

## **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 December 09 Open Session FINAL\_001

**ROTHESAY**  
COUNCIL MEETING  
Town Hall Common Room  
Monday, December 9, 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	12 November 2024
Special Meeting	25 November 2024

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

**4.1 2029 Canada Games Bid** Nick Cameron, Envision Saint John (*see Item 9.1.1*)

**5. CORRESPONDENCE FOR ACTION**

N/A

**6. CORRESPONDENCE - FOR INFORMATION**

N/A

**7. REPORTS**

**7.0 December 2024**

**Report from Closed Session**

**7.1 16 October 2024** Kennebecasis Public Library (KPL) Board meeting minutes

15 November 2024 Draft KPL Annual General Meeting minutes

**7.2 23 October 2024** Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes

27 November 2024 KRJBPC Police Chief's Report

October 2024 KRJBPC Budget vs. Actuals

20 November 2024 KRJBPC Building Expansion Update

**7.3 30 September 2024** RCMP J Division Quarterly Report – Regional Service Commission 9

**7.4 31 October 2024** Draft unaudited Rothesay General Fund Financial Statements

31 October 2024 Draft unaudited Rothesay Utility Fund Financial Statements

31 October 2024 Donation Summary

21 November 2024 Draft Finance Committee meeting minutes

➤ Kennebecasis Crimestoppers

**7.5 19 November 2024** Draft Age Friendly Advisory Committee meeting minutes

➤ Rothesay Age Friendly Community Recognition Status Maintenance Application

- |     |                  |   |
|-----|------------------|---|
| 7.6 | 20 November 2024 | Draft Works and Utilities Committee meeting minutes |
| 7.7 | 2 December 2024  | Draft Planning Advisory Committee meeting minutes   |
| 7.8 | November 2024    | Monthly Building Permit Report                      |
| 7.9 | 3 December 2024  | Capital Projects Summary                            |

## 8. UNFINISHED BUSINESS

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### TABLED ITEMS

#### 8.1 Rothesay Arena Open House (Tabled September 2021)

*No action at this time*

#### 8.2 Private Lanes Policy (Tabled July 2022)

*No action at this time*

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

*No action at this time*

#### 8.4 Draft by-law amendments RE: Consumer Fireworks (Tabled September 2024)

*No action at this time*

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#### 8.5 7 Stack Road (PID 30231765) - Rezoning

13 November 2024	Memorandum from Town Clerk
DRAFT	By-law 2-10-40

#### 8.6 By-law 3-24 Stopping Up and Closing Permanently Portions of Salmon Crescent and Clark Road

13 November 2024	Memorandum from Town Clerk
DRAFT	By-law 3-24

#### 8.7 By-law 4-24 A By-law to Establish a Planning Advisory Committee

13 November 2024	Memorandum from Town Clerk
13 November 2024	Public Notice
DRAFT	By-law 4-24

#### 8.8 By-law 5-24 A By-law Respecting the Procedure and Organization of Council

13 November 2024	Memorandum from Town Clerk
13 November 2024	Public Notice
DRAFT	By-law 5-24

#### 8.9 By-law 6-24 A By-law Respecting the Code of Conduct for Elected Officials

22 November 2024	Memorandum from Town Clerk
26 November 2024	Public Notice
DRAFT	By-law 6-24

# **ROTHESAY**

2024December09OpenSessionFINAL\_003

Regular Council Meeting  
Agenda

-3-

9 December 2024

## **9. NEW BUSINESS**

### **9.1 BUSINESS ARISING FROM DELEGATIONS**

#### **9.1.1 2029 Canada Games Bid** Verbal Report

## **ADMINISTRATION**

### **9.2 Committee Appointments**

5 December 2024 Memorandum from the Nominating Committee

## **FINANCE**

### **9.3 Reserve Motions 2024**

#### **General Fund**

2 December 2024 Memorandum from Treasurer MacDonald

#### **Utility Fund**

2 December 2024 Memorandum from Treasurer MacDonald

## **OPERATIONS**

### **9.4 Heating System – McGuire Road Water Treatment Plant**

4 December 2024 Report prepared by DO McLean

## **10. NEXT MEETING**

**Regular meeting** Monday, January 13, 2025 at 7:00 p.m.

## **11. ADJOURNMENT**



A meeting of the Board of Trustees, Kennebecasis Public Library was held on October 16<sup>th</sup>, 2024 at 6:30pm.

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

**Regrets:**

**Absences:**

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

### **Approval of Agenda**

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

### **Disposition of Minutes**

Mrs. Watling moved to approve the minutes of the September 2024 regular meeting. Mrs. Millican seconded, and the motion carried.

### **Communications**

Ms. Emerson presented a proposal from Ms. Emma Peterson, proposing a contractual relationship between the library and her small business regarding graphic design for the library's promotions.

Mrs. Watling moved that the board review the board's purchasing & tender policy to determine if other bids are required.

Ms. Emerson presented a letter from KPL's former director, Leslye McVicar, congratulating the library on its 40<sup>th</sup> anniversary and extending her thanks to the board.

### **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.

**Facilities Management**

Ms. Emerson presented Phil Shedd, the facility manager's monthly report of work completed and upcoming projects. Discussion ensued.

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

**New and Unfinished Business**

Ms. Emerson presented the 2025 operating budget proposal for the library, as shared with the Joint Finance Committee on Sept. 6<sup>th</sup>, 2024. Mr. Maxwell and Mrs. Watling will present the budget proposal to the Joint Finance Committee on Sept. 25<sup>th</sup>.

**Adjournment:** As there was no other business, Mr. Maxwell moved that the meeting be adjourned at 7:46 pm.

**Next Meeting:** The next meeting is scheduled for Wednesday, November 20<sup>th</sup>, 2024 at 6:30pm, in person at the library. The Library Board's Annual General Meeting will immediately follow.

Respectfully submitted,

Norah Emerson  
Library Director and Secretary to the Board

## **-DRAFT DOCUMENT-**

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

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

**Regrets:** Mr. D. Shea

**Absences:**

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

### **Disposition of Agenda**

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

### **Disposition of Minutes**

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

### **Nominating Committee Report**

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

### **Elections/Appointments**

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

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

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

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

### **Nomination of Auditors**

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

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

Respectfully submitted,

Norah Emerson  
Library Director and Secretary to the Board



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
BOARD MEETING OF OCTOBER 23, 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
Vibhuti Harquail	Secretary/Quispamsis Representative
Mike Biggar	Quispamsis Representative
Robert (Bob) McLaughlin	Quispamsis Representative
John Buchanan	Rothsay Representative
Robert Simonds	Rothsay Representative
Donald Shea	Rothsay Representative
Chief Steve Gourdeau	KRPF Chief of Police
Insp. Anika Becker	KRPF Inspector
Insp. Colin Flynn	KRPF Inspector
Rebecca Moore	KRJBPB Secretary
<b>ABSENT</b>	
Tiffany Mackay French	Rothsay Representative
DC Mary Henderson	KRPF Deputy Chief

Chairperson Kevin Darling called the meeting to order at 3:42 PM and opened the Regular Meeting.

**1. APPROVAL OF AGENDA:**

Chairperson Kevin Darling asked for an approval of the agenda.

*It was moved by Bob McLaughlin and seconded by Kerrie Luck that the Agenda for the Regular Meeting of October 23, 2024, be approved as presented. All in Favour. MOTION CARRIED.*

**2. LAND ACKNOWLEDGEMENT:**

Read by Chief Gourdeau

**3. APPROVAL OF MINUTES OF SEPTEMBER 25, 2024, REGULAR MEETING:**

Chairperson Kevin Darling asked for a motion to approve the Minutes of the September 25, 2024, Regular Meeting.

*It was moved by John Buchanan and seconded by Mike Biggar to accept the Minutes of the September 25, 2024; Regular Meeting as presented. All in Favour. MOTION CARRIED.*



**5. DECLARATION OF CONFLICT OF INTEREST:**

None.

**6. CHIEFS REPORT:**

Chief Gourdeau let his report stand as presented and answered questions as they arose:

The Chief highlighted that the Criminal Investigation Division is investigating a lot of complex cases right now and has temporarily taken a member from patrol to assist. We will be posting next week for a development position in CID permanently.

Progress Update:

- The Chief provided an update on our Strategic Priorities.
- Performance Review Process for Chief of Police - Chief advised the process is outlined in the Governance Manual however it has not been completed.
- Criminal Record Check - Insp. Flynn advised the company that administers the Criminal Record check site is in the process of developing the program that will be rolled out that will allow anyone in Canada to find their way to our website and get a level 1 record check. Once that is developed and implemented it will allow Forrest Green to form partnerships with municipalities across Canada that will then be directed to our site. Each partnership with a municipality across Canada will be approved by us before receiving access to the site. This is all in relation to the sense of expertise that our police force brings, quality of the checks. This is an excellent source of revenue.

*It was moved by Don Shea and seconded by Rob Simonds to receive and file the Chief's Report as presented. All in favour. **MOTION CARRIED.***

**7. COMMITTEE REPORTS:**

**Finance Committee**

Kevin Darling advised:

- Committee did not meet.
- Updated numbers were sent out to the Board.
- There are no major variances month over month other than our surplus continuing to grow.

Don Shea asked whether the surplus money was used for vehicle purchases as we budgeted \$39,750 and have spent \$118,900. Kevin Darling advised that it is coming from general funds. The net cost on

the second vehicle was \$15,000 as we sold 4 vehicles. The sale of assets is shown under our capital schedule. We are also under budget on fuel by \$26,000 and with the sale of the vehicles we are right on budget.

Kevin Darling advised he and Chief met with the two Town CAO's to discuss the spending of any surplus funds, the concerns raised by the Towns were around ensuring there is a process in place in particular for large purchases. The Towns are going to all the Boards to tighten up the procedures. Our board is a little different in that we are covered by a piece of legislation (Police Act) that does outline the authorities of the Board. The Towns do not expect us to go back to them for line items that are marginally over budget if we are in a surplus. However, there is nothing in the Police Act or the Expired agreement between the Towns that states we need to go back to the towns once the budget is approved. However common sense says that if we have a large expenditure that is out of budget we should go back to the Towns and discuss even if we have the surplus funds. We took time to explain to the CAOs the process on how the Board decides on purchases. In addition, we discussed the fact that a large part of our surplus over the past few years has been generated by KRPF generating additional revenue through our Police Check program, for instance as of Sept 2024 we are \$106,000 ahead of budget in total revenue with these funds being generate independently form Town funding. The Towns are looking to set a dollar value under which the Board could approve the use of surplus funds and over which we would go back to the Towns. The meeting was very productive. The CAOs have asked us to make some amendments to our Governance Manual in this regard which will be taken into consideration as we update the our Governance Manual. We will receive the formal request from the Towns at which time we will work with the Towns to come up with a reasonable number that the Board can work with.

In relation to the building project, we are 1.1 million under budget at this point. We are looking for approval from the Towns to pay the Equipment and Furnishing line item out of the 2024 surplus rather than financing.

*It was moved by Bob McLaughlin and seconded by Vibhuti Harquail to receive and file the Finance report. All in favour. **MOTION CARRIED.***

#### **Policy Committee**

Vibhuti Harquail Advised:

- The Policy Committee has not met in person.
- The Policy Committee has started to go through the manual section by section to update. We should be in a position for everyone to look at section 1-4 before the board package next month and then the board can vote on the sections, so it is worked on piece by piece.



*It was moved by Don Shea and seconded by Bob McLaughlin to receive and file the Policy Committee report. All in favour. **MOTION CARRIED.***

**Building & Grounds/Transportation Committee**

Bob McLaughlin advised:

- The Building Committee met and reviewed the snow plow tenders. We received three tenders and Homestar has agreed to continue the contract which includes: Plowing, sanding, walkways, salt, sand extra will be if snow needs to be removed.

*It was moved by Bob McLaughlin and seconded by John Buchanan that we approve Homestar as the contractor for clearing the snow for the next two years. All in favour. **Motion carried.***

Question as to whether Homestar was the lowest tender that was received. They were not the lowest price however they were the only company who met the scope of what we required. Homestar lowered their price on our request.

Asphalt update change order negotiated to \$75,000 + tax for grading and asphalt. The grade had to come up higher as we needed to have accessibility at 50%.

*It was moved by Bob McLaughlin and seconded by Rob Simonds that we approve the \$75,000 for the final grading up to the building and asphalt. All in favour. **Motion carried.***

The Building Committee recommends that we replace the existing flooring, which is 20 years old, in the building so it will match the extension. We are waiting for a final price but estimate it will be approximately \$75,000. The following items were considerations in support of this decision:

- The flooring is 20 years old.
- The flooring will now be consistent throughout the building (from the same dye lots)
- Flooring was part of the original expansion request but was removed to try to keep cost down
- We are currently 1.1 million under budget.
- Have not run into any significant issues with the expansion.

*It was moved by Bob McLaughlin and seconded by John Buchanan that we go to the Towns for approval of installing flooring throughout the building and ask that the flooring cost be put into the existing cost of the expansion. All in Favour. **Motion carried.***

The Building Committee approved Homestar to remove old lockers and build and install the new lockers. The total cost is \$13,000+tax.

Question asked why this was not included in the original quote. Advised we tried to save the old lockers however that is not feasible.

*It was moved by Bob McLaughlin and seconded by John Buchanan that we approve the \$13,000 for the removal of the existing lockers and installation of the new lockers. All in favour. Motion Carried*

Fire Pump was removed in the sprinkler room. The cost of the boom truck was shared between KRPF and Homestar. The pump was taken to Saint John for repair.

Question about insurance for Bob being on the roof. He advised that he is covered under his insurance. Kevin added we have an extra rider on our insurance policy for the construction going on.

*It was moved by John Buchanan and seconded by Don Shae that we receive and file the Building Committee report. All in favour. Motion Carried.*

#### **8. CORRESPONDENCE**

None

#### **9. OLD BUSINESS:**

None

#### **10. NEW BUSINESS:**

Colin Flynn advised we have put a deposit on two e-bikes from Millennium Cycle. We are currently working with members to join the team. There is a lot of interest. Will be a great addition to our fleet. They will be dressed in lights.

#### **11. IN CAMERA SESSION**

Chief Steve Gourdeau, Deputy Chief Mary Henderson, Insp. Anika Becker, Insp. Colin Flynn, and Rebecca Moore exited the Board Room.

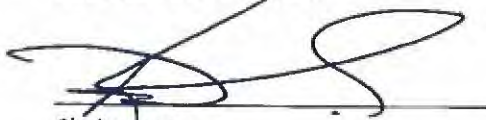
**12. MOTION TO ADJOURN:**

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

*It was moved by Don Shea and seconded by Mike Biggar to adjourn the Regular Meeting. All in favour.*  
**MOTION CARRIED.**

**Adjourned 4:40 PM**

Respectfully Submitted,



Chairperson  
Kevin Darling



Executive Assistant to the Board  
Rebecca Moore





KENNEBECASIS REGIONAL JOINT BOARD OF  
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT  
NOVEMBER 27, 2024 @ 1500hrs

**REGULAR MEETING**

# Training Report

## November 2024

Dates	Course	Location	Member
October 21- December 13	Forensic Identification Course	Ottawa	Cst. Troy MacIntosh
October 27- November 2	Specialist Interview Course	Washington DC	Cpl. Lindsey Haines
November 1	ETS Training	Saint John	Cpl. Aaron Haines Cpl. Mark Roberts Cst. Nick Dupuis
November 13	K9 Training	Saint John	Cst. Chris McLeod
November 16-23	ICE Conference	Toronto	Cpl. Lindsey Haines
November 19-22	Atlantic Women in Law Enforcement	Fredericton	DC Mary Henderson Insp. Anika Becker A/Sgt. Kelley McIntyre Cst. Shawn Toner Cst. Alicia Joseph
November 25-26	ETS Training	Saint John	Cpl. Aaron Haines Cpl. Mark Roberts Cst. Nick Dupuis
November 28	Cpl. Workshop	KRPF	Cpl. Mark Robert A/Sgt. Kelley McIntyre Cpl. Aaron Haines Cpl. Lindsey Haines Cpl. Terry Middleton

# 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	383	480	452	436	534	490	467		
TOTAL FILES CREATED	210	202	232	223	280	239	197	231	234	257		
POPA/M Tickets/E Tickets	91	123	163	92	119	148	163	188	163	158		
Bylaw Tickets	14	15	3	1	7	0	5	7	0	0		
Crimes Against Persons	18	11	13	7	12	7	8	9	11	11		
Property Crime	24	27	27	40	34	30	16	16	25	23		
Other CC	6	6	7	8	6	7	7	7	8	4		
Traffic Collisions (Non-Injury)	40	27	35	24	25	34	23	30	46	36		
Fatal and Injury Traffic Collisions	0	2	1	5	6	7	5	3	4	4		
Intimate Partner Violence Files	20	18	13	17	10	7	13	17	19	22		
Impaired Driving (All categories)	5	4	9	14	8	5	11	8	9	7		
Mental Health Calls	8	11	9	8	17	18	7	16	14	12		

## 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. The position was posted last week. We hope to fill the vacancy in Early January.

- E-bikes deployed and used regularly by patrol officers (Cst. Ryan Walker)
- WITS program presentations (Cst. Walker, Cst. Doucet)
- School foot patrols conducted weekly
- Valley Cruiser donation \$1500 to CAP (Cpl. Lee)
- Traffic Operational Plan for KV Santa Clause Parade in place (Sgt. Scott)

### Traffic Specific - September 2024 Board Report (Traffic and Patrol Sections)

Tickets:	Total 158
Collisions:	Total 21
Impaired Driving:	Total 7
RIDE:	Total 11

#### Traffic Section Only

- KRPF Traffic Safety Blog with Higgins Insurance – Halloween Safety
- Tickets Issued – 56
- RIDE road checks – 10
- Impaired driving offences – 4
- Files generated - 58
- Twitter (X) 6

#### Operation Impact October 11-14th

Operation Impact is a public awareness campaign set to take place over the Thanksgiving weekend. This campaign focuses on education and enforcement of impaired driving due to alcohol, drugs and fatigue, aggressive driving, distracted driving and the use of seat belts and child car seats. These are the main causes of death and injury on Canadian roadways.

#### JFO with KRPF Traffic Officers and Justice and Public Safety Officers on October 11th and 12th

- RIDE Road Checks – 8
- ASD Demands – 18
- Impaired Driving Offences – 6
- Suspended Drivers – 1
- Tickets Issued – 27



## **EMPLOYEE ENGAGEMENT AND WELL-BEING**

### **Workplace Procedures and Practices**

1. Respectful Workplace and Wellness
  - Existing NCO Leadership Development Workshops
    - i. Corporals – Nov. 28th
    - ii. Sergeants – Dec 4th
  - Health and Wellness Committee
    - i. Wellness Survey Complete
    - ii. Program under review for relaunch 2025
  - Flu/Covid Clinics complete – Nov. 6<sup>th</sup> – Open to board member participation
2. Administrative processes and workload review
  - Hiring Process
    - i. Cadet Sponsorship – Info session for July 2025 Intake – January 14<sup>th</sup>, 2025
    - ii. July 2024 Cadet to begin OJT January 2025
3. Salary and Benefit Administration
  - Nothing to report
4. Health & Safety
  - Nothing to report



**EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION****Criminal Investigation Division (CID)****Monthly Report**

(November 2024)

*Highlighted red is new developments on, ongoing files.***(CID) Sgt. Bennett/Cst. Lisson/Cst. Curren/Cst. MacDonald /vacant position**

Active Files (New this month)	On-going Files	Concluded and/or charged	Assist Patrol	Other
<ul style="list-style-type: none"> <li>• 24-4312 Fraud over \$10,000/elderly victim</li> <li>• 24-4313 Historical SXA/Adult victim(s)/known accused. SJPF also investigation male for SXA.</li> <li>• 24-4205 B&amp;E new construction over \$10,000 (social media post done)</li> <li>• 24-4130 SXA/ Adult victim/ known accused.</li> <li>• 24-4348 SXA/Youth/known accused.</li> <li>• 24-4118 Distribute obscene material. 7 youth victims. Production Order drafted and approved by crown. Waiting IP information.</li> </ul>	<ul style="list-style-type: none"> <li>• 24-3802 Sexual Assault of youth/Accused arrested. (Digital Forensics on devices) <b>waiting on Lab.</b></li> <li>• 24-4130 Sexual Assault/Adult. Suspect known</li> <li>• 24-3056 Aggravated Sexual Assault/Matthews Cove/unknown (<b>Digital Forensic on device</b>), <b>Behavioral Sciences Unit in Ottawa currently creating suspect profile. Also waiting Lab results.</b></li> <li>• 24-3543/24-3476 B&amp;E's x 2 Business/Vape Shop. <b>November 5 arrest made, 13 year old female. Co-accused's identified.</b></li> <li>• 24-3618 Sexual Assault/victim 17 yr /suspect known (<b>Digital</b></li> </ul>	<ul style="list-style-type: none"> <li>• 24-2277 Historical Sexual Assault/victim sea cadet in military/suspect known person position of authority. /Accused Arrested. <b>Submitted for Crown Review. Accused First appearance Nov 27.</b></li> <li>• 24-3799 Robbery at Shell Gas Station./<b>Accused remains in custody. Pre trial conference Nov. 29</b></li> <li>• 254-2031 Sexual Assault/Known/No disclosure from child.</li> <li>• 24-1340 Theft of Motor Vehicle (Rothsay Netherwood) T6 gang Fredericton. Insufficient evidence to proceed. Many of T6 were arrested in other incidents involving</li> </ul>	<ul style="list-style-type: none"> <li>• 24-4451 inappropriate touching. Two middle school students. CID review.</li> <li>• 24-3794 SXA allegation. CID review and provided advice.</li> <li>• 24-4440 – CID received info on identity of shoplifters (facebook post). Female had been identified anonymously however new address, phone and second male info obtained.</li> </ul>	<ul style="list-style-type: none"> <li>• CID presented to a group of seniors on Fraud Prevention and Awareness.</li> <li>• CID did a presentation to KV High School on Internet Based Crimes.</li> <li>• CID Developmental position reassignment for 2025 completed. 3 Applicants. Cst. Shannon MacDonald successful and starts on November 18.</li> </ul>



	<p><b>Forensic on device) Waiting on Lab.</b></p> <ul style="list-style-type: none"> <li>• 24-2837 Murder/Suicide Spruce St. <b>NWEST trace complete. Mandatory Homicide Survey for Stats Canada to be completed. File near completion.</b></li> <li>• 24-3124 Forcible Confinement/Assault with weapon (residence) victim Elderly male/suspect known, substance abuser, took advantage by cleaning house. <b>Victim died late October/Post Mortem conducted waiting on report.</b></li> <li>• 24-3192 Fraud \$10,000 RBC scam. <b>Waiting on PO results.</b></li> <li>• 24-2768 B&amp;E Residence/Home Invasion. Suspect entered home with knife looking for victim/slashed tires on car leaving.</li> <li>• 24-72 Sexual Assault/Known girlfriend/boyfriend.</li> <li>• 24-1939 Break and Enter Residence/Suspect to be arrested. Currently living in NS.</li> <li>• 24-233 Sexual Assault/Historical (familial)</li> <li>• 24-1406 Break and Enter (business) Daly's Irving.</li> <li>• 24-1965 Possession of Stolen Vehicle/related to (Provincial IEU Target)</li> </ul>	<p><b>MV thefts in Fredericton causing disruption of gang.</b></p> <ul style="list-style-type: none"> <li>• 24-3207 Luring a child via internet (suspect in US) File/including forensic evidence collected sent to the National Child Exploitation Crime Center to re-assign to appropriate jurisdiction.</li> <li>• 24-2162 Alleged Sexual Assault/Victim no longer wished to pursue.</li> <li>• 24-740 Sexual Assault/Historical (familial) Not enough evidence to proceed.</li> <li>• 23-1882 Sexual Assault/accused convicted/old witness came forward with information. On crown's advice, information given to Defense.</li> <li>• 24-1435 Sexual Assault/ had child with known suspect/victim uncooperative. Declined to move forward with investigation.</li> </ul>	<p>Passed on to investigator.</p>	
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	<ul style="list-style-type: none"> <li>• 23-928 Historical Sexual Assault/known position of authority. Accused, on advice of lawyer will not talk to police. Not enough to arrest. Looking at other investigative avenues.</li> <li>• 24-203 Sexual Assault/known suspect</li> <li>• Child Pornography/was on hold due to recent case law involving IP addresses.</li> <li>• 23-3411 Fraud over \$10,000. Known criminal.</li> <li>• 23-3372 Fraud under – suspect known and arrestable</li> <li>• 23-1561 Fraud under – known criminals</li> </ul>			
--	---	--	--	--

Intelligence Cst. Curren	
Provincial Intel	Local Intel
<ul style="list-style-type: none"> <li>• Provincial Threat Assessment (CID attended a recent meeting Nov 7 with SJPF, Public Safety, RCMP, CBSA, CRA to discuss targets in our area.</li> <li>• Developed new working relationship with the Office of the Provincial Security Advisor.</li> </ul> <p>Continue to -</p> <ul style="list-style-type: none"> <li>• Involved with Metal Theft working group</li> <li>• Weekly intel meeting/call with RCMP/Municipal agencies/Public Safety/CBSA (Provincial integrated intelligence)</li> </ul>	<ul style="list-style-type: none"> <li>• Community assessments team meetings with parole – biweekly</li> <li>• General Intelligence file for patrol to add intel/street crime checks.</li> <li>• Provincial and National Human Trafficking group.</li> </ul>



Forensic Identification Section (FIS) Cpl. Roberts		
Active Files (New this month)	On-going Files	Assist other agency
<ul style="list-style-type: none"> <li>• 24-3995 Sudden Death</li> <li>• 24-4575 Sudden Death</li> <li>• 24-4436 Sudden Death</li> <li>• 24-4306 SIRT investigation – performed IDENT services for RCMP in Long Reach, NB</li> </ul>	<ul style="list-style-type: none"> <li>• 24-3124 Other CC/Forcible Confinement</li> <li>• 24-3618 Sexual Assault</li> <li>• 24-3802 Sexual Assault</li> <li>• 24-3799 Robbery</li> <li>• 24-3649 MVA/Injury</li> <li>• 24-3749 Possession of Stolen Property</li> <li>• 24-3543 B&amp;E non residence</li> <li>• 24-3476 B&amp;E non residence</li> <li>• 24-3056 Sexual Assault</li> <li>• 24-2837 Murder/Suicide</li> <li>• 24-2214 Found Firearms</li> <li>• 24-131 Medical Call</li> </ul>	<ul style="list-style-type: none"> <li>• 24-4306 SIRT investigation – performed IDENT services for RCMP in Long Reach, NB</li> </ul>

Integrated Enforcement Unit (IEU) Cst. Moore/Cst. MacEachern		
Active Files (recent)	Assist Patrol	Assist CID
<ul style="list-style-type: none"> <li>• Arrest female, Possession for the purpose of trafficking cocaine and proceeds of crime. Seized \$4775 cash/8.95 grams of cocaine. Released on undertaking. Court date Jan/25.</li> <li>• Arrest female, 2 x Breach of house arrest/IEU file for trafficking charges. Several other CDSA charges out of NS and NB.</li> <li>• Male arrested, mid level crystal meth and cocaine dealer. Seized 15 grams of cocaine, 69.5 grams of crystal meth, \$2840 cash and spring loaded knife. Held for court.</li> <li>• Arrest male/4 outstanding SJPF warrants, 1 RCMP warrant/2 files for possession of stolen vehicle, 1 B&amp;E. Bail hearing Nov. 18</li> </ul>	<ul style="list-style-type: none"> <li>• Assist SJPF 24-5982 arrest/charges IPV assault, mischief/Theft</li> <li>• Assist SJPF 24-7944 IPV assault x2, uttering threats and mischief.</li> </ul>	

**K9 Unit:**

- Currently practicing for annual validations for narcotics, firearms, and small article searches. Testing will take place later this year and will be conducted by JPS. (Cst. Chris McLeod)

**Diversity, Equity and Inclusion:**

- Anti-racism strategy to be finalized for implementation in early 2025; meeting with SJNCC Dec 12 (Insp. Becker, Chief Gourdeau)
- IPV policy being updated to include cultural considerations (Insp. Becker, Sgt. McIntyre)

**IT Update:**

- Work continues with regular IT maintenance and building addition

**Miscellaneous**

- **Labor Management:** Nothing to report
- **Human Rights and Office Language Complaints:** Nothing to report

We continue to actively be exploring a new opportunity to increase our revenues through the Criminal Record Checks service we provide.



## Kennebecasis Regional Police Force Budget vs. Actuals: YTD October 2024

	YTD October 2024			2024
	Actual	Budget	over Budget	Annual Budget
<b>Income</b>				
Municipal Funding Rothesay	2,810,657.50	2,810,657.50	0.00	3,372,789.00
Municipal Funding Qulspamsis	4,260,900.00	4,260,900.00	0.00	5,113,075.00
Prior Year Surplus	783.30	783.30	0.00	940.00
Other Primary Income	609,558.64	451,666.70	157,891.94	542,000.00
<b>Total Income</b>	<b>7,681,899.44</b>	<b>7,524,007.50</b>	<b>157,891.94</b>	<b>9,028,804.00</b>
<b>EXPENSES</b>				
Admin	733,509.80	921,750.10	-188,240.30	1,106,100.00
Building	312,447.50	327,710.80	-15,263.30	393,253.00
Crime Control	5,809,762.87	6,016,209.20	-206,446.33	7,219,451.00
Vehicles	327,272.00	258,333.40	68,938.60	310,000.00
<b>Total Expenses</b>	<b>7,182,992.17</b>	<b>7,524,007.50</b>	<b>-341,011.33</b>	<b>9,028,804.00</b>
<b>Net Operating Income (Surplus/Deficit)</b>	<b>498,907.27</b>	<b>0.00</b>	<b>498,907.27</b>	<b>0.00</b>





## KENNEBECASIS REGIONAL POLICE FORCE/ FORCE DE POLICE RÉGIONALE KENNEBECASIS

ADDRESS ALL CORRESPONDENCE TO/  
ADDRESSER TOUTE CORRESPONDANCE À:  
CHIEF OF POLICE/CHEF DE POLICE  
126 Millennium Drive/126 rue Millennium  
Quispamsis, NB E2E 6E6

**STEVE GOURDEAU**  
CHIEF OF POLICE  
CHEF DE POLICE

Tel: (506) 847-6300  
Fax/Facsimile: (506) 847-6301  
Admin: (506) 847-6313  
E-mail/Courriel: [krpfadmin@nbpolice.ca](mailto:krpfadmin@nbpolice.ca)  
[www.kennebecasisregionalpolice.com](http://www.kennebecasisregionalpolice.com)

**Town of Rothesay**  
**70 Hampton Rd, Rothesay**  
**NB E2E 5Y2**

**2024-11-20**

**Re: Update of the construction project at the Kennebecasis Regional Police Force**

Mayor and Council,

You will find attached to this correspondence an update on our construction project. At the time of writing, the project continues to be approximately six weeks behind schedule.

Respectfully submitted

Steve Gourdeau, Chief  
Kennebecasis Regional Police Force.



KRPF Building Project

Date: November 19, 2024

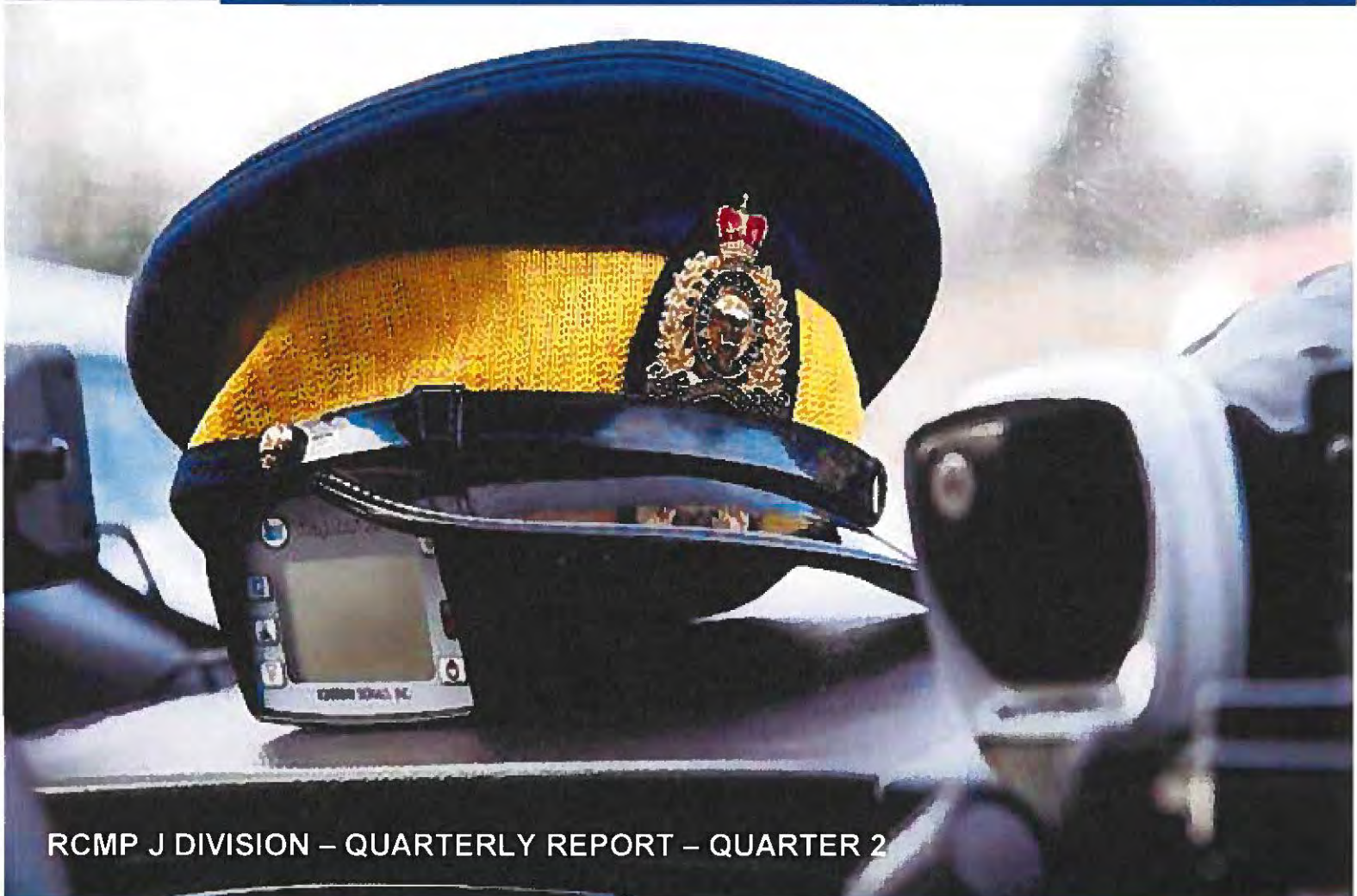
Item	Estimate approved by Province for Financing	Contract Price	Revised Estimated Project costs	Costs to Date Includes taxes	Estimated costs to complete	Under ( ) / Over Budget Estimate	Comments
Project Manager	\$ 100,000.00		\$ 70,000.00	\$ 40,305.60	\$ 29,694.40	\$ (30,000.00)	No contract with fixed cost
Construction Costs	\$ 3,420,000.00	\$ 2,235,857.00	\$ 2,235,857.00	\$ 749,285.05	\$ 1,486,571.95	\$ (1,184,143.00)	
Change Order Costs for changes made at Contract signing - Exempt from the builders premium of 10%	\$ -	\$ 235,164.70	\$ 259,326.00	\$ 259,326.00	\$ -	\$ 259,326.00	Better floor and attic insulation, existing office renos, energy retrofit on lighting in existing build to match new construction.
Change Order Costs for changes made after signing -Subject to the builders premium of 10%		\$ 94,019.34	\$ 102,517.52	\$ 102,517.52	\$ -	\$ 102,517.52	Change order #6 - Paving adjustment needed due to foundation elevation - This is a building code imposed issue. Also includes assembly & installation of lockers in male & female locker rooms, additional electrical an network drops for building security.
Additional - Sprinklers		\$ 42,480.31	\$ 51,529.30	\$ 51,529.30	\$ -	\$ 51,529.30	Building code imposed issue
Equipment/Furnishings and IT costs	\$ 500,000.00		\$ 346,549.94	\$ 346,549.94	\$ -	\$ (153,450.06)	Furnishings, gym equipment and IT completed
Interim Financing Costs	\$ 160,000.00		\$ 127,525.00	\$ 6,909.71	\$ 120,615.29	\$ (32,475.00)	Based on the RFP results Prime less 0.75% is lower than our initial estimate , prime rate has dropped by 0.5% since estimates were completed - one more rate reduction is projected for the Fall of 2024 - first draw July 15
Financing Costs	\$ 70,000.00		\$ 60,000.00	\$ -	\$ 60,000.00	\$ (10,000.00)	Projecting a lower Debenture draw in June 2025 which should lower the debenture issue costs
<b>Total Project Costs</b>	<b>\$ 4,250,000.00</b>	<b>\$ 2,607,521.35</b>	<b>\$ 3,253,304.76</b>	<b>\$ 1,556,423.13</b>	<b>\$ 1,696,881.63</b>	<b>\$ (996,695.24)</b>	

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# RCMP



ROYAL CANADIAN MOUNTED POLICE



RCMP J DIVISION – QUARTERLY REPORT – QUARTER 2

# SOUTHEAST DISTRICT

REGIONAL SERVICE COMMISSION 9  
2024-07-01 to 2024-09-30



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada

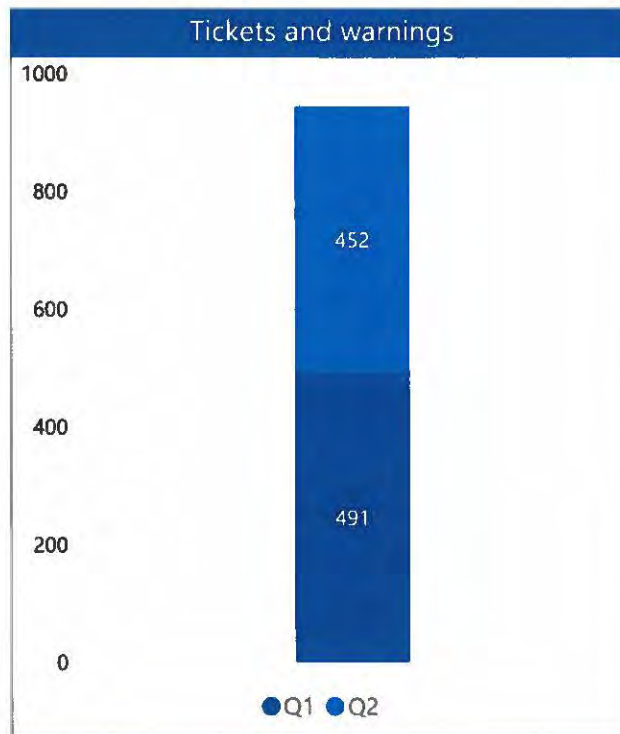
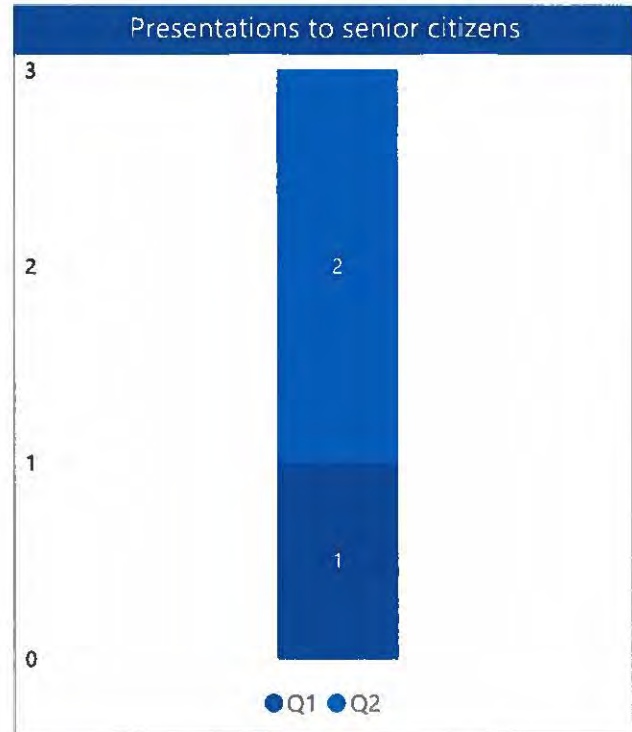
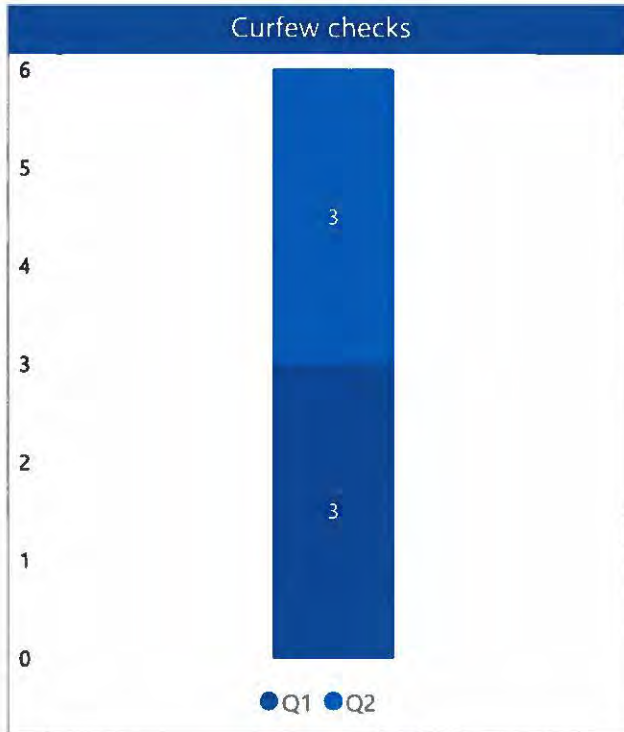


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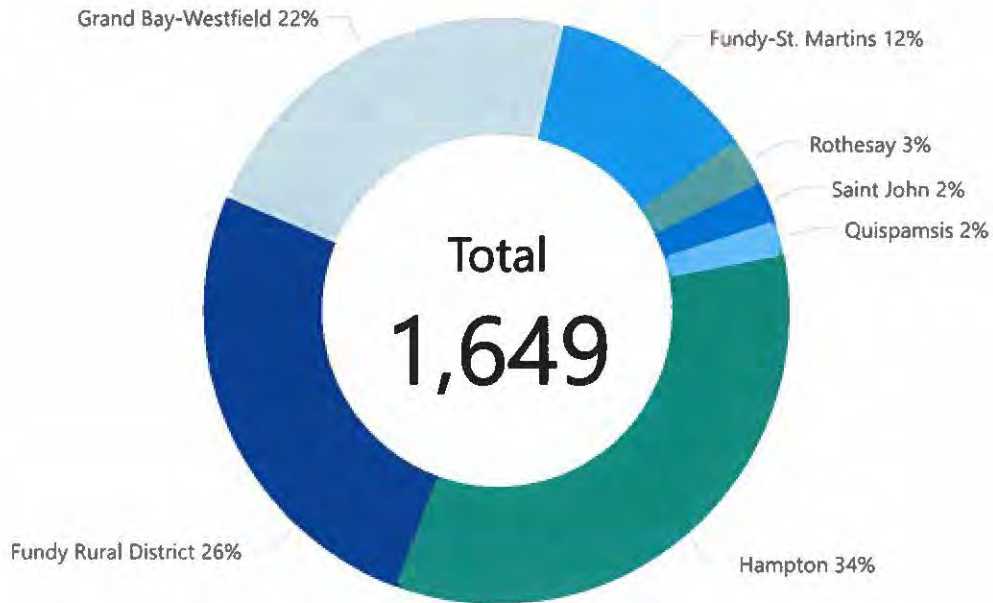
## RCMP J DIVISION QUARTERLY REPORT

