget for bylaw enforcement \$30K
21	Planning Projects	100	25,000	\$ 24,900	Annual budget for planning projects
22	Heritage Committee	-	5,000	\$ 5,000	Annual budget for Heritage Committee
23	Tourism	38	5,000	\$ 4,963	Annual budget for Tourism
<i>Recreation &amp; Cultural Services</i>					
25	Administration (wages and benefits)	202,551	192,000	\$ (10,551)	Pay raise after annual budget
26	Parks & Gardens	385,973	399,253	\$ 13,280	Vacant position in of \$8K
27	Rothesay Common Rink	52,555	69,450	\$ 16,895	Casual wages lower than anticipated and shorter season
28	Train Station	0	29,600	\$ 29,600	Annual budgt for train station 2023 YE no accrual was set up for cleaning, supplies and hydro higher than budgeted, Ppty tax \$5K higher than
29	Wells Building	34,586	24,750	\$ (9,836)	budget
<i>Fiscal Services</i>					
30	Capital Projects Funded by reserves	\$ 750,000	\$ -	\$ (750,000)	Reserve funds for vacuum truck



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## Town of Rothesay

Capital Projects 2024

General Fund

6 Months Ended 6/30/2024

	ANNUAL BUDGET	CURRENT Y-T-D	Remaining Budget
<b>General Government</b>			
G 202* 00* IT	15,000	0	15,000
G-2024-00* Train Station building	350,000	0	350,000
Unassigned: Renforth Beach property	0	267,731	(267,731)
Total General Government	365,000	267,731	97,269
<b>Protective Services</b>			
P-202*-0** Protective Serv. Equipment Purchases	200,000	165,657	34,343
Total Protective Services	200,000	165,657	34,343
<b>Transportation</b>			
T-2024-001 Asphalt	3,395,000	368,901	3,026,099
T-2024-00* Wiljac Improvements	2,500,000	0	2,500,000
T-2024-00* Grove building	60,000	19,078	40,922
T-202*-00* Fleet Replacement	1,875,000	875	1,124,125
Total Transportation	7,830,000	388,853	6,691,147
<b>Recreation</b>			
R-202*-00* Recreation Equipment	145,000	84,127	60,873
R-2022-004 Wells Bldg	50,000	9,233	40,767
R-202*-00* Arena Renovation	105,000	98,600	6,400
R-2024-00* Wells parking lot	500,000	0	500,000
R-2024-00* Cathodic protection	75,000	69,557	5,443
R-2024-00* Zamboni	140,000	0	140,000
Total Recreation	1,015,000	261,517	753,483
<b>Carryovers</b>			
T-2023-001 Asphalt 2023		906	(906)
T-2023-004 Intersection Improvement (Gondola/Clark)		412,422	(412,422)
R-2022-002 Recreation Pickle Ball		785	(785)
R-202*-00* Recreation Master Plan		32,543	(32,543)
		446,656	(446,656)
<b>Total</b>	<b>\$ 9,410,000</b>	<b>\$ 1,530,414</b>	<b>\$ 750,000 \$ 7,129,586</b>

### 2024 Budget and Funding Allocation

Funding	2024	Operating	Reserve	Gas Tax	Borrow
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

\* Capital project number to be assigned

# Town of Rothesay

Utility Fund Financial Statements

June 30, 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 6/30/2024

ASSETS

## Assets:

Capital Assets - Under Construction - Utilities	878,012
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	2,003,612
Capital Assets Utilities Equipment	813,621
Capital Assets Utilities Water System	29,927,286
Capital Assets Utilities Sewer System	27,631,288
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<hr/>
	61,748,834

Accumulated Amortization Utilites Buildings	(987,689)
Accumulated Amortization Utilites Water System	(10,089,626)
Accumulated Amortization Utilites Sewer System	(10,343,511)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(54,277)
Accumulated Amortization Utilites Equipment	(466,112)
Accumulated Amortization Utilites Roads & Streets	(27,861)
	<hr/>
	(22,011,108)

TOTAL ASSETS	<hr/> <hr/>
	39,737,726

LIABILITIES

## Current:

Util Capital due to/from Util Operating	(285,000)
	<hr/>
Total Current Liabilities	(285,000)

## Long-Term:

Long-Term Debt	8,201,558
	<hr/>
Total Liabilities	7,916,558

EQUITY

## Investments:

Investment in Fixed Assets	31,821,168
	<hr/>
Total Equity	31,821,168

TOTAL LIABILITIES & EQUITY	<hr/> <hr/>
	39,737,726

Town of Rothesay  
Balance Sheet - Utilities Fund Reserves  
6/30/2024

ASSETS

BNS Utility Capital Reserve # 00241 12	1,426,380
	<u>\$ 1,426,380</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	935,104
Invest. in Utility Operating Reserve	116,796
Invest. in Sewerage Outfall Reserve	374,481
	<u>\$ 1,426,380</u>



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# Town of Rothesay

Utilities Fund Operating Balance Sheet  
As at 6/30/2024

## ASSETS

### Current assets:

Accounts Receivable Net of Allowance	1,109,543
Total Current Assets	1,109,543

### Other Assets:

Projects	1,352,462
	1,352,462

TOTAL ASSETS	\$ 2,462,004
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## LIABILITIES

Accrued Payables	16,263
Due from General Fund	(410,495)
Due to Capital Fund	285,000
Deferred Revenue	10,677
Total Liabilities	(98,555)

## EQUITY

### Surplus:

Opening Retained Earnings	40,521
Profit (Loss) to Date	2,520,038
	2,560,559

TOTAL LIABILITIES & EQUITY	\$ 2,462,004
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## 2024August12OpenSessionFINAL\_085

Town of Rothesay  
Utilities Operating Income Statement  
6 Months Ended 6/30/2024

