

Town of Rothesay

Land Acknowledgement

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

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

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

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



ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, February 12, 2024
7:00 p.m.



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

Public access to the livestream will be available online:

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

Rothesay Land Acknowledgement

Deputy Mayor Alexander

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

Regular Meeting 8 January 2024
Public Hearing 15 January 2024
Public Hearings (2) 29 January 2024

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Quint 1 Replacement Proposal KVFD Fire Chief Michael Boyle (*see item 9.2*)

5. CORRESPONDENCE FOR ACTION

5.1 11 January 2024 Email thread RE: Request for crosswalk on Marr Road (follow-up)

Refer to the Works and Utilities Committee

5.2 26 January 2024 Letter from resident RE: Request for Zoning By-law change to permit chickens

Refer to staff for a response

5.3 30 January 2024 Donation request from the Heart and Stroke Foundation

Refer to the Finance Committee

5.4 6 February 2024 Scramble Fore PRO Kids – Indoor Golf Fundraiser

Poll Council interest

5.5 7 February 2024 Saint John Theatre Company Courthouse project

Provide a letter of support

6. CORRESPONDENCE - FOR INFORMATION

6.1 9 January 2024 Letter from resident RE: Construction on Clark Road (*see Item 7.5*)

6.2 20 January 2024 Letter from resident RE: Traffic Lights (Grove/Hampton/Church) response

16 January 2024 Letter to resident

6.3 17 January 2024 Letters from Quispamsis RE: 2024 Budgets

➤ Kennebecasis Valley Fire Department (KVFD)

➤ Kennebecasis Public Library (KPL)

➤ Kennebecasis Regional Police Force (KRPf)

6.4 22 January 2024 UMNb Letter to Minister Wilson RE: Telegraph Journal comments (Jan. 16)

6.5 29 January 2024 Letter of support for Saint John Newcomers Centre IRCC CFP application

ROTHESAY

Regular Council Meeting

Agenda

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12 February 2024

- 6.6 30 January 2024 Response from Minister Wilson RE: Sophia Recovery Centre
- 6.7 30 January 2024 New Brunswick Public Library System (NBPLS) Strategic Plan 2024-2026
(full plan available online)
- 6.8 2 February 2024 Response from Recycle NB

7. REPORTS

- 7.0 **February 2024** **Report from Closed Session**
- 7.1 25 October 2023 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)
meeting minutes
- 31 October 2023 KRJBPC Statement of Financial Position
- 13 November 2023 KRJBPC Crime Statistics
- 30 November 2023 KRJBPC meeting minutes
- 30 November 2023 KRJBPC Statement of Financial Position
- 30 November 2023 KRJBPC Training Report
- 7.2 31 December 2023 Draft unaudited Rothesay General Fund Financial Statements
- 31 December 2023 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 December 2023 Donation Summary
- 19 January 2024 Draft Finance Committee meeting minutes
- 7.3 16 January 2024 Draft Age Friendly Advisory Committee meeting minutes
- 7.4 30 January 2024 Draft Parks Recreation Committee meeting minutes
- 7.5 17 January 2024 Draft Works and Utilities Committee meeting minutes
- 16 January 2024 Letter from resident RE: Bartlett Road
- 7.6 5 February 2024 Draft Planning Advisory Committee meeting minutes
- Dobbin Street (PIDs 30354955 & 30354963) *see item 9.1.3*
- 7.7 January 2024 Monthly Building Permit Report
- 7.8 8 February 2024 Capital Projects Summary

8. UNFINISHED BUSINESS**TABLED ITEMS****8.1 Strong Court Sidewalk – Anglophone South School District** (Tabled April 2021)*No action at this time***8.2 Rothesay Arena Open House** (Tabled September 2021)*No action at this time***8.3 Private Lanes Policy** (Tabled July 2022)*No action at this time***9. NEW BUSINESS****9.1 BUSINESS ARISING FROM PUBLIC HEARINGS****9.1.1 7 Scott Avenue (PID 00064105)**

- 16 January 2024 Memorandum from Town Clerk Banks
- DRAFT By-law 2-10-37

ROTHESAY

Regular Council Meeting

Agenda

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12 February 2024

9.1.2 45 Marr Road & 6 Old Mill Lane (PIDs 00245415 & 00118067)

29 January 2024 Public Hearing tabled

9.1.3 Dobbin Street (PIDs 30354955 & 30354963)

7 February 2024 Recommendation from Planning Advisory Committee

9.2 BUSINESS ARISING FROM DELEGATIONS

9.2.1 Quint 1 Replacement Proposal KVFD

February 2024 Strategic Investment Report: Quint 1 Replacement Proposal

Refer to the Finance Committee

ADMINISTRATION/FINANCE

9.3 Solid Waste Contract

8 February 2024 Memorandum from Town Clerk Banks
DRAFT Solid Waste Collection and Transportation Services Agreement

9.4 Local Improvement Levy – Kennebecasis Park

1 February 2024 Memorandum from Town Clerk Banks
12 February 2024 Warrant of Assessment

9.5 Local Improvement Levy – Mulberry Lane

1 February 2024 Memorandum from Town Clerk Banks
12 February 2024 Warrant of Assessment

OPERATIONS

9.6 Wastewater Treatment Facility (WWTF) – Decommissioning of Lagoon Cell #1

30 January 2024 Report prepared by DO McLean

9.7 Contract T-2024-003: Tandem Truck with Plow

30 January 2024 Report prepared by DO McLean

9.8 Fleet Purchase – Sidewalk Plow

30 January 2024 Report prepared by DO McLean

9.9 Emergency Sewer Repairs

31 January 2024 Report prepared by DO McLean

**9.10 Engineering Design and Construction Management Services S-2023-008:
Wastewater Treatment Facility**

1 February 2024 Report prepared by DO McLean

9.11 Bedrock Well Investigation

2 February 2024 Report prepared by DO McLean

9.12 T-2024-002 Front End Loader

12 February 2024 Report prepared by DO McLean

ROTHERSAY

Regular Council Meeting
Agenda

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12 February 2024

10. NEXT MEETING

Regular meeting

Monday, March 11, 2024 at 7:00 p.m.

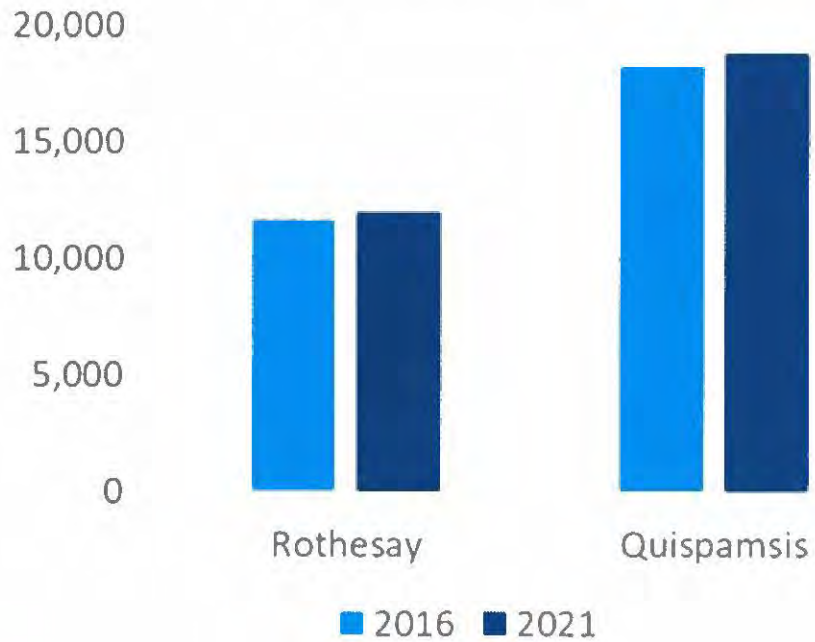
11. ADJOURNMENT

Strategic Investment: Quint 1 Replacement Proposal

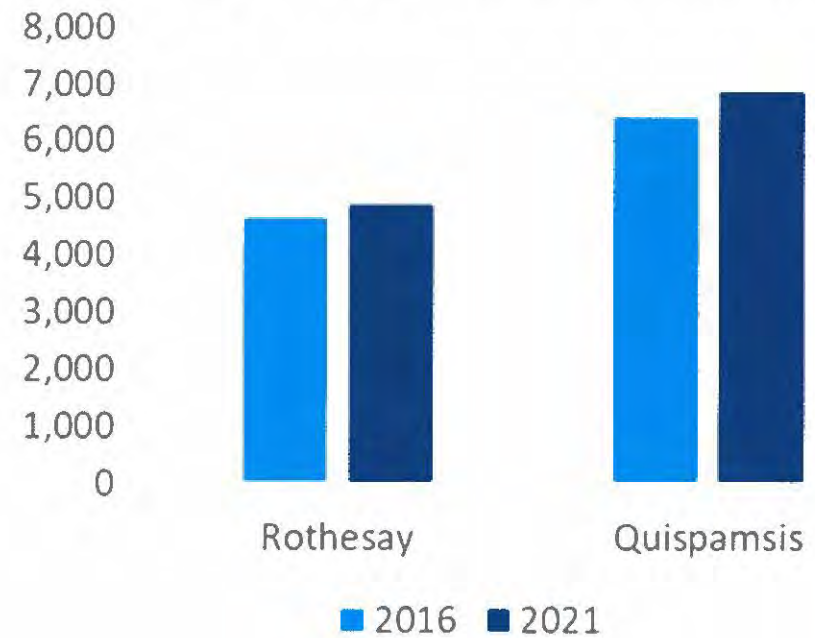


Community Growth

Population



Occupied private dwellings



Community Growth

Kennebecasis Valley Apartment Height



Current State



Current State



Standards



Fire Underwriters Survey™
A SERVICE TO INSURERS AND MUNICIPALITIES



Standards

- FUS has produced a technical bulletin called “Insurance Grading Recognition of Used or Rebuilt Fire Apparatus”. In this bulletin, it states:

The public fire service is unique compared to other emergency services in that fire apparatus vehicles are not continuously in use. However, when in use, the apparatus is subject to considerable mechanical stress due to the nature of its function. This stress does not normally manifest itself on the exterior of the equipment. It is effectively masked in most departments by a higher standard of aesthetic care and maintenance. Lack of replacement parts further complicates long term use of apparatus. Truck and pump manufacturers maintain a parts inventory for each model year for a finite time. After that period, obtaining necessary parts may be difficult. This parts shortage is particularly acute with fire apparatus due to the narrow market for these devices.

Standards

- FUS also provides guidance on the requirements for a ladder truck and selecting the appropriate length of the ladder. In the technical bulletin provided by FUS “Ladders and Aerials: When Are They Needed or Required”, it states:

Response areas with 5 buildings that are 3 stories or 10.7 metres (35 feet) or more in height, or districts that have a Basic Fire Flow greater than 15 000 LPM (3300 GPM), or any combination of these criteria should have a ladder company.

The needed length of an aerial ladder, an elevating platform and an elevating stream device shall be determined by the height of the tallest building in the ladder/service district (fire protection area) used to determine the need for a ladder company.



Standards

- It is recommended that apparatus more than 15 years old that have been properly maintained and that are still in serviceable condition be placed in reserve status; be upgraded; and incorporate as many features as possible of the current fire apparatus standard. (NFPA)
- If replacement does not occur, fire insurance grading recognition may be revoked for the specific apparatus which may adversely affect the fire insurance grades of the community. This can also affect the rates of insurance for property owners throughout the community. (FUS)
- Apparatus exceeding 20 years of age may not be considered to be eligible for insurance grading purposes regardless of testing. (FUS)

Standards

- The NFPA Technical Committee cautions fire department administrators and fire chiefs to exercise extra care when evaluating the cost of refurbishing or updating existing fire apparatus versus the cost of new fire apparatus.

Table 1 Service Schedule for Fire Apparatus For Fire Insurance Grading Purposes

Apparatus Age	Major Cities ³	Medium Sized Cities ⁴	Small Communities ⁵ and Rural Centres
0 – 15 Years	First Line Duty	First Line Duty	First Line Duty
16 – 20 Years	Reserve	2 nd Line Duty	First Line Duty
20 – 25 Years ¹	No Credit in Grading	No Credit in Grading or Reserve ²	No Credit in Grading or 2 nd Line Duty ²
26 – 29 Years ¹	No Credit in Grading	No Credit in Grading or Reserve ²	No Credit in Grading or Reserve ²
30 Years +	No Credit in Grading	No Credit in Grading	No Credit in Grading

¹ All listed fire apparatus 20 years of age and older are required to be service tested by recognized testing agency on an annual basis to be eligible for grading recognition. (NFPA 1071)

² Exceptions to age status may be considered in a small to medium sized communities and rural centres conditionally, when apparatus condition is acceptable and apparatus successfully passes required testing.

³ Major Cities are defined as an incorporated or unincorporated community that has:
 • a populated area (or multiple areas) with a density of at least 400 people per square kilometre; AND
 • a total population of 100,000 or greater.

⁴ Medium Communities are defined as an incorporated or unincorporated community that has:
 • a populated area (or multiple areas) with a density of at least 200 people per square kilometre; AND/OR
 • a total population of 1,000 or greater.

⁵ Small Communities are defined as an incorporated or unincorporated community that has:
 • no populated areas with densities that exceed 200 people per square kilometre; AND
 • does not have a total population in excess of 1,000.

Standards

- No legislation exists in New Brunswick that states fire department apparatus need to be replaced within a certain time. A municipality will be referred to the FUS document and advised to complete it's own assessment of performance, reliability and safety to reduce risk to fire fighters and the public.



Procurement Challenges

Two fire vehicles approved in emergency purchase

Moncton, NB, Canada / 91.9 The Bend

Allan Dearing

Jun 28, 2023 | 6:31 AM



Financial Analysis

- Annual and some quarterly increases in cost
- Emission standard changes in 2026
- USD fluctuation
- Prepayment
- To put it simply, the sooner the better from a financial perspective



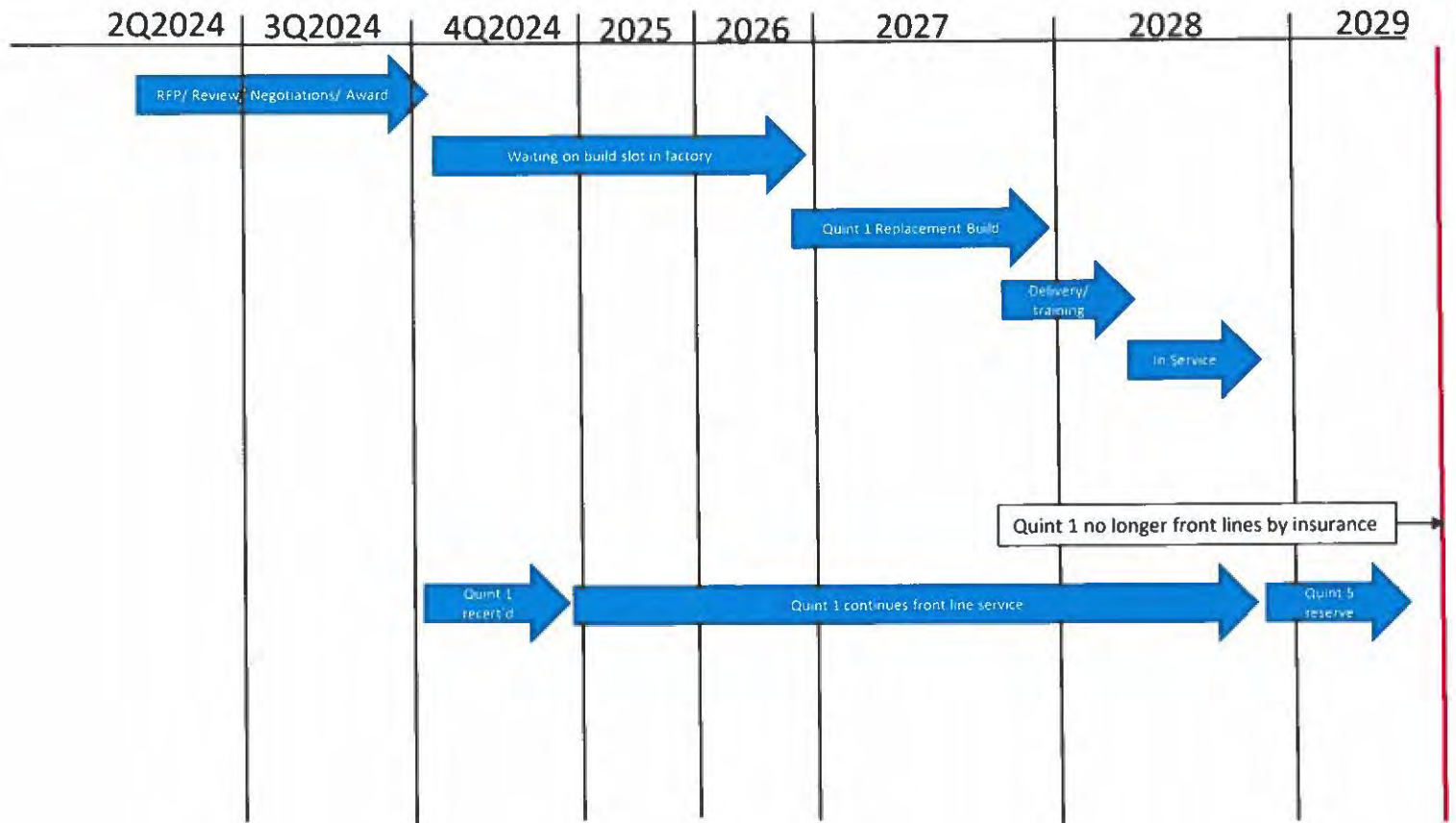
Options

- Order a ladder truck in 2024, with delivery within 36-48 months
 - Re-certify Quint 1 to remain first line until delivery
 - Engine 1 planned for reserve duty (not replaced in 2026)
- Re-certify Quint 1 for first line duty
 - Order ladder truck at later date - even with improvements in manufacturing, timeframe would still be 24 months or longer (may result in need for replacement of Engine 1)
(2028 delivery – same truck, increased cost)
- Recertify Quint 1. Recertify Engine 1 in 2026 (Unlikely to be approved by FUS)

(Recertification is to a maximum of 5 years; it is not a guarantee)



Page 9- Quint 1 Replacement Delivery Timeline



Recommendation





Page 18- Large Equipment Replacement Timeline

	Cost to replace	2024	2025	2026	2027	2028	2029	2030	2031	2032	2032	2033	2034
Quint 1	\$\$\$\$	Replace					Replace						
Engine 1	\$\$\$			Replace					Replace				
Engine 2	\$\$\$												Replace
Tank 1	\$\$											Replace	
Tank 2	\$\$												Replace (2024)
Unit 55	\$					Replace							

Assertion only (Not needed if Quint 1 replaced in 2024)

Assertion only



Summary

- Quint 1 reaching end of service life (Engine 1 not far behind)
- Quint 1 can be recertified, but does not buy much time based on procurement
- The community is growing, not only out but up
- Obtaining apparatus of all types is a significant challenge
- Focus on assets, strategic planning, capacity planning and caring for the community



Liz Hazlett

From: Mary Jane Banks
Sent: Thursday, January 11, 2024 9:24 AM
To: Liz Hazlett
Subject: FW: Marr Road

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Thursday, January 11, 2024 9:23 AM
To:
Cc: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Re: Marr Road

Good Morning

Thank you for your message.

A crosswalk on Marr Road has been discussed previously, I believe in conjunction with a discussion about full signalization at the Marr Rd/ Chapel Rd intersection. As far as I know, no action has been taken to this point.

I have asked the Town Clerk to add this item to Council agenda for February 12; it will most likely be referred to the Works and Utilities Committee for a recommendation to Council.

Enjoy your day,
Nancy

Dr. Nancy Grant
Mayor

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

From:
Sent: Wednesday, January 10, 2024 8:51 AM
To: Nancy Grant <NancyGrant@rothesay.ca>
Subject: Re: Marr Road

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

Good Morning Mayor Grant,

I am following up on this concern I addressed, now 2 years ago. We are STILL without a crosswalk of any sort on the entire Marr Road. Would it be ideal for me to attend a meeting? Address if via social media, petition concerned home and business owners?

Could you please follow up and let me know if we will ever be able to cross the Marr Road safely?

Regards,

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From: Nancy Grant <NancyGrant@rothesay.ca>

Sent: June 4, 2021 7:49 AM

To: Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>

Subject: Re: Marr Road

Good Morning ,

Thank you for your message, and thank you for bringing this matter to my attention.

I have asked that this issue be added to the agenda for the June Council meeting, for discussion among Councillors and with Staff. We will keep you informed.

Enjoy your day,
Nancy

Dr. Nancy Grant
Mayor

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

From:

Sent: Thursday, June 3, 2021 2:04 PM

To: nancygrant@rothesay.ca; tiffanymackayfrench@rothesay.ca

Subject: Marr Road

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

I am writing to you both today, Ms. McKay French, regarding the lack of cross walks on the length of the entire Marr Road. As you are aware, in the past there have been 2 major accidents on this road, which have resulted in the tragic death of 2 people. One was over 15 years ago (Miss Lana Cook) and the other was approximately 4 years ago (a 63 year old woman which I witnessed outside my office window). In the past I have called the town Engineer and just called again today. Something MUST be done on this road. I am an Administrative Assistant at the top part of the Marr Road and watch daily, children and adults trying to cross the road (today an 11 year old boy was merely missed by a car trying to cross this busy street in front of my office building). This is UNACCEPTABLE. Could you explain with a daycare facility at the bottom of the road across the street from where the bus is picking them up why there is no cross walk? In front of my building where 2 streets intersect, why there is no cross walk?

Please don't mistake my tone as anything but concerned. I just can't wrap my head around why it has taken this long for one simple cross walk, if not 2, to be added to such a busy street.

If you could please let me know what further actions I have to take in order for this to be accomplished I would appreciate it.

Regards,

E-MAIL CONFIDENTIALITY CLAUSE

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Jan 26, 2024

Rothsay Council ,

I am a resident of Rothsay who has resided here for over 42yrs and have been a resident in the French Village area for the past 26yrs.

I am writing to you in regards to a request to change the bylaw for personal households (within certain reasonable and cost effective guidelines) to occupy a small flock of chickens (no more than 6) for obtaining eggs.

I have always found importance in personal sustainability and eating as "clean" as possible considering some alternatives in grocery stores. We also aren't looking to sell any eggs, we are simply wanting them for our family's use.

Considering the cost of living has reached an all time high, it has been my family's objective to do what we can for our family to provide cost-effective methods as well as healthier options and this would definitely be an asset.

My family and I live on a nearly 2 acre lot which in turn has no neighbors behind our dwelling and a cut piece of land which separates us from our neighbors to the right (which is where we wish to have an enclosed coop and run with no more than 6 chickens). These hens would be just that..hens. No roosters (no noise). We want fresh eggs (not looking to breed) and no rooster is needed to obtain this product.

In the past two years we were given permission to have bow hunters to hunt nuisance deer which gives you an idea that we have proper variances to allow for such harvesting. If we were allowed a henhouse , it would be on the back part of our property where there are no dwellings other than our shed and not hindering anyone or wildlife.

I would greatly appreciate you taking these items into consideration when coming to a decision to change your existing bylaw (which does not allow Rothsay residents to own hens). In the past we have seen our neighboring communities such as Quispamsis and Saint John make such changes and it would be great to see Rothsay do the same seeing it's not for commercial use, would encompass set guidelines made available to all in an equitable manner and offer residents options for aforementioned reasons.

I would greatly appreciate your consideration in this matter. Thank you for your time. Please feel free to contact me if you require further input.

Yours truly,

100 French Village Rd
Rothsay, NB
E2S 1A4



2024February12OpenSessionFINAL_044



Town Of Rothesay Mayor Council
70 Hampton Road, Rothesay, Nb
Rothesay, NB E2E 5L5

Town Of Rothesay, this February your donation to Heart & Stroke will be TRIPLED. Don't miss this opportunity to TRIPLE YOUR IMPACT!

February 2024

Dear Town Of Rothesay,

Your generous support of vital research is keeping families together, longer. You have helped save lives, improve quality of life, and ensure fewer people face the devastation of heart disease and stroke. Thank you!

Town Of Rothesay, donors like you are at the core of every life-saving breakthrough made. But we still have work to do. Cardiac arrests can strike anyone, any time – often without warning. Most cardiac arrests occur outside of the hospital and the odds of surviving are less than 10% — shattering families and their communities.

When you give to Heart & Stroke this Heart Month, you will help us to:

- Continue to lead the fight in Canada to beat cardiac arrest
- Raise awareness so more people recognize cardiac arrest and take immediate action
- Introduce Canadians to the life-saving skills of doing CPR and using an AED
- Advocate governments for change including increased AED availability
- Enable life-saving research and innovation

To beat cardiac arrest, we need to do more. That's why we're proud to partner with Canadian Pacific Kansas City (CPKC). During Heart Month in February, CPKC is striving to make TRIPLE the difference by generously matching all donations — up to \$500,000*!

This limited-time offer means your donation will have 3X the impact! Your gift of \$25 will TRIPLE* in value to \$75, \$40 will become \$120 and a truly remarkable gift of \$55 will become \$165.

(over, please)

Please return the **TRIPLE gift research voucher** along with your donation and the reply form below in the postage-paid envelope provided.

YES! I want to TRIPLE my impact and save lives!
Enclosed is my gift of:

Your Gift Of:	Is Worth (when tripled):
<input type="checkbox"/> \$25	\$75
<input type="checkbox"/> \$40	\$120
<input type="checkbox"/> \$55	\$165
<input type="checkbox"/> Other \$	Triples

Please give by March 31, 2024!

I have enclosed my cheque, payable to **Heart and Stroke Foundation**
 Please charge my gift to: Visa MasterCard AmEx

CARD # _____ EXPIRY _____

SIGNATURE
www.heartandstroke.ca/donors
1-877-882-2582

Town Of Rothesay Mayor Council
70 Hampton Road, Rothesay, Nb
Rothesay NB E2E 5L5

Toll Free: 1-877-882-2582
Email: donorinfo@heartandstroke.ca



Charitable Registration Number
11924-6940 RR0001

Receipts will be sent via email.

EMAIL _____

- I have included Heart & Stroke in my Will.
- Please send me information about making a gift in my Will.
- Please do not share my name with other organizations.
- I would like a receipt for gifts under \$20. (Enter email above)

8-23023329

Town Of Rothesay, will you make a gift today to accelerate life-saving breakthroughs right here in New Brunswick?

Just think — your gift, TRIPLED*, could completely change the way we treat and prevent heart disease and stroke.

As one of our most important supporters, we need you to take full advantage of this time-sensitive offer from CPKC.

Simply complete the donation form, choose one of the enclosed vouchers and return both pieces in the pre-paid envelope before it's too late. Please donate today!

With gratitude,

Dr. Keith Brunt
President, Board of Directors
Heart and Stroke Foundation of New Brunswick

Town Of Rothesay, thank you for helping!

P.S. I hope you take full advantage of the limited time offer from CPKC. Donate and watch your gift TRIPLE* as we fight to beat heart disease and stroke.

P.P.S. Please give today so your gift has 3X the impact!

4 easy ways to donate:

- Mail** Return the reply card in the envelope provided.
- Online** heartandstroke.ca/donors or scan the QR code.
- Phone** 1-877-882-2582
- Monthly Giving Program** See below for details.



Scan to donate!



* From February 1 to March 31, 2024 our generous partner CPKC will be matching donations until their gift of \$500,000 is reached.

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92144LRV1-B

MAXIMIZE YOUR IMPACT WITH MONTHLY GIVING

Give monthly to fund the breakthroughs that save lives.

As a monthly donor you become part of a special group of Canadians dedicated to funding life-saving breakthroughs. Your monthly gift to the **Breakthrough Fund** will provide a steady stream of funding to keep vital and innovative research ongoing. Thank you for your commitment to fight heart disease and stroke.

YES! I would like to maximize my impact with a monthly donation!

\$25 \$20 \$15 Other \$ _____

I would like my donation processed on the 1st OR the 15th of each month.

If 1st or 15th falls on a weekend or holiday, it will be processed the next business day.

Your annual receipt will be sent via email.

Please charge my credit card each month:

Visa MasterCard AmEx

CARD #

EXPIRY

Please use my bank account (I have attached a VOID cheque)

I am an individual a business

I authorize Heart & Stroke to debit my bank account in the amount shown, on either the 1st or 15th of each month, as selected. I understand I can change or cancel this agreement at any time by calling 1-877-882-2582.

I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit www.payments.ca.

EMAIL

WE RESPECT YOUR PRIVACY. We are committed to protecting the privacy of your personal information. We may maintain a record and share details of your interaction and contact information for donor-related, promotion, follow-up and tax receipting purposes. Occasionally, we may contact you with mission-related or program related communications. If you wish no further contact or have any questions or concerns regarding the privacy of your personal information, please contact the Chief Privacy Officer, at your provincial Heart and Stroke Foundation of Canada office at 1-888-HSF-INFO (473-4636) or through www.heartandstroke.ca/privacy-policy

SIGNATURE

DATE



2024 February 12 Open Session FINAL_046
TRIPLE THE IMPACT!

CPKC

Town Of Rothesay Council

Your gift of \$25 will mean
\$75 to Heart & Stroke.



RESEARCH VOUCHER

340 326 055 6864

24-H4RZDMX-AGRAD-V1

8-21023329



TRIPLE THE IMPACT!

CPKC

Town Of Rothesay Council

Your gift of \$40 will mean
\$120 to Heart & Stroke.



RESEARCH VOUCHER

340 326 055 6864

24-H4RZDMX-AGRAD-V1

8-21023329



TRIPLE THE IMPACT!

CPKC

Town Of Rothesay Council

Your gift of \$55 will mean
\$165 to Heart & Stroke.



RESEARCH VOUCHER

340 326 055 6864

24-H4RZDMX-AGRAD-V1

8-21023329



TRIPLE THE IMPACT!

CPKC

Town Of Rothesay Council

Your selected gift amount will mean
TRIPLE to Heart & Stroke.



RESEARCH VOUCHER

340 326 055 6864

24-H4RZDMX-AGRAD-V1

8-21023329

Please choose the **TRIPLE Gift Research Voucher** of your choice and return it with your donation and reply form in the postage-paid envelope provided.

Heart & Stroke

Toll Free: 1-877-882-2582 • Email: donorinfo@heartandstroke.ca

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Triple Your Impact.

2024 February 12 Open Session FINAL_048

Save Lives Today!

Every five minutes, someone in Canada still dies from heart disease, stroke and vascular cognitive impairment. It has never been more urgent to accelerate research breakthroughs, and you can help do that by taking advantage of this generous match offer from CPKC. Please give by **March 31** to have your donation **TRIPLED***!



CPKC

*From February 1 to March 31, 2024, our generous partner CPKC will be matching donations until their gift of \$500,000 is reached.



You can save lives.

2024February12OpenSessionFINAL_049

Give today and have your impact **TRIPLED!**



\$50

=

\$150



\$100

=

\$300



\$150

=

\$450

*From February 1 to March 31, 2024, our generous partner CPKC will be matching donations until their gift of \$500,000 is reached.

92144BE1

Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, February 6, 2024 11:23 AM
To: Liz Hazlett
Subject: FW: SCRAMBLE FORE PRO KIDS - INDOOR GOLF FUNDRAISER

From: Prokids <prokids@saintjohn.ca>
Sent: Tuesday, February 6, 2024 11:16:18 AM
To: Nancy Grant <nancygrant@rothesay.ca>; Matthew Alexander <mattalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Bill McGuire <billmcguire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Don Shea <donshea@rothesay.ca>
Cc: Aaron <akennedy@quispamsis.ca>; Roszell, Tim <troszell@quispamsis.ca>
Subject: SCRAMBLE FORE PRO KIDS - INDOOR GOLF FUNDRAISER

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Your Worship and Councillors,

PRO Kids is pleased to advise you of our newest fundraiser planned for spring. The **SCRAMBLE FORE PRO KIDS** will take place on March 22 -24, 2024 at [Under Par Golf & Academy](#), a state-of-the-art indoor golf simulation facility. We encourage you to enter a corporate team! We'd love to see some golfers represent the Town of Rothesay.