### RSC 9 Priorities

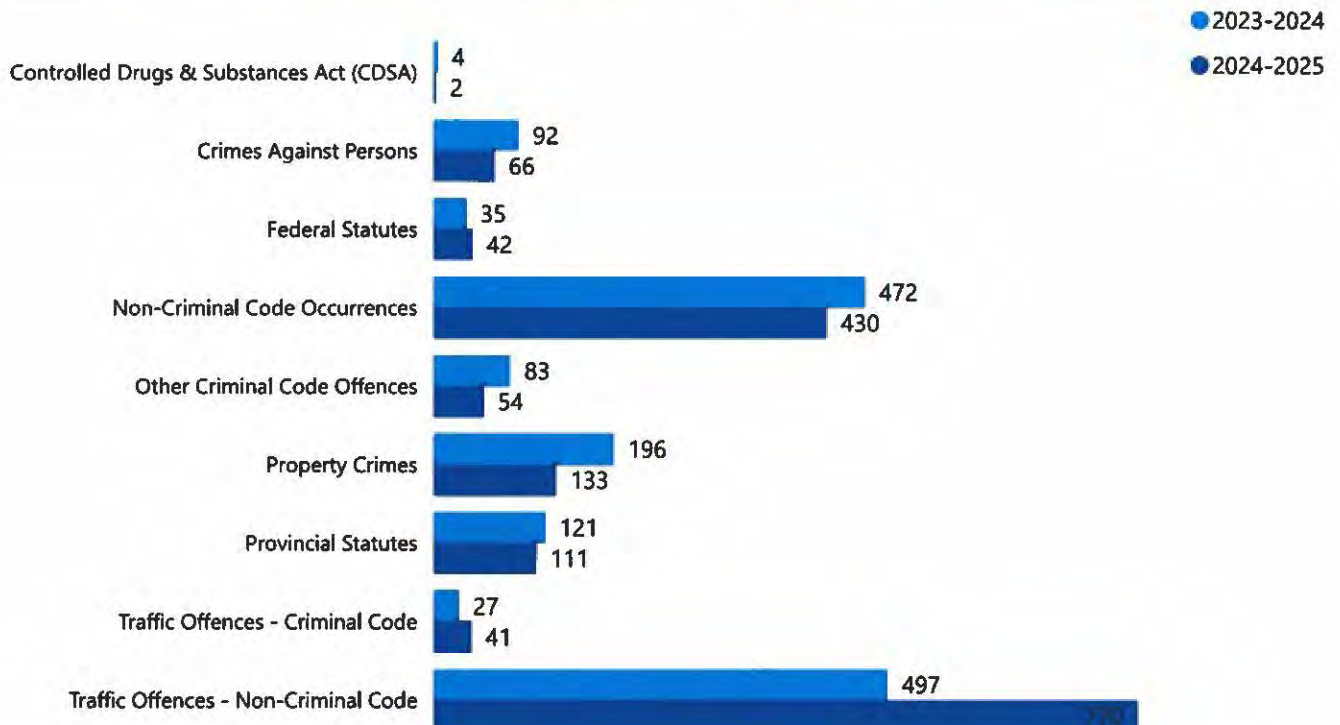


## RCMP J DIVISION QUARTERLY REPORT

### RSC Occurrence Breakdown



### RSC Year Over Year



## RCMP J DIVISION QUARTERLY REPORT

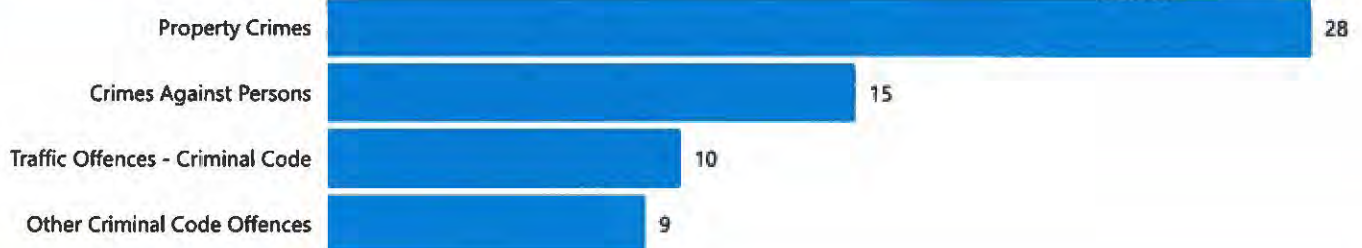
## Fundy Rural District

423

Occurrences



## Criminal Code Occurrences



## Top 5 Criminal Code Occurrence Sub Types

Sub Type	Count
Mischief	9
Other Criminal Code	8
Assaults	7
Other Violations Involving Violence/Threat	7
Impaired Operation/Related Violations	6

## Non-Criminal Code Occurrences



## Top 5 Non-Criminal Code Occurrence Sub Types

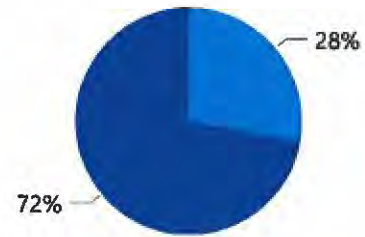
Sub Type	Count
Traffic Violation - Provincial/Territorial	181
Non-Criminal Code Occurrences - Other	86
Traffic Enforcement	31
Assistance Files	20
Provincial Statutes	20



## Fundy-St. Martins

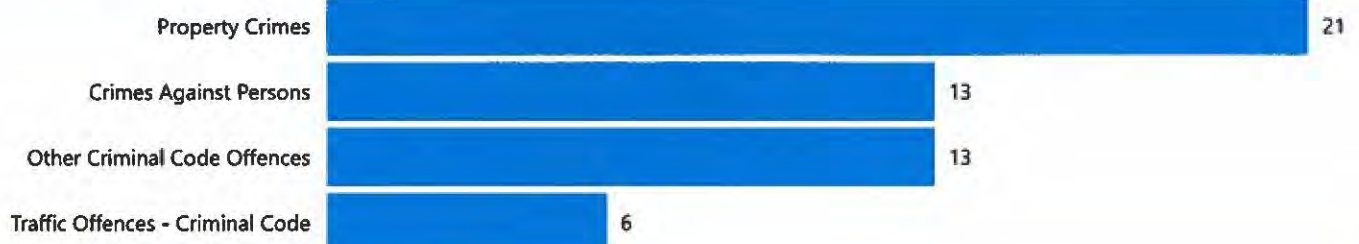
# 190

Occurrences



● Criminal Code ● Non-Criminal Code

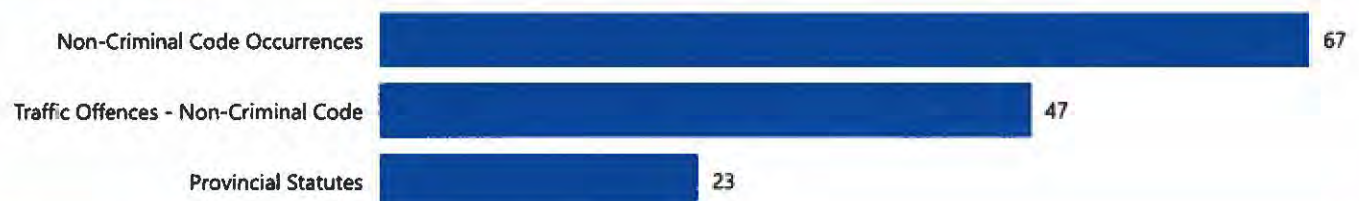
### Criminal Code Occurrences



### Top 5 Criminal Code Occurrence Sub Types

Sub Type	Count
Other Criminal Code	13
Other Violations Involving Violence/Threat	9
Mischief	8
Break & Enter	6
Impaired Operation/Related Violations	5

### Non-Criminal Code Occurrences



### Top 5 Non-Criminal Code Occurrence Sub Types

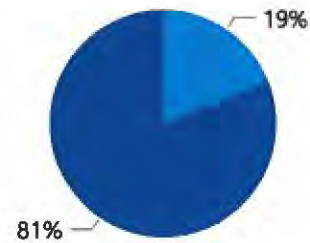
Sub Type	Count
Non-Criminal Code Occurrences - Other	45
Traffic Violation - Provincial/Territorial	29
Provincial Statutes	23
Assistance Files	21
Traffic Collision	9
Traffic Enforcement	9

## RCMP J DIVISION QUARTERLY REPORT

## Grand Bay-Westfield

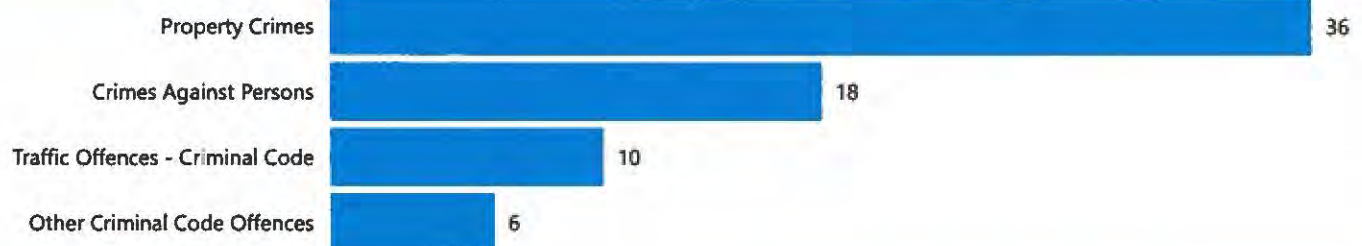
369

Occurrences



● Criminal Code ● Non-Criminal Code

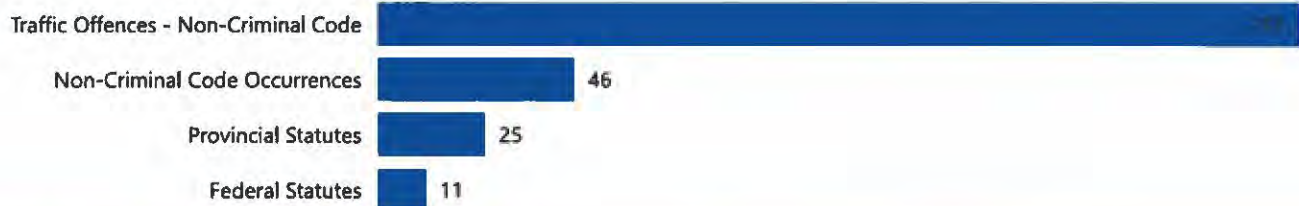
## Criminal Code Occurrences



## Top 5 Criminal Code Occurrence Sub Types

Sub Type	Count
Fraud	11
Other Violations Involving Violence/Threat	11
Theft \$5,000 or under	8
Mischief	7
Assaults	6
Dangerous Operation of a Motor Vehicle	6

## Non-Criminal Code Occurrences



## Top 5 Non-Criminal Code Occurrence Sub Types

Sub Type	Count
Traffic Violation - Provincial/Territorial	138
Traffic Enforcement	68
Non-Criminal Code Occurrences - Other	30
Provincial Statutes	25
Assistance Files	11
Federal Statutes	11

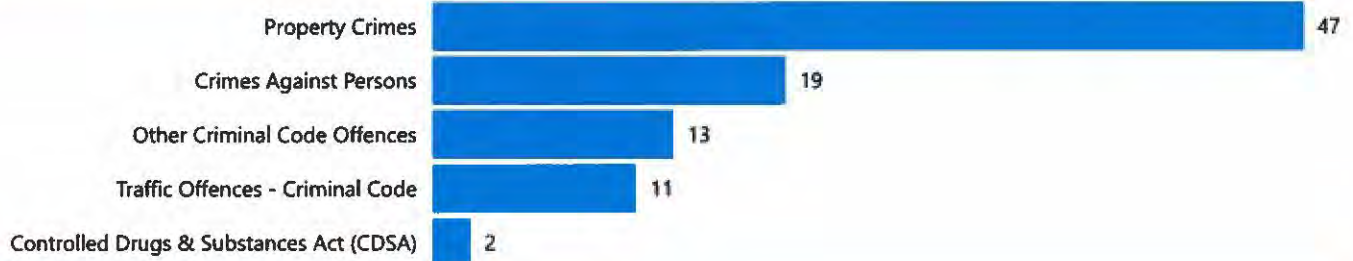


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RCMP J DIVISION QUARTERLY REPORT

**Hampton**  
**557**  
Occurrences



#### Criminal Code Occurrences



#### Top 5 Criminal Code Occurrence Sub Types

Sub Type	Count
Mischief	14
Other Criminal Code	13
Assaults	11
Break & Enter	9
Other Violations Involving Violence/Threat	7
Theft of Motor Vehicle	7

#### Non-Criminal Code Occurrences



#### Top 5 Non-Criminal Code Occurrence Sub Types

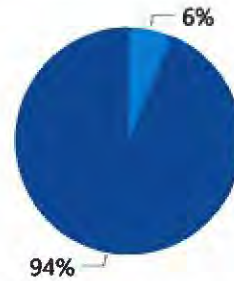
Sub Type	Count
Traffic Violation - Provincial/Territorial	146
Non-Criminal Code Occurrences - Other	115
Assistance Files	56
Provincial Statutes	39
Traffic Collision	39

## RCMP J DIVISION QUARTERLY REPORT

## Quispamsis

32

Occurrences



● Criminal Code ● Non-Criminal Code

## Criminal Code Occurrences

Crimes Against Persons

1

Traffic Offences - Criminal Code

1

## Top 5 Criminal Code Occurrence Sub Types

Sub Type	Count
Assaults	1
Dangerous Operation of a Motor Vehicle	1

## Non-Criminal Code Occurrences

Traffic Offences - Non-Criminal Code

20

Non-Criminal Code Occurrences

8

Provincial Statutes

2

## Top 5 Non-Criminal Code Occurrence Sub Types

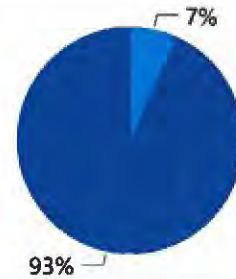
Sub Type	Count
Traffic Violation - Provincial/Territorial	17
Non-Criminal Code Occurrences - Other	4
Assistance Files	3
Traffic Collision	3
Provincial Statutes	2

2024December09OpenSessionFINAL\_052  
RCMP J DIVISION QUARTERLY REPORT

Rothsay

44

Occurrences



● Criminal Code ● Non-Criminal Code

### Criminal Code Occurrences

Traffic Offences - Criminal Code

1

### Top 5 Criminal Code Occurrence Sub Types

Sub Type	Count
Impaired Operation/Related Violations	2
Dangerous Operation of a Motor Vehicle	1

### Non-Criminal Code Occurrences

Traffic Offences - Non-Criminal Code

32

Non-Criminal Code Occurrences

7

Provincial Statutes

2

### Top 5 Non-Criminal Code Occurrence Sub Types

Sub Type	Count
Traffic Violation - Provincial/Territorial	17
Traffic Collision	13
Non-Criminal Code Occurrences - Other	4
Assistance Files	3
Provincial Statutes	2



## RCMP J DIVISION QUARTERLY REPORT

Saint John

36

Occurrences



## Criminal Code Occurrences



## Top 5 Criminal Code Occurrence Sub Types

Sub Type	Count
Other Criminal Code	13
Impaired Operation/Related Violations	1
Mischief	1

## Non-Criminal Code Occurrences



## Top 5 Non-Criminal Code Occurrence Sub Types

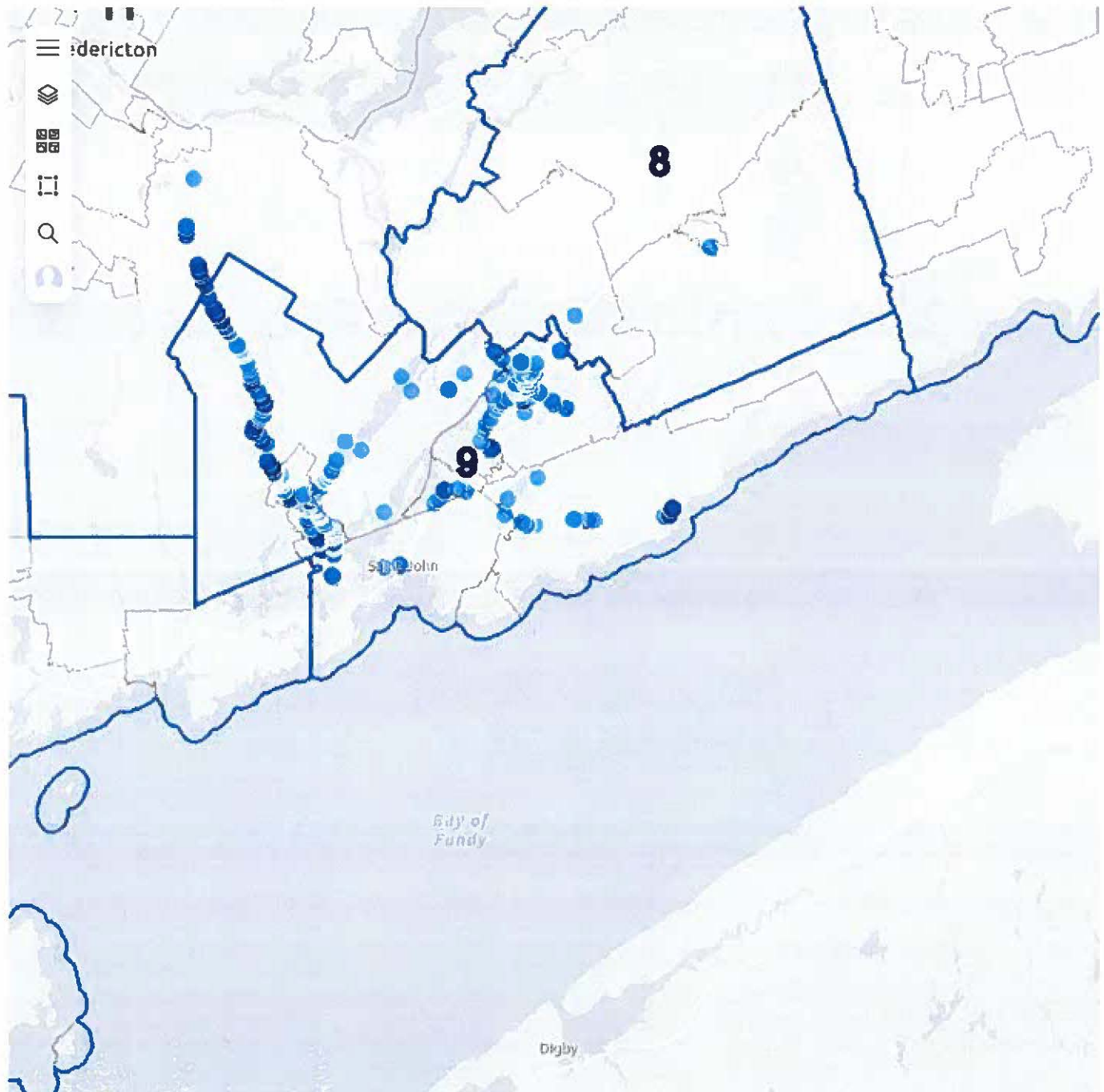
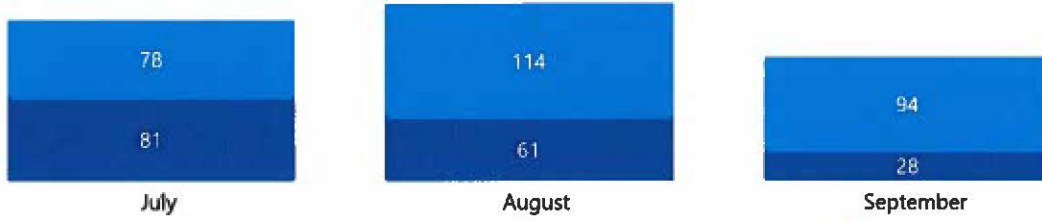
Sub Type	Count
Assistance Files	12
Traffic Violation - Provincial/Territorial	5
Criminal Intelligence / National Security	2
Non-Criminal Code Occurrences - Other	1
Traffic Collision	1



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RCMP J DIVISION QUARTERLY REPORT

RSC E-Tickets

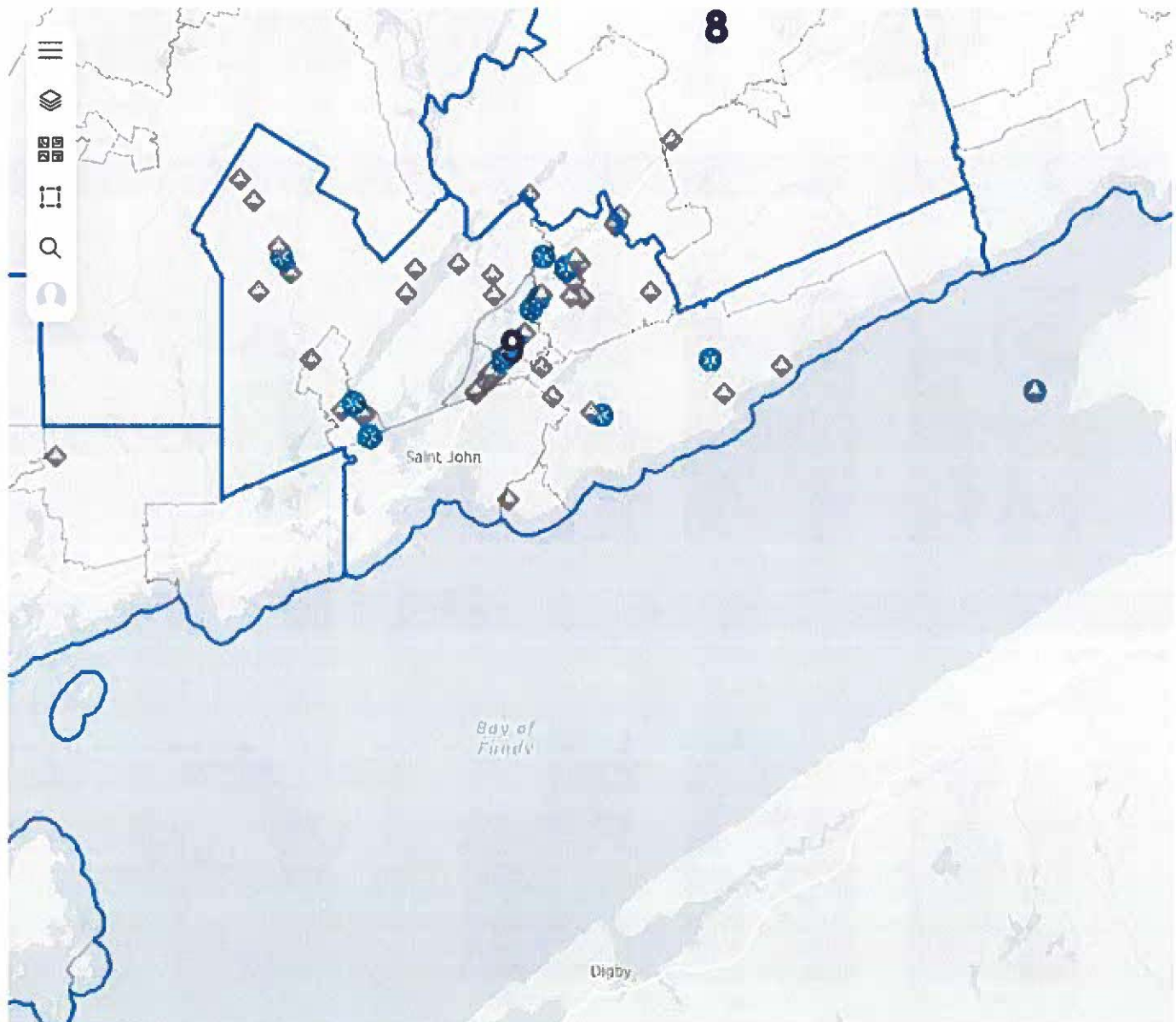
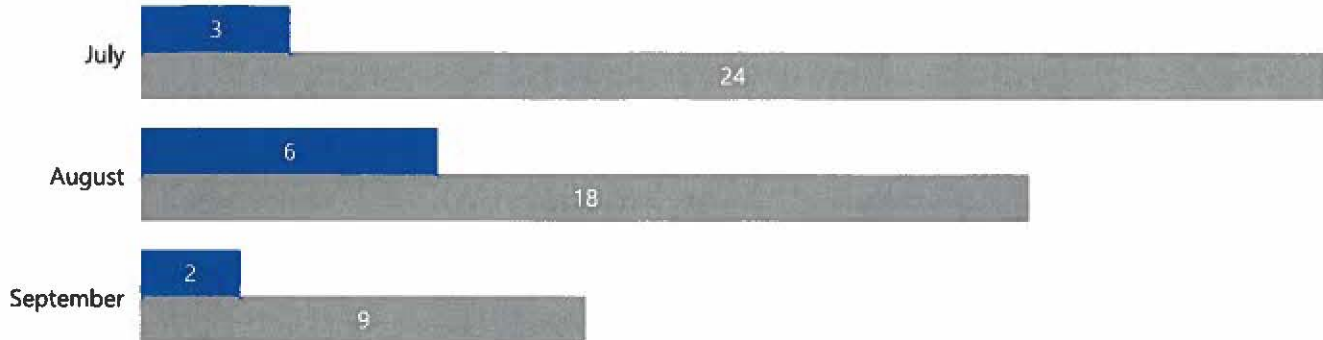
● Ticket ● Warning



## RCMP J DIVISION QUARTERLY REPORT

### RSC Collisions

● Injury ● Property Damage & Other



## RCMP J DIVISION QUARTERLY REPORT

### J Division Operations Communication Centre (OCC)

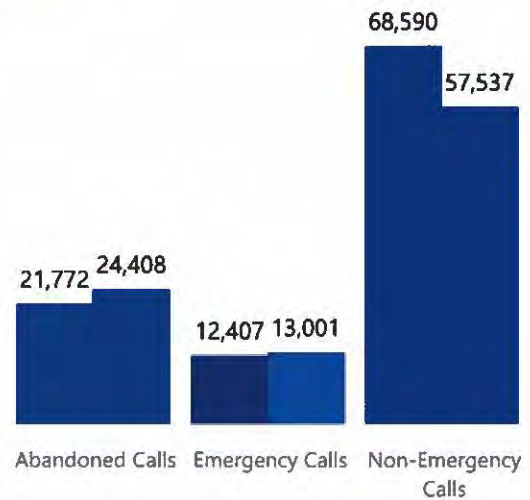
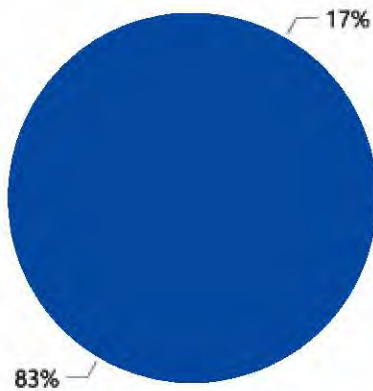
*Does not include the Codiac OCC.*

#### Emergency Calls and Non-Emergency Calls

#### Call Distribution

● Emergency Calls ● Non-Emergency Calls

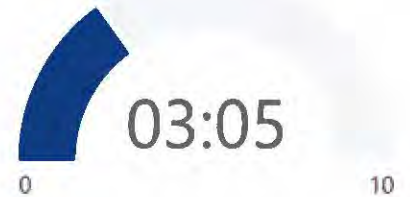
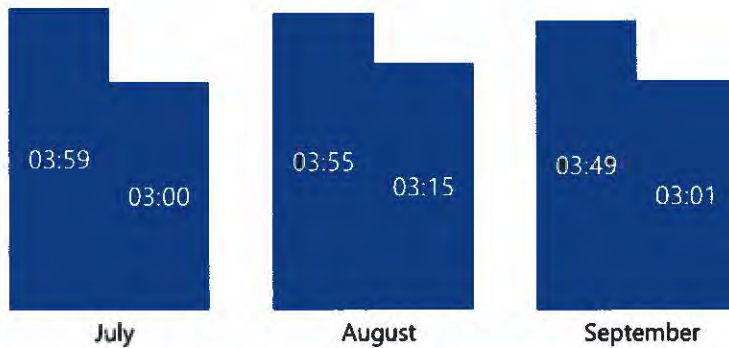
● 2023 ● 2024



#### Average Conversation Time (Non-Emergency in mm:ss)

#### Quarterly Average

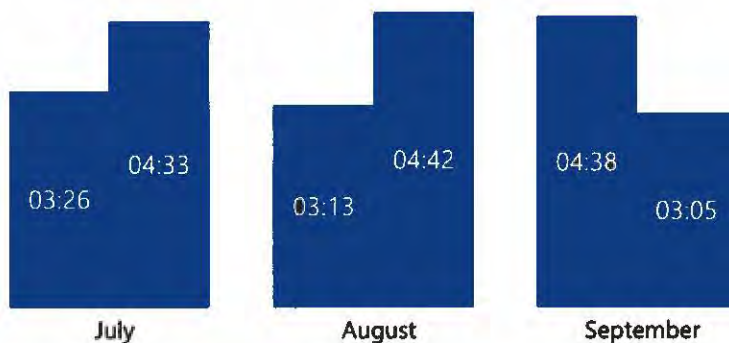
● 2023 ● 2024



#### Average Wait Time (Non-Emergency in mm:ss)

#### Quarterly Average

● 2023 ● 2024





## GLOSSARY OF TERMS

**Criminal Code:** Criminal offences falling under the Criminal Code of Canada and *Controlled Substance Act*.

**Non-Criminal Code:** Non-criminal charges are regulatory offences as legislated by the Province of New Brunswick.

### Series:

**Cannabis Act:** Distribution, importation and exportation, other cannabis violations, possession, production, and trafficking.

**Controlled Drugs and Substances Act:** Importation and exportation, possession, production, and trafficking.

**Crimes against persons:** Assaults, attempting the commission of a capital crime, other violations involving violence/threat, sexual services offences, sexual violations, violations causing death, and violations depriving freedom.

**Property crimes:** Arson, break and enter, fraud, identity fraud /theft, mischief, possession of property obtained by crime, theft \$5,000 or under, theft of a motor vehicle, theft over \$5,000.

**Traffic offences – Criminal Code:** Dangerous operation of a motor vehicle, impaired operation /related violations, other Criminal Code traffic violations.

**Other Criminal Code Offences:** Disorderly houses, gaming and betting, offensive weapons, organized crime related, other Criminal Code, sexual services offences, and sexual violations.

**Traffic – Non-Criminal Code:** Impaired operation /related violations, traffic – other, traffic collision, traffic enforcement, traffic violation – Provincial /Territorial.

**Federal statutes:** The Statutes of Canada (SC) compile all the laws passed by the Parliament of Canada since Confederation in 1867.

**Provincial statutes:** Provincial statutes of Canada contain public and private acts passed by Canadian provincial governments.

**Non-Criminal Code occurrences:** Assistance files, canceled occurrence, crime prevention, criminal intelligence /national security, municipal bylaw, non-Criminal Code occurrences, and other.



## Call Types:

**Emergency calls:** Total number of 911 calls received during the quarter that require immediate assistance from emergency services.

**Non-emergency calls:** Total number of non-emergency calls received during the quarter for inquiries or assistance that do not require immediate emergency response.

**Abandoned calls:** Percentage of calls, both emergency and nonemergency, that were disconnected by the caller before being answered by an operator.

## CONTACT INFORMATION

### Southeast District

#### RSC 9 –Regional Service Commission

Sgt. Benjamin Comley

Tel: (506) 343-7903 Email: [benjamin.comley@rcmp-grc.gc.ca](mailto:benjamin.comley@rcmp-grc.gc.ca)

Lisette Robichaud-Gallant, Planning Analyst

Tel: (506) 851-6434 Email: [lisette.robichaud@rcmp-grc.gc.ca](mailto:lisette.robichaud@rcmp-grc.gc.ca)

Meghan J Wells, Community Program Officer

Tel: (506) 433-7795 Email: [meghan.j.wells@rcmp-grc.gc.ca](mailto:meghan.j.wells@rcmp-grc.gc.ca)

### Billing

Carla Miller, Manager – Policing Standards and Contract Management

Department of Justice and Public Safety, GNB

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## USEFUL LINKS

- [Online Crime Reporting](#)
- [New Brunswick occurrence map](#)
- [Justice and Public Safety – Public Safety Crime Dashboards](#)

# Town of Rothesay

## General Fund Financial Statements

October 31, 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

10/31/2024

### 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

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  
10/31/2024

ASSETS

BNS Gas Tax Interest Account	4,777,222
BNS General Operating Reserve #214-15	999,518
BNS General Capital Reserves #2261-14	1,997,725
	<u>\$ 7,774,465</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,817,004
Invest. in General Capital Reserve	1,823,928
General Gas Tax Funding	960,218
Invest. in General Operating Reserve	999,518
Invest. in Land for Public Purposes Reserve	173,797
	<u>\$ 7,774,465</u>

2024December09OpenSessionFINAL\_062

## Town of Rothesay

Balance Sheet - General Operating Fund

10/31/2024

## CURRENT ASSETS

Cash	603,141
Receivables	107,626
HST Receivable	94,730
Inventory	142,001
Gen Operating due to/from Util Operating	768,662
Total Current Assets	<u>1,716,160</u>
Other Assets:	
Projects	<u>5,730,236</u>
TOTAL ASSETS	<u><u>7,446,396</u></u>

## CURRENT LIABILITIES AND EQUITY

Accounts Payable	881,687
Other Payables	693,155
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>1,747,139</u>

## EQUITY

Retained Earnings	166,373
Surplus/(Deficit) for the Period	<u>5,532,884</u>
	<u>5,699,257</u>
	<u><u>7,446,396</u></u>

2024December09OpenSessionFINAL\_063

# Town of Rothesay

Statement of Revenue & Expenditure  
10 Months Ended 10/31/2024

	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	18,551,991	18,551,991	0		22,262,389
Sale of Services	65,324	53,150	487,852	378,900	108,953		474,300
Services to Province of New Brunswic	0	9,214	68,509	59,673	8,836		80,000
Other Revenue from Own Sources	13,963	11,375	353,952	119,258	234,694		142,008
CORE Equalization	6,549	6,549	65,487	65,486	1		78,583
Conditional Transfers	0	0	277,525	51,500	226,025		51,500
Other Transfers	45,719	45,719	1,336,033	586,033	750,000		677,470
	<u>\$1,986,755</u>	<u>\$1,981,206</u>	<u>\$21,141,350</u>	<u>\$19,812,840</u>	<u>\$1,328,510</u>		<u>\$23,766,250</u>
<b>EXPENSES</b>							
General Government Services	174,022	144,946	2,323,266	2,528,463	205,197		2,923,971
Protective Services	481,856	481,850	5,416,680	5,456,572	39,892		6,623,274
Transportation Services	271,182	219,278	3,197,880	3,352,656	154,777		4,210,726
Environmental Health Services	36,220	82,363	810,745	847,633	36,888		1,032,360
Environmental Development	35,639	46,604	402,017	645,722	243,705		753,090
Recreation & Cultural Services	239,249	169,873	2,337,730	2,345,761	8,031		2,884,957
Fiscal Services	793	500	1,120,148	364,808	(755,340)		5,337,872
	<u>\$1,238,961</u>	<u>\$1,145,415</u>	<u>\$15,608,466</u>	<u>\$15,541,616</u>	<u>(66,850)</u>		<u>\$23,766,250</u>
Surplus (Deficit) for the Year	<u>\$747,793</u>	<u>\$835,791</u>	<u>\$5,532,884</u>	<u>\$4,271,224</u>	<u>\$1,261,660</u>		<u>\$ (0)</u>



## 2024December09OpenSessionFINAL\_064

## Town of Rothesay

Statement of Revenue & Expenditure  
10 Months Ended 10/31/2024

	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	4,761	2,083	55,923	20,833	35,090	1	25,000
Wells Canopy revenue	2,513	0	8,638	0	8,638		0
Town Hall Rent	9,402	8,333	94,626	83,333	11,293	2	100,000
Community Garden revenue	0	0	1,020	900	120		900
Fox Farm Rental revenue	1,950	1,750	19,500	17,500	2,000		21,000
Arena Revenue	34,014	36,133	187,308	148,533	38,775	3	214,900
Recreation Programs	12,685	4,850	120,837	107,800	13,037	4	112,500
	<b>65,324</b>	<b>53,150</b>	<b>487,852</b>	<b>378,900</b>	<b>108,953</b>		<b>474,300</b>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	7,345	6,875	191,568	68,750	122,818	5	82,500
KVFD Admin Penalties	0	0	1,225	0	1,225		0
Recycling Dollies & Lids	0	0	467	800	-333		800
Interest & Sundry	3,998	2,667	95,114	26,667	68,448	6	32,000
Miscellaneous	1,620	833	50,869	8,333	42,535	7	10,000
Fire Dept. Administration	1,000	1,000	10,000	10,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<b>13,963</b>	<b>11,375</b>	<b>353,952</b>	<b>119,258</b>	<b>234,694</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	8	0
Grant - Students	0	0	44,064	50,000	-5,936		50,000
	<b>0</b>	<b>0</b>	<b>277,525</b>	<b>51,500</b>	<b>226,025</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	457,188	457,188	0		548,625
Transfer from Capital Reserve	0	0	750,000	0	750,000	9	0
	<b>45,719</b>	<b>45,719</b>	<b>1,336,033</b>	<b>586,033</b>	<b>750,000</b>		<b>677,470</b>
<b>EXPENSES</b>							
<b>General Government Services</b>							
Legislative							
Mayor	4,313	5,000	44,539	50,000	5,461		60,000
Councillors	13,898	12,999	145,160	129,986	-15,175	10	155,983
Regional Service Commission 9	2,326	2,326	23,262	23,263	0		27,915
Other	2,280	1,958	5,780	19,583	13,803	11	23,500
	<b>22,818</b>	<b>22,283</b>	<b>218,742</b>	<b>222,832</b>	<b>4,090</b>		<b>267,398</b>
Administrative							
Administration - Wages & Benefits	91,995	88,109	918,253	917,167	-1,086		1,193,550
Office Building	20,757	10,531	172,823	159,359	-13,463	12	180,871
Supplies	20,025	16,333	139,250	145,333	6,084		184,000
Solicitor	6,669	0	37,234	50,000	12,766	13	50,000
Professional Fees	0	0	27,994	110,000	82,006	14	110,000
Other	5,299	6,898	97,791	109,982	12,191	15	122,779
	<b>144,744</b>	<b>121,872</b>	<b>1,393,344</b>	<b>1,491,842</b>	<b>98,497</b>		<b>1,841,200</b>
Other General Government Services							
Website/Other	0	0	1,434	3,000	1,566		3,000
Community Communications (Team)	987	708	3,682	62,083	58,402	16	63,500
Civic Relations	120	83	2,005	833	-1,171		1,000
Insurance	865	0	300,308	330,201	29,893	17	330,201
Donations	600	0	21,122	36,500	15,378	18	36,500
Cost of Assessment	0	0	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	3,888	0	4,838	4,000	-838		4,000
	<b>6,460</b>	<b>792</b>	<b>711,179</b>	<b>813,790</b>	<b>102,610</b>		<b>815,373</b>
<b>Total General Government Services</b>	<b>174,022</b>	<b>144,946</b>	<b>2,323,266</b>	<b>2,528,463</b>	<b>205,197</b>		<b>2,923,971</b>
<b>Protective Services</b>							
Police							
Police Protection	281,066	281,066	2,810,658	2,810,658	0		3,372,789
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<b>281,066</b>	<b>281,066</b>	<b>2,813,458</b>	<b>2,813,458</b>	<b>0</b>		<b>3,375,589</b>
Fire							
Fire Protection	200,576	200,576	2,263,664	2,256,032	-7,633	19	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>2,598,664</b>	<b>2,591,032</b>	<b>-7,633</b>		<b>3,195,185</b>
Emergency Measures							
EMO Director/Committee	0	0	0	50,000	50,000	20	50,000
	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>		<b>50,000</b>
Other							
Animal & Pest Control	215	208	4,155	2,083	-2,072		2,500
Other	0	0	404	0	-404		0
	<b>215</b>	<b>208</b>	<b>4,559</b>	<b>2,083</b>	<b>-2,475</b>		<b>2,500</b>
<b>Total Protective Services</b>	<b>481,856</b>	<b>481,850</b>	<b>5,416,680</b>	<b>5,456,572</b>	<b>39,892</b>		<b>6,623,274</b>

## 2024December09OpenSessionFINAL\_065

### Transportation Services

#### Common Services

Administration (Wages & Benefits)	115,201	127,030	1,242,856	1,342,116	99,260	21	1,648,000
Workshops, Yards & Equipment	94,065	61,458	718,955	701,444	-17,511	22	824,261
Engineering	0	0	0	7,500	7,500		7,500
	209,266	188,488	1,961,812	2,051,060	89,249		2,479,761

Roads & Streets	8,013	7,167	56,974	69,507	12,533	23	77,000
Crosswalks & Sidewalks	1,610	5,665	46,721	33,835	-12,886	24	35,570
Culverts & Drainage Ditches	1,892	0	112,000	100,000	-12,000	25	100,000
Street Cleaning & Flushing	269	0	14,282	10,000	-4,282		10,000
Snow & Ice Removal	0	0	688,677	807,000	118,323	26	1,172,000
	11,783	12,832	918,653	1,020,342	101,689		1,394,570

Street Lighting	13,989	12,500	134,998	125,000	-9,998		150,000
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#### Traffic Services

Street Signs	13,279	3,000	21,658	15,000	-6,658		15,000
Traffic Lanemarking	208	0	38,670	35,000	-3,670		35,000
Traffic Signals	18,124	1,667	33,803	16,667	-17,136	27	20,000
Railway Crossing	4,386	583	27,332	20,833	-6,498		25,000
	35,998	5,250	121,462	87,500	-33,962		95,000

#### Public Transit

Public Transit - Comex Service	0	0	59,495	66,671	7,176		88,895
Public Transit - Other	146	208	1,460	2,083	623		2,500
	146	208	60,955	68,755	7,800		91,395

<b>Total Transportation Services</b>	<b>271,182</b>	<b>219,278</b>	<b>3,197,880</b>	<b>3,352,656</b>	<b>154,777</b>		<b>4,210,726</b>
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### Environmental Health Services

Solid Waste Disposal Land Fill garbage	29,250	20,697	238,134	206,967	-31,167	28	248,360
Solid Waste Disposal Landfill Compost	3,809	3,333	34,125	33,333	-792		40,000
Solid Waste Collection Fero	3,057	58,333	522,602	583,333	60,732	29	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	30	40,000
Food Cycler	104	0	7,404	0	-7,404		0
<b>Total Environmental Health Services</b>	<b>36,220</b>	<b>82,363</b>	<b>810,745</b>	<b>847,633</b>	<b>36,888</b>		<b>1,032,360</b>

### Environmental Development Services

Planning & Zoning							
Administration (Wages and benefits)	21,874	32,805	224,575	342,230	117,655	31	422,000
Administration	2,174	2,208	61,396	152,583	91,187	32	157,000
Planning Projects	0	0	100	25,000	24,900	33	25,000
Heritage Committee	0	0	0	5,000	5,000	34	5,000
	24,048	35,013	286,071	524,813	238,742		609,000

Envision Saint John	11,591	11,591	115,908	115,908	-0		139,090
Tourism	0	0	38	5,000	4,963	35	5,000
	11,591	11,591	115,946	120,908	4,962		144,090

<b>Total Environmental Development Service</b>	<b>35,639</b>	<b>46,604</b>	<b>402,017</b>	<b>645,722</b>	<b>243,705</b>		<b>753,090</b>
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### Recreation & Cultural Services

Administration (wages and benefits)	29,882	29,844	323,160	311,375	-11,785	36	384,000
Administration	3,412	2,000	59,022	51,500	-7,522	37	55,500
Rothsay Arena	34,585	31,645	325,938	306,787	-19,152	38	380,500
Parks & Gardens	65,315	47,070	717,644	753,183	35,539	39	868,000
Playgrounds and Fields	20,038	9,583	116,712	122,833	6,122		134,000
Rothsay Common Rink	1,532	717	65,204	72,417	7,213		96,150
Memorial Centre	38,888	5,333	100,173	62,083	-38,089	40	72,850
Train Station	0	0	4,027	29,600	25,573	41	29,600
Wells Building	2,453	3,292	44,811	37,917	-6,894	42	44,500
James Renforth	2,163	0	3,398	0	-3,398		0
Beaches	0	0	57,173	64,000	6,827		64,000
Summer Programs	1,048	2,042	91,341	97,917	6,575		98,000
The Hive expenses	1,121	1,208	9,541	12,083	2,542		14,500
Regional Facilities Operating	27,890	27,890	278,896	278,896	-0		334,675
Kennebecasis Public Library	8,250	8,250	82,495	82,495	0		98,994
Regional Facilities Capital	0	0	14,676	14,676	0		157,688
Special Events	2,568	1,000	35,916	40,000	4,084		44,000
PRO Kids	0	0	7,500	7,500	0		7,500
Rothsay Living Museum	104	0	104	500	396		500

<b>Total Recreation and Cultural Services</b>	<b>239,249</b>	<b>169,873</b>	<b>2,337,730</b>	<b>2,345,761</b>	<b>8,031</b>		<b>2,884,957</b>
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### Fiscal Services

#### Debt Charges

Interest	793	500	96,148	90,808	-5,340		223,872
Debenture Payments	0	0	274,000	274,000	0		714,000
	793	500	370,148	364,808	-5,340		937,872