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	280,993	305,750	593,908	603,500	(9,592)	1	1,165,000
Meter and non-hookup fees	16,640	15,875	33,830	31,750	2,080		63,500
Water Supply for Fire Prot.	0	0	335,000	335,000	0		335,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	(3,653)	0	2,184,209	2,154,283	29,926	2	2,154,283
Connection Fees	110,100	8,417	119,450	37,500	81,950	3	75,000
Developers' Share	0	0	18,355	0	18,355	4	0
Interest Earned	7,681	7,500	52,656	45,000	7,656		90,000
Misc. Revenue	600	769	3,713	4,612	(900)		9,224
Infrastructure Grants	0	0	378,486	0	378,486	5	0
Surplus - Previous Years	0	0	33,993	33,993	0		33,993
<b>TOTAL RECEIPTS</b>	<b>412,361</b>	<b>338,310</b>	<b>3,812,479</b>	<b>3,304,638</b>	<b>507,841</b>		<b>3,985,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	18,288	18,288	109,725	109,725	0		219,450
Wages	15,697	16,831	115,993	121,001	5,008		240,000
Audit/Legal/Training	175	167	8,827	7,500	(1,327)		8,500
Other Water	28	625	28	3,750	3,722		7,500
Purification & Treatment	206,668	196,417	378,523	379,500	977		568,000
Transmission & Distribution	479	917	39,532	40,500	968		130,000
Power & Pumping	3,923	4,667	29,937	28,000	(1,937)		56,000
Billing/Collections	59	417	1,587	2,500	913		5,000
Water Purchased	0	0	517	600	83		1,200
Misc. Expenses	0	3,667	6,609	16,000	9,391	6	32,000
McGuire Road Operating	3,500	1,667	8,131	10,000	1,869		20,000
<b>TOTAL WATER SUPPLY</b>	<b>248,817</b>	<b>243,660</b>	<b>699,409</b>	<b>719,076</b>	<b>19,667</b>		<b>1,287,650</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	27,431	27,431	164,588	164,588	0		329,175
Wages	30,000	30,000	180,000	180,000	0		360,000
Audit/Legal/Training	175	750	8,552	10,500	1,948		15,000
Collection System Maintenance	6,724	6,250	9,481	39,500	30,019	7	85,000
Sewer Claims	0	0	10,823	10,000	(823)		20,000
Lift Stations	4,357	7,167	63,234	41,500	(21,734)	8	82,500
Treatment/Disposal	7,374	9,000	58,858	67,000	8,142	9	121,000
Misc. Expenses	203	2,333	1,481	14,000	12,519	10	28,000
<b>TOTAL SWGE COLLECTION &amp; DISPO</b>	<b>76,264</b>	<b>82,931</b>	<b>497,015</b>	<b>527,088</b>	<b>30,072</b>		<b>1,040,675</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	0	0	0	0		2,026
Interest on Long-Term Debt	58,911	58,911	81,018	106,018	25,000	11	263,941
Principal Repayment	15,000	15,000	15,000	15,000	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
<b>TOTAL FISCAL SERVICES</b>	<b>73,911</b>	<b>73,911</b>	<b>96,018</b>	<b>121,018</b>	<b>25,000</b>		<b>1,656,675</b>
<b>TOTAL EXPENSES</b>	<b>398,992</b>	<b>400,503</b>	<b>1,292,442</b>	<b>1,367,181</b>	<b>74,740</b>		<b>3,985,000</b>
<b>NET INCOME (LOSS) FOR THE PER</b>	<b>13,369</b>	<b>(62,192)</b>	<b>2,520,038</b>	<b>1,937,457</b>	<b>582,581</b>		<b>(0)</b>

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# Town of Rothesay

Variance Report - Utility Operating

6/30/2024

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	593,908	603,500	(9,592)	Amt owing from 2023 \$7k, Sprinkler fees budget wasn't updated for new rate
2	Sewerage Services	2,184,209	2,154,283	29,926	New Apartment buildings not factored into budget
3	Connection Fees	119,450	37,500	81,950	Budgeted amts allocated based on prior year revenue
4	Developers' Share	18,355	0	18,355	Cost shared for sidewalk on Hampton rd
5	Infrastructure Grants	378,486	0	378,486	WWTF grant
Expenditures					
Water					
6	Misc. Expenses	6,609	16,000	9,391	timing
Sewer					
7	Collection System Maintenance	9,481	39,500	30,019	timing
8	Lift Stations	63,234	41,500	(21,734)	replacement of VFD at FV lagoon
9	Treatment/Disposal	58,858	67,000	8,142	timing
10	Misc. Expenses	1,481	14,000	12,519	timing
Fiscal Services					
11	Interest on Long-Term Debt	81,018	106,018	25,000	Budgeted for interim interest

2024August12OpenSessionFINAL\_087

# Town of Rothesay

Capital Projects 2024

Utility Fund

6 Months Ended 6/30/2024

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		
<b>WATER</b>					
W-2022-003 Filtration Bldg Water	775,000	10,355	764,645		
W-2024-00* Production Wells TH90-1	65,000	0	65,000		
W-2024-00* Storage bldg renovations	55,000	0	55,000		
W-2024-00* Shadowhill water line	250,000	0	250,000		
W-2024-00* Treatment effluent tank re-lining	30,000	0	30,000		
W-2024-00* Filter Bldg heat system upgrade	40,000	2,397	37,603		
W-2024-00* Transfer switch VDF Wells 1 & 2	50,000	0	50,000		
W-2024-00* Large scale tapping machine	40,000	0	40,000		
	<u>\$ 1,305,000</u>	<u>\$ 12,752</u>	<u>\$ 1,292,248</u>		
<b>SEWER</b>					
T-2024-001 Sewer work in Ashphalt contract	100,000	0	100,000		
S-2023- 004 WWTF Plant	2,000,000	91,950	1,908,050		
W-2024-00* Frances Ave lift station replacement	120,000	0	120,000		
S-2023-002 Lagoon Dredging	1,500,000	385,542	1,114,458		
Unbudgeted: Emergency Sewer repair on Rothesay Rd	0	40,049	(40,049)		
	<u>3,720,000</u>	<u>517,541</u>	<u>3,202,459</u>		
<b>Total Approved</b>					
	<u>5,025,000</u>	<u>530,292</u>	<u>4,494,708</u>		
<b>Carryovers</b>					
Funded from Reserves					
W-2021-004 Well Development - Quality		4,649	(4,649)		
S-2021-001 Turnbull Court Sewer		817,521	(817,521)		
		<u>822,169</u>	<u>(822,169)</u>		
	<u>5,025,000</u>	<u>1,352,462</u>	<u>3,672,538</u>		
<b>Funding:</b>					
	Total	Operating	Reserves	Borrow	Gas Tax
Water	1,305,000	630,000		\$ 250,000	425,000
Sewer	3,720,000	120,000		\$ 2,625,000	100,000
	<u>\$ 5,025,000</u>	<u>\$ 750,000</u>	<u>\$ -</u>	<u>\$ 2,875,000</u>	<u>\$ 525,000</u>