We would also appreciate you spreading the word through your networks. Support for these fundraisers is needed now more than ever.

Click the invitation below to learn more about registration.

OPEN TO THE PUBLIC FOR 3 UNFORGETTABLE DAYS TO FUNDRAISE FOR P.R.O KIDS!



SCRAMBLE FORE PRO Kids

• MARCH 22ND TO 24TH •



CHARITY GOLF TOURNAMENT

100% of funds raised through events, donations, sponsorships, and grants go directly to supporting children and youth throughout Greater Saint John including Rothesay, Quispamsis and the Town of Grand Bay Westfield.

REGISTRATION
**NOW
OPEN**

For sponsorship inquiries please contact gofundy@gmail.com



UPGA.CA

Liz Hazlett

From: Liz Hazlett
Sent: Thursday, February 8, 2024 8:24 AM
To: Liz Hazlett
Subject: FW: Saint John Theatre Company Courthouse Project
Attachments: Letter to Town of Rothesay.pdf

From: Stephen Tobias <stephen@saintjohntheatrecompany.com>
Sent: Wednesday, February 7, 2024 7:22:16 PM
To: Rothesay Info <rothesay@rothesay.ca>
Cc: Jessica Raven <jessica@saintjohntheatrecompany.com>
Subject: Saint John Theatre Company Courthouse Project

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

Hello,

Yesterday, I had the privilege to address the various regional mayors in a meeting at Envision Saint John. There was a request that I send along a formal request for support.

I have enclosed a letter, and below is a link to the video walk-through of the designs for our proposed Courthouse Theatre development.

<https://vimeo.com/556265462/76b2e4d125>

Please let me know if there is anything more I can send along at this time. The support of your community is vitally important to the success of this project.

Thank you so much.

Regards,

Stephen

Stephen Tobias
Executive Director/Artistic Director

The Saint John Theatre Company Inc.
The Atlantic Repertory Company (ARC)

www.saintjohntheatrecompany.com
www.atlanticrep.ca

My work day may look different than your work day. Please do not feel obligated to respond out of your normal working hours.



February 7, 2024

From: Stephen Tobias
The Saint John Theatre Company Inc.

To: The Mayor and Council
Town of Rothesay

Re: Update on Progress of the Sydney Street Courthouse Theatre Development

It was a great pleasure to meet on February 6 with the assembled mayors, hosted by Andrew Beckett and his team at Envision Saint John. I was pleased to report on the status and recent progress of our project.

As we discussed, the SJTC began working on the Courthouse development in 2016 when it was clear we were on track to outgrow our current facilities. When we opened the Princess Street facility in 2007, the Company was a volunteer organization with just one part-time staff member. We typically produced three plays presented at Imperial Theatre and the occasional work at venues such as the Mary Oland Theatre at the New Brunswick Museum.

Today, the Company has twelve permanent staff and manages over forty cultural events annually for an audience that has grown to 20,000 - 25,000 annual attendees. Our audience and our local theatre-makers are drawn from all communities in the greater Saint John region, and the organization's impact is felt province-wide.

The Company is now focused on further growth. In 2019, the SJTC launched the Atlantic Repertory Company (ARC), designed to be a fully professional theatre production company tasked with creating opportunities for emerging theatre makers from across Atlantic Canada. From the beginning of the ARC project, it was clear that this new branch of the Company would need a home to accommodate additional staff and work, which led our team to consider the vacant Sydney Street Courthouse. Since then, the SJTC has:

- acquired the Sydney Street property
- completed all design and construction drawings (by EXP Architects)
- completed rear excavation and site preparation
- completed interior site preparation
- secured heritage approvals and building permits
- gained significant private-sector support
- confirmed major support from the City of Saint John
- tentatively secured significant federal funding, which would require construction to begin by mid-2024.



We are now focused on securing a significant investment in the project from the Province of New Brunswick. In 2017, the provincial government agreed to transfer ownership of the Sydney Street property to the SJTC and pledged \$500,000 to support its initial development. The provincial process took time, and SJTC did not assume ownership until March of 2020 – exactly one week prior to the province's first COVID-19 lockdown.

The impacts of the pandemic on the project have been significant, delaying the entire process and necessitating advanced building re-designs to future-proof the facility against future pandemics. We have also seen the cost of building materials and construction increase exponentially due to post-COVID inflation. The project budget now is \$35 million.

Despite these challenges, we have emerged with a ready-to-implement project and confirmed support from the City, and the possibility of major financial support from the federal government is imminent.

We are requesting that the Province consider all means of providing financial support in the range of \$8 million, considering the cultural and historical significance of the Courthouse Theatre and its development. This proposed investment would effectively launch the project from the preparation stage, now complete, into active construction.

Our request of you:

We respectfully ask you to consider two actions: first that your community will voice support for the project by writing a formal letter encouraging the Province of New Brunswick to invest in the Courthouse project; and, second, that you will discuss our project with your MLA.

If you wish it, I would welcome an opportunity to give your Council a more detailed, confidential update in a closed session. There are aspects of the project that for now cannot be made public, but which would be relevant and of interest to you and your Council colleagues.

Thank you so much for your time, your continued support, and your consideration.

Kind regards,

Stephen Tobias

Stephen Tobias
Executive Director
The Saint John Theatre Company Inc.

CC: Saint John Theatre Company Board

RECEIVED JAN 9 2024

February 2024 Open Session FINAL

8 CLARK ROAD

ROTHESAY N.B. E2E 2G8

JANUARY 9TH 2024.

TOWN OF ROTHESAY

TO HAMPTON RD. ROTHESAY N.B.

ATTN MAYOR NANCY GRANT.

GOOD DAY YOUR WORSHIP.

THIS LETTER I HAVE DIRECTED TO YOU, SINCE YOU ARE THE MAYOR AND I CANT SEEM TO GET ANY INFORMATION IN REFERENCE TO WHAT BOTH THE TOWN AND GALBRAITH CONSTRUCTION ARE DOING BEHIND & BESIDE OUR PROPERTY.

HOLS ARE BEING DUG & LARGE CONCRETE CULVERTS ARE BEING INSTALLED IN THE GROUND. WHERE THEY GO, NO ONE SEEMS TO KNOW AND NO ONE WILL TELL ME WHERE THEY END. THE BROOK BEHIND OUR HOUSE IS PUMPED OUT EVERY DAY EXCEPT FOR WEEKENDS WHEN IT FILLS UP 3 OR 4 TIMES ITS NORMAL SIZE BECAUSE THE FLOW HAS BEEN BLOCKED BEHIND THE APARTMENT BEING CONSTRUCTED.

IS THIS ANOTHER SECRET LIKE THE INSTALLATIONS OF ROTHESAY WATER LINES THROUGH OUR PROPERTY WITHOUT INFORMING RESIDENTS THAT OUR PROPERTIES WERE GOING TO BE DUG UP? IF I CALL THE TOWN, THEY ASK ME WHO I WISH TO TALK TO, I CANT ANSWER BECAUSE I DONT KNOW. WAS THERE A LETTER SENT OUT THAT WE DIDN'T RECIEVE? MAYBE WE ARE ON A NEED TO KNOW BASIS. WELL WE NEED TO KNOW WHATS GOING ON IN OUR BACKYARD.

YOURS TRULY

2024 01 20

Town of Rothesay

70 Hampton Road, Rothesay, NB, E2E 5L5



Att: Brett McLean, P.Eng.

Director of Operations

Subject: Traffic Lights (Church Ave./Grove Ave./Hampton Rd.) – Pedestrian Crossing Lights (Your Response)

Dear Mr. McLean,

Thank you for your letter of response, recently to hand. Although formulaic and un-formative, it did serve the purpose of acknowledging the Town of Rothesay's acceptance of the design, operation and configuration of the subject traffic lights and the attendant liability attached thereto.

All Good Wishes

cc.:

John Jarvie – Town Manager

Dr. Nancy Grant – Mayor



ROTHESAY



Tuesday, January 16, 2024

3 Grove Ave
Rothesay, NB E2E 5K4

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

Rothesay@rothesay.ca
www.rothesay.ca

Re: Traffic Lights at Church Avenue/Grove Avenue/Hampton Road

Dear

On November 22nd, 2023 you sent a letter to express your concerns regarding the traffic lights at the Church Ave/Grove Ave/Hampton Rd intersection. Your concern was referred to the Works and Utilities Committee and was discussed at their meeting of December 20th, 2022.

The traffic lights on Church Avenue/Grove Avenue/Hampton Road operate as they were designed to and are configured the same as other intersections in Rothesay; no change to the configuration, operation or settings for the signals at this intersection are being recommended.

Thank-you for taking the time to email us with your concerns and we appreciate your interest in the betterment of our community.

Sincerely,

Brett McLean, P. Eng.
Director of Operations



January 17, 2024

Chief Mike Boyle
Kennebecasis Valley Fire Department Inc.
7 Campbell Drive
Rothesay, NB E2E 5B6

Dear Chief Boyle:


On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentation of the proposed 2024 Kennebecasis Valley Fire Department Inc.'s Budget to the Joint Quispamsis and Rothesay Finance Committee on September 28, 2023.

I am pleased to confirm the Quispamsis Town Council, at its November 21, 2023 Regular Meeting, approved the Kennebecasis Valley Fire Department Inc.'s 2024 Budget as part of its overall budget approval process. This included an allocation of \$4,111,049 representing Quispamsis' proportionate share of the Annual 2024 Fire Operating and Capital budgets.

The Town will continue with its normal practice of electronically depositing its operating payments into the KVFD Inc.'s bank account on a monthly basis, while capital will be paid upon receipt of invoice.

Trusting this meets with your approval and wishing you all the best in 2024!

Kind regards,


Catherine P. Snow
Town Clerk

cc: Chair Kirk Miller, Kennebecasis Valley Fire Department Inc. Board of Directors
Mayor & Council, Town of Rothesay



January 17, 2024

Ms. Norah Emerson
Acting Library Director
Kennebecasis Public Library
1 Landing Court
Quispamsis, NB E2E 4R2

Dear Ms. Emerson:

On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentation of the proposed 2024 Kennebecasis Public Library Budget to the Joint Quispamsis and Rothesay Finance Committee on September 28, 2023.

I am pleased to confirm the Quispamsis Town Council, at its November 21, 2023 Regular Meeting, approved the Kennebecasis Public Library's 2024 Budget as part of its overall budget approval process. This included an allocation of \$155,123 representing Quispamsis' proportionate share of the Annual 2024 Library budget.

The Town will continue with its normal practice of electronically depositing its payments into the Library's bank account on a monthly basis.

Trusting this meets with your approval and wishing you all the best in 2024!

Kind regards,

Catherine P. Snow
Town Clerk

cc: Mayor & Council, Town of Rothesay

Office of the Clerk Town of Quispamsis
12 Landing Court | Quispamsis, NB | E2E 4R2
T: 506 849 5738 | F: 506 849 5799 | cshow@quispamsis.ca



January 17, 2024

Chief Steve Gourdeau
Kennebecasis Regional Joint Board of Police Commissioners
126 Millennium Drive
Quispamsis, NB E2E 6E6

Dear Chief Gourdeau:

On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentation of the proposed 2024 Kennebecasis Regional Joint Board of Police Commissioners Budget to the Joint Quispamsis and Rothesay Finance Committee on September 28, 2023.

I am pleased to confirm the Quispamsis Town Council, at its November 21, 2023 Regular Meeting, approved the KRJBPC's 2024 Budget as part of its overall budget approval process. This included an allocation of \$5,113,075 as Quispamsis' proportionate share of the annual 2024 Police Budget.

The Town will continue with its normal practice of electronically depositing its payments into the KRJBPC's bank account on a monthly basis.

Trusting this meets with your approval and wishing you all the best in 2024!

Kind regards,


Catherine P. Snow
Town Clerk

cc: Chair Tiffany Mackay French
Mayor & Council, Town of Rothesay



January 22, 2024

Hon. Mary Wilson, Minister
Service New Brunswick

Dear Minister Wilson,

On behalf of our 56 member communities, I want to express our frustration and disappointment at your comments on January 16 in the Telegraph-Journal related to the property tax assessments. Your comments, beyond being inaccurate, do not reflect the level of partnership that we should expect from another order of government. Nor do they reflect the realities facing many local governments and the report released in December pointing to the fact that 1 in 3 municipalities are facing financial challenges.

Many municipalities who found themselves in a positive fiscal position, did reduce their rate, but unfortunately, that is not the reality in all communities due to the impacts of cost of living and an increasing amount of responsibilities due to local government reform. While you are correct that municipalities can set the tax rate, that is the only part of this process where we have control. All other functions are regulated or legislated by the provincial government. This includes limits on the number of tax classifications, little flexibility on the industrial multiplier, and being unable to uncouple the rate for different classifications. The current structure means that increases in our residential sector cannot be offset without also adjusting industrial and non-residential rates. These regulations from your department severely restrict a municipality's ability to respond accordingly.

Beyond the antiquated realities of our property tax system, municipalities have found themselves facing increased costs due to inflationary pressures and additional downloaded services via local government reform. Municipalities are dependent on property taxes to fund vital municipal services such as public safety, infrastructure, recreation and more. The cost of living impacts us in the same way it does the provincial government, the difference is that municipalities are almost exclusively limited to property taxes when it comes to generating revenue.

I would urge you to consider the full scope of the assessment process before encouraging property owners to pass the blame to their respective local governments, as the assessment process underpins the challenge our residents are facing. Your statement does not further our shared goals of building increased collaboration between the orders of government, nor does it represent the complexity of a broken system. We recognize that the capable staff at the property assessment



branch are doing their best to modernize the service, however, comments such as those you made on January 16, do not further our confidence in your department to build a better system for the residents who we collectively serve.

Sincerely,

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

Andrew Black, President
Union of Municipalities of New Brunswick

c.c.: Hon. Glen Savoie, Minister of Local Government and Minister responsible for
La Francophonie
Premier Blaine Higgs
Charbel Awad, Acting Deputy Minister, Environment and Local Government
Lise Dionne, Executive Director, Property Assessment Services, SNB
Jennifer Wilkins, Assistant Deputy Minister, Environment and Local
Government
UMNB Members

Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, January 30, 2024 8:24 AM
To: Liz Hazlett
Subject: FW: Letter of Support for Saint John Newcomers Centre - IRCC CFP 2024 Application
Attachments: Scanned from Rothesay Xerox 8070c Town Hall.pdf

From: John Jarvie <JohnJarvie@rothesay.ca>
Sent: Monday, January 29, 2024 5:19 PM
To: Nissrine Niazi <nissrine.niazi@sjnewcomers.ca>; Mohamed Bagha <mohamed.bagha@sjnewcomers.ca>
Cc: Nancy Grant <NancyGrant@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>; Cecilia Que <cecilia.que@sjnewcomers.ca>
Subject: RE: Letter of Support for Saint John Newcomers Centre - IRCC CFP 2024 Application

Here you go, Nissrine.
Good luck with your application.
Regards
John

From: Nissrine Niazi <nissrine.niazi@sjnewcomers.ca>
Sent: Monday, January 29, 2024 12:44 PM
To: Mohamed Bagha <mohamed.bagha@sjnewcomers.ca>; John Jarvie <JohnJarvie@rothesay.ca>
Cc: Nancy Grant <NancyGrant@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>; Cecilia Que <cecilia.que@sjnewcomers.ca>
Subject: RE: Letter of Support for Saint John Newcomers Centre - IRCC CFP 2024 Application

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Hi John,

Thank you for reaching out.

Francophone Integration Pathway is IRCC option for this CFP for francophone service providers to enhance francophone community integration and retention in rural areas. As a francophone service provider, me and my team always worked on that but we were limited to Saint-John area. We are looking to expand our span to KV area by providing adequate services to any francophone who plan to settle in the area. This will include promotion for the regions.

Are you seeking a commitment of specific support from Rothesay?

Yes: Our aim is working together to better serve newcomers planning to settle in Quispamsis/ Rothesay by providing adequate information about the local market, housing... and any community services offered to them.

Are you requesting a separate letter from Quispamsis?

Yes if possible.

Will this funding result in any particular initiative in the KV?

Sure:

2024February12OpenSessionFINAL_064

- Community connection events, information sessions, Economic opportunities promotion...
- Impact measurement so we can provide data to IRCC regarding retention rate in these areas. and the gaps that should be addressed to enhance retention for francophone economic immigrants.
- Community language programs

Most of information and orientation will be done remotely.

Please let me know if you have further questions.

Best,

Nissrine Niazi

Chef de l'équipe francophone pour l'établissement des nouveaux arrivants

Francophone Settlement team Lead

Le Centre des nouveaux arrivants de Saint-Jean / The Saint John Newcomers Centre

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

(506) 642 4242 | [Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [Linkedin](#) | [Youtube](#)



Land Acknowledgement

We respectfully acknowledge the Saint John Newcomers Centre stands on unsundered and unceded traditional Wolastoqey (WOOL-US-TOOK-WAY) land. The lands of Wabanaki (WAH-BAH-NAH-KEE) people are recognized in a series of Peace and Friendship Treaties to establish an ongoing relationship of peace, friendship and mutual respect between equal nations.

Reconnaissance des terres

Nous reconnaissons respectueusement que le Centre des Nouveaux Arrivants de Saint Jean est situé sur les terres traditionnelles Wolastoquiennes (WOOL-US-TOOK-WAY) non cédées et non renoncées. Les terres du peuple Wabanaki (WAH-BAH-NAH-KEE) sont reconnues dans une série de traités de paix et d'amitié visant à établir une relation continue de paix, d'amitié et de respect mutuel entre des nations égales.

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De : Mohamed Bagha <mohamed.bagha@sjnewcomers.ca>
Envoyé : lundi 29 janvier 2024 12:06
À : John Jarvie <JohnJarvie@rothesay.ca>
Cc : Nancy Grant <NancyGrant@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>; Cecilia Que <cecilia.que@sjnewcomers.ca>; Nissrine Niazi <nissrine.niazi@sjnewcomers.ca>
Objet : RE: Letter of Support for Saint John Newcomers Centre - IRCC CFP 2024 Application

Hi John,

Thank you for the quick turnaround. We are responding to IRCC's call for proposals and if we are successful, we will certainly add some more capacity in providing settlement programs in both Rothesay and Quispamsis. We are working on very tight deadline – we hope to submit the application by tomorrow afternoon as the system we are submitting through is very glitchy. If we can have the letter as soon as possible, it will be much appreciated. I am copying Nissrine, who can provide any support you require to make this happen.

Thanks,
Mohamed

Mohamed Bagha

Managing Director | Directeur Général

The Saint John Newcomers Centre | Le Centre de nouveaux arrivants de Saint-Jean

75 Rue Prince William Street, Bureau 100 / Suite 100, Saint John, NB, Canada

T: +1 (506)-642-4245

E: mohamed.bagha@sjnewcomers.ca

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [Linkedin](#) | [Youtube](#)

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QUE CHACUN MÉRITE DE SE
SENTIR CHEZ SOI.
VOUS APPARTENEZ ICI**

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THAT EVERYONE DESERVES
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Reconnaissance des terres

Nous reconnaissons respectueusement que le Saint John Newcomers Centre se dresse sur des terres traditionnelles Wolastoqey (WOOL-US-TOOK-WAY) non cédées et non cédées. Les terres du peuple Wabanaki (WAH-BAH-NAH-KEE) sont reconnues dans une série de traités de paix et d'amitié pour établir une relation continue de paix, d'amitié et de respect mutuel entre des nations égales.

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From: John Jarvie <JohnJarvie@rothesay.ca>
Sent: January 29, 2024 11:01 AM
To: Mohamed Bagha <mohamed.bagha@sjnewcomers.ca>
Cc: Nancy Grant <NancyGrant@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: RE: Letter of Support for Saint John Newcomers Centre - IRCC CFP 2024 Application

Good Morning, Mohamed:

Mayor Grant has asked me to look at your request. We will prepare a letter but would appreciate knowing more about the application. That is it in response to the RFP for the 'Francophone integration pathway'? Are you seeking a commitment of specific support from Rothesay? Are you requesting a separate letter from Quispamsis? Will this funding result in any particular initiative in the KV?, etc.

Thanks

John

JohnJarvie@Rothesay.ca

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Monday, January 29, 2024 8:27 AM
To: John Jarvie <JohnJarvie@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Fwd: Letter of Support for Saint John Newcomers Centre - IRCC CFP 2024 Application

This request is different from previous ones saying for support for Future Engage. And the timeline is short- tomorrow!

2024 February 20 Open Session FINAL_067

Can we do this letter without Council support? I would think so, but your thoughts?

Nancy

Dr. Nancy Grant
Mayor

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

From: Mohamed Bagha <mohamed.bagha@snewcomers.ca>

Sent: Sunday, January 28, 2024 6:33:39 PM

To: Nancy Grant <NancyGrant@rothesay.ca>

Cc: Cecilia Que <cecilia.que@snewcomers.ca>; Nissrine Niazi <nissrine.niazi@snewcomers.ca>

Subject: Letter of Support for Saint John Newcomers Centre - IRCC CFP 2024 Application

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Hi Mayor Grant,

I hope this letter finds you well. I am writing to express our sincere gratitude for your ongoing partnership and support for Saint John Newcomers Centre. As a newcomer settlement agency committed to empowering and integrating newcomers into our community, your collaboration has been invaluable in achieving our shared goals.

We are excited to inform you that Saint John Newcomers Centre is preparing to submit an application for the Immigration, Refugees, and Citizenship Canada (IRCC) Call for Proposals 2024. This program aligns perfectly with our mission to provide essential services and support to newcomers as they settle and establish themselves in Saint John Region.

Your organization's commitment to supporting the newcomer community has dramatically enhanced the impact of our programs and services. Your expertise, resources, and dedication have played a significant role in fostering a welcoming and inclusive environment for newcomers in our community.

We are seeking your formal support for our IRCC CFP 2024 application. Your endorsement will not only strengthen our proposal but will also emphasize the collaborative nature of our efforts. We appreciate you taking the time to review and sign the attached a sample letter and please feel free to make any modifications that align with your preferences.

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

Thank you once again for your unwavering support. We look forward to the continued success of our partnership and the positive impact we can collectively make in the lives of newcomers in our community.

We are under a tight deadline and would appreciate if we could receive this letter latest by **12:00 pm on Tuesday January 30th**.

If you have any questions, please do not hesitate to contact me anytime

2024 February 20 Open Session FINAL_068

Thank you,

Mohamed Bagha

Managing Director | Directeur Général

The Saint John Newcomers Centre | Le Centre de nouveaux arrivants de Saint-Jean

75 Rue Prince William Street, Bureau 100 / Suite 100, Saint John, NB, Canada

T: +1 (506)-642-4245

E: mohamed.bagha@sjnewcomers.ca

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [Linkedin](#) | [Youtube](#)



Land Acknowledgement

We respectfully acknowledge the Saint John Newcomers Centre stands on unsundered and unceded traditional Wolastoqey (WOOL-US-TOOK-WAY) land. The lands of Wabanaki (WAH-BAH-NAH-KEE) people are recognized in a series of Peace and Friendship Treaties to establish an ongoing relationship of peace, friendship and mutual respect between equal nations.

Reconnaissance des terres

Nous reconnaissons respectueusement que le Saint John Newcomers Centre se dresse sur des terres traditionnelles Wolastoqey (WOOL-US-TOOK-WAY) non cédées et non cédées. Les terres du peuple Wabanaki (WAH-BAH-NAH-KEE) sont reconnues dans une série de traités de paix et d'amitié pour établir une relation continue de paix, d'amitié et de respect mutuel entre des nations égales.

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2024 February 12 Open Session FINAL_069

CLAUDE DE CONFIDENTIALITÉ POUR LES ENVOIS PAR COURRIEL

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2024 February 12 Open Session FINAL_070

ROTHESAY



Monday, January 29th, 2024

Via email

Centre d'Accueil Multiculturel et des Nouveaux Arrivants de Saint-Jean Inc.
75 Prince William street, suite 100
Saint-John, New-Brunswick,
E2L 2B2

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

Rothesay@rothesay.ca
www.rothesay.ca

Attention: Nissrine Niazi, Senior Manager of Francophone programs

Dear Ms. Niazi:

Objet : Lettre d'appui au CAMNASJ dans le cadre de L'ADP 2024 d'IRCC

Rothesay supports the funding application of the Centre d'Accueil Multiculturel et des Nouveaux Arrivants de Saint-Jean Inc. (CAMNASJ) under the Immigration Canada 2024 call for proposals, particularly in the section of direct settlement services related to the French Integration Pathway.

CAMNASJ, with its dedicated Francophone division for the reception, settlement, and retention of Francophone newcomers, plays a crucial role in promoting the French language in the rural parts of the Saint John region. Rothesay was very pleased to host the first CAMNASJ Cultural festival. The CNASJ francophone division worked with community partners and francophone newcomers to organise, promote, and deliver the activity in a way that enhanced the bilingual aspect of Rothesay and Quispamsis. The activity played an important role promoting the French language and welcoming francophone newcomers to the local community. Our collective efforts will play an important role in introducing francophone newcomers, and retaining them in support of the cultural and socio economic diversity of our region.

With this recent history in mind, we enthusiastically formalize, through this letter, Rothesay's support for CAMNASJ's funding application for the 2024 Francophone Integration Pathway stream of the Settlement Program and Resettlement Assistance Program call for proposals. Rothesay seeks to be a community that welcomes a broad cross section of newcomers and to be a place where those of varying backgrounds can find a safe and happy home. Rothesay shares many of CAMNASJ's objectives and have found the organization to be ambitious, progressive and creative in pursuing its aims which are shared.

...2

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

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

Rothesay looks forward to continuing and expanding our working relationship with CAMNASJ and are anticipating an increasing series of successful events data and services to the mutual benefit of CAMNASJ and our community.

Collaboration between CAMNASJ and Rothesay strengthens our collective capacity to support the integration of francophone newcomers and promote our regions to them. This synergy reinforces our shared commitment to diversity, inclusion, and the success of newcomers and local communities in our region.

We are confident that CAMNASJ will continue to play an essential role in the settlement and retention of Francophone and Francophiles newcomers, thereby promoting Francophonie in the rural regions.

Thank you for your consideration and I emphasize Rothesay's commitment as a project partner.

Yours truly,



Dr. Nancy Grant
Mayor

Cc: Rothesay Council

Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, January 30, 2024 4:26 PM
To: Liz Hazlett
Subject: FW: Sophia Recovery Centre

From: Williams, Sheena (DH/MS) <Sheena.Williams@gnb.ca> **On Behalf Of** Wilson, Sherry (DH/MS)
Sent: Tuesday, January 30, 2024 3:33 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Sophia Recovery Centre

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

Dear Dr. Nancy Grant:

This is in response to your letter dated December 13, 2023, about your support for the Sophia Recovery Centre. I apologize for the delay in replying to you.

I want to commend your commitment to advocating for the Sophia Recovery Centre expansion in your community. Support for the organization within the community will help reduce stigma and provide an environment that is conducive to healing. The Department of Health has committed to providing increased access to addiction and mental health services within the province.

To guide us in this endeavour we have developed the Inter-Departmental Addiction and Mental Health Action Plan, which has identified 12 key areas. The details of this plan can be found here: [https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/MentalHealthandAddictions/inter-departmental addiction and mental health action plan.pdf](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/MentalHealthandAddictions/inter-departmental%20addiction%20and%20mental%20health%20action%20plan.pdf).

Thank you for sharing your comments with me.

Sincerely,

(Original signed by)

*Hon. Sherry Wilson
Minister Responsible for Addiction and Mental Health Services
Minister Responsible for Women's Equality*

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, January 31, 2024 10:55 AM
To: Liz Hazlett
Subject: FW: NBPLS Strategic Plan: 2024-26
Attachments: NBPLS_StrategicPlan.pdf

From: Emerson, Norah (NBPLS/SBPNB) <Norah.Emerson@gnb.ca>
Sent: Tuesday, January 30, 2024 10:43 AM
To: Snow, Cathy <csnow@quispamsis.ca>; Mary Jane Banks <maryjanebanks@rothesay.ca>; Allison Maxwell
; Watling, Amy ; Cindy Millican
Don Shea <donshea@rothesay.ca>; Jamie Clarke
; Noah Donovan <ndonovan@quispamsis.ca>; Patrick Smith
Subject: NBPLS Strategic Plan: 2024-26

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

Hi all,

The New Brunswick Public Library System has just released our new Strategic Plan for the next 3 years. We had been operating using strategic priorities for the years 2021-2023, and have now returned to a full plan – please see the attached.

If you'd like to review our previous strategic priorities and annual reports, you can do so here:
<https://www2.gnb.ca/content/gnb/en/departments/nbpl/about-us/publications.html>

Best,

Norah Emerson

[she/her/elle]
Library Director / Directrice de bibliothèque
Kennebecasis Public Library / Bibliothèque publique de Kennebecasis
1 Landing Court, Quispamsis NB E2E 4R2
Phone / Téléphone : 506-849-5316
E-mail / Courriel: norah.emerson@gnb.ca

STRATEGIC PLAN 2024-2026



NEW BRUNSWICK
PUBLIC LIBRARIES

Our Vision

Where communities connect, read, learn, play, and create.

Our Mission

Bringing people together by providing access to resources and experiences.

Our Values

Intellectual Freedom: Facilitating the free exchange of information and ideas in a democratic society while respecting individuals' rights to privacy and choice.

Community Oriented: Prioritizing community needs and interests.

Equitable Service: Being professional, respectful, and fair.

Innovation: Encouraging creativity and experimentation.

Inclusion: Providing accessible and welcoming services to all people in our communities.

Client Focus: Providing excellent service.



P.O. Box 308, Station A
Fredericton, NB
E3B 4Y9

C.P. 308, Bureau A
Fredericton, (NB)
E3B 4Y9

2024 February 12 Open Session FINAL_077

Tel: 506 454-8473
Fax: 506 454-8471
Toll Free: 1 888 322-8473

Téléphone : 506 454-8473
Télocopieur : 506 454-8471
Sans frais : 1 888 322-8473

info@recyclenb.com
www.recyclenb.com

February 2, 2024

Dr. Nancy Grant
Mayor, Rothesay
70 Hampton Road
Rothesay, NB
Canada E2E SLS



Your Worship:

RE: New Brunswick Stewardship Plan for Packaging and Paper

Thank you for your correspondence dated January 4, 2024. I appreciate your feedback regarding the implementation of the New Brunswick Stewardship Plan for Packaging and Paper.

As you can imagine, developing and implementing a province-wide recycling program for curbside recycling is no small feat. In the very beginning, there was a significant amount of research completed on similar programs operating across the country, followed by significant groundwork completed in the province with New Brunswick municipalities in the years leading up to the regulation being passed. This effort was undertaken to prepare municipalities for the eventual new Extended Producer Responsibility (EPR) curbside recycling program.

Rothesay, like all other municipalities in phase one and phase two of the program, was provided the right of first refusal to either opt-in or opt-out of the EPR program as a service provider. After initially indicating an intent to opt-in to the program, Rothesay was sent a standard agreement from Circular Materials, the same agreement that was sent to all other municipalities. Therefore, if the offer made to Rothesay by Circular Materials on a per household basis did not meet Rothesay's approval, the option to opt-out of the program remained. By opting out, Circular Materials would be fully responsible for providing the same service to your residents as was being offered by the municipality. Also, several delays by Rothesay in responding to Circular Materials within required timelines has been noted and this also caused a delay in when service could be transitioned for your municipality.

It's important to note that to maximize benefits to consumers, industry must be allowed to run EPR programs as efficiently as possible, including an EPR program as sizable as the one for provincial curbside recycling.