#### 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	43	0
Reserve Funds	0	0	0	0	0		150,000
	0	0	750,000	0	-750,000		4,400,000

<b>Total Fiscal Services</b>	<b>793</b>	<b>500</b>	<b>1,120,148</b>	<b>364,808</b>	<b>-755,340</b>		<b>5,337,872</b>
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# 2024December09OpenSessionFINAL\_066

## Town of Rothesay

### Variance Report - General Fund

Note #		Actual	month ending Budget	10/31/2024 Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Bill McGuire Memorial Centre	\$ 55,923	\$ 20,833	\$ 35,090	Budget allocated over year
2	Town Hall Rent	\$ 94,626	\$ 83,333	\$ 11,293	Rent renewal higher than budgeted
3	Arena Revenue	\$ 187,308	\$ 148,533	\$ 38,775	Revenue higher than budgeted
4	Recreation Programs	\$ 120,837	\$ 107,800	\$ 13,037	Hive \$5K higher than budgeted, Winterfest sponsorship \$2K
5	Licenses & Permits	\$ 191,568	\$ 68,750	\$ 122,818	Conservative budget estimate
6	Interest & Sundry	\$ 95,114	\$ 26,667	\$ 68,448	Conservative budget estimate
7	Miscellaneous	\$ 50,869	\$ 8,333	\$ 42,535	Sale of sweeper \$40k
8	Grant - Other	\$ 231,058	\$ -	\$ 231,058	Wells building
9	Transfer from Capital Reserve	\$ 750,000	\$ -	\$ 750,000	Reserve funds for vacuum truck
<b>Expenses</b>					
<i>General Government</i>					
10	Councillors	145,160	129,986	\$ (15,175)	Budget didn't have increase in per diem
11	Other	5,780	19,583	\$ 13,803	Developmental seminars
12	Office Building	172,823	159,359	\$ (13,463)	Upstairs tenants renovations
13	Solicitor	37,234	50,000	\$ 12,766	Expenses not yet incurred
14	Professional Fees	27,994	110,000	\$ 82,006	\$75K Head hunter fees
15	Other	97,791	109,982	\$ 12,191	Timing
16	Community Communications (Team)	3,682	62,083	\$ 58,402	\$55K budgeted for communications study
17	Insurance	300,308	330,201	\$ 29,893	Budget higher than actual
18	Donations	21,122	36,500	\$ 15,378	Donation budget remaining
<i>Protective Services</i>					
19	Fire Protection	2,063,089	2,055,456	\$ (7,633)	Ppty tax estimate too low
20	EMO Director/Committee	0	50,000	\$ 50,000	EMO Plan
<i>Transportation</i>					
21	Administration (Wages & Benefits)	1,242,856	1,342,116	\$ 99,260	Vacant position
22	Workshops, Yards & Equipment	718,955	701,444	\$ (17,511)	Budget allocated equally thru the year, expenses still to be incurred
23	Roads & Streets	56,974	69,507	\$ 12,533	timing
24	Crosswalks & Sidewalks	46,721	33,835	\$ (12,886)	Town Hall crosswalk
25	Culverts & Drainage Ditches	112,000	100,000	\$ (12,000)	Additional drain covers purchased
26	Snow & Ice Removal	688,677	807,000	\$ 118,323	Budget set by past usage, 2024 less storms
27	Traffic Signals	33,803	16,667	\$ (17,136)	\$10K Marr/Campbell repairs - accident, cost will be recouped
<i>Environmental Health</i>					
28	Solid Waste Disposal Land Fill garbage	238,134	206,967	\$ (31,167)	More landfill than previous year
29	Solid Waste Collection Fero	522,602	583,333	\$ 60,732	\$39K Fuel escalation in budget
30	Clean Up Campaign	8,480	20,000	\$ 11,520	Lower cost than anticipated
<i>Environmental Development</i>					
31	Administration (wages and benefits)	224,575	342,230	\$ 117,655	Vacant positions
32	Adminsitration	61,396	152,583	\$ 91,187	Annual budget for bylaw enforcement \$30K + 50K software
33	Planning Projects	100	25,000	\$ 24,900	Annual budget for planning projects
34	Heritage Committee	-	5,000	\$ 5,000	Annual budget for Heritage Committee
35	Tourism	38	5,000	\$ 4,963	Annual budget for Tourism
<i>Recreation &amp; Cultural Services</i>					
36	Administration (wages and benefits)	323,160	311,375	\$ (11,785)	Pay raise after annual budget
37	Administration	59,022	51,500	\$ (7,522)	Ppty tax higher than budgeted by \$11K
38	Rothesay Arena	325,938	306,787	\$ (19,152)	R&M to condenser
39	Parks & Gardens	717,644	753,183	\$ 35,539	Vacant position, leased less vehicles than anticipated
40	Memorial Centre	100,173	62,083	\$ (38,089)	Heat pump and installation
41	Train Station	4,027	29,600	\$ 25,573	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
42	Wells Building	44,811	37,917	\$ (6,894)	budget
<i>Fiscal Services</i>					
43	Capital Projects Funded by reserves	\$ 750,000	\$ -	\$ (750,000)	Reserve funds for vacuum truck

2024December09OpenSessionFINAL\_067

# Town of Rothesay

Capital Projects 2024

General Fund

10 Months Ended 10/31/2024

	ANNUAL BUDGET	CURRENT Y-T-D	Reserve	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
Renforth Beach ppty	0	244,552		-244,552
Land purchase Wells extender		25,859		-25,859
Total General Government	365,000	270,411	0	94,589
<b>Protective Services</b>				
P-202*-0** Protective Serv. Equipment Purchases	200,000	176,882		23,118
Total Protective Services	200,000	176,882		23,118
<b>Transportation</b>				
T-2024-001 Asphalt	3,395,000	3,830,731		-435,731
T-2024-00* Wiljac Improvements	2,500,000	0		2,500,000
T-2024-00* Grove building	60,000	292		59,708
T-202*-00* Fleet Replacement	1,875,000	353,181	750,000	771,819
Unassigned:	0	0		0
T-202*-00* Salt Storage Facility	0	1,354		-1,354
Total Transportation	7,830,000	4,185,559	750,000	2,894,441
<b>Recreation</b>				
R-202*-00* Recreation Equipment	145,000	91,427		53,573
R-2022-004 Wells Bldg	50,000	13,822		36,178
R-202*-00* Arena Renovation	105,000	111,696		-6,696
R-2024-00* Wells parking lot	500,000	0		500,000
R-2024-00* Cathodic protection	75,000	70,735		4,265
R-2024-00* Zamboni	140,000	122,950		17,050
Total Recreation	1,015,000	410,631		604,369
<b>Carryovers</b>				
R-2020-007 Trail Development		8,849		-8,849
T-2023-001 Asphalt 2023		20,999		-20,999
T-2023-004 Intersection Improvement (Gondola/Clark)		623,577		-623,577
R-2022-002 Recreation Pickle Ball		785		-785
R-202*-00* Recreation Master Plan		32,543		-32,543
		686,753		-686,753
<b>Total</b>	<b>\$ 9,410,000</b>	<b>\$ 5,730,236</b>	<b>\$ 750,000</b>	<b>\$ 2,929,764</b>

## 2024 Budget and Funding Allocation

Funding	2024	Operating	Reserve	CCBF	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



# Town of Rothesay

## Utility Fund Financial Statements

October 31, 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 10/31/2024

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	8,006,850
	<hr/>
Total Liabilities	7,721,850

EQUITY

## Investments:

Investment in Fixed Assets	32,015,876
	<hr/>
Total Equity	32,015,876

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

Town of Rothesay  
Balance Sheet - Utilities Fund Reserves  
10/31/2024

ASSETS

BNS Utility Capital Reserve # 00241 12	1,450,704
	<u>\$ 1,450,704</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	951,183
Invest. in Utility Operating Reserve	118,804
Invest. in Sewerage Outfall Reserve	380,717
	<u>\$ 1,450,704</u>

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# Town of Rothesay

Utilities Fund Operating Balance Sheet  
As at 10/31/2024

## ASSETS

### Current assets:

Accounts Receivable Net of Allowance	737,731
Total Current Assets	737,731

### Other Assets:

Projects	2,391,222
	2,391,222

TOTAL ASSETS	\$ 3,128,953
--------------	--------------

## LIABILITIES

Accrued Payables	16,263
Due from General Fund	768,662
Due to Capital Fund	285,000
Deferred Revenue	10,677
Total Liabilities	1,080,602

## EQUITY

### Surplus:

Opening Retained Earnings	40,521
Profit (Loss) to Date	2,007,830
	2,048,351

TOTAL LIABILITIES & EQUITY	\$ 3,128,953
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## 2024December09OpenSessionFINAL\_072

Town of Rothesay  
Utilities Operating Income Statement  
10 Months Ended 10/31/2024

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	(1,177)	0	891,470	896,250	(4,780)	1	1,165,000
Meter and non-hookup fees	0	0	48,020	47,625	395		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	(1,504)	0	2,183,893	2,154,283	29,610	2	2,154,283
Connection Fees	100	6,250	180,425	62,500	117,925	3	75,000
Developers' Share	13,035	0	31,390	0	31,390	4	0
Interest Earned	9,320	7,500	96,188	75,000	21,188	5	90,000
Misc. Revenue	1,275	769	6,538	7,687	(1,149)		9,224
Infrastructure Grants	0	0	378,486	0	378,486	6	0
Surplus - Previous Years	0	0	33,993	33,993	0		33,993
<b>TOTAL RECEIPTS</b>	<b>21,049</b>	<b>14,519</b>	<b>4,244,282</b>	<b>3,671,338</b>	<b>572,944</b>		<b>3,985,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	18,288	18,288	182,875	182,875	0		219,450
Wages	15,183	16,831	177,345	188,324	10,979	7	240,000
Audit/Legal/Training	0	625	11,418	12,750	1,332		14,000
Other Water	319	167	849	1,667	818		2,000
Purification & Treatment	9,616	26,417	576,935	515,167	(61,768)	8	568,000
Transmission & Distribution	3,890	7,917	55,184	79,167	23,983	9	130,000
Power & Pumping	3,528	4,667	42,733	46,667	3,933		56,000
Billing/Collections	59	417	1,823	4,167	2,344		5,000
Water Purchased	0	200	1,113	1,000	(113)		1,200
Misc. Expenses	12,229	1,667	21,541	25,667	4,126		32,000
McGuire Road Operating	(10,596)	1,667	8,368	16,667	8,299	10	20,000
<b>TOTAL WATER SUPPLY</b>	<b>52,514</b>	<b>78,860</b>	<b>1,080,184</b>	<b>1,074,116</b>	<b>(6,068)</b>		<b>1,287,650</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	27,431	27,431	274,313	274,313	0		329,175
Wages	30,000	30,000	300,000	300,000	0		360,000
Audit/Legal/Training	68	750	9,471	13,500	4,029		15,000
Collection System Maintenance	10,700	6,250	38,592	64,500	25,908	11	85,000
Sewer Claims	5,411	0	21,645	15,000	(6,645)		20,000
Lift Stations	2,098	6,667	82,627	68,667	(13,960)	12	82,500
Treatment/Disposal	3,927	9,000	76,955	103,000	26,045	13	121,000
Misc. Expenses	725	2,333	5,907	23,333	17,427	14	28,000
<b>TOTAL SWGE COLLECTION &amp; DISPC</b>	<b>80,360</b>	<b>82,431</b>	<b>809,509</b>	<b>862,313</b>	<b>52,804</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	0	0	137,051	161,826	24,775	15	263,941
Principal Repayment	0	0	209,708	209,708	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>0</b>	<b>0</b>	<b>346,759</b>	<b>371,534</b>	<b>24,775</b>		<b>1,656,675</b>
<b>TOTAL EXPENSES</b>	<b>132,874</b>	<b>161,291</b>	<b>2,236,452</b>	<b>2,307,963</b>	<b>71,511</b>		<b>3,985,000</b>
<b>NET INCOME (LOSS) FOR THE PER</b>	<b>(111,824)</b>	<b>(146,773)</b>	<b>2,007,830</b>	<b>1,363,375</b>	<b>644,455</b>		<b>(0)</b>

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# Town of Rothesay

Variance Report - Utility Operating  
2024-10-31

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	891,470	896,250	(4,780)	Lower usage, Apt fixed underground leak
2	Sewerage Services	2,183,893	2,154,283	29,610	New Apartment buildings not factored into budget
3	Connection Fees	180,425	62,500	117,925	Budgeted amts allocated based on prior year revenue
4	Developers' Share	31,390	0	31,390	Cost shared for sidewalk on Hampton rd
5	Interest Earned	96,188	75,000	21,188	Conservative budget
6	Infrastructure Grants	378,486	0	378,486	WWTF grant
Water					
7	Wages	177,345	188,324	10,979	Less OT than expected
8	Purification & Treatment	576,935	515,167	(61,768)	Hydrostrata - Addition of Deepening wells
9	Transmission & Distribution	55,184	79,167	23,983	Timing
10	McGuire Road Operating	8,368	16,667	8,299	Timing
Sewer					
10	Collection System Maintenance	38,592	64,500	25,908	timing
11	Lift Stations	82,627	68,667	(13,960)	replacement of VFD at FV lagoon
12	Treatment/Disposal	76,955	103,000	26,045	timing
13	Misc. Expenses	5,907	23,333	17,427	timing
Fiscal Services					
14	Interest on Long-Term Debt	137,051	161,826	24,775	Interim loan not used

# 2024December09OpenSessionFINAL\_074

## Town of Rothesay

Capital Projects 2024  
Utility Fund  
10 Months Ended 10/31/2024

	Original BUDGET	CURRENT Y-T-D	CCBF	Remaining Budget
<b>WATER</b>				
W-2022-003 Filtration Bldg Water	775,000	54,128	400,000	320,872
W-2024-00* Production Wells TH90-1	65,000	15,784		49,216
W-2024-00* Storage bldg renovations	55,000	20,648		34,352
W-2024-00* Shadowhill water line	250,000	-		250,000
W-2024-00* Treatment effluent tank re-lining	30,000	66		29,934
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	-		50,000
W-2024-00* Large scale tapping machine	40,000	-		40,000
	<u>\$ 1,305,000</u>	<u>\$ 93,023</u>	<u>\$ 400,000</u>	<u>\$ 811,977</u>

<b>SEWER</b>				
T-202*-001 Sewer work in Asphalt contract	100,000	\$ -		100,000
S-2023- 004 WWTF Plant	2,000,000	\$ 364,462		1,635,538
S-2024-00* Frances Ave lift station replacement	120,000	\$ -		120,000
S-2023-002 Lagoon Dredging	1,500,000	\$ 1,053,294		446,706
Unbudgeted items:				
Emergency sewer repair Rothesay Rd	0	\$ 40,049		-40,049
	<u>3,720,000</u>	<u>1,457,805</u>	<u>-</u>	<u>2,262,195</u>

<b>Total Approved</b>	<u>5,025,000</u>	<u>1,550,829</u>	<u>400,000</u>	<u>3,074,171</u>
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### Carryovers

Funded from Reserves				
W-2021-004 Well Development - Quality	-	4,649		-4,649
S-2021-001 Turnbull Court Sewer	-	835,744		-835,744
	<u>0</u>	<u>840,393</u>	<u>0</u>	<u>-840,393</u>
	<u>5,025,000</u>	<u>2,391,222</u>	<u>400,000</u>	<u>2,233,778</u>

### Funding:

	Total	Operating	Borrow	CCBF	Grants
Water	1,305,000	630,000	\$ 250,000	425,000	
Sewer	3,720,000	120,000	\$ 2,625,000	100,000	875,000
	<u>\$ 5,025,000</u>	<u>\$ 750,000</u>	<u>\$ 2,875,000</u>	<u>\$ 525,000</u>	<u>\$ 875,000</u>

## Town of Rothesay

2024-10-31

219500-60

## Donations/Cultural Support

Budget

Paid to date

KV3C (in kind)	2,500.00	-
NB Medical Education Trust	5,000.00	5,000.00
KV Food Basket	5,000.00	9,300.46
Fairweather Scholarship	1,000.00	1,000.00
Saint John Theatre Company	1,000.00	
Symphony NB	2,500.00	2,000.00
sub	17,000.00	17,300.46

Other:	19,500.00	
Portage		500.00
KVBA U14		250.00
Police/Fire Hockey		472.00
Refund from Big Brother/Big Sister	-	500.00
KV Girls Softball		250.00
Fundy Soccer Association		250.00
St. Joseph's Foundation		1,000.00
Girl Guides of Canada "Run in the Valley"		250.00
Tani Koi Judo Club		250.00
KV Old Boys		500.00
Gala Ballet Production		600.00
sub	19,500.00	3,822.00

36,500.00	21,122.46
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G/L Balance

21,122.46

## Other:

Kennebecasis Crimestoppers	2,800.00	2,800.00
PRO Kids	7,500.00	7,500.00
	10,300.00	10,300.00



# TOWN OF ROTHESAY

FINANCE COMMITTEE

November 21, 2024

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander, Chairman

Councillor Helen Boyle

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

The meeting was called to order at 9:15am.

The agenda was accepted with the addition under Donations to include Crime Stoppers and Oldies 96 (HB/DS)

## **Review of Minutes**

The minutes of October 28, 2024 were accepted as presented (HB/DS)

## **October Internal Financial statements**

General - Financial statements and variance reports were reviewed. Treasurer Doug MacDonald noted on the Capital report on pg 12, Asphalt expenditure includes curb and sidewalks, Utility work, and Wells Parking lot. Some of the cost incurred on the Asphalt contract will also be reimbursed by developers that will be included in the November statements. Fleet capital includes \$750k for vacuum truck that was budgeted in 2023 and invoiced in 2024 and paid by capital reserve money. Plow truck has been purchased and will be included in November stmts. Carry forward of Gondola/Clark intersection improvement project will be funded be a debenture.

Utilities – Financial statements and variance reports were reviewed with no major updates. Treasurer Doug MacDonald noted that the Lagoon dredging project is complete and grant submission to Federal Government has been submitted which will should reimburse two thirds of the cost.

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

Treasurer Doug MacDonald that a revised plan for the 2018 CCBF plan will be submitted. A revised plan will allow internal flexibility to help fund other projects. This would clear the 2018 program which was set aside for a particular purpose.

**Donation Summary and Request**

**Crime Stoppers –**

Moved by Mayor Nancy Grant and seconded by Councillor Shea to recommend to council to donate \$2,800 in for the 2025 annual budget

APPROVED

**Oldies 96 -**

Finance Committee agreed to have Mayor's greeting on Oldies 96 for \$345.

**KPL (Kennebecais Public Library) budget revision**

Moved by Councillor Shea and seconded by Councillor Boyle to recommend to council to approve KPL's revised 2025 budget that reflects the increase in the cost of insurance.

A motion from Council will be required at the next Public meeting to accept Fire, Police and Library's proposed 2025 budgets.

Town Manager John Jarvie noted that Fire Union negotiations have yet to be settled. The 2024 budget included an amount for retro pay that may need to be carried into 2025.

**For Information:**

**October remittance report** – all items filed.

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

**Next Meeting**

The next meeting is set for Thursday December 18, 2024. The meeting adjourned at 9:35am.

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Deputy Mayor Matt Alexander, Chairman

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Financial Officer Laura Adair



2024December09OpenSessionFINAL\_078

# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	December 2, 2024
RE	:	Donation Recommendations

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The finance committee recommends the following motion re donation request:

Council approve the request for a sponsorship request from KV Crimestoppers for 2025 in the amount of \$2,800.



## KENNEBECASIS CRIMESTOPPERS



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

October 11, 2024

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

### **RE: Budget Request – Year 2025**


Dear Mayor & Council:

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

In consideration of our financial needs, we ask the Mayor and Council of the Town of Rothesay to budget the amount of \$2800 to support the ongoing efforts of the Kennebecasis Crime Stoppers for the year 2025.

I thank you for your attention to this matter and should you need to contact me, I can be reached at 506-645-9674.

Yours truly,



Jen Kelly Barnett  
President





**ROTHESAY**  
**AGE-FRIENDLY ADVISORY COMMITTEE**  
2024 December 09 Open Session FINAL\_080  
Rothesay Town Hall Common Room  
Tuesday, November 19, 2024 at 10 am



**PRESENT:** COUNCILLOR HELEN BOYLE  
DIANE O'CONNOR, CHAIRPERSON  
NANCY HASLETT  
DR. SHAWN JENNINGS  
JILL JENNINGS  
DOAA HIGAZY - *Arrived at 10:19 am*  
ROBERT TAYLOR

**DRAFT**

RECREATION & COMMUNICATIONS COORDINATOR KERI FLOOD  
AGE-FRIENDLY & COMMUNICATIONS COORDINATOR KIRSTIN DUFFLEY

**ABSENT:** MAYOR NANCY GRANT, *ex-officio member*  
WILLA MAVIS, VICE CHAIRPERSON  
ANGELA MORSE  
DIANNE TAYLOR  
TOWN MANAGER JOHN JARVIE  
RECORDING SECRETARY ÉLIANE KNOX  
HIGH SCHOOL REPRESENTATIVE (Vacant)

Chairperson O'Connor called the meeting to order at 10:06 am.

**1. APPROVAL OF AGENDA**

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

**CARRIED.**

**2. APPROVAL OF MINUTES**

**2.1 Meeting minutes of October 22, 2024**

**MOVED** by Dr. Jennings and seconded by J. Jennings the minutes of October 22, 2024, be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. DELEGATIONS**

N/A

**5. REPORTS AND PRESENTATIONS**

N/A

**6. CORRESPONDENCE FOR ACTION**

N/A

**7. CORRESPONDENCE FOR INFORMATION**

N/A

## 8. UNFINISHED BUSINESS

### 8.1 2024 Rothesay Age Friendly Community Designation Renewal

K. Duffley explained to the Committee members that the application was distributed at the last Age Friendly Advisory Committee meeting. She asked if anyone wanted anything to be changed in the document. Counc. Boyle noticed some minor grammatical errors that she will forward to K. Duffley via email.

The action plan was developed based on the conversations at the last meeting and the results from the survey. N. Haslett said it looked great. Chairperson O'Connor commented it is a very comprehensive document and it looks good. N. Haslett questioned the timeframe for approval. K. Duffley replied that she will make the changes and the Committee needs to do a motion for the application to provide to the Council. Subsequently, Mayor Grant and Council will review the document at their next Council meeting in December. Then she will submit it to the province before the December 31, 2024 deadline. She added that we need to wait to hear back from them and it may take some time to have an answer, because they have a committee that they use to approve these renewals and designations.

**MOVED** by N. Haslett and seconded by Dr. Jennings to forward the proposal to Council with the minor grammatical changes.

**CARRIED.**

K. Duffley specified to the Committee members that following the approval from the Council she will send the application along with the following: data from the last page of the survey that showed the quantitative data survey summary and Rothesay Recreation Master Plan.

## 9. NEW BUSINESS

### 9.1 Schedule Meeting with New MLA

Chairperson O'Connor informed the Committee members that Mayor Grant and Town Manager Jarvie have already met with the new MLA, Honourable Alyson Townsend. Chairperson O'Connor would like a few members of the Committee to meet with her to show her what we do at Rothesay Hive and what our aims are for an intergenerational community centre. Chairperson O'Connor suggested inviting her to the next Committee meeting and to attend some of the activities taking place at Rothesay Hive. K. Duffley pointed out there may not be a Committee meeting in December and proposed to invite her in January or February 2025.

N. Haslett asked how the meeting went with the previous MLA Ted Flemming. Counc. Boyle suggested doing the same format as they did with him.

D. Higazy arrived at 10:19 am

N. Haslett asked about the Fashion show event and Chairperson O'Connor provided more details about it.

Chairperson O'Connor indicated that she will reach out to MLA Honourable Alyson Townsend and ask if she is available to meet and to attend activities at Rothesay Hive. Chairperson O'Connor will keep the Committee informed.

A conversation took place regarding the Intergenerational Community Centre. N. Haslett talked about

the need for eight dressing rooms in a new arena to attract and host big events.

The Committee talked about the 2029 Summer Canada Games. Counc. Boyle explained that Saint John and Moncton are hosting together. N. Haslett asked if they have selected a primary location to house all the athletes. R. Taylor questioned if there is a committee that is overseeing the games. Counc. Boyle thought no, they are just getting started. N. Haslett inquired if there might be funding available to use for the Intergenerational Community Centre to help prepare for the games in 2029.

## 9.2 Age-Friendly Programming Update

### Rothsay Hive Programming

#### What's Going On:

- We had a great crew for our Halloween Movie Matinee most came dressed in costume.
- A new exercise class is now being offered at Rothsay Hive. Bee Mobile with instructor, Catt Ferguson. Improve your mobility, range of motion and balance using your own bodyweight. Complete these sessions standing or seated. This has helped reduce our waitlists.
- Second Grief Café will be this week on Thursday from 1:30 pm - 3:30 pm.
- The Fall Speaker Series will be held virtually again this year, there will be four interviews posted on Thursday evenings at 6 pm on the Rothsay Hive Facebook group.
  - Nov 7 Joan Hall Hovey – Author
  - Nov 14 Lincoln Bell – Beekeeper and Entrepreneur
  - Nov 21 Jim Wilson – Birder and Naturalist
  - Nov 28 Willa Mavis – Retired Business Owner

### Rothsay Hive Members

**Rothsay Hive Facebook Group:** 1,093 members

**Rothsay Hive Members as of now in 2024:** 198 members

**Rothsay Hive Members in 2023:** 162 members

**Rothsay Hive Members in 2022:** 126 members

### Renforth Seniors Exercise Classes

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

**Zoomers in Balance (formerly called Zoomers on the Go)**

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

**Saint John Newcomers Centre Programs**

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

Chairperson O'Connor updated the Committee Members on the Saint John Newcomer's programming at the Hive. Travel Through My Eyes was Egypt, Thanksgiving craft, and Estate Planning information session. They hosted two speed-chatting events. The first one was with Rothesay Elementary. 19 students from grades 2 and 3 and 11 seniors. It was noisy but a lot of fun. Chairperson O'Connor raved about how great the teachers are with this program. They prepared the students by doing mock chats. The second speed chatting event was with Touchstone – 12 students and 7 seniors. All the kids want to come back. They have so much fun. They are planning to have more in February. Chairperson O'Connor said they noticed benefits for both the students and seniors. Everyone leaves feeling uplifted. These events create connections and respect between generations.

Programs coming up – Falls prevention with a physiotherapist. Demonstration of Tai Chi. More crafts. Hiba's last day of work is December the 12<sup>th</sup>. Chairperson O'Connor mentioned they will probably be having some little get-togethers for her at Future Engage. Chairperson O'Connor said everything with Future Engage has been very successful. She is hoping whoever comes in to fill Hiba's position while she is out on maternity leave will help continue the successful programming.

D. Higazy informed the Committee members about the Believe in Wishes Train Ride presented by "NB Southern Railway" supporting Make a Wish Foundation will be taking place at TD Station on December 7<sup>th</sup> and 8<sup>th</sup>, 2024. Tickets will go on sale today at noon.

**10. DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, December 17<sup>th</sup> at 10 am.

**11. ADJOURNMENT**

**MOVED** by N. Haslett and seconded by R. Taylor the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 10:45 am.

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CHAIRPERSON

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RECORDING SECRETARY





70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**27 November 2024**

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

**SUBMITTED BY:** Age-Friendly Advisory Committee

**DATE:** 27 November 2024

**SUBJECT:** Rothesay Age-Friendly Community Recognition Status Maintenance Application

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**RECOMMENDATION:**

- Council approve submission of the Rothesay Age Friendly Community Recognition Status Maintenance Application.

**BACKGROUND**

The journey toward becoming and remaining an Age-Friendly Community requires ongoing commitment and action from the community. To maintain the Age-Friendly Community Recognition status, municipalities must demonstrate this ongoing commitment and update their action plan every three years. This will be the second time Rothesay has submitted the Recognition Status Maintenance Application since becoming an Age-Friendly Community in 2019.

Since the beginning of 2024, the Age-Friendly Advisory Committee (AFAC) has been working on the required documentation that must be submitted to the Province of New Brunswick to maintain Rothesay's Age-Friendly Community Status with the support of the Age-Friendly & Communications Coordinator.

**SUMMARY**

The Rothesay Age-Friendly Community Recognition Status Maintenance Application includes a background report on Age-Friendly actions that have been taken since Rothesay has become an Age-Friendly Community. It also includes an update on the Action Plan from 2022-2024. Finally, it includes the Action Plan for 2025-2027 that were determined by the results of the survey and decisions of the AFAC. The AFAC is seeking approval of the Maintenance Application prior to submitting it to the Province of New Brunswick for review in December 2024.

**REFERRAL**

Rothesay Age-Friendly Advisory Committee Meeting on November 19, 2024.

**MOVED** by N. Haslett and seconded by Dr. Jennings to forward the proposal to Council for approval.

**CARRIED.**

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Report Prepared by: Kirstin Duffley, Age-Friendly & Communications Coordinator

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



**ROTHESAY**

# Age-Friendly Community Recognition Status Maintenance Application

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Age-Friendly Community Designation Since 2019  
TOWN OF ROTHESAY | 70 HAMPTON ROAD, ROTHESAY NB

Approved by the Rothesay Age-Friendly Advisory Committee: November 19, 2024

## Rothesay Age-Friendly Recognition Renewal

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## **OVERVIEW**

### **A History of Age-Friendly Efforts Rothesay, NB**

Rothestay has a long history of supporting age-friendly initiatives and opportunities for seniors in the community. Over time, these initiatives have grown and have continued to positively impact the lives of seniors not only in Rothesay, but also in the surrounding communities.

Rothestay officially started its age-friendly journey when the 2016 Town Council set priorities for their four-year term. One of the main goals was to make Rothesay an Age-Friendly Community. Based on the recommendation from Council, the original Age-Friendly Advisory Committee (AFAC) was established in 2017 with the mandate to achieve that goal. In 2018, the AFAC conducted a survey and received 268 replies. From the survey, it was determined that the top priority for Rothesay residents aged 50 and older was a Seniors Resource Centre (now called the Rothesay Hive) and age-friendly housing.

In May of 2019, Rothesay was presented with its Age-Friendly Community designation at the grand opening of the Rothesay Hive, an Age-Friendly Community Centre. Minister Dorothy Shephard (Social Development) attended to present the certificate to Mayor Dr. Nancy Grant. Rothesay is also pleased to be a member of the World Health Organization Global Network of Age-Friendly Cities and Communities. Rothesay Council applied for membership in the summer of 2019 and was accepted into the international network in the winter of 2019.

Dalhousie University (Square Peg Consulting) prepared a report for Rothesay called the Age Friendly Housing Background Study. The study and the AFAC have helped direct policies and by-laws for age-friendly housing in Rothesay. The 2020-2030 Municipal Plan recognizes the importance of creating opportunities for seniors to age-in-place in their own home and community, and it tackles barriers by allowing affordable, age-friendly, aging in place units, and cluster neighbourhoods for the senior population in the entire community of Rothesay.

Since the Age-Friendly status was achieved, Rothesay has continued working on the goals of the actions plans and the eight domains of being an age-friendly community to combat ageism and promote the participation of all seniors in the community. This includes but is not limited to: taking over operation of the Rothesay Hive, intergenerational opportunities, age-friendly housing, and improved communication tools to reach seniors in the community. In 2021, Rothesay hired a full-time Age-Friendly Community Coordinator to oversee all age-friendly initiatives and collaborations within the town of Rothesay.

In August 2021, Council unanimously approved re-establishing the AFAC with a new mandate, which is included in this application. Since then, Rothesay has worked to implement the 2022-2024 action plan and foster more age-friendly partnerships, including connecting with local schools, Saint John Newcomers Centre, the File of Life program, hosted it's first-ever Age-Friendly Wellness Fair, and other connections and services as outlined further in this application.

Through these connections Rothesay has been able to offer and promote a wider range of programs, services, and opportunities in our community for older adults. We recognize that there are already groups who are leading the charge and wish to raise their efforts to better support older adults. Rothesay has also provided guidance to many other New Brunswick communities and organizations who are attempting to achieve their age-friendly status or create a space for older adults in their communities. Rothesay has been an active contributing member of the Age-Friendly Active Communities – New Brunswick group.





Rothestay recognizes it has an aging population and continues to support efforts to increase services and quality core opportunities for this demographic. The information in this application outlines how Rothestay continues to prioritize age-friendly initiatives in the entire community.

Rothestay is proud of the progress it has made in ensuring seniors can age in place safely in their home, enjoying all aspects of being part of a diverse community, and will continue to enhance the quality of life for all residents. Rothestay remains committed to being an Age-Friendly Community for years to come.

## **ROTHESAY AGE-FRIENDLY INITIATIVES**

Rothestay understands that age-friendly initiatives improve the quality of life for all residents. The following information provides a detailed overview of all initiatives under their respective domain of an age-friendly community.

### **Built Environment (1)**

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#### *Rothestay Municipal Plan (2020-2030)*

One of the many age-friendly highlights in the Rothestay Municipal Plan is that public buildings operated by the Town will be designed to be used by all persons regardless of their age, size, ability or disability, or socio-economic status.

#### *Parks and Trails*

Subsequent to the recommendations from the final report of the AFAC and the results from surveying the community, benches were added along main walking routes, additional public washrooms were provided throughout the town, lighting was improved with environmentally friendly bulbs, newly built sidewalks are wider and more trails throughout the town are groomed during the winter to increase access for all residents year round. With the addition of the new community centre in Wells Recreation Park in 2023, Rothestay has added a gender neutral and accessible washroom at this highly visited park.

These investments into the built and outdoor environment make Rothestay safer and more age-friendly so that all residents can enjoy the benefits of nature, physical activity, and active transportation in their community.

#### *Community Gardens*

Since 2013, the town of Rothestay has managed and organized the Scribner Park Community Garden and provides the land and water for a second community garden located in Kennebecasis Park. The community garden has plots that include raised garden beds. Raised beds are easier to maintain and easier to garden, especially for seniors who may have limited mobility. The community garden is utilized by many residents, including seniors, making it a key intergenerational outdoor space within Rothestay. The garden offers residents the opportunity for gardening from May to October. For those who have downsized and no longer have a space for a garden, the community garden gives them the chance to garden again. It also gives them the opportunity to give back to the community (food donations go to the Kennebecasis Valley Food



Basket), have a sense of community, and to share knowledge, information, and skills with others in the community.

Since 2022, the Rothesay Hive has a Garden Club for older adults to join. This offers an opportunity for older adults to garden together in the Scribner Park Community Garden in a raised garden bed free of charge with all supplies provided. The Garden Club enjoys tending the plot and each year have decided to donate all the produce to the Kennebecasis Valley Food Basket. Since 2022, they have donated 361.88 pounds of produce to the Kennebecasis Valley Food Basket for those in need.

#### *Rothesay Hive*

One of the most requested actions to be taken from the initial survey conducted was to create a seniors' resource centre. Located within Rothesay Town Hall, the Rothesay Hive is an accessible Age-Friendly Community Centre. The physical space, furnishings, and programming costs have been financially supported by the Town. Rothesay Town Hall was modified to include accessible washrooms and more accessible parking options. The Rothesay Hive is a hub for a wide variety of age-friendly activities that can be accessed by all Rothesay residents and anyone in the surrounding community.

The Rothesay Hive has experienced exponential growth over the years. From 2022 to 2023, the Rothesay Hive's membership grew by 30%. This growth demonstrates that age-friendly programming is critical to the needs of our community. Already in 2024, we have surpassed the total number of members we had in 2023.

Not only is the Rothesay HIVE membership growing, but the number of residents who are older adults will continue to grow as well. Based on the 2021 Statistics Canada report, 22.8% of New Brunswickers are aged 65 years and older, which is higher than Canada overall. However, that number is expected to continue to grow. The Government of New Brunswick noted that within 10 years, over 28% of New Brunswick's population will be over the age of 65.

With that being said, the Rothesay Hive is quickly outgrowing its space in Rothesay Town Hall. The need for a new space has been outlined in the 2024 Rothesay Recreation Master Plan (this document has been provided separately from this application as a supporting material).

#### *Crosswalk to Rothesay Town Hall and Rothesay Hive*

In 2024, Rothesay agreed to install a crosswalk signal light from the large parking lot across the street from Rothesay Town Hall and the Rothesay Hive after hearing the recommendations from the AFAC. This crosswalk signal light has improved the safety of all who use the crosswalk along the busy Hampton Road, including but not limited to: Rothesay Hive members, residents, middle and high school students, and Town Hall visitors. This also resulted in a crosswalk signal being installed at the entrance of Aruther Miller Fields, which is a busy location for students, athletes, and pickleball players of all ages. These crosswalk signals contribute to the walkability, accessibility, safety, and functionality of the core of Rothesay for older adults to access services, facilities, and programs near their home.



### *Pickleball Courts*

In April of 2024, Rothesay proudly opened the first outdoor pickleball courts in the community. The two courts are located near the parking lot at Arthur Miller Field. This popular game has many benefits for people of all ages. Rothesay is considering adding more courts in the community based on the 2024 Rothesay Recreation Master Plan.

## **Transportation (2)**

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Transportation has been a focus and an ongoing challenge for Rothesay since the inception of the AFAC. Transportation is an important aspect of an age-friendly community. Rothesay, located in the greater Saint John area, has limited bus service with only a few bus runs in and out of Saint John every day. There are numerous taxi services available for residents. However, Rothesay has committed to finding solutions to age-friendly transportation.

### *Accessible Transportation*

The Town financially supports an accessible transportation service organized through the Kennebecasis Valley Committee for Disabled Persons. This support provides residents of the Kennebecasis Valley with accessible transportation to and from locations, such as the Saint John Regional Hospital for appointments. Without this service, many in the Kennebecasis Valley who require an accessible vehicle would not have a means of transportation to their appointments, and other locations. It is a vitally important program for ensuring their health and wellbeing.

### *Active Transportation*

Rothesay has been improving active transportation opportunities within the Town for many years. The Town has a trails system, which is part of the Great Trail. Bike lanes are cleaned and painted to ensure safe biking within the community. The Town has installed a Fix-it Bike Station along a popular bike route that includes all the tools to perform basic bike repairs and maintenance from changing a flat tire to adjusting brakes and derailleurs. The Town plans to engage with the biking community to ensure a second location for another Fit-it Bike Station in a prominent cycling location. As mentioned in the Built Environment section (page. 4), newly built sidewalks are wider and more trails throughout the town are groomed during the winter to increase access for all residents year round. Rothesay is considering how to improve active transportation in the community as outlined in the 2024 Rothesay Recreation Master Plan.

### *Moving Forward*

The AFAC is committed to finding another great option for age-friendly transportation in Rothesay. The Committee previously collaborated with Dial-A-Ride, which now has been absorbed into Urban/Rural Rides. The Town has been actively promoting this service to both volunteers and clients to grow the program. Rothesay has also promoted the Nursing Homes without Walls Y Bus program that provides a monthly bus trip to East Saint John for shopping and social connections for older adults. The success of these community-based transportation options are key to the well-being of older adults and their ability to age-in-place.



## Housing (3)

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Rothestay has worked hard to create a central “hub” of parks, facilities, retail, and grocery stores, etc. to make it more feasible for seniors to age-in-place in our community. Ensuring that housing is central to the community core means that seniors are able to easily access services, programs, and essentials. They are able to enjoy being close to their community and their social supports. With the improvements made to active transportation, they are able to walk to their appointments and activities that are near their age-friendly housing units.

Cluster neighbourhoods provide a sense of community for seniors. This improves seniors’ independence, sense of security, and connection to the community as a whole. Cluster neighbourhoods create opportunities to tackle isolation and loneliness and improve mental wellbeing. For example, Low Wood Estates in Rothestay is a property containing a 19-unit clustered housing development.

The local senior retirement homes, Kingsway Care Centre and Shannex, have been partners with the Town. They have used their accessible bus to transport their residents to participate in age-friendly programs and initiatives in the community.

### *Rothestay Municipal Plan (2020-2030)*

Rothestay’s Municipal Plan By-law 1-20 was revised and passed by Town Council in April 2021 after two years of work by Town Staff and public presentations and hearings. The Director of Planning and Development, Brian White, was involved in the AFAC’s Housing Sub-Committee in an effort to ensure the updated Municipal Plan reflects the needs of Rothestay’s aging population. A group of graduate students from Dalhousie University (Square Peg Consulting) prepared a report for Rothestay called the Age Friendly Housing Background Study that was used when preparing the new Municipal Plan. Rothestay has made age-friendly housing a priority in the Rothestay Municipal Plan, which states the following:

Policy R-1 enables Council to consider providing an incentive to developers so that they may increase the total maximum density that would otherwise not be permitted for the provision of affordable housing dwelling units. Policy R-1 Affordable Housing: Council Shall: Consider an increase in the maximum allowable density by 2 percent for every dwelling unit meeting affordable housing standards as defined by the Canadian Housing and Mortgage Corporation (CHMC) or an equivalent recognized standard, not exceeding 20 percent as determined in the Zoning By-law.

Policy R-2 enables Council to consider providing an incentive to a developer so that they may increase the total maximum density that would otherwise not be permitted for the provision of age-friendly designed dwelling units. POLICY R-2 Age-Friendly Housing: Council Shall: Consider an increase in the maximum allowable density by 2 percent for every dwelling unit designed and constructed in conformance with Universal Design Best Practices, as defined by the Universal Design Network of Canada or an equivalent recognized standard, not exceeding 20 percent as determined in the Zoning By-law.



Rothesay is currently experiencing a large shift in its population. Demographic analysis shows that there is an increasing number of seniors and a decreasing number of youth and young adults. The increase in our senior population has required housing arrangements be made so that families may accommodate additional family members in their home. Policy R-4 would allow existing residential dwellings to add an addition to the structure or to make an existing area in the home a legal apartment to provide greater housing stability and diversity in Rothesay.

Policy R-4 Secondary Suites: Council Shall: Establish appropriate standards in the Zoning By-law to allow secondary suites in single-family dwelling units to accommodate owner-occupied shared housing where the primary purpose is for care and support or to address affordability.

Policy R-5 would allow residents that had the appropriate lot size and zoning to build a secondary or garden unit. The intent of this policy is to provide additional housing options in Rothesay.

Policy R-5 Secondary Units and Garden Units: Council Shall: Establish appropriate standards in the Zoning By-law to allow independent secondary units and smaller detached backyard garden units in the Low-Density Residential Designation, where such development will; increase the affordability of the rental stock; and support age-friendly living within Rothesay.

Rothesay has continued to focus on approving new developments that fit within the requirements of the community. In 2022, there were two multi-units (apartments) built for a total of 72 units, and 15 single family dwellings. In 2023, there were two multi-units built for a total of 60 units, and 20 single family dwellings. In 2024, there were two multi-units built for a total of 85 units, and six single family dwellings. These developments are helping to ensure that older adults have options for housing in our community.

## **Social Participation (4)**

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### *Parks and Recreation Events & Programs*

The Rothesay Parks and Recreation Department provides programs and events throughout the year that are age-friendly, intergenerational, and accessible for all residents to enjoy free of charge. Promotional materials for the events and programs are shared on the Rothesay social media accounts, Rothesay website, electric sign, and bulletin boards in the community, email distributions lists, newsletters, phone, word of mouth, and among the cluster neighbourhoods.

### *Concerts in the Common*

The Concerts in the Common series supports artists and provides residents with an opportunity to enjoy music and culture with their neighbours and other community members at the Rothesay Common. This event is free of charge and accessible for all ages and abilities. The summer concert series runs weekly during the months of July and August.

### *KV Walkers*

The KV Walkers is a local group of walking enthusiasts who organize walking events in the Kennebecasis Valley and surrounding community. The group allows anyone who is interested in





joining the walks to participate. Many seniors are part of the group and are key organizers of the group. The Rothesay Recreation Department works with the KV Walkers to offer walks on the Rothesay Trails to help facilitate more opportunities for social connection, participation, and inclusion. The KV Walkers “12 Walks” and their annual long-distance walk provides an opportunity for seniors to be physically active, learn more about their community, and improve their mental wellbeing by enjoying the outdoors.

#### *Sunset Yoga*

The Rothesay Recreation Department organizes a sunset yoga series throughout the summer months to provide free yoga classes to all residents who would like to participate. The program is both age-friendly and intergenerational as residents of all ages and abilities attend the program. The instructor of the yoga class provides adaptations for all abilities to be able to enjoy the program. The classes are held outdoors at the Rothesay Common where there is accessible parking and bathroom facilities.

#### *Art 4 Life*

Rothesay supported the Art 4 Life program by donating the rental space at the Bill McGuire Centre. Art4Life Inc. is a for-profit social enterprise committed to championing Creative Aging and hopes to bring its benefits to Canadians. The program aims to maintain and/or improve the health and well-being of seniors through participation in arts.