\*Project # to be assigned



Town of Rothesay

2024-06-30

Donations/Cultural Support	Budget	219500-60	Paid to date
KV3C (in kind)	2,500.00		
NB Medical Education Trust	5,000.00		5,000.00
KV Food Basket	5,000.00		2,000.00
Fairweather Scholarship	1,000.00		
Saint John Theatre Company	1,000.00		
Symphony NB	2,500.00		\$2000 in Jul
sub	17,000.00		7,000.00
Other:	19,500.00		
Portage			500.00
KVBA U14			250.00
Police/Fire Hockey			472.00
Refund from Big Brother/Big Sister	-		500.00
RHS Fairweather Scholarship			1,000.00
KV Girls Softball			250.00
Fundy Soccer Association			250.00
sub	19,500.00		2,222.00
	36,500.00		9,222.00
G/L Balance			9,222.00
Other:			
Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
PRO Kids	7,500.00	7,500.00	Recreation
	10,300.00	10,300.00	

# TOWN OF ROTHESAY

FINANCE COMMITTEE

July 24, 2024

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander, Chairman

Councillor Helen Boyle

Councillor Don Shea

Treasurer Doug MacDonald

Financial Officer Laura Adair

Absent:

Town Manager John Jarvie

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

The agenda was accepted (HB/DS)

## **Review of Minutes**

The minutes of June 20, 2024 were accepted as presented (DS/HB)

## **June Internal Financial statements**

General - financial statements and variance reports were reviewed. There are no significant changes from prior months. Payroll variances relate to vacant positions. Unassigned capital expenditure is the Renforth Beach property purchase. Intersection Improvement at Gondola/Clark road will be funded by a debenture and will not impact funding for current year capital projects. Mayor Nancy Grant suggested clarification is needed by council on the name of the Wells building.

Utilities – financial statements and variance reports were reviewed. The second quarter water billings are included in statements and variance indicates usage is lower than anticipated. Minor change on capital report (pg #20) the original budget of \$3.5M for the WWTF Plant has been separated, \$1.5M has been allocated to the Lagoon dredging project. Turnbull Court is finally complete.

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

### **Donation Requests**

#### **St Joseph's Hospital Foundation**

Moved by Councillor Don Shea and seconded by Councillor Boyle to provide a donation of \$1,000.  
APPROVED

### **For Information**

**CCBF 2024-2028 Funding** - Rothesay to receive \$850,687 in 2024. A new Five-Year Capital Investment Plan for 2024-2028 will need to be submitted once approved by Council. CCBF Funding has restrictions regarding what types of capital projects can be included. It hasn't mandated housing development but requires your plan to indicate how it would help with the housing crisis. Plans will also require more detailed projects descriptions rather than broad categories of the types of projects.

**Housing Accelerator Fund Program** - The 2024 Federal Budget announced an additional \$400 million in funding until 2027-28. This funding is only available only to applicants who were not approved in the 2023 application window.

#### **Additional requirements for the second round of funding**

- **Alignment with best practices:** Your updated action plan initiatives should align with the 10 Housing Accelerator Fund best practices, available on CMHC's website.
- **Four units as-of-right:** You must commit to implementing bylaws for 4 units as-of-right in your updated action plan or have already done so before submitting your application.
- **New initiatives:** Most of your initiatives should not have started before the Budget 2024 announcement on April 16, 2024.

**Compliance report** – all items filed.

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

### **Next Meeting**

The next meeting is set for Thursday August 22, 2024.

The meeting adjourned at 9:15am.

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Deputy Mayor Matt Alexander, Chairman

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Financial Officer Laura Adair



# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	July 30, 2024
RE	:	Donation Recommendations

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The finance committee recommends the following motion re donation requests:

Council approve the request for an operating grant to St Jospeh's Hospital Foundation in the amount of \$1,000.



**SCHEDULE A**

**Application for Rothesay Municipal Grant**

App. Date: June 19, 2024

Applicant: St. Joseph's Hospital Foundation

Address: 130 Bayard Dr, Saint John, NB E2L 3L6

Contact: Andrea Scott

Tel. 632-5497

Email: andrea.scott@horizonNB.ca

Organization Description:

The Mission of the Foundation is to raise funds to help meet the needs of St. Joseph's Hospital for equipment, research and education.

Amount Requested: \$1,000.00

Descriptions of proposed event or activity:

September for St. Joe's is a fundraising event to support St. Joe's Prostate Clinic AND St. Joe's Eye Clinic. This multi-faceted event includes a radio campaign, a social media campaign, and third party fundraising events. This year will include an exciting Pallet Build Challenge presented by Kent.

Project costs:

The costs for September for St. Joe's are minimal, as expenses are covered by sponsorships and in-kind sponsorships.

Benefits to town of Rothesay:

All residents of the Town of Rothesay, and the entire Greater Saint John Region, will benefit directly or indirectly from the success of this event. September for St. Joe's 2024 will support the purchase of a state-of-the-art MRI-Ultrasound for the Prostate Clinic (if diagnosed early, prostate cancer has a 90% cure rate) and a wide-angle camera for the eye clinic (helping to diagnose and treat retinal disorders and ocular cancers that previously would have had delayed or undetected diagnosis).

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

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



**ROTHESAY**  
2024 August 12 Open Session FINAL\_093  
WORKS AND UTILITIES COMMITTEE MEETING  
**Rothesay Town Hall Common Room**  
Wednesday, July 17<sup>th</sup>, 2024  
**5:30 p.m.**



**PRESENT:** DEPUTY MAYOR ALEXANDER, CHAIRPERSON  
SHAWN CARTER, VICE CHAIRPERSON  
SARAH RICHARDS  
CYNTHIA VANBUSKIRK  
STEPHEN ROSENBERG  
GEORGE THAMBI

**DRAFT**

DIRECTOR OF OPERATIONS BRETT McLEAN  
RECORDING SECRETARY DEBBIE KEYES

**ABSENT:** COUNCILLOR DAVE BROWN  
TOWN MANAGER JOHN JARVIE

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

**1. APPROVAL OF AGENDA**

**MOVED** by S. Carter and seconded by G. Thambi the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES**

2.1 Regular Works and Utilities Committee meeting of June 19<sup>th</sup>, 2024.

**MOVED** by S. Richards and seconded by S. Carter the minutes of June 19<sup>th</sup>, 2024 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. DELEGATIONS**