As I'm sure you understand, there is a lot of complexity involved when attempting to roll out a provincial program, particularly one where existing infrastructure and contracts were already in place. The goal was to maximize efficiency while at the same time ensuring that consumers receive the same, or better, recycling service than they were already receiving. I sincerely believe this EPR program will provide New Brunswickers with the best possible, and most efficient, services going forward.

Sincerely,

A handwritten signature in black ink, appearing to read "Erik Matchett", written over a horizontal line.

Erik Matchett
Chair, Recycle NB

CC: Hon. Gary Crossman
Hon. Ted Flemming K.C.
Frank LeBlanc, CEO, Recycle New Brunswick



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF OCTOBER 25TH @ 3:00pm**

**MINUTES
REGULAR MEETING**

Held by Zoom and In Person

In Attendance:

BOARD MEMBER	POSITION
Tiffany Mackay French	Chair/Rothesay Representative
Kevin Darling (zoom)	Vice Chair/Provincial Representative
Kerrie Luck	Quispamsis Representative
Libby O'Hara	Quispamsis Representative
Robert (Bob) McLaughlin	Quispamsis Representative
John Buchanan	Rothesay Representative
Donald Shea	Rothesay Representative
Chief Steve Gourdeau	KRPF Chief of Police
Insp. Mary Henderson	KRPF OIC Administration

Absent:

Derrick Stanford	Rothesay Representative
Insp. Anika Becker	KRPF Acting Deputy Chief

Chief Gourdeau introduced Cst. Liam Dunn

Chairperson Mackay French called the meeting to order at 3:01 pm and opened the Regular Meeting.

1. APPROVAL OF AGENDA:

Chairperson Mackay French asked for an approval of the agenda:

It was moved by Libby O'Hara and seconded by Don Shea that the Agenda for the Regular Meeting of October 25th, 2023, be approved as presented. MOTION CARRIED.

2. LAND ACKNOWLEDGEMENT:

Chief Gourdeau read the Land Acknowledgement.

4. APPROVAL OF MINUTES OF SEPTEMBER 27TH, 2023, MEETING:

Chairperson Tiffany Mackay French asked for a motion to approve the Minutes of the September 27th, 2023 Regular Meeting.

*It was moved by John Buchanan and seconded by Kevin Darling to approve the Minutes of the September 27th, 2023 Regular Meeting as presented. **MOTION CARRIED.***

5. DECLARATION OF CONFLICT OF INTEREST:

None

6. CHIEFS REPORT:

Chief Gourdeau presented his report and answered any questions as they arose.

Discussion on the following in relation to Chief's Report:

- Property Crime – On the rise everywhere. Tackling as best we can and doing an education push
- Impaired Driving – Increase due to Operation Impact

Chief Gourdeau presented quarterly Progress Report update and answered questions as they arose.

Discussion on the following in relation to quarterly Progress Report:

- Use of Force Situations and handling after Use of Force situations
- Telephone Scams

Insp. Henderson advised our quarterly Sexual Assault Review was just completed and files have been well done.

Kerri Luck asked if the Cyber presentation at KVHS was recorded and if it could be shared online as a resource. Insp. Henderson will reach out to see if this is possible.

Chairperson Tiffany Mackay French asked for a motion to receive and file the Chief's Report.

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

7. COMMITTEE REPORTS:

Finance

Kevin Darling gave the Finance update and answered any questions as they arose.

Kerrie Luck requested an Owl (sound amplifying speaker) be purchased for the board room.

Waiting on council approval of budgets and building financing.

Chairperson Mackay French called for a motion to receive and file the finance report.

*It was moved by Libby O'Hara and seconded by Bob McLaughlin to receive and file the finance report as presented. **MOTION CARRIED.***

Policy

Chairperson Mackay French advised the committee has not met so there is nothing to report.

Building & Grounds/Transportation

Bob McLaughlin advised the committee has not met so there is nothing to report.

8. CORRESPONDENCE:

Letter from Town of Rothesay – canvassing in K-Park

*It was moved by Libby O'Hara and seconded by Don Shea to receive and file the correspondence from the Town of Rothesay in relation to canvassing in K-Park as presented. **MOTION CARRIED.***

10. OLD BUSINESS:

None

11. NEW BUSINESS:

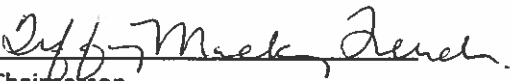
Derrick Stanford is moving to Fredericton and will be off the board after this meeting. Rothesay is looking for a replacement.

12. MOTION TO ADJOURN:

There being no further business to discuss, Chairperson Tiffany Mackay French called for a motion to adjourn the Regular Meeting.

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

Respectfully Submitted,



Chairperson
Tiffany Mackay French



KRPF Administrative Assistant
Rebecca Moore

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at October 31, 2023

Page 1

	<u>2023</u>	<u>2022</u>
-----Financial Assets-----		
Cash - General	692,152	647,364
Sick Pay/ Retirement Investments	933,036	985,244
Accounts Receivable	171,646	161,170
Sales tax recoverable	87,531	48,188
	<u>1,884,365</u>	<u>1,841,967</u>
-----Liabilities-----		
Accounts payable and accrued	440,753	403,114
Vested sick leave/retirement accrual	931,694	867,499
Sick leave replacement	17,299	15,299
Accrued pension benefit liability	-90,100	56,000
Debenture payable	396,000	539,000
	<u>1,695,646</u>	<u>1,880,912</u>
NET ASSETS (DEBT)	<u>188,719</u>	<u>-38,945</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	4,745,729	4,126,117
Accumulated amortization	-2,475,780	-2,230,154
	<u>2,269,949</u>	<u>1,895,963</u>
Unamortized Debenture costs	2,106	3,278
Prepaid expenses	77,552	110,225
	<u>2,349,607</u>	<u>2,009,466</u>
ACCUMULATED SURPLUS	<u>2,538,326</u>	<u>1,970,521</u>
Assets	4,233,972	3,851,433
Liabilities	4,233,972	3,851,433

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
TEN MONTHS ENDING OCTOBER 31, 2023**

	YTD Actual	YTD Budget	\$ Diff	% Diff	2023 Total Budget	PRIOR YEAR		
						2022 YTD Actual	2022 YTD Budget	2022 Total Budget
REVENUE:								
Fees	176,794	104,167	72,627	69.7%	125,000	156,448	104,167	125,000
Taxi & Traffic Bylaw	1,742	1,583	158	10.0%	1,900	2,433	3,333	4,000
Interest income	36,132	1,667	34,465	2067.9%	2,000	14,764	833	1,000
Retirement Invest Income	49,396	18,333	31,063	169.4%	22,000	33,346	13,333	16,000
Funding for canine vehicle	25,000		25,000					
PNB - Traffic safety funding	10,000		10,000					
NB IEU	95,429	95,833	-405	-0.4%	115,000	67,083		
Secondments	205,075	203,333	1,742	0.9%	244,000	222,420	227,667	273,200
	599,567	424,917	174,650		509,900	496,494	349,333	419,200
EXPENDITURE:								
CRIME CONTROL								
Salaries	3,519,949	3,858,356	-338,407	-8.8%	4,630,027	3,113,301	3,544,109	4,252,931
Benefits	802,370	918,507	-116,136	-12.6%	1,102,208	749,109	793,325	951,990
Training	85,991	66,667	19,325	29.0%	80,000	62,167	43,333	52,000
Equipment	24,387	17,500	6,887	39.4%	21,000	33,839	17,500	21,000
Equip Repairs & IT support	0	8,333	-8,333	-100.0%	10,000	388	8,333	10,000
IT Equip & Svcs	60,155	85,417	-25,262	-29.6%	102,500	71,235	67,370	80,844
Communications	78,165	68,500	9,665	14.1%	82,200	74,918	68,500	82,200
Office function	15,655	12,500	3,155	25.2%	15,000	10,582	12,500	15,000
Leasing	10,316	10,417	-101	-1.0%	12,500	8,767	12,917	15,500
Policing-general	42,324	33,333	8,991	27.0%	40,000	39,559	33,333	40,000
Insurance	59,398	62,000	-2,603	-4.2%	74,400	53,913	42,417	50,900
Uniforms	65,645	50,000	15,645	31.3%	60,000	94,895	39,167	47,000
Prevention/p.r.	6,938	10,000	-3,062	-30.6%	12,000	7,337	5,833	7,000
Investigations	45,041	45,833	-792	-1.7%	55,000	55,455	37,500	45,000
Detention	23,899	26,354	-2,455	-9.3%	31,625	23,911	26,354	31,625
Taxi & Traffic Bylaw	65	417	-351	-84.4%	500	80	833	1,000
Auxillary	2,954	3,333	-379	-11.4%	4,000	467	3,333	4,000
Public Safety (PIMITS)	38,917	34,796	4,122	11.8%	41,755	30,629	30,629	36,755
	4,882,170	5,312,263	-430,092	-8.1%	6,374,715	4,430,552	4,787,288	5,744,745
VEHICLES								
Fuel	83,556	100,000	-16,444	-16.4%	120,000	87,064	75,000	90,000
Maint/Repairs	54,600	60,000	-5,400	-9.0%	72,000	44,641	55,833	67,000
Insurance	29,946	31,417	-1,471	-4.7%	37,700	27,319	29,583	35,500
New vehicles	26,302	33,333	-7,032	-21.1%	40,000	211,938	73,333	88,000
Equipment	731	5,000	-4,269	-85.4%	6,000	2,659	5,000	6,000
	195,134	229,750	-34,616	-15.1%	275,700	373,621	238,750	286,500

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
 STATEMENT OF OPERATIONS
 TEN MONTHS ENDING OCTOBER 31, 2023

EXPENDITURE continued:	YTD Actual	YTD Budget	\$ Diff	% Diff	2023 Total Budget	PRIOR YEAR		
						2022 YTD Actual	2022 YTD Budget	2022 Total Budget
BUILDING								
Maintenance	64,756	40,000	24,756	61.9%	48,000	62,262	33,333	40,000
Cleaning	35,741	37,500	-1,759	-4.7%	45,000	33,689	35,000	42,000
Electricity	35,944	39,167	-3,223	-8.2%	47,000	34,559	39,167	47,000
Property Taxes	37,405	41,189	-3,784	-9.2%	49,427	39,922	42,680	51,216
Insurance	6,718	7,285	-568	-7.8%	8,742	6,335	7,167	8,600
Expansion & Parking Lot Upgrades	161,919	83,333	78,586	94.3%	100,000	1,095	25,000	30,000
Grounds	13,781	15,000	-1,219	-8.1%	18,000	18,064	10,000	12,000
Interest on Debenture	10,908	9,767	1,141	11.7%	11,720	14,093	13,000	15,600
Debenture Principal	121,667	121,667	0		146,000	119,167	119,167	143,000
	<u>488,838</u>	<u>394,908</u>	<u>93,931</u>	<u>23.8%</u>	<u>473,889</u>	<u>329,186</u>	<u>324,513</u>	<u>389,416</u>
ADMINISTRATION								
Salaries	807,631	768,975	38,656	5.0%	922,770	730,013	738,178	885,814
Benefits	204,802	197,670	7,132	3.6%	237,204	181,414	178,796	214,555
KV Fire Share IT & HR Staff	-15,127	-16,807	1,680	-10.0%	-20,168	-13,333	-13,337	-16,004
Professional Fees	77,018	66,667	10,351	15.5%	80,000	65,712	69,167	83,000
Travel/Training	28,126	25,000	3,126	12.5%	30,000	37,145	20,000	24,000
Board Expenses	9,115	4,167	4,948	118.8%	5,000	4,145	4,167	5,000
Insurance	5,973	6,233	-261	-4.2%	7,480	5,420	4,250	5,100
Labour Relations	20,474	12,500	7,974	63.8%	15,000	10,099	12,500	15,000
Sick Pay/Retirement	61,081	61,081	0		73,297	0	0	
Retirement Int & Dividends	49,396	18,333	31,063	169.4%	22,000	57,212	57,378	68,853
2nd Prior Year (Surplus) Deficit	-83,564	-83,563	0		-100,276	33,346	13,333	16,000
	<u>1,164,925</u>	<u>1,060,256</u>	<u>104,669</u>	<u>9.9%</u>	<u>1,272,307</u>	<u>1,111,172</u>	<u>1,084,432</u>	<u>1,301,318</u>
TELECOM/DISPATCH								
Dispatch Centre Annual Fee	235,155	228,105	7,050	3.1%	273,726	220,276	220,870	265,044
Data/networking Charges	9,827	8,896	931	10.5%	10,675	8,850	8,896	10,675
	<u>244,982</u>	<u>237,001</u>	<u>7,981</u>	<u>3.4%</u>	<u>284,401</u>	<u>229,126</u>	<u>229,766</u>	<u>275,719</u>
Total Expenditures	<u>6,376,483</u>	<u>6,809,260</u>	<u>-432,777</u>	<u>-6.4%</u>	<u>8,171,112</u>	<u>5,977,164</u>	<u>6,315,415</u>	<u>7,578,498</u>
CONTRIBUTED BY MEMBER TOWNS	<u>6,809,260</u>	<u>6,809,260</u>	<u>0</u>		<u>8,171,112</u>	<u>6,315,412</u>	<u>6,315,415</u>	<u>7,578,498</u>
SURPLUS (DEFICIT)	<u>432,777</u>	<u>0</u>	<u>432,777</u>		<u>0</u>	<u>338,248</u>	<u>0</u>	<u>0</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
NOTES TO THE FINANCIAL STATEMENTS
October 31, 2023**

STATEMENT OF FINANCIAL POSITION

Bank Balance		692,152	at October 31, 2023
Accounts Receivable		171,646	
Accounts Payable Balance	440,753		
Debenture costs to be paid in June & December (post dated cheques)	<u>-125,639</u>		
Current Accounts Payable		315,114	Paid in November
Extra (Shortfall) in bank account		<u>548,684</u>	

Prepays include insurance, it & equipment services agreement, property tax, and dispatch

Note: \$23,000 from Managed Health Care was received and cleared from the Prepaid account

STATEMENT OF OPERATIONS

Crime Control:

	<u>2023</u>	<u>2022</u>	<u>Variance</u>
* Benefits Health insurance	213,144	204,037	4.5%
Retirees health insurance	8,407	7,921	6.1%

Administration:

	<u>2023</u>	<u>2022</u>	<u>Variance</u>
* Benefits Health Insurance	74,511	64,706	15.2%
Retirees health insurance	0	233	

* Benefits include - employer share of CPP, EI, Worksafe NB, Health insurance, counselling & pension

OVERTIME

	<u>Oct 2023</u>	<u>Oct 2022</u>	<u>Variance</u>
OT	160,053	72,807	119.8%
Court OT	11,912	12,391	-3.9%
	<u>171,965</u>	<u>85,198</u>	

Included in professional fees:

	<u>2023</u>	<u>2022</u>	<u>Variance</u>
Record check online ordering system fees (Forrest Green)	20,398	18,806	8.5%
Bank & credit/debit card payment fees	3,528	2,702	30.6%

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
October 31, 2023

	2023			2022	
	-----TANGIBLE CAPITAL ASSETS-----				
	Balance beginning of year	Additions	Disposals	Balance end of year	
Millennium Drive					
Land	194,248	0	0	194,248	194,248
Building - Roof	42,677	0	0	42,677	42,677
Mechanical	250,628	0	0	250,628	250,628
Electrical	331,646	0	0	331,646	331,646
Other	623,230	0	0	623,230	581,281
Structure	1,106,997	0	0	1,106,997	1,106,997
	<u>2,355,178</u>	<u>0</u>	<u>0</u>	<u>2,355,178</u>	<u>2,313,229</u>
Accumulated amortization	-1,157,050	0	0	-1,157,050	-1,089,004
Net book value of Building	<u>1,198,128</u>	<u>0</u>	<u>0</u>	<u>1,198,128</u>	<u>1,224,225</u>
Paving	52,600	0	0	52,600	52,600
Accumulated amortization	-46,025	0	0	-46,025	-43,395
Net book value of paving	<u>6,575</u>	<u>0</u>	<u>0</u>	<u>6,575</u>	<u>9,205</u>
Parking lot expansion	110,532	0	0	110,532	0
Accumulated amortization	-2,763	0	0	-2,763	0
Net book value of paving	<u>107,769</u>	<u>0</u>	<u>0</u>	<u>107,769</u>	<u>0</u>
Landscaping	3,268	0	0	3,268	3,268
Accumulated amortization	-3,268	0	0	-3,268	-3,268
Net book value of landscaping	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Furnishings	198,387	0	0	198,387	198,387
Accumulated amortization	-162,006	0	0	-162,006	-152,087
Net book value of furnishings	<u>36,381</u>	<u>0</u>	<u>0</u>	<u>36,381</u>	<u>46,300</u>
Machinery & equipment	80,043	0	0	80,043	80,043
Accumulated amortization	-57,937	0	0	-57,937	-51,949
Net book value of equipment	<u>22,106</u>	<u>0</u>	<u>0</u>	<u>22,106</u>	<u>28,094</u>
Information technology equipment	706,075	0	0	706,075	505,102
Accumulated amortization	-474,189	0	0	-474,189	-418,583
Net book value of IT equipment	<u>231,886</u>	<u>0</u>	<u>0</u>	<u>231,886</u>	<u>86,519</u>
Vehicles	1,045,398	0	0	1,045,398	779,239
Accumulated amortization	-572,542	0	0	-572,542	-471,867
Net book value of vehicles	<u>472,856</u>	<u>0</u>	<u>0</u>	<u>472,856</u>	<u>307,372</u>
Total Tangible Capital assets	4,745,729	0	0	4,745,729	4,126,117
Total Accumulated amortization	-2,475,780	0	0	-2,475,780	-2,230,153
Net Book Value	<u><u>2,269,949</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>2,269,949</u></u>	<u><u>1,895,963</u></u>

2023 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
TOTAL COMPLETED CALLS												
TOTAL FILES CREATED												
POPA/M Tickets/E Tickets	88	101	167	136	200	167	163	116	108	102	18	
Bylaw Tickets	0	0	0	0	3	5	6	1	0	0	0	
Crimes Against Persons	14	16	12	16	13	17	11	22	18	14	5	
Property Crime	13	21	25	22	26	28	20	31	44	43	11	
Other CC	12	1	5	6	5	2	9	16	2	15	3	
Traffic Collisions (Non-Injury)	33	34	34	35	42	35	28	23	36	30	20	
Fatal and Injury Traffic Collisions	0	1	1	1	3	2	7	1	2	0	1	
Intimate Partner Violence Files	9	13	13	17	13	21	19	25	15	12	2	
Impaired Driving (All categories)	10	8	9	12	15	11	14	10	2	16	3	
Mental Health Calls	14	1	9	6	7	17	19	16	10	12	3	





**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF NOVEMBER 30, 2023 @ 10:00am**

**MINUTES
REGULAR MEETING**

Held by Zoom

In Attendance:

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

Absent:

One Rothesay representative and one Quispamsis representative.

Chairperson Mackay French calls the meeting to order at 10:00am and opened the regular meeting.

1. APPROVAL OF AGENDA:

Chairperson Mackay French asked for an approval of the agenda.

*It was moved by Bob McLaughlin and seconded by Don Shea that the Agenda for the Regular Meeting of November 30, 2023 be approved as presented. **MOTION CARRIED.***

2. LAND ACKNOWLEDGEMENT:

Acting Deputy Chief Becker read the Land Acknowledgement.

3. APPROVAL OF MINUTES OF OCTOBER 25, 2023 MEETING:

Chairperson Tiffany Mackay French asked for a motion to approve the Minutes of the October 25, 2023 Regular Meeting.

*It was moved by Kerrie Luck and seconded by Kevin Darling to accept the Minutes of the October 25, 2023 Regular Meeting as presented. **MOTION CARRIED.***

4. DECLARATION OF CONFLICT OF INTEREST:

None.

5. CHIEFS REPORT:

The Chief let his report stand as presented and highlighted the e-mail received from the Delta Police Force re: Equity Diversity and Inclusion work A/DC Becker has been working on. The Chief asked if there was any questions or comments? Nothing was brought forth.

It was moved by Bob McLaughlin and seconded by Vibhuti Harquail to receive and file the Chiefs Report as presented. MOTION CARRIED.

6. COMMITTEE REPORTS:

Finance

Kevin Darling advised:

- The Finance Committee did not meet as there were no issues to deal with.
- Libby O'Hara is no longer a committee/board member.
- Mike Biggar will replace Libby O'Hara and is due to start in January.
- Financial statements were in order.
- Budget approvals from both towns were received.
- Will appear before Municipal Borrowing Board on January 8, 2024.

It was moved by John Buchanan and seconded by Don Shea to receive and file the Finance Report as presented. MOTION CARRIED.

Policy

Tiffany Mackay French advised:

- The policy committee did not meet as there were no issues to deal with.
- Derrick Stanford is no longer a committee/board member.
- The Rothesay representative should be identified soon.

Building & Grounds/Transportation

Bob McLaughlin advised:

- The Building & Grounds/Transportation committee has not met.
- The parking lot lights are due to be installed next week, weather permitting.
- Data conduit is in the ground for future use.
- He has been receiving calls from contractors inquiring when the tender documents will come out.
- We are hoping to get tenders out by end of February.
- There will be a committee meeting in the new year once financing has been approved.

Don Shea asked that Bob McLaughlin send a list of the contractors for the tender process. Kevin Darling advised that there would also be a notice published in the newspaper as part of the tender process.

*It was moved by Kevin Darling and seconded by Bob McLaughlin to receive and file the Building & Grounds/Transportation report as presented. **MOTION CARRIED.***

7. CORRESPONDENCE:

Nothing to report.

8. OLD BUSINESS:

Nothing to report.

9. NEW BUSINESS:

Nothing to report.

IN CAMERA SESSION:

Nothing to report.

10. MOTION TO ADJOURN:

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

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

Respectfully Submitted,



Chairperson
Tiffany Mackay French

Executive Assistant to the Board
Tanya Cyr

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at November 31, 2023

Page 1

	<u>2023</u>	<u>2022</u>
-----Financial Assets-----		
Cash - General	944,540	734,495
Sick Pay/ Retirement Investments	934,910	986,755
Accounts Receivable	98,844	227,445
Sales tax recoverable	51,590	91,709
	<u>2,029,884</u>	<u>2,040,404</u>
-----Liabilities-----		
Accounts payable and accrued	555,549	860,161
Vested sick leave/retirement accrual	939,676	874,731
Sick leave replacement	17,299	15,299
Accrued pension benefit liability	-90,100	56,000
Debenture payable	396,000	539,000
	<u>1,818,424</u>	<u>2,345,190</u>
NET ASSETS (DEBT)	<u><u>211,460</u></u>	<u><u>-304,786</u></u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	4,745,729	4,126,117
Accumulated amortization	-2,475,780	-2,230,154
	<u>2,269,949</u>	<u>1,895,963</u>
Unamortized Debenture costs	2,008	3,180
Prepaid expenses	78,224	70,624
	<u>2,350,181</u>	<u>1,969,768</u>
ACCUMULATED SURPLUS	<u><u>2,561,641</u></u>	<u><u>1,664,981</u></u>
Assets	4,380,065	4,010,171
Liabilities	4,380,065	4,010,171

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
November 30, 2023

	2023			2022	
	Balance beginning of year	Additions	Disposals	Balance end of year	
-----TANGIBLE CAPITAL ASSETS-----					
<i>Millennium Drive</i>					
Land	194,248	0	0	194,248	194,248
Building - Roof	42,677	0	0	42,677	42,677
Mechanical	250,628	0	0	250,628	250,628
Electrical	331,646	0	0	331,646	331,646
Other	623,230	0	0	623,230	581,281
Structure	1,106,997	0	0	1,106,997	1,106,997
	2,355,178	0	0	2,355,178	2,313,229
Accumulated amortization	-1,157,050	0	0	-1,157,050	-1,089,004
Net book value of Building	1,198,128	0	0	1,198,128	1,224,225
Paving	52,600	0	0	52,600	52,600
Accumulated amortization	-46,025	0	0	-46,025	-43,395
Net book value of paving	6,575	0	0	6,575	9,205
Parking lot expansion	110,532	0	0	110,532	0
Accumulated amortization	-2,763	0	0	-2,763	0
Net book value of paving	107,769	0	0	107,769	0
Landscaping	3,268	0	0	3,268	3,268
Accumulated amortization	-3,268	0	0	-3,268	-3,268
Net book value of landscaping	0	0	0	0	0
<i>Furnishings</i>	198,387	0	0	198,387	198,387
Accumulated amortization	-162,006	0	0	-162,006	-152,087
Net book value of furnishings	36,381	0	0	36,381	46,300
<i>Machinery & equipment</i>	80,043	0	0	80,043	80,043
Accumulated amortization	-57,937	0	0	-57,937	-51,949
Net book value of equipment	22,106	0	0	22,106	28,094
<i>Information technology equipment</i>	706,075	0	0	706,075	505,102
Accumulated amortization	-474,189	0	0	-474,189	-418,583
Net book value of IT equipment	231,886	0	0	231,886	86,519
<i>Vehicles</i>	1,045,398	0	0	1,045,398	779,239
Accumulated amortization	-572,542	0	0	-572,542	-471,867
Net book value of vehicles	472,856	0	0	472,856	307,372
Total Tangible Capital assets	4,745,729	0	0	4,745,729	4,126,117
Total Accumulated amortization	-2,475,780	0	0	-2,475,780	-2,230,153
Net Book Value	2,269,949	0	0	2,269,949	1,895,963

2024 February 12 Open Session FINAL 097
KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
ELEVEN MONTHS ENDING NOVEMBER 30, 2023

	YTD Actual	YTD Budget	\$ Diff	% Diff	2023 Total Budget	PRIOR YEAR		
						2022 YTD Actual	2022 YTD Budget	2022 Total Budget
REVENUE:								
Fees	179,922	114,583	65,338	57.0%	125,000	181,430	114,583	125,000
Taxi & Traffic Bylaw	1,850	1,742	108	6.2%	1,900	2,550	3,667	4,000
Interest income	41,259	1,833	39,425	2150.5%	2,000	18,849	917	1,000
Retirement Invest Income	51,270	20,167	31,104	154.2%	22,000	34,857	14,667	16,000
Funding for canine vehicle	25,000		25,000					
PNB - Traffic safety funding	10,000		10,000					
NB IEU	116,784	105,417	11,368	10.8%	115,000	76,667		
Secondments	225,529	223,667	1,862	0.8%	244,000	242,359	250,433	273,200
	651,614	467,408	184,206		509,900	556,712	384,267	419,200
EXPENDITURE:								
CRIME CONTROL								
Salaries	3,853,012	4,244,191	-391,180	-9.2%	4,630,027	3,449,849	3,898,520	4,252,931
Benefits	858,488	1,010,357	-151,869	-15.0%	1,102,208	787,715	872,658	951,990
Training	108,162	73,333	34,829	47.5%	80,000	75,851	47,667	52,000
Equipment	45,696	19,250	26,446	137.4%	21,000	158,261	19,250	21,000
Equip Repairs & IT support	0	9,167	-9,167	-100.0%	10,000	4,416	9,167	10,000
IT Equip & Svcs	66,170	93,958	-27,788	-29.6%	102,500	77,251	74,107	80,844
Communications	96,995	75,350	21,645	28.7%	82,200	82,088	75,350	82,200
Office function	16,816	13,750	3,066	22.3%	15,000	20,810	13,750	15,000
Leasing	11,394	11,458	-64	-0.6%	12,500	9,583	14,208	15,500
Policing-general	82,970	36,667	46,303	126.3%	40,000	58,584	36,667	40,000
Insurance	65,337	68,200	-2,863	-4.2%	74,400	59,305	46,658	50,900
Uniforms	68,343	55,000	13,343	24.3%	60,000	99,615	43,083	47,000
Prevention/p.r.	8,614	11,000	-2,386	-21.7%	12,000	8,380	6,417	7,000
Investigations	50,607	50,417	190	0.4%	55,000	59,978	41,250	45,000
Detention	26,289	28,990	-2,701	-9.3%	31,625	26,300	28,990	31,625
Taxi & Traffic Bylaw	65	458	-393	-85.8%	500	80	917	1,000
Auxillary	3,279	3,667	-388	-10.6%	4,000	467	3,667	4,000
Public Safety (PIMITS)	43,187	38,275	4,912	12.8%	41,755	33,692	33,692	36,755
	5,405,423	5,843,489	-438,066	-7.5%	6,374,715	5,012,226	5,266,016	5,744,745
VEHICLES								
Fuel	90,635	110,000	-19,365	-17.6%	120,000	96,756	82,500	90,000
Maint/Repairs	61,489	66,000	-4,511	-6.8%	72,000	50,589	61,417	67,000
Insurance	32,940	34,558	-1,618	-4.7%	37,700	30,051	32,542	35,500
New vehicles	26,302	36,667	-10,365	-28.3%	40,000	265,121	80,667	88,000
Equipment	979	5,500	-4,521	-82.2%	6,000	5,470	5,500	6,000
	212,345	252,725	-40,380	-16.0%	275,700	447,987	262,625	286,500

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
 2024 February 12 Open Session FINAL_098
 STATEMENT OF OPERATIONS
 ELEVEN MONTHS ENDING NOVEMBER 30, 2023

EXPENDITURE continued:	YTD	YTD	\$	%	2023 Total Budget	PRIOR YEAR		
	Actual	Budget	Diff	Diff		2022 YTD Actual	2022 YTD Budget	2022 Total Budget
BUILDING								
Maintenance	67,072	44,000	23,072	52.4%	48,000	111,993	36,667	40,000
Cleaning	39,361	41,250	-1,889	-4.6%	45,000	37,058	38,500	42,000
Electricity	40,248	43,083	-2,835	-6.6%	47,000	38,097	43,083	47,000
Property Taxes	41,145	45,308	-4,163	-9.2%	49,427	43,846	46,948	51,216
Insurance	7,389	8,014	-624	-7.8%	8,742	6,969	7,883	8,600
Expansion & Parking Lot Upgrades	161,919	91,667	70,253	76.6%	100,000	110,532	27,500	30,000
Grounds	16,043	16,500	-457	-2.8%	18,000	19,316	11,000	12,000
Interest on Debenture	11,999	10,743	1,256	11.7%	11,720	15,502	14,300	15,600
Debenture Principal	133,833	133,833	0		146,000	131,083	131,083	143,000
	519,010	434,398	84,612	19.5%	473,889	514,395	356,965	389,416
ADMINISTRATION								
Salaries	894,887	845,873	49,015	5.8%	922,770	804,720	811,996	885,814
Benefits	220,434	217,437	2,997	1.4%	237,204	220,196	196,675	214,555
KV Fire Share IT & HR Staff	-15,127	-18,487	3,361	-18.2%	-20,168	-14,667	-14,670	-16,004
Professional Fees	79,853	73,333	6,519	8.9%	80,000	71,531	76,083	83,000
Travel/Training	28,098	27,500	598	2.2%	30,000	38,896	22,000	24,000
Board Expenses	9,115	4,583	4,532	98.9%	5,000	6,946	4,583	5,000
Insurance	6,570	6,857	-287	-4.2%	7,480	5,962	4,675	5,100
Labour Relations	21,905	13,750	8,155	59.3%	15,000	13,199	13,750	15,000
Sick Pay/Retirement	67,189	67,189	0		73,297	0	0	
Retirement Int & Dividends	51,270	20,167	31,104	154.2%	22,000	62,933	63,115	68,853
2nd Prior Year (Surplus) Deficit	-91,920	-91,920	0		-100,276	34,857	14,667	16,000
	1,272,275	1,166,281	105,993	9.1%	1,272,307	1,244,573	1,192,875	1,301,318
TELECOM/DISPATCH								
Dispatch Centre Annual Fee	258,342	250,916	7,427	3.0%	273,726	241,991	242,957	265,044
Data/networking Charges	10,856	9,785	1,071	10.9%	10,675	9,786	9,785	10,675
	269,198	260,701	8,497	3.3%	284,401	251,777	252,742	275,719
Total Expenditures	7,026,637	7,490,186	-463,549	-6.2%	8,171,112	6,914,245	6,946,957	7,578,498
CONTRIBUTED BY MEMBER TOWNS	7,490,184	7,490,186	0		8,171,112	6,946,953	6,946,957	7,578,498
SURPLUS (DEFICIT)	463,547	0	463,549		0	32,708	0	0