Older adults of all abilities were able to participate because the Bill McGuire Centre is an accessible building. During the COVID-19 Pandemic, the space was also able to accommodate physical distancing to ensure the program could continue.

#### *Rothesay Hive*

The Rothesay Hive has offered a wide range of age-friendly activities, including: fitness classes, cards and board games, puzzle library, bridge lessons, mahjong lessons, Grief Café, presentations, information bulletin, fall virtual speaker series, potlucks and special events, trivia games, walking club, garden club, movie matinees, pet therapy, coffees and chats, a lending library, an online mindfulness series, an in person book club, and a monthly newsletter.

All programs, services, and events can be participated in by people who are 50 years or older. Additionally, older adults can connect with peers in their community through the Rothesay Hive Facebook Group, which currently has over 1,000 members.

The town of Rothesay is committed to adding to its age-friendly offerings for seniors. This is demonstrated by its financial commitment to take over operations of the Rothesay Hive and by hiring a full time Age-Friendly Community Coordinator who works under the leadership of the Parks and Recreation Department.

#### *Senior Skating and Hockey*

The Rothesay Recreation Department offers a weekly free ice time for Seniors Skating and Seniors Hockey at the Rothesay Arena during operation (October to April). All seniors in Rothesay



can take advantage of the free ice time to connect with each other and benefit from the positive physical activity.

#### *Rothesay Municipal Plan (2020-2030)*

Within the Rothesay Municipal Plan (2020-2030) are age-friendly commitments that will positively contribute to the social participation of seniors in Rothesay. Public buildings operated by the Town will be designed to be used by all persons regardless of their age, size, ability or disability, or socio-economic status. This will ensure that all residents are able to access the free social programs offered by the Town and other community groups. The Town will continue to support the development of Rothesay's Age-Friendly Resource Centre "the Rothesay Hive" and programs to promote inclusiveness and the contributions of seniors in all areas of community life in Rothesay.

#### *Speaker Series*

The Speaker Series is a free program, which has been organized by the Rothesay Recreation Department for the past 15+ years. The Speaker Series provides valuable information to all residents on a range of topics. The program also improves community connections, social participation, and creates an opportunity for seniors to share their knowledge on a range of topics.

In more recent years of the speaker series, the AFAC has assisted in the selection of the speaker topics to be more encompassing of age-friendly topics. Since 2019, the speaker series has been hosted in the Rothesay Hive.

During the COVID-19 Pandemic, the speaker series was altered to be offered on an online forum that was accessible for all to enjoy. The success of the online version of the speaker series to reach a wider audience has fueled creating the fall speaker series in 2021. The Rothesay Recreation Department is committed to ensuring the speaker series continues in the years to come and will look into offering the speaker series both in person and virtually. The virtual speaker series offers the opportunity for those who are unable to attend in person to access important and valuable information.

#### *Speakers over the last 15+ years (Chronological Order).*

- Dr. Scott Giffin (District Medical Health Officer), Pandemics "what you should know".
- Andrew Oland (Moosehead Breweries), the History of the Oland Family and Moosehead Breweries.
- Kelly Munkittrick (UNBSJ), Measuring River Health in the Kennebecasis.
- Elaine Shannon (Professional Organizer), Organizing Today Saves Time Tomorrow.
- Wahnuna Lisik (UNBSJ), How to select a university.
- Ken Reid (Service New Brunswick) & John Jarvie (Town of Rothesay), Property Tax-Questions.
- Robert MacKinnon (UNBSJ), Demographic Change in Greater Saint John.
- Richard Mercer (Toastmasters), Public Speaking Tips.



- Elaine Shannon, Getting Organized in 2010, Six Steps to Achieve Your Organizing Resolution.
- Laura Reid (MEd, RD, CDE Registered Dietitian), Label Savvy - Changing usual choices into healthier choices.
- Dave Thomas (Executive Director of Athletics NB), at what age should your child pick a specific sport? You may be surprised!
- Kathy English, the Brain and Learning Connection. Parents influence on their child's Lifelong learning.
- Craig Pinhey, Wine Sommelier
- Michèle C. Brideau (Entrepreneur, Strategist, Change Management Collaborative Coach and Speaker), Individuals can benefit from some of the best practices of change management.
- Rothesay Regional Police Community Relations Officer, Community and Internet Safety for your Children.
- Elaine Shannon (Organizing Expert), Organizing the Wee Ones... it just might be child's play!
- Kathy Mullin (Talk with Me, Early Language Services), Developing Pre-Reading Skills.
- Vicky Smith (Early Childhood Services Coordinator, Social Development), Finding QUALITY Child Care.
- Jude Carson & Gretchen Kelbaugh (Authors), Rothesay, NB: The First 150 Years.
- Laura Reid (Med, RD, CDE, Owner of Dietitians on the Go), Ask the Dietitian!
- Kurt Furness (Magician), Family Themed Entertainment.
- Joseph Butte (Kennebecasis Toastmasters), Teaching Effective Oral Communication Skills.
- Jamie Matthews (Saint John Alzheimer Society), Educational session on Alzheimer's Disease & Related Dementias, Communication and Coping.
- Kevin Robart (Mentalist), Knowing your thoughts before you do.
- Elaine Shannon (Speaker, Columnist, TV Producer and Host), Inform & Inspire you to Improve Your Physical, Mental, & Spiritual Well-Being.
- Donald MacPhail, "20 Years in Africa", a perspective on the history, geography, people and constant fascinations of the African continent.
- Nancy Lockerbie (Certified Wellness Coach), Stress & Its Effects: Too much stress is not good for us.
- Alison Smith (Life Coach & Gentle Parenting Specialist), Savour 365 Days of Valentine's Love with Your Kids.
- Sean McGrath (Photographer), a Discussion on Various Photography Concepts.
- Merina Farrell (Wellness Training), Lose weight, have more energy and improve your overall wellness by leaps and bounds in 10 easy doable steps!
- Don MacPhail, An Energy Backgrounder for NB, Our energy situation today & how we got here.
- Dr. Chris Vaillancourt (MD, Allergist and ER Physician), Food Allergies in Children.
- Tracey Somers (Program Manager), NB Power's Home Energy Report.
- Noel Chenier (Photojournalist), Light - How to Best Use it in Photography.



- Brittany Gregg (Registered Dietician), Menu Planning for a Healthy 2017.
- Caroline Black (Registered Dietician), Healthy Meal Planning Class.
- Noel Chenier (Photojournalist), Take Better Photos With Any Camera.
- Terry Blizzard (Afterburn Owner), Developing the Whole Self.
- Richard Albert, Dave Nickerson & Jamie Whittaker, Death & Taxes.
- FCNB, Frauds & Scams.
- Kerri Robichaud, Healthy Eating & Slow Cooker Meals.
- Jean Porter Mowatt (Senior Watch) & Diane O'Connor (Go Ahead Seniors), Navigating the System.
- Lindsay Palmer, Leaving a Legacy.
- Leanne Cochrane, Decluttering and preparing to Downsize.
- Mike Boyle (KV Fire), 5 Common Home Safety Mistakes.
- Brian Pike (Halifax Seed), Get Your Garden Ready!
- Curt Nason (Saint John Astronomy Club), Star Gazing.
- David Goss (Story Teller), Addicted to Archives.
- Leanne Cochrane (Honey Do's), Staying Ahead of the Mess.
- Anita Punamiya, Building Cultural Competency.
- Krista Wetmore, Financial Planning for Snowbirds.
- Dan Curran (Pharmacist), What's in Your Medicine Cabinet?
- Laura Gaten & Associates, 10 Practical Ways to Improve Your Mental Health Today.
- Jean Porter Mowatt (Senior Watch), Fly Tying.
- Paulette Haines (Personal Trainer & Fitness Leader), Staying Active during the winter.
- Dr. Ardra Cole (Founder of ElderDog Canada), Elderdog Canada.
- Chris Buckley (Saint John String Quartet), the Importance of Music in our Lives.
- Taylor Devlin (Heart & Stroke, Stroke Navigator), Navigating Life after a Stroke.
- Ashley Delahaye (Clinical Social Worker & Therapist), Anxiety & Depression during a Pandemic.
- Carol Taylor (Artist & Writer), Art during the Pandemic.
- Lindsay Palmer (TD Wealth Investment Advisor), How is Your Financial Health?
- Brian Pike (Halifax Seed), Gardening: No Green Thumb Needed!
- Dan Curran (Rothesay Pharmachoice), a Pharmacist's Perspective.
- Jean Porter Mowatt (Senior Watch), the Impacts Of Being "Home Alone".
- Mary Ann Ketchum (Relator, the Ketchums Sell Houses), Downsizing: The Challenges and the Triumphs.
- Reverend Eric Phinney, the Positives of Caregiving.
- Corporal Belliveau (Kennebecasis Regional Police Force), Your Home Is Your Castle: Home Safety Tips.
- Margie Leclerc & Marilyn Isenor, (KV Walkers), KV Walkers & the Great Outdoors.
- Steve Marr (Owner KV Auto & Truck Center Inc.), Keeping Your Vehicle in Shape.
- Miriam Wells (Chair of the Rothesay AFAC), Age-Friendly Communities.
- Brian Pike (Halifax Seed), Putting your garden to bed for the winter.
- Leslie Oland (ACAM Learning Solutions), Learning about Dyslexia in children and adults.



- Division Chief Boyle (KVFD) & Corporal Belliveau (KRPF), the File of Life Program.
- Becky McKay (Chair of the RES Community Connection Garden Committee), Rothesay Elementary School Community Connection Geothermal Greenhouse & Garden.
- Lori Patterson (Horizon Health Network), The Importance of Fall Prevention.
- Norah Emerson (Library Director), Kennebecasis Public Library
- Samah EL Maghlawy (SJNC), The Newcomer Connection
- Riel Nason (Canadian Novelist and Textile Artist), Becoming an Arthor
- Katlyn Boucher (Work Room Coordinator), Kennebecasis Valley Work Room
- Sean Creary (Business Owner), Explore the Winter Rivers and Trails
- Danielle Kent, Fail Dornan, and Angela Ryan (Loch Lomond Villa Research Team), The NB Hears Study
- Dr. Suzanne Dupuis-Blanchard (Université de Moncton), Nursing Home without Walls
- Kim Cookson (Art Psychotherapist), The Power of Art Therapy
- Dr. Helen Rees (Podiatrist), Putting your Best Foot Forward
- Brenda Doucet (President of the KV Pickleball Club), The Growth & Game of Pickleball
- Dr. David Elias (President & CEO of Canadian Health Solutions), Our Health & Wellbeing
- Samah EL Maghlawy (SJNC), Cultural Competency
- Craig Pinhey (sommelier and wine writer), Wine Tasting
- Lisa Legere (FCNB Education Coordinator), Budgeting 101
- Jacquelyn Perry (LPN) & Sonya Ducey (LPN), Aging in Place
- Laura Gaten & Associates, Mental Wellbeing
- David Nickerson (Brenan's Funeral Home) and Richard Albert (Lawyer), Death & Taxes
- Monica Hogan (BSCHKin, DOMP) & Jill Calder (R. Ac, RMT), Osteopathy, Acupuncture & Massage Therapy
- Dr. Nancy Grant, Mayor of Rothesay & a retired Radiation Oncologist
- James McNamee, Retired Provincial Court Judge
- Ralph Murray, Retired Senior Transportation Policy Advisor for the City of Saint John
- Bruce Tennant, Retired Engineer, Solo Sailor & member of Rothesay Yacht Club
- Doug Ballantyne, Retired Banker & Canada Post Supervisor
- Borys Kornetskyi, Ukrainian Culture and Traditions
- Mariah Darling (Chroma NB), Allyship and Inclusion 101
- Craig Pinhey (Sommelier), The Many Faces of Sparkling Wine
- Jacalyn MacLean (Solve Your Debts), Personal Finances
- Tina Sharapova (Art Meditation Coach), Relaxation and Meditation Through Art
- Dawn O'Dell (CMHA NB), Positive Attitude, Thinking and Self-Talk

### **Respect and Social Inclusion (5)**

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The town of Rothesay is committed to ensuring that seniors feel connected in their community, as it is important for many reasons, including their mental wellbeing.





### *Intergenerational Events*

Over the years, Rothesay has hosted many intergenerational events, including but not limited to events with local elementary, middle, and high schools, Future Engage with the Saint John Newcomers Centre, and the Wellness Fair.

These events are always a huge hit with the local seniors, students, the community, and members of the AFAC. These events promote intergenerational connections to help improve respect and social inclusion of seniors in the community. At the events the students have an opportunity to share and learn from the older adult population. Rothesay is part of a network for intergenerational activities and resources called iGAP (Intergenerational Action Plan). The goal is to continue to provide intergenerational opportunities to promote respect, social inclusion, and address ageism.

### *Intergenerational Volunteers*

In an effort to promote respect towards seniors, students from Rothesay High School have volunteered at the Rothesay Hive for their co-op program. Additionally, we have hosted activities with students at local schools to engage seniors and students in intergenerational activities. Rothesay, the Rothesay Hive, Rothesay High School, Rothesay Elementary School, and Touchstone Academy are working together to bring students and seniors together.

### *Green House Project*

Rothesay has supported the Rothesay Elementary School Greenhouse Project, which provides students with an opportunity for intergenerational programming with seniors. The Green House project is a community connection geothermal greenhouse garden that will teach students about gardening and growing their own food with the help of senior volunteers. Rothesay seniors can help the green house project by sharing their time, experience, and knowledge with the students and teachers. They can also help tend to the garden when school is out of session. This project has been very beneficial for seniors in the community, especially for those who have downsized and no longer have access to a garden. This is one example of the Rothesay Elementary School lunchtime programming, seniors also can volunteer for other lunchtime programs, including games, arts and crafts, and story times.

### *Accessibility and Respect*

A member of the AFAC and Parks and Recreation Committee, who has a disability, is tasked with ensuring the town considers the needs of those with limited mobility and that as many offerings as possible are inclusive and accessible for all. As previously mentioned, Rothesay Town Hall, including the Age Friendly Community Centre, is an accessible facility. As mentioned in Section 1 (Built Environment), the new Rothesay Municipal Plan will ensure that all public buildings operated by the Town will be designed to be used by all persons regardless of their age, size, ability or disability, or socio-economic status.



## **Civic Participation and Employment (6)**

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### *Town Committees*

Rothesay residents of all ages and abilities are encouraged to give back to their community and become engaged in civic opportunities by sitting on a Town Committee. Information on how to apply to serve on a committee is available on the Rothesay website, social media pages, Rothesay Hive, and through the Town Office.

The AFAC is made up of at least six Rothesay Residents over the age of 55. Another requirement for the committee is that one member must be a representative of an organization of persons with disabilities.

### *Volunteering*

Rothesay offers many opportunities for seniors to volunteer for events in the community. In addition, Rothesay shares information about local organizations who are looking for volunteers, with residents and seniors. Community Clean Ups have been held in the community to foster pride and ownership of the community spaces. The Age-Friendly Community Coordination connects seniors with volunteer opportunities as well as opportunities for residents who are looking to volunteer to help with seniors. In the past, we have also worked with the Rotary Club of Rothesay-Kings to offer a volunteer program to help seniors in our community with odd jobs, such as lawn care, minor house maintenance, and assistance for them to be able to complete jobs at their own home so they can age-in-place safely and securely.

Rothesay Hive also offers Bridge and Mahjong lessons with older adult instructors leading the lessons. These older adults volunteer their time to teach other older adults how to play a new game, which helps them stay connected in the community and foster social connections among peers. In 2023, Both the instructors have received volunteer awards from the Town in acknowledgment of their exceptional dedication to the community. Additionally, at the 2023 Volunteer Awards many other older adults were recognized for their volunteerism.

### *Seniors Police Academy*

The Kennebecasis Regional Police Force offers the Seniors Police Academy program to residents of Rothesay. The program is designed to empower and educate our senior population on issues pertinent to them. Participants are able to gain valuable knowledge in areas such as fraud prevention, internet safety, traffic safety, elder abuse, and reporting crime. The goal of the Academy is to prevent someone from becoming a victim and to make them more comfortable with the police officers in the community. Rothesay shares how to access this program with residents through various communication channels.

### *Employing Seniors*

Rothesay employs senior instructors to teach age-friendly programs throughout the year. Programs include Latin line dancing, 50+ fitness, flex and flow, Sittercise, Renforth Seniors Exercise Classes, and Chair Yoga. In June 2021, Rothesay received a grant to offer age-friendly



programs to seniors free of charge. These programs were offered outdoors. The Rothesay Recreation Department also took over the administration and registration of a seniors fitness program that has been part of the community for over 30 years. The program is taught by an instructor who is 50+ for those who are 50+. Rothesay is working with the instructor to ensure the program's longevity for years to come, as it recognizes the program's benefits for seniors in our community.

Additionally, Rothesay has worked to promote the Kaleidoscope Social Impact's Retiree Employment Agency, which is helping to connect retired older adults with part-time employment here in our community.

#### *Rothesay Hive*

The Rothesay Hive currently employs local seniors to teach physical fitness classes to its members. The Rothesay Hive is an information hub for seniors in the community to learn more about opportunities for civic participation and employment. The Age-Friendly Community Coordinator is on site to guide older adults in accessing this information.

### **Communication and Information (7)**

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Rothesay has been working to improve communication with seniors in the community. Currently, information is being communicated to seniors in numerous ways, including a monthly Newsletter, bulletin boards, electronic sign, Rothesay Social Media pages, Rothesay Hive Facebook Page, website, email blasts, radio ads (PSAs), speaker series, word of mouth, phone calls, and an e-newsletter called the 'R-Insider'.

#### *Bulletin Boards*

As a result of the recommendations from the AFAC, Rothesay erected two traditional community bulletin boards in an effort to better communicate with residents. These physical boards within the town of Rothesay provide important information about programs, events, opportunities, and more to residents.

#### *Age-Friendly Community Coordinator*

In April of 2021, Rothesay hired an Age Friendly Community Coordinator. This job includes improving communication with Rothesay residents, as well as outreach activities that link residents to external organizations. The Coordinator connects residents to information about age-friendly programs, initiatives, and opportunities in the community, province, and in Canada. Residents can access help finding services and opportunities through the Coordinator.

#### *Rothesay Hive*

At the Rothesay Hive, seniors can find information on many services that will help them age-in-place. The bulletin board and pamphlet library offer information on a wide range of services accessible to them. The monthly newsletter is sent to community organizations, partners, seniors,



and the AFAC to keep everyone informed on what age-friendly initiatives are happening in Rothesay.

#### *Age-Friendly Wellness Fair*

In June of 2024, Rothesay hosted its first-ever Age-Friendly Wellness Fair at the Rothesay High School. The event was organized by members of the AFAC with the support from the Rothesay High School's leadership class.

The Wellness Fair was held at the Rothesay High School Gymnasium to accommodate the large number of booths and expected attendees, but also to make it an intergenerational opportunity. Students from the Leadership class helped set up the tables and chairs, ran the welcome booth, sold raffle tickets, and helped tear down the event. The funds raised from the raffle draw went back to the school to support the Rothesay High School's Adopt a Redhawk Program. This program helps support students who are unable to afford extracurricular activities.

This event brought together 33 booths of various organizations and topics that covered a majority of the eight pillars of an Age-Friendly community. Older adults were able to access important information about community supports, services, health and wellness information in-person at the event. The inaugural event was very successful with over 300 attendees! The in-person event provided older adults with a one-stop-shop in-person opportunity to access information and a free health check thanks to the support of Rothesay PharmaChoice. The 2024 Wellness Fair booths:

1. Welcome Booth: RHS Students
2. Rothesay/Rothesay Hive Booth:
3. KV Food Basket Booth: Collect food for the Food Basket, accept cash donations, etc.
4. St. John Ambulance & Winnie the Therapy Dog
5. PharmaChoice / Health Clinic
6. Sobeys: Snack Table
7. Community Meals on Wheels Saint John Inc.
8. Atlantic Podiatry, Dr. Helen Reese
9. Financial and Consumer Services Commission
10. KV Pickleball
11. NB Deaf & Hard of Hearing Services
12. KV Committee for Disabled Persons
13. Canadian Health Solutions
14. Kennebecasis Public Library
15. Nursing Home without Walls
16. 211 NB
17. Compassionate Grief Centre
18. KV Fire Department
19. Saint John Newcomers Centre
20. Vision Loss Rehabilitation Canada (NB)
21. Sophia Recovery Centre
22. Align KV Wellness Centre



23. Canadian Red Cross
24. KV Walkers
25. Extra-Mural Program KV
26. Fundy Regional Service Commission & Urban/Rural Rides
27. Parkinson Canada
28. Alzheimer Society of New Brunswick
29. Ability New Brunswick
30. Canadian Mental Health Association of NB
31. Parkland Retirement Living
32. Kindred Home Care
33. Zoomers in Balance

Rothesay plans to host the Wellness Fair annually for older adults as a way to improve communication and information within the community. From the various surveys, it is apparent that more information needs to be available in a non-online format.

### **Community Support and Health Services (8)**

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Rothesay works in partnership with many organizations to help promote community support and health services within the Kennebecasis Valley for seniors. Rothesay provides information to seniors about services available in the community. These age-friendly initiatives have helped improve the quality of life for seniors and their families. Rothesay works closely with the Kennebecasis Valley Fire Department, Kennebecasis Regional Police Force, Saint John Newcomers Centre, and various other organizations to connect seniors to their programs and services. The AFAC also has an active volunteer from the Saint John Seniors' Resource Centre who has provided vital insight and support on how our neighbouring seniors centre has been operating for several years.

#### *Speaker Series*

As mentioned in section 4 (Social Participation), the Rothesay Speaker Series, which has been occurring for over 15 years, has shared a wealth of information about community support and health services. This speaker series has always covered age-friendly topics, with an added focus on seniors' health and wellbeing programs and services in recent years.

Additionally, the Rothesay Hive hosts information sessions during the daytime for older adults to learn about programs, events, services, and various topics of interest from community groups and experts. These presentations are free for anyone to attend and focus on older adult needs and interests. As an example of the quality of presentations held, here is a list of information sessions that were held at the Rothesay Hive since September 2023:

- Advance Care Planning with Horizon Health Network
- Willing to Know - Wills and Estate Planning with Eric McGrath, E.M. Transition Consulting
- Understanding & Preventing Financial Abuse





- Urban Rural Rides with Catherine Paulin, Community Development Coordinator at Fundy Regional Service Commission
- Nursing Home without Walls
- CMHA NB Depression in Older Adults & Seniors
- Leveraging a Total Wealth Approach for a Successful Retirement with Morgan Clark, from Scotia Wealth Management
- Meals on Wheels with Darlene Moore, Executive Director of the Community Meals on Wheels Saint John Inc.
- Dalhousie Medicine New Brunswick - Volunteer Patient Program with Nick Lignos
- Stronger at Home with Camille Coates, PT, Physiotherapist
- Memory and Wellness with Dr. David Elias
- Canadian Dental Care Plan with Michael Carson, Citizen Services Specialist, Citizen Services – Atlantic Region , Service Canada / Government of Canada
- Accessing Health Care & My Health NB APP Support

#### *File of Life*

The File of Life Program is a free program being offered in partnership with the Kennebecasis Regional Police Force and the Kennebecasis Valley Fire Department as per a recommendation from the AFAC.

The File of Life program provides residents with a fridge magnet with a pouch that includes documentation of medical information. The resident fills out the document with their medical information and places it into the pouch and onto their fridge. The door decal alerts the first responder that there is information about the resident on their fridge that can help them with their response. Residents can pick up the File of Life kit from the Rothesay Hive. Rothesay has and will continue to host information sessions about the program at the Rothesay Hive and during the fall speaker series.

Thanks to the continued support of the program from the AFAC, the Fire Department and the Police Department agreed to make a second order of the File of Life kits thus continuing the program.

#### *HomeSafe Program*

In 2015, the Kennebecasis Valley Fire Department launched its HomeSafe Program, which consists of voluntary home safety inspections and door-to-door smoke alarm checks. Part of their mission is to protect people and property by delivering efficient fire prevention programs. An effective home inspection program is a proven method of fire prevention that has had success with reducing loss of life, injury, and damage from fire. A similar program in British Columbia reduced fires in high-risk areas by two-thirds and home safety visits are being completed with success in the United Kingdom.

After a resident contacts the Fire Department about a home inspection, an on-duty crew of firefighters will visit their home and will follow a check list as they discuss fire hazards in and



around the home and what changes can be made to minimize the risk. Each year firefighters also go door to door to homes in the Kennebecasis Valley and ask to inspect smoke alarms for such things as location in the home and age of the alarm. This is a free program for residents of the Kennebecasis Valley. Rothesay shares how to access this program with residents through various communication channels.

#### *Canadian Health Solutions*

In 2023, Rothesay partnered with Canadian Health Solutions to help offer their program Wellness 55. This program aimed to increase the overall wellness of older adults by integrating science, technology, and community resources. They helped identify areas of concern and set goals to improve the wellness of the older adult participants over six months. Participants were given a Fitbit to track specific health metrics. Rothesay assisted with promoting their program and provided space within Rothesay Town Hall for the coordinator to meet with the participants weekly as well as the use of the Rothesay Hive for larger group events throughout the duration of the program.

#### *Zoomers in Balance*

Since 2022, Rothesay has partnered with Zoomers in Balance to offer this free program in the community. In 2022, the program was offered at the Rothesay HIVE, but due to the demand for the classes it was moved to the Bill McGuire Centre to provide more space for additional participants. Rothesay provides the space free-of-charge as it is volunteer led and free exercise class for older adults that is run by the UNB CELLab. Due to the demand for the program, Zoomers in Balance requested additional time to be able to add another timeslot for the class at the Bill McGuire Centre. Now, there are four classes a week happening at the Bill McGuire Centre and they are often full. This class is great for older adults to meet peers in their community, while improving their health and wellness. This exercise class improves their balance and reduces their risk of falling making them more independent and able to age in place.



## **AGE-FRIENDLY ADVISORY COMMITTEE**

The original Age-Friendly Advisory Committee (AFAC) was established on October 18, 2017, for a two-year term. When the mandate of the original AFAC expired and the Rothesay Hive was set as a primary objective, the Rothesay Hive Advisory Committee (RHAC) was established as a Standing Committee that reported directly to Town Council. The RHAC has since been dissolved as of August 9, 2021, and the AFAC was re-established. Since then, the AFAC has continued to champion age-friendly efforts in Rothesay.

### **Terms of Reference:**

The main purpose of the AFAC is to make the town of Rothesay a more Age-Friendly community. This Committee is responsible for advising Council on matters related to:

1. Recommendations to Council and other Town Committees with regard to opportunities and initiatives for the eight domains of an age-friendly community (outdoor spaces and buildings, transportation, housing, social participation, respect and social inclusion, civic participation and employment, communication and information, community support, and health services).
2. Promotion of the concept of age-friendliness and identifying opportunities for collaboration with community partners, including in the private, non-profit, and public sectors.
3. Re-assessment of the Age-Friendly Action Plan every three years to maintain the provincial Age Friendly designation.
4. Oversight of the Rothesay Hive Age Friendly Community Centre.
5. The establishment of working groups as deemed necessary by the Committee to fulfill its mandate.
6. Such other matters as may arise from time to time related to age-friendly activities in the community.

This Committee will meet monthly or at the call of the Chair. Staff support will include the Age-Friendly Community Coordinator and additional support staff as required. The Committee shall report to Council through the Committee Council member.

### **Composition of the Age-Friendly Advisory Committee (Minimum):**

The Nominating Committee shall use, where possible, the following guidelines for appointees to the AFAC and every effort will be made to secure representation from the various geographical areas in Rothesay:

- One Town Councillor
- One staff representative from Rothesay High School
- One staff representative from a Rothesay Elementary or Middle School
- Six Rothesay Residents, Age 55+
- One Rothesay Residents under the age of 55
- One representative from disability-related organizations



### Age-Friendly Advisory Committee Members as of October 2024:

- Councillor Helen Boyle
  - Diane O'Connor, Chair
  - Willa Mavis, Vice-Chair
  - Angela Campbell, Principal Touchstone Community School
  - Doaa Higazy, Saint John Newcomers Centre
  - Jill Jennings
  - Nancy Haslett
  - Robert Taylor
  - Shawn Jennings, KV Committee for Disabled Persons
- 
- Mayor Dr. Nancy Grant, ex-officio
  - John Jarvie, Town Manager
  - Keri Flood, Recreation Coordinator
  - Kirstin Duffley, Age-Friendly Community Coordinator

### Age-Friendly Advisory Committee Meeting Dates 2022-2024:

2022	2023	2024
<ul style="list-style-type: none"><li>• January 18, 2022</li><li>• February 22, 2022</li><li>• March 22, 2022</li><li>• April 19, 2022</li><li>• May 17, 2022</li><li>• June 21, 2022</li><li>• September 20, 2022</li><li>• October 18, 2022</li><li>• November 22, 2022</li></ul>	<ul style="list-style-type: none"><li>• January 17, 2023</li><li>• February 21, 2023</li><li>• April 18, 2023</li><li>• May 16, 2023</li><li>• September 19, 2023</li><li>• October 17, 2023</li><li>• November 21, 2023</li></ul>	<ul style="list-style-type: none"><li>• January 16, 2024</li><li>• February 20, 2024</li><li>• March 19, 2024</li><li>• April 16, 2024</li><li>• May 21, 2024</li><li>• September 17, 2024</li><li>• October 22, 2024</li><li>• November 19, 2024</li><li>• December 17, 2024</li></ul>



## ROTHESAY AGE-FRIENDLY ACTION PLANS

### Rothesay Age-Friendly Community Action Plan (2022-2024)

Action Plan Items:	STATUS
1. Grow the Age-Friendly Programming offered by Rothesay by adding more age-friendly offerings and strive to include as many residents as possible in the Kennebecasis Valley. Develop partnerships to encourage <b>intergenerational programming</b> .	Complete
2. Continue working with community organizations, including the Kennebecasis Valley Fire Department and the Kennebecasis Regional Police Force to create a comprehensive <b>outreach program</b> for vulnerable older adults in Rothesay.	Complete
3. Develop a partnership with the Saint John Newcomers Centre.	Complete
4. Work with community organizations to create a comprehensive resource of local <b>age-friendly volunteer opportunities</b> in the Kennebecasis Valley, including intergenerational opportunities.	Complete
5. Working with community organizations and opportunities, the Age-Friendly Advisory Committee will continue to focus on helping facilitate a creative solution for <b>age-friendly transportation</b> in Rothesay.	Complete / Ongoing
6. Continue to enhance <b>age-friendly communication</b> to older adults via print, digital, and online, including, but not limited to the traditional bulletin boards located in Rothesay, social media posts, electronic and print newsletters, emails, phone, word of mouth, and other traditional media channels.	Complete / Ongoing

### Results of the 2022-2024 Action Plan:

#### *Survey of Rothesay Residents 50+*

Rothesay's AFAC created and distributed a questionnaire in October 2021. The survey was open from October 1<sup>st</sup>, 2021, until October 14<sup>th</sup>, 2021, for Rothesay Residents who are 50 years of age or older. Residents were able to complete the survey online or by request of a paper copy. The results of the survey were used to help direct the Action Plan for 2022-2024. Input was received from 47 Rothesay seniors.

#### *1. Age-Friendly and Intergenerational Programming*

The results of the survey show that 57.5% of the survey participants are most interested in General Recreational programming (fitness, health and wellness programs for seniors, etc.). The survey also showed a top concern for participants was being included in community activities (46.6%). Additionally, programming such as Creative Programs (art, writing, crafts, hobbies, music, theatre, etc.), Learning Programs (technology training, lectures, presentations, etc.), and





Community Social Events (concerts, plays, movies, special-themed events, etc.) were popular programming preferences among the responses. The results from the survey show there is a wide variety of programming interests for seniors in Rothesay. The AFAC considered this input when determining what types of programs to offer for the community and ensure that an age-friendly lens is applied to all community activities offered. It is vitally important to Rothesay seniors and the AFAC that seniors are purposefully included in community activities, opportunities, and services.

Rothesay has added many new programs at the Rothesay Hive since this survey has occurred, including a Walking Club, Mahjong and Bridge Games, Pet Therapy, Trivia Games, Grief Café, Movie Matinees, Potlucks, crafts and more that are bringing older adults together to improve their social connections and wellbeing. The growth of the diversity of programs as well as the number of older adults who are participating has been achieved through the recommendations and support of the AFAC and the Coordinator.

Rothesay has incorporated more older adult programming in the community as well. Including multiple physical fitness classes at the Bill McGuire Centre that are available for residents to take part in. Rothesay supports community organizations and groups by promoting and hosting various events such as the KV Walkers, Zoomers on the Go, and annual community events that are available for older adults to participate in.

The survey also showed that 36.9% of participants were concerned about having opportunities for participation in intergenerational activities. This demonstrates that seniors do have some opportunities for intergenerational connections, however, there is still room for improvement. Seniors were, for the most part, not concerned about being respected by youth in the community (65.2%). Both of these results are positive indicators that the community is moving in the right direction.

The AFAC has continued to move the needle to ensure as many seniors as possible can experience the benefits of general recreational programming and intergenerational programming to help combat ageism. Throughout 2022-2024, the following new intergenerational opportunities took place:

- Future Engage – weekly intergenerational and multicultural program hosted at the Rothesay Hive with the Saint John Newcomers Centre. Open to all to participate no matter age, location, or background. This program hosted a wide variety of activities from cultural learning, arts and craft, exercise and physical wellness, and more.
- English Conversations – a weekly intergenerational and multicultural program hosted at the Rothesay Hive with the Saint John Newcomers Centre. Older adult volunteers assisted newcomers with practicing their conversational English.
- Speed Chatting with Touchstone Academy – students and older adults got together to discuss similarities and differences of growing up.
- Age-Friendly Wellness Fair – hosted in 2024 at the Rothesay High School with the support of the Rothesay High School Leadership class and the AFAC.



- Cribbage with RHS Students – students and older adults got together on numerous occasions to play cribbage together.
- RHS Student Volunteers – students from RHS volunteered at the Rothesay Hive for their co-op program.
- May 2023, Rothesay Hive celebrated Intergenerational Day by hosting an open house.

## 2. Community Outreach

As previously mentioned, 46.6% of seniors who participated in the survey stated that one of their main concerns was being included in community activities. The survey also showed that many seniors would be interested in having a volunteer program that would help them age-in-place. It is important that the outreach is helping seniors in need.

An outreach program was being planned in cooperation with the Red Cross when funding for their program was cut.

Rothesay worked with the Rotary Club of Rothesay who volunteered their time to help older adults in Rothesay who needed assistance with their outdoor fall and spring chores.

Rothesay worked with the Fire and Police Departments to create the File of Life program that is helping ensure that older adults in Rothesay can communicate their needs when first responders arrive to their house in an emergency.

As previously mentioned, in 2024 Rothesay created a new event the Age-Friendly Wellness Fair to connect community services with older adults. Both the Fire and Police Departments were invited to participate in this event to reach out to older adults in our community.

The Rothesay Hive has also participated in various community events to inform older adults in the community about services and supports available to them, including the Canada Day celebrations on the Rothesay Common, Fall Expo in Quispamsis, Enjoy Life Expo 50+, CultureFest, and the Age-Friendly Wellness Fair. The Rothesay Hive has also invited the Fire and Police Departments to come to the Rothesay Hive to talk with older adults in a casual setting to create connections and provide opportunities for an exchange of information.

## 3. Saint John Newcomers Centre

The AFAC is looking to make a connection with the Saint John Newcomers Centre to create more opportunities for cultural experiences and learning. The AFAC has enjoyed having a representative from the Saint John Newcomers Centre join the AFAC to bridge that connection since October 2021. The survey showed that one of the top concerns of seniors (43.1%) was having opportunities to interact with people of different cultural backgrounds in their community. The AFAC wants to ensure that seniors, including newcomers, can connect with different cultures in the community.

As previously mentioned, Rothesay has developed a great connection with the SJNC. By offering programs with the SJNC in Rothesay, including the Future Engage program and English Conversations, Rothesay is helping create a more welcoming community for people of all ages and backgrounds. Rothesay also was the host location of the first-ever CultureFest in the Valley. SJNC



hosted this event in September of 2023 at the Rothesay Common. It featured a wide variety of cultural booths for people to learn about. Rothesay looks forward to continuing to partner with the SJNC for years to come.

#### 4. Age-Friendly Volunteer Opportunities

The survey results showed there is a demand and interest for volunteer resources from a volunteer database, volunteer assistance around the home, to information regarding programs and services. 70.4% of respondents indicated that their main issue that prevented them from helping others, volunteering, civic participation, and employment was a lack of interest. However, the survey also showed that difficulty finding information, not finding a match to their skill set and talents, and not having time were barriers for seniors to participating in these forms of opportunities.

Through the Age-Friendly Community Coordinator, Rothesay has been connecting those who wish to volunteer with older adults and older adults who wish to volunteer to organizations looking for volunteers. The Age-Friendly Community Coordinator shares volunteer opportunities with the community via email, online, and posters on bulletin boards. Additionally, presentations are held at the Rothesay Hive to connect older adults with new volunteer opportunities in the community. This has been very successful approach. Older Adults have found many meaningful volunteer opportunities in the community, including with schools, non-profits, special events, and more. Rothesay worked with the Rotary Club of Rothesay who volunteered their time to help older adults in Rothesay who needed assistance with their outdoor fall and spring chores.

As mentioned earlier in this document, in 2024, Rothesay hosted the first-ever Rothesay Volunteer Awards to recognize the hard work of volunteers in our community, including older adults. Not only is it important that we foster volunteer opportunities in our community, but to also recognize their contributions.

#### 5. Age-Friendly Transportation

The survey showed that seniors were less limited by transportation concerns regarding their personal vehicle. It also showed that 51.1% were not concerned about safety when it came to active transportation.

However, the survey showed that seniors were most concerned about public transportation options, specifically routes and schedules. Currently, Rothesay's public transportation is the KV Comex, which is part of the Saint John Transit System. The KV Comex currently offers one route with two trips in the morning and afternoon. Feedback from the survey indicated that there is a strong interest to find an age-friendly transportation option that works for the Rothesay community. Seniors also provided feedback for how to improve active transportation in Rothesay. Improvements to active transportation will also be considered when looking at a creative solution for age-friendly transportation in Rothesay.

The AFAC is committed to finding another great option for age-friendly transportation in Rothesay. The Committee previously collaborated with Dial-A-Ride, which now has been absorbed into Urban/Rural Rides. The Town has been actively promoting this service to both volunteers and clients to grow the program. Rothesay has also promoted the Nursing Homes



without Walls Y Bus program that provides a monthly bus trip to East Saint John for shopping and social connections for older adults. The success of these community-based transportation options is key to the well-being of older adults and their ability to age-in-place.

Rothesay's AFAC will continue to collaborate with stakeholders and organizations to continually improve transportation options in the Kennebecasis Valley.

## 6. Age-Friendly Communication

The survey asked seniors to share what communication sources they use and the frequency they use them to receive information from the community. The survey showed that the most frequently used sources were through social media networks and websites. Communication sources that were also used, but less frequently, were email, e-newsletters, and word of mouth.

Rothesay's AFAC used this information to better reach seniors in the community and improve the usage of current communication tools to ensure seniors are receiving the information they need to be connected to the community.

Rothesay has continued to enhance age-friendly communication to older adults via print, digital, and online communication tools, including, but not limited to the posting on traditional bulletin boards located in Rothesay, growing and including more social media platforms, providing an electronic and print newsletters, emails, phone, word of mouth, and other traditional media channels such as radio and online advertisements.

Rothesay's e-newsletter the R-Insider provides information for the broad community that is also published to the website so that it can be printed for those unable to access the e-mail version. The monthly Rothesay Hive newsletter is shared via email, website, social media, and printed at the Rothesay Hive for those unable to access the information online. These two newsletters share information that helps older adults thrive in our community.

The Rothesay Hive has a large bulletin board and brochure library with information on various topics to assist older adults with learning about programs, services, and resources available to them in the greater community.

One of the main purposes of hosting the first-ever Rothesay Age-Friendly Wellness Fair was to improve communication between older adults and organizations that can assist them. By creating a one-stop-shop for all things health and wellness, over 300 older adults were able to access important and legitimate information to support their health and wellbeing. This event will be hosted annually to ensure that as many older adults benefit from these organizations.

## Conclusion of Action Plan (2022-2024)

Rothesay is proud of the work that has been completed over the past three years to make Rothesay a more age-friendly community. Although these items are marked as completed on the 2022-2024 Action Plan, there will still be ongoing work for each of these pieces as they are vital for our age-friendly journey. The progress that has been made on each item is substantial and we look forward to continuing to provide and develop these opportunities for years to come.



## Rothesay Age-Friendly Community Action Plan (2025-2027)

Action Plan Items:	STATUS
1. Development of a <b>Rothesay Intergenerational Community Centre</b> that will allow for the continued growth of age-friendly, older adult, and intergenerational programming, events, and services in Rothesay for years to come.	Ongoing
2. Collaboration with Cyber Seniors to develop a technology learning program to improve <b>seniors' digital literacy skills</b> in the Kennebecasis Valley to ensure that older adults are not left behind in the digital age.	Ongoing
3. Improve <b>accessibility</b> awareness and information. Including installing signs for accessible parking spaces in Rothesay parking lots, ensuring signage for accessible doorways is visible for visitors (example Town Hall entrance), and adding the extra accessible parking space at Rothesay Town Hall to meet the need for accessible parking spaces at this location.	Ongoing
4. Support the work of the Municipal Plan, Town Council, and Town Staff to increase the number of <b>affordable and accessible housing</b> options in Rothesay. Including, increasing awareness of the option to build secondary units on properties for multigenerational family living.	Ongoing
5. Working with community organizations and services, the Age-Friendly Advisory Committee will continue to focus on helping facilitate a creative solution for <b>age-friendly transportation</b> in Rothesay. As well, as increase the awareness of current transportation services being offered.	Ongoing
6. Continue to enhance <b>age-friendly communication</b> to older adults via print, digital, and online, including, but not limited to the traditional bulletin boards located in Rothesay, social media posts, electronic and print newsletters, emails, phone, word of mouth, and other traditional media channels. Develop relationships with older adults in multi-unit buildings to share information within the units.	Ongoing

### Support of the 2025-2027 Action Plan:

#### *Survey of Rothesay Residents 50+*

Rothesay's AFAC created and distributed a questionnaire in May 2024. The survey was open from May 22<sup>nd</sup>, 2024, until June 28<sup>th</sup>, 2024, for Rothesay Residents who were 50 years of age or older. Residents were able to complete the survey online or by requesting a paper copy. The survey had 48 questions that covered all eight domains of an age-friendly community. Questions from the Age-Friendly Cities and Communities Questionnaire (AFCCQ) found on the World Health Organization website were also included to provide a quantitative score of Rothesay's age friendly community (ISBN: 9789083074399). Included in this application is a report of the scores.





Input was received from 143 older adults in Rothesay. The results of the survey were shared with the Age Friendly Advisory Committee, Rothesay Town Council, and staff. After reviewing the results of the survey, the Age-Friendly Advisory Committee determined the following six items would be the Action Plan for 2025-2027.

### 1. Age-Friendly / Intergenerational Community Centre

Development of a **Rothesay Intergenerational Community Centre** that will allow for the continued growth of age-friendly, older adult, and intergenerational programming, events, and services in Rothesay for years to come.

As per the Rothesay Recreation Master Plan (May 2024) which sought consultations from the community, it is a high priority to develop a Rothesay Intergenerational Community Centre (RICC). A new multi-use and multi-generational RICC would include a new rink to replace the currently deteriorating rink which is used by older adults for hockey and skating, flexible community social and activity spaces that serve the Rothesay HIVE and other active groups/individuals, and the renovation of the existing arena into a multi-use field house. This is an important and much needed facility that ensures the residents have a powerful indoor and all-season complex that becomes a focal point at the heart of Rothesay.

This multi-use complex is planned for a site that includes Harry Miller Middle School and Rothesay High School. These are busy schools that will use the complex for both class and after-school purposes. Together, these facilities will generate significant regional use of the site, will generate substantial traffic, and will require substantial play and amenities space that will service both the schools and the multi-use complex. The RICC would be a critical intergenerational space for all. As per the Age Friendly Community survey (June 2024) respondents highlighted a variety of ways to improve respect and social inclusion for older adults in Rothesay. The key suggestions include increasing intergenerational activities, better education about aging and respect, enhancing communication and accessibility, and providing more opportunities for older adults to share their skills and experiences with younger generations. There was a recurring emphasis on involving youth in programs with older adults, along with ensuring that activities are inclusive and cater to a range of interests, abilities, and access needs. With a RICC space it would be possible to grow the intergenerational offerings in Rothesay.