**4.1 Request for 25km/hr speed signs on Kingshurst Lane**

John McAvity

4.1.1 26 June 2024

Email from resident RE: Request for 25km/hr speed signs on  
Kingshurst Lane

John McAvity who lives at 29 Kingshurst Lane introduced himself and stated he has lived on Kingshurst Lane for 56 years. Mr. McAvity explained that Kingshurst Lane is, or was, a very quiet and peaceful lane, a dead end, small road which crosses the railway tracks and leads to the waterfront. There have been a number of changes in the lane with new houses, people having more cars per household, delivery vehicles, service vehicles. Kingshurst Lane is a one-way lane, not a road or street, which complicates matters when two cars meet in opposite directions. In such cases, one vehicle typically needs to maneuver onto someone's driveway to allow the other vehicle to pass. The increased number of vehicles on the lane has exacerbated these challenges. Some driveways are blind or partially obstructed, and pets and pedestrians, especially in the evenings, further add to the complexity and potential hazards of navigating the lane. Mr. McAvity suggested the Town needs to take into consideration local circumstances because one-size-fits-all does not work on Kingshurst

Lane. He also mentioned the speed dips at Renforth Wharf, which are designed as inverted bumps rather than raised ones, which would be perfect for Kingshurst Lane.

Mr. McAvity had three suggestions for the Town:

- Reduce the speed on Kingshurst Lane to 25km/hr
- Change the speed limit on all lanes to 25km/hr in the Traffic By-Law
- Installation of a traffic calming system, speed bump, rumble strips, “Children Playing” signs.

DM Alexander explained the traffic by-law policy of the Town is 40km/hr speed limit on all lanes, roads and streets. In order to change the traffic by-law, the revision to the traffic by-law is submitted, and approved by, the Registrar of Motor Vehicles. This is a long process, and current revisions must be approved before further revisions are submitted.

DM Alexander also explained the Town does not install speed bumps due to concerns regarding winter plowing operations. Permanent speed bumps can pose challenges for plow operators. Instead, the Town had installed speed dips, which have proven to be effective, particularly around James Renforth Drive. These measures help to manage traffic speed while accommodating the needs of winter maintenance operations.

DO McLean stated rumble strips are only beneficial at higher speeds than would be seen on Kingshurst Lane and also the Town only installs “children playing” signs at Town owned recreation facilities such as playgrounds.

DO McLean explained the Town installed the speed radar pads on Kingshurst Lane one week before this meeting to monitor traffic speed.

The results from measuring 303 traffic movements on the lane over a 2 day period were as follows:

- The 85% percentile speed was between 35 and 36km/hr.
- 4.62% of vehicles were traveling at speeds over 40 km/hr.

These findings suggest that a majority of vehicles on the street were within the speed limit of 40 km/hr, while a small percentage exceeded this speed.

The Committee discussed the fact that 40km/hr is fast for Kingshurst Lane, and that some sort of traffic calming solution to slow traffic would be beneficial. The discussion included such measures as speed bumps, ‘Slow Down’ signage, rumble strips and planters. The Committee discussed making a recommendation to Council that the Town purchase two of the “Slow Down” signs and have them installed on Kingshurst Lane, one at either end of the street and that Council request staff to investigate various options of traffic calming measures with costing. The Committee also discussed sending a letter to all residents of the neighborhood reminding them to reduce speed given the narrow street and children and pets at play on Kingshurst Lane.

Members of the gallery left the meeting 6:05 p.m.

**MOVED** by S. Carter and seconded by S. Rosenberg make a recommendation to Council that the Town purchase two of the “Slow Down” signs and have them installed on Kingshurst Lane, one at either end of the lane.

**CARRIED.**

**MOVED** by S. Carter and seconded by S. Rosenberg make a recommendation to Council that staff investigate various options of traffic calming measures with costing for Kingshurst Lane.

**CARRIED.**

**MOVED** by S. Carter and seconded by S. Rosenberg make a recommendation to Council that the Committee send a letter to the residents of Kingshurst Lane reminding them to reduce speed given the narrow street and children and pets at play on Kingshurst Lane.

**CARRIED.**

**5. REPORTS & PRESENTATIONS**

N/A

**6. UNFINISHED BUSINESS:**

**6.1 Capital Projects Summary**

- Light poles have been installed on Clark Road

**6.2 Solid Waste Tonnage Report**

**RECEIVED FOR INFORMATION.**

**6.3 Speed Radar Sign Report**

**RECEIVED FOR INFORMATION.**

**7. CORRESPONDENCE FOR ACTION**

N/A

**8. NEW BUSINESS:**

N/A

**9. CORRESPONDENCE FOR INFORMATION**

**9.1 Update – Hampton Road Islands**

The Town hired a contractor to renovate all the islands along Hampton Road, which includes replacing the soil, planting new grass, mulching, and adding perennial plants.

**9.2 Update - Lagoon Desludging**

The desludging is proceeding as planned. To date, there has only been one complaint and the complaint was related to the truck traffic coming in and out of the lagoon site. The forecasted completion date is August 2024.



**9.3 Update – Dead Fish in Salmon Creek**

Extreme hot weather which causes water levels to drop and creates isolated pools where fish can become trapped and die due to the lack of oxygen is an unfortunate condition which has occurred in Salmon Creek in other years. This year the number of fish was excessive. The Town's Operations Department has worked diligently to dispose of the dead fish in the area.

**9.4 Update – Private Lanes**

- Deferred to next meeting

**10. DATE OF NEXT MEETING:**

The next meeting is scheduled on Wednesday, August 21<sup>st</sup>, 2024.

**11. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 6:34 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2024 August 12 Open Session FINAL\_097  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : July 17, 2024  
RE : Request for 25km/hr speed signs on Kingshurst Lane

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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday July 17<sup>th</sup>, 2024:

**MOVED ... and seconded ...:**

**MOVED** by S. Carter and seconded by S. Rosenberg make a recommendation to Council that the Town purchase two of the "Slow Down" signs and have them installed on Kingshurst Lane, one at either end of the lane.

**CARRIED.**

**MOVED** by S. Carter and seconded by S. Rosenberg make a recommendation to Council that staff investigate various options of traffic calming measures with costing for Kingshurst Lane.

**CARRIED.**

**MOVED** by S. Carter and seconded by S. Rosenberg make a recommendation to Council that the Committee send a letter to the residents of Kingshurst Lane reminding them to reduce speed given the narrow street and children and pets at play on Kingshurst Lane.