2024 February 12 Open Session FINAL 099

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
NOTES TO THE FINANCIAL STATEMENTS
November 31, 2023

STATEMENT OF FINANCIAL POSITION

Bank Balance	944,540	at November 31, 2023
Accounts Receivable	98,844	
Accrued Liabilities	278,119	
Accounts Payable Balance	277,431	
Debenture costs to be paid in June & December (post dated cheques)	-138,799	

Current Accounts Payable	416,750	

Extra (Shortfall) in bank account	626,634	

Prepays include insurance, it & equipment services agreement, property tax, and dispatch

STATEMENT OF OPERATIONS

Crime Control:

	<u>2023</u>	<u>2022</u>	<u>Variance</u>
* Benefits Health insurance	232,083	196,174	18.3%
Retirees health insurance	8,182	13,623	-39.9%

Administration:

	<u>2023</u>	<u>2022</u>	<u>Variance</u>
* Benefits Health Insurance	79,640	94,560	-15.8%
Retirees health insurance	0	233	

* Benefits include - employer share of CPP, EI, Worksafe NB, Health insurance, counselling & pension

OVERTIME

	<u>Nov 2023</u>	<u>Nov 2022</u>	<u>Variance</u>
OT	176,450	74,301	137.5%
Court OT	14,010	12,391	13.1%
	-----	-----	
	190,461	86,692	

Included in professional fees:

	<u>2023</u>	<u>2022</u>	<u>Variance</u>
Record check online ordering system fees (Forrest Green)	22,716	20,945	8.5%
Bank & credit/debit card payment fees	3,783	3,064	23.5%

Training Report

November 2023

	Course	Location	Member
Oct 30 – Nov 1	ACE Training (Part 2)	KRPF	Sgt. Evan Scott Sgt. Kim Bennett Sgt. Colin Flynn Sgt. Mark Ivey A/Sgt. Tom White
Oct 31-Nov 2	ETS Training	Saint John	Cpl. Mark Roberts
Nov 8	CAPG Police Executive Mentorship Program – Atlantic Leadership Forum	Halifax, NS	A D/C Anika Becker Insp. Mary Henderson
Nov 14-17	Atlantic Women In Law Enforcement Conference	Halifax, NS	Cpl. Krystal Daley Cpl. Kelley McIntyre
Nov 27-Dec 1	SFST (Instructor)	Miramichi NB	A/Sgt. Tom White
Nov 27-Dec 1	ETS Training	Saint John	Cpl. Mark Roberts Cpl. Aaron Haines

Town of Rothesay

General Fund Financial Statements

December 31, 2023

Attached Reports:

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

Town of Rothesay

Balance Sheet - Capital General Fund 12/31/2023

ASSETS

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

LIABILITIES AND EQUITY

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

Town of Rothesay
 Balance Sheet - General Fund Reserves
 12/31/2023

ASSETS

BNS Gas Tax Interest Account	283,232
BNS General Operating Reserve #214-15	956,471
BNS General Capital Reserves #2261-14	1,104,272
BNS - Gen Capital Reserve GIC	1,500,000
BNS - Gas Tax Reserves - GIC	4,100,000
	<u>\$ 7,943,975</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,580,543
Invest. in General Capital Reserve	2,423,407
General Gas Tax Funding	802,688
Invest. in General Operating Reserve	956,471
Invest. in Land for Public Purposes Reserve	161,289
Invest. in Town Hall Reserve	19,576
	<u>\$ 7,943,975</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 12/31/2023

CURRENT ASSETS

Cash	1,073,605
Receivables	600,446
HST Receivable	625,557
Inventory	142,001
Gen Operating due to/from Util Operating	1,310,622
Total Current Assets	<u>3,752,232</u>
Other Assets:	<u>-</u>
TOTAL ASSETS	<u><u>3,752,232</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	990,875
Other Payables	2,430,962
Gen Operating due to/from Gen Capital	(450,000)
Accrued Sick Leave	22,100
Accrued Pension Obligation	(15,700)
Accrued Retirement Allowance	493,887
TOTAL LIABILITIES	<u>3,472,124</u>

EQUITY

Retained Earnings - General	170,498
Surplus/(Deficit) for the Period	109,610
	<u>280,108</u>
	<u><u>3,752,232</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
12 Months Ended 12/31/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,676,981	1,676,983	20,123,774	20,123,778	(4)		20,123,778
Sale of Services	50,259	45,969	549,501	464,704	84,797		464,704
Services to Province of New Brunswic	0	20,327	85,362	80,000	5,362		80,000
Other Revenue from Own Sources	81,806	5,442	519,823	142,008	377,815		142,008
CORE grant	8,732	8,731	104,782	104,778	4		104,778
Conditional Transfers	523,900	0	1,238,961	51,500	1,187,461		51,500
Other Transfers	790,175	130,625	1,456,120	796,570	659,550		796,570
	<u>\$3,131,853</u>	<u>\$1,888,076</u>	<u>\$24,078,323</u>	<u>\$21,763,338</u>	<u>\$2,314,985</u>		<u>\$21,763,338</u>
EXPENSES							
General Government Services	326,696	261,038	2,559,165	2,592,591	33,426		2,592,591
Protective Services	617,740	659,058	6,168,934	6,235,746	66,812		6,235,746
Transportation Services	593,068	429,402	3,616,581	3,668,562	51,981		3,668,562
Environmental Health Services	78,022	86,144	951,526	1,077,728	126,202		1,077,728
Environmental Development	33,610	82,250	567,455	829,950	262,495		829,950
Recreation & Cultural Services	313,982	337,074	2,511,024	2,496,171	(14,853)		2,496,171
Fiscal Services	7,222,204	4,493,440	7,594,029	4,862,591	(2,731,438)		4,862,591
	<u>\$9,185,320</u>	<u>\$6,348,406</u>	<u>\$23,968,713</u>	<u>\$21,763,338</u>	<u>\$2,205,375</u>		<u>\$21,763,338</u>
Surplus (Deficit) for the Year	<u>\$6,053,467</u>	<u>-\$4,460,330</u>	<u>\$109,610</u>	<u>\$0</u>	<u>\$109,610</u>		<u>\$ 0</u>

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Town of Rothesay
Statement of Revenue & Expenditure
12 Months Ended 12/31/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	2,640	1,667	40,815	20,000	20,815	1	20,000
Wells Canopy revenue	2,500	0	2,500	0	2,500		0
Town Hall Rent	8,101	8,217	110,742	98,604	12,138	2	98,604
Community Garden	0	0	860	1,200	(340)		1,200
Fox Farm Rental	3,900	1,875	20,000	22,500	(2,500)		22,500
Arena Revenue	30,913	31,835	259,654	214,900	44,754	3	214,900
Recreation Programs	2,205	2,375	114,930	107,500	7,430		107,500
	<u>50,259</u>	<u>45,969</u>	<u>549,501</u>	<u>464,704</u>	<u>84,797</u>		<u>464,704</u>
Other Revenue from Own Sources							
Licenses & Permits	65,099	875	299,014	82,500	216,514	4	82,500
KVFD Admn Penalties	1,400	0	1,400	0	1,400		0
Recycling DOLLIES & LIDS	21	67	908	800	108		800
Interest & Sundry	11,962	2,667	194,870	32,000	162,870	5	32,000
Miscellaneous	2,325	833	6,908	10,000	(3,092)		10,000
Fire Dept Administration	1,000	1,000	12,000	12,000	0		12,000
History Book Sales	0	0	15	0	15		0
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<u>81,806</u>	<u>5,442</u>	<u>519,823</u>	<u>142,008</u>	<u>377,815</u>		<u>142,008</u>
Conditional Transfers							
Canada Day Grant	0	0	1,920	1,500	420		1,500
Grant Other	523,900	0	1,186,859	0	1,186,859	6	0
Grant Students	0	0	50,182	50,000	182		50,000
	<u>523,900</u>	<u>0</u>	<u>1,238,961</u>	<u>51,500</u>	<u>1,187,461</u>		<u>51,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	274,070	274,070	0		274,070
Utility Fund Transfer	130,625	130,625	522,500	522,500	0		522,500
Transfer from Reserves	659,550	0	659,550	0	659,550	7	0
	<u>790,175</u>	<u>130,625</u>	<u>1,456,120</u>	<u>796,570</u>	<u>659,550</u>		<u>796,570</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,456	3,917	41,143	47,000	5,857		47,000
Councillors	12,831	11,258	132,458	135,100	2,642		135,100
Regional Service Commission	1,256	1,256	15,076	15,076	0		15,076
Other	1,709	292	8,793	13,500	4,707		13,500
	<u>19,253</u>	<u>18,723</u>	<u>197,470</u>	<u>210,676</u>	<u>13,206</u>		<u>210,676</u>
Administrative							
Administration Wages & Benefits	229,549	190,154	1,162,922	1,189,610	26,688	8	1,189,610
Office Building	33,860	11,117	210,443	177,750	32,693	9	177,750
Supplies	26,020	10,917	154,903	143,000	11,903	10	143,000
Solicitor	6,463	4,167	38,525	50,000	11,475	11	50,000
Professional Fees	0	11,000	11,732	35,000	23,268	12	35,000
Other	10,940	9,417	117,582	110,000	7,582	13	110,000
	<u>306,831</u>	<u>236,771</u>	<u>1,696,108</u>	<u>1,705,360</u>	<u>9,252</u>		<u>1,705,360</u>
Other General Government Services							
Website/Other	0	0	2,611	3,000	389		3,000
Community Communications (Team)	111	460	3,699	5,525	1,826		5,525
Civic Relations	0	83	2,026	1,000	(1,026)		1,000
Insurance	0	0	278,436	282,462	4,026		282,462
Donations	500	7,000	22,703	36,500	13,797	14	36,500
Cost of Assessment	0	0	324,536	328,068	3,532		328,068
Property Taxes L.P.P	0	0	17,410	16,000	(1,410)		16,000
Fox Farm Rental Expenses	0	0	14,167	4,000	(10,167)	15	4,000
	<u>611</u>	<u>7,544</u>	<u>665,587</u>	<u>676,555</u>	<u>10,968</u>		<u>676,555</u>
Total General Government Services	<u>326,696</u>	<u>261,038</u>	<u>2,559,165</u>	<u>2,592,591</u>	<u>33,426</u>		<u>2,592,591</u>
Protective Services							
Police							
Police Protection	271,400	272,601	3,256,798	3,271,213	14,415	16	3,271,213
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>271,400</u>	<u>272,601</u>	<u>3,259,598</u>	<u>3,274,013</u>	<u>14,415</u>		<u>3,274,013</u>
Fire							
Fire Protection	346,020	385,082	2,575,671	2,614,733	39,062	17	2,614,733
Water Costs Fire Protection	0	0	330,000	330,000	0		330,000
	<u>346,020</u>	<u>385,082</u>	<u>2,905,671</u>	<u>2,944,733</u>	<u>39,062</u>		<u>2,944,733</u>
Emergency Measures							
EMO Director/Committee	0	0	0	500	500		500
	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>		<u>500</u>
Other							
Animal & Pest Control	320	417	3,865	5,000	1,135		5,000
Other	0	958	0	11,500	11,500	18	11,500
	<u>320</u>	<u>1,375</u>	<u>3,865</u>	<u>16,500</u>	<u>12,835</u>		<u>16,500</u>
Total Protective Services	<u>617,740</u>	<u>659,058</u>	<u>6,168,934</u>	<u>6,235,746</u>	<u>66,812</u>		<u>6,235,746</u>

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Transportation Services							
Common Services							
Administration (Wages & Benefits)	156,037	173,904	1,356,639	1,557,760	201,121	19	1,557,760
Workshops, Yards & Equipment	200,284	61,167	848,768	756,350	(92,418)	20	756,350
Engineering	811	625	17,841	7,500	(10,341)	21	7,500
	<u>357,132</u>	<u>235,295</u>	<u>2,223,248</u>	<u>2,321,610</u>	<u>98,362</u>		<u>2,321,610</u>
Roads & Streets	5,082	0	71,547	65,000	(6,547)		65,000
Crosswalks & Sidewalks	4,457	1,773	16,075	17,300	1,225		17,300
Culverts & Drainage Ditches	16,614	0	105,525	80,000	(25,525)	22	80,000
Street Cleaning & Flushing	6,455	30,000	17,611	45,000	27,389	23	45,000
Snow & Ice Removal	168,028	124,504	864,561	810,000	(54,561)	24	810,000
Flood Costs	0	0	2,586	15,000	12,414	25	15,000
	<u>200,636</u>	<u>156,277</u>	<u>1,077,905</u>	<u>1,032,300</u>	<u>(45,605)</u>		<u>1,032,300</u>
Street Lighting	13,576	12,083	151,763	145,000	(6,763)		145,000
Traffic Services							
Street Signs	0	833	9,361	10,000	639		10,000
Traffic Lanemarking	0	0	32,120	35,000	2,880		35,000
Traffic Signals	2,143	833	23,325	10,000	(13,325)	26	10,000
Railway Crossing	700	2,083	22,167	25,000	2,833		25,000
	<u>2,843</u>	<u>3,750</u>	<u>86,973</u>	<u>80,000</u>	<u>(6,973)</u>		<u>80,000</u>
Public Transit							
Public Transit - Comex Service	18,735	21,788	74,940	87,152	12,212	27	87,152
Public Transit - Other	146	208	1,752	2,500	748		2,500
	<u>18,881</u>	<u>21,996</u>	<u>76,692</u>	<u>89,652</u>	<u>12,960</u>		<u>89,652</u>
Total Transportation Services	593,068	429,402	3,616,581	3,668,562	51,981		3,668,562
Environmental Health Services							
Solid Waste Disposal Land Fill garbage	18,192	18,890	235,704	224,280	(11,424)		224,280
Solid Waste Disposal Landfill Compost	4,027	3,204	32,067	38,448	6,381		38,448
Solid Waste Collection Fero	54,251	64,250	647,103	771,000	123,897	28	771,000
Solid Waste Recycling bins	0	0	0	4,000	4,000		4,000
Clean Up Campaign	0	0	22,997	40,000	17,003	29	40,000
Food Cycler	1,552	0	13,654	0	(13,654)	30	0
	<u>78,022</u>	<u>86,144</u>	<u>951,526</u>	<u>1,077,728</u>	<u>126,202</u>		<u>1,077,728</u>
Environmental Development Services							
Planning & Zoning							
Administration	17,645	60,420	344,490	550,000	205,510	31	550,000
Planning Projects	0	4,583	16,333	55,000	38,667	32	55,000
Heritage Committee	0	1,250	0	15,000	15,000	33	15,000
	<u>17,645</u>	<u>66,254</u>	<u>360,823</u>	<u>620,000</u>	<u>259,177</u>		<u>620,000</u>
Envision Saint John	15,965	15,996	191,576	191,950	374		191,950
Tourism	0	0	15,056	18,000	2,944		18,000
	<u>15,965</u>	<u>15,996</u>	<u>206,632</u>	<u>209,950</u>	<u>3,318</u>		<u>209,950</u>
	<u>33,610</u>	<u>82,250</u>	<u>567,455</u>	<u>829,950</u>	<u>262,495</u>		<u>829,950</u>
Recreation & Cultural Services							
Administration	69,344	40,826	447,307	399,000	(48,307)	34	399,000
Beaches	0	0	59,872	53,500	(6,372)		53,500
Rothsay Arena	59,406	44,118	419,803	367,000	(52,803)	35	367,000
Memorial Centre	31,516	5,067	91,702	67,850	(23,852)	36	67,850
Summer Programs	18	0	81,385	72,100	(9,285)	37	72,100
Parks & Gardens	53,489	47,630	679,752	691,725	11,973	38	691,725
Rothsay Common Rink	16,794	4,150	74,521	52,950	(21,571)	39	52,950
Wells Building	1,085	0	4,655	0	(4,655)		0
Playgrounds and Fields	24,238	5,250	126,775	134,000	7,225		134,000
The Hive expenses	1,763	1,167	10,133	14,000	3,867		14,000
Regional Facilities Commission	30,025	30,068	360,560	360,819	259		360,819
Kennebecasis Public Library	7,084	7,084	89,945	85,012	(4,933)		85,012
Regional Facilities Commission Capital	16,240	150,715	16,240	150,715	134,475	40	150,715
Special Events	2,979	1,000	40,557	40,000	(557)		40,000
PRO Kids	0	0	7,500	7,500	0		7,500
Rothsay Living Museum	0	0	315	0	(315)		0
	<u>313,982</u>	<u>337,074</u>	<u>2,511,024</u>	<u>2,496,171</u>	<u>(14,853)</u>		<u>2,496,171</u>
Fiscal Services							
Debt Charges							
Interest	79,609	98,440	179,434	195,591	16,157	41	195,591
Debtenture Payments	395,000	395,000	667,000	667,000	0		667,000
	<u>474,609</u>	<u>493,440</u>	<u>846,434</u>	<u>862,591</u>	<u>16,157</u>		<u>862,591</u>
Transfers To:							
Capital Fund for Capital Expenditures	3,857,371	3,750,000	3,879,371	3,750,000	(129,371)	42	3,750,000
Capital Projects Funded by reserves	659,550	0	659,550	0	(659,550)	43	0
Capital Projects Funded by Grants	1,204,959	0	1,182,959	0	(1,182,959)	44	0
Reserve Funds	1,025,715	250,000	1,025,715	250,000	(775,715)	45	250,000
	<u>6,747,595</u>	<u>4,000,000</u>	<u>6,747,595</u>	<u>4,000,000</u>	<u>(2,747,595)</u>		<u>4,000,000</u>
	<u>7,222,204</u>	<u>4,493,440</u>	<u>7,594,029</u>	<u>4,862,591</u>	<u>(2,731,438)</u>		<u>4,862,591</u>

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Town of Rothesay

Variance Report - General Fund

Note #	Revenue	Actual	month ending Budget	12/31/2023 Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	40,815	20,000	\$ 20,815	Higher than budgete revenue
2	Town Hall Rent	110,742	98,604	\$ 12,138	Increase rent
3	Arena Revenue	259,654	214,900	\$ 44,754	Higher than budgeted revenue
4	Licenses & Permits	299,014	82,500	\$ 216,514	Higher than anticipated
5	Interest & Sundry	194,870	32,000	\$ 162,870	Conservative estimate of interest rates
6	Grant - Other	1,186,859	0	\$ 1,186,859	\$25K Pickle Ball Grant, \$638k ACOA Wells Bldg \$500K Designated Highway
7	Transfer from Reserves	659,550	0	\$ 659,550	Reserve money to use for capital
Expenses					
<i>General Government</i>					
8	Administration - Wages & Benefits	1,162,922	1,189,610	\$ 26,688	Vacant position
9	Office Building	210,443	177,750	\$ (32,693)	Additional renovations
10	Supplies	154,903	143,000	\$ (11,903)	IT costs higher than budgeted
11	Solicitor	38,525	50,000	\$ 11,475	Less activity than budgeted
12	Professional Fees	11,732	35,000	\$ 23,268	Budget for Actuarial valuations
13	Other	117,582	110,000	\$ (7,582)	Software and membership fees increased
14	Donations	22,703	36,500	\$ 13,797	Anticipated requests not submitted
15	Fox Farm Rental Expenses	14,167	4,000	\$ (10,167)	Repairs- painting
<i>Protective Services</i>					
16	Police Protection	3,256,798	3,271,213	\$ 14,415	Due to adjustment in formula after budget
17	Fire Protection	2,575,671	2,614,733	\$ 39,062	Truck not purchased and lower cost for air packs
18	Other	0	11,500	\$ 11,500	No costs incurred
<i>Transportation</i>					
19	Administration (Wages & Benefits)	1,356,639	1,557,760	\$ 201,121	1 vacant position and no casual staff
20	Workshops, Yards & Equipment	848,768	756,350	\$ (92,418)	Master Drive building HVAC repairs and updates
21	Engineering	17,841	7,500	\$ (10,341)	Wijac street repairs
22	Culverts & Drainage Ditches	105,525	80,000	\$ (25,525)	Increase in costs
23	Street Cleaning & Flushing	17,611	45,000	\$ 27,389	Less work completed than budgeted
24	Snow & Ice Removal	864,561	810,000	\$ (54,561)	Contract cost increase
25	Flood Costs	2,586	15,000	\$ 12,414	No flooding
26	Traffic Signals	23,325	10,000	\$ (13,325)	Supply & install new "birdies" on traffic lights due to lightning
27	Public Transit - Comex Service	74,940	87,152	\$ 12,212	Cost increase was lower than expected
<i>Environmental Health</i>					
28	Solid Waste Collection Fero	647,103	771,000	\$ 123,897	Fuel escalation lower than anticipated
29	Clean Up Campaign	22,997	40,000	\$ 17,003	Lower than anticipated
30	Food Cycler	13,654	0	\$ (13,654)	Net cost for Food Cycler endorsement (shipping and reimbursement acc
<i>Environmental Development</i>					
31	Administration	344,490	550,000	\$ 205,510	Vacant position and budget for software
32	Planning Projects	16,333	55,000	\$ 38,667	No expenses incurred to date
33	Heritage Committee	0	15,000	\$ 15,000	No expenses incurred to date
<i>Recreation & Cultural Services</i>					
34	Administration	447,307	399,000	\$ (48,307)	Perfect Mind Software and increase in wages
35	Rothesay Arena	419,803	367,000	\$ (52,803)	Casual wages higher than budgeted and building repairs
36	Memorial Centre	91,702	67,850	\$ (23,852)	
37	Summer Programs	81,385	72,100	\$ (9,285)	Summer wages higher than budgeted
38	Parks & Gardens	679,752	691,725	\$ 11,973	Fuel, rentals and plants lower than anticipated
39	Rothesay Common Rink	74,521	52,950	\$ (21,571)	Casual wages higher and power higher than budgeted
40	Regional Facilities Commission Capital	16,240	150,715	\$ 134,475	Capital amount budgeted wasn't invoiced in 2023
<i>Fiscal Services</i>					
41	Interest	179,434	195,591	\$ 16,157	New loan during year
42	Capital Fund for Capital Expenditures	3,879,371	3,750,000	\$ (129,371)	capital allocation
43	Capital from reserves	649,550	-	\$ (649,550)	Capital funding not budgeted
44	Capital from Grants	1,182,959	-	\$ (1,182,959)	Offset with revenue above
45	Transfer to Reserve Funds	1,025,715	250,000	\$ (775,715)	2023 capital items to be paid in 2024

Town of Rothesay

Account Number	Description	Project #	Amount	Expensed	Capital from Operating	Reserves	Gas Tax	Grants	Borrow	Utility
120105-60	General Government Town Hall		41,703.96	22,153.96	-	19,550.00				
120107-60	IT Purchases	G-2022-001	-	-	-	-				
			41,703.96							
120115-60	Protective Services Protective Services Building & Equipment	P-2022-001	1,019,214.96	-	19,214.96	-			1,000,000.00	
120280-60	Transportation Asphalt 2023		877,743.03	-	477,743.03	-	275,000.00			125,000.00
	Estimated storm drainage		330,000.00	-	85,000.00	-	245,000.00			
	Estimated curb and sidewalk		120,000.00	-	30,000.00	-	90,000.00			
	Designated Highway		695,000.00	-	195,000.00	-		500,000.00		
120282-60	Building - Master Drive		72,186.52	72,186.52	-	-				
120283-60	Intersection Improvement	T-2022-004	178,094.57	-	178,094.57	-				
120292-60	Clark/GPR Intersection		1,224,415.08	-	724,415.08	-				500,000.00
	Estimated storm drainage		175,000.00	-	175,000.00	-				
	December accrual		650,000.00	-	200,000.00	-			450,000.00	
120284-60	Fleet Replacement		26,497.10	26,497.10	-	-				
			4,348,936.30							
120288-60	Recreation Wells building		2,400,577.11	-	1,662,618.49	-		637,958.62	100,000.00	
120285-60	Recreation Equipment Purchases		56,392.53	10,381.56	46,010.97	-				
120290-60	McGuire Centre repairs		26,003.20	26,003.20	-	-				
120289-60	Recreation Master Plan		21,768.65	21,768.65	-	-				
120286-60	Pickle ball courts		124,652.06	-	79,652.06	-		45,000.00		
120287-60	Arena Renovations		36,622.00	-	6,622.00	-	30,000.00			
			2,666,015.55							
	Carryovers									
120272-60	Asphalt Microseal 2020	T-2020-005	2,028.26	2,028.26	-	-				
120275-60	Stormwater Master Plan	T-2020-013	12,081.00	12,081.00	-	-				
120276-60	Traffic Study	T-2020-014	2,025.23	2,025.23	-	-				
120277-60	2021 Asphalt Engineering	T-2021-001	810.82	810.82	-	-				
			16,945.31							
			8,092,816.08	195,936.30	3,879,371.16	19,550.00	640,000.00	1,182,958.62	1,550,000.00	625,000.00
					4,075,307.46					
			8,092,816.08	195,936.30	3,879,371.16	19,550.00	640,000.00	1,182,958.62	1,550,000.00	625,000.00
									8,092,816.08	

Town of Rothesay

Utility Fund Financial Statements

December 31, 2023

Attached Reports:

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

Town of Rothesay

Capital Balance Sheet

As at 12/31/2023

ASSETS

Assets:

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

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

TOTAL ASSETS	39,577,782
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LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

Investment in Fixed Assets	31,646,224
Total Equity	31,646,224

TOTAL LIABILITIES & EQUITY	39,577,782
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Town of Rothesay
 Balance Sheet – Utilities Fund Reserves
 12/31/2023

ASSETS

BNS Utility Capital Reserve # 00241 12	232,661
BNS - Util Capital Reserve GIC	<u>1,100,000</u>
	<u><u>\$ 1,332,661</u></u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	888,050
Invest. in Utility Operating Reserve	109,691
Invest. in Sewerage Outfall Reserve	<u>334,920</u>
	<u><u>\$ 1,332,661</u></u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 12/31/2023

ASSETS

Current assets:

Accounts Receivable Net of Allowance	895,981
Total Current Assets	<u>895,981</u>

Other Assets:

TOTAL ASSETS	<u>\$ 895,981</u>
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LIABILITIES

Accrued Payables	16,263
Due from General Fund	1,310,622
Due to Capital Fund	(515,000)
Deferred Revenue	<u>12,012</u>
Total Liabilities	823,897

EQUITY

Surplus:

Opening Retained Earnings	32,898
Profit (Loss) to Date	<u>39,186</u>
	<u>72,084</u>

TOTAL LIABILITIES & EQUITY	<u>\$ 895,981</u>
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Town of Rothesay
Utilities Operating Income Statement
12 Months Ended 12/31/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	252,187	282,436	1,097,215	1,155,000	(57,785)	1	1,155,000
Meter and non-hookup fees	15,681	16,105	64,467	64,420	47		64,420
Water Supply for Fire Prot.	0	0	330,000	330,000	0		330,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	0	0	1,972,761	1,942,500	30,261	2	1,942,500
Connection Fees	48,000	14,583	200,175	175,000	25,175	3	175,000
Interest Earned	8,634	7,500	112,643	90,000	22,643	4	90,000
Misc. Revenue	463	610	5,000	7,323	(2,323)		7,323
Infrastructure Grants	0	0	421,460	0	421,460	5	0
Surplus - Previous Years	0	0	41,757	41,757	0		41,757
TOTAL RECEIPTS	324,964	321,235	4,304,358	3,865,000	439,358		3,865,000
WATER SUPPLY							
Share of Overhead Expenses	52,250	52,250	209,000	209,000	0		209,000
Wages	19,870	61,769	195,884	232,000	36,116	6	232,000
Audit/Legal/Training	794	208	15,178	13,500	(1,678)		13,500
Other Water	0	42	1,817	500	(1,317)		500
Purification & Treatment	29,008	23,333	547,287	536,000	(11,287)	7	536,000
Transmission & Distribution	16,439	9,167	83,477	110,000	26,523	8	110,000
Power & Pumping	3,971	4,250	53,208	51,000	(2,208)		51,000
Billing/Collections	73	417	2,123	5,000	2,877		5,000
Water Purchased	0	100	785	1,200	416		1,200
Misc. Expenses	3,536	2,250	27,145	27,000	(145)		27,000
McGuire Road Operating	685	1,500	7,924	18,000	10,076	9	18,000
TOTAL WATER SUPPLY	126,625	155,286	1,143,829	1,203,200	59,371		1,203,200
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	78,375	78,375	313,500	313,500	0		313,500
Wages	29,000	29,000	348,000	348,000	0		348,000
Audit/Legal/Training	0	417	10,641	11,000	359		11,000
Collection System Maintenance	2,515	25,417	68,425	85,000	16,575	10	85,000
Sewer Claims	0	0	20,849	20,000	(849)		20,000
Lift Stations	10,477	6,750	62,037	77,000	14,963	11	77,000
Treatment/Disposal	7,801	7,583	118,258	103,000	(15,258)	12	103,000
Misc. Expenses	3,146	2,167	16,383	26,000	9,617	13	26,000
TOTAL SWGE COLLECTION & DISPO	131,314	149,708	958,092	983,500	25,408		983,500
FISCAL SERVICES							
Interest on Long-Term Debt	89,429	90,498	260,257	254,803	(5,455)		254,803
Principal Repayment	202,000	202,000	541,808	548,497	6,689		548,497
Transfer to Reserve Accounts	155,686	175,000	155,686	175,000	19,314	14	175,000
Capital Fund Through Operating	1,205,500	700,000	1,205,500	700,000	(505,500)	15	700,000
TOTAL FISCAL SERVICES	1,652,616	1,167,498	2,163,252	1,678,300	(484,951)		1,678,300
TOTAL EXPENSES	1,910,555	1,472,492	4,265,172	3,865,000	(400,172)		3,865,000
NET INCOME (LOSS) FOR THE PER	(1,585,591)	(1,151,257)	39,186	(0)	39,186		(0)

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Town of Rothesay

Variance Report - Utility Operating

2023-12-31

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	1,097,215	1,155,000	(57,785)	Usage lower than expected
2	Sewerage Services	1,972,761	1,942,500	30,261	Increase in users + fee increase > budget
3	Connection Fees	200,175	175,000	25,175	Higher than anticipated
4	Interest Earned	112,643	90,000	22,643	Increase in receivables
5	Infrastructure Grants	421,460	0	421,460	Grant for WWTP
Expenditures					
2023-11-30					
6	Wages	195,884	232,000	36,116	OT lower than expected
7	Purification and treatment	547,287	536,000	(11,287)	Well maintenance higher than expected
8	Transmission & Distribution	83,477	110,000	26,523	Maintenance lower than anticipated
9	McGuire Road Operating	7,924	18,000	10,076	Maintenance lower than anticipated
Sewer					
10	Collection System Maintenance	68,425	85,000	16,575	Not as much flushing done as anticipated
11	Lift Stations	62,037	77,000	14,963	Large mtce to date has not been required
12	Treatment/Disposal	118,258	103,000	(15,258)	Power and Mtce more than anticipated
13	Misc. Expenses	16,383	26,000	9,617	Conservative budget amount
Fiscal Services					
14	Transfer to Reserve Accounts	155,686	175,000	19,314	Late December receipt not transferred
15	Capital from operating	1,205,500	700,000	(505,500)	Additional capital added to budget

Town of Rothesay

2023-12-31

219500-60

Donations/Cultural Support

Budget

Paid to date

KV3C (in kind)	2,500.00	2,500.00
NB Medical Education Trust	5,000.00	5,000.00
KV Food Basket	5,000.00	7,553.08
Fairweather Scholarship	1,000.00	1,000.00
Saint John Theatre Company	1,000.00	
Symphony NB	2,500.00	
sub	<u>17,000.00</u>	<u>16,053.08</u>

Other:	19,500.00	
Sophia Recovery Centre		5,000.00
Rothesay High School		250.00
Special Olympics NB		200.00
You Can Ride Two		500.00
KV Girls Softball Association		500.00
RNS - Art Show		500.00
St Joseph's Hospital Foundation - bronze "September for St. Joe's"		1,000.00
Saint John Seafarers' Mision		200.00
World Performance Dance Event - Trevor Shea		500.00
Gala Ballet Productions		<u>250.00</u>
sub	<u>19,500.00</u>	<u>9,150.00</u>

<u>36,500.00</u>	<u>25,203.08</u>
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G/L Balance	<u>22,703.08</u>	2,500.00
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Other:

Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
PRO Kids	7,500.00	7,500.00	Recreation
	<u>10,300.00</u>	<u>10,300.00</u>	

TOWN OF ROTHESAY

FINANCE COMMITTEE

January 19, 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 8:30am.