The Rothesay HIVE requires significantly more space to meet present day demand, grow its programming offerings, and sustain this growth as mature populations grow. Creating an RICC would put the Rothesay HIVE and older adult programming and services in the significant cultural heart within Rothesay. Ensuring that the Rothesay HIVE's programming is visually and physically at the heart of the community for years to come.

### 2. Seniors Digital Literacy

Rothesay's AFAC has been wanting to offer digital literacy program for a few years for older adults. Numerous older adults have approached the Age Friendly Coordinator by phone, email, and in-person about hosting digital literacy workshops. However, there had not been the resources or opportunity for the program to take place.



Moving forward, Rothesay will be working in collaboration with Cyber Seniors to develop a technology learning program to improve **seniors' digital literacy skills** in the Kennebecasis Valley to ensure that older adults are not left behind in the digital age. The program hopefully will be held at the Kennebecasis Public Library which has hours outside of school time, public wi-fi network, and public computer access.

Throughout the survey within many of the domains it was frequently mentioned to provide technology and multimedia training for older adults to keep their skills up-to-date. Through IT workshops and digital literacy programs older adults can get the help they need to access online information more effectively.

Digital literacy connects to many aspects of life now a days. Many services both provincially and federally (banking, healthcare, government assistance, etc.) have moved to digital platforms, unfortunately, many seniors are unable to access these services due to their limited digital literacy knowledge or perceived ability.

Learning digital skills can help seniors relate to younger generations, bridging generational divides and creating stronger family bonds. The Cyber Seniors program aims to have young volunteers (high school and university/college students) teach older adults digital literacy skills, which is a beneficial structure for both ages. Helping seniors with digital literacy empowers them to live fuller, healthier, and more connected lives.

### 3. Accessibility

Improve **accessibility** awareness and information. Including installing signs for accessible parking spaces in Rothesay parking lots, ensuring signage for accessible doorways is visible for visitors (example Town Hall entrance), and adding the extra accessible parking space at Rothesay Town Hall to meet the need for accessible parking spaces at this location.

The survey results showed that accessibility issues are the most common barrier to aging in place, followed by maintenance and housing costs. The responses to how Rothesay could make outdoor spaces and municipal buildings more age-friendly largely focus on improving accessibility, safety, and comfort. Many respondents suggested adding more public washrooms, benches, and lighting in outdoor spaces and along main streets. There were also numerous calls for better sidewalks, bike lanes, and safe walking trails that accommodate the needs of seniors and individuals with mobility issues. Additionally, respondents expressed a need for improved public transportation and more accessible parking options.

The AFAC will consider the suggestions from the survey and work with Rothesay on how to better improve accessibility within the community.

### 4. Affordable & Accessible Housing

The AFAC will support the work of the Municipal Plan, Town Council, and Town Staff to increase the number of **affordable and accessible housing** options in Rothesay. Including, increasing awareness of the option to build secondary units on properties for multigenerational family living.



The survey results revealed that older adults in Rothesay expressed a strong desire for more age-friendly housing options that prioritize accessibility, affordability, and low-maintenance living. Common themes included the need for one-level homes, accessibility features such as ramps and wider doorways, affordable housing developments, and better public transportation. There was also a call for community-oriented living spaces like garden homes, with some respondents suggesting the inclusion of communal facilities for social activities. These recommendations reflect the community's need for more accessible, affordable, and safe housing options, along with better infrastructure to support aging residents.

#### 5. Age-Friendly Transportation

Working with community organizations and services, the Age-Friendly Advisory Committee will continue to focus on helping facilitate a creative solution for **age-friendly transportation** in Rothesay. As well, as increase the awareness of current transportation services being offered.

The survey respondents provided a range of suggestions aimed at improving transportation in Rothesay to better accommodate the aging population. Key recommendations focused on enhancing public transportation options, improving accessibility, and increasing awareness of available services. There was also a notable emphasis on community-based solutions and safety improvements.

#### 6. Age-Friendly Communication

Continue to enhance **age-friendly communication** to older adults via print, digital, and online, including, but not limited to the traditional bulletin boards located in Rothesay, social media posts, electronic and print newsletters, emails, phone, word of mouth, and other traditional media channels. Develop relationships with older adults in multiunit buildings to share information within the units.

The survey responses suggest a need for Rothesay to improve its communication and information dissemination methods to be more age-friendly. Many respondents highlighted the importance of non-digital communication methods, such as printed materials, as well as the use of multiple channels to ensure that information reaches all community members. There were also suggestions for using community spaces and local services to disseminate information effectively.





# The Age-Friendly Cities and Communities Questionnaire AFCCQ (English)

## INTERPRETATION AFCCQ TOTAL SCORE AND SEPARATE DOMAINS

	----	---	--	-	+	++	+++	++++
<b>AFCCQ Total score</b>	<b>≤ -35.1</b>	<b>-23.1 - -35.0</b>	<b>-11.5 - -23.0</b>	<b>-11.4 - 0.0</b>	<b>0.1 - 11.4</b>	<b>11.5 - 23.0</b>	<b>23.1 - 35.0</b>	<b>≥ 35.1</b>
<b>Housing</b>	<b>≤ -3.1</b>	<b>-2.1 - -3.0</b>	<b>-1.1 - -2.0</b>	<b>-1.0 - 0.0</b>	<b>0.1 - 1.0</b>	<b>1.1 - 2.0</b>	<b>2.1 - 3.0</b>	<b>≥ 3.1</b>
<b>Social participation</b>	<b>≤ -6.1</b>	<b>-4.1 - -6.0</b>	<b>-2.1 - -4.0</b>	<b>-2.0 - 0.0</b>	<b>0.1 - 2.0</b>	<b>2.1 - 4.0</b>	<b>4.1 - 6.0</b>	<b>≥ 6.1</b>
<b>Respect and social inclusion</b>	<b>≤ -3.1</b>	<b>-2.1 - -3.0</b>	<b>-1.1 - -2.0</b>	<b>-1.0 - 0.0</b>	<b>0.1 - 1.0</b>	<b>1.1 - 2.0</b>	<b>2.1 - 3.0</b>	<b>≥ 3.1</b>
<b>Civic participation and employment</b>	<b>≤ -3.1</b>	<b>-2.1 - -3.0</b>	<b>-1.1 - -2.0</b>	<b>-1.0 - 0.0</b>	<b>0.1 - 1.0</b>	<b>1.1 - 2.0</b>	<b>2.1 - 3.0</b>	<b>≥ 3.1</b>
<b>Communication and information</b>	<b>≤ -3.1</b>	<b>-2.1 - -3.0</b>	<b>-1.1 - -2.0</b>	<b>-1.0 - 0.0</b>	<b>0.1 - 1.0</b>	<b>1.1 - 2.0</b>	<b>2.1 - 3.0</b>	<b>≥ 3.1</b>
<b>Community support and health services</b>	<b>≤ -7.6</b>	<b>-5.1 - -7.5</b>	<b>-2.6 - -5.0</b>	<b>-2.5 - 0.0</b>	<b>0.1 - 2.5</b>	<b>2.6 - 5.0</b>	<b>5.1 - 7.5</b>	<b>≥ 7.6</b>
<b>Outdoor spaces and buildings</b>	<b>≤ -3.1</b>	<b>-2.1 - -3.0</b>	<b>-1.1 - -2.0</b>	<b>-1.0 - 0.0</b>	<b>0.1 - 1.0</b>	<b>1.1 - 2.0</b>	<b>2.1 - 3.0</b>	<b>≥ 3.1</b>
<b>Transportation</b>	<b>≤ -3.1</b>	<b>-2.1 - -3.0</b>	<b>-1.1 - -2.0</b>	<b>-1.0 - 0.0</b>	<b>0.1 - 1.0</b>	<b>1.1 - 2.0</b>	<b>2.1 - 3.0</b>	<b>≥ 3.1</b>
<b>Financial situation</b>	<b>≤ -3.1</b>	<b>-2.1 - -3.0</b>	<b>-1.1 - -2.0</b>	<b>-1.0 - 0.0</b>	<b>0.1 - 1.0</b>	<b>1.1 - 2.0</b>	<b>2.1 - 3.0</b>	<b>≥ 3.1</b>

### Scoring system

All questions of the AFCCQ are answered on a 5-point scale, ranging from totally disagree to totally agree.

Scores: -2 = totally disagree; -1 = disagree; 0 = neutral; 1 = agree; 2 = totally agree.

Items marked with an asterisk (\*) should be recoded in the opposite direction (-2=2, -1=1, 0=0, 1=-1, 2=-2)

Sum all scores of the AFCCQ for the total score.

Sum all scores of separate domains for the domain specific score.

### Reference

Dikken, J., van den Hoven, R.F.M., van Staaldin, W.H., Hulsebosch-Janssen, L.M.T., van Hoof, J. (2020) How older people experience the age-friendliness of their city: Development of the Age-Friendly Cities and Communities Questionnaire. International Journal of Environmental Research and Public Health 2020;17(18):6867 doi: 10.3390/ijerph17186867

### Colophon

This questionnaire is made by J. Dikken (The Hague University of Applied Sciences), R.F.M. van den Hoven (The Hague University of Applied Sciences), W.H. van Staaldin (AFedemy), L.M.T. Hulsebosch-Janssen (Hulsebosch Advies) and J. van Hoof (The Hague University of Applied Sciences) with support from the Municipality of The Hague (grant number OCW/2020.1121).

ISBN: 9789083074399



The Hague



**THE HAGUE**  
UNIVERSITY OF  
APPLIED SCIENCES



# The Age-Friendly Cities and Communities Questionnaire AFCCQ (English)

RAFCs Q#	Item	Domain	Totally disagree	Disagree	Neutral	Agree	Totally agree	
<b>HOUSING</b>								
2	Q1	My house is accessible to me	24	77	19	10	12	
3	Q2	My house is accessible to the people who come to visit me	11	35	18	55	24	score (-)
<b>SOCIAL PARTICIPATION</b>								
6	Q3	There are enough opportunities to meet people in my neighbourhood	11	35	39	49	8	
7	Q4	Activities and events are organised in places that are accessible to me	4	12	44	62	20	
8	Q5	The information about activities and events is enough for me and also suitable for me	5	28	40	38	11	
9	Q6	I find the range of events and activities sufficiently varied	6	30	48	47	11	score (+)
<b>RESPECT AND SOCIAL INCLUSION</b>								
11	Q7*	I sometimes get annoying or negative remarks because of my age	46	65	20	10	2	
12	Q8*	I sometimes face discrimination because of my age	40	61	21	16	5	score (++)
<b>CIVIC PARTICIPATION AND EMPLOYMENT</b>								
13	Q9	I have enough opportunities to interact with younger generations	4	23	33	72	11	
15	Q10	I feel like a valued member of society	3	14	39	70	17	score (+)
<b>COMMUNICATION AND INFORMATION</b>								
20	Q11	Printed and digital information from the municipality and other social institutions is easy to read in terms of font and size	0	7	36	85	15	
21	Q12	Printed and digital information from the municipality and other social institutions is written in understandable language	0	3	23	101	16	score (++)
<b>COMMUNITY SUPPORT AND HEALTH SERVICES</b>								
23	Q13	The supply of care and welfare in my city is enough for me	7	21	59	44	9	
24	Q14	When I am ill, I receive the care and help I need	5	23	47	58	9	
25	Q15	If necessary, I can easily reach care and welfare services by telephone and in person	6	31	45	52	8	
26	Q16	I have enough information about care and welfare services in my neighbourhood	9	44	42	39	6	
27	Q17	Care and welfare workers in my neighbourhood are sufficiently respectful	1	6	81	44	8	score (+)
<b>OUTDOOR SPACES AND BUILDINGS</b>								
31	Q18	My neighbourhood is sufficiently accessible for a wheeled walker or wheelchair	8	26	67	35	4	
32	Q19	The shops in my neighbourhood are sufficiently accessible with a wheeled walker or wheelchair	6	22	73	37	2	score (+)
<b>TRANSPORTATION</b>								
37	Q20	I can easily get on the bus or tram in my neighbourhood	3	11	21	85	20	
38	Q21	The bus and tram stops in my neighbourhood are easy to reach and use	11	27	71	23	8	score (+)
<b>FINANCIAL SITUATION</b>								
41	Q22	My income is sufficient to cover my basic needs without any problems	4	14	15	83	27	
42	Q23	I live well on my income	1	15	24	81	22	score (++)

AFCCQ score = 8.5 (+)





**ROTHESAY**  
~~2024 December 09 Open Session FINAL 118~~  
**WORKS AND UTILITIES COMMITTEE MEETING**  
**Rothesay Town Hall Common Room**  
Wednesday, November 20<sup>th</sup>, 2024  
**5:30 p.m.**



**PRESENT:** DEPUTY MAYOR ALEXANDER  
COUNCILLOR DAVE BROWN  
SARAH RICHARDS  
CYNTHIA VANBUSKIRK

DRAFT

TOWN MANAGER JOHN JARVIE  
DIRECTOR OF OPERATIONS BRETT MCLEAN  
RECORDING SECRETARY DEBBIE KEYES

**ABSENT:** SHAWN CARTER, VICE CHAIRPERSON  
STEPHEN ROSENBERG  
GEORGE THAMBI

Chairperson Alexander called the meeting to order at 5:31 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by Councillor Brown and seconded by S. Richards the agenda be approved with the following addition:

- Item 9.2 Rothesay “Welcome” Signs

**CARRIED.**

**2. APPROVAL OF MINUTES**

2.1 Regular Works and Utilities Committee meeting of October 23<sup>rd</sup>, 2024.

**MOVED** by Councillor Brown and seconded by C. VanBuskirk the minutes of October 23<sup>rd</sup>, 2024 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. DELEGATIONS**

N/A

**5. REPORTS & PRESENTATIONS**

N/A

**6. UNFINISHED BUSINESS:**

6.1 Capital Projects Summary

DO McLean was asked by the Committee to give an update on the projects listed in the report:

➤ **2023 - Water Treatment Train Expansion**

- The tank has been delivered
- The rack to hold the membranes in the tank are in place
- The plumbing in the building is currently under construction
- All the membranes are on site in glycerine storage and are ready to be put in place as soon as the plumbing is done

- **2024 - Streets Resurfacing Including Curb and Sidewalks** – Landscaping to finish and complete the project
- **2024 - Lagoon Dredging** - A sonar was conducted, revealing that the lagoon started with just over 2.5 meters of sludge. The sludge bed has now been reduced to about 0.6 meters and is holding around 2 meters. This is a small section, and the Town is continuing to work on it.
- **2024 - Works Fleet** – Expected delivery of the final fleet purchase, which is a sidewalk plow, is December 6<sup>th</sup>, 2024.

## 6.2 Solid Waste Tonnage Report

### **RECEIVED FOR INFORMATION.**

## 6.3 Speed Radar Sign Report

➤ **Average Vehicle Count Reports – 76 & 81 Highland Avenue**  
DO McLean advised the 85 percentile speed, each week, is close to 40km per hour which suggests speeding is not a problem on Highland Avenue.

➤ **Average Vehicle Count Reports – 115 & 122 French Village Road**  
DO McLean advised the 85 percentile speed, each week, is close to 50km per hour which suggests speeding is not a problem on French Village Road.

## **7. CORRESPONDENCE FOR ACTION**

7.1 2024Nov01 Email from Resident RE: Storm Drain Install from Goldie Court to Bank of Nova Scotia

DO McLean has been in contact with the resident to let her know that staff has gone through all the necessary steps – securing the easement and has completed some interim remedial work. The Town received confirmation from Ducks Unlimited that payment for the wetland was received and the WAWA permit can now be issued. The timeline for completion is estimated at 2-3 weeks once the permit is received.

**MOVED** by Councillor Brown and seconded by S. Richards the email dated November 1<sup>st</sup>, 2024 be received/filed.

**CARRIED.**

## **8. NEW BUSINESS:**

N/A

## **9. CORRESPONDENCE FOR INFORMATION**

9.1 Verbal Discussion – EIA process of WWTP

DO McLean stated the Wastewater Treatment Plant project consists of two separate and distinct projects: one funded under the IBA and the other under the Climate Change fund. The Climate Change fund does not automatically renew each year, any unused funds at the end of the year are lost, and the province, on behalf of the Town must reapply every fiscal year. As a result, every time the Town submits a claim for this project, which is funded by the Climate Change fund, the Town must be precise with the forecasted spending.

There are two monthly reports—one for each project—called the ICIP report, which goes to the federal funding partner with forecasted spending details. However, the EIA has now introduced another report specifically for the Climate Change fund portion of the project. The focus is on ensuring that as much money as possible is allocated. If the Town does not spend the funds as planned before the end of the fiscal year, the Climate Change fund would like to be notified so they can reallocate the funds to another project.

The cost is 40% funded by the federal government, 33% by the province and 27% by the Town, The EIA has suggested that the Town conduct baseline testing of all the groundwater wells within a 200-meter radius of the existing sewage lagoon. The project cannot begin until the EIA is completed.

Once the Town enters the construction phase, it will become easier to complete the required reporting, as it is challenging to forecast expenses when the Town does not know when the EIA will be completed, and work can begin.

**Meeting Addendum:****9.2 Rothesay “Welcome” Signs**

DO McLean has been in contact with the Assistant Deputy Minister at DTI, who is collaborating with the Town to find the ideal location for the signs. A project manager at DTI has been assigned to oversee the project. Further updates will be provided.

**10. DATE OF NEXT MEETING:**

The next meeting is scheduled for Wednesday, December 18<sup>th</sup>, 2024.

**11. ADJOURNMENT**

**MOVED** by Councillor Brown and seconded by S. Richards the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:10 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



~~2024December09OpenSessionFINAL\_121~~  
**ROTHESAY**  
PLANNING ADVISORY COMMITTEE MEETING  
**Rothesay Town Hall Common Room**  
**Monday, December 2, 2024 at 5:30 p.m.**



**DRAFT**

**PRESENT:** COUNCILLOR DON SHEA, CHAIRPERSON  
COUNCILLOR TIFFANY MACKAY FRENCH  
KELLY ADAMS  
TRACIE BRITTAIN  
TYLER DAVIS  
RALPH FORTE  
MATTHEW GRAHAM, VICE-CHAIRPERSON

TOWN MANAGER JOHN JARVIE  
URBAN PLANNER PETER JOHNSTON  
RECORDING SECRETARY LIZ HAZLETT

**ABSENT:** CHRISTIANE VAILLANCOURT

TOWN CLERK MARY JANE BANKS

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

**1. APPROVAL OF THE AGENDA**

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

**CARRIED.**

**2. ADOPTION OF MINUTES**

**2.1 Regular Meeting of November 4, 2024**

**MOVED** by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee meeting minutes of November 4, 2024 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. NEW BUSINESS**

**4.1 4 Grove Avenue**

**Curtis and Diane Baldwin**

OWNER:

Linda Tobias

PID:

00258376

PROPOSAL:

Setback variances

The applicants were not in attendance. Urban Planner Johnston briefly summarized the report. He provided an update noting staff are now recommending that the matter be tabled as the property owner has not signed the application following recent discussions between the buyer and seller.

**MOVED** by Counc. Mackay French and seconded by T. Brittain the Planning Advisory Committee table the application for 4 Grove Avenue (PID 00258376) pending approval from the property owner.

**CARRIED.**

**4.2 71 Marr Road Tangled Roots Holdings Ltd.**  
OWNER: Tangled Roots Holdings Ltd.  
PID: 30166797  
PROPOSAL: Conditional Use – Storage lockers

J. Darren Bishop was in attendance on behalf of Tangled Roots Holdings Ltd. Urban Planner Johnston summarized the report. A lengthy discussion ensued on the recommendation to table pending the following:

**a) The geotechnical report be updated by a qualified professional;**

Staff advised the 2022 report is outdated and needs to be updated. Mr. Bishop suggested that an updated report is not necessary as no additional fill was placed since the report, and he believes a new stormwater management plan would include any other information needed. Staff disagreed, noting during a walkthrough the site could be described as “spongey”. Mr. Bishop noted this is silt that would be scraped off before the units are placed. He stated: they are not permanent structures but mobile, portable units; he has no intention of paving the area; and instead, he plans to use a common method of compacted gravel with the units placed on top. T. Davis asked if the updated report would indicate if the unpaved ground is sufficient to put the units on. Urban Planner Johnston noted it would include a soil report that would tie into that and determine how the units would be anchored. Mr. Bishop clarified that the units will not be anchored. T. Brittain asked if the return inspection mentioned in the report was conducted. Mr. Bishop explained that the return inspection was only needed if excavation occurred for another proposal that he did not follow through on.

**b) That a stormwater management plan show the impact of an option for paved drive aisles;**

Staff advised that the current stormwater management plan does not provide sufficient details. It also does not include a model for paved drive aisles which could occur if the land is ever sold in the future. Mr. Bishop agreed that the stormwater management plan provided was preliminary, and he has begun the process to submit another.

**c) The structural integrity of the storage buildings and anchoring mechanisms be certified by a qualified professional or proof of existing certifications be provided to the Town;**

Mr. Bishop mentioned that there is information in the application, and he submitted a document with details from the manufacturer about the units. Urban Planner Johnston clarified that the additional information was only provided on Friday.

**d) A full list of tenants at the subject property PID 30166797 be provided to the Town to ensure by-law compliance;**

Mr. Bishop stated he has submitted a list to Town staff.



**e) An engineering report on the condition of the private street of Homestead Road and its suitability for public use.**

Mr. Bishop indicated this report—and its associated cost—is not necessary as: he believes the road is in adequate condition (similar to other roads in the community); he has a legal right to use the road; the proposed business (self-storage) is not associated with high volumes of traffic; the road currently provides access to existing businesses on the property (ex. Afterburn Fitness); there have been no concerns regarding use of the road until now; and it is unlikely individuals would use 65 Marr Road as an entrance – they may use Homestead Road regardless. He mentioned that his inquiries to purchase Homestead Road from Loblaws, on two separate occasions, were unsuccessful. He noted that the property has been in his family since 1991, and his right to use Homestead Road was granted prior to Loblaws ownership. In response to an inquiry, Mr. Bishop indicated that the Town undertakes maintenance on Homestead Road by plowing and repairing potholes.

In response, Staff advised that more information is needed as it is unclear if Mr. Bishop's right to use Homestead Road extends to the public. Town maintenance of Homestead Road will also need to be confirmed. It is also unclear if Homestead Road, as an access point, was included in the approval for other businesses, such as Afterburn Fitness. Staff agreed that access through Homestead Road makes sense, but it is not a public road, and this creates challenges in ensuring the road is safe and granting approval. For instance, the road was identified as substandard (bottom 2%) on a Roughness Index commissioned regularly by the Town (for roads in Rothesay). The Index does not address all components (ex. base or drainage) but helps determine which roads should be looked at in greater detail for resurfacing. The report proposed would provide greater insight into the actual condition of the road. In response to Mr. Bishop's request, Staff confirmed that a copy of the Index could be sent to him.

**Additional inquiries:**

With respect to a timeline, Mr. Bishop noted the units can be placed at any time but placement of the material to set the units on should be done before the ground freezes. In response to an inquiry, Mr. Bishop confirmed the units will be placed side by side but not connected.

There was a brief discussion about the units. Staff cautioned that it is unclear if there is a risk if these unanchored, and possibly empty (at times), units are unable to withstand severe weather conditions. Mr. Bishop noted they are fold-up portable units that weigh roughly 1,000 kg each and can withstand 120mph winds. T. Brittain asked if there is any concern that these heavy units will be transported across a road in such poor condition. Mr. Bishop noted he is not concerned as tractor trailers use the road to access Select Kitchens.

There was further discussion about Homestead Road. Town Manager Jarvie cautioned that the road could fall into disrepair if Loblaws does not intend to maintain it, or if Mr. Bishop's right does not permit him to maintain it. In that case, staff would not recommend approval of the application. Mr. Bishop indicated he would repair the road if the condition were to impact the businesses. He agreed to contact Loblaws for clarity on the matter.

The Committee expressed interest in tabling the matter pending further information, but had concern that the proposed recommendation would bind the applicant to all the conditions. R. Forte suggested that a plain tabling motion be used to prevent potential future issues.

**MOVED** by T. Brittain and seconded by R. Forte the Planning Advisory Committee table the application for a Conditional Use for a self-storage locker business at 71 Marr Road PID 30166797.  
**CARRIED.**

Mr. Bishop noted he will be in contact with Town staff, and he left the meeting.

## **5. OLD BUSINESS**

### **5.1 Zoning By-law**

Verbal Report                      Town Manager Jarvie

Town Manager Jarvie advised that a full draft of the Zoning By-law has been created. He explained the next steps for the process, which include review by the provincial government, review by the Committee, amendments to the Municipal Plan (including the land use map) – which requires a Public Presentation and a Public Hearing, and changes to the Subdivision By-law. He mentioned that these requirements, along with the by-law approval process for the Zoning By-law itself, will take time, especially as the holidays approach. When asked, the Committee was amenable to scheduling a separate meeting to review the draft Zoning By-law in the new year. Additionally, Town Manager Jarvie noted there may also be a meeting with developers as they will be directly impacted by any proposed changes. Once the draft is distributed in the new year, he encouraged the Committee to give it a thorough review, with consideration for the community, current housing needs, trends, and responsibilities for the Town. R. Forte asked if the draft could be circulated a week in advance of the special meeting to allow sufficient time for review. Town Manager Jarvie indicated this could be done.

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## **TABLED ITEMS**

N/A

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## **6. CORRESPONDENCE FOR INFORMATION**

N/A

## **7. DATE OF NEXT MEETING(S)**

The next meeting will be held on **Monday, January 6, 2025.**

## **8. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 6:32 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTHESAY

2024December09OpenSessionFINAL\_125

## BUILDING PERMIT REPORT

11/1/2024 to 11/30/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/01/2024	BP2024-00149	8 CARRIAGE WAY	FENCE	\$8,475.00	\$65.25
11/15/2024	BP2024-00162	46 MARR RD	WINDOWS	\$2,850.00	\$21.75
11/01/2024	BP2024-00163	49 KINGSHURST LN	ADDITION	\$35,000.00	\$253.75
11/01/2024	BP2024-00168	3 STACK RD	DETACHED GARAGE	\$70,000.00	\$507.50
11/15/2024	BP2024-00169	5 KNOLL LN	WINDOWS	\$50,000.00	\$362.50
11/18/2024	BP2024-00172	107 FOX FARM RD	WINDOWS	\$3,200.00	\$29.00
11/05/2024	BP2024-00179	119 PARK DR	SIDING AND WINDOWS	\$40,000.00	\$290.00
11/28/2024	BP2024-00181	11 MAPLE CRES	SINGLE FAMILY	\$350,000.00	\$2,537.50
11/07/2024	BP2024-00182	59 GIBBON RD	FENCE	\$16,800.00	\$123.25
11/08/2024	BP2024-00184	7 GLENWOOD DR	SIDING	\$30,000.00	\$217.50
11/07/2024	BP2024-00186	2 ARIES CRT	RENOVATION	\$12,000.00	\$87.00
11/19/2024	BP2024-00187	16 HOLIDAY DR	ADDITION	\$106,050.00	\$775.75
11/29/2024	BP2024-00188	2 CORAL LN	FENCE	\$7,500.00	\$58.00



## BUILDING PERMIT REPORT

11/1/2024 to 11/30/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/14/2024	BP2024-00189	22 CHATWIN ST	DECK	\$4,000.00	\$29.00
11/27/2024	BP2024-00190	29 GOLF CLUB CRT	DECK	\$11,000.00	\$79.75
11/19/2024	BP2024-00191	9 PICKETT LN	WINDOWS	\$200,000.00	\$1,450.00
11/29/2024	BP2024-00192	63 HAMPTON RD	ACCESSORY STRUCTURE	\$3,000.00	\$21.75
11/27/2024	BP2024-00194	4 WINDERMERE CRT	SIDING	\$7,200.00	\$58.00
Totals:				<b>\$957,075.00</b>	<b>\$6,967.25</b>
Summary for 2024 to Date:				<b>\$24,959,788.34</b>	<b>\$183,331.00</b>

### 2023 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$5,019,333.00	\$36,422.25
Summary to Date:	\$22,666,932.98	\$168,512.50



# ROTHESAY

## INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 3 December 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 31/10/24*	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, included in the CCBF program
	Water Treatment Train expansion	630,000	60%	Treatment Train delivered, third tank in process.
2024	WWTP Phase II design	\$4M	2%	Design 60% complete.
	2024 Street Resurfacing inc C&S	\$3.5M	95%	Substantially complete.
	Wiljac Improvements	\$2.5M		Included with 2025 General Fund Capital Budget
	Shadow Hill Court water	250,000		Preliminary design complete, included in the 2024-2028 CCBF Funding Program
	Lagoon Dredging	\$1.32M	70%	Work substantially complete.
	Water quantity	60,000		Drilling work complete, well development and quality testing in progress
	Frances Avenue Lift Station	100,000		Deferred to 2025
	Utility Building Renovations	100,000		
	IT plan	15,000		new equipment and phones
	KVFD Capital	203,700	90%	(Fleet -118,400, Equip -44,600, Facilities -40,700)
	Town Hall	37,000	100%	HVAC, Windows, painting doors, etc.
	Upgrade to water treatment plant	405,000		Project in progress; work to be completed by Feb 15, 2025.
	Grove Bldg. Security Fence	60,000	33%	Complete
	Works Fleet	\$1.13M	60%	All equipment has been received, waiting for plow rigging to be installed on tandem plow truck.
	Recreation Facilities	500,000	90%	Wells Parking substantially complete, Wells Shed pending.
	Parks Equipment	140,000	60%	Zamboni in service.

\* Funds paid to this date.





# ROTHESAY

## MEMORANDUM



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TO	:	Mayor Grant and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	13 November 2024
RE	:	7 Stack Road Rezoning By-law 2-10-40

---

### RECOMMENDATION:

- Council give Reading in its Entirety, to By-law 2-10-40
- Council give 3<sup>rd</sup> Reading, by Title, and Enactment to By-law 2-10-40

### BACKGROUND:

Council held a public hearing on Monday, October 21, 2024. No comments were received.

The Planning Advisory Committee recommended enactment of By-law 2-10-40 at its regular meeting on 4 November 2024.

Council gave 1<sup>st</sup> and 2<sup>nd</sup> Reading, by Title, to By-law 2-10-40 at its regular meeting on Tuesday, November 12, 2024.



**BY-LAW 2-10-40  
A BY-LAW TO AMEND THE ZONING BY-LAW  
(No.2-10 Rothesay)**

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

THAT Schedule A, entitled “Zoning” as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch, identified as Attachment “2-10-40”.

The purpose of the amendment is to rezone the land located at 7 Stack Road (PID 30231765) from Single Family Residential (R1-B) to Two Family Residential (R2) to allow for the property to be used as a two-unit dwelling in the existing building on the site at 7 Stack Road in accordance with the Community Planning Act, supra.

FIRST READING BY TITLE	:	12 November 2024
SECOND READING BY TITLE	:	12 November 2024
READ IN ENTIRETY	:	
THIRD READING BY TITLE AND ENACTED	:	

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MAYOR

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CLERK

# Attachment - Bylaw 2-10-40

2024December09OpenSessionFINAL\_130

PID 30231765



Subject Property

## Buildings

Residential

0 10 20 40  
Metres

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



# ROTHESAY

## MEMORANDUM



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TO	:	Mayor Grant and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	13 November 2024
RE	:	Street Closure – portions of Clark Road and Salmon Crescent By-law 3-24

---

### RECOMMENDATION:

- Council give Reading in its Entirety, to By-law 3-24
- Council give 3<sup>rd</sup> Reading, by Title, and Enactment to By-law 3-24

### BACKGROUND:

The Planning Advisory Committee recommended enactment of By-law 3-24 at its regular meeting on September 3, 2024.

Council held a public hearing on Monday, October 21, 2024. Those in attendance were advised the By-law is administrative and is a re-drawing of the road right-of-way boundaries. It was explained the terminology “street closure” is a legislative reference.

Council gave 1<sup>st</sup> and 2<sup>nd</sup> Reading, by Title, to By-law 3-24 at its regular meeting on Tuesday, November 12, 2024.

**BY-LAW 3-24**  
**A BY-LAW RESPECTING THE STOPPING-UP AND CLOSING PERMANENTLY OF**  
**PORTIONS OF CLARK ROAD AND SALMON CRESCENT**

The Council of the town of Rothesay (hereinafter called the “Council”), pursuant to the authority vested in it under the *Local Governance Act, SNB 2017 c 18* and amendments thereto (hereinafter referred to as the “Act”) hereby enacts the following:

- 1) THAT the town of Rothesay does hereby stop-up and close permanently portions of Clark Road and Salmon Crescent as outlined below:
  - a) The portions of the roads known as Salmon Crescent and Clark Road in the town of Rothesay as shown on the Subdivision Plans titled Plan of Survey Showing Parcel "A" A Portion of Salmon Crescent To Be Stopped-Up and Closed dated 20 December 2023 prepared by Don-More Surveys and Engineering Ltd.
  - b) The portion of the road known as Salmon Crescent in the town of Rothesay as shown on the Subdivision Plans titled Plan of Survey Showing Parcel "B" A Portion of Salmon Crescent To Be Stopped-Up and Closed dated 4 March 2024 prepared by Don-More Surveys and Engineering Ltd.

Attached hereto and identified as Schedule “A” are the portions of the above-noted subdivision plans. Attached hereto and identified as Schedule “B” is a legible reproduction of the above-noted roads for reference purposes.

FIRST READING BY TITLE	:	12 November 2024
SECOND READING BY TITLE	:	12 November 2024
READ IN ENTIRETY	:	
THIRD READING BY TITLE		
AND ENACTED	:	

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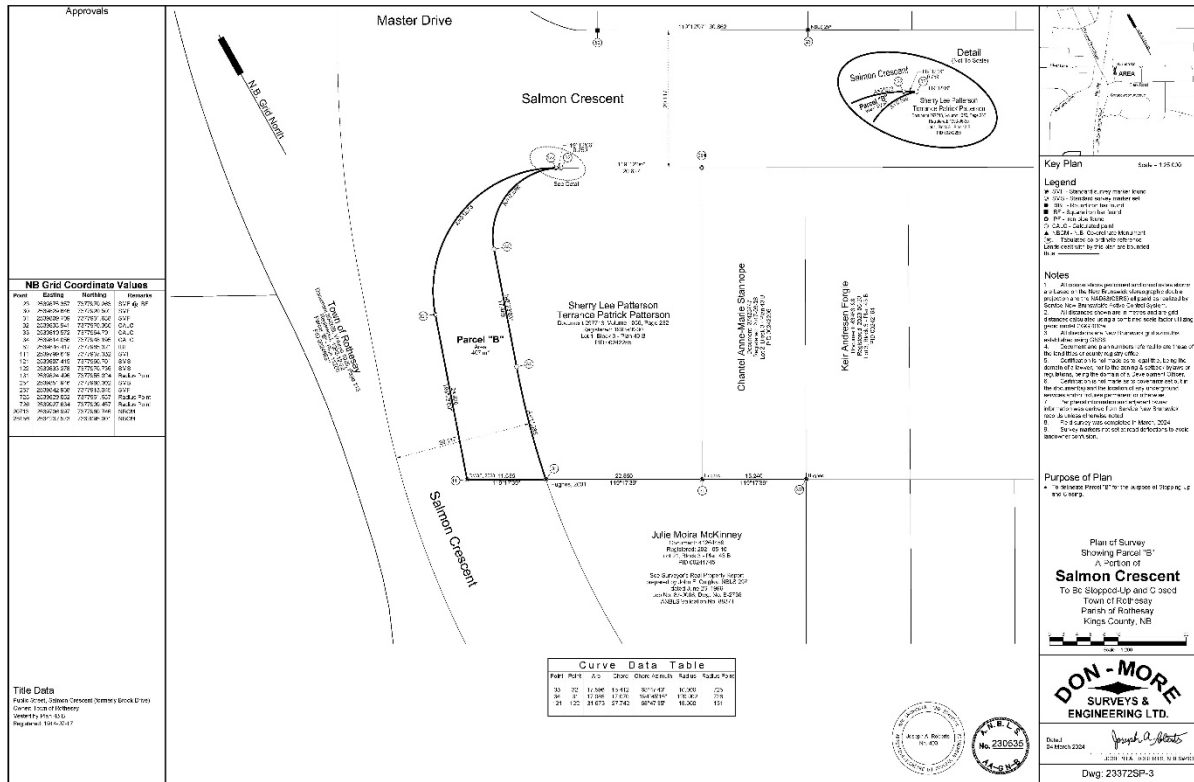
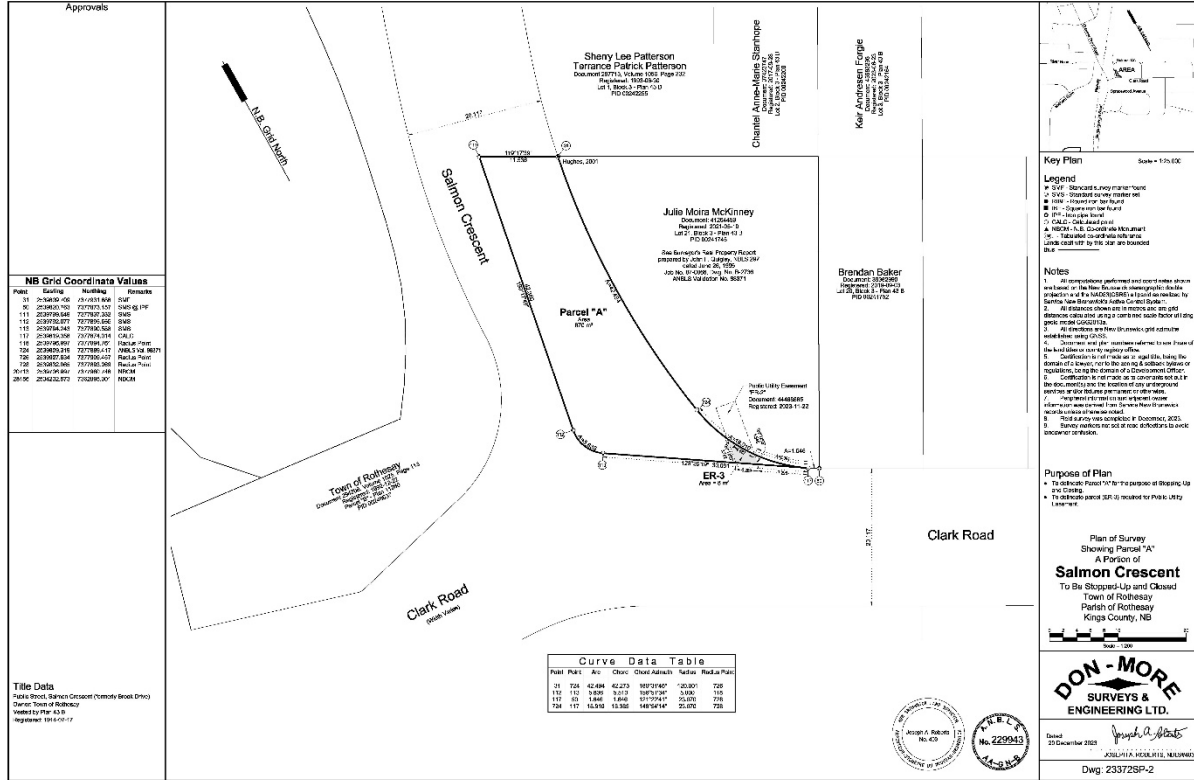
MAYOR

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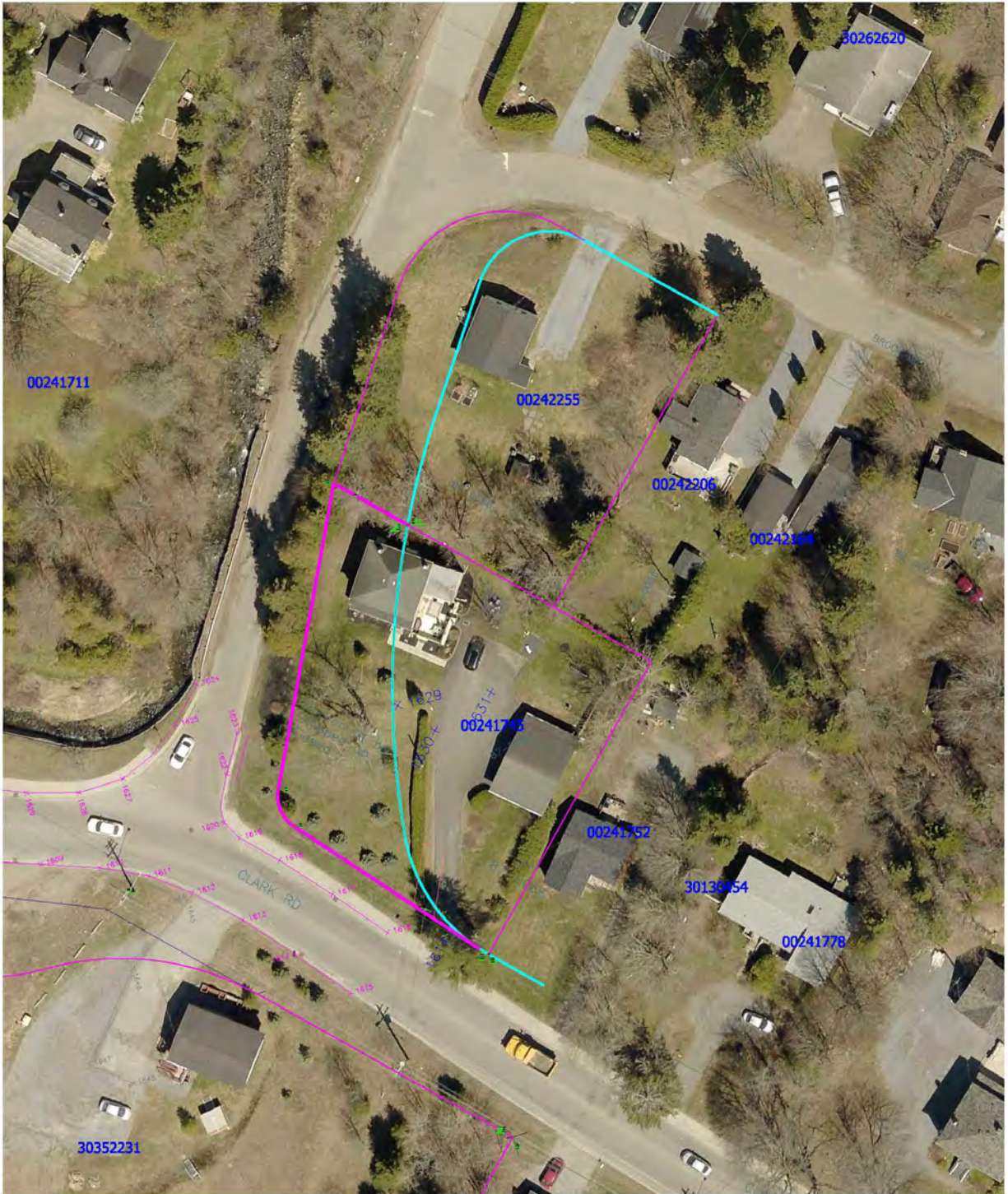
CLERK



# Schedule "A"



Schedule "B"





# ROTHERSEY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	13 November 2024
RE	:	PAC By-law 4-24

---

### RECOMMENDATION:

- Council read By-law 4-24 by summary and Section number
- Council give 3<sup>rd</sup> Reading, by Title, and Enactment to By-law 4-24

### BACKGROUND:

Council gave 1<sup>st</sup> and 2<sup>nd</sup> Reading, by Title, to By-law 4-24 at its regular meeting on Tuesday, November 12, 2024 and authorized staff to post the draft By-law to the website, along with a public notice.

In accordance with section 15 of the *Local Governance Act*, SNB 2017 c 18, a by-law may be read by summary if no Council member objects.





2024December09OpenSessionFINAL\_136  
**ROTHESAY**



## **PUBLIC NOTICE**

13 November 2024 - Rothesay, NB

### **Rothesay By-laws**

Rothesay Council intends to consider enactment of the following By-laws at its next regular meeting on **Monday, December 9, 2024**:

#### **By-law 4-24, “A By-law to Establish a Planning Advisory Committee”**

#### **By-law 5-24, “A By-Law of the Local Government of Rothesay Respecting the Procedure and Organization of Council”**

**By-law 4-24**, “A By-law to Establish a Planning Advisory Committee” outlines the membership, terms of office and duties and powers of the advisory committee.

By-law 4-24 repeals existing By-law 1-99 and aligns with current legislation, more specifically the *Community Planning Act*, SNB 2017 c 19 and amendments thereto.