**CARRIED.**



2024August12OpenSessionFINAL\_098

## BUILDING PERMIT REPORT

7/1/2024 to 7/31/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
07/02/2024	BP2024-00005	45 DOBBIN ST (LOT 2)	56 Unit MULTI-DWELLING BUILDING	\$8,500,000.00	\$61,625.00
07/05/2024	BP2024-00017	50 CHATWIN ST	SINGLE FAMILY	\$400,000.00	\$2,900.00
07/31/2024	BP2024-00043	18 SIMONE ST	DETACHED GARAGE	\$28,000.00	\$203.00
07/23/2024	BP2024-00062	16 VICTORIA CRES	FENCE	\$4,600.00	\$36.25
07/19/2024	BP2024-00092	67 ELIZABETH PKWY	ADDITION	\$250,000.00	\$1,812.50
07/09/2024	BP2024-00093	1 CHANTALE ST	DETACHED GARAGE	\$70,000.00	\$507.50
07/22/2024	BP2024-00094	13 TERRI ST	ABOVE GROUND POOL/DECK	\$17,000.00	\$123.25
07/03/2024	BP2024-00095	4 SHERYL DR	SIDING	\$2,000.00	\$20.00
07/04/2024	BP2024-00096	83 HAMPTON RD	RENOVATION	\$2,000.00	\$20.00
07/05/2024	BP2024-00097	2194 ROTHESAY RD	DECK	\$43,000.00	\$311.75
07/05/2024	BP2024-00098	5 CLARK RD	FENCE	\$2,000.00	\$20.00
07/22/2024	BP2024-00100	25 MEADOW DR	ADDITION	\$50,000.00	\$362.50
07/11/2024	BP2024-00101	40 FRANCES AVE	DECK	\$3,500.00	\$29.00



# ROTHESAY

2024August12OpenSessionFINAL.099

## BUILDING PERMIT REPORT

7/1/2024 to 7/31/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
07/09/2024	BP2024-00102	83 PARK DR	DECK	\$16,000.00	\$116.00
07/08/2024	BP2024-00103	4 JOELYN LANE	ABOVE GROUND POOL	\$1,000.00	\$20.00
07/10/2024	BP2024-00105	18 BEL-AIR AVE	SIDING	\$5,000.00	\$36.25
07/11/2024	BP2024-00106	8 ROTHESAY PARK RD	FENCE	\$163,695.00	\$1,189.00
07/16/2024	BP2024-00107	53 MALISEET DR	WINDOWS	\$44,821.00	\$326.25
07/22/2024	BP2024-00108	21 SHIPYARD RD	WINDOWS	\$2,299.00	\$21.75
07/16/2024	BP2024-00109	102 HAMPTON RD	DEMOLITION	\$0.00	\$500.00
07/26/2024	BP2024-00111	67 PARK DR	ADDITION	\$55,000.00	\$398.75
07/31/2024	BP2024-00113	1 LINDEN CRES	DECK	\$5,545.00	\$43.50
07/29/2024	BP2024-00115	194 GONDOLA POINT RD	SIDING	\$11,300.00	\$87.00
07/22/2024	BP2024-00116	25 CRESTLINE RD	SIDING	\$44,000.00	\$319.00
07/29/2024	BP2024-00117	53 MALISEET DR	DECK	\$7,456.00	\$58.00
07/26/2024	BP2024-00119	260 RENSHAW RD	ABOVE GROUND POOL	\$20,000.00	\$145.00





## BUILDING PERMIT REPORT

7/1/2024 to 7/31/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
07/31/2024	BP2024-00120	35 KINGSHURST LN	FENCE	\$2,000.00	\$20.00
07/26/2024	BP2024-00121	166 GONDOLA POINT RD	DETACHED GARAGE	\$30,000.00	\$217.50
07/31/2024	BP2024-00125	26 HIGHLAND AVE	WINDOWS	\$7,000.00	\$50.75
Totals:				\$9,787,216.00	\$71,519.50
Summary for 2024 to Date:				\$16,896,060.80	\$124,203.50

### 2023 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$3,055,131.00	\$22,203.25
Summary to Date:	\$13,346,986.57	\$99,437.25



2024August12OpenSessionFINAL\_101

# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 8 August 2024  
RE : Capital Project – Status Report

The following is a list of 2024 capital projects, holdover 2019 and 2023 capital projects and the status of each along with a continuing project from 2016.

	PROJECT	BUDGET	\$ TO 31/05/24*	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
2023	Hillsview water line replacement	50,000		Preliminary design complete, consultation with stakeholders underway
	Recreation Master Plan	60,000	100%	Accepted at May Council Meeting.
	Water Treatment Train expansion	630,000	30%	Tender for next phase issued in July for consideration at September Council meeting.
2024	WWTP Phase II design	\$4M	2%	Agreement signed, design underway.
	2024 Street Resurfacing inc C&S	\$3.5M	10%	Project underway with Aug. 31 <sup>st</sup> completion date.
	Wiljac Improvements	\$2.5M		Maybe phased
	Arena Condenser	100,000	100%	Installation in off-season
	Shadow Hill Court water	250,000		Preliminary design and cost estimates complete, consultation with stakeholders underway
	Lagoon Dredging	\$1.32M	32%	Work underway with September 1 <sup>st</sup> projected completion date.
	Water quantity	60,000		Project scope change proposed for August Council meeting.
	Frances Avenue Lift Stn	100,000		Deferred to 2025
	Utility Building Renovations	100,000		Storage bldg. \$30,000 & heating system \$40,000 in planning stage
	IT plan	15,000		new equipment and phones
	KVFD Capital	203,700	85%	(Fleet -118,400, Equip -44,600, Facilities -40,700)
	Town Hall	37,000		HVAC, Windows, painting doors, etc.
	Upgrade to water treatment plant	405,000		Tender for next phase issued in July for consideration at September Council meeting.
	Grove Bldg. Security Fence	60,000	33%	Approved, work scheduled for September completion.
	Works Fleet	\$1.13M		Tandem plow truck delivered, Loader delivered, sidewalk plow delivery scheduled for late September.
	Recreation Facilities	500,000		Wells Parking underway, Wells Shed, Pickleball Screening completed
	Parks Equipment	140,000	60%	Zamboni and Mower ordered

\* Funds paid to this date.

TO: Mayor and Council  
 FROM: Deputy Mayor Alexander, and Councillors Mackay French, and Brown  
 DATE: 6 August 2024  
 RE: Annual FCM Conference and Trade Show

From 6 June to 10 June, we were in our Calgary, Alberta to attend the 87<sup>th</sup> Annual FCM Conference and Trade Show. The conference brought municipal delegates from all over Canada to the Calgary TELUS Convention Centre. With over 3 500 attendees, this was the largest gathering of municipal officials to ever be hosted in Canada.