The agenda was accepted (DS/HB)

Election of Chairperson

Don Shea nominated Deputy Mayor Matt Alexander as chairperson. (NG/HB) Motion passed.

Review of Minutes

The minutes of November 30, 2023 were accepted as presented (HB/DS).

December Preliminary Draft Financial Statements

General – Treasurer MacDonald explained that these are the draft statement and there will be significant changes to complete final internal December figures, specifically relating to construction accruals and capital funding allocations. We are expecting a small surplus after the allocation of funding for capital projects. An accrual related to designated highway funding also needs to be recorded.

Utilities – . The variance for water revenue is down due to lower usage and budgeting error.

The same review expectation for a small surplus in the Utilities fund once the allocation of capital projects the corresponding funding is completed.

The draft statements were accepted as presented (NG/HB)

Donation Requests

- a) **KVBA – Motion to recommend to council to donate \$250 and have cheque presented by council for photo op (DS/HB)**
- b) **Portage Atlantic – Motion to recommend to council to donate \$500 as a one time donation (HB/DS)**
- c) **WE Believe Gala Dinner – Motion to deny request for tickets (HB/DS)**

Policy review

- a) Grants and Donations
- b) Purchasing

Policy reviewed and no recommendations for changes.

Items as information

- a) Local Improvement Levy – Kpark
- b) Local Improvement Levy – Mullberry Lane

A local improvement levy is imposed on a specific area within a municipality to fund a service or improvement that benefits that particular area rather than the whole municipality.

KPark LIL is a water reconstruction project undertaken in 2000-2001 in Kennebecasis Park. The cost is allocated based on road frontage assessment and payable over 30 years with the last payment required in 2031.

Mullberry Lane LIL is the acquisition of the road right of way and the hard surfacing of the roadway. The cost is distributed equally among the affected properties and payable over 20 years. The last payment will be in 2027.

Information received and filed.

Next Meeting

The next meeting is set for February 22, 2024. The meeting adjourned at 8:55am.

Deputy Mayor Matt Alexander, Chairman

Laura Adair, Recording Secretary



ROTHESAY

AGE-FRIENDLY ADVISORY COMMITTEE

Common Room, Rothesay Town Hall

Tuesday, January 16, 2024 at 10 am



DRAFT

PRESENT: MAYOR NANCY GRANT, *ex-officio member*
COUNCILLOR HELEN BOYLE
DIANE O'CONNOR, CHAIRPERSON
WILLA MAVIS, VICE CHAIRPERSON
NANCY HASLETT
DIANNE TAYLOR
ROBERT TAYLOR

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

ABSENT: DOAA HIGAZY
ANGELA MORSE
DR. SHAWN JENNINGS
JILL JENNINGS
HIGH SCHOOL REPRESENTATIVE (Vacant)
TOWN MANAGER JOHN JARVIE

The meeting was called to order by K. Duffley at 10:00 a.m.

1. ELECTION OF OFFICERS

K. Duffley called three times for nominations from the floor for Chairperson. R Taylor nominated Diane O'Connor as Chairperson. There being no other nominations, Dianne O'Connor was elected Chairperson by acclamation.

Chairperson O'Connor called three times for nominations from the floor for Vice Chairperson. N. Haslett nominated Willa Mavis. There being no other nomination, Willa Mavis was elected Vice Chairperson by acclamation.

2. APPROVAL OF AGENDA

MOVED by N. Haslett and seconded by Counc. Boyle the agenda be approved as circulated.

CARRIED.

3. ADMINISTRATION

3.1 Code of Ethics

The Committee Code of Ethics was circulated to the Committee Members.

3.2 Committee Mandate

The Committee Mandate was circulated to the Committee Members. Chairperson O'Connor asked the members to sign the form and return it to K. Duffley.

3.3 2024 Meetings Schedule

The Committee 2024 Meetings Schedule was circulated to the Committee Members.

4. APPROVAL OF MINUTES

4.1 Meeting minutes of November 21, 2023

MOVED by Counc. Boyle and seconded by Vice Chairperson Mavis the minutes of November 21, 2023, be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

N/A

6. DELEGATIONS

N/A

7. REPORTS AND PRESENTATIONS

N/A

8. UNFINISHED BUSINESS

8.1 2024 Age Friendly Community Designation Renewal

K. Duffley updated the members following the Committee last meeting which the renewal will be due in December 2024. She highlighted the process last time. She found that the Committee must do some kind of community engagement. The members decided last time to do a survey again, which the Committee did the first time when applied. She asked the members to keep thinking about it. She suggested to the Committee if they want to do another survey again, perhaps do focus group.

K. Duffley explained to the Committee the survey process of last year, which survey was sent to all Rothesay Hive members and Rothesay residents. It was available online and paper copy so anyone could do it. She observed that the first year the survey received a very good response and the second year it was a little bit more focused and smaller because the Committee had ideas of where to go. From the previous survey they took that information and it helped to guide for the next three years.

N. Haslett questioned if in-person would get a greater response for the survey, such as a focus group since community events are well attended by community members. K. Duffley suggested first to do a survey to try to capture the broad ideas in the community and then from the survey to perhaps make a focus group that picks out key pieces and afterwards get more ideas from a smaller group of people. It could also be both.

K. Duffley added also that both Rothesay Hive and Town's Facebook pages have grown since the last time that the survey was done and will hit a bigger audience. Possibly will have more people doing the survey this time around.

A discussion took place regarding Committee members posting the survey on their social media community connections platform.

K. Duffley indicated that she will prepare a poster and print copies for the members for them to distribute and/ post around the community's main locations, such as churches, convenience stores, gathering places and bulletin boards, once the survey has been developed.

K. Duffley explained to the Committee the survey deadlines for comments and changes.

9. NEW BUSINESS

9.1 Age-Friendly Programming Update

Rothesay Hive Programming

What's Going On:

- Holiday High Tea: Was very successful, we had 27 people attend.
- Rothesay's 2024 Winter Speaker Series: will be held at the Rothesay Hive again this year from February 1st to February 27th. Stay tuned for details! Sessions are free, open to all to attend, and no registration is required.
- February Special events at Rothesay Hive: we will have a Winter Craft and Trivia session, a special event for Leap Day, and more.

Rothesay Hive Members

Rothesay Hive Facebook Group: 827 members

Rothesay Hive Members as of now in 2024: 81 members (renewals and new memberships)

Rothesay Hive Members in 2023: 162 members

Rothesay Hive Members in 2022: 126 members

Renforth Seniors Exercise Classes

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

Age Friendly Wellness Fair in Rothesay

Planning meeting scheduled for Tuesday, February 6, 2024.

Zoomers on the Go

The Zoomers on the Go program will continue at the Bill McGuire Centre. They have added a second class to help meet the demand for this program in our community. This program is run by UNC Cellab.

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.

Canadian Health Solutions Wellness55

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

K. Flood briefed the Committee Members on Winterfest programming and activities that will take place from February 1st to March 10th. She pointed out that those events are in collaboration within the surrounding six communities, such as: Fundy - St. Martins, Hampton, Quispamsis, Rothesay, Saint John and Grand Bay - Westfield.

K. Flood announced that the Family Day / Winter Carnival on the Common event will be held on Saturday, February 10th from 2 to 4 pm

Mayor Grant suggested to the Committee to think of ways that Rothesay Hive can incorporate the new Wells Community Centre regarding their activities, such as: Wellness Fair and Speaker Series. It would be a great way to bring French Village community more. K. Duffley mentioned that she sent an email to Nancy Haslett's contact regarding the chair yoga to let her know about the space, but she did not hear back from her. N. Haslett will do a follow-up with her.

N. Haslett asked if the Wells Community Centre washrooms are open to the Well trails users and public. K. Duffley confirmed that they are indeed accessible.

Mayor Grant informed the Committee that the benches located at East Riverside-Kingshurst Park were removed by Parks and Recreation Department staff in prevention of Spring flooding. Although, they were put back after receiving a few complaints since they are used by many seniors.

Chairperson O'Connor summarized a panel discussion that she attended in the past which was very successful. Each of the panelists talked about the following five topics: home care and senior care, art, travelling, law and social worker. She proposed to have this kind of event at the new Wells Community Centre. She asked the members if they have some ideas to email her.

Chairperson O'Connor expressed the Rothesay Hive Walking Club had an idea for the possibility to host some group sessions at Rothesay Hive about "death, dying and grief".

9.2 Fashion Show Update

Chairperson O'Connor updated the Committee members regarding the participation of the Walking Club in the fashion show held at the Kennebecasis Public Library and how successful the event went.

Chairperson O'Connor proposed to the Committee to have another fashion show but at Rothesay Hive in the spring and incorporate community businesses in the event. Men could also be part of the fashion show.

D. Taylor suggested to host the fashion show at Rothesay Yacht Club. She added that she can be the

liaison with them.

N. Haslett recommended to host the fashion show at the new Wells Community Centre.

10. CORRESPONDENCE FOR ACTION

N/A

11. CORRESPONDENCE FOR INFORMATION

N/A

12. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, February 20 at 10 am.

13. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 10:54 am.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2024February12OpenSessionFINAL 125
PARKS AND RECREATION COMMITTEE



Meeting Minutes
Rothesay Town Hall Common Room
Tuesday, January 30, 2024, at 6:30 p.m.

DRAFT

PRESENT: COUNCILLOR BILL McGUIRE(remote)
COUNCILLOR HELEN BOYLE
HOLLY YOUNG, CHAIRPERSON
DR. SHAWN JENNINGS
JON McEACHERN
DANIELLE BOURQUE

DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
FACILITIES COORDINATOR RYAN KINCADE
RECREATION & COMMS. COORDINATOR KERI FLOOD
AGE FRIENDLY & COMMS. COORDINATOR KIRSTIN DUFFLEY

ABSENT: TOWN MANAGER JOHN JARVIE
DR. JEAN-FRANCOIS LEGARE
COLIN BOYNE
NORA GALLAGHER

DPR Jensen called the meeting to order at 6:30 p.m.

1. ELECTION OF OFFICERS

DPR Jensen called three times for nominations from the floor for Chairperson. Counc. Boyle nominated Holly Young as Chairperson. There being no other nominations, Holly Young was elected Chairperson by acclamation.

Chairperson H. Young called three times for nominations from the floor for Vice Chairperson. Counc. McGuire nominated Counc. Boyle. There being no other nomination, Counc. Boyle was elected Vice Chairperson by acclamation.

2. APPROVAL OF AGENDA

MOVED by Counc. Boyle and seconded by S. Jennings the agenda be approved as circulated.

CARRIED.

3. ADMINISTRATION

3.1 Code of Ethics

The Code of Ethics was circulated to the committee. DPR Jensen noted to the committee that the form for the Code of Ethics must be signed by committee members for 2024.

3.2 Committee Mandate

The Committee Mandate was circulated to the committee.

3.3 2024 Meeting Schedule

The 2024 Meeting Schedule was circulated to the committee. DPR Jensen noted that the date for the February meeting is tentative and may change, he will provide an update by email to the committee.

4. APPROVAL OF MINUTES:

4.1 Meeting minutes of October 17, 2023

MOVED by Counc. Boyle and seconded by S. Jennings meeting minutes of October 17, 2023, be approved as circulated.

CARRIED.**5. DECLARATION OF CONFLICT OF INTEREST****6. DELEGATIONS****7. REPORTS & PRESENTATIONS****8. UNFINISHED BUSINESS****9. CORRESPONDENCE FOR ACTION****10. NEW BUSINESS****10.1 Parks and Recreation Update**

DPR Jensen gave a verbal update of the Parks and Recreation Department to the Committee.

- **Arena:** Regular schedule. Busy as always. Prime time all booked up. Schools haven't started yet; schools are using the Rothesay Common ice surface.
- **Wells Building (New):** Grand opening held on December 12th, good turn out for the event. There are a few rentals for the facility already, emails and phone calls are coming in.
- **Pickle Ball Courts:** Courts will be opening in the spring. Posts still need to be installed.
- **Recreation Master Plan:** Draft plan was supposed to be presented to council on January 15th. However, an issue came up with the consultant so meeting was rescheduled for February 26th. DPR Jensen noted that there is still time for the committee to provide feedback.
- **Rothesay Common Rink:** The rink was busy over the holidays. Ice will be maintained until the end of March break, weather permitting. Lots of users on the ice, including schools. Staff are doing a great job keeping the ice despite bad weather.
- **Groomed Trails:** Wells Recreation Park main trail was groomed for the first time on Saturday, January 27th.

S. Jennings asked about shelters at the Rothesay Parks, including the Rothesay Common. DPR Jensen noted that this is included in the Rothesay Recreation Master Plan over the next few years. He noted that structures installed at the Rothesay Common must meet the requirements from the heritage committee. A similar structure was built by Parks staff within the Wells Recreation Park trail system and could be repeated at other Parks, so long as requirements are met.

K. Flood gave a verbal update of the Recreation programming.

- **Summer Student Applications:** Applications will open on Thursday, February 1 for summer student positions with the Recreation and Parks Departments.
- **Rothesay Common Rink:** We are planning some special skating events at the Common every Wednesday in February. Here are the activities we are planning:
 - Wednesday, February 7: Try Para Hockey
 - Wednesday, February 14: Glow in the Dark Skate (very popular event)
 - Wednesday, February 21: Disney / Marvel Night
 - Wednesday, February 28: Skate with the Saint John Sea Dogs
- **Winter Speaker Series:** The 2024 Winter Speaker Series will take place on Thursday evenings from 7-8pm at the Rothesay Hive starting on February 1st until March 7th. The sessions are free for anyone to attend, and no registration is required.
 - Thursday, February 1: Ukrainian Culture & Traditions

- Thursday, February 8: Allyship & Inclusion 101
- Thursday, February 15: The Many Faces of Sparking Wine
- Thursday, February 22: Personal Finances
- Thursday, February 29: Relaxation & Meditation through Art
- Thursday, March 7: Positive Attitude, Thinking & Self-Talk
- **Fundy Winterfest 2024:** Fundy Winterfest is a 6-week long event from February 1st to March 10th, 2024, where people celebrate and embrace winter as an opportunity to connect across generations, communities, classes, and cultures. The 6 communities of Rothesay, Quispamsis, Hampton, Saint John, Grand Bay-Westfield, and Fundy-St. Martins welcome you to participate in winter initiatives that empower everyone, including our most vulnerable residents, to be active in winter! Find your hats and mitts– you won't want to miss out on this Greater Saint John Winter experience!

This year in Rothesay we will be hosting the following programs, events, and activities:

- KV Brewskis & Frostbites: Food and Drink Winter Adventure teamed up with the Town of Quispamsis. 12 businesses in the Kennebecasis Valley are participating this year.
- Free Snowshoe rentals from River and Trail Outdoor Company.
- Where's Winter Waldo: he can be found on Rothesay Trails.
- Frozen Moments Photo Contest
- Moonlight Snowshoe and Hike at Wells Park – Saturday, February 24th. Cliff Valley Astronomy will also be on-site offering observation of Jupiter, the Pleiades, the Orion Nebula and more with a powerful computerized telescope.
- Carnival on the Common – Saturday, February 10th 2-4pm at the Rothesay Common. Activities we are planning to include face painting, balloon animals, coloring, public skating on the common, skating, try snowshoeing, tractor, and trolley rides, BBQ, music and more!

For more information visit: <https://www.facebook.com/FundyWinterfest>

K. Duffley gave a verbal update regarding Age Friendly programming.

The Rothesay Hive is busy this new year with all regular scheduled programs. We are looking at offering a couple special events for Fundy Winterfest. For more information including the calendar, newsletter, and more visit: <https://www.rothesay.ca/recreation/rothesay-hive/>.

- Rothesay Hive Facebook Group: 821 Members
- Rothesay Hive Registered Members 2022: 122 Members
- Rothesay Hive Registered Members 2023: 162 Members
- Rothesay Hive Registered Members 2024: 101 Members

Counc. Boyle brought up the following topics for information to the committee.

- **Volunteer Students:** Rothesay High School students are looking for volunteer opportunities. Counc. Boyle will provide the contact information of K. Floor and K. Duffley as there may be opportunities with Recreation programs and events and the Rothesay Hive.
- **Communities in Bloom:** Counc. Boyle attended a presentation of the Communities in Bloom program and thought it might be of interest for Rothesay residents and businesses. DPR Jensen noted Communities in Bloom is a community driven initiative where a committee is needed. If there is interest from the community, there would need to be a Champion who would gather interest and it wouldn't be possible for 2024, instead would be preparing for 2025. There is an upfront cost to participate in Communities in Bloom. This might have been done in

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Rothesay in years past. K. Flood noted that the Community Gardeners might be interested in such an initiative.

11. CORRESPONDENCE FOR INFORMATION

12. DATE OF NEXT MEETING

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

CARRIED.

The meeting adjourned at 6:58 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
~~2024 February 12 Open Session FINAL 129~~
WORKS AND UTILITIES COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, January 17, 2024
5:30 p.m.



PRESENT: DEPUTY MAYOR ALEXANDER, CHAIRPERSON
COUNCILLOR DAVE BROWN
SHAWN CARTER, VICE CHAIRPERSON
GEORGE THAMBI
CYNTHIA VANBUSKIRK

DRAFT

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

ABSENT: STEPHEN ROSENBERG
SARAH RICHARDS

Chairperson Alexander called the meeting to order at 5:32p.m.

1. ELECTION OF OFFICERS

Town Manager Jarvie called three times for nominations from the floor for Chairperson.

C. Vanbuskirk nominated Deputy Mayor Alexander as Chairperson, seconded by Councilor Brown. There being no other nominations, Deputy Mayor Alexander was elected Chairperson by acclamation.

Town Manager Jarvie called three times for nominations from the floor for Vice Chairperson.

C. Vanbuskirk nominated Shawn Carter as Vice Chairperson, seconded by Councilor Brown. There being no other nominations, Shawn Carter was elected Vice Chairperson by acclamation.

2. APPROVAL OF AGENDA

MOVED by S. Carter and seconded by Councillor Brown the agenda be approved as circulated with the following addition:

2.1 Bartlett Road

Jay Kimball – 2160 Rothesay Road

Mr. and Mrs. Iverson – 5 Bartlett Road

Mr. Lang – 6 Bartlett Road

2.1.1 16Jan2024

Letter from Jay Kimball RE: Bartlett Road

Jay Kimball who lives at 2160 Rothesay Road presented and read his letter (attached as 2.1.1).

Members of the gallery expressed their concerns about the long-term maintenance of Bartlett Road. A short discussion ensued:

- Detailed discussion of managing of roadway for current winter season.
- Proposal was put forth by Mr. Kimball for the Town to provide maintenance for portion of road.

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DO McLean stated that if accepted, the proposal put forward by Mr. Kimball would be a temporary arrangement for the rest of the current winter maintenance season, which is April 15th, 2024.

MOVED by C. Vanbuskirk and seconded by Councillor Brown to resume maintenance services on the lower section of Bartlett Road up to a point that is deemed safe. DO McLean and the contractor to come to an agreement of where on Bartlett Road the service begins.

CARRIED.

Jay Kimball, Mr. and Mrs. Iverson and Mr. Lang left the meeting.

3. ADMINISTRATION

3.1 Code of Ethics

Chairperson Alexander requested Committee members review the Code of Ethics and submit the signed Member Statement to staff.

3.2 Committee Mandate

RECEIVED FOR INFORMATION.

3.3 2024 Meeting Schedule

RECEIVED FOR INFORMATION.

4. APPROVAL OF MINUTES

4.1 Regular Works and Utilities Committee meeting of December 20th, 2023.

MOVED by S. Carter and seconded by Councillor Brown the minutes of December 20th, 2023 be approved as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

N/A

6. DELEGATIONS

N/A

7. REPORTS & PRESENTATIONS

N/A

8. UNFINISHED BUSINESS

8.1 Capital Projects Summary

RECEIVED FOR INFORMATION.

8.2 Solid Waste Tonnage Report

➤ 2024 Spring Clean Up:

- Solid Waste
- Organic Waste

May 27th, 2024

June 3rd, 2024

8.3 Speed Radar Signs Report

RECEIVED FOR INFORMATION.

9. CORRESPONDENCE FOR ACTION

9.1 9 January 2024 Letter from resident RE: Work being done behind home on Clark Rd Council has already sent a letter to residents on Clark Road explaining the work that was being done on Clark Road at the time this letter was received.

DO McLean to do a follow-up with resident.

MOVED by S. Carter and seconded by Councillor Brown the letter to be received and filed.

CARRIED.

10 NEW BUSINESS

10.1 Discussion – Strong Court Sidewalk

To be discussed at the next Works and Utility meeting on February 21st, 2024.

10.2 Discussion – Glengarry Estates

- Sidewalk on existing School Street

DO McLean stated there is a new subdivision approved for the end of School Street, and the new neighborhood is going to have a sidewalk. The area between the new subdivision and the Fairvale Elementary School does not have sidewalks. The remainder of the neighborhood around the school does have sidewalks. The Town has required the developer to connect the new subdivision sidewalk to the existing sidewalk. This will be beneficial to have 100% sidewalk for the safety of the area residents.

10.3 Discussion on Parking By-Law

- Memo by Town Manager Jarvie
- By-Law 3.03
- By-Law 1.14

Town Manager Jarvie suggested the Committee have a look at the list of streets in the parking by-law and see if there are additional streets to be added to help regulate parking.

Town Manager Jarvie stated the intention is to have a separate parking by-law, to take it out of our traffic by-law. The Town will be able to issue parking tickets and receive the revenue which will be a benefit for the Municipality. The Town would have administrative by-law officers in place to issue the tickets.

To be discussed at the next Works and Utility meeting on February 21st, 2024.

10.4 Discussion on Bartlett Road

See Item 2.1

11. CORRESPONDENCE FOR INFORMATION

N/A

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Works and Utilities Committee **2024 February 12 Open Session FINAL_132**

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12. DATE OF NEXT MEETING:

Wednesday, February 21st, 2024

13. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:45pm.

CHAIRPERSON

RECORDING SECRETARY

Jay Kimball

2.1.1

2160 Rothesay Rd
Rothesay, N.B. E2H-2K5

Jan 16, 2024

Town of Rothesay
Works & Utilities Committee
70 Hampton Rd
Rothesay, N.B. E2E-5L5

Re: Snow Plowing - Bartlett Road

My name is Jay Kimball, It's disappointing that I find myself presenting to this committee for the 2nd time in the past few months concerning decisions made by the Town of Rothesay regarding Bartlett Rd!!!

It was a **Slap in the face** when the Town of Rothesay turned their back on the residents of Bartlett Rd, back in the fall of 2023, and decided not to resurface the road that was greatly needed. **Salt was rubbed in the wound** when we were later presented with a letter outlining a poorly conceived option to have the residents pay to have the road resurfaced and very little to no time given to review and make an informed decision let alone come up with the money. **And now**, the Town has decided to halt Snow Plowing and Sanding on Bartlett Rd with absolutely "no" communication to the residents. I spent all of last Wednesday looking out my front window, watching the multitude of Plow Trucks go up and down Rothesay Rd, wondering which Plow would be turning up Bartlett to clear the snow which has been done by the Town or its Contractor for probably 60+ years.

This decision does not strictly affect Snow Plowing and Sanding but it also has or will affect the following;

- Garbage & Recycling Removal
- Mail and Parcel Delivery
- Homeowners Insurance can be compromised
- Not to mention Emergency Response Vehicles. There are a number of residents on Bartlett Rd with serious medical conditions that could require immediate clear passage in order to reach the Hospital.

When faced with obstacles it would be great to be able to take the "easy route" and wash your hands of Bartlett Rd, but it is a true test to someone's Mettle to conversely "role up your sleeves" and do a thorough analysis of all possible options. I should **not** have to remind our elected officials of the Oath you pledged to represent **fairly & evenly** "all" residents of the Town of Rothesay. This would also extent to non-elected committee members.

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There is still time to rectify this hasty decision and all it would require is **an immediate re-start to Plowing & Sanding of that portion of Bartlett Rd that could still be done in a safe manor** for the Town's Contractor. I'm sure some of you might question whether this meets the criteria of "fairly & evenly for all" and I would ask my neighbor, further up the hill, to comment on this.

I would ask this committee to do the right thing, to once again, make me proud to say I live in Rothesay!

I would love nothing more than, tonight, to hear a motion put forth by this committee to **Resume Snow Clearing on that portion of Bartlett Rd that can be done safely.**

I welcome any comments you might have.

Best,

Jay Kimball FCIP,CAIB



ROTHESAY
2024 February 12 Open Session FINAL_135
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Monday, February 5, 2024 at 5:30 p.m.



DRAFT

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

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

ABSENT: TRACIE BRITTAIN

Chairperson Shea called the meeting to order at 5:32 p.m. and welcomed the newest member of the Committee, Tyler Davis, noting it was not done at the last meeting.

1. APPROVAL OF THE AGENDA

MOVED by M. Graham and seconded by R. Forte the agenda be approved as circulated.

ON THE QUESTION:

R. Forte asked why 45 Marr Road is not on the agenda. Town Manager Jarvie advised the applicant has requested the item be tabled until further information can be provided. When questioned, he confirmed the Committee will have another opportunity to discuss the item and provide a recommendation to Council.

CARRIED.

Town Manager Jarvie briefly introduced Peter Johnston, the Town's new Urban Planner.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of January 2, 2024

MOVED by M. Graham and seconded by C. Vaillancourt the Minutes of January 2, 2024 be adopted as circulated.

ON THE QUESTION:

Counc. Shea identified an error on page 4, noting he did not live on Robinson Road.

R. Forte pointed out that Mr. Maloney either misspoke or has a misguided understanding that affordable housing will be 30% below market value. Town Manager Jarvie advised Mr. Maloney was informed the requirement for affordable housing units is 30% of an average single income. He added further discussions between CMHC, NB Housing, and the applicant are expected to clarify the requirements.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. NEW BUSINESS
N/A

5. OLD BUSINESS

5.1 Dobbin Street

Rick Turner

OWNER:

A.E. McKay Builders Ltd.; Andrew & Cathy McKay

PID:

30354955 & 30354963

PROPOSAL:

Amendment to Development Agreement (increased density)

The applicant Rick Turner and property owner Andrew McKay were not in attendance. Town Manager Jarvie noted that the applicants do not need to be in attendance as they have explained the project at length in previous meetings and at the hearing. He spoke of the project, highlighting: eligibility for density bonuses (not available during original approval), walkability, prior approval, minor boundary adjustments, general conformance with by-laws, current progress (road and 24-unit building), municipal water/sewer, plan for sidewalks, land for public purposes, relocation of the stormwater management pond, increased greenspace, gradual density transition, traffic (Clark/Spruce signalized intersection), relocation of the playground, multiple route access, and traffic calming (option for road narrowing instead of traffic circle).

Discussion ensued on: roads/access through Dobbin Street, Lennox Drive, and Sierra Avenue – included in original subdivision plan and will require relocation of the playground nearby; public comments – none were received from neighbouring landowners or tenants; high density on adjacent properties; storm sewer implementation with sidewalk; and traffic – study completed during prior approval and concerns not anticipated with three routes, signalization of the Clark/Spruce intersection, and incremental increase in units. In response to an inquiry, staff confirmed a public hearing was held on January 29th, and only one resolution of Council is required (development agreement amendments vs. rezoning).

MOVED by R. Forte and seconded by M. Graham the Planning Advisory Committee recommends Council approve the changes requested to the development agreement for PIDs 30354955 and 30354963:

- a) With respect to Lot 2 (PID 30354955, owners Andrew and Cathy McKay) to increase the number of units permitted from 48 units in three buildings to 56 units in a single building subject to the inclusion of eight (8) affordable housing units; and
- b) With respect to Lot 3 (PID 30354963 A. E. McKay Builders Ltd.) to increase the number of units permitted from a 24 unit building to a 29 unit apartment building.

CARRIED.

TABLED ITEMS

N/A

6. CORRESPONDENCE FOR INFORMATION**6.1 Zoning By-law 2-10**

2 February 2024 Memorandum from Town Manager Jarvie
Zoning By-law 2-10 (Sections 1-3)

Town Manager Jarvie explained that typically the Zoning By-law is updated in tandem with the Municipal Plan (every ten years). This did not occur when the most recent Municipal Plan was adopted in 2021, but review of the Zoning By-law has been underway by staff. General changes will focus on aligning wording and references to the most recent iteration of the Community Planning Act, updated in 2017. The Committee will be asked to review the Zoning By-law, in sections, beginning with Sections 1-3 as provided, and offer input for potential changes. Time will be set aside at each meeting, for the foreseeable future, to discuss subsequent sections.

Town Manager Jarvie mentioned this relates to the CBC article provided (Item 6.2), as cities such as Fredericton and Moncton are exploring – or have already implemented – procedural changes for public comments. He explained, if Rothesay followed suit, the public could still attend Planning Advisory Committee meetings and could speak on items under the authority of PAC, however opportunities to speak on items under Council authority would be restricted to public hearings or other Council-related events; developers would continue to present at both committee and Council levels. The article claims this would remove political pressures, redundancy, and allow committees to focus on the technical merits of applications. He added it is not uncommon for members of the public to be confused as to why they have spoken on matters only to be invited to speak again on another date. The changes also relate to the federal Housing Accelerator Fund (HAF), more so an interest in improving efficiency and streamlining development application processes. Should there be interest in adopting such changes, the Zoning By-law can be modified to reflect this – however, legislation does not stipulate either way.

The Committee appreciated the intent to reduce political pressure on non-elected individuals, but suggested the issues in the article may have a greater bearing on larger cities. The following comments were made: the current process allows developers a chance to address or resolve problems before a public hearing; minimal time would be saved; there is Committee interest in hearing public comments; political pressures exist regardless of whether the procedure is changed; proposals in Rothesay are typically handled efficiently; varying factors make it difficult to compare Rothesay with larger cities like Fredericton or Toronto; efforts should be made to better inform the public of whether an item is under PAC or Council authority; and sometimes public comments are lengthy, repetitive, or not pertinent to the Committee but still may be important to the project. Hearing the comments, Town Manager Jarvie proposed continuing with the standard practice but making better efforts to inform the public, either beforehand or at the meeting, of what items are under PAC or Council authority.

T. Davis asked why there is a year-long waiting period for rezoning applications that were not approved by Council. Town Manager Jarvie explained its purpose is intended to provide breathing room, or else applications could be resubmitted every month. However, there is a clause that permits resubmission, without the waiting period, as long as there has been a substantial change(s) as deemed by Council. He added developers have exercised the clause before, and for those that haven't, the waiting period does pass by relatively quickly.

Discussion ensued on overall development progress in the Town compared to large cities, local government reform (increased provincial oversight on planning documents), protection of wetlands/Watercourse and Wetland Alteration (WAWA) permits, collaboration with police, fire, and NB Power if needed (review of proposals), and statements of public interest (SPIs).

R. Forte requested staff prepare a schedule of when each section of the Zoning By-law will be discussed, to allow Committee members to come prepared. Town Manager Jarvie noted this can be done.