**By-law 5-24**, “A By-Law of the Local Government of Rothesay Respecting the Procedure and Organization of Council” repeals existing Procedural By-law 2-14. By-law 5-24 is an update to reflect legislative changes related to the *Local Governance Commission Act*, SNB 2023, c18, the *Local Governance Act*, SNB 2017, c18, amendments thereto and regulations thereunder, more specifically Regulations 2018-84 and 2024-48.

By-law 5-24 provides a guide to the meetings and decision-making processes of Rothesay Council and its committees. It includes, but is not limited to: the day, frequency, time and location of Council meetings, the manner of public notice of meetings, rules respecting the behaviour of members, the manner of public participation, the method of electing a deputy mayor and the duration of the term, the agenda format for Council meetings and the manner of calling special meetings of Council. By-law 5-24 also notes the procedural text used to govern procedural matters not covered by legislation or the By-law shall be determined in accordance with Robert’s Rules of Order, Newly Revised (RONR) 12<sup>th</sup> edition (2020).

The meeting will be held on **Monday, December 9, 2024 at 7:00 p.m.**, in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay, NB. Residents can attend the meeting in person or access the Council meeting livestream:

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

Mary Jane Banks, BComm  
Town Clerk

**BY-LAW 4-24**  
**A BY-LAW TO ESTABLISH A PLANNING ADVISORY COMMITTEE**

The Council of the town of Rothesay, under authority vested in it by Section 3(1) of the *Community Planning Act* SNB 2017 c 19, and amendments thereto, hereby enacts as follows:

**1. TITLE**

This By-Law may be cited as the Rothesay Planning Advisory Committee By-Law.

**2. ADVISORY COMMITTEE ESTABLISHED**

In accordance with the *Community Planning Act*, *supra*, regulations thereunder and amendments thereto:

- a) A Planning Advisory Committee of not less than five members and not more than fifteen members is hereby established.
- b) Members of the advisory committee shall be appointed and/or removed by resolution of Council.
- c) To be a member of the advisory committee, a person shall be:
  - (i) an eligible voter, residing in Rothesay; or
  - (ii) a member of the Council or an employee or agent of the local government; but

the majority of the advisory committee shall be other than such members, employees or agents as identified in subsection (ii).
- d) Subject to subsection (f), the term of office of members of the advisory committee is three years, but they are eligible for re-appointment.
- e) The chairman and vice-chairman of the advisory committee shall be elected from amongst its membership and the term of office is one year, but they are eligible for re-election.
- f) Council shall make appointments to the advisory committee so that, as nearly as possible, the terms of office of one-third of its members expire on the first day of January in each year.



**3. DUTIES AND POWERS**

The duties and powers of the advisory committee are set out in Section 4 of the *Community Planning Act, supra*, regulations thereunder and amendments thereto.

**4. BY-LAWS REPEALED**

By-Law 1-99, “A By-Law to Establish a Planning Advisory Committee” is hereby repealed.

**5. EFFECTIVE DATE**

This By-Law comes into effect on the date of final enactment thereof.

FIRST READING BY TITLE : 12 November 2024

SECOND READING BY TITLE : 12 November 2024

(Advertised as to content on  
Rothesay website in accordance  
with the Local Governance Act,  
SNB 2017, chapter 18) : 13 November 2024

READING BY SUMMARY :

THIRD READING BY TITLE  
AND ENACTED :

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	13 November 2024
RE	:	Procedural By-law 5-24

---

### **RECOMMENDATION:**

- Council give 2<sup>nd</sup> Reading, by Title, to By-law 5-24
- Council read By-law 5-24 by summary and Section number
- Council give 3<sup>rd</sup> Reading, by Title, and Enactment to By-law 5-24

### **BACKGROUND:**

Council gave 1<sup>st</sup> Reading, by Title, to By-law 5-24 at its regular meeting on Tuesday, November 12, 2024 and authorized staff to post the draft By-law to the website, along with a public notice.

In accordance with section 15 of the *Local Governance Act*, SNB 2017 c 18, a by-law may be read by summary if no Council member objects.



## PUBLIC NOTICE

13 November 2024 - Rothesay, NB

### **Rothesay By-laws**

Rothesay Council intends to consider enactment of the following By-laws at its next regular meeting on **Monday, December 9, 2024**:

#### **By-law 4-24, “A By-law to Establish a Planning Advisory Committee”**

#### **By-law 5-24, “A By-Law of the Local Government of Rothesay Respecting the Procedure and Organization of Council”**

**By-law 4-24**, “A By-law to Establish a Planning Advisory Committee” outlines the membership, terms of office and duties and powers of the advisory committee.

By-law 4-24 repeals existing By-law 1-99 and aligns with current legislation, more specifically the *Community Planning Act*, SNB 2017 c 19 and amendments thereto.

**By-law 5-24**, “A By-Law of the Local Government of Rothesay Respecting the Procedure and Organization of Council” repeals existing Procedural By-law 2-14. By-law 5-24 is an update to reflect legislative changes related to the *Local Governance Commission Act*, SNB 2023, c18, the *Local Governance Act*, SNB 2017, c18, amendments thereto and regulations thereunder, more specifically Regulations 2018-84 and 2024-48.

By-law 5-24 provides a guide to the meetings and decision-making processes of Rothesay Council and its committees. It includes, but is not limited to: the day, frequency, time and location of Council meetings, the manner of public notice of meetings, rules respecting the behaviour of members, the manner of public participation, the method of electing a deputy mayor and the duration of the term, the agenda format for Council meetings and the manner of calling special meetings of Council. By-law 5-24 also notes the procedural text used to govern procedural matters not covered by legislation or the By-law shall be determined in accordance with Robert’s Rules of Order, Newly Revised (RONR) 12<sup>th</sup> edition (2020).

The meeting will be held on **Monday, December 9, 2024 at 7:00 p.m.**, in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay, NB. Residents can attend the meeting in person or access the Council meeting livestream:

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

Mary Jane Banks, BComm  
Town Clerk

**By-law 5-24**  
**A By-Law of the Local Government of Rothesay**  
**Respecting the Procedure and Organization of Council**

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**By-law 5-24**  
**A By-Law of the Local Government of Rothesay**  
**Respecting the Procedure and Organization of Council**

The Council of the town of Rothesay, under authority vested in it by the *Local Governance Act*, SNB 2017, chapter 18, amendments thereto and regulations thereunder, hereby enacts as follows:

**TITLE**

1. This By-law may be cited as the “Rothesay Procedural By-Law”.

**SEAL**

2. The corporate seal of the town of Rothesay, pursuant to By-law 8-99, is adopted as the corporate seal of the local government.
3. The corporate seal shall at all times be under the custody of the Clerk and shall be used in corporate matters as required under *the Act* and any other legislation.

**DEFINITIONS**

4. In this By-law:
  - (a) “*Act*” or “*the Act*” means the *Local Governance Act*, SNB 2017, chapter 18, amendments thereto and regulations thereunder;
  - (b) “Administration” includes employees of the town of Rothesay;
  - (c) “Appointee” means any person appointed by Mayor and/or Council in accordance with this By-law, to serve on Town committees or on external agencies, boards and commissions as a representative of Rothesay;
  - (d) “Assistant Clerk” means the Assistant Clerk of the local government as appointed in accordance with *the Act*, with such duties as outlined in *the Act*;
  - (e) “Chief Administrative Officer (CAO)” means the person who has the primary responsibility for the administration of the town of Rothesay, as appointed by Council;
  - (f) “Clerk” means the Clerk of the local government as appointed in accordance with *the Act*, with such duties as outlined in *the Act*;
  - (g) “closed session or closed meeting” means a meeting of Council not open to the public, so convened in accordance with *the Act*;
  - (h) “committee” means a group of persons appointed by the Mayor and/or Council in accordance with this By-law, to act in an advisory capacity to Council;
  - (i) “Community Planning Act” means the *Community Planning Act*, SNB 2017 c19, amendments thereto and regulations adopted thereunder;
  - (j) “Consent Agenda” means routine items considered by Council including, but not limited to, information notices and bulletins, thank you letters, general response letters and requests for proclamations.
  - (k) “Council” means the Mayor and Councillors of Rothesay;
  - (l) “Councillor” means a member of Council other than the Mayor;
  - (m) “delivery or delivered” means provision of documentation by electronic means to Council members or Appointees;
  - (n) “Deputy Mayor” means the Councillor so elected pursuant to this By-law;



- (o) “electronic means of communication” means attendance by a Council member or committee member through the use of a telephone, personal computer or tablet or other electronic devices as technology advances;
  - (p) “ex-officio” means by virtue of one’s office;
  - (q) “local government” means the town of Rothesay, a municipal body corporate, as established under the Laws and Regulations of New Brunswick;
  - (r) “majority” means more than half; of those obliged to vote, in accordance with legislation or this By-law;
  - (s) “may” is construed as permissive;
  - (t) “Mayor” means the Mayor of Rothesay;
  - (u) “member” or “Council member(s)” means any person elected to the Council; which includes the Mayor;
  - (v) “Minister” means the Minister of Local Government and includes anyone designated by the Minister or Cabinet to act on the Minister’s behalf;
  - (w) “Procurement Act” means the *Procurement Act*, SNB 2012, c. 20, amendments thereto and regulations adopted thereunder;
  - (x) “presiding officer” means the Mayor, or in his absence, the Deputy Mayor, or in his absence, the Councillor elected to act as such by a majority vote of Councillors present;
  - (y) “quorum” means five (5) Council members, unless otherwise prescribed by legislation;
  - (z) “Rothesay” means the town of Rothesay, a municipal body corporate, as established under the Laws and Regulations of New Brunswick;
  - (aa) “shall” is construed as being mandatory;
  - (bb) “Treasurer” means the Treasurer of the local government as appointed in accordance with *the Act*, with such duties as outlined in *the Act*;
  - (cc) “vacancy” means “vacancy” as described in *the Act*;
5. In this By-law where the context requires, a word importing the singular includes the plural and a word importing the plural includes the singular; and a word importing the masculine gender includes the feminine.
6. Pursuant to the *Official Languages Act*, SNB 2002 c. O-0.5, in every by-law and in every other matter and proceeding of Council, the English Language shall be used.
7. Pursuant to the *Right to Information and Protection of Privacy Act*, SNB 2009, c. R-10.6, amendments thereto and regulations adopted thereunder, records in the custody or under the control of the town of Rothesay may be subject to disclosure upon request or at a public meeting; excluding those records associated with matters discussed in accordance with Section 68 of the *Local Governance Act*.
8. Rothesay Council shall adopt the *Municipal Records Authority* as a guideline for the records classification plan and retention schedule policy of the Town.
9. Where a By-law of Rothesay creates an offence but does not state the penalty, everyone who commits a breach of such by-law is liable to a fine not to exceed the maximum fine that may be imposed for the commission of an offence under Part II of the *Provincial Offences Procedure Act*, SNB 1987 c. P-22.1, as a category C offence.

10. Where a By-law of Rothesay imposes a fine, but does not establish procedures for the voluntary payment of the fine, the CAO or his designate may, at any time before the institution of legal proceedings against the person alleged to have committed a violation, accept from such person payment of the fine.
11. The rules and regulations contained in this By-law shall be observed in all proceedings of Council and shall be the rules and regulations for the order and dispatch of business in the Council and in the committees thereof; provided that the rules and regulations contained herein may be suspended by a two-thirds (2/3) vote of the Council, except as required by legislation.
12. In all matters, points of order or questions of procedure or privilege arising and not provided for in provincial legislation, this By-law or the Elected Officials Code of Conduct By-law, proceedings in Council and at the committee level shall be as set out in Robert's Rules of Order, Newly Revised (RONR) 12<sup>th</sup> edition (2020) and in such case, the decision of the presiding officer shall be final and acquiesced without debate.
13. For the purposes of this By-law the duties of the Clerk, as set out herein and in *the Act*, shall be performed by the Assistant Clerk in the absence or inability of the Clerk to act.

#### **RULES AND REGULATIONS - REGULAR MEETINGS OF COUNCIL**

15. A newly elected Council
  - (a) shall hold its first meeting at Rothesay Town Hall, on a date as set by the Clerk in accordance with *the Act*,
  - (b) shall transact no business at its first meeting until the oaths of office have been taken and subscribed to by all persons declared elected, in accordance with the *Municipal Elections Act*, SNB 1979 c. M-21.01 and amendments thereto; and
  - (c) shall elect at its first meeting a Deputy Mayor from amongst the Councillors for a term of one to four years; as determined by majority vote of Councillors present
16. The Council shall hold its regular open meetings on the second Monday of every month in the Rothesay Common Room, at 7:00 p.m. in the evening, unless otherwise determined by motion passed by a two-thirds (2/3) vote of Councillors present at the meeting to which the motion is put, and the regular meeting schedule for Council shall be posted to the Town website. Agendas for regular open meetings shall be posted no later than 4 p.m. on the Friday before the meeting. Supporting documentation shall be posted no later than 12 noon on the day of the meeting.
17. Notwithstanding Section 16, when the day for a regular meeting of Council is on a statutory or civic holiday, the Council shall, unless decided otherwise by two-thirds (2/3) vote of Councillors present, meet at the same hour on the next following day which is not a statutory or civic holiday.

18. Notwithstanding Sections 16 and 17, when a Public Hearing or Presentation has been scheduled in accordance with the *Community Planning Act*, for the same evening, the regular Council meeting will be held immediately following the close of the Public Hearing or Presentation.
19. The Mayor may at any time direct the Clerk to summon a special meeting of Council on twenty-four (24) hours' notice by delivery of the notice of meeting to Council, or the Clerk shall summon a special meeting upon receipt by the Clerk of a petition of two-thirds (2/3) of Councillors. The notice of the special open meeting shall be posted to the Town website.
20. The only business to be transacted at a special meeting shall be that listed in the notice of the meeting except by unanimous vote of Councillors present.
21. In the case of an emergency, as defined in By-law 2-2024, "By-law of the Municipality of Rothesay Respecting the Kennebecasis Valley Emergency Measures Organization, the Mayor, Deputy Mayor or, in their absence, any two (2) Councillors may immediately call members of Council, upon verbal notice, to meet anywhere in the town for the purpose of declaring a state of local emergency, as outlined in the Rothesay Emergency Measures Organization By-law 2-2024.
22. A Council member may be permitted to attend a regular closed or open Council meeting using electronic means of communication; in accordance with the provisions of *the Act* and this By-law; more specifically but not limited to the following:
  - a) not more than two (2) members, shall participate by electronic means of communication to ensure there is a quorum in case of a technical malfunction;
  - b) the electronic means of communication allows members to hear and speak to each other and allows the public to hear the member(s);
  - c) the member is outside the local government or physically unable to attend the meeting;
  - d) the member confirms they are alone;
  - e) except for reasons of disability, a member shall not participate by electronic means of communication at more than twenty-five percent (25%) of regular Council meetings held in a calendar year; and
  - f) the member shall provide sufficient notice to the Clerk to ensure the relevant material may be sent to the member, to ensure the appropriate electronic means of communication are available and to ensure proper notice is given to the public, as required under *the Act*.
23. The Mayor shall act as presiding officer of all meetings of Council at which he is present.
24. In the absence or inability of the Mayor to act, or if the office of the Mayor is vacant, the Deputy Mayor shall act in the place of the Mayor and while acting, the Deputy Mayor shall possess the powers and shall perform the duties of the Mayor.

25. In the absence or inability of both the Mayor and Deputy Mayor to act, or if their offices are vacant, the Clerk shall call for a vote to elect a Councillor to act as presiding officer by majority vote of the Councillors present, and he shall have the same authority while presiding at the meeting as the Mayor would have if occupying the chair.
26. The Clerk shall record the proceedings of all regular, special and closed meetings of Council in a book, in accordance with *the Act*. Audio/video recordings shall be destroyed 60 days following approval of the minutes and a request to access recordings shall be on approved motion of Council.
27. The presiding officer shall call the meeting to order as soon after the hour fixed for holding the meeting has passed and a quorum is present.
28. A quorum must be present at any open, closed, special or emergency meeting of Council in order for business to be transacted thereat.
29. If no quorum is present fifteen (15) minutes after the time appointed for a meeting of Council, the Clerk shall record the names of the Council members present and the meeting shall stand adjourned until the date of the next regular meeting, unless a special meeting is called in accordance with Section 19.
30. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:
  - a) the declaration of a conflict of interest; or
  - b) a member not being present for a previous public hearing;

the motion shall be the first order of business at the next meeting of Council under that particular Order of Business.

31. If a quorum is lost for any other reason than those outlined in Section 30, the meeting is adjourned.
32. All open Council meetings are accessible to the public either in person or via live stream on the Rothesay YouTube channel, and no member of the public shall be excluded, except for improper conduct or in accordance with *the Act*.
33. When, in the opinion of the presiding officer, a member of the public is guilty of improper conduct at a Council meeting, the presiding officer may require that person to leave the meeting room immediately.

34. The Clerk shall cause to be delivered to each Council member, not later than forty-eight (48) hours before the time fixed for each regular meeting, a notice of the meeting setting out the time of the meeting, the location of the meeting and the business to be transacted thereat set out in accordance with Section 41, together with appropriate documentation necessary for the meeting, including draft minutes of the last regular meeting of Council, along with the minutes of any standing committee meeting held more than five (5) business days prior to the regular meeting and not previously received by Council.
35. No matter shall be placed on the agenda for consideration at any regular Council meeting unless the request for consideration of the matter is received by the Clerk, in writing or in electronic form, with appropriate documentation, no later than 12:00 noon on the Wednesday preceding the date of the meeting.
36. The Clerk, in consultation with the Mayor and/or CAO, has the authority to refuse a request to appear before Council when there is insufficient documentation provided or the documentation is not received by the deadline as outlined in Section 35.
37. Notwithstanding Section 35, business may be added to the agenda at a regular Council meeting on a two-thirds (2/3) vote of the Councillors present, with the exception of items referenced in Section 80.
38. No item of business may be introduced at a Council meeting after three hours has elapsed from the time the meeting has been called to order unless Council decides otherwise by two-thirds (2/3) vote of Councillors present.
39. The Clerk shall cause to be delivered to each Council member, not later than ten (10) working days following a regular or special meeting of Council, the draft minutes of that meeting.
40. The minutes shall record without note or comment:
  - (a) the place, date and time of the meeting;
  - (b) the name of the presiding officer and the attendance of Council members and staff;
  - (c) if a member arrives late, leaves before the meeting is adjourned, or is absent or temporarily absent from the meeting;
  - (d) the reading, if required, correction and adoption of the minutes of prior meetings; and
  - (e) all resolutions, decisions and proceedings of the meeting.



## **PROCEDURE – REGULAR MEETINGS OF COUNCIL**

41. The Clerk shall have prepared and printed for the use of Council members at regular meetings of Council an agenda under the following headings:
  1. Call to Order
  2. Land Acknowledgement
  3. Approval of agenda
  4. Adoption of minutes of the previous Council meeting(s)
  5. Declaration of Conflict of Interest
  6. Opening Remarks of Council
  7. Delegations
  8. Consent Agenda
  9. Consideration of Issues Separated from Consent Agenda
  10. Correspondence for Action
  11. Reports
  12. Unfinished Business
  13. New Business
  14. Date of Next Meeting
  15. Adjournment
42. The minutes of the previous Council meeting(s) shall be adopted or amended on motion.
43. The minutes of the previous Council meeting(s) shall not be read unless a Council member so requests; in which case the Clerk shall read the minutes prior to consideration of their adoption, before the Council deals with the business before it on the agenda.
44. The business of the Council shall in all cases be taken up in the order in which it stands on the agenda unless otherwise decided on two-thirds (2/3) vote of Councillors present, with the exception of a question of privilege, as outlined in RONR, 12<sup>th</sup> edition.

## **UNFINISHED BUSINESS**

45. Those items that have been tabled by Council at a previous meeting shall be listed under Unfinished Business with the date of their first appearance and shall be repeated on each subsequent agenda until disposed of by Council.

## **RULES AND REGULATIONS – CLOSED MEETINGS OF COUNCIL**

46. When a matter arises for discussion as outlined in *the Act*, the public may be excluded for the duration of the discussion.
47. When a meeting of Council or a committee of Council is closed to the public, no decisions shall be made at the meeting except for decisions related to:
  - i) procedural matters
  - ii) directions to an officer of the local government
  - iii) directions to a solicitor for the local government
48. The Mayor may designate another Council member to act as presiding officer in closed session but may resume the chair at any time.

49. When Council is resolved into a closed meeting, the presiding officer shall immediately take charge of the proceedings and, when the presiding officer is other than the Mayor, shall have the powers of the Mayor.
50. In closed session, rules and regulations of Council shall be observed with the exception that no motion shall require a seconder.
51. Council members and staff shall not discuss the matters considered during closed meetings, other than with other Council members or the CAO, or as directed by a motion of Council. Any breach of confidentiality shall be deemed an infraction under the Elected Officials Code of Conduct By-law 5-24, Town policy or relevant provincial legislation and will be treated as such.
52. Questions of procedure arising in closed session shall be decided by the Mayor or presiding officer.

#### **PUBLIC HEARINGS and PUBLIC PRESENTATIONS**

53. Council shall adopt a Public Hearing Policy, which policy may be amended from time to time by resolution of Council.
54. When a Public Presentation is required for a planning matter under the *Community Planning Act*, the presentation procedure shall be as outlined in the *Community Planning Act*.

#### **GENERAL**

55. The presiding officer shall preserve order and decorum at all Council meetings and shall decide all points of order and questions of privilege, subject to an appeal by motion of Council.
56. Unless upon special invitation of the presiding officer or on a majority vote of Councillors present, or as set out in Section 92, no person other than a Council member shall address Council.
57. Every Councillor shall be acknowledged by the presiding officer before speaking to a question, motion or matter and shall direct their remarks to the presiding officer.
58. When two or more Councillors indicate a desire to speak at the same time, the presiding officer shall determine the order in which they may speak; subject to Sections 72-74 herein.
59. When the Mayor wishes to participate in the debate at a Council meeting, the Mayor shall leave the chair and call on the Deputy Mayor if present or, if not present, a Councillor, to preside until the Mayor resumes the chair.
60. The Mayor shall resume the chair prior to the vote being taken.

61. If any member asks a question of Administration during a meeting, such questions shall be directed to the CAO, who may either answer or call upon the appropriate individual to respond.

#### **POINT OF ORDER and APPEAL**

62. When a point of order is raised or when a Council member is called to order by the presiding officer, the member shall immediately stop speaking .
63. When the presiding officer is called upon to decide a point of order or question of privilege, he shall state the point or question without unnecessary comment and decide the issue forthwith, citing the rule or authority applicable.
64. Council may appeal the decision by resolution and require the matter be voted on by Council.
65. Where the presiding officer decision is appealed under Section 64, Council shall decide the matter without debate.
66. Where there is no immediate appeal under Section 64, the decision of the presiding officer is final.

#### **VOTING**

67. In accordance *the Act*, the Mayor shall vote only in a case of equal division.
68. Every other Council member present at the meeting when a question is put shall vote; unless he declares a conflict of interest in accordance with *the Act* and leaves the meeting room.
69. When the presiding officer is other than the Mayor, all Councillors shall vote.
70. Where a Councillor abstains from voting on any motion and is not excused from voting in accordance with Section 68, the Clerk shall record the Councillor as voting in the negative on the question or motion before Council.
71. When the presiding officer is putting a question or motion, all Council members shall remain seated and not make any noise or disturbance.
72. When a Council member is speaking, no person may pass between him and the presiding officer or interrupt him, except to raise a point of order.

#### **DISRESPECTFUL STATEMENTS**

73. No Council member shall:
  - (a) speak disrespectfully of the reigning Sovereign; of any member of the Royal Family; the Governor-General or a person administering the Government of Canada; the Lieutenant-Governor or a person administering the Government of New Brunswick;
  - (b) use offensive words against any Council member or Town staff;
  - (c) speak other than to the question or motion in debate;

- (d) reflect upon any vote of Council except for the purpose of moving that the vote be reconsidered or rescinded;
  - (e) refuse to obey this By-law; or
  - (f) disobey the decision of the presiding officer on questions of points of order or privilege
74. Where a Council member refuses to obey the rules and regulations of Council or disobeys the decision of the presiding officer on a question of order or privilege, the presiding officer shall order him to leave his seat for that meeting and he shall leave that meeting; provided that, where the Council member apologizes, he may, on majority vote of the other Councillors present, forthwith resume his seat.

### **MOTIONS**

75. All motions shall be in writing and clearly stated by the mover of the motion and seconded before being presented to the presiding officer and when a motion is presented it shall be read by the presiding officer before debate and read again before being put to the question.
76. A Council member may, at any time during a debate but not so as to interrupt another Council member when speaking, request that the question, motion or matter under discussion be read.
77. No Council member shall speak a second time on the same question, motion or matter until every Council member choosing to speak has spoken, except in explanation of the material part of speech which may have been misconceived, and when so speaking, shall not introduce any new matter and the Council member can speak no further on the question without special leave of the presiding officer.
78. No Council member shall, without leave of the presiding officer, speak to the same question, motion or matter or in reply for longer than five (5) minutes.
79. A Councillor who has made a substantive motion, by making an original motion or moving an amendment to a motion or moving the previous question shall be allowed to close the debate.
80. No motion for the appropriation of money, or for the appointment of an officer pursuant to *the Act* shall be made unless notice thereof, in writing or electronic form, has been presented at a previous meeting of Council, or given in the notice calling the meeting, except on 2/3 majority vote of Council.
81. Whenever a motion under consideration consists of more than one (1) distinct proposition, question or matter, the vote on each separate proposition, question or matter shall be taken separately.
82. When the presiding officer calls for the question, the motion shall be put without debate and no Councillor shall speak to the motion or make any other motion until after the result of the vote has been declared and the decision of the presiding officer as to whether the motion has been put is conclusive.

83. Where the presiding officer is of the opinion the motion is contrary to the rules of Council or the enabling legislation, the presiding officer shall so advise Council and cite without argument or comment the rule or legislation applicable thereto.
84. When a vote is called for, the Council members shall immediately take their places and shall remain seated until the presiding officer declares the result of the vote.
85. Notwithstanding Section 37, no by-law, question, motion or matter that has been disposed of by a vote shall be introduced for reconsideration prior to the expiration of three (3) months from the disposal thereof without a two-thirds (2/3) majority vote of Council.
86. Subject to Section 88, when a motion is under debate, no other motion shall be received except to amend it, lay it on the table, adjourn the debate, refer it to a committee, to move that the vote be taken or to extend the hour to consider it.
87. A motion to table a motion or a matter shall state a reason, is always in order and shall not be debatable.
88. A motion to adjourn the debate or to adjourn the meeting or resolve the Council into a closed meeting shall always be in order except:
  - (a) when a Council member is speaking;
  - (b) when the previous question has been put;
  - (c) when the vote has been called for; or
  - (d) when the Council members are voting; andshall be put forward by the presiding officer forthwith without debate

#### **RECORDING OF VOTE**

89. All questions, motions or matters before Council shall be decided at a regular or special meeting of Council, with the exception of matters as defined in *the Act*.
90. Council shall determine every question, motion or matter submitted to it by open vote of "yea" or "nay" of the Councillors present.
91. When there is a division of Council upon any question, motion or matter, the presiding officer shall call the names of Councillors and the Clerk shall enter in the minutes the names of Council members who voted "yea" and "nay".

#### **DELEGATIONS, PETITIONS AND COMMUNICATIONS FROM THE PUBLIC**

92. Further to Sections 35 and 36, all delegations wishing to address Council at a regular Council meeting must advise the Clerk by 12 noon on the Wednesday preceding the day on which the Council meeting is to be held and further, provide their written or electronic submission, including appropriate documentation. The documentation shall indicate whether there has been any previous contact with a member of Council or Administration regarding the matter.



93. Notwithstanding Section 92, Council will not entertain public delegations on matters that:
  - a) are before the Planning Advisory Committee, the Rothesay Heritage Preservation Review Board, the Assessment and Planning Appeal Board, the Local Governance Commission, or the Courts; or
  - b) require a statutory Public Hearing or Public Presentation.
94. The time limit for all presentations before Council shall be a maximum of ten (10) minutes or such longer time as Council may permit by two-thirds (2/3) majority vote of Councillors present, or upon special invitation of the Mayor.
95. Notwithstanding Section 94, members of Administration or external consultants/service providers on behalf of the Town, may make presentations to Council that shall not be limited to a maximum of ten (10) minutes.
96. No petition, application, or other written or electronic communication shall be presented to Council unless it is received by the Clerk by 12 noon on the Wednesday preceding the day on which the Council meeting is to be held. Every petition, application, or other written or electronic communication intended to be presented to Council, shall be legibly written, printed or in electronic form, shall not contain any obscene or improper matter or language, shall be signed by at least one person whose address shall also be given and shall be filed with the Clerk. The Clerk at her sole discretion, may require a summary or abstract, not to exceed three hundred (300) words, of the communication to be submitted where the original material submitted exceeds ten (10) pages and may circulate the abstract or summary in lieu of the full communication. Ten (10) copies of original pre-printed material are required for distribution to Council and Administration (e.g. brochures, pamphlets, etc.)
97. Every petition, application, or other written or electronic communication within the cognizance of a standing committee shall be considered on presentation to Council as referred to the proper committee without motion unless otherwise ordered.
98. A Councillor may move, in referring a petition, application, or other written or electronic communication, that certain instructions be given by Council or that the petition, application, or other written or electronic communication be referred to a standing committee or to the CAO for a report.
99. When a petition, application, or other written or electronic communication is received concerning a subject which is not within the cognizance of any committee, it shall be presented to and decided upon by Council or referred to the CAO for a report.

## **APPOINTMENT AND ORGANIZATION OF COMMITTEES**

100. Council shall establish standing committees to advise Council on the business of the local government, which committees function in an advisory capacity to Council. The standing committees hereby established by Council and their respective composition and mandates are set out in Schedule "A". Council may add to or delete from the standing committees listed in Schedule "A" by resolution, unless said committee, its composition and mandate are established by legislation.
101. Council may modify the mandates of each or any of the committees listed in Schedule "A" by resolution and the Clerk shall forthwith notify the Chair of the committee in writing.
102. The Mayor shall be an ex-officio member of all committees except the Planning Advisory Committee and the Rothesay Heritage Preservation Review Board and may attend and vote at his discretion.
103. At the first regular meeting of Council following the quadrennial election and periodically as he shall deem appropriate, Council members to the standing committees as set out in Schedule "A" shall be appointed by the Mayor.
104. At the first regular meeting of Council following the quadrennial election, Council members to joint agencies, boards and commissions shall be appointed by the Mayor as set out in Schedule "B". Council may add to or delete from the joint boards and commissions listed in Schedule "B" by resolution, unless said agency, board or commission, its composition and mandate are established by legislation.
105. At the first regular meeting of Council following the quadrennial election, the Mayor shall appoint a Nominating committee, consisting of the Mayor and two Councillors to review and recommend appointment of eligible voters to standing committees for approval by Council. The Councillor terms for the Nominating Committee shall be two years and the Councillors are eligible for re-appointment.
106. Council shall adopt a Code of Ethics Policy for Appointees and measures to ensure adherence to same; which Code shall be a part of this By-law and attached hereto as Schedule "C". All Appointees shall be required to sign the Appointee statement (Appendix A).
107. Appointees shall be eligible voters in the local government, with the exception of:
  - i) the student appointed on the Parks and Recreation Committee who shall be a Rothesay resident and student in good standing at Rothesay High School;
  - ii) such other persons with specific areas of expertise, as may be appointed by Council.
108. Appointees are appointed for a two-year term and are eligible for re-appointment to a specific committee, agency, board or commission unless otherwise provided for by legislation or legal or municipal agreement; effective upon the date of enactment of this By-law.

109. Notwithstanding Sections 107, 108, 112-114, Appointees to committees, agencies, boards and commissions serve at the pleasure of Council and may be removed at any time by a majority vote of Council.
110. Committee members who miss four consecutive meetings shall be deemed to have resigned from their appointment and will be replaced.
111. The Clerk shall maintain a list of volunteers together with their backgrounds and interests for the purposes of selecting appointees under Section 107, 113 and 114.
112. The Nominating committee shall recommend to Council for approval, appointments of eligible voters to the standing committees listed in Schedule "A".
113. The Nominating committee shall recommend to Council for approval, appointments of eligible voters to the joint agencies, boards and commissions listed in Schedule "B" and may recommend to Council for approval, appointments to such other organizations as Council shall deem appropriate from time to time.
114. Council may establish by resolution special committees for the purposes as set out in the constituting resolution and mandate. The Mayor shall appoint Councillors as he deems necessary and the Nominating committee shall make recommendations to Council for appointments to said special committees. Special committees shall table regular reports with Council describing their activities and shall cease to exist twenty-four (24) months after their establishment or when their final report is received by Council, whichever is earlier.
115. Appointees to joint agencies, boards and commissions shall provide a written summary of activities to Council at least twice a year and may be invited to appear before Council on a regular basis to report on the activities of the relevant agency, board or commission.

#### **CONDUCT OF COMMITTEE BUSINESS**

116. The standing committees shall meet on such occasions as determined from time to time by each committee, with a minimum of four (4) meetings per year, with the exception of the Nominating Committee and Emergency Measures Committee.
117. Minutes of standing committee meetings, with the exception of the Personnel Committee, shall be tabled with Council and the committees will report to Council through the committee chair or Councillor appointed to the Committee.
118. Special meetings of a standing committee may be called by the chair thereof whenever the chair deems it advisable and the chair, or in the case of illness or inability to act or absence from the local government, the vice-chair shall call a special meeting of the committee whenever requested in writing to do so by a majority of the Committee members.

119. A Councillor may attend the open meetings of any standing committee of which they are not a member, with the exception of the Personnel Committee, and may take part in any discussion or debate in the committee with the permission of the Committee chair but may not vote. The open committee meeting schedules shall be published to the Town website.
120. The business of standing and special committees, subject to special provision for meetings of Council in closed session, as contained in this By-law and *the Act*, shall be conducted under the following regulations and subject to rules governing procedure in Council as may be applicable:
- (a) at the first regular meeting in each calendar year each committee shall elect a chair and vice-chair to conduct the meetings of the committee;
  - (b) the chair shall preside at every meeting and shall vote on all questions considered and where there is an equal division, the question shall be considered decided in the negative;
  - (c) in the absence of the chair, the vice-chair shall discharge the duties of the chair during the meeting or until the arrival of the chair;
  - (d) the minutes of the resolutions, decisions and other transactions of every committee shall be accurately recorded and at each meeting the minutes of the preceding meeting shall be submitted for adoption or amendment and after they have been approved by a majority of the Committee members present, shall be signed by the chair and recording secretary;
  - (e) when a division takes place on a question, the "yea" and "nay" votes of the Committee members, shall be recorded;
  - (f) no recommendation, resolution, decision or other transaction shall be recognized as emanating from any committee unless it is in writing referring to the minutes of the committee under which it is issued and signed by the chair, vice-chair or recording secretary thereof
121. The Clerk or her designate shall be responsible for the recording of minutes of all committee meetings. The CAO shall designate staff to provide support to committees as may be deemed necessary.
122. The Clerk or her designate shall:
- (a) cause a notice of each regular and special committee meeting to be sent in time to reach each Committee member at least forty-eight (48) hours before the time of the meeting, except in an emergency when the notice shall be as directed by the chair of the committee concerned;
  - (b) attend all committee meetings and record the minutes and recommendations of the meeting; and
  - (c) notify the Mayor and CAO of any recommendation made by the committee.

123. The general duties of all committees of Council in addition to any specific duties as herein described (see Schedule A) or as set out in the constituting resolution are as follows:

- (a) to report to Council from time to time and whenever desired by Council and as often as the interest of the local government may require on all matters connected with the duties imposed on the committee and to recommend such action by Council in respect thereto as they deem necessary;
- (b) to review the status of budgeted funds connected with the discharge of their duties;
- (c) to consider and report on any and all matters referred to them by Council; and
- (d) to adhere in the transaction of all business to the rules prescribed by this and other relevant by-laws of the Town.

124. Committee reports may be presented to Council either verbally by a Councillor who is a Committee member or by the Chair or in writing or electronic form and may be recommitted by Council, in whole or in part, to the same or a different committee.

#### **BY-LAWS**

125. The provision for enactment of all by-laws shall be as set out in the applicable legislation.

126. Every by-law shall be introduced for first reading by title upon motion by a Councillor, specifying the title of the By-law.

127. Every by-law shall be in typewritten or electronic form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any legislation.

128. No by-law shall be passed except by majority vote of Councillors present or by such other vote as prescribed in legislation.

129. The Clerk shall endorse on all by-laws read in Council the dates of the readings thereof and shall be responsible for the inclusion of any amendments. Clerical, typographical and grammatical errors in by-laws may be corrected by the Clerk.

#### **DIRECTION TO STAFF**

130. Council shall require that its directives be carried out through the office of the CAO.

#### **TOWN EXPENDITURES**

131. The Town shall follow the *Procurement Act* for expenditures; which states that municipalities shall issue a public tender for purchases over certain thresholds.

132. For purchases not covered by the *Procurement Act*, the local government shall follow the Rothesay Purchasing Policy adopted by Council, which policy may be amended from time to time by resolution of Council.



133. Requests for donations or grants shall be reviewed in accordance with the Grants/Donation Policy adopted by Council, which policy may be amended from time to time by resolution of Council.

#### **VACANCIES ON COUNCIL**

134. When a vacancy on Council occurs, the Clerk shall so advise the remaining Council members and the Minister as required by *the Act* and place the matter on the agenda of the next Council meeting.

#### **CONFLICT OF INTEREST**

135. Council members shall be governed by the conflict of interest rules, as outlined in *the Act* and the Elected Officials Code of Conduct By-law 6-24.
136. Senior appointed officials and staff shall be governed by the conflict of interest rules, as outlined in *the Act* and policies adopted by Council.
137. When a conflict of interest has been declared, the Council member, or senior appointed official or staff member, shall immediately withdraw from the meeting room when the matter is raised and prior to any debate. The declaration of conflict of interest shall be recorded in the minutes by the Clerk and the appropriate form shall be completed prior to their return to the meeting room.

#### **SURETY**

138. No Council member or officer of the local government and no auditor of the local government shall be a surety for any officer appointed by Council or for any work to be done for Council.

## REVIEW

This By-law shall be reviewed every four years in October prior to the quadrennial election, with the first review in October 2029.

## EFFECTIVE DATE

139. This By-law comes into effect on 1 January 2025.

140. By-law 2-14, “ A By-law of the Municipality of Rothesay Respecting the Procedures and Organization of Council”, enacted by the Council of Rothesay 8 December 2014 is hereby repealed.

FIRST READING BY TITLE

12 November 2024

SECOND READING BY TITLE

(Advertised as to content on Rothesay website in accordance with the Local Governance Act, SNB 2017, chapter 18)

13 November 2024

READING BY SUMMARY

THIRD READING AND ENACTMENT

Nancy Grant, Mayor

Mary Jane E. Banks, Clerk

Schedule A Standing Committees  
Schedule B External Council Appointments  
Schedule C Code of Ethics for Appointees  
Appendix A Excerpt – *Local Governance Act*, Part 8 Conflict of Interest provisions

## POLICIES

Public Hearing Policy  
Purchasing Policy  
Grants/Donations Policy

Motions Reference Guide

## **Schedule A – Standing Committees**

A-1. The following standing committees of Council are hereby established to provide advice to Council on matters related to their mandate.

- i. Personnel Committee
- ii. Finance Committee
- iii. Nominating Committee
- iv. Parks and Recreation Committee
- v. Works and Utilities Committee
- vi. Age-Friendly Advisory Committee
- vii. Climate Change Adaptation Committee

### **Committees required by statute**

- i. Planning Advisory Committee
- ii. Heritage Preservation Board
- iii. Emergency Measures Committee
- iv. Appeals Committee (Unsightly Premises)

### **Legislative appointments**

A-2. The Mayor shall serve as the representative for Rothesay on the Fundy Regional Service Commission. The Deputy Mayor shall serve as the alternate representative.

### **Standing Committee appointments - Council**

A-3. At the first regular meeting of Council following the quadrennial election and periodically as he shall deem appropriate, Council members to the following standing committees shall be appointed by the Mayor:

Personnel	4
Finance	4
Nominating	2
Parks and Recreation	2
Works and Utilities	2
Planning Advisory	2
Rothesay Heritage Preservation Review Board	1
Emergency Measures Committee	2
Appeals Committee	8
Age-Friendly Advisory Committee	1
Climate Change Adaptation Committee	2

## Standing Committee appointments - Appointees

- A-4. The Nominating Committee shall recommend to Council for approval, appointments of eligible voters of the municipality to the standing committees, as a minimum, as follows:

Parks & Recreation	6
Works and Utilities	5
Planning Advisory	6
Rothsay Heritage Preservation Review Board	6
Age-Friendly Advisory Committee	8
Climate Change Adaptation Committee	4

- A-5. The Nominating Committee shall recommend to Council for approval one student appointee, who is a Rothsay resident, to the Parks and Recreation Committee who is in good standing at Rothsay High School.

- A-6. The Nominating Committee shall use, where possible, the following guidelines for appointees to the Age-Friendly Advisory Committee and every effort will be made to secure representation from the various geographical areas in Rothsay:

- 1 staff representative from Rothsay High School
- 1 staff representative from a Rothsay Elementary or Middle School
- 4 Rothsay residents, Age 55+
- 1 Rothsay resident under the age of 55
- 1 representative from disability-related organizations

- A-7. The following are the mandates of the Standing Committees established under Section A-1.

## STANDING COMMITTEES STATEMENT

Council has established a number of standing committees to assist in carrying out the work of the Town, which committees function in an advisory capacity to Council. For these committees to function effectively it is necessary to set out the responsibilities and authority of each Committee and indicate its statutory and reporting functions. The purpose of the Committees is not to participate in the administration of day-to-day operations but rather to assist Council in determining policy and priorities and/or by making decisions in areas specifically delegated by Council.

The business of a particular committee shall be limited to the issues within its mandate as listed but should a committee consider it appropriate, it may meet with another committee or other parties to review a particular matter or to make suggestions regarding a particular course of action. The Committees may meet with interest groups or individuals to gather information. The Committees report only to Council and reports from Committees shall not be released to other parties by Committee members. Media liaison shall be directed to the Mayor.

The Chief Administrative Officer (CAO) may attend all Committee meetings as deemed appropriate.

## **STANDING COMMITTEE MANDATES**

### **I Personnel Committee**

This Committee is responsible for:

1. establishing policy on personnel related matters
2. making recommendations to Council re: procedures to ensure proper selection of the CAO
3. approving the job description and objectives for the CAO
4. assessing the performance of the CAO by ascertaining the views of Council members and producing a consolidated assessment report for Council approval and review with the CAO
5. establishing the parameters for salary adjustments
6. recommending to Council the appointment of municipal officers under the Act, in consultation with the CAO
7. recommending, in consultation with the CAO, changes in organizational structure, and addition or deletion of positions
8. conducting or causing to be conducted exit interviews with departing senior staff

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the CAO and Human Resources Director as required.

### **II Finance Committee**

This Committee is responsible for advising Council on matters related to:

1. meetings with the Auditors at the planning and post audit stages, the Auditor recommendations and management's response, draft audited financial statements, and the appointment of Auditors
2. the system of internal controls for protection of the Town's assets, detecting accounting/financial reporting errors and detecting frauds or defalcations
3. insurance coverage and risk management policies
4. key financial information that will be provided to the Province or made public
5. the preparation and adoption of the annual operating and capital budgets
6. any proposed changes in accounting policies and any accounting significant accounting estimates
7. 5 year capital budgets and financing sources
8. monthly internal financial statements
9. the Town's banking services

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Treasurer and additional staff support as required.

### **III Nominating Committee**

This Committee is responsible for advising Council on matters related to:

1. determination of eligible voters suitable for appointments to standing committees, joint boards and commissions and the terms of office for said appointments

The Committee will meet at the call of the Chair. Staff support will include the Town Clerk and additional support staff as required.



#### **IV Parks and Recreation Committee**

This Committee is responsible for advising Council on matters related to:

1. the Rothesay Recreation Master plan
2. selection of ongoing recreation programs
3. identification of facilities' needs, and capital expenditures related to recreation
4. parks, playgrounds and sports fields maintenance standards
5. the service level or standards for municipal recreation facilities such as the Rothesay Arena, Bill McGuire Memorial Centre, Wells Community Centre and the Rothesay Common ice facility
6. cooperation on regional recreational activities and programs
7. Town entrance and ornamental signage and landscaping

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Director of Recreation and Parks and additional support staff as required.