Overall, the FCM conference provided a balanced approach to learning by attending formal talks and events, networking, and socializing. We gained hands-on training and knowledge by attending workshops, seminars, and study tours. We heard from all federal party leaders except Pierre Poilievre, the leader of the Conservative Party of Canada, who does not support the FCM. We voted on resolutions that direct FCM's advocacy work and shape the municipal-federal agenda and we elected members to the FCM Board. We took advantage of opportunities to meet municipal peers from coast to coast to coast and discuss community issues, concerns, challenges, and opportunities. The conference's theme was, *Redefining Our Future*. Below is a summary of the specific program events that your Council representatives attended while in Calgary.

<b><u>Thursday 6 June</u></b>	<ul style="list-style-type: none"> <li>➤ Delegate Registration (all)</li> <li>➤ Pathways to Progress: Global DEI Benchmarks and Equity Impact Statements Workshop (TMF)</li> <li>➤ Shifting to Resilient, Net-Zero Communities: Leveraging the Green Municipal Fund Worksp (MA, DB)</li> <li>➤ Trade Show Official Opening and Reception (all)</li> <li>➤ Atlantic Regional Caucus Meeting (all)</li> <li>➤ Atlantic Provinces Regional Networking Session (all)</li> </ul>
<b><u>Friday 7 June</u></b>	<ul style="list-style-type: none"> <li>➤ Opening Ceremony (all)</li> <li>➤ Political Keynote Address by Prime Minister Justin Trudeau (all)</li> <li>➤ Redefining our Future: The Urgent Need for a Municipal Growth Framework (all)</li> <li>➤ Towards Complete Communities: A Conversation About Sustainable Land Use Planning Workshop (MA, DB)</li> <li>➤ Mayor's Welcome Reception at Stampede Park (all)</li> </ul>
<b><u>Saturday 8 June</u></b>	<ul style="list-style-type: none"> <li>➤ Resolutions Plenary (all)</li> <li>➤ Political Keynote Address by Jagmeet Singh (all)</li> <li>➤ Rural Plenary: Rural Resiliency – Innovation and Economic Growth (all)</li> <li>➤ Rural Plenary: Fires and Floods – Planning for Extreme Weather Events (all)</li> <li>➤ Political Keynote Address by Elizabeth May (all)</li> <li>➤ Study Tour: Stampeded Park – Developing Infrastructure in the Heart of Calgary (MA, DB)</li> <li>➤ Women in Local Government Reception (TMF)</li> <li>➤ Francophone Reception (all)</li> <li>➤ CUPE Reception (all)</li> <li>➤ Rural, Northern, and Remote Reception (all)</li> </ul>

<b><u>Sunday 9 June</u></b>	<ul style="list-style-type: none"><li>➤ Annual General Meeting and elections (MA, DB)</li><li>➤ Closing Plenary: Addressing Harassment of Elected Officials – Strategies for Safer Leaders and Democracies (MA, DB)</li><li>➤ Host City Gala Reception and Dinner (MA, DB)</li></ul>
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The FCM Trade Shows are often the highlight of the conference because it is where you get to learn about new products, what others are doing and doing well, and where you can possibly collaborate. All three of Rothesay's delegates spent a considerable amount of time talking with various exhibitors and we collected information brochures / pamphlets that we feel would be valuable for staff and committees for various projects throughout the Town.

### **Recreation**

- Equiparc ([www.equiparc.com](http://www.equiparc.com)) makes furniture for public spaces. One of their new lines is a custom picnic table / seating system that could be purchased for use at the Wells Recreation Building.



- Park N Play Design ([www.parknplaydesign.com](http://www.parknplaydesign.com)) offers park and playground products. One of their unique products was on display at the trade show, an indoor / outdoor interactive play wall (The Sutu) for all ages that is vandal proof.



- Waterplay by Makr Group ([www.waterplay.com](http://www.waterplay.com)) designs inviting, playable, and enjoyable aquatic recreations places, such as splash pads.



- The Canadian National Fireworks Association ([www.nationalfireworks.ca](http://www.nationalfireworks.ca)) promotes fair access and safety in the sale and use of all fireworks through public education. They have many different



resources on the responsible use of fireworks, which may help inform our discussions on the use of fireworks in the community.

- The Canadian Parks and Recreation Association ([www.cpra.ca](http://www.cpra.ca)) provides funding for youth jobs. The program is vastly underutilized in New Brunswick.
- Murdock Lifestyle (<https://www.murdockmfg.com/home>) manufactures outdoor water fountain and water bottle filling stations. The Canadian distributor is Dobbin Sales ([www.dobbinsales.com](http://www.dobbinsales.com))



### **Emergency Management**

- Tiger Dams ([www.usfloodcontrol.com](http://www.usfloodcontrol.com)) manufactures rapid deployable and reusable systems for protecting infrastructure from floodwaters.
- Ark Flood and Dam Resources ([www.arkfloodanddam.com](http://www.arkfloodanddam.com)) manufacture products designed to mitigate, reduce, or eliminate the environmental impact of floods.

### **Public Works and Infrastructure**

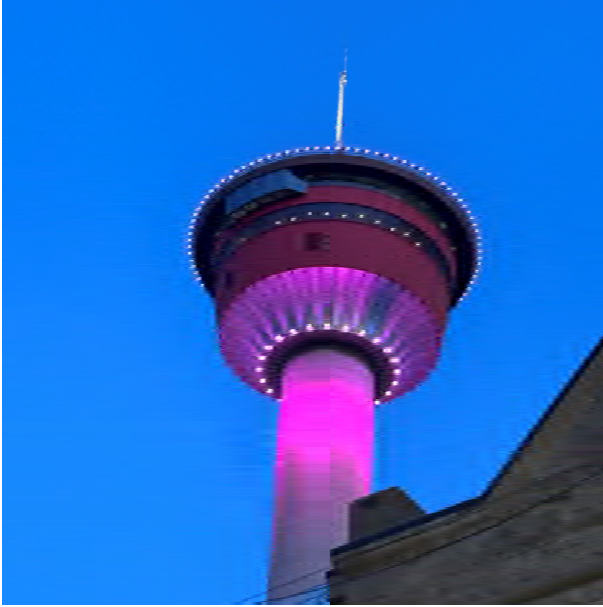
- Ramudden Digital (<https://ramudden.ca/digital.html>) sells intelligent traffic warning systems. Their speed awareness solutions and pedestrian crosswalk solutions were showcased at the trade show.