C. Vaillancourt noted she is confused by Section 1.2.3 (b) Permits of the Zoning By-law, as it states:

“The following developments, although still required to meet the requirements, if any, of this By-law, shall be exempt from clause (a) and the provisions of Section 81 of the Community Planning Act:

- i. any alteration to the interior of a building or structure which does not involve:
 - a change of use,
 - an increase in the number of dwelling units,
 - a structural alteration.
- ii. any alteration to the exterior of a building or structure which does not involve an increase in the size or exterior dimensions.”

Town Manager Jarvie agreed this portion may need to be changed as development agreements act as contracts with respect to the interior/exterior of buildings and supersede this clause. He added staff have not had success searching the Community Planning Act for direction on this.

Discussion ensued on CMHC and HAF interest in permitting multiple units (ex. 4) in single-family homes. Town Manager Jarvie cautioned that this may be impractical in Rothesay because of the implications related to water (wells), sanitary sewer systems, unprepared property owners becoming landlords, and property values.

Town Manager Jarvie briefly shared proposed new zones for High Density (R6) and Cluster Housing – included in the Municipal Plan.

Discussion followed on multi-unit properties, more specifically, granny suites, property assessments, municipal service charges (water, sewer, garbage collection), and mandatory compliance with by-law requirements if multi-unit single family homes are permitted.

Town Manager Jarvie confirmed that a schedule and links will be sent to the Committee to assist with review of the Zoning By-law. C. Vaillancourt asked if agenda packages could be distributed earlier than the Friday before the meeting. Town Manager Jarvie noted this is a matter of staff capacity. He explained the deadline for applications is around the 15th of each month which leaves roughly two weeks to ensure applications are complete (all documentation is provided), conduct polling, and prepare reports with the findings. He offered that staff could try to distribute packages a day earlier.

In response to an inquiry, Town Manager Jarvie confirmed there will be a forum for public comment on a proposed new Zoning By-law.

6.2 Discussions underway at Fredericton city hall about limiting public hearings

31 January 2024 CBC Article

Dealt with above.

7. DATE OF NEXT MEETING(S)

The next meeting will be held on Monday, March 4, 2024.

Staff mentioned that the meeting falls during March Break and inquired about the Committee’s availability. M. Graham and K. Adams mentioned they will not be in attendance, and Counc. Mackay French noted she may not be available.

8. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:52 p.m.

Copies of the New Brunswick Statement of Public Interest Regulation – Community Planning Act were distributed to each Committee member.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

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BUILDING PERMIT REPORT

1/1/2024 to 1/31/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
01/09/2024	BP2023-00136	34 MALISEET DR	DECK	\$20,000.00	\$145.00
01/08/2024	BP2023-00160	30 KIRKPATRICK	ACCESSORY STRUCTURE	\$4,200.00	\$36.25
01/03/2024	BP2023-00181	37 STEEVES CRES	SIDING AND WINDOWS	\$19,000.00	\$137.75
01/30/2024	BP2023-00187	10 CHURCH AVE	DECK	\$10,000.00	\$72.50
01/26/2024	BP2023-00189	1 GONDOLA POINT RD	INTERIOR RENOVATIONS - COMMERCIAL	\$35,000.00	\$253.75
01/15/2024	BP2023-00190	6 GREENBRIER ST	SINGLE FAMILY	\$790,000.00	\$5,727.50
01/16/2024	BP2023-00191	22 ROTHESAY PARK RD	RENOVATION	\$10,000.00	\$72.50
01/31/2024	BP2023-00192	82 HAMPTON RD	NEW RETAIL (RENOVATIONS)	\$50,000.00	\$362.50
01/18/2024	BP2024-00001	11 SHIPYARD RD	ADDITION	\$28,500.00	\$210.25
01/29/2024	BP2024-00002	2658 ROTHESAY RD	RENOVATION	\$40,000.00	\$290.00



BUILDING PERMIT REPORT

1/1/2024 to 1/31/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$1,006,700.00	\$7,308.00
Summary for 2024 to Date:				\$1,006,700.00	\$7,308.00

2023 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$280,250.00	\$3,037.25
Summary to Date:	\$280,250.00	\$3,037.25



ROTHESAY



INTEROFFICE MEMORANDUM

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

The following is a list of 2024 capital projects, holdover 2019, 2022 and 2023 capital projects and the status of each along with a continuing project from 2016.

	PROJECT	BUDGET	\$ TO 31/12/23*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$2.5M	-	Subject to grants; estimate revised to current – land acquisition with Province underway
2022	Turnbull Ct sewer replacement Ph II	\$1.0M	80%	Tender awarded; WAWA permit received; construction underway
	Wells New Building	\$3.1M	100%	Construction complete; generator delivery in May
2023	Hillsview water line replacement	50,000		Preliminary design complete, consultation with stakeholders underway
	Fleet	750,000	5%	Vacuum Truck has been ordered
	Pickle Ball Courts Phase II	150,000	100%	Substantially complete pending installation of net posts
	Recreation Master Plan	60,000	35%	Consultant work plan near midway point, plan to be presented at December meeting
	Parks Equipment	215,000	30%	Truck received; slit seeder deferred.
	Water Treatment Train expansion	630,000	30%	Purchased and on order - April 2024 delivery expected
	WWTP Phase II design	\$4M		On Agenda for consideration
	2024 Street Resurfacing inc C&S	\$3.5M		RFP for Engineering Design Services Pending
2024	Wiljac Improvements	\$2.5M		Maybe phased
	Arena Condenser	100,000		Installation in off-season
	Shadow Hill Court water	250,000		Preliminary design and cost estimates complete, consultation with stakeholders underway
	Lagoon Dredging	\$1.32M		Various options under review with a plan to complete before end of May 2024
	Water quantity	60,000		Bedrock Well Investigation Certificate of Approval with increased withdrawal rate issued.
	Frances Avenue Lift Stn	100,000		
	Utility Building Renovations	100,00		Storage bldg. 30,000 & heating system 40,000
	IT plan	15,000		new equipment and phones
	KVFD Capital	203,700		(Fleet -118,400, Equip -44,600, Facilities -40,700)
	Town Hall	37,000		HVAC, Windows, painting doors, etc.
	Train Station	350,000		
	Upgrade to water treatment plant	405,000		Building & plumbing for expanded treatment train
	Water model update	100,000		
	Grove Bldg Security Fence	60,000		
	Works Fleet	\$1.13M		Tandem plow, Loader & sidewalk plow
	Recreation Facilities	500,000		Wells Parking, Wells Shed, Pickleball Screening,
Parks Equipment	140,000		Zamboni and Mower	

* Funds paid to this date.



ROTTLESAY MEMORANDUM



TO : Mayor Grant and Council
FROM : Town Clerk Mary Jane Banks
DATE : 16 January 2024
RE : By-law 2-10-37 (7 Scott Avenue – PID 00064105)
2-unit duplex

RECOMMENDATION:

- Council give 1st Reading, by Title, to By-law 2-10-37
- Council give 2nd Reading, by Title, to By-law 2-10-37

BACKGROUND:

The Planning Advisory Committee recommended enactment of By-law 2-10-37 at its regular meeting on Monday, January 2, 2024:

MOVED by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee support the application by Elena Zeifer to rezone 7 Scott Avenue (PID 00064105) from Single-Family Residential – Standard (R1B) to R2 – Two Family Residential for a 2-unit duplex and recommend Council enact By-law 2-10-37.

CARRIED.

On Monday, January 15, 2024 Council held a public hearing to give consideration to the proposed development, By-law 2-10-37.



**BY-LAW 2-10-37
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, SNB c-19 and amendments thereto, hereby amends By-Law 2-10 “Rothesay Zoning By-law” and enacts as follows:

That Schedule A, entitled “Zoning” as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch, identified as Attachment “2-10-37”.

The purpose of the amendment is to rezone land located at 7 Scott Avenue (PID 00064105) from Single Family Residential [R1B] to Two Family Residential Zone [R2] to allow for the property to be used as two-unit rental apartments in the building currently existing on the site in accordance with the Community Planning Act, supra.

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

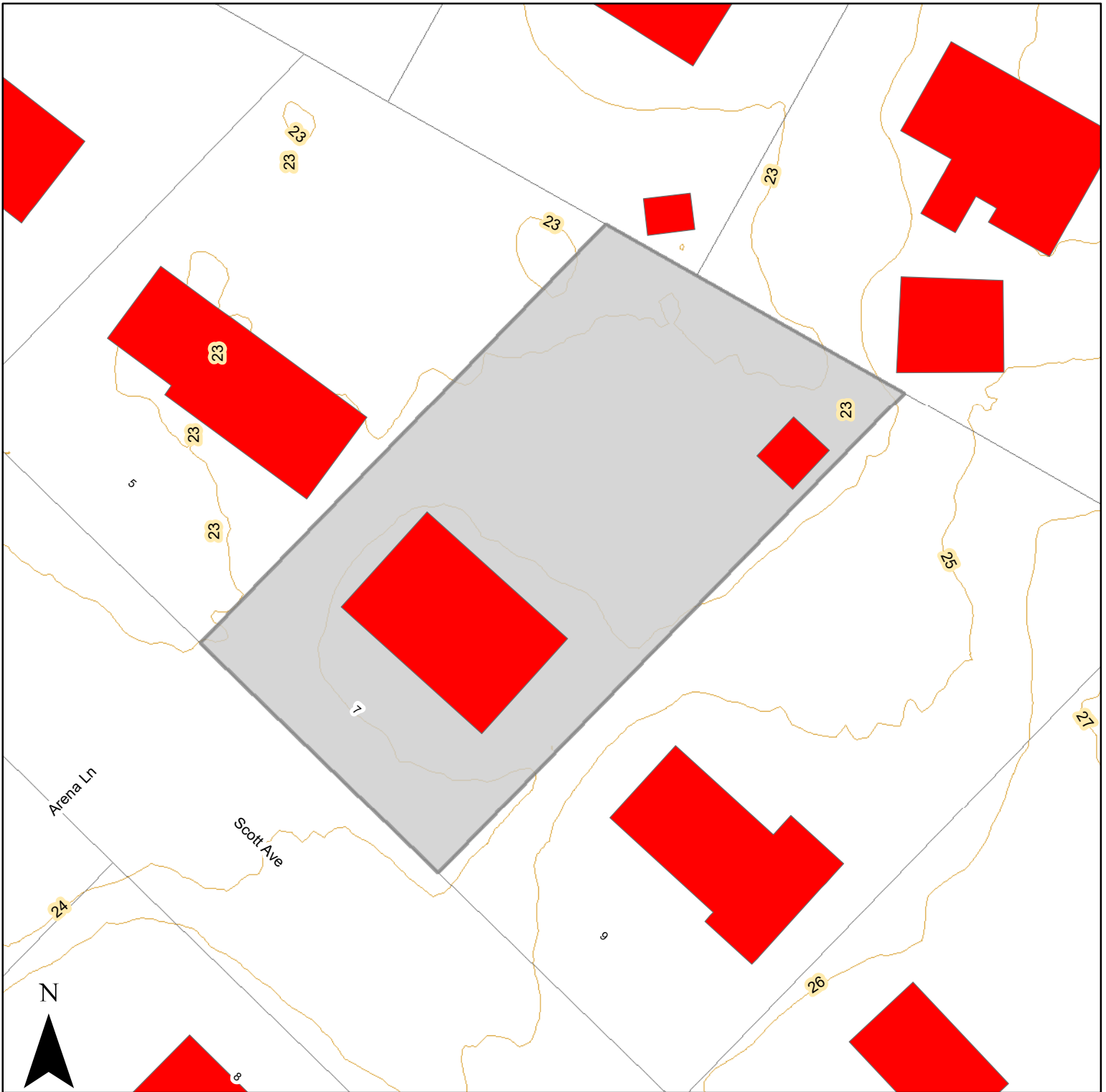
MAYOR

CLERK

Attachment - Bylaw 2-10-37

2024 February 12 Open Session FINAL_145

PID 00064105

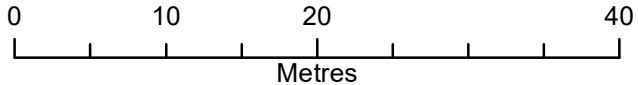


2023-12-21, 4:20:50 PM

1:500

Buildings

- Residential
- Subject Property



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



2024 February 12 Open Session FINAL_146

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Banks
DATE : 7 February 2024
RE : Dobbin Street (PIDs 30354955 & 30354963)

Background:

The Planning Advisory Committee passed the following motion at its regular meeting on Monday, February 5, 2024:

MOVED by R. Forte and seconded by M. Graham the Planning Advisory Committee recommends Council approve the changes requested to the development agreement for PIDs 30354955 and 30354963:

- a) With respect to Lot 2 (PID 30354955, owners Andrew and Cathy McKay) to increase the number of units permitted from 48 units in three buildings to 56 units in a single building subject to the inclusion of eight (8) affordable housing units; and
- b) With respect to Lot 3 (PID 30354963 A. E. McKay Builders Ltd.) to increase the number of units permitted from a 24 unit building to a 29 unit apartment building.

CARRIED.

Liz Hazlett

From: Liz Hazlett
Sent: Friday, February 2, 2024 9:02 AM
To: Liz Hazlett
Subject: FW: Council Meeting
Attachments: Strategic Investment Quint 1 Replacement 2024.pdf; Quint 1 Proposal.pptx

From: Michael Boyle <mboyle@kvfire.ca>
Sent: Thursday, February 1, 2024 12:41 PM
To: Rothesay Info <rothesay@rothesay.ca>
Cc: White Shawn <swhite@kvfire.ca>; John Jarvie <JohnJarvie@rothesay.ca>
Subject: Council Meeting

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

Good afternoon,

At the November meeting of the Joint Fire Board of Commissioners, it was moved that I make a presentation to Council on the recommendation for a replacement ladder truck. If possible, I would like to be added to the agenda for the February 12th meeting. I have attached a presentation and document for the meeting.

Thanks,

Michael Boyle, BIS, ECFO
Fire Chief
Kennebecasis Valley Fire Department
7 Campbell Drive
Rothesay, NB E2E 5B6
mboyle@kvfire.ca
506-848-6604
www.kvfire.ca

Any correspondence with employees or agents of the Kennebecasis Valley Fire Department may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

This e-mail communication (including any or all attachments) is intended only for the use of the person or entity to whom it is addressed and may contain confidential and/or privileged material. If you are not the intended recipient of this e-mail, any use, review, retransmission, distribution, dissemination, copying, printing, or other use of, or taking of any action in reliance upon this e-mail, is strictly prohibited. If you have received this e-mail in error, please contact the sender and delete the original and any copy of this e-mail and any printout thereof, immediately. Your co-operation is appreciated.



**Strategic Investment:
Kennebecasis Valley Fire Department
Quint 1 Replacement Proposal**

Prepared by Fire Chief Michael Boyle, BIS, ECFO

February, 2024

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Executive Summary

It is a generally accepted fact that fire apparatus, like all types of mechanical devices, have a finite life. The length of that life depends on many factors, including vehicle mileage and engine hours, quality of the preventative maintenance program, quality of the driver training program, whether the fire apparatus was used within the design parameters, whether the apparatus was manufactured on a custom or commercial chassis, quality of workmanship by the original manufacturer, quality of the components used and availability of replacement parts.

There has been debate between the public fire service and municipal administrations about the performance and overall acceptability of older apparatus for many years; however, Fire Underwriters Survey (FUS) has reviewed experiences across Canada and in other countries and has developed a standard for acceptance of apparatus as these vehicles becomes less reliable with age and use.

This proposal is being written with the understanding that “Quint 1”, the department’s ladder truck, will be reaching the end of its service life soon. Purchased in 2009, this truck has met the needs of the community, however, with the pace of development within the towns of the Kennebecasis Valley, it is vital to design and purchase a ladder truck that will continue to meet the needs of the community beyond 2040. It is important to consider that this replacement proposal is being driven by the age of the truck and the standards that govern fire apparatus but also with the acknowledgement that a new aerial should have a longer ladder and greater reach than the existing ladder truck.

Community Background

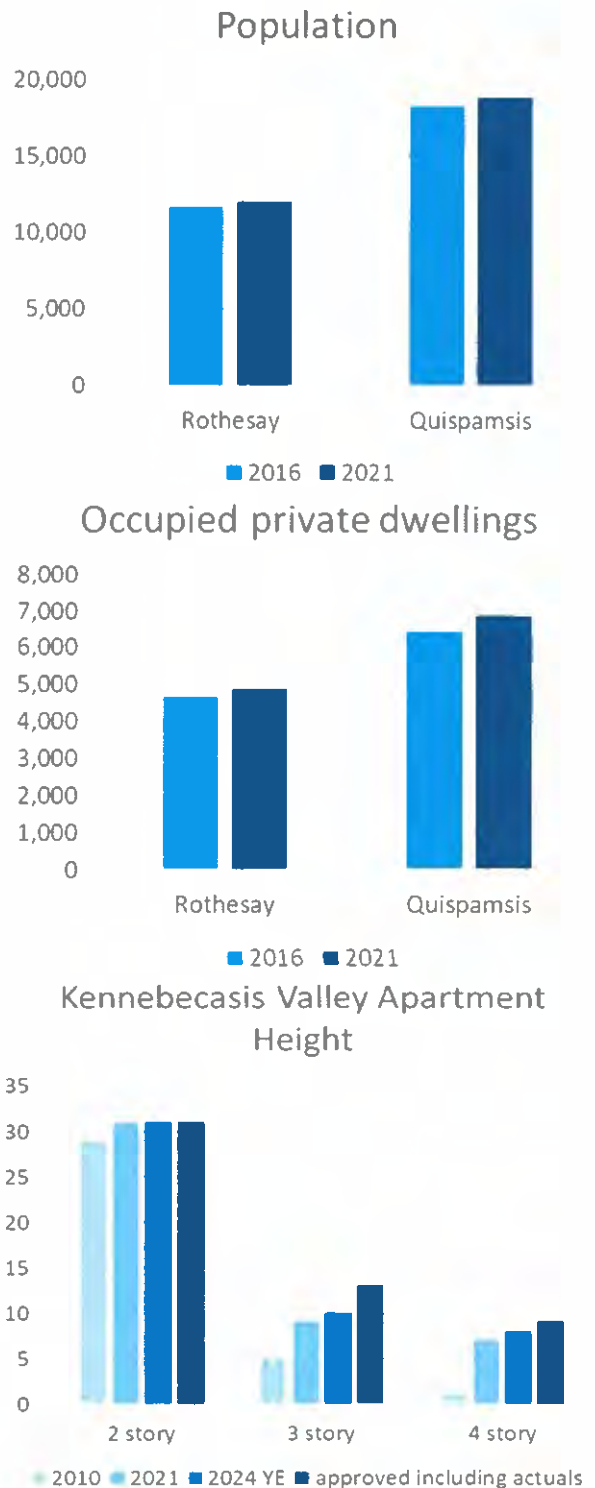
Quint 1 was designed in 2008 and delivered in 2009 based on the understanding by the Fire Chief and Fire Board at the time of a need for a ladder truck to serve the community.

Both Rothesay and Quispamsis are growing; between 2016 and 2021, the Town of Quispamsis experienced a growth in population of 2.9% and Rothesay experienced an increase of 2.7%. In 2021, there were 6,855 private dwellings occupied in Quispamsis, which represent a change of 6.2% from 2016 and in Rothesay there were 4,873 private dwellings occupied in Rothesay, which represent a change of 5.1% from 2016 based on the latest census results.

Something that is not known yet is the long-term impact of the pandemic and the migration of Canadians from other parts of the country into the Maritimes. Before the pandemic, the population of the province was slowing decreasing. Since the pandemic started, more than 40 000 new residents, both from Canada and other countries, have moved into the province pushing the total population over 800,000, a number that was not expected to be seen for well over a decade.

From a fire department perspective, this population growth is driving an increase in the number of private dwellings, the type being built and where they are located. Previous to the last five years, the community had a small number of buildings over three story's that included some private apartment buildings and an apartment building that is part of the senior's retirement complex in Quispamsis. In the last five years, there has been a significant increase in the construction of apartment buildings that are three- and four-stories in height with more either under construction or in the planning and development stage in 2024.

This is in addition to the QPlex, Kingsway Nursing Home, hockey arenas, schools and large box stores which all would require a



ladder truck to fight a fire if one occurred in these buildings, especially one that compromised the roof structure or required a rescue from height.

Current State

Quint 1 is a Sutphen SP70 ladder truck with a 70' ladder, 1250 GPM fire pump and 400-gallon capacity water tank. It responds to structure fires, fire alarms and chimney fires.

Currently, the department runs a “quint/engine” model out of Station 1. Quint 1 and Engine 1 split the duties of fire response with Quint 1 responding to structure fires and chimney fires and Engine 1 responding to vehicle fires and any other fire types. It should be noted that Engine 1 is a 2011 slated to be replaced in 2026 unless it changes roles, which means that maintaining this response structure would require the replacement of a ladder truck and engine within two years of each other at cost of over 5 million dollars.

The primary recommendation of this proposal is moving to a “ladder/rescue” model with the ladder truck responding to all fire events and the rescue truck responding to medical calls, accidents, rescues, service calls, etc. Without going in-depth on the rescue truck model, the department has options within its existing fleet to retrofit or repurpose an existing truck to change to this model without needing to purchase a new engine; rescue trucks are not subjected to the same standards as fire engines for fire insurance purposes.



Regulatory Compliance

In the fire service, there are fire apparatus with eight to 10 years of service that are simply worn out. There are also fire apparatus that were manufactured with quality components, that have had excellent maintenance, and that have responded to a minimum number of incidents that are still in serviceable condition after 20 years. The main factor that influences apparatus replacement is age, with consideration also given to mileage, cost per mile and overall condition of the vehicle. The appearance of fire apparatus can be deceiving; from the outside, a fire engine may appear to be in great shape because of how well firefighters maintain the exterior body but this can mask the condition of the truck and its components, such as the fire pump or motor.

There are three agencies that provide guidance on the replacement of apparatus; the National Fire Protection Association (NFPA), the Underwriters' Laboratories of Canada (ULC) and the Fire Underwriters Survey (FUS). The NFPA is a United States based international nonprofit organization devoted to eliminating death, injury, property, and economic loss due to fire, electrical, and related hazards and provides many standards followed by fire departments. FUS provides data on public fire protection for fire insurance statistical work and underwriting purposes of subscribing insurance companies. Subscribers of Fire Underwriters Survey represent approximately 85 percent of the private sector property and casualty insurers in Canada while the ULC is an independent product safety testing, certification and inspection organization.

NFPA 1911 *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles* recommends that apparatus that are over 15 years old be placed in reserve status and then replaced/retired after 25 years. However, these timelines should be measured against considerations such as:

- What is the true condition of the truck?
- Has it been in any accidents or has it encountered any other major issues?
- Does it meet the needs of your department?
- Is it fully operational, or does it just "get by"?
- Will a refurbished apparatus be as safe and operational as a new truck?

FUS has produced a technical bulletin called "Insurance Grading Recognition of Used or Rebuilt Fire Apparatus". In this bulletin, it states:

The public fire service is unique compared to other emergency services in that fire apparatus vehicles are not continuously in use. However, when in use, the apparatus is subject to considerable mechanical stress due to the nature of its function. This stress does not normally manifest itself on the exterior of the equipment. It is effectively masked in most departments by a higher standard of aesthetic care and maintenance. Lack of replacement parts further complicates long term use of apparatus. Truck and pump manufacturers maintain a parts inventory for each model year for a finite time. After that period, obtaining

necessary parts may be difficult. This parts shortage is particularly acute with fire apparatus due to the narrow market for these devices.

The standard that is accepted throughout Canada by Fire Underwriters Survey is the Underwriters' Laboratories of Canada (ULC) Standard S515 titled, "Automobile Fire Fighting Apparatus," which was adopted as a National Standard of Canada in September 2004. Alternatively, NFPA 1901 *Standard for Automotive Fire Apparatus* is also accepted by Fire Underwriters Survey with respect to apparatus design. Fire apparatus should be built by recognized manufacturers and tested by a suitably accredited third party. FUS also states that fire apparatus should respond to first alarms for the first 15 years of service since during this period, it has reasonably been shown that apparatus effectively responds and performs as designed without failure at least 95% of the time. For the next five years (15-20 years of age), it should be held in reserve status for use at major fires or used as a temporary replacement for out-of-service first line apparatus.

FUS provides the following service life schedule for fire insurance grading purposes for medium sized communities*:

- First line duty (ladder, engines) – 15 years
- Second line duty (tankers) – 20 years
- Reserve (all apparatus) – 20 to 25 years (no credit in grading for apparatus >20 years)

**Medium Communities are defined as an incorporated or unincorporated community that has a populated area (or multiple areas) with a density of at least 200 people per square kilometre; AND/OR a total population of 1,000 or greater.*

FUS also provides guidance on the requirements for a ladder truck and selecting the appropriate length of the ladder. In the technical bulletin provided by FUS "Ladders and Aerials: When Are They Needed or Required", it states:

Response areas with 5 buildings that are 3 stories or 10.7 metres (35 feet) or more in height, or districts that have a Basic Fire Flow greater than 15 000 LPM (3300 GPM), or any combination of these criteria should have a ladder company.

The needed length of an aerial ladder, an elevating platform and an elevating stream device shall be determined by the height of the tallest building in the ladder/service district (fire protection area) used to determine the need for a ladder company. One story normally equals 3 metres (10 feet). Building setback is not to be considered in the height determination.

Procurement Challenges

Prior to the pandemic and current supply chain issues, the procurement, purchase and delivery of new apparatus would typically take nine to 18 months, depending on chassis and type of apparatus. After the pandemic, supply chain issues and increased apparatus purchases from fire departments post-COVID have increased the cost and the “queue” time for delivery of apparatus from two to four years, based on the type of fire apparatus. Based on the current advice from manufacturers, the turn around time for aerial apparatus from ordering to delivery is closer to the four-year timeframe.

Manufacturing delays, procurement of specialized parts and demand post-COVID have significantly slowed the entire procurement process for fire apparatus, with many other industries facing similar challenges when it comes to vehicles and equipment.

In New Brunswick, many fire departments are behind schedule in replacing apparatus and are faced with the increased cost of keeping old vehicles on the road, making emergency purchases of apparatus or are borrowing apparatus from other departments to keep their operations running.

Even with the option of recertifying Quint 1, this will only make it operational through to 2029. Based on the current turnaround time for apparatus, and specifically ladder trucks, a replacement ordered in 2024 may not be in service with the KVFD until 2028.

The following table is an estimation on the delivery schedule for a new ladder truck assuming it is ordered in 2024 and current production timelines remain the same.

Two fire vehicles approved in emergency purchase

Moncton, NB, Canada / 91.9 The Bend
Allan Dearing
Jun 29 2023 6:31 AM



Moncton City Council has approved the nearly \$2 million emergency purchase of a new fire engine and a used ladder truck.

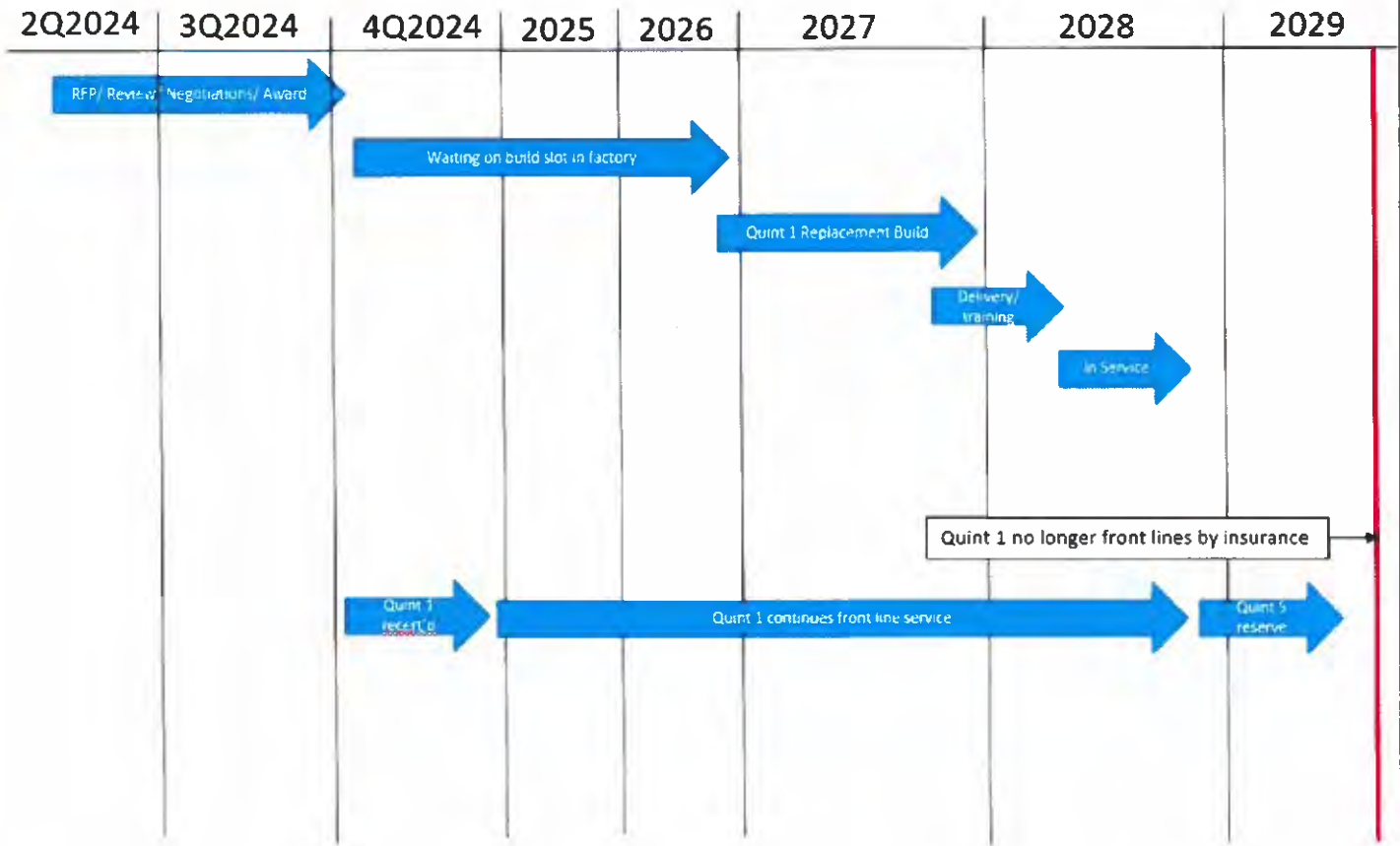
Councillors voted overwhelmingly in favour of the move during this week's Committee of the Whole meeting.

While commending the work of firefighters, Ward 3 councillor Bryan Butler expressed his disappointment over the aging fleet of vehicles.

"I don't know how we could explain this to the citizens of Moncton, that we as council have a fire truck on its way to a fire and is breaking down on the side of the road and has to get towed," noted Butler.

City staff reported that several vehicles have been out of service in 2023.

Quint 1 Replacement Delivery Timeline



Maintenance and Repair Costs

Quint 1 has an annual maintenance and repair cost that is similar to other apparatus including annual motor vehicle inspections, pump testing and general upkeep. A ladder truck requires additional annual testing through a third party to have the ladder tested and certified to ensure it meets the standard and is safe to operate.

Besides some mechanical issues with the truck, there have been no significant costs with Quint 1 before 2022; however, in 2022 a crack was noted in the platform although the ladder was passed and certified. During the 2023 inspection, this crack had grown beyond the acceptable range and it was also noted that the cables that extend the ladder needed to be replaced. These two repairs had to be completed for the ladder to be certified again at a cost of nearly \$30,000. However, similar issues may begin to occur based on the age and use of the truck.

A similar issue has occurred with Engine 4, the reserve engine. Significant corrosion along the frame will need to be repaired in 2024 in order for the truck to pass inspection which will also be at a significant cost. Both of these issues highlight the fact that the outward presentation of a piece of apparatus is not a true representation of its actual condition.