#### **V Works and Utilities Committee**

This Committee is responsible for advising Council on matters related to:

1. the service level or standards and/or exceptions thereto, for:
  - street, boulevard and sidewalk maintenance
  - public parking areas
  - municipal buildings
  - street signage
  - traffic control devices
  - garbage collection and recycling
  - municipal vehicles
  - water and sewer utility services
  - utility rates and charges
  - improvements/expansions to the water utility system
  - improvements/expansions to the sewerage system
  - improvements/expansions to the stormwater management system
  - operational budgets
2. capital and major maintenance project priorities related to municipal operations and utilities
3. financing for capital works and utilities projects
4. related matters as referred by Council

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Director of Operations and additional support staff as required.

The Committee may also enter into agreements with like-minded groups as a means to further its endeavours and be allocated a modest annual budget by Council for ongoing operations.

## **VI Age-Friendly Advisory Committee**

The main purpose of the Age-Friendly Advisory Committee is to make the town of Rothesay a more Age-Friendly community. This Committee is responsible for advising Council on matters related to:

1. recommendations to Council and other Town Committees regarding opportunities and initiatives for the eight domains of an age-friendly community (outdoor spaces and buildings, transportation, housing, social participation, respect and social inclusion, civic participation and employment, communication and information, community support, and health services).
2. promotion of the concept of age-friendliness and identifying opportunities for collaboration with community partners, including in the private, non-profit, and public sectors.
3. re-assessment of the Age-Friendly Action Plan every three years to maintain the provincial Age Friendly designation.
4. oversight of the Rothesay Hive Age Friendly Community Centre.
5. the establishment of working groups as deemed necessary by the Committee to fulfill its mandate.
6. such other matters as may arise from time to time related to age-friendly activities in the community.

This Committee will meet monthly or at the call of the Chair. Staff support will include the Age-Friendly Community Coordinator and additional support staff as required. The Committee shall report to Council through the Committee Council member.

## **VII Climate Change Adaptation Committee**

This Committee is responsible for advising Council on matters related to:

1. sources of energy and how energy is used in Town operations
2. the effect of climate change on Town operations and possible mitigation measures
3. climate change considerations in the development of new Town facilities
4. opportunities for the reduction in greenhouse gas emissions in Town operations
5. the role of the municipality in promoting climate change adaptation with property owners
6. potential for regulatory changes in town development approval
7. potential for regulatory initiatives regarding energy use and climate adaptation within scope of the Town authority
8. referrals from public inquiries regarding climate change
9. such other matters as reasonably related to climate change adaptation within Rothesay.

The Committee Chair has the authority to recommend a maximum of two additional members on a short-term basis for consideration of particular topic areas.

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the CAO and additional support staff as required.

## **COMMITTEES REQUIRED BY STATUTE**

The following committees are required by provincial legislation and governed by municipal by-laws as noted. Where there is a conflict between this by-law and the statute, provincial legislation will prevail.

### **I. Planning Advisory Committee (PAC)**

The responsibilities of this committee are as set out in By-law 4-24, "A By-law to Establish a Planning Advisory Committee" and in accordance with the *Community Planning Act*. This Committee will meet monthly or at the call of the Chair. This Committee may call public meetings. Staff support will include the CAO, Development Officer and additional support staff as required.

### **II. Heritage Preservation Board**

The responsibilities of this Board are as set out in By-law 1-07, "Heritage Preservation By-law", and in accordance with the *Heritage Conservation Act*. This Board will meet at least quarterly or at the call of the Chair. Staff support will include the Development Officer and additional support staff as required.

### **III. Emergency Measures Committee**

The responsibilities of this committee are as set out in By-law 1-16, "Emergency Measures Action Plan By-law", By-law 2-24, "Rothesay Emergency Measures Organization By-law and the *Emergency Measures Act*.

This committee will meet at the call of the Chair. Staff support shall include the CAO and additional support staff as required.

### **IV. Appeals Committee (Unsuitable Premises)**

The responsibilities of this committee are as set out in the *Local Governance Act*, amendments thereto and regulations thereunder. This committee will meet as required in accordance with the legislation. Staff support will include the CAO, Town Clerk and additional support staff as required.

## Schedule B - External Council Appointments

B-1 At the first regular meeting of Council following the quadrennial election Council members to the following joint agencies, boards and commissions shall be appointed by the Mayor as follows:

Kennebecasis Public Library Board	1
NB Municipal Employees Pension Plan Board	1
Kennebecasis Valley Fire Department Inc. Board	2
Kennebecasis Regional Joint Board of Police Commissioners	2

B-2 The Nominating committee shall recommend to Council for approval, appointments from time to time of eligible voters of the municipality to joint agencies, boards and commissions as follows:

Board of Canada Games Aquatic Centre	1
Board of TD Station	1
Board of Imperial Theatre	1
Board of Saint John Trade & Convention Centre	1
Kennebecasis Public Library Board	3
Kennebecasis Valley Fire Department Inc. Board	1
Kennebecasis Regional Joint Board of Police Commissioners	2

## Schedule C – Code of Ethics for Appointees (2024)

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The residents and businesses of Rothesay are entitled to have a fair, honest and open local government that has earned the public's full confidence for integrity. Town Council and staff seek to maintain and enhance the quality of life for all residents through responsible, fair, community-minded and sustainable government. Council members are dedicated to the concept of effective and democratic local government and should maintain a constructive, creative, cooperative and practical attitude toward working together in service to the public.

To help achieve this goal, Rothesay Council has adopted a Code of Ethics applicable to all persons appointed by the Mayor and/or Council to agencies, boards, committees and commissions ("Appointees").

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### 1. Purpose

The purposes of the Code of Ethics are to ensure that:

- a) public business is conducted with integrity, in a fair, honest and open manner;
- b) Appointees respect one another, Council members, the public and staff and recognize the unique role and contribution each person has in making Rothesay a better place to work and live;
- c) the conduct of Appointees in the performance of their duties and responsibilities with Rothesay is above reproach;
- d) decision making processes are accessible, participatory, understandable, timely and just;
- e) Appointees avoid any real conflict of interest or reasonable perception of conflict; and
- f) Appointees respect and uphold confidentiality requirements.

### 2. Application of the Code of Ethics

The Code of Ethics is applicable to all any person appointed by the Mayor and/or Council to agencies, boards, committees and commissions("Appointees"). The bodies to which the Mayor and/or Council can appoint Appointees are referred to collectively as "Committees" throughout this Code of Ethics.

### 3. POLICY

#### 3.1 *Act in the Public Interest*

Recognizing that Rothesay seeks to maintain and enhance the quality of life for all Rothesay residents through effective, responsive and responsible government, Appointees shall conduct their business with integrity and in a fair, honest and open manner. Their actions shall align with Council Priorities, established by each incoming Council for the duration of its term.



### 3.2 **Comply with the Law**

This policy applies to all Appointees of Rothesay. The purpose is to provide standards for the conduct relating to their roles and responsibilities as Appointees of the town of Rothesay. In addition to Town By-laws and policies, Appointees' conduct is also governed by applicable provincial and federal legislation, amendments thereto and regulations thereunder, including but not limited to:

- (a) the *Local Governance Act* SNB 2017 c 18;
- (b) the *Right to Information and Protection of Privacy Act* SNB 2009, c R-10.6;
- (c) the *Local Governance Commission Act*, SNB 2023, c 18;
- (d) the *New Brunswick Human Rights Act* RSNB 2011, c 171;
- (e) the *Occupational Health and Safety Act* SNB 1983, c O-0.2;
- (f) the *Municipal Elections Act* SNB 1979, c M-21.01; and
- (g) the *Criminal Code of Canada* RSC 1985, c C-46

### 3.3 **Conduct of Appointees**

The conduct of Appointees in the performance of their duties and responsibilities with Rothesay shall be fair, open and honest. Appointees shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of each other, Rothesay officers and employees, or the public. Appointees shall not use their position for any purposes other than the exercise of their official duties.

### 3.4 **Compliance with Processes**

Appointees shall perform their duties in accordance with the policies, procedures and rules of order established by Rothesay Council which govern the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Council by Administration.

Appointees who are appointed to an external agency, board, committee, or commission shall participate fully in the normal business of such bodies. Appointees must seek to harmonize the direction of the agency, board, committee, or commission with the direction and budgetary capabilities of the town of Rothesay.

Should the direction of the agency, board, committee, or commission and the direction and budgetary capabilities of the Town seem incompatible with one another and involve a matter of substance, the Appointee involved must defer taking a position on the matter and present both sides of the matter accurately to the Chief Administrative Officer (CAO) and/or Council and seek the advice of the Mayor and Council, with appropriate reporting from Town staff.

Appointees shall be aware of the mandate of their respective Committees, and act in accordance with it.

**3.5 Conduct at Public Meetings**

Appointees shall fully prepare themselves for public meetings, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall not interrupt other speakers, make personal comments not germane to the business of the meeting, or otherwise disturb a meeting.

**3.6 Decisions Based on Merit**

Appointees shall base decisions on the merits and substance of the matter at hand, acting in the interest of the citizens of Rothesay as a whole. In order to meet this responsibility, decisions must be free from personal bias, including:

- a. Conflict of interest or behaviour that gives rise to apprehension of bias;
- b. Personal animosity or loyalty to an applicant or proponent of a position;
- c. Personal ideology;
- d. Preconceived beliefs in a given fact situation that precludes consideration of other evidence; or
- e. agreements to trade votes

Appointees shall keep themselves informed by regularly reviewing relevant federal and provincial laws and local government by-laws, policies and procedures and any supplemental information related to their duties as Appointees, to ensure they are acting in compliance with said laws, policies and procedures.

Appointees shall recognize that the function of local government is at all times to serve the interests of the greater community rather than the interest of any specific constituency.

Appointees shall strive for impartiality in all decision-making.

If conflict arises between personal views and the official duties of an Appointee, the conflict shall be resolved in favour of the public interest.

**3.7 Gifts and Favours**

An Appointee may not accept gifts, meals, or hospitality that create or would reasonably seem to create improper influence upon them in the performance of their duties.

Items normally given in the course of business, such as small mementos of an event in line with commonly accepted municipal customs, do not typically have a substantial influence on Appointees and may be accepted. It would be improper, however, to accept or to give the following kinds of gifts or gratuities unless expressly authorized by Council:

- Cash or cash equivalent gifts;
- Unusually lavish meals or hospitality;
- Items bearing advertising or the logo of private persons or corporations with whom the Town does business or may do business in the future;
- Trips;
- Secret commissions, payments, or kickbacks;
- Fundraiser, sports event, or other event tickets of more than \$50 face value [unless purchased on behalf of the Town and issued by the Mayor or his / her delegate]

Gifts that might be acceptable under some circumstances might not be acceptable under others. The context is critical. If the gift is given in anticipation of a favour [or gives that appearance], it is always wrong. For example:

- Accepting a small box of chocolates as a thank you for assistance may be fine, but accepting the same gift in anticipation of a future benefit would be wrong
- Accepting any gift from a supplier who is bidding on a job is wrong

### **3.8 Conflict of Interest**

Conflict of Interest rules shall be governed by the *Local Governance Act*, more specifically as attached hereto as **Appendix A** and forming a part of this Code of Ethics.

### **3.9 Confidential Information**

Appointees shall respect the confidentiality of information concerning the property, personnel or legal affairs of Rothesay or a member of Council, an officer or employee of the local government or a member of the public; more specifically as outlined in *the Local Governance Act* and *the Right to Information and Protection of Privacy Act*. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

**The obligations identified under this section shall continue to apply to Appointees following their service when they are no longer Appointees.**

**Any breach of confidentiality may result in fines or legal action.**

**3.10 *Sharing of Information***

Subject to sections 3.8 and 3.9, Conflict of Interest rules as governed by the *Local Governance Act*, and subject to the *Right To Information and Protection of Privacy Act*, Appointees shall share substantive information with the Chief Administrative Officer (CAO) and/or Mayor that is relevant to a matter under consideration by the Council or a Committee that they may have received from sources outside of the public decision-making process.

**3.11 *Use of Public Resources***

Appointees shall not use public resources that are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

**3.12 *Advocacy***

The Mayor shall be the public voice of Council once a decision has been taken, unless he/she chooses to delegate a specific topic to a specific Appointee or member of Council. The Mayor shall be the voice of Council to the media, unless he/she chooses to delegate this task.

In the cut and thrust of debate, genuine and full debate is expected. Appointees have every right to express disagreement with positions put forward by others provided such disagreement remains focused on the issue and do not descend to personal attacks on other Appointees, or Council or Administration members.

Once Council has adopted a resolution, however, Appointees are expected to support such resolutions and the work flowing from them. Appointees should not seek to undo or reopen debate on such resolutions unless new information comes to light that was not reasonably known at the time of the original resolution. Reconsideration of Council resolutions shall be in accordance with the Rothesay Procedural By-law.

**3.12 *Policy Role of Appointees***

Appointees shall respect and adhere to the structure of government and Administration as established in Rothesay. In this structure, Committees act in an advisory capacity to Council. Rothesay Council determines the policies of Rothesay with the advice, information and analysis provided by Rothesay Administration, Committees, and the public.

Appointees, therefore, shall not interfere with the administrative functions of Rothesay or with the professional duties of Administration, nor shall they impair the ability of Administration to implement Council policy decisions.

### 3.13 **Respectful Workplace Environment**

Appointees shall treat each other, members of Council and Administration, and the public, with respect and shall be supportive of the personal dignity, self-esteem and well-being of those with whom they come in contact with during the course of their duties.

Appointees shall refrain from personal harassment of fellow Appointees or of any member of Council or Administration. Personal harassment is improper and unwelcome behaviour directed at another person that is known [or reasonably should be known] to cause offense or hurt, whether or not it is based on a prohibited ground under the *Human Rights Act*.

While a single significant incident can be personal harassment, such cases usually involve repeated and hostile or demeaning conduct that affects a person's dignity or psychological or physical well-being and that reasonably can be expected to result in a harmful working environment.

Personal harassment includes the following types of behaviour:

- Bullying or intimidating behaviour, such as shouting or cursing at others, humiliating an employee in front of coworkers, making degrading comments or gestures, or teasing and belittling behaviour;
- Spreading malicious rumours or gossip;
- Threats, insults, or written or verbal abuse, including persistent vexatious comments or communications;
- Undermining or deliberately impeding a person's work;
- Withholding necessary information or purposefully giving the wrong information;
- Practical jokes that embarrass or demean others;
- Tampering with or vandalism of personal property, work equipment, or workplace;
- Shunning, ignoring, or isolating someone

### 4. **Implementation of the Code of Ethics**

The Rothesay Code of Ethics is intended to be self-enforcing. Appointees should view the Code of Ethics as a set of guidelines that expresses the standards of conduct expected of them. Implementation is most effective when Appointees and members of Council and Administration are thoroughly familiar with the Code and embrace its provisions. For this reason, the Code of Ethics will be provided to applicants to Committees.



Appointees will be requested to sign the Statement, hereto attached as **Schedule A**, affirming they have read and understood the Rothesay Code of Ethics. In addition, Council shall annually review the Code of Ethics, and Council shall consider recommendations from Administration and Committees and update the Code as necessary.

**5. Compliance and Enforcement**

The Rothesay Code of Ethics expresses standards of ethical conduct expected for Appointees of Rothesay Council. Appointees and members of Council and Administration have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of Rothesay.

Council may impose sanctions on Appointees whose conduct does not comply with Rothesay's ethical standards, up to and including fines and/or legal action if he or she is found to have breached the Code of Ethics.

**6. Violation Not Cause to Challenge a Decision**

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council or a Committee decision.

## **SCHEDULE A:**

### **ROTHESAY APPOINTEE STATEMENT Code of Ethics 2024**

#### **Rothesay Appointees to Agencies, Boards, Committees and Commissions (hereinafter referred to as "Committees")**

As a Rothesay Appointee to a Rothesay Committee, or to an agency, board or commission on behalf of Rothesay, I affirm that I have read and understood the Rothesay Code of Ethics Policy and I agree to uphold the Code of Ethics as adopted by Rothesay.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (please print):

Office / Committee:

\_\_\_\_\_

\_\_\_\_\_

## APPENDIX A Code of Ethics

*Excerpt Local Governance Act*

**October 2024**

### PART 8 CONFLICT OF INTEREST

#### **Definitions and interpretation**

**87(1)** The following definitions apply in this Part.

“controlling interest” means beneficial ownership of, or direct or indirect control or direction over, voting shares of a public corporation carrying more than 10% of the voting rights attached to all voting shares of the corporation for the time being issued.

“committee” means a committee of a council or a local board.

“family associate” means a member’s or senior officer’s

- (a) spouse or common-law partner,
- (b) child,
- (c) parent, or
- (d) sibling.

“local board” means

- (a) a body whose entire membership is appointed under the authority of a council,
- (b) a water or wastewater commission established under section 15.2 of the *Clean Environment Act*, and
- (c) any body prescribed by regulation.

“member” means a member of council, a member of a local board or a member of a committee.

“officer”, in relation to a private corporation or a public corporation, means

- (a) a chief executive officer, a chief operating officer, a chief financial officer, a president, a vice president, a secretary, an assistant secretary, a treasurer, an assistant treasurer and a general manager,
- (b) a person who performs functions similar to those normally performed by a person referred to in paragraph (a).

“private corporation” means a corporation whose shares are not publicly traded.

“public corporation” means a corporation whose shares are publicly traded.

“registered charity” means a registered charity within the meaning of the *Income Tax Act* (Canada).

“senior officer”, in relation to a local government or local board, means

- (a) a chief administrative officer, or the person who has the primary responsibility for administration,
- (b) a treasurer, an assistant treasurer, or the person who has the primary responsibility for financial affairs,
- (c) a clerk, an assistant clerk or, in the case of a local board, a secretary of the local board,
- (d) a solicitor,
- (e) an engineer,
- (f) a planner, or the person who has the primary responsibility for zoning and other community planning matters,
- (g) a building inspector, or the person who has the primary responsibility for the enforcement of by-laws or other laws with respect to building and construction,
- (h) a by-law enforcement officer, or the person who has the primary responsibility for the enforcement of by-laws or other laws with respect to matters other than building and construction,
- (i) a fire chief,
- (j) a chief of police, and

(k) a purchasing agent.  
 “service club” means a non-profit organization, of which one of the primary objectives is to provide community services on a voluntary basis.

**87(2)** For greater certainty, in this Part, a person is not employed by a local government, local board or trade union if the person is compensated on a fee-for-services basis.

2021, c.44, s.4

#### **Application of conflict of interest provisions**

**88** The provisions of this Part apply to members and to senior officers employed by or appointed by local governments and local boards.

#### **Conflict of interest – member or senior officer**

**89(1)** Subject to subsection (2) and section 90, for the purposes of this Act a member or a senior officer has a conflict of interest if

- (a) the member, senior officer or family associate:
  - (i) has or proposes to have an interest in a contract in which the council, local board or committee of which the person is a member or by whom the person is employed or was appointed has an interest, or
  - (ii) has an interest in any other matter in which the council, local board or committee is concerned that would be of financial benefit to the member, senior officer or family associate,
- (b) the member, senior officer or family associate is a shareholder in or is a director or an officer of a private corporation that
  - (i) has or proposes to have an interest in a contract with the council, local board or committee, or
  - (ii) has an interest in any other matter in which the council, local board or committee is concerned that would be of financial benefit to the corporation,
- (c) the member, senior officer or family associate has a controlling interest in or is a director or an officer of a public corporation that
  - (i) has or proposes to have an interest in a contract with the council, local board or committee, or
  - (ii) has an interest in any other matter in which the council, local board or committee is concerned that would be of financial benefit to the corporation, or
- (d) the member, senior officer or a family associate would otherwise benefit financially by a decision of the council, local board or committee in a contract, proposed contract or other matter in which the council, local board or committee is concerned.

**89(2)** A member or a senior officer does not have a conflict of interest by reason of a family associate’s interest as described in paragraph (1)(a), (b), (c) or (d) unless the member or senior officer knew or ought reasonably to have known of the family associate’s interest.

**89(3)** If a trade union has entered into or is seeking to enter into a collective agreement with a local government or a local board, a member who belongs to or is employed by the trade union has a conflict of interest with respect to any matter relating to the administration or negotiation of the collective agreement.

2021, c.44, s.4

### **Exceptions to conflict of interest**

**90** A member or a senior officer does not have a conflict of interest and does not violate section 96 by reason only that the member, senior officer, or family associate is, as the case may be,

- (a) a qualified voter, an owner-occupier of residential property, or a user of any public utility service supplied to him or her by the local government or local board in the same manner and subject to the same conditions that are applicable in the case of persons who are not members or senior officers,
- (b) entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other benefit offered by the local government or local board,
- (c) a purchaser or owner of a debenture of the local government or local board,
- (d) a person who has made a deposit with a local government or local board, the whole or part of which is or may be returnable to him or her in the same manner as the deposit is or may be returnable to other qualified voters,
- (e) eligible for election or appointment to fill a vacancy, office or position in the council, local board or committee when the council, local board or committee is empowered or required by any general or special Act to fill the vacancy, office or position,
- (f) a person having an interest in land valued in use as farmland or farm woodlot under the *Assessment Act* or being registered under the farm land identification program under the *Real Property Tax Act*,
- (g) a director or officer of a corporation incorporated for the purpose of carrying on business for and on behalf of a local government,
- (h) in receipt of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which the person is entitled by reason of being a member or as a member of a volunteer fire brigade,
- (i) an honorary member of a trade union,
- (j) a person having any interest which is an interest in common with voters generally,
- (k) a person having an interest which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member or senior officer, or
- (l) a member of a service club or registered charity that is in receipt of a benefit from the local government, local board or committee.

2021, c.44, s.4

### **Disclosure of conflict of interest – member**

**91(1)** On assuming office, each member shall file a statement with the clerk disclosing any actual or potential conflict of interest of which the member has knowledge, and the clerk shall then file the statement with the Local Governance Commission established under the *Local Governance Commission Act*.

**91(2)** If a conflict of interest arises while a member is in office, the member shall immediately file a statement disclosing the conflict of interest with the clerk, and the clerk shall then file the statement with the Local Governance Commission established under the *Local Governance Commission Act*.

**91(3)** A member is not required, in a statement filed under subsection (1) or (2), to disclose particulars of the member's financial interest or the extent of any interest in the matter giving rise to the conflict.

**91(4)** A statement disclosing a conflict of interest shall be made in the form prescribed by regulation.

**91(5)** If a member has a conflict of interest with respect to any matter in which the council, local board or committee is concerned and the member is present at a meeting of council or the local



board, a meeting of a committee, or any other meeting at which business of the council, local board or committee is conducted, at which the matter is a subject of consideration the member shall,

- (a) as soon as the matter is introduced, disclose that the member has a conflict of interest in the matter,
- (b) immediately withdraw from the meeting room while the matter is under consideration or put to a vote, and
- (c) as soon afterwards as the circumstances permit, file a statement disclosing the conflict of interest with the clerk, and the clerk shall then file the statement with the Local Governance Commission established under the *Local Governance Commission Act*.

2021, c.44, s.4; 2023, c.18, s.97

#### **Disclosure of conflict of interest – senior officer**

**92(1)** On assuming office, a senior officer shall file a statement with the clerk disclosing any actual or potential conflict of interest of which the senior officer has knowledge, and the clerk shall then file the statement with the Local Governance Commission established under the *Local Governance Commission Act*.

**92(2)** If a conflict of interest arises while a senior officer is in office, the senior officer shall file a statement with the clerk disclosing the conflict of interest, and the clerk shall then file the statement with the Local Governance Commission established under the *Local Governance Commission Act*.

**92(3)** The senior officer is not required, in a statement filed under subsection (1) or (2), to disclose particulars of the senior officer's financial interest or the extent of any interest in the matter giving rise to the conflict.

**92(4)** A statement disclosing a conflict of interest shall be made in the form prescribed by regulation.

2021, c.44, s.4; 2023, c.18, s.97

#### **Recording and filing of declaration of conflict of interest**

**93(1)** Every statement disclosing a conflict of interest filed under subsection 91(1) or (2) or 92(1) or (2) shall be recorded and kept in a file by the clerk and that file shall be available for examination by the public in the office of the clerk during regular office hours.

**93(2)** Every oral disclosure made under paragraph 91(5)(a) shall be recorded in the minutes of the meeting by the clerk or the person who is responsible for taking the minutes.

#### **Effect of conflict of interest on quorum**

**94(1)** If the number of members who, by reason of the provisions of this Act, are required to withdraw from a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, despite any other general or special Act, the remaining members shall be deemed to constitute a quorum if there are not fewer than three.

**94(2)** If there are insufficient remaining members to constitute what is deemed to be a quorum under subsection (1), the council, local board or committee may apply to the Minister for an order authorizing it to consider, to discuss and to vote on the matter with respect to which the conflict of interest has arisen.

**94(3)** On an application under subsection (2), the Minister may make an order that authorizes the council, local board or committee or certain members of the council, local board or committee to consider, discuss and vote on the matter raised in the application as if a conflict of interest did not exist, subject to the conditions and directions that the Minister considers appropriate.

**Senior officer may advise on a matter while having a conflict**

**95** A senior officer may, within the scope of their employment, provide advice to a council, a local board or a committee on a matter with respect to which the senior officer has a conflict of interest, if the advice is provided at the request of the council, the local board or the committee and the request is made with knowledge of the conflict.

2021, c.44, s.4

**Prohibited conflict**

**96** A member or a senior officer shall not:

- (a) accept any fees, gifts, gratuities or other benefit that could reasonably be seen to influence any decision made by them in carrying out their functions as a member or as a senior officer, or
- (b) for their personal gain, or for the personal gain of a family associate, make use of their position or of any information that is obtained in their position and is not available to the public.

2021, c.44, s.4

**Offences and penalties**

**97(1)** A person who violates or fails to comply with section 91 or 92 commits an offence punishable under Part 2 of the *Provincial Offences Procedure Act* as a category F offence.

**97(2)** A person who violates or fails to comply with section 96 commits an offence punishable under Part 2 of the *Provincial Offences Procedure Act* as a category H offence.

**97(3)** In addition to or instead of any sentence that may be imposed in accordance with the *Provincial Offences Procedure Act*, a judge of the Provincial Court may make one or more of the following orders:

- (a) an order requiring the person to resign their office or position on the terms and conditions imposed by the judge,
- (b) an order prohibiting the person from holding that office or position or any other specified office or position during the period of time that the judge prescribes,
- (c) if the violation or failure to comply has resulted in financial gain to the person or a family associate, an order requiring the return of any gain realized in accordance with terms and conditions imposed by the judge, and
- (d) any other order that the judge considers appropriate in the circumstances.

**97(4)** A failure to comply with an order under subsection (3) makes a person liable to be committed for contempt of the Provincial Court.

**97(5)** Even though a person has committed an offence under subsection (1) or (2), the judge may release the person without the imposition of a fine, a term of imprisonment or any other sentence that the judge may or shall impose under the *Provincial Offences Procedure Act* or this section if

- (a) the violation or failure to comply has not resulted in any personal gain to the person accused, and
- (b) the violation or failure to comply was, in the opinion of the judge, inadvertent.

**97(6)** No proceedings with respect to an offence under subsection (1) or (2) shall be commenced after three years after the date on which the offence was, or is alleged to have been, committed.

2021, c.44, s.4

**This Part prevails over other conflict of interest rules**

**98** The provisions of this Part with respect to conflicts of interest shall be deemed to supersede all other provisions that may exist in any other Act, public or private, other than the *Local Governance Commission Act*, any regulation under those Acts, any by-law of a local government or any municipal charter with respect to those matters, even though no conflict may exist between the provisions of this Act and the other provisions.

2023, c.18, s.97

# ROTHESAY

## Policy

Topic:	Public Hearings	Date Prepared	4/10/01
Application:	Rothsay Council and Staff	Date Adopted by Council	9/10/01
		Date Amended	09/2009
		Date Amended	10/2014
		Date Amended	10/2024
		Mayor and Council	
		Town Manager:	

### BACKGROUND

The Community Planning Act, SNB 2017 c.19 and amendments thereto, provides the procedure to be followed for Public Presentations (Section 25) and Public Hearings (Section 111), excerpts of which are attached hereto and identified as Schedule "A".

There is no provision within the Community Planning Act, supra for a deadline to accept written objections before the Public Hearing. Section 111(b)(i) indicates the second required advertisement shall be no less than four (4) days prior to the date of the Public Hearing.

During the process, Council acts in a quasi-judicial setting. There is ample opportunity throughout the process for the public to express their views. Once the Public Hearing has been held, Council makes its decision based on the information received up to the date of the Public Hearing. Any information received subsequent to the hearing should not be taken into consideration in the decision-making process. In a legal context, this would be the same as a judge receiving additional information once a trial is over but before making his decision.

### POLICY:

This policy will be followed for all Public Hearings scheduled by Council, unless otherwise stated in provincial legislation.

Advertisements shall be posted to the Town website and notices will be posted on the Town social media channels, in accordance with Section 111 of the Community Planning Act, supra. Advertisements shall indicate the deadline to submit written objections is three (3) business days before the scheduled hearing date at 12:00 p.m.

Documentation received by the Town Clerk after the submission deadline will be distributed to Council members at the Public Hearing, immediately prior to the "Call to Order" of the Hearing. It shall be left to the discretion of Council to receive and/or consider the subsequent documentation received. In accordance with the Community Planning Act, supra, any person wishing to speak may do so at the Public Hearing.

Following the close of the Public Hearing, no further documentation or comments from the public will be received for consideration by Council, unless so requested by Council. Council members should disregard any information (email/correspondence/phone calls, etc.) not provided through the Town Clerk's office. Individuals submitting information directly to Council members (email/letters/phone calls, etc.) should be advised to contact the Town Clerk or CAO.

In accordance with the laws of natural justice, those Council members who were not in attendance at the public hearing shall be precluded from voting on the subject matter of the hearing.

The Public Hearing policy adopted by Council on October 9, 2001 (amended September 14, 2009 and October 14, 2014) is hereby amended.

*Excerpts from the Community Planning Act*

*October 2024*

## **PUBLIC NOTICE OF MUNICIPAL PLAN**

**25(1)** Before complying with the requirements of section 111 with respect to a municipal plan, a council shall publish a notice at least 10 days, but no more than 14 days, before the day referred to in paragraph (b), stating:

- (a) the intention of the council to adopt a municipal plan,
- (b) the time and place for a public presentation by the council of the proposed plan, and
- (c) that objections to the proposed plan may be made to the council within 30 days of the day of the public presentation.

**25(2)** A notice referred to in subsection (1) shall be given by one or more of the following means:

- (a) publishing the notice in a newspaper published or having general circulation in the municipality;
- (b) broadcasting the notice on a radio or television station that broadcasts in the municipality at least once a day for the period of time that the notice is required to be published; and
- (c) posting the notice on the municipality's website for the period of time that the notice is required to be published.

**25(3)** A council shall retain a hard copy of the notice referred to in subsection (1) in the council offices for the period of time that the notice is required to be published.

**25(4)** Notice provided in a manner authorized by subsection (2) shall be sufficient notice only if the notice is also available for examination by the public for the required period of time in the office of the clerk during regular office hours.

**25(5)** If a municipality has given notice in a manner authorized by subsection (2), it may also post the notice on social media websites.

**25(6)** If a notice is given in a manner authorized by subsection (2), any person may submit to the council written objections to the proposed municipal plan within the period referred to in subsection (1).

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## **PUBLIC NOTICE OF BY-LAW**

**111(1)** Subject to subsection (2), with respect to a bylaw made under this Act, a council shall

- (a) by resolution, fix a time and place for the consideration of objections to the proposed by-law, and
- (b) subject to subsection (7), by giving notice by one or more of the following means:
  - (i) publishing the notice on two separate occasions in a newspaper published or having general circulation in the local government in the form described in subsection (4) of its intention of considering the making of the by-law, the first of the notices to be published not less than 21 days and not more than 30 days before the day fixed under paragraph (a), and the second of the notices to be published not less than four days and not more than 11 days before that day, or



- (ii) posting the notice on the local government's website in the form described in subsection (4) of its intention of considering the making of the bylaw, to be published not less than 21 days before the day fixed under paragraph (a).

**111(2)** This section does not apply to a subdivision bylaw, a flood risk area by-law, a by-law establishing a planning advisory committee, a design review committee by-law or any other by-law prescribed by regulation.

**111(3)** If a local government has given notice in a manner authorized by paragraph (1)(b), it may also post the notice on social media websites.

**111(4)** A notice under paragraph (1)(b)

- (a) shall set forth a description of the area affected by the by-law and refer to street names and civic numbers in the case of a zoning by-law or zoning provisions in a rural plan under section 33 or 44, if feasible,
- (b) shall state a place where and the hours during which the by-law may be inspected and the time and place set by the council for the consideration of written objections to the by-law,
- (c) shall indicate the person to whom written objections will be sent, and
- (d) may, in the case of an amendment or repeal, briefly state an explication or the reasons for the amendment or repeal.

**111(5)** If a notice is given in a manner authorized by paragraph (1)(b) in respect of a proposed by-law, the council shall

- (a) make suitable provision for inspection of the bylaw by the public at the time and place set out in the notice, and
- (b) before making the by-law, hear and consider written objections to it.

**111(6)** A person who wishes to speak for or against written objections is entitled to be heard at the time and place fixed under subsection (1) for consideration of the objections.

**111(7)** If, after the notice is given in a manner authorized under paragraph (1)(b), the council substantially amends the proposed by-law, the provisions of this section apply with the necessary modifications to the amendment.

**111(8)** The council is not required to vote on the bylaw on the day fixed under subsection (1) for the consideration of objections to it, but the by-law shall not become valid unless, within six months after the day that the notice was given or published under subsection (1),

- (a) the by-law is made, and
- (b) the by-law is submitted for the approval of the Minister, except for a zoning by-law, subdivision by-law, deferred widening by-law, controlled access street by-law or amendment to the zoning provisions in a rural plan under section 33 or 44.

**111(9)** If it is proposed to amend a zoning by-law or a rural plan under section 33 or 44 for the re-zoning of an area of land, the council is not required to publish a second notice under subparagraph (1)(b)(i) if

- (a) the owners of land within the area and within 100 m of the area, other than a person applying for the re-zoning, are advised in writing of the proposed amendment, or
- (b) a notice of the proposed amendment is posted in a prominent place on the property proposed to be rezoned.

2020, c.8, s.28; 2021, c.44, s.1

# ROTHESAY

## Policy

Topic:	Purchasing Policy	Date Prepared	Sept. 1/09
Application:	All Personnel	Date Adopted	Sept 14/09
		Date Amended by Council	Oct/2014
		Date Reviewed by Finance	Jan/2024
		Mayor & Council	
		Town Manager	

### A. GENERAL:

As required by legislation, the Town follows the Procurement Act (the "Act") and related regulations and agreements, which state that municipalities shall issue a public tender for purchases over the following thresholds:

- Goods over \$10,000
- Services over \$50,000
- Construction Projects over \$100,000

There are certain exemptions to this rule including professional services and sole source of supply.

### B. SPENDING AUTHORIZATION:

#### i) Budgeted Expenditures:

For amounts less than those prescribed by the Act the CAO is authorized to purchase goods and services which have been specifically **set out in operating or capital budgets** and where the amount of the purchase is less than or equal to the amount set out in the budget. Competitive purchasing practices will be used where not obtained during budget preparation.

Where an expenditure is included in a budget envelope but the specific goods or services composing the amount are not specifically identified in the budget, the CAO may purchase same in the following manner:

- a) goods greater than \$2,500 by competitive quote from at least two independent suppliers, and preferably three or more;
- b) services of greater than \$5,000 by competitive quote from at least two independent contractors, and preferably three or more;
- c) construction projects involving goods and services greater than \$25,000 by competitive quote; and
- d) lesser amounts through regular trade accounts.

Expenditures may not be artificially broken up to avoid competitive purchasing practices.

Request for proposals (RFPs) shall be issued for professional services when the anticipated fees for a project are greater than \$50,000:

**ii) Unbudgeted Expenditures:**

For amounts not included in the budget the CAO or Mayor may authorize a purchase of not more than \$10,000.

**iii) Emergency Purchases:**

Emergencies which pose a threat to public safety resulting from fire, flood, water main breaks, storms, environmental emergencies, or equipment failure may require emergency expenditures not included in the approved budget or greater than the allocated amount notwithstanding the authorities outlined elsewhere in this policy. Department Heads are authorized to make emergency expenditures necessary to maintain Town services. Department Heads will ensure that the CAO is kept advised of emergency expenditures. These emergency expenditures shall be reported to Council at the next regular meeting after the expenditures are known.

**iv) Delegation**

The CAO may delegate authority, in writing, to Department Heads, who may then delegate, in writing, to an appropriate staff member, to approve expenditures. Expenditures are to be documented by providing a purchase order signed by the designated person.

**C. REPORTS TO COUNCIL**

**v) Monthly Financial Reports**

Monthly financial statements will be provided to Council. Monthly financial statements will include a variance analysis and a detailed listing of project budgets and expenditures to date. Council shall also be advised of any re-allocation of budget amounts between the main classifications of the monthly financial statements.

**Tenders**

Expenditures for which the Town has issued a tender shall be approved by Council.

**D. FINANCIAL ANALYSIS**

Staff recommendations shall include financial implications to the taxpayers or utility users of any recommendations, as well as a description of any variance/exception from normal procedures, practices and legislation.

In accordance with the *Local Governance Act*, the Treasurer shall provide to Council, in writing or electronic form, the financial implications (including capital cost, source of financing, projected effect on property tax and/or utility rates, and operating estimates over the first 24 months, if applicable) of recommendations to Council involving major projects having a total budget greater than \$250,000.

October 2024    Town Manager changed to CAO  
                     Municipalities Act updated to Local Governance Act  
                     Procurement – goods changed from \$25,000 to \$10,000  
                     Unauthorized expenditures changed from \$5,000 to \$10,000

# 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
		Date Reviewed	Jan 2024
		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
January 2024	Finance Committee Review (no changes)
October 2024	Watermark removed from application form





## **SCHEDULE A**

### **Application for Rothesay Municipal Grant**

#### *Grants/Donations Policy*

Application Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel. \_\_\_\_\_

Email: \_\_\_\_\_

Organization Description: \_\_\_\_\_

\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Descriptions of proposed event or activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project costs: \_\_\_\_\_

\_\_\_\_\_

Benefits to town of Rothesay: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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).

## MOTIONS

### REFERENCE GUIDE FOR MEMBERS OF ROTHESAY COUNCIL

	To:	Interrupt Speaker:	Second Needed:	Debatable:	Amendable:	Vote Needed:
1.	<b>Main Motion</b> - to make a decision (e.g. “I move to...”)	No	Yes	Yes	Yes	Majority
2.	<b>Amend a motion</b> - to add, delete or replace words in the main motion (e.g. “I move that this motion be amended” or “I move to amend the motion”)	No	Yes	Yes	Yes	Majority
3.	<b>Recess</b> - to provide a pause or break (e.g. I move that we recess until...”)	No	Yes	No	Yes	Majority
4.	<b>Adjourn</b> - to end the meeting (e.g. “I move that we adjourn”)	No	Yes	No	No	Majority
5.	<b>Point of Order</b> - to enforce the rules [or note personal affront] - may be raised if there is a belief a rule has not been followed (e.g. “Point of Order...”)	Yes	No	No	No	Chair’s decision
6.	<b>Request Information</b> - to request additional information (e.g. “Point of information...”)	Yes	No	No	No	None
7.	<b>Refer</b> - to refer to a standing committee, staff or another committee and report back with a recommendation (e.g. “I move we refer this item to...”)	No	Yes	Yes	Yes	Majority

	To:	Interrupt Speaker:	Second Needed:	Debatable:	Amendable:	Vote Needed:
8.	<b>End Debate</b> - to end discussion and vote immediately (e.g. “I move that the vote be taken”)	No	Yes	No	No	2/3 majority
9.	<b>Defer or Postpone to a certain time</b> - to allow time for further consideration (e.g. “I move we defer (or postpone) this matter until...”)	No	Yes	Yes -Only as to the merit of the deferral/postponement	Yes	Majority
10.	<b>Defer or Postpone indefinitely</b> - avoidance of taking a vote on the matter (e.g. “I move we defer or postpone this matter indefinitely”)	No	Yes	Yes	No	Majority
11.	<b>Limit or Extend Debate</b> - to provide a specific amount of time for discussion (e.g. “I move we...”)	No	Yes	No	Yes	2/3 majority

12.	<b>Table</b> - to set aside temporarily, during the course of the meeting, to allow something of an urgent matter to be considered immediately (e.g. “I move that we table this item”)	No	Yes	No	No	Majority
13.	<b>Remove from table</b> - to take up an item previously tabled (e.g. “I move we take _____ from the table”)	No	Yes	No	No	Majority

	To:	Interrupt Speaker:	Second Needed:	Debatable:	Amendable:	Vote Needed:
14.	<b>Appeal</b> - to appeal the Chair's ruling on a matter to Council (e.g. "I move that the Chair be sustained")	Yes	No	No	No	Majority (or tie) sustains Chair's decision
15.	<b>Withdraw</b> - before debate begins, a main motion can be withdrawn or changed by the mover. After the debate begins, it belongs to Council which may withdraw or modify it by majority vote or unanimous consent (e.g. "In light of new information I withdraw the motion" or "I request permission to withdraw the motion"):	No	Yes	No	No	Majority
17.	<b>Raise a question of privilege</b> - a request to deal with something that affects the comfort of Council (or a single Member) (e.g. noise, room temperature or other distraction)	Yes (only if circumstances require; generally no)	No	No	No	Chair's decision
<u>OTHER</u>						
1.	<b>Community Planning Act Matters</b> - Where Council receives a report/recommendation for a denial of an application, a majority of the Members of Council must vote in favour of the by-law in order to make the by-law.					



# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Office of the Town Clerk
DATE	:	26 November 2024
RE	:	Code of Conduct for Elected Officials By-law 6-24

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### RECOMMENDATION:

- Council give 2<sup>nd</sup> Reading, by Title, to By-law 6-24
- Council read By-law 6-24 by summary and Section number
- Council give 3<sup>rd</sup> Reading, by Title, and Enactment to By-law 6-24

### BACKGROUND:

The Clerk's office has been working on revisions to the Procedural By-law and a new Code of Conduct By-law for some time. There have been legislative changes over the past six years and the most recent regulation was filed July 26, 2024.

Council gave 1<sup>st</sup> Reading, by Title, to By-law 6-24 at a special meeting on Monday, November 25, 2024 and authorized staff to post the draft By-law to the website, along with a public notice.

In accordance with section 15 of the *Local Governance Act*, SNB 2017 c 18, a by-law may be read by summary if no Council member objects.



2024December09OpenSessionFINAL\_193  
**ROTHESAY**



## **PUBLIC NOTICE**

*26 November 2024 - Rothesay, NB*

### **By-law 6-24, “A By-Law of Rothesay Establishing a Code of Conduct for Elected Officials”**

Rothesay Council intends to consider enactment of By-law 6-24, “A By-law of Rothesay Establishing a Code of Conduct for Elected Officials”, at its next regular meeting on **Monday, December 9, 2024**, in accordance with Regulation 2024-48 under the *Local Governance Act*, SNB 2017, c17.

The residents and businesses of Rothesay are entitled to have a fair, honest and open local government that has earned the public’s full confidence for integrity. Town Council and staff seek to maintain and enhance the quality of life for all residents through responsible, fair, community-minded and sustainable government. Council members are dedicated to the concept of effective and democratic local government and should maintain a constructive, creative, cooperative and practical attitude toward working together in service to the public.

By-law 6-24 applies to all Members of Rothesay Council. The purpose is to provide standards for the conduct of Members relating to their roles and responsibilities as elected officials of the town of Rothesay. In addition to Town By-laws and policies, Members’ conduct is also governed by applicable provincial and federal legislation, amendments thereto and regulations thereunder.

By-law 6-24 includes, but is not limited to, the following: By-law Purpose, Framework and Interpretation, Values and Principles of Members, Council Responsibilities, Use of Communication Tools and Social Media, Informal and Formal Complaint Processes, the role of the Local Governance Commission, and a Statement of Commitment.

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The meeting will be held on **Monday, December 9, 2024 at 7:00 p.m.**, in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay, NB. Residents can attend the meeting in person or access the Council meeting livestream:

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

The draft By-law may be reviewed in the Clerk’s office, Monday to Friday 8:15 – 12 noon, 1:00 p.m. – 4:15 p.m., exclusive of civic holidays.

Mary Jane Banks, BComm  
Town Clerk



**BY-LAW 6-24**  
**A BY-LAW OF ROTHESAY ESTABLISHING A CODE OF CONDUCT FOR**  
**ELECTED OFFICIALS**

The Council of Rothesay, under authority vested in it by the *Local Governance Act*, SNB 2017, Chapter 18, amendments thereto and regulations thereunder, hereby enacts as follows:

**1.0 TITLE**

This By-law may be cited as the “*Elected Officials Code of Conduct By-law*”.