### **Information Technology**

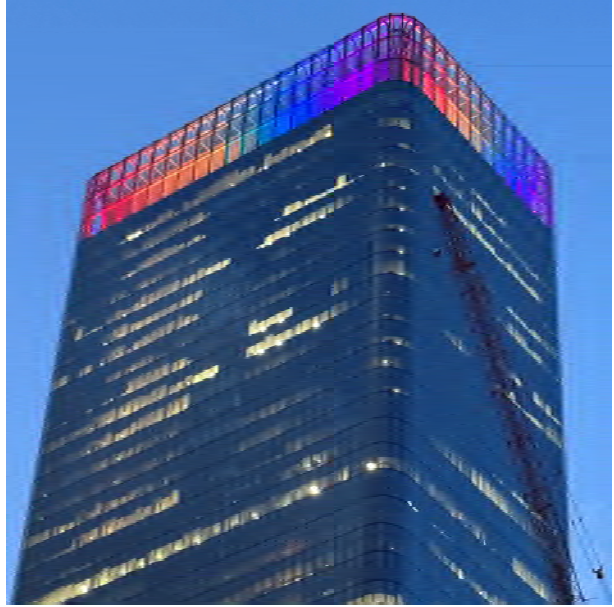
- Protect Shield is a product designed by VC3 ([www.vc3.com](http://www.vc3.com)) to protect organizations against cyberattacks. The company has a disaster recovery checklist to help identify if organizations are prepared to handle cyberattacks (<https://www.vc3.com/guide/it-disaster-recovery-blueprint-for-municipal-leaders>).

### **General Government**

- The Municipal Information Network ([www.municipalinfonet.com](http://www.municipalinfonet.com)) provides comprehensive daily municipal news review in Canada.
- During the trade show, Rothesay won a \$2500 gift certificate to assist in developing modular architectural building plans suitable for a Class D Estimate ([www.nrbmodular.com](http://www.nrbmodular.com)).



Calgary Tower lit up for Pride



Office Building lit up for Pride



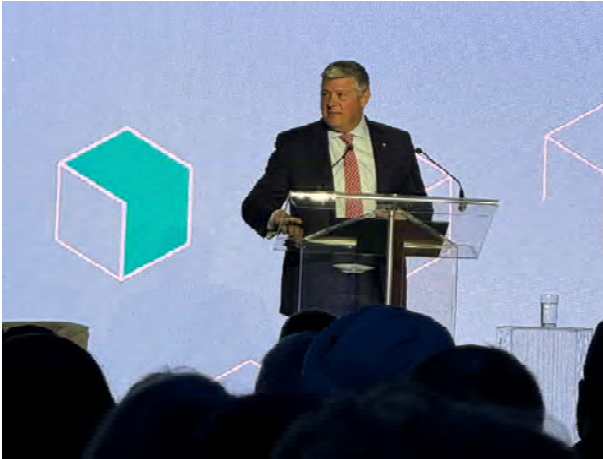
New Brunswick Colleagues



Prime Minister Justin Trudeau Political Keynote Address



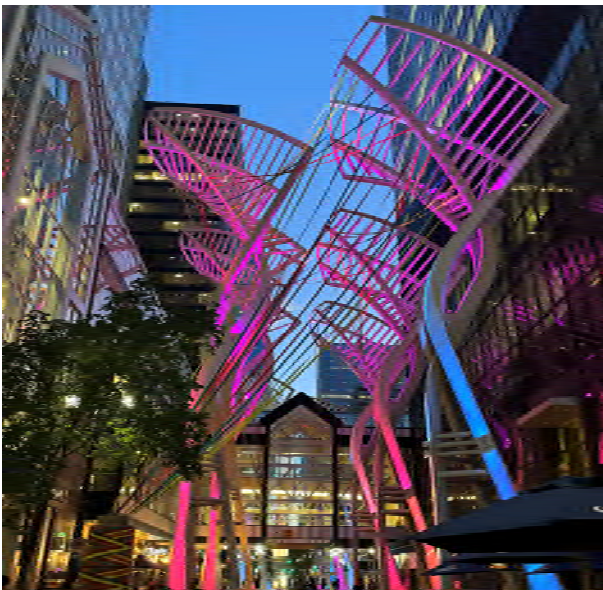




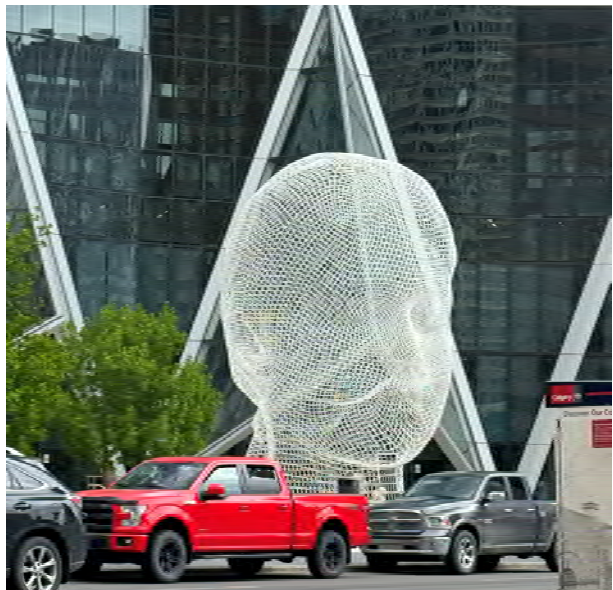
Scott Aitchison, Shadow Minister for Housing, Diversity, and Inclusion