Technology and Advancements

Similar to breathing air packs, the standard that governs the design of apparatus has undergone two revisions since Quint 1 was put into service. As mentioned previously, NFPA 1901 *Standard for Automotive Fire Apparatus* defines the requirements for new fire apparatus and designed to be used under emergency conditions to transport personnel and equipment and to support the suppression of fires and mitigation of other hazardous situations. The key changes to the latest version include:

- **Updates on Reflective Striping:** The 2016 edition of NFPA 1901 required increased and standardized reflective striping to improve the visibility of fire apparatus. This change helps make the vehicles more conspicuous to other drivers, especially at night.
- **Enhanced Roll-Over Protection:** The standard introduced new requirements for roll-over protection, including enhanced protection for crew members in the event of a vehicle roll-over. This change is aimed at improving firefighter safety.
- **Seating and Restraints:** The 2016 edition emphasized the importance of secure seating and restraints for firefighters. It specified requirements for seat belts and seating arrangements to reduce the risk of injuries during response.

- **Lighting and Siren Systems:** The standard included updates regarding lighting and siren systems to enhance emergency vehicle visibility and warning capabilities. This change aids in traffic safety during responses.
- **Water Flow Systems:** There were new provisions related to the water flow systems in fire apparatus, addressing pump performance, water tank fill rates, and waterway components. This ensures the effectiveness of firefighting operations.
- **Data Recording:** The standard included requirements for data recording systems to document the operation and status of various vehicle components. This helps in maintenance and post-incident analysis.
- **Communication Equipment:** The 2016 edition provided guidance on communication equipment installation, positioning and functionality, ensuring that fire apparatus are equipped for effective communication during emergencies.
- **Apparatus Inspection and Testing:** There were updates to the inspection and testing requirements for fire apparatus, emphasizing the need for regular checks to maintain operational readiness.
- **Design Considerations:** The standard incorporated design considerations to address ergonomic and safety aspects of apparatus, promoting user-friendly design and firefighter safety.

In addition to these standards, the construction of fire trucks, similar to other trucks, are subject to emissions standards; these standards are expected to change in 2026 which would add to the cost of a new truck to meet the new regulations.

Financial Analysis

Based on estimates from two manufacturers, the price of a ladder truck varies from \$2.5 million (CAD) to almost \$2.9 million (CAD) based on the truck specification and the exchange rate in USD; there are no Canadian manufacturers of ladder trucks.

Some manufacturers offer a prepayment program that would allow customers to take advantage of interest earned discounts. Customers prepay a portion of the apparatus cost in advance at the time of order placement and receive a percentage discount on the overall selling price based on the amount of the prepayment.

The table below illustrates the potential savings resulting from the prepayment program:

Budgeted price	\$2,823,644	\$2,823,644	\$2,823,644	\$2,823,644
% Prepaid	25%	50%	75%	100%
Prepayment discount (%)	3.6%	7.0%	10.3%	12.6%
Prepayment discount (\$)	(\$100,804)	(\$198,785)	(\$291,965)	(\$355,214)
Budgeted price after prepayment discount	\$2,722,840	\$2,624,859	\$2,531,679	\$2,468,430

Manufacturers also offer leasing programs through a third party. It should also be noted that manufacturers typically do an annual price increase but with market and manufacturing instability, many are doing quarterly price adjustments; these increases have varied from 2% to 5% annually in recent years.

Although downpayments can be made, they are not required to purchase a new fire truck; a purchase agreement contract is signed between the fire department and the manufacturer which includes purchase, payment and delivery details.

In considering a replacement ladder truck and the associated cost, the department is considering:

- Ladder length – a recommendation of 100' minimum
- Single axle versus tandem – based on weight and ladder length
- “Straight stick” versus platform

A “straight stick” is a ladder with no “bucket” at the end; they typically do not have a plumbed in waterway for fighting fires nor allow for firefighters to work at heights safely. It can also create difficulties in performing rescues versus a platform.



Platform Ladder Truck



Straight Stick Ladder Truck

Alternatives

FUS does allow for the extension of the service life of a first line truck to extend beyond the recommended 15-year timeframe, however it should be noted that FUS is unlikely to extend the service period for two fire trucks within the same fire department, based on a conversation with a fire protection specialist from FUS. Insurance grading recognition may be extended for a limited period of time if documentation is received verifying that the apparatus has successfully passed the specified tests. If the apparatus does not pass the required tests or experiences long periods of “downtime” they may request the municipal authority to replace the equipment with new or newer apparatus.

At the end of that period, the apparatus is either traded, disposed of or sold. At this juncture, the unit may have one or more faults which preclude effective use for emergency service. These deficiencies include:

- Inadequate braking system
- Slow pick-up and acceleration
- Structurally weakened chassis due to constant load bearing and/or overloading
- Pump wear
- Corrosion

The NFPA Technical Committee cautions fire department administrators and fire chiefs to exercise extra care when evaluating the cost of refurbishing or updating existing fire apparatus versus the cost of new fire apparatus. The committee provides objective criterion for fire administrators and fire chiefs to use when conducting their cost-benefit analysis of the value of upgrading or refurbishing a piece of fire apparatus.

Here are six questions the committee members say should be part of that analysis.

- What is the true condition of the existing apparatus?
- What technology advances for improved safety, effectiveness and efficiency does the fire apparatus lack?
- Does the incumbent fire apparatus still meet its original operational needs?
- If refurbished, how will the fire apparatus compare to new fire apparatus for its level of safety and operational capabilities?
- How will the anticipated yearly cost to operate for a refurbished unit compare to that of a new fire apparatus?
- Is there a current trade-in value for the incumbent apparatus that might not be there in the future?

While refurbishing or applying for an extension may save cost in the short term, this only “kicks the can down the road”. At the end of the extension timeline, the truck still needs to be replaced and with the turn around times in manufacturing, this could significantly impact the ability of the department to deliver fire protection services in the future.

Fire Insurance Grading

To help establish appropriate fire insurance rates for residential and commercial properties, insurance companies need reliable, up-to-date information about a community's fire-protection services. Fire Underwriters Survey provides that information through the Public Fire Protection Classification (PFPC) and Dwelling Protection Grades (DPG) insurance grading systems. Communities across Canada are assessed and PFPC and DPG grades are calculated by Certified Fire Protection Specialists, Engineering Technologists and Professional Engineers. This information is then published in the online Fire Insurance Grading Index used by insurers to determine their underwriting capacities and to help set property insurance rates. Currently the KVFD has a 3B(S) rating after an assessment by a fire protection specialist in 2022 and completing the Superior Tanker Shuttle Service Accreditation in the fall of 2023.

When a community improves its grading, insurance rates may be reduced, and underwriting capacities may increase. Every insurance company has its own formula for calculating their underwriting capacities and insurance rates, however these classifications are extremely useful to insurers in determining the level of insurable risk present within a community. This can also affect the rates of insurance for property owners throughout the community as most insurance companies interpret fire insurance grades using a three-tier system; protected, semi-protected and unprotected.

The reduction in insurance premiums is very significant to owners of property. Properties in communities with DPGs that correlate to protected status can receive as much as a 70% reduction in annual insurance premiums compared to communities with unprotected status.

If the cycle of apparatus replacement does not continue, fire insurance grading recognition may be revoked for the specific apparatus which may adversely affect the fire insurance grades of the community.

If apparatus are allowed to "expire" as they pass the 20 year service life (including the extension), the department would, from the perspective of FUS, only have one serviceable front line fire apparatus.

In summary, when fire insurance grades become worse, property insurance premiums may go up.

Dwelling protection grades	Simplified three-tier system	Insurance companies refer to this grade as:
1 2 3A	Table 1	Protected
3B	Table 2	Semi-protected
4	Table 2 Or Table 3	Semi-protected Or Unprotected
5	Table 3	Unprotected

Recommendation – Moving Forward on A New Ladder Truck

After a comprehensive analysis of our fire department's operational needs and a thorough evaluation of the available options, it is the strong recommendation of this proposal that the department proceeds with the purchase of a minimum 100' ladder truck through the required public tendering/RFP process. The acquisition of this state-of-the-art apparatus represents an essential step in modernizing our firefighting capabilities, enhancing the safety of our personnel and ensuring the highest level of service to our growing community.



Quint 1, fully extended 1 at Millennium Drive apartments

Rationale:

- **Enhanced Reach and versatility:** A 100' ladder truck will provide us with unprecedented vertical reach, allowing us to access and rescue occupants from higher structures with greater ease and safety. Its versatility in navigating complex urban environments is unmatched, offering us a powerful tool for mid-rise firefighting and rescue operations.
- **Improved Safety:** The ladder trucks advanced safety features, including stabilization systems and enclosed platforms, will significantly reduce the risks associated with vertical firefighting and rescue. The increased safety for our personnel is paramount in our duty to protect and serve the community.
- **Enhanced Firefighting Capabilities:** The ladder truck's equipment and capabilities will expand our firefighting toolkit, enabling us to manage fires more effectively and efficiently. It will also support our efforts in ventilation, search and rescue and other critical operations.
- **Community and Property Protection:** The acquisition of a 100' ladder truck aligns with our commitment to safeguarding lives and property. With the ability to reach higher elevations, we can better protect our community from the effects of fire, and simultaneously reduce property damage while managing the growing number of large apartment buildings in the community.
- **Operational Efficiency:** This investment will streamline our response to emergencies by offering a powerful, all-in-one solution for fire incidents.

- **Long-Term Cost Savings:** While the initial procurement cost is substantial, the long-term cost savings resulting from reduced maintenance, enhanced operational efficiency, and an extended service life will make this purchase a prudent and cost-effective decision. This is also a strategic investment as the department would be replacing one apparatus, instead of two.

Conclusion





In writing this report, I am fully aware of the challenges of inflation and increased operating costs that the towns are facing and being aware of these challenges, we are requesting the replacement of one fire truck instead of two. While the cost is nearly 3 million dollars, we have been diligent in our planning that would prevent the need for the request for another 2-million-dollar truck in 2026. The need for apparatus replacement and specifically the replacement of the ladder truck is a significant challenge faced by this fire department; it is not a question of "if" the truck needs to be replaced, but when. The acquisition of a 100' ladder truck represents not just a vital investment in our firefighting capabilities but also a profound commitment to the safety and well-being of our community.




We stand at a critical juncture where the benefits of this acquisition outweigh the initial costs, and it is a decision that will undoubtedly have a lasting and positive impact. The KVFD respectfully requests the approval and support for the purchase of the ladder truck and is confident that this strategic investment will strengthen our firefighting capabilities and reinforce our mission to keep our community safe.



Demo Sutphen SP100 next to Quint 1, Sutphen SP70

Appendix A Apparatus

Unit Designation	Quint 1	Engine 1	Engine 2	Engine 4
Picture				
Functions	Structure fires Chimney fires	Medical calls Vehicle accidents Service calls Fire alarms Hazmat Vehicle fires	Structure fires Medical calls Vehicle accidents Service calls Fire alarms Hazmat Vehicle fires	Reserve apparatus
Manufacture Date	2009	2011	2019	2009
Specs	2009 Sutphen SP70 1250 GPM pump 400-gallon capacity 70' aerial ladder	2011 Crimson 1250 GPM pump 1000-gallon capacity	2019 Spartan 1250 GPM pump 1000-gallon capacity	2009 Sutphen commercial cab 1050 GPM pump 800-gallon capacity
Replacement Date	2024	2031 (Reserve status)	2039	2029 (Reserve status)

Tank 1	Tank 2	Unit 55
		
Structure fires Hazmat Chimney fire	Structure fires Hazmat Chimney fire Mutual aid	Wildland fires
2013	2020	2001
2013 Fort Garry 840 GPM pump 2500-gallon capacity	2020 Dependable 480 GPM pump 1500-gallon capacity	2001 MetalFab 300 GPM pump 400-gallon capacity
2033	2040	No current plan to replace

Appendix B Large Equipment Replacement Timeline

	Cost to replace	2024	2025	2026	2027	2028	2029	2030	2031	2032	2032	2033	2034
Quint 1	\$\$\$\$	Replace					Replace						
Engine 1	\$\$\$			Replace					Replace				
Engine 2	\$\$\$												Replace
Tank 1	\$\$											Replace	
Tank 2	\$\$												Replace (2034)
Unit 55	\$					Replace							

Assertion only (Not needed if Quint 1 replaced in 2024)

Assertion only



ROTTLESAY MEMORANDUM



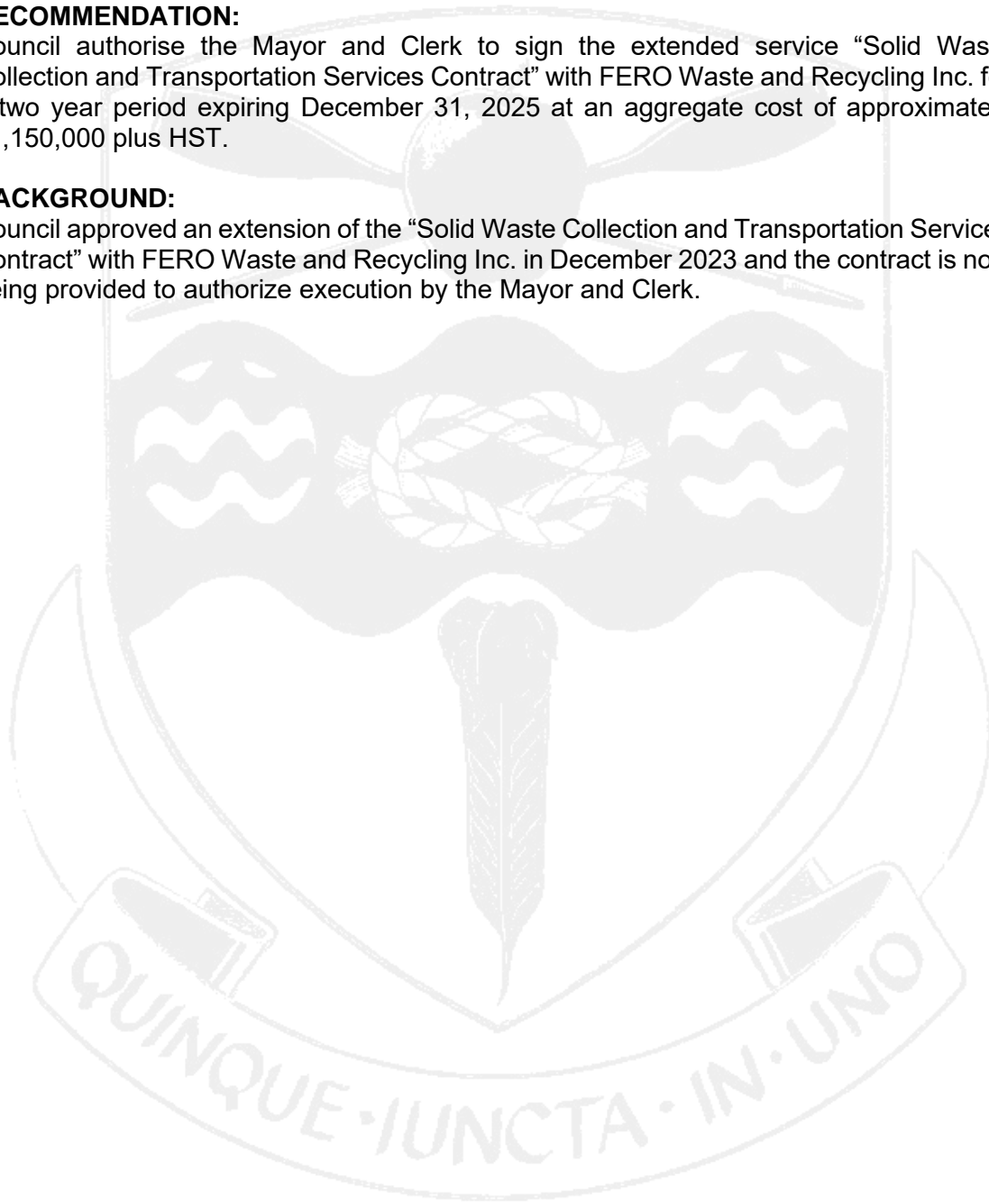
TO : Mayor and Council
FROM : Town Clerk Banks
DATE : 8 February 2024
RE : Solid Waste Collection Contract

RECOMMENDATION:

Council authorise the Mayor and Clerk to sign the extended service “Solid Waste Collection and Transportation Services Contract” with FERO Waste and Recycling Inc. for a two year period expiring December 31, 2025 at an aggregate cost of approximately \$1,150,000 plus HST.

BACKGROUND:

Council approved an extension of the “Solid Waste Collection and Transportation Services Contract” with FERO Waste and Recycling Inc. in December 2023 and the contract is now being provided to authorize execution by the Mayor and Clerk.



FORM OF AGREEMENT FOR:

SOLID WASTE COLLECTION AND TRANSPORTATION SERVICES

FERRO 2024 & 2025

SOLID WASTE COLLECTION AND TRANSPORTATION SERVICES AGREEMENT

This agreement made in duplicate this ___ day of January 2024

BETWEEN: ROTHESAY, a municipal corporation under the laws of the Province of New Brunswick, at 70 Hampton Road, Rothesay, Province of New Brunswick, hereinafter called the "Rothesay"

OF THE FIRST PART, AND

FERO WASTE & RECYCLING INC.,

a corporation under the laws of the Province of New Brunswick, at 203 Desbrisay Ave, Moncton Province of New Brunswick, hereinafter called the "Contractor"

OF THE SECOND PART

JOINTLY CALLED THE "Parties"

"WHEREAS Rothesay is desirous of utilizing the services of the Contractor to collect and transport residential waste and/or recyclable materials from all areas of Rothesay ("Service Area");

AND WHEREAS the Contractor wishes to collect and transport waste and/or recyclable materials from the Service Area for Rothesay and deliver such waste to the Crane Mountain Landfill Site ("Crane Mountain") located at 10 Crane Mountain Road;

NOW THEREFORE WITNESS that in consideration of the service to be provided and the price to be paid for the same under this Agreement, the Parties hereto mutually agree as follows:

1. This is an Agreement for waste collection and transportation services to be provided by the Contractor to Rothesay to dispose of all residential garbage and organic and yard waste generated in the Service Area, such service to be provided to each and every single family and two family residence in the Service Area set out in Schedule 'A' including each household or seasonal dwelling fronting on every road whether it be owned Provincially, Municipally, or Privately. The commencement date for services under this agreement shall be the first day of January A.D. 2024 and shall continue until the 31st day of December A.D., 2025 unless the Parties agree to an earlier termination or extension of this agreement (the "term").
2. This is also an Agreement for collection and transportation services to be provided by the Contractor to Rothesay to collect and dispose of all recyclable material generated in the Service Area, such service to be provided to each and every single family and two family residence in the Service Area including each household or seasonal dwelling fronting on every road whether it be owned Provincially, Municipally, or Privately. The commencement date for services under this agreement shall be the first day of January A.D. 2024 and shall continue until the 30th day of April A.D., 2024 unless the Parties agree to an earlier termination or extension of this agreement (the "recycling term").
3. Rothesay agrees to pay the Contractor the sum of thirty-nine thousand, one hundred dollars (\$39,100.00) plus applicable taxes each month for the services provided during the term and an additional sixteen thousand nine hundred dollars (\$16,900) each month during the recycling term such payments to be paid at the end of each month, net 21 days following receipt of an invoice for service by the Contractor. The aggregate of twelve payments is the 'Annual Price'.
4. Rothesay agrees to pay the tipping fee for all garbage and organic and yard waste as charged by Fundy Region Service Commission ("FRSC") and/or alternative for the material delivered to the Crane Mountain disposal site under this Agreement.
5. The Contractor agrees, once every other week during the term of this Agreement, (hereinafter referred to as the "scheduled pick-ups") to collect, remove and carry away from each and every single family and two family residence including seasonal dwelling within the Service Area, all bagged and boxed or containerized household waste and combustible materials including waste which has been displaced and or scattered as a result of foraging animals or other means, such as vandals, vehicles, or transferring garbage from one vehicle to another. Household garbage and garden waste referred to in this contract does not include items such as furniture, appliances, building materials, junked autos, auto parts, engines, fuel tanks, used motor oil and oil tanks.

6. The Contractor also agrees, during the alternate weeks of the Scheduled Pick-ups to collect, remove and carry away from each and every residence including seasonal dwellings within the Service Area, all compostable waste set out for such purpose including waste which has been displaced and or scattered as a result of foraging animals or other means, such as vandals, vehicles, or transferring garbage from one vehicle to another.
7. The Contractor also agrees, during the recycling term on such schedule as is acceptable to Rothesay but at least every other week to collect, remove and carry away from each and every residence including seasonal dwellings within the Service Area, all recyclable material set out for such purpose including material which has been displaced and or scattered as a result of foraging animals or other means, such as vandals, vehicles, or transferring garbage from one vehicle to another. The Contractor may refuse to collect materials not set out in approved containers or which are not amongst those materials listed as acceptable by the FRSC or Rothesay from time to time.
8. At the request of Rothesay, the Contractor is to provide two additional waste collections and transportation services of bulky waste per year during the term of the agreement; one in the spring of the year and one in the fall of the year. In the spring bulk collection and transportation (at a mutually agreeable date but no later than to June 1st), the Contractor shall collect, remove and carry away from each and every household, all loose refuse contained in boxes, bags or bundles, old lumber, yard waste, tree cuttings, household furnishings and metal items of a manageable size. This will be a two week pickup with garbage the first week and organics the next. In the fall bulk collection and transportation (at a mutually agreeable date but no later than to December 1st), the Contractor shall collect, remove and carry away from each and every household leaf and yard waste contained in boxes, compostable bags or bundles.
9. The collection service is to be operated in specified areas of Rothesay between the hours of 07:00 and 16:00, Monday to Friday in accordance with Schedule 'B'. Rothesay must approve any change in the regular collection days. When collection day falls on a holiday, the Contractor must inform the Rothesay Town Office at least one week in advance if any date or time change is necessary. All collection which would normally be done on a statutory holiday and has been delayed by that holiday shall be collected, removed and carried away on the Saturday following that holiday or on such other date as Rothesay and Contractor mutually agree.
10. For any change in route or service schedule the Contractor shall supply Rothesay for its approval a schedule and routes for pickup. The Contractor shall obtain Town approval and provide thirty (30) days' notice before any changes are made to this schedule or in routes. The Contractor also agrees to notify at its own expense, all customers, of any change to regular pick-ups referred to in this tender. Rothesay shall advertise in a newspaper in general circulation in Rothesay on two consecutive dates with a Notice to residents, two weeks in advance of the changes outlined in this section. The advertisement shall be given to the Contractor for review with the cost borne by the Contractor.
11. The Contractor shall only conduct such collections and removal using compactor trucks that are approved by Rothesay. The Contractor shall provide a removable cover on the compactor trucks so as to conceal waste while it is being collected and transported. The cover is to be approved by Rothesay. The Contractor shall maintain its equipment in a mechanically sound condition and shall have access to backup equipment at all times during the continuance of this Agreement. The Contractor agrees that its vehicles shall be equipped with two-way radios, lights, including flashing or revolving amber warning lights and the vehicle shall comply with the Motor Vehicle Act, R.S.N.B. 1973, c.M-17 as amended.
12. All materials collected are to be delivered to the landfill site maintained by the Fundy Regional Service Commission located at 10 Crane Mountain Road off Highway No. 7 at or near Grand Bay - Westfield. The Contractor will ensure that the collection vehicle does not contain any refuse or material other than that from the residential pickup described herein. Failure to do so will be cause to terminate this agreement.
13. The Contractor shall install in his vehicles at his sole expense, Rothesay's vehicle geo-positioning system. This system will record continuously, but not be limited to, all vehicle stops, all vehicle starts, engine idle time, trip records, vehicle path of travel, vehicle speed, vehicle dumps and such other activities as Rothesay shall specify during the term of this contract and/or contract extension to aid Rothesay in managing its solid waste collection service.
14. The Parties each reserve the right, due to uncertainty of world fuel oil pricing, to adjust the annual contact price, upward or downward, for changes in fuel oil pricing. Such adjustments shall be determined using data published in the Weekly Pump Price Survey by Kalibrate Inc.. For the purposes of this calculation the published data for Saint John, New Brunswick, Diesel Grade Fuel, exclusive of taxes, on the third Monday of each month of any contract year is agreed by the Parties to be the average price for that month to be used in calculating the adjustment.

15. The Parties agree that the “bench mark” fuel price for adjustment purposes in this clause is to be \$0.853417 per litre. The following methods shall be used in determining an increase or decrease in the annual contract price:
 - a) Annual Price multiplied by 25% multiplied by the percentage change, upwards or downwards, of diesel fuel in any contract year as compared to the bench mark price as defined above.
 - b) The annual contact price adjustment shall be calculated prior to the January payment of any year during the term of this contract and the total contract adjustment for that year shall be subtracted from or added to the last payment of each contract year.
16. The Contractor shall establish, maintain and operate a telephone service between the hours of 8:00 and 17:00 on each collection day to receive complaints.
17. The Contractor shall attend promptly to all complaints in connection with the performance of its duties under this Agreement and shall resolve all complaints to the satisfaction of Rothesay.
18. The Contractor shall maintain a written record showing particulars of complaints received and action taken and shall forward the same to Rothesay monthly.
19. The Contractor shall have its name and telephone number clearly displayed on both sides of all its vehicles so as to be visible at a distance of at least 15 meters.
20. The Contractor shall at all times be subject to and will be required to observe all rules, policies and regulations which are or may hereafter be imposed by law as related to work performed under this Agreement and shall obtain and pay the cost of all licenses, permits, or certificates whatsoever that are now, or may become necessary for the Contractor to obtain to provide the service to Rothesay. The Contractor agrees to comply with all requirements imposed by FRSC and the NB Department of the Environment for solid waste delivered to Crane Mountain.
21. The Contractor shall hold Rothesay harmless from any costs, expenses, damages or liabilities of any kind whatsoever (including legal and collection costs) arising from:
 - a) the collection, transportation and delivery of solid waste by the Contractor to Crane Mountain and, without limiting the generality of the foregoing, the costs of handling or removing and disposing of any load which may not be disposed at Crane Mountain; and
 - b) the activities of the Contractor including activities relating to the operation of the Contractor's vehicles and equipment.
22. The Contractor agrees that it shall provide and maintain, at all times during the term of this Agreement, Motor Vehicle, Public Liability and Comprehensive General Insurance against any breach of this Agreement in an amount not less than Five Million Dollars (\$5,000,000.00) per occurrence, which shall save harmless Rothesay from all suits and actions for damages and costs to which Rothesay may be put by reasons of injury to or death of persons and damage to property resulting from negligence, carelessness or any other cause in the performance of this work.
23. Proof of insurance shall be provided to Rothesay in a form satisfactory to Rothesay and by insurers satisfactory to Rothesay. All policies of insurance required herein shall provide that they are not amendable or terminable without thirty (30) days prior notice to Rothesay.
24. The Contractor agrees that on arterial, collector highways, town streets and private roads it shall collect waste from the right side of the road at all times and shall not cross the roadway to pick up waste, nor shall it request individual homeowners to deposit their waste on the side of the roadway opposite their residence.
25. The Contractor agrees that it shall not in any manner, transfer or assign this agreement or subcontract any of the work required to be performed hereunder without the prior written consent of Rothesay.
26. Rothesay shall have the right to assign this Agreement at any time on written notice to the Contractor.
27. The Contractor shall also supply the commercial services listed in Schedule 'C' attached.
28. If the Contractor fails or neglects to collect waste or combustible materials or to collect and dispose of the same as required by this Agreement to the satisfaction of Rothesay, or is in breach of any other provisions hereof, Rothesay may terminate and cancel this Agreement upon one month's notice in writing delivered to the Contractor or mailed to the Contractor by certified post or courier, addressed to its last know postal address, and upon the expiration of the period of notice so given, this Agreement shall cease and expire.
29. If the Contractor abandons the work specified in this Agreement, Rothesay or Rothesay's representative may retain from this agreement an amount which would compensate for those expenses incurred to provide an alternate service.

30. Any notices or payments required or permitted to be given by any of the parties to the other of them, or any document to be delivered to or submitted by any one of the parties to the other of them shall be in writing and shall be considered to have sufficiently and effectively been given if signed by or on behalf of the party giving the notice or document, and mailed, addressed or delivered personally to the party to which it is to be given as follows:

To Rothesay: Rothesay
 70 Hampton Road
 Rothesay, NB
 E2E 5L5
 Attention: Town Manager

To the Contractor: Fero Waste & Recycling Inc.
 203 Desbrisay Ave
 Moncton, NB
 E1E OG7

Any notice, payment or document given shall be conclusively considered to have been given if delivered personally on the date of delivery, or if mailed, on the third business day next following the date the notice, payment, or document was mailed. Any party may by written notice given, or furnished to the other party, give notice of the address or change of address to which notices, payment or documents are to be given to that party hereunder. In the event of interruption of normal postal service, and notice or document to be given shall be delivered personally to the party to whom it is to be given.

31. This agreement shall inure to the benefit of and be binding on the parties and their respective heirs, executors, administrators, successors and permitted assigns.
32. Should any dispute arise as to the interpretation of any clause of this agreement, it shall be decided and determined by arbitration accordance with the provisions of the Arbitration Act R.S.N.B., 1973, and amendments thereto.
33. Nothing in this agreement makes Rothesay responsible to the Contractor or any third party for any action of the Contractor in relation to the collection and transportation of waste from the Service Area.
34. The Contractor acknowledges its understanding that the Fundy Region Service Commission has adopted a preferred method of separation, collection and transportation to the landfill. This method includes collection of residential garbage on a bi-weekly basis with collection of organic materials on alternate weeks. Rothesay has implemented this method of collecting using bi-weekly pickup of residential garbage with collection of organic materials on alternate weeks.
35. Rothesay reserves the right, based on any town expansion to have the additional road(s) added to or removed from the tender. Such an adjustment to the Service Area shall be determined based on a unit cost per household calculated by the annual tender price submitted divided by 4,100. The number of household figure will be adjusted annually commencing in 2025 by adding the number of residential building permits issued less the number of demolition building permits issued from January 1st to December 31st of the immediately preceding year.
36. For the purposes of this agreement the term 'garbage' includes compost and the term 'solid waste' includes garbage, compost and recyclable material.
37. Time shall be of the essence hereof.

LEFT BLANK

In WITNESS WHEREOF the parties hereto have executed this agreement
SIGNED, SEALED AND DELIVERED
in the presence of:

Rothsay

Witness

Dr.. Nancy E. Grant, Mayor

Witness

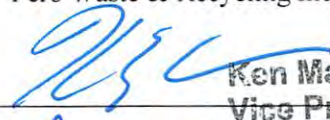
Mary Jane Banks, Clerk


Fero Waste & Recycling Inc.



Witness


Witness



Ken MacLean
Vice President


David A. Weed
Chief Financial Office

List of Schedules

Schedule 'A' – Streets to Be Serviced

Schedule 'B' – Rothsay Map with Collection ~~Zones~~Zones

Schedule 'C' – Additional Pickup Locations

SOLID WASTE COLLECTION and TRANSPORTATION SERVICES

SCHEDULE A

The Streets to be served by the collection program are provided here

Public Street	Length(m)		Length(m)
Acadia Ave	139	Beauvista St	299
Acre Crt	111	Bel-Air Ave	991
Albertine Dr	210	Benjamin Lane	203
Alexander Ave	301	Birch Cres	425
Alexscot Crt	82	Birchview Terr	410
Allan Ave	992	Biscayne Crt	100
Alliance Dr	58	Bradley Lake Rd	2126
Allison Dr	394	Bridgete Lane	138
Almon Lane	399	Bridle Path Lane	113
Amberdale Dr	251	Brittain Lane	95
Andrew Cres	697	Biscayne Crt	100
Anita Dr	249	Bradley Lake Rd	2126
Anna Ave	1152	Bridgete Lane	138
Anoka Lane	55	Bridle Path Lane	113
Appleby Dr	528	Brittain Lane	95
Aragona Crt	105	Broadway St	599
Aries Crt	208	Brock Crt	120
Armond St	131	Burnett Terr	138
Arthur Ave	383	Burns Ave	344
Aspen Dr	157	Burpee Ave	309
Ayerscliff Crt	49	Calistoga Rd	270
Ayerscott Crt	58	Camden Crt	79
Ballpark Ave	819	Cameron Rd	833
Banks Lane	129	Campbell Dr	3593
Bannister Rd	96	Cantor Ln	54
Barbara Crt	58	Canwell Crt	77
Barra Crt	46	Capri Ave	295
Barsa Dr	146	Carol Lane	139
Bayley Rd	133	Carriage Way	556
Beach Dr	483	Cedar Dr	269
		Cedarbank Dr	35

SCHEDULE ' A ' Municipal Kilometrage of Streets for Garbage and Recyclable Collection and Transportation Services

SOLID WASTE COLLECTION and TRANSPORTATION SERVICES

Public Street	Length(m)		Public Street	Length(m)
Chantale	1634		Eden	287
Chapel Hill Blvd	805		Edgemont Ln	142
Chapel Rd	816		Elizabeth Pkwy	1299
Charles Cres	1447		Ellis Dr	380
Chatwin St	588		Elmhurst Cres	330
Chinook Lane	127		Eriksay Dr	1013
Christopher Lane	72		Esther St	225
Church Ave	277		Eydie Dr	358
Clark Rd	886		Fall Lane	61
College Hill Rd	331		Femwood Lane	126
Colonsay Pl	198		Fir Lane	155
Colwell Lane	81		First St	550
Conley Lane	125		Florence Dr	1017
Coral Lane	93		Forest Rd	489
Cortland Pl	129		Fox Farm Rd	768
Cosse Ln	207		Frances Ave	819
Cove Crs	929		French Village Rd	3773
Crescent Dr	530		Galway Crt	71
Crestline Rd	455		Garden St	186
Crestwood Dr	455		Garrison Dr	363
Crosswind Cres	512		Gautreau Rd	290
Devonayer Crt	81		Gibbon Rd	733
Dobbin St	553		Glen Ave	157
Dobson Lane	307		Glenvale St	438
Dofred Rd	1101		Glenwood Dr	217
Dolan Rd	1939		Goldie Crt	231
Donald Rd Exit	259		Golf Club Crt	188
Domville Lane	179		Gondola Point Rd	3705
Donald Rd	470		Graham Lane	16
Donlyn Dr	909		Green Rd	602
Dunedin Rd	597		Grist St	128
Dunrobin Dr	353		Grove Ave	1692
Dykeman Cres	497		Hampton Rd	2563

SOLID WASTE COLLECTION and TRANSPORTATION SERVICES

Public Street	Length(m)	Public Street	Length(m)
Harry Miller Crt	140	Kingswood Ave	350
Hazen Ave	273	Kirkpatrick Rd	215
Henderson Pk	111	Lambert Crt	48
Hibbard Lane	359	Larsen Dr	115
Hibiscus Crt	48	Lennox Dr	183
Higginson Ave	89	Linden Cres	431
High Cliff Crt	137	Lloyd St	168
Highbrook Crt	52	Longwood Dr	692
Highland Ave	2313	Lori Crt	61
Hillcrest Dr	610	Luke St	199
Hillsview Cres	528	Lyman Dr	55
Holder St	174	Maiden Lane	329
Holiday Dr	474	Malabean Lane	134
Holland Dr	213	Maliseet Dr	1597
Hooper Dr	288	Mantua Rd	77
Horton Rd	491	Maple Cres	353
Hutson St	567	Maplecrest Dr	406
Ian Cres	403	Mapledawn Crt	112
Imelda Ln	119	Mark Ave	306
Iona Ave	1320	Marr Rd	1453
Isaac St	544	Master Dr	113
Islay Dr	759	Matscot Crt	113
James Renforth Dr	670	McConchie Dr	80
James St	494	McGill Rd	989
Jersey Lane	203	McGuire Rd	603
Joelyn Lane	167	McKinney Crt	149
John St	296	McLaughlin Dr	285
Jones Ave	428	McMackin Lane	228
Jordan Lane	109	Meadow Dr	232
Joseph St	111	Mercer Dr	152
Joshua St	1777	Millennium Dr	1562
Kaitlyn St	235	Millwood Lane	106
Kennedy Lane	132	Milne St	518
Kent St	263	Monaco Dr	965
Kildare Crt	496	Mulberry Lane	147
Kimberly Dr	449	Neil St	250
Kingshurst Lane	298	Netherby Rd	196
Kings West Lane	163	Newport Dr	150

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SOLID WASTE COLLECTION and TRANSPORTATION SERVICES

Public Street	Length(m)	Public Street	Length(m)
Niomi St	486	Route 111	4764
North St	289	Royal Lane	142
Oakville Lane	170	Ryan Dr	1035
Old Mill Lane	161	Sail View Lane	73
Olive St	153	Salmon Cres	413
Paige St	376	Schichilone St	214
Park Dr	1754	School Ave	413
Parkdale Ave	361	Scott Ave	383
Partridge Rd	625	Scovil Rd	353
Peters Lane	154	Scribner Cres	624
Phoenix Crt	55	Seaman Dr	204
Pickett Lane	264	Second St	554
Post Rd	351	Seville Row	280
Prince Albert Crt	37	Shadow Hill Crt	374
Princess Pl	62	Shelley Crt	86
Progress Crt	58	Sheryl Dr	392
Raymond Rd	403	Shipyard Rd	402
Regatta Row	74	Sierra Ave	602
Renshaw Rd	1147	Silverton Cres	453
Ricketts Lane	267	Simone St	1004
Ridgeway St	265	Sinclair Pl	68
River Rd	945	Southridge Rd	1036
Riverside Dr	414	Sovereign Lane	89
Riverview Ave	461	Spruce St	309
Robin Lane	678	Sprucewood Ave	898
Robinson St	680	Stack Rd	106
Rockhaven Pl	110	Starkey Ave	308
Rodney St	382	Station Rd	622
Rolling Hills Dr	101	Steele St	182
Rosalie Crt	49	Steeves Cres	598
Rosedale Ave	323	Strong Crt	248
Rothesay Park Rd	802	Summer Haven Cres	191
Rothesay Rd	4875	Summer Rose Lane	76
Route 1	19681	Sunset Lane	102

SOLID WASTE COLLECTION and TRANSPORTATION SERVICES

<u>Public Street</u>	<u>Length(m)</u>
Tasha St	131
Tennis Court Rd	243
Terri St	272
Third St	290
Toye Crt	49
Turnbull Crt	242
Usher Crt	48
Valley Rd	202
Valpy Dr	105
Victoria Cres	155
Vincent Rd	279
Wanda Cres	1517
Watercrest Lane	101
Wedgewood Dr	762
Weeden Ave	434
Wells Lane	160
Wendy Crt	57
Weston Dr	159
Wharf Rd	177
Wiljac St	348
Willie St	762
Willow Ave	139
Windermere Crt	112
Woodland Ave	329
Wright Lane	149
Wynn St	147
Zackery Crt	83

Public Road Total
157603m

158km

Private Streets	
<u>Private Street</u>	<u>Length(m)</u>
Aldamay Lane	163
Arena Lane	57
Balmoral Blvd	142
Bartlett Rd	104
Bishops Dr	218
Bonneycastle Lane	153
College Hill Rd	973
Dayspring Lane	352
Dofred Rd	124
Fairweather Lane	82
Gentleman Dr	154
Golden Pond Lane	129
Gordon Lane	162
Heritage Lane	128
Highmeadow Lane	145
Homestead Rd	79
Kingshurst Lane	57
Kingsview Crt	158
Knoll Lane	92
Lacey Dr	207
Private Streets Total	
6875m	
6.9km	

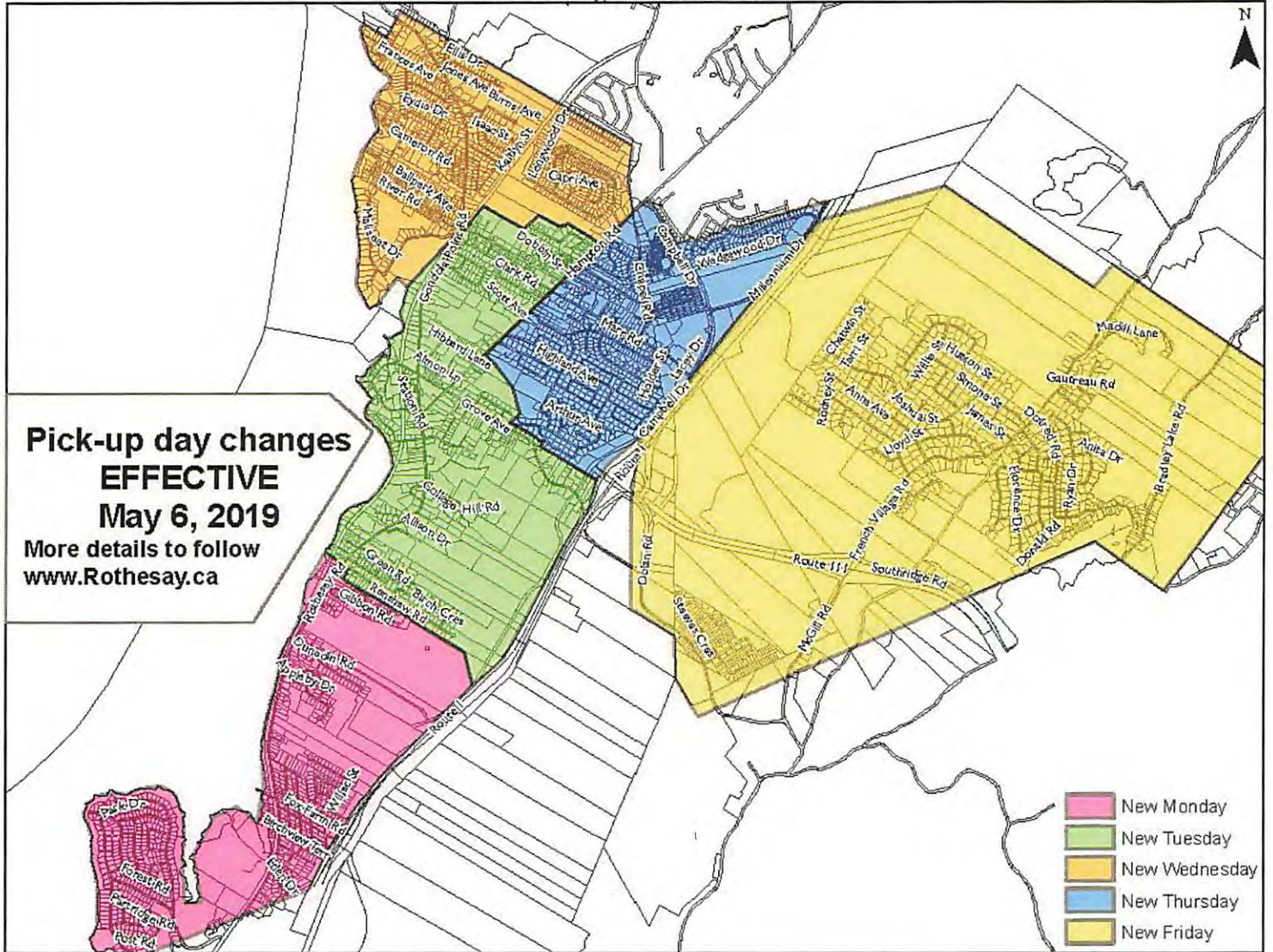
<u>Private Street</u>	<u>Length(m)</u>
Lane	58
Little Rock Ln	86
Madill Lane	456
Magnolia Ln	150
McNamee Lane	201
Miller Lane	44
Miller Park Dr	259
Minnaard Lane	111
Netherwood Lane	302
Olsson Rdwy	66
Persimmon Lane	74
Pugsley Crt	58
Rose Lane	80
Scovil Lane	58
Sheryl Dr	171
Troop St	135
Villa Madonna Dr	451
Watercrest Lane	203
White Lane	143
Wilson Dr	90

Services to be Arranged

<u>STREET</u>	<u>Length (m)</u>
Greenbrier Street	573
Goldenrod Lane	121
Juneberry Court	135
Sage Street	487
Total	1316m
	1.3km

SCHEDULE "B" Pickup Zones

New Garbage Collection Zones



**Pick-up day changes
EFFECTIVE
May 6, 2019**
More details to follow
www.Rothesay.ca

Schedule “C” Additional Pickup Locations

Waste from the following four (4) municipal sites shall be collected, removed and transported as part of this agreement:

Building	Address	Comments
Lower Works Garage	Master Drive	Containers (3)
Rothesay Arena	65 Hampton Road	Container
Water Treatment Plant	26 McGuire Road	Container
Wells Community Centre	75 French Village Road	Container



2024February12OpenSessionFINAL_184

ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	February 1, 2024
RE	:	Local Improvement Levy

In accordance with By-Law 3-00, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2024. The full Assessment Roll is available in the Treasurer's Office for examination.

By-Law 4-00 relates to the water reconstruction project undertaken in 2000-2001 in Kennebecasis Park.



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

Warrant of Assessment

MOVED by and seconded by

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2024 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 3-00.

Local Improvement By-law #	Amount to be collected
By-law 4-00	\$ 58,880.73

Dated: _____

Mayor

Clerk



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	February 1, 2024
RE	:	Local Improvement Levy

In accordance with By-Law 1-19, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2024. The full Assessment Roll is available in the Treasurer's Office for examination.

By-Law 1-19-01 relates to the road construction project undertaken in 2019.



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Warrant of Assessment

MOVED by _____ and seconded by _____ :

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2024 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 1-19.

Local Improvement By-law #	Amount to be collected
By-law 1-19-01	\$ 4,708.33

Dated: _____

Mayor

Clerk



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 12, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: January 30, 2024

SUBJECT: WWTF – Decommissioning of Lagoon Cell #1

RECOMMENDATION

It is recommended that:

- 1) the Director of Operations be authorized to issue a purchase order in the amount of \$44,410.08 (US) plus HST to AquaAerobics Systems for the purchase of two new lagoon aerators.
- 2) the Director of Operations be authorized to issue a purchase order in the amount of \$11,970.00 plus HST to Morehouse Electrical for the provision of electrical services to commission two new lagoon aerators.
- 3) the Director of Operations be authorized to issue a purchase order in the amount of \$7,000 plus HST to Renforth Construction Ltd. for excavation services related to the provision of electrical services to commission two new lagoon aerators.
- 4) the Director of Operations be authorized to issue a purchase order in the amount of \$66,504.28 plus HST to Eddy Group for the supply of materials related to the provision of electrical services to commission two new lagoon aerators.

ORIGIN

The 2024 Utility Fund Capital Budget included to funds construct a new Wastewater Treatment Facility at Sagamore Point.

BACKGROUND

The 2024 Utility Fund Capital Budget included funds to construct a new Wastewater Treatment Facility at Sagamore Point. The facility will be situated on the area currently occupied by Lagoon Cell #1. The existing aerators from Lagoon Cell #1 will be moved to Lagoon Cell #2 as well as the influent piping from the sanitary sewer collection system.


DISCUSSION

Lagoon Cell #2 will become the primary treatment site for the duration of the new treatment facility construction. The three existing aerators in Lagoon Cell #1 will be moved to Lagoon Cell #2 however they will not be sufficient to provide treatment of the sewer influent during construction of the new treatment facility. Preliminary design has indicated that two additional aerators are required to provide adequate treatment during construction of the facility. It will be necessary to install several hundred metres of heavy-duty electrical cable and conduit as well as a new control cabinet to operate the five-in-total aerators in Lagoon Cell #2. The future treatment scheme will require Lagoon Cell #2 to be operated long term in conjunction with the new treatment facility therefore the proposed electrical and aerator placement work will be permanent and not merely a staging expense during construction.

FINANCIAL IMPLICATIONS

The total cost of relocating Lagoon Cell #1 aerators and adding two new aerators to Lagoon Cell #2 will be \$151,175.13 including current US to Canadian conversion rates as well as the Town's eligible HST rebate. The overall project budget is \$32,090,000.00 and this small project is the very first step in the project. The costs listed above are in line with previously prepared estimates. There will be a recommendation to Council to approve costs associated with moving the sewer collection system influent piping from Lagoon Cell #1 to Lagoon Cell # 2 at a future date.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 12, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: January 30, 2024

SUBJECT: Contract T-2024-003: Tandem Truck with Plow

RECOMMENDATION

It is recommended that:

- 1) Equipment Supply Tender T-2024-003: Tandem Truck with Plow, be awarded to the low tenderer, Universal Truck and Trailer, at the tendered price of \$217,024.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard; and
- 2) The supply of Tenco plow rigging be awarded to Parts for Trucks Inc., in the amount of \$114,500.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.
- 3) The installation of Tenco plow rigging be awarded to Applied Pressure Inc., in the amount of \$65,171.53 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2024 General Fund Capital Budget included funds to purchase and rig (as required for winter maintenance) a Tandem Truck with Plow to serve the Rothesay Public Works Department.

BACKGROUND

The 2024 General Fund Capital Budget included funding for the purchase of a Tandem Truck with Plow to replace a resource that is currently 22 years old. A tender call for the supply of this truck was issued through the New Brunswick Opportunities Network on January 15, 2024.

All plow trucks owned by the Town are equipped with Tenco plows and rigging. The Town's mechanic is familiar with the installation and repair of this type of equipment and the Town's entire parts inventory is for this type of equipment. For these reasons it is being recommended that the Town purchase Tenco equipment for the new plow truck. Parts for Trucks Inc. is the local distributor for Tenco equipment and have submitted a written quotation for supply of the necessary parts.

TENDER RESULTS

Tenders for the Tandem Dump Truck closed on February 6, 2024, with the following results:

1. Universal Truck and Trailer, Quispamsis, NB \$217,024.00 plus HST

Staff is of the opinion that the low tenderer has met all the requirements and specifications outlined in the tender call and recommend acceptance of their tender.

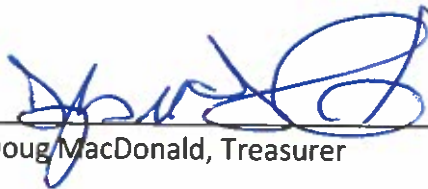
FINANCIAL IMPLICATIONS

The tender includes the supply of equipment that will be charged against the 2024 General Fund Capital Budget. Assuming award of the contract to the low tenderer, a budget analysis has been completed.

The analysis concludes that a total amount of \$425,000 was provided in the General Fund Capital Budget for the purchase a tandem truck with and associated plow equipment. The delivered cost of the 2025 Freightliner plow truck package will be \$226,330.00, factoring in the Town's eligible HST rebate.

Equipment	Tender price	Net HST	Cost to Town	Budget	Difference
Tandem Dump Truck	\$217,024.00	\$9,306.00	\$226,330.00		
Plow rigging	114,500.00	4,910.00	119,410.00		
Plow Installation	65,172.00	2,795.00	67,967.00		
Total			\$413,707.00	\$425,000.00	(\$11,293.00)

Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 12, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: January 30, 2024

SUBJECT: Fleet Purchase - Sidewalk Plow

RECOMMENDATION

It is recommended that the supply of a new and never used Sidewalk Plow be awarded to Atlantic Coastal Equipment, at a price of \$209,480.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

It is recommended that the supply of a new and never used SnoQuip blower unit be awarded to Saunders Equipment Ltd., at a price of \$43,500.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2024 General Fund Capital Budget includes funding for the purchase of a new Sidewalk Plow for the Rothesay Public Works Fleet.

BACKGROUND

The 2024 General Fund Capital Budget includes funding for the purchase of a new Sidewalk Plow to replace unit R057, a resource that is currently 20 years old. A tender call for the supply of this sidewalk plow was not issued publicly by Rothesay.

The sidewalk plow units currently owned by the Town are all Trackless brand except for one Maclean unit purchase in 2021. Saunders Equipment is the only registered Trackless dealer in

the Maritime Provinces and, as such, all Trackless units have been purchased through their dealership without the issuance of a public tender. Atlantic Coastal Equipment is the only registered Maclean dealer in the Maritime Provinces and, as such, the MacLean unit was purchased through their dealership without the issuance of a public tender.

DISCUSSION

The Town's mechanic, as well as other public works staff, have seen a significant rise in maintenance requirements for the Trackless units in recent years. There could be several explanations for this; however, the most apparent reason is the heavy use that these machines must endure.

When snow falls in Rothesay, all the accumulated snow between the centre line of the roadway and the face of the curb is cast onto the sidewalk by street plows. The sidewalk units are required to remove all the accumulated snow that has fallen on the sidewalk as well as all the (partially compacted) snow that has been cast onto the sidewalk by the street plows. This can be mechanically taxing for a relatively small machine.

Since the Town's last purchase of a Trackless brand machine in 2018, the manufacturer has reduced the engine output of their machine from 120 hp to 70 hp. Staff are of the opinion that this reduction in power will further reduce the capability of these machines and result in greater maintenance and repair requirements.

Several New Brunswick municipalities have purchased MacLean units in recent years. Town staff are satisfied with the MacLean unit currently in the fleet and report favourable reviews from other municipalities that have MacLean units in their fleets. The MacLean unit (while it is the same size as the Trackless units), has an engine output of 124 hp. The size and configuration of the MacLean unit is such that the town's existing Trackless brand accessories are interchangeable.

The price quoted by Atlantic Coastal Equipment includes a tow-behind sand/salt hopper in addition to the plow machine itself. Each sidewalk plow, regardless of brand, has an integral sand/salt hopper. These hoppers are small and can be depleted quickly in the aftermath of a storm. Including an additional tow-behind salt/sand hopper will effectively double the carrying capacity of each unit and produce the following results:

- 1) reduce lag time during refilling operations - a direct benefit to sidewalk users, and
- 2) reduce labour costs - returning to the stockpile to refill takes time and sidewalk clearing is often finished on overtime after street plowing operations are completed.

The tow-behind sand/salt hopper was included with the previously purchased MacLean unit and staff are of the opinion that a tow-behind sand/salt hopper should be included with each new unit purchased going forward.

FINANCIAL IMPLICATIONS

The current cost for a 70 hp Trackless brand unit is \$199,410 plus HST. This price includes a tow-behind sand/salt hopper and does not include a Snoquip blower unit.

The current cost for a 124 hp Maclean unit is \$209,480.00 plus HST. This price includes a tow-behind sand/salt hopper and does not include a Snoquip blower unit.

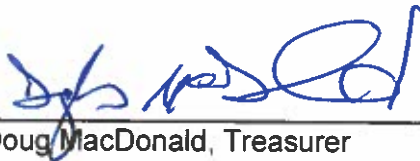
The difference is \$10,070.00 plus HST. Staff are of the opinion that additional engine output justifies the additional cost and therefore recommend purchase of the MacLean unit.

The analysis concludes that a total amount of \$300,000 was provided in the 2024 General Fund Capital Budget for the purchase a Sidewalk Plow. The delivered cost of the MacLean unit and the Snoquip blower will be \$ 264,203.22 including eligible HST rebate, a difference of \$35,796.78 from the approved budget.

Equipment	price	HST	HST rebate	Cost to Town
Sidewalk Plow	209,840.00	31,476.00	22,478.06	218,837.93
Snoquip Blower	43,500.00	6,525.00	4,659.72	45,365.28
Total	253,340	38,001.00	27,137.78	264,203.22



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 12, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: January 31, 2024

SUBJECT: Emergency Sewer Repairs

RECOMMENDATION

It is recommended that Council authorize the Director of Operations to issue a purchase order in the amount of \$41,064.20 including HST to Eastern Trenchless Technologies to rehabilitate a failing sanitary sewer line near Taylor Brook in Rothesay.

ORIGIN

A section of sanitary sewer adjacent to Taylor Brook has experienced multiple service interruptions and detailed video inspection has identified several serious deficiencies.

BACKGROUND

The Town engaged Eastern Trenchless Technologies to flush, and video inspect the sanitary sewer line parallel to Taylor Brook. Severe root intrusion was found to be present at each of the pipe joints and a section of the line was found to be structurally compromised. This sewer line has caused sanitary sewer to back-up and overflow from nearby manholes to the natural environment.

DISCUSSION

The video inspection allowed staff to determine that the sewer line is a good candidate for in- place rehabilitation, except for the one compromised section, rather than complete replacement. The sewer line runs through a wooded section of private property and no easement for the line exists. Staff have met with

the property owners, explained the situation, and obtained permission to access the property to rehabilitate the sewer line. The property owners have requested that the existing trees along the sewer line be protected as much as possible.

FINANCIAL IMPLICATIONS

The cost to complete the rehabilitation of this live sanitary sewer line is expected to be \$37,239.16 including the Town's eligible HST rebate. The roots intruding into the sewer line at the pipe joints have been removed and Town staff will repair the compromised section of pipe. Eastern Trenchless Technologies will install a new structural lining inside the existing sewer line.

This unbudgeted, emergency sewer repair will be funded from the Utility Fund Operational Reserve.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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



70 Hampton Road
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Rothesay Council
February 12, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: February 1, 2024

SUBJECT: Engineering Design and Construction Management Services
S-2023-008: Wastewater Treatment Plant

RECOMMENDATION

It is recommended that Rothesay Mayor and Council accept the proposal submitted by Dillon Consulting Limited, in the amount of \$3,827,844.00 plus HST, to provide design and construction management services for contract *S-2021-008: Wastewater Treatment Plant* and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

Federal and Provincial funding partnerships are in place and the 2024 Utility Fund Capital Budget includes funding for commencement of the Wastewater Treatment Plant project.

BACKGROUND

The Rothesay wastewater collection system currently discharges to two facultative lagoons near Kennebecasis Park and one aerated lagoon at Henderson's Cove in the area formerly known as Fairvale. The proposed treatment plant project will allow for

treatment of all collected wastewater at one location in the area of the existing Fairvale lagoon. This project has been approved under a joint funding agreement with the federal and provincial governments.

DISCUSSION

On December 5, 2023, with a comprehensive and detailed scope of work document, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

Several firms submitted questions or requested clarifications during the Request for Proposal period, however only one response to this proposal call was received from the following:

Dillon Consulting Limited

Saint John, NB

The proposal was submitted in sealed envelopes with the Technical and Financial proposals being submitted under separate cover. A review Committee consisting of the following staff completed an independent analysis of the Technical Proposal:

John Jarvie, Town Manager
Brett McLean, Director of Operations
Richard Gabbey, Technical Advisor

Subsequent to the Technical Proposal Analysis, the committee jointly discussed the information presented and opened the sealed envelope containing the Financial Proposal for the submission. The price contained in the proposal was evaluated and combined with the results from the Technical Proposal Analysis.

The Proposal was compliant with the staff-developed terms of reference that was posted to the New Brunswick Opportunities Network. A letter was drafted by members of the Technical Review Committee members and sent to the Proponent with a request to clarify a number of items contained in the Proposal. The Proponent provided answers that were acceptable to the Technical Review Committee members and staff are subsequently recommending acceptance of the Dillon Proposal by Council.

FINANCIAL IMPLICATIONS

The Capital Budget for this entire project, including engineering and construction management, is \$32,090,000.00. The cost associated with the engineering and construction management component, including the Town's eligible HST rebate, is \$3,991,981.95. This is an upset fee that will not be changed unless some aspect of the project changes and any such change would be brought back to Council for additional approval.

	Fees (incl HST)	HST rebate	Subtotal	Project Budget	% of Project Budget
detailed design and construction management	4,402,020.60	410,038.65	3,991,981.95	32,090,000.00	12.43

Report Prepared by:


Brett McLean, Director of Operations

Report Reviewed by:


Doug MacDonald, Treasurer

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Rothesay Council
February 12, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: February 2, 2024

SUBJECT: Bedrock Well Investigation

RECOMMENDATION

It is recommended that Rothesay Mayor and Council accept the proposal submitted by Hydrostrata Engineering & Environmental, in the amount of \$56,745.00 plus HST to perform a hydrogeological investigation and assessment of an existing Bedrock Well (TH90-1) in the Carpenter Pond Wellfield.

ORIGIN

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

BACKGROUND

The Carpenter Pond Wellfield Designation Order has stipulated, for many years, that regardless of the individual pumping capacity of any single production well, the overall daily wellfield withdrawal rate must not exceed 1910 cubic metres of raw water. This amount of water has become insufficient to meet peak demands which are currently in the order of 3200 cubic metres per day. The additional water required to meet peak demand has been supplied by an infiltration gallery referred to as Well #7. The infiltration gallery previously had no regulatory restriction on the amount of water that could be withdrawn daily, however the source is essentially surface water. The Rothesay water treatment system was designed to treat ground water of much higher quality than surface water. The treatment plant is sufficient to treat surface water, however the process requires a much greater frequency for filter cleaning. In 2023 the Department of Environment accepted a detailed proposal submitted by the Town and permitted a daily withdrawal rate of 4000 cubic metres per day. The new daily withdrawal rate includes Well # 7,

therefore the Utility no longer has a source to buffer peak flow requirements if the peak exceeds 4000 cubic metres per day.

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

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

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

DISCUSSION

Well TH90-1 is potentially a source of additional water supply outside the limits of the daily withdrawal rate for the Carpenter Pond Wellfield.

Hydrostrata is a relatively new company that includes the same complement of staff involved with the drilling and initial analysis of well TH90-1. Staff included funding in their Utility Fund Capital Budget recommendations for 2024 and Council approved the recommendation. Hydrostrata has prepared a detailed proposal including a schedule, work plan and deliverables. The project is expected, if approved by Council, to commence in March of 2024 and be completed by early August 2024. Results of the TH90-1 investigation and assessment, if favourable, will lead to a 2025 recommended Capital Program to pursue permitting, development and commissioning of the well.

FINANCIAL IMPLICATIONS

The 2024 Utility Fund Capital Budget includes \$65,000 for Well TH90-1 investigation and assessment. The cost for the proposed project, if approved by Council, will be \$59,178.22 and staff recommend acceptance of the proposal.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

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



70 Hampton Road
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Rothesay Council
February 12, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: February 12, 2024

SUBJECT: T-2024-002 Front- End Loader

RECOMMENDATION

It is recommended that Equipment Supply Tender T-2024-002: Front- End Loader, be awarded to the low tenderer, SMS Equipment Inc., at the tendered aggregate price of \$332,629.09 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2024 General Fund Capital Budget includes funding for the purchase of a Front- End Loader to serve the Rothesay Public Works Department.

BACKGROUND

The 2024 General Fund Capital Budget included funding for the purchase of a Front- End Loader and a tender call for the supply of this equipment was issued through the New Brunswick Opportunities Network on January 15, 2024.

TENDER RESULTS

Tenders for the Front-End Loader closed on February 6, 2024. The tender call included a requirement to bid on the base equipment plus optional “scale and printer” plus an extended warranty. The aggregate bid price, including all components are as follows:

- 1. SMS Equipment Inc., \$332,629.09
- 2. WAJAX \$336,291.25
- 3. Paul Equipment \$346,759.50
- 4. Strongco \$355,176.04
- 5. Maritime Case Ltd. \$356,886.20
- 6. Toromont Industries Ltd. \$395,881.50
- 7. ALPA Equipment Ltd. \$437,925.62
- 8. Brandt Tractor Ltd. \$443,219.22

The tenders were reviewed by staff and found to be formal in all respects. Staff is of the opinion that the low tenderer has met all the requirements outlined in the tender call and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

The tender includes the supply of equipment that will be charged against the 2024 General Fund Capital Budget. Assuming award of the contract to the low tenderer, a budget analysis has been completed.

The analysis concludes that a total amount of \$350,000 was provided in the General Fund Capital Budget for the purchase a front-end loader. The delivered