**2.0 DEFINITIONS**

- (a) “Act” means the *Local Governance Act*, SNB 2017, c 18, amendments thereto and regulations thereunder;
- (b) “Administration” means the management and operations of the local government, comprised of various department, divisions and employees;
- (c) “CAO” means the Chief Administrative Officer for Rothesay;
- (d) “Confidential” or “Confidential Information” means any aspect of closed session deliberations, or any Town records identified as such that are protected under the *Local Governance Act* or *Right to Information and Protection of Privacy Act*, SNB 2009 c R-10.6, or any other legislation;
- (e) “Council” or “Town Council” means the Mayor and Councillors of Rothesay;
- (f) “local government” means the town of Rothesay;
- (g) “Member(s)” or “Council member(s)” means any person elected to the Council; which includes the Mayor;
- (h) “RTIPPA” means the *Right to Information and Protection of Privacy Act*, SNB 2009, c R-10.6;
- (i) “Rothesay” means the town of Rothesay, a municipal body corporate, as established under the Laws and Regulations of the province of New Brunswick;
- (j) “Staff” means all employees of Rothesay and includes appointed officers;
- (k) “Town” means the town of Rothesay, a municipal body corporate, as established under the Laws and Regulations of the province of New Brunswick;
- (l) “Town records” or “record” means any recorded information, regardless of medium or characteristics, made or received and/or retained by Rothesay in pursuance of legal obligations or in the transaction of business;

- (m) “social media” means freely accessible, third-party hosted, interactive internet technologies used to produce, post and interact through text, images, video, and audio to inform, share, promote, collaborate or network and include but are not limited to X (formerly known as Twitter), Facebook, Instagram, Snapchat, TikTok, YouTube, LinkedIn or personal websites; and
- (n) “undue influence” means behaviour that is characterized by one person taking advantage of a position of power over another person or influence by which a person is induced to act otherwise than by their own free will.

### **3.0 PURPOSE**

The residents and businesses of Rothesay are entitled to have a fair, honest and open local government that has earned the public’s full confidence for integrity. Town Council and staff seek to maintain and enhance the quality of life for all residents through responsible, fair, community-minded and sustainable government. Council members are dedicated to the concept of effective and democratic local government and should maintain a constructive, creative, cooperative and practical attitude toward working together in service to the public.

### **4.0 FRAMEWORK and INTERPRETATION**

This By-law applies to all Members of Rothesay Council. The purpose is to provide standards for the conduct of Members relating to their roles and responsibilities as elected officials of the town of Rothesay. In addition to Town By-laws and policies, Members’ conduct is also governed by applicable provincial and federal legislation, amendments thereto and regulations thereunder, including but not limited to:

- (a) the *Local Governance Act* SNB 2017 c 18;
- (b) the *Right to Information and Protection of Privacy Act* SNB 2009, c R-10.6;
- (c) the *Local Governance Commission Act*, SNB 2023, c 18;
- (d) the *New Brunswick Human Rights Act* RSNB 2011, c 171;
- (e) the *Occupational Health and Safety Act* SNB 1983, c O-0.2;
- (f) the *Municipal Elections Act* SNB 1979, c M-21.01; and
- (g) the *Criminal Code of Canada* RSC 1985, c C-46

Where there is a conflict between this By-law and the requirements of any federal or provincial laws, such federal or provincial laws shall take precedence.

## **5.0 VALUES AND PRINCIPLES OF MEMBERS**

### **5.1 VALUES**

Members shall perform their functions of office with **honesty, integrity, objectivity, impartiality, accountability, respect, leadership, collaboration and public interest, and transparency.**

#### **(1) Honesty**

Conduct under this value and principle is demonstrated when Members are truthful, maintain integrity and take responsibility for their actions and decisions, and promote transparency by ensuring all information shared is accurate, free from misrepresentation and presented clearly and openly to foster trust. Upholding honesty ensures an environment of trust, respect, and accountability

#### **(2) Integrity**

Conduct under this value and principle upholds the public interest, is truthful, trustworthy and honourable. It shows adherence to ethical principles, demonstrates consistency in decision-making, acting with impartiality and fairness, respecting confidentiality and being accountable for decisions and outcomes. Upholding integrity fosters trust, credibility, and a positive reputation within any community or organization.

#### **(3) Objectivity**

Conduct under this value and principle is demonstrated when decisions are made and actions taken based on facts, fairness, and impartiality, free from personal bias or undue influence. Upholding objectivity ensures fair, balanced, and just outcomes, enhancing the credibility and trustworthiness of Members.

#### **(4) Impartiality**

Conduct under this value and principle is demonstrated when all individuals or groups are treated with fairness and respect, promoting trust and integrity within the Town and community. Upholding impartiality ensures fair treatment, avoidance of bias, consistency in decision-making and remaining neutral to ensure that all parties are heard and considered fairly.

#### **(5) Accountability**

Conduct under this value and principle is demonstrated when Council, or Members individually and collectively, accept responsibility for their actions and decisions. Upholding accountability promotes trust, ethical behavior, and a sense of responsibility within the Town and community.

**(6) Respect**

Conduct under this value and principle is demonstrated when a Member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others, and an understanding of the role of local government. Upholding respect ensures a positive, collaborative, and supportive environment, where everyone feels safe and valued.

**(7) Transparency**

Conduct under this value and principle is demonstrated when Council communicates appropriate information publicly about decision-making processes and issues being considered; encourages appropriate public participation; communicates clearly; allowing for public scrutiny and providing appropriate means for feedback. Upholding transparency ensures trust, accountability, and integrity, and creates an environment of honesty and openness.

**(8) Leadership, Collaboration and Public Interest**

Conduct under this value and principle is demonstrated when Council or a Member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others. Members as community leaders must build and inspire the public's trust and confidence in local government in all their dealings. Upholding the values of leadership, collaboration and the public interest fosters a culture of ethical leadership, collaboration, and a strong commitment to serving the public good. This ensures that decisions made are fair, transparent, and in the best interests of the community as a whole.

**5.2 PRINCIPLES**

- (1) Members are the keepers of the public trust and shall uphold the highest standards of ethical behaviour.
- (2) Members have a duty to make decisions based on the best interests of the town of Rothesay and its residents.
- (3) Members are responsible for their decisions. This includes acts of commission and acts of omission. The decision-making processes of Members must be transparent.
- (4) Members shall demonstrate and promote the principles of this By-law through their decisions, actions and behaviour. The behaviour of Members must build and inspire the public's trust and confidence in the local government.

## 6. **COUNCIL RESPONSIBILITIES**

### **(1) Conflict of Interest**

Members have a statutory duty to comply with the requirements of the Conflict of Interest provisions set out in the *Act*; more particularly Part 8, a copy of which is attached hereto as **Schedule “A”**. Immediately upon taking office and subsequently when a conflict of interest occurs during the term of office, Members shall be provided with the appropriate form, along with relevant sections of *the Act* and completed conflict of interest forms shall then be filed with the Clerk and the Local Governance Commission, in accordance with the *Local Governance Commission Act, supra*.

Members shall be free from undue influence and shall not act or appear to act in order to gain financial or other benefits for themselves, friends or family associates.

Members shall not place themselves in a position of obligation to any person or corporation which might reasonably benefit from special consideration or may seek preferential treatment

### **(2) Act in the Public Interest**

Recognizing that Rothesay seeks to maintain and enhance the quality of life for all Rothesay residents through effective, responsive and responsible government, Members shall conduct their business with integrity and in a fair, honest and open manner.

### **(3) Conduct of Members**

The conduct of Members in the performance of their duties and responsibilities with and on behalf of Rothesay shall be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of each other, Rothesay staff, or the public. Members shall not use their position for any purposes other than the exercise of their official duties.

### **(4) Compliance with Processes**

Members shall perform their duties in accordance with the By-laws, policies, procedures and rules of order established by Rothesay Council which govern the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Council by Rothesay staff.

Members who are appointed to an external agency, board, committee, or commission shall participate fully in the normal business of such bodies. Members must recall that they retain their duties as Council members and must seek to harmonize the direction of the agency, board, committee, or commission with the direction and budgetary capabilities of Rothesay. Should the direction of the agency, board, committee, or commission and the direction and budgetary capabilities of the town of Rothesay appear incompatible with one another and

involve a matter of substance, the Member involved must defer taking a position on the matter and present both sides of the matter accurately to Council and seek the advice of the Council, with appropriate reporting from Rothesay staff.

**(5) Conduct at Public Meetings**

Members shall fully prepare themselves for public meetings, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall not interrupt other speakers, make personal comments not germane to the business of the meeting, or otherwise disturb a meeting.

**(6) Decisions Based on Merit**

Members shall base decisions on the merits and substance of the matter at hand, acting in the interest of the residents of Rothesay as a whole. In order to meet this responsibility, decisions must be free from personal bias, including:

- a. conflict of interest or behaviour that gives rise to apprehension of bias;
- b. personal animosity or loyalty to an applicant or proponent of a position;
- c. personal ideology;
- d. preconceived beliefs in a given fact situation that precludes consideration of other evidence or
- e. agreements to trade votes with another Member.

Members shall keep themselves informed by regularly reviewing relevant federal and provincial laws and local government by-laws, policies and procedures and any supplemental information related to their duties as Members, to ensure they are acting in compliance with said laws, policies and procedures.

Members shall recognize that the function of local government is at all times to serve the interests of the greater community rather than the interest of any specific constituency.

Members shall strive for impartiality in all decision-making.

If conflict arises between personal views and the official duties of a Member, the conflict shall be resolved in favour of the public interest.

**(7) Gifts and Favours**

A Member may not accept gifts, meals, or hospitality that create or would reasonably seem to create improper influence upon them in the performance of their duties.

Items normally given in the course of business, such as small mementos of an event in line with commonly accepted municipal customs, do not typically have a substantial influence on Members and may be accepted.



It would be improper, however, to accept or to give the following kinds of gifts or gratuities unless expressly authorized by Council:

- cash or cash equivalent gifts;
- unusually lavish meals or hospitality;
- items bearing advertising or the logo of private persons or corporations with whom the Town does business or may do business in the future;
- trips;
- secret commissions, payments, or kickbacks; and/or
- fundraiser, sports event, or other event tickets of more than \$50 face value [unless purchased on behalf of the Town and issued by the Mayor or his/her delegate].

**(8) Sharing of Information**

Subject to Conflict of Interest rules as governed by the *Local Governance Act*, and subject to *RTIPPA*, Members shall share substantive information that is relevant to a matter under consideration by the Council or a Committee that they may have received from sources outside of the public decision making process.

**(9) Confidential Information**

Members shall respect the confidentiality of information concerning the property, personnel or legal affairs of Rothesay or a member of Council, an officer or employee of the local government or a member of the public; more specifically as outlined in the *Local Governance Act* and *RTIPPA*. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

The obligations identified under this section shall continue to apply to Members following their service when they are no longer Members.

**(10) Use of Public Resources**

Members shall not use public property, resources or services that are not available to the public in general, for personal gain or in support of a candidate in a local government election. This includes but is not limited to: staff time, equipment, supplies or facilities.

**(11) Advocacy**

The Mayor shall be the public voice of Council once a decision has been taken, unless he/she chooses to delegate a specific topic to a specific Member. The Mayor shall be the voice of Council to the media, unless he/she chooses to delegate this task.

In the cut and thrust of Council debates, genuine and full debate is expected. Members have every right to express disagreement with positions put forward by others provided such disagreement remains focused on the issue and does not descend to personal attacks on other Members.

Once Council has adopted a resolution, Members are expected to support such resolutions and the work flowing from them. Members should not seek to undo or reopen debate on such resolutions unless new information comes to light that was not reasonably known at the time of the original resolution, in which case a Member may put forward a motion to reconsider such resolution, outlining the new information upon which it is based and the reason it was not reasonably known at the time of the original resolution. Reconsideration of Council resolutions shall be in accordance with the Rothesay Procedural By-law.

Notwithstanding the second and third paragraphs above in this section, from the time that a writ for a municipal election or by-election is issued until the regular polling day for such election or by-election, a Member who is a candidate for re-election may speak freely in public about his or her views of decisions taken in Open Session, by the outgoing Council. Comments shall be consistent with the intent and requirements of this By-law.

#### **(12) Policy Role of Members**

Members shall respect and adhere to the structure of government and administration as established in Rothesay. In this structure, the Council determines the policies of Rothesay with the advice, information and analysis provided by Rothesay staff, committees, and the public.

Members, therefore, shall not interfere with the administrative functions of Rothesay or with the professional duties of Rothesay staff, nor shall they impair the ability of staff to implement Council policy decisions.

#### **(13) Respectful Workplace Environment**

Members shall treat each other, Rothesay staff and the public, with respect and shall be supportive of the personal dignity, self-esteem and well-being of those with whom they come in contact with during the course of their duties.

Members shall refrain from personal harassment of fellow Members or any Rothesay staff member. Personal harassment is improper and unwelcome behaviour directed at another person that is known [or reasonably should be known] to cause offense or hurt, whether or not it is based on a prohibited ground under the *Human Rights Act*.

While a single significant incident can be personal harassment, such cases usually involve repeated and hostile or demeaning conduct that affects a person's dignity or psychological or physical well-being and that reasonably can be expected to result in a harmful working environment.

Personal harassment includes, but is not limited to, the following types of behaviour:

- bullying or intimidating behaviour, such as shouting or cursing at others, humiliating a staff member in front of coworkers, making degrading comments or gestures, or teasing and belittling behaviour;
- spreading malicious rumours or gossip;
- threats, insults, or written or verbal abuse, including persistent vexatious comments or communications;
- undermining or deliberately impeding a person's work;
- withholding necessary information or purposefully giving the wrong information;
- practical jokes that embarrass or demean others;
- tampering with or vandalism of personal property, work equipment, or workplace; and/or
- shunning, ignoring, or isolating someone.

## 7.0 Use of Communication Tools

Electronic communication devices provided by the Town are the property of the Town, and shall, at all times, be treated as the Town's property. Members are advised there is no expectation of privacy in the use of these devices and further that:

- (1) Members are required to acknowledge and sign out electronic communication devices provided to them for the duration of their Council term; a copy of which is attached hereto as **Schedule "B"**; which form may be amended from time to time by resolution of Council;
- (2) all emails, messages or documentation sent, received or created on Town devices, as well as emails, messages or documentation relating to the business of the Town received by regular mail, courier, hand-delivered or email; sent/received on private devices or through personal email accounts, are considered records of the Town; are subject to the *Right to Information and Protection of Privacy Act*; and copies shall be provided to the Clerk's office upon request;
- (3) all files stored on Town devices, all use of email and the Internet through the Town's firewall may be inspected, traced or logged by Rothestay;
- (4) in the event of a complaint pursuant to this By-law, Council may require that any or all of the electronic communication devices provided by the Town to Members be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages, documents or Internet data may be retrieved; and

- (5) no Member shall use any property, equipment, services or supplies of the Town, including email, Internet services, or any other electronic communication device, if the use could be considered offensive, inappropriate, or otherwise contrary to this By-law or any provincial or federal legislation.

## **8.0 Use of Social Media**

Once posted on social media, any material or comment is accessible to anyone with an Internet connection. Furthermore, the content can never be effectively removed. As public figures and representatives of the Town, Members should act with discretion and be judicious in what material they post on social media. As with any other communications, Members are accountable for content and confidentiality. Care should be exercised in debates or comments on contentious matters, as feelings and emotions can become inflamed very quickly.

No Member shall attempt to disguise or mislead as to their identity or status as an elected representative of the Town when using social media.

No Member shall use social media to publish anything that is dishonest, untrue, unsubstantiated, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way.

Where Members provide a personal view or opinion on social media, Members should take steps to ensure that such personal views or opinions are not construed to be those of the Town or Council as a whole.

## **9.0 COMPLAINT PROCESS**

Members are expected to adhere to the provisions of this By-law. Council does not have the authority to disqualify or remove a Member from office; only a court of competent jurisdiction or the Minister of Environment and Local Government has that authority. Council does, however, have the right to sanction a Member provided that the Member continues to have sufficient access to information and services so as to be able to carry out their duties as a Member.

Any person who has reason to believe this By-law has been breached in any way is encouraged to bring their concerns forward. No Member shall undertake any act of reprisal or threaten reprisal against a complainant or any other person who, in good faith, provides relevant information in relation to a possible violation of this By-law.

### **9.1 Informal Complaint Process**

Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this By-law may address the prohibited conduct informally by advising the Member that the conduct violates this By-law and encouraging the Member to stop.

Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this By-law. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint process as outlined in this By-law.

### **9.2 Formal Complaint Process**

Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this By-law may make a formal complaint in accordance with the following procedure:

- 1) All complaints shall be made in writing to the Clerk (also Head of the Public Body, duly appointed by Council under the authority of *RTIPPA*), and shall be dated and signed by an identifiable individual.
- 2) The complaint shall set out the following:
  - a. the name of the Member to whom the complaint relates;
  - b. the section(s) of the By-law believed to have been breached;
  - c. the date of the alleged breach;
  - d. the facts and an explanation as to why there may be a contravention of this By-law;
  - e. identification of any witnesses to the alleged contravention; and
  - f. any evidence or material in support of the alleged contravention
- 3) Following the receipt of a complaint, the Town Clerk shall advise the Mayor or Deputy Mayor and place the matter on the agenda of the next Closed Meeting of Council. The Mayor or Deputy Mayor will notify the Member in writing.
- 4) If Council is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting a review, they may choose not to do so. In that event, Council shall pass such a resolution, and the complainant and Member shall be notified, in writing, of the decision.
- 5) If Council is of the opinion that a complaint appears to have sufficient grounds, it shall review the complaint in a fair and impartial manner and seek further information if required.

- 6) A Member who is the subject of an alleged breach shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or determines any corrective action.
- 7) The Member who is the subject of the alleged breach may ask to have the matter tabled to allow said party to obtain legal counsel. In such a case, a special Closed Meeting will be called no sooner than seven (7) calendar days from the date of the first meeting.
- 8) Following the Member's response to the allegations, said Member shall leave the meeting room during the discussion by Council and shall not participate in any vote on the matter.
- 9) A decision by Council shall be made within ninety (90) calendar days of the date of receipt of the complaint and a report of the results shall be conveyed to the complainant and the Member; unless Council has determined a detailed investigation is required. In such a case, Council shall retain an external investigator, with relevant experience, to conduct an investigation and provide a report and recommendation to Council.
- 10) If the investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, they may choose not to investigate or, if already commenced, may terminate the investigation and shall advise Council. Council shall direct that the complainant and Member be notified in writing.
- 11) If the investigator decides to investigate the complaint, the investigator shall take such steps as he/she may consider appropriate, which may include seeking legal advice. All proceedings of the investigation shall be confidential; and the investigator shall, upon conclusion of the investigation, provide Council the result of the investigation. Council shall notify the complainant and Member in writing.
- 12) Council shall review the report and, if Council determines that a Member has breached this By-law, Council shall report that such a determination has been made and pass a resolution as to the outcome and the consequences of such breach. The breach shall be ratified by resolution passed in an Open Meeting of Council.



- 13) Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this By-law and shall not obstruct any person in carrying out the objectives or requirements of this By-law or investigating a possible breach of this By-law.

### 9.3 Corrective Action

If an investigation by Council or an investigator finds a Member has breached a provision of this By-law or federal or provincial legislation, corrective actions to be taken may include, but are not limited to, any of the following:

- a) letter of reprimand addressed to the Member;
- b) requiring the Member to issue a letter of apology;
- c) requiring that the Member attend training or counselling as directed by Council;
- d) suspending the Member from exercising the powers or performing the duties conferred under Section 48 of *the Act*; for a period no longer than the maximum prescribed for a suspension under the *Local Governance Commission Act*;
- e) reducing or suspending the Member's compensation for the duration of any suspension imposed under paragraph d), for a period no longer than the maximum prescribed for a suspension under the *Local Governance Commission Act*;
- f) reducing or suspending the Member's privileges, including travel or the use of resources, services or property of the local government;
- g) removal from membership of a committee or external appointment;
- h) required return of Town property or reimbursement for its value;
- i) restrictions on contact with Town Administration;
- j) the offences and penalties contained in the *Local Governance Act* for violations under the Disclosure of Conflict of Interest provisions;
- k) the offences and penalties contained in the *Right to Information and Protection of Privacy Act* for violations under that Act; and/or
- l) other penalties and/or sanctions contained in relevant federal or provincial legislation.

### 10.0 Role of the Local Governance Commission

If a matter respecting an alleged breach of a provision of this Code of Conduct By-law cannot be resolved under this By-law or the *Local Governance Act*, a person may request in writing that the Local Governance Commission investigate the alleged breach, in accordance with Section 42 of the *Local Governance Commission Act*, SNB 2023 c 18.

If a matter respecting an alleged conflict of interest cannot be resolved under this By-law or the *Local Governance Act*, a person may request in writing that the Local Governance Commission investigate the alleged conflict, in accordance with Section 44 of the *Local Governance Commission Act*, SNB 2023 c 18.

### 11.0 Violation Not Cause to Challenge a Decision

A violation of this By-law shall not be considered a basis for challenging the validity of a Council or a Committee decision.

### 12.0 STATEMENT OF COMMITMENT

Members acknowledge the importance of the principles contained in this By-law. Members are required to sign a “Statement of Commitment to the Elected Officials Code of Conduct By-law”, attached hereto as **Schedule “C”**, within ten (10) business days of this By-law coming into force, and subsequent elected officials shall sign a “Statement of Commitment to the Elected Officials Code of Conduct By-law” within ten (10) business days of taking the Oath of Office pursuant to section 58 of the *Local Governance Act*.

### 13.0 Review

This By-law shall be reviewed every four years in October prior to the quadrennial election, with the first review in October 2029.

### 14.0 EFFECTIVE DATE

This By-law comes into effect 1 January 2025.

FIRST READING BY TITLE	:	25 November 2024
SECOND READING BY TITLE	:	
(Advertised as to content on the Rothesay website in accordance with the <i>Local Governance Act</i> , SNB (2017) c. 18)	:	
READ IN SUMMARY	:	
THIRD READING BY TITLE	:	
AND ENACTMENT	:	

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MAYOR

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CLERK

**Schedule “A”  
By-law 6-24**

**PART 8  
CONFLICT OF INTEREST**

**Excerpt from the *Local Governance Act*, SNB 2017 c 18 (October 2024)**

**Definitions and interpretation**

**87(1)** The following definitions apply in this Part.

“controlling interest” means beneficial ownership of, or direct or indirect control or direction over, voting shares of a public corporation carrying more than 10% of the voting rights attached to all voting shares of the corporation for the time being issued.

“committee” means a committee of a council or a local board.

“family associate” means a member’s or senior officer’s

- (a) spouse or common-law partner,
- (b) child,
- (c) parent, or
- (d) sibling.

“local board” means

- (a) a body whose entire membership is appointed under the authority of a council,
- (b) a water or wastewater commission established under section 15.2 of the *Clean Environment Act*, and
- (c) any body prescribed by regulation.

“member” means a member of council, a member of a local board or a member of a committee.

“officer”, in relation to a private corporation or a public corporation, means

- (a) a chief executive officer, a chief operating officer, a chief financial officer, a president, a vice president, a secretary, an assistant secretary, a treasurer, an assistant treasurer and a general manager,
- (b) a person who performs functions similar to those normally performed by a person referred to in paragraph (a).

“private corporation” means a corporation whose shares are not publicly traded.

“public corporation” means a corporation whose shares are publicly traded.

“registered charity” means a registered charity within the meaning of the *Income Tax Act* (Canada).

“senior officer”, in relation to a local government or local board, means

- (a) a chief administrative officer, or the person who has the primary responsibility for administration,
- (b) a treasurer, an assistant treasurer, or the person who has the primary responsibility for financial affairs,
- (c) a clerk, an assistant clerk or, in the case of a local board, a secretary of the local board,
- (d) a solicitor,
- (e) an engineer,
- (f) a planner, or the person who has the primary responsibility for zoning and other community planning matters,
- (g) a building inspector, or the person who has the primary responsibility for the enforcement of by-laws or other laws with respect to building and construction,
- (h) a by-law enforcement officer, or the person who has the primary responsibility for the enforcement of by-laws or other laws with respect to matters other than building and construction,
- (i) a fire chief,
- (j) a chief of police, and
- (k) a purchasing agent.

“service club” means a non-profit organization, of which one of the primary objectives is to provide community services on a voluntary basis.

**87(2)** For greater certainty, in this Part, a person is not employed by a local government, local board or trade union if the person is compensated on a fee-for-services basis.

2021, c.44, s.4

#### **Application of conflict of interest provisions**

**88** The provisions of this Part apply to members and to senior officers employed by or appointed by local governments and local boards.

#### **Conflict of interest – member or senior officer**

**89(1)** Subject to subsection (2) and section 90, for the purposes of this Act a member or a senior officer has a conflict of interest if

- (a) the member, senior officer or family associate:
  - (i) has or proposes to have an interest in a contract in which the council, local board or committee of which the person is a member or by whom the person is employed or was appointed has an interest, or
  - (ii) has an interest in any other matter in which the council, local board or committee is concerned that would be of financial benefit to the member, senior officer or family associate,
- (b) the member, senior officer or family associate is a shareholder in or is a director or an officer of a private corporation that
  - (i) has or proposes to have an interest in a contract with the council, local board or committee, or
  - (ii) has an interest in any other matter in which the council, local board or committee is concerned that would be of financial benefit to the corporation,
- (c) the member, senior officer or family associate has a controlling interest in or is a director or an officer of a public corporation that
  - (i) has or proposes to have an interest in a contract with the council, local board or committee, or
  - (ii) has an interest in any other matter in which the council, local board or committee is concerned that would be of financial benefit to the corporation, or
- (d) the member, senior officer or a family associate would otherwise benefit financially by a decision of the council, local board or committee in a contract, proposed contract or other matter in which the council, local board or committee is concerned.

**89(2)** A member or a senior officer does not have a conflict of interest by reason of a family associate’s interest as described in paragraph (1)(a), (b), (c) or (d) unless the member or senior officer knew or ought reasonably to have known of the family associate’s interest.

**89(3)** If a trade union has entered into or is seeking to enter into a collective agreement with a local government or a local board, a member who belongs to or is employed by the trade union has a conflict of interest with respect to any matter relating to the administration or negotiation of the collective agreement.

2021, c.44, s.4

#### **Exceptions to conflict of interest**

**90** A member or a senior officer does not have a conflict of interest and does not violate section 96 by reason only that the member, senior officer, or family associate is, as the case may be,

- (a) a qualified voter, an owner-occupier of residential property, or a user of any public utility service supplied to him or her by the local government or local board in the same manner and subject to the same conditions that are applicable in the case of persons who are not members or senior officers,
- (b) entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other benefit offered by the local government or local board,
- (c) a purchaser or owner of a debenture of the local government or local board,

- (d) a person who has made a deposit with a local government or local board, the whole or part of which is or may be returnable to him or her in the same manner as the deposit is or may be returnable to other qualified voters,
- (e) eligible for election or appointment to fill a vacancy, office or position in the council, local board or committee when the council, local board or committee is empowered or required by any general or special Act to fill the vacancy, office or position,
- (f) a person having an interest in land valued in use as farmland or farm woodlot under the *Assessment Act* or being registered under the farm land identification program under the *Real Property Tax Act*,
- (g) a director or officer of a corporation incorporated for the purpose of carrying on business for and on behalf of a local government,
- (h) in receipt of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which the person is entitled by reason of being a member or as a member of a volunteer fire brigade,
- (i) an honorary member of a trade union,
- (j) a person having any interest which is an interest in common with voters generally,
- (k) a person having an interest which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member or senior officer, or
- (l) a member of a service club or registered charity that is in receipt of a benefit from the local government, local board or committee.

2021, c.44, s.4

**Disclosure of conflict of interest – member**

**91(1)** On assuming office, each member shall file a statement with the clerk disclosing any actual or potential conflict of interest of which the member has knowledge, and the clerk shall then file the statement with the Local Governance Commission established under the *Local Governance Commission Act*.

**91(2)** If a conflict of interest arises while a member is in office, the member shall immediately file a statement disclosing the conflict of interest with the clerk, and the clerk shall then file the statement with the Local Governance Commission established under the *Local Governance Commission Act*.

**91(3)** A member is not required, in a statement filed under subsection (1) or (2), to disclose particulars of the member's financial interest or the extent of any interest in the matter giving rise to the conflict.

**91(4)** A statement disclosing a conflict of interest shall be made in the form prescribed by regulation.

**91(5)** If a member has a conflict of interest with respect to any matter in which the council, local board or committee is concerned and the member is present at a meeting of council or the local board, a meeting of a committee, or any other meeting at which business of the council, local board or committee is conducted, at which the matter is a subject of consideration the member shall,

(a) as soon as the matter is introduced, disclose that the member has a conflict of interest in the matter,  
(b) immediately withdraw from the meeting room while the matter is under consideration or put to a vote,  
and

(c) as soon afterwards as the circumstances permit, file a statement disclosing the conflict of interest with the clerk, and the clerk shall then file the statement with the Local Governance Commission established under the *Local Governance Commission Act*.

2021, c.44, s.4; 2023, c.18, s.97

**Disclosure of conflict of interest – senior officer**

**92(1)** On assuming office, a senior officer shall file a statement with the clerk disclosing any actual or potential conflict of interest of which the senior officer has knowledge, and the clerk shall then file the statement with the Local Governance Commission established under the *Local Governance Commission Act*.

**92(2)** If a conflict of interest arises while a senior officer is in office, the senior officer shall file a statement with the clerk disclosing the conflict of interest, and the clerk shall then file the statement with the Local Governance Commission established under the *Local Governance Commission Act*.

**92(3)** The senior officer is not required, in a statement filed under subsection (1) or (2), to disclose particulars of the senior officer's financial interest or the extent of any interest in the matter giving rise to the conflict.

**92(4)** A statement disclosing a conflict of interest shall be made in the form prescribed by regulation.

2021, c.44, s.4; 2023, c.18, s.97

**Recording and filing of declaration of conflict of interest**

**93(1)** Every statement disclosing a conflict of interest filed under subsection 91(1) or (2) or 92(1) or (2) shall be recorded and kept in a file by the clerk and that file shall be available for examination by the public in the office of the clerk during regular office hours.

**93(2)** Every oral disclosure made under paragraph 91(5)(a) shall be recorded in the minutes of the meeting by the clerk or the person who is responsible for taking the minutes.

**Effect of conflict of interest on quorum**

**94(1)** If the number of members who, by reason of the provisions of this Act, are required to withdraw from a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, despite any other general or special Act, the remaining members shall be deemed to constitute a quorum if there are not fewer than three.

**94(2)** If there are insufficient remaining members to constitute what is deemed to be a quorum under subsection (1), the council, local board or committee may apply to the Minister for an order authorizing it to consider, to discuss and to vote on the matter with respect to which the conflict of interest has arisen.

**94(3)** On an application under subsection (2), the Minister may make an order that authorizes the council, local board or committee or certain members of the council, local board or committee to consider, discuss and vote on the matter raised in the application as if a conflict of interest did not exist, subject to the conditions and directions that the Minister considers appropriate.

**Senior officer may advise on a matter while having a conflict**

**95** A senior officer may, within the scope of their employment, provide advice to a council, a local board or a committee on a matter with respect to which the senior officer has a conflict of interest, if the advice is provided at the request of the council, the local board or the committee and the request is made with knowledge of the conflict.

2021, c.44, s.4

**Prohibited conflict**

**96** A member or a senior officer shall not:

- (a) accept any fees, gifts, gratuities or other benefit that could reasonably be seen to influence any decision made by them in carrying out their functions as a member or as a senior officer, or
- (b) for their personal gain, or for the personal gain of a family associate, make use of their position or of any information that is obtained in their position and is not available to the public.

2021, c.44, s.4



### **Offences and penalties**

**97(1)** A person who violates or fails to comply with section 91 or 92 commits an offence punishable under Part 2 of the *Provincial Offences Procedure Act* as a category F offence.

**97(2)** A person who violates or fails to comply with section 96 commits an offence punishable under Part 2 of the *Provincial Offences Procedure Act* as a category H offence.

**97(3)** In addition to or instead of any sentence that may be imposed in accordance with the *Provincial Offences Procedure Act*, a judge of the Provincial Court may make one or more of the following orders:

- (a) an order requiring the person to resign their office or position on the terms and conditions imposed by the judge,
- (b) an order prohibiting the person from holding that office or position or any other specified office or position during the period of time that the judge prescribes,
- (c) if the violation or failure to comply has resulted in financial gain to the person or a family associate, an order requiring the return of any gain realized in accordance with terms and conditions imposed by the judge, and
- (d) any other order that the judge considers appropriate in the circumstances.

**97(4)** A failure to comply with an order under subsection (3) makes a person liable to be committed for contempt of the Provincial Court.

**97(5)** Even though a person has committed an offence under subsection (1) or (2), the judge may release the person without the imposition of a fine, a term of imprisonment or any other sentence that the judge may or shall impose under the *Provincial Offences Procedure Act* or this section if

- (a) the violation or failure to comply has not resulted in any personal gain to the person accused, and
- (b) the violation or failure to comply was, in the opinion of the judge, inadvertent.

**97(6)** No proceedings with respect to an offence under subsection (1) or (2) shall be commenced after three years after the date on which the offence was, or is alleged to have been, committed.

2021, c.44, s.4

### **This Part prevails over other conflict of interest rules**

**98** The provisions of this Part with respect to conflicts of interest shall be deemed to supersede all other provisions that may exist in any other Act, public or private, other than the *Local Governance Commission Act*, any regulation under those Acts, any by-law of a local government or any municipal charter with respect to those matters, even though no conflict may exist between the provisions of this Act and the other provisions.

2023, c.18, s.97

**Acknowledgement of electronic device**

Rothesay provides iPads to Council members for Town business. These iPads belong to the Town, and therefore the following conditions apply to their use:

1. You may be requested to return the iPad for servicing/upgrades from time to time.
2. An Apple ID and password are created by Rothesay staff on your behalf to be used with the device. Please do not change or replace this Apple ID.
3. If you create a password to lock the iPad, it should be given to the Town Clerk or ICT Coordinator. Failure to do so could result in the loss of personalization of the device should Rothesay staff need to service the device.
4. Be aware that Town-issued devices **ARE SUBJECT TO** search requests received under the *Right to Information and Protection of Privacy Act (RTIPPA)*. No email accounts other than the assigned @rothesay.ca account assigned will be permitted on the iPad.
5. Be aware that any personal information stored on the iPad may be visible to Rothesay staff and is subject to searches under *RTIPPA*. It is **strongly** recommended that you restrict personal use of the iPad. Should the iPad be found to have been used for any illegal activity, you will lose access to the device and be reported to the appropriate authorities.
6. You **MUST** return the iPad to the Town Hall prior to an election, whether or not you are re-offering, or upon your departure from Council for any other reason. In the event the device is not returned, it will be de-activated, and you will be charged the cost of a replacement.
7. You are responsible for the care of the iPad and must return the equipment in working order at the end of your term.
  - a. Should the equipment malfunction during the length of your term, through no fault of your own, it will be repaired or replaced with a suitable piece of equipment at no cost to you.

By signing this document I agree to the terms and conditions listed above.

SIGNATURE: \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**SCHEDULE "C"**  
**STATEMENT OF COMMITMENT TO THE**  
**CODE OF CONDUCT BY-LAW 6-24**

I, (Full Name please print) \_\_\_\_\_ declare that,  
as a member of Rothesay Town Council, I acknowledge receipt of and have read the  
Elected Officials Code of Conduct By-law.

Signed: \_\_\_\_\_

Declared this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Before me:

\_\_\_\_\_  
Rothesay Town Clerk



# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Nominating Committee  
DATE : 5 December 2024  
RE : Committee Appointments

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**RECOMMENDATION:** Council approve the following Committee/Board appointments and terms.

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**

John Buchanan December 31, 2026 *\*reappointment*

**BOARD OF FIRE COMMISSIONERS, KVFD INC.**

Stephane Bolduc December 31, 2026 *\*reappointment*

**IMPERIAL THEATRE**

John Buckley December 31, 2026 *\*reappointment*

**TRADE AND CONVENTION CENTRE**

Ronalda Higgins December 31, 2026 *\*reappointment*

**KENNEBECASIS PUBLIC LIBRARY**

Cindy Millican December 31, 2026 *\*reappointment*

Patrick Smith December 31, 2026 *\*reappointment*

Gary Myles December 31, 2026

**PLANNING ADVISORY COMMITTEE**

Ralph Forte December 31, 2026 *\*reappointment*

Matthew Graham December 31, 2026 *\*reappointment*

Kelly Adams December 31, 2026 *\*reappointment*

Jon LeHeup December 31, 2026

**1 – VACANT**

**WORKS AND UTILITIES COMMITTEE**

Stephen Rosenberg December 31, 2026 *\*reappointment*

Cynthia VanBuskirk December 31, 2026 *\*reappointment*

Shawn Carter **December 31, 2025** *\*reappointment*

**HERITAGE PRESERVATION REVIEW BOARD**

Howard Pearn December 31, 2026 *\*reappointment*

Jon LeHeup December 31, 2026

Shawn Carter December 31, 2026

Rheal Guimond December 31, 2026

# ROTHESAY

TO: Mayor and Council  
FROM: Nominating Committee  
RE: Committee Appointments

2024December09OpenSessionFINAL\_216

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5 December 2024

## **PARKS AND RECREATION COMMITTEE**

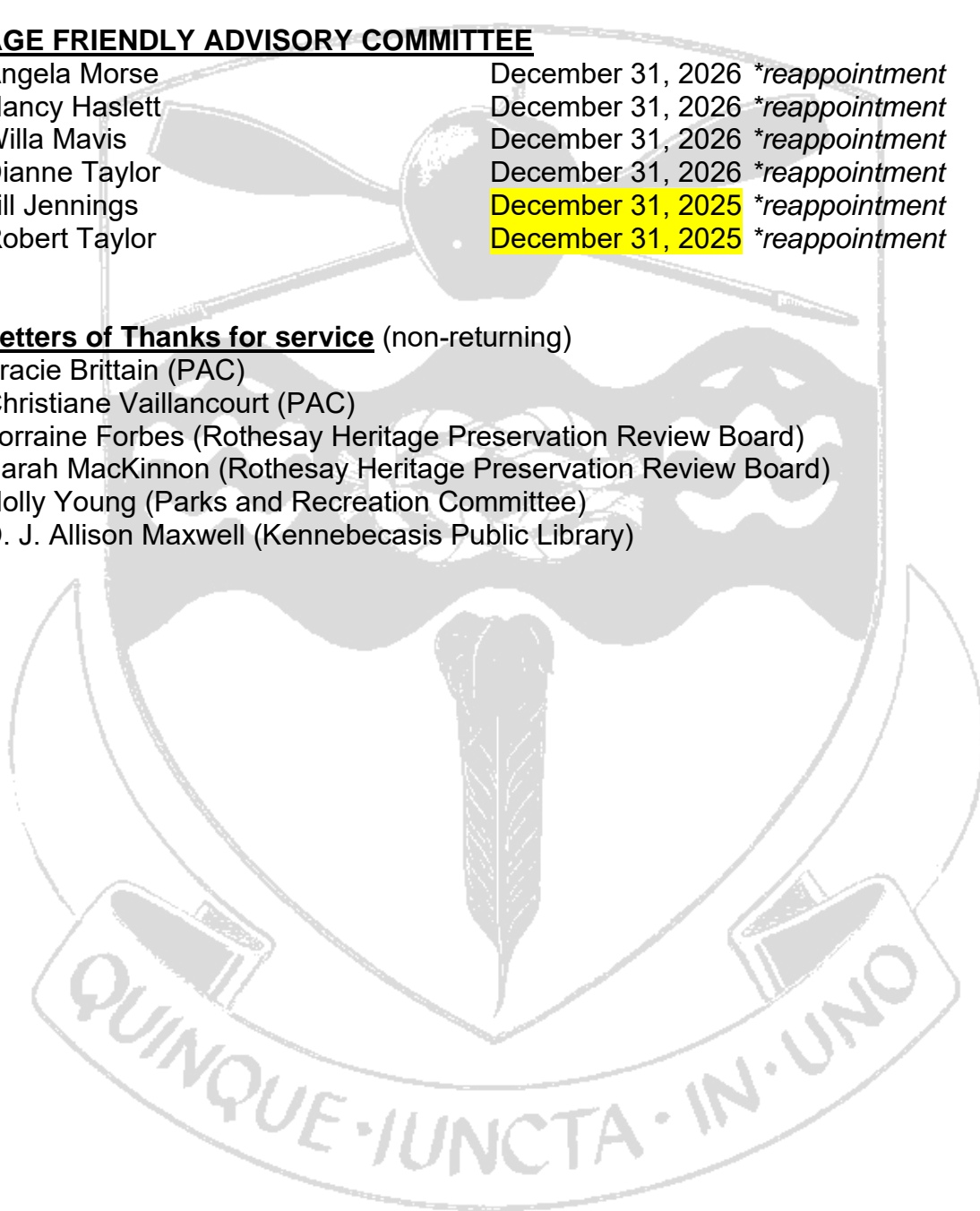
Colin Boyne	December 31, 2026	<i>*reappointment</i>
Dr. Jean-Francois Legare	December 31, 2026	<i>*reappointment</i>
Dr. Shawn Jennings	December 31, 2025	<i>*reappointment</i>
Paula Maguire	December 31, 2026	

## **AGE FRIENDLY ADVISORY COMMITTEE**

Angela Morse	December 31, 2026	<i>*reappointment</i>
Nancy Haslett	December 31, 2026	<i>*reappointment</i>
Willa Mavis	December 31, 2026	<i>*reappointment</i>
Dianne Taylor	December 31, 2026	<i>*reappointment</i>
Jill Jennings	December 31, 2025	<i>*reappointment</i>
Robert Taylor	December 31, 2025	<i>*reappointment</i>

## **Letters of Thanks for service** (non-returning)


Tracie Brittain (PAC)  
Christiane Vaillancourt (PAC)  
Lorraine Forbes (Rothesay Heritage Preservation Review Board)  
Sarah MacKinnon (Rothesay Heritage Preservation Review Board)  
Holly Young (Parks and Recreation Committee)  
D. J. Allison Maxwell (Kennebecasis Public Library)





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TO : Mayor and Council

Submitted By:   
Doug MacDonald, Treasurer

DATE : December 2, 2024

RE : General Fund Reserve Motions 2024

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**Recommendation:**

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that \$1,247.40 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for contribution received in 2024.

RESOLVED that General Capital Reserve Fund (Gas Tax) be renamed the General Capital Reserve Fund (CCBF).

RESOLVED that CCBF Funding in the amount of \$850,687.00 for the year 2024 be transferred to the General Capital Reserve Fund (CCBF).

RESOLVED that the sum of \$1,270,659.00 be transferred from the General Capital Reserve Fund (CCBF) to the General Operating Fund to cover the costs of 2024 Capital projects.

RESOLVED that the sum of \$750,000.00 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of 2023 Capital projects carried forward to 2024.

RESOLVED that the sum of \$143,012.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of 2024 Regional Facility Capital expenditures.

RESOLVED a new capital reserve fund be created specifically related to capital expenditures incurred by Regional Facilities as defined by the Fundy Regional Services Commission entitled General Capital Reserve Fund (RFC).


RESOLVED that the sum of \$277,377.00 be transferred from the General Capital Reserve Fund to the General Capital Reserve Fund (RFC) to cover the costs of future Regional Facility Capital expenditures.





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TO : Mayor and Council

Submitted By:   
Doug MacDonald, Treasurer

DATE : December 2, 2024

RE : Utility Fund Reserve Motions 2024

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**Recommendation:**

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that \$180,525.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

RESOLVED that the sum of \$500,000.00 be transferred from the General Capital Reserve Fund (CCBF) to the Utility Operating Fund to cover the costs of Capital projects.

RESOLVED that \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

RESOLVED that \$11,786.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**December 9, 2024**

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

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** December 4, 2024

**SUBJECT:** Heating System – McGuire Road Water Treatment Plant

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### **RECOMMENDATION**

It is recommended that Council accept the submission from AJW Mechanical for the installation of a ducted heat pump system for the McGuire Road Water Treatment Plant in the amount of \$35,223.35 including HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

### **ORIGIN**

The 2024 Utility Fund Capital Budget included an amount of \$40,000 to replace the aging mini split heat pump units at the McGuire Road Water Treatment Plant with a single, ducted heat pump unit.

### **BACKGROUND**

The McGuire Road Water Treatment Plant was refurbished in 2014. The refurbishment included the addition of an office, control room, electrical room, testing lab and a small locker room. These areas are currently heated by three separate mini split heat pump units. These units are now 10 years old and have experienced recurring maintenance issues.

The purchase of a single ducted unit to replace the mini split units was approved (in principle) by Council as part of the 2024 Utility Capital Budget.

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