Telus Convention Centre



Calgary street art



Jagmeet Singh Political Keynote Address



Elizabeth May Political Keynote Address

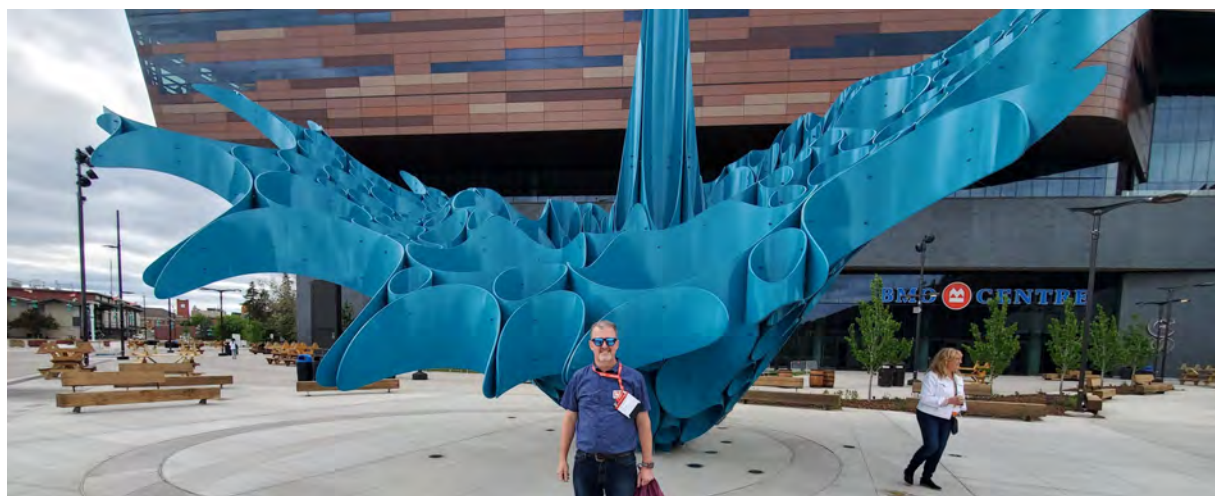




Trade Show Fun



Stampede Grounds Tour



Art in front of the newest and largest conference centre in Western Canada – the BMO Centre





FCM 2024 Annual Conference and Trade Show  
Calgary, Alberta





70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**August 12, 2024**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvis, Town Manager

**DATE:** August 7, 2024

**SUBJECT:** Bedrock Well Investigation

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council accept the revised proposal submitted by Hydrostrata Engineering & Environmental, in the amount of \$89,870.80 plus HST, to perform a hydrogeological investigation and assessment of an existing unidentified Bedrock Well in the Carpenter Pond Wellfield.

### **ORIGIN**

The 2024 Utility Fund Capital Budget includes funding for the exploration of Well TH90-1.

### **BACKGROUND**

The Carpenter Pond Wellfield Designation Order has stipulated, for many years, that regardless of the individual pumping capacity of any single production well, the overall daily wellfield withdrawal rate must not exceed 1910 cubic metres of raw water. This amount of water has become insufficient to meet peak demands which are currently in the order of 3200 cubic metres per day. The additional water required to meet peak demand has been supplied by an infiltration gallery referred to as Well #7. The infiltration gallery previously had no regulatory restriction on the amount of water that could be withdrawn daily, however the source is essentially surface water. The Rothesay water treatment system was designed to treat ground water of much higher quality than surface water. The treatment plant is sufficient to treat surface water, however the process requires a much greater frequency for filter cleaning. In 2023 the Department of Environment accepted a detailed proposal submitted by the Town, and permitted a daily



withdrawal rate of 4000 cubic metres. The new daily withdrawal rate includes Well # 7, therefore the Utility no longer has a source to "buffer" peak flow requirements if the peak exceeds 4000 cubic metres per day.

The Carpenter Pond Wellfield consists of 9 wells supplied by aquifers in the sand and gravel layer above bedrock. The Town has drilled numerous wells outside the boundaries of the wellfield to provide additional buffering capacity, however the drilling program has had no real success.

Preliminary discussions with Hydrostrata and the Department of Environment have determined that a well supplied by an aquifer through the bedrock beneath the sand and gravel layer in the Carpenter Pond Wellfield would be considered a separate and distinct source of water outside the daily withdrawal limits imposed on the 9 sand and gravel wells.

There is a well known as TH90-1 that was drilled into bedrock within the Carpenter Pond Wellfield area in 1990. Preliminary data indicated positive flow results, however the well was never developed or put into production as the 1910 cubic metres per day withdrawal rate permitted for the sand and gravel wells was more than sufficient to meet the peak demands at that time.

Hydrostrata is a relatively new company that includes the same complement of staff involved with the drilling and initial analysis of well TH90-1. Staff included funding in their Utility Fund Capital Budget recommendations for 2024 and Council approved the recommendation. Hydrostrata prepared a detailed proposal including a schedule, work plan and deliverables. The project was expected, and did, commence in March of 2024 with a plan to be completed by early August 2024. Council was apprised that the results of the TH90-1 investigation and assessment, if favourable, would lead to a 2025 recommended Capital Program to pursue permitting, development and commissioning of the well. At their meeting of February 12, 2024 Council adopted a recommendation from staff to further investigate well TH90-1 at a cost of \$56,745 plus HST.

The work commenced in early April and the drillers soon realized the well that was thought to be TH90-1 was in fact an unidentified well of a shallower depth. TH90-1 remains undiscovered, however the consultant is recommending that the unidentified well be deepened to a depth equal to the previously recorded depth of TH90-1.

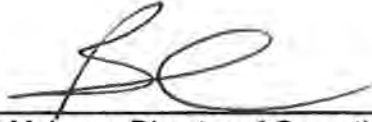
## **DISCUSSION**

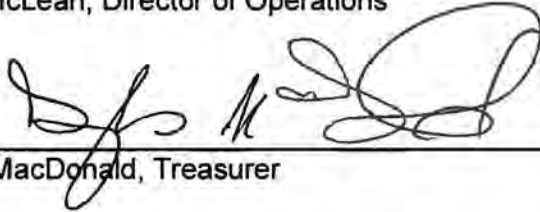
Well TH90-1 was identified as a potential source of additional water supply outside the limits of the daily withdrawal rate for the Carpenter Pond Wellfield. The unidentified well holds the same potential.

## **FINANCIAL IMPLICATIONS**

To date, \$23,490.80 of the originally estimated \$56,745.00 has been spent on the unidentified well. The cost to deepen the unidentified well to the same depth as the known, but still undiscovered, TH90-1 is \$66,380.00. The total cost for this project, including currently expended funds and funds necessary to deepen the well will be \$89,870.80. The 2024 Utility Fund Capital Budget included \$65,000 for Well TH90-1 investigation and assessment. The increased cost for the revised proposal to deepen the unidentified well, if approved by Council, will be \$24,870.80 and this cost would be managed within the approved 2024 Utility Fund Capital Budget envelope.

Proposal	Cost excluding HST	Cost to date	Budget	Variance
TH90-1	56,745	23,490.80	65,000	+41,509.20
Unidentified well	66,380	23,490.80	41,509.20	-24,870.80

  
Report Prepared by: Brett McLean, Director of Operations

  
Report Reviewed by: Doug MacDonald, Treasurer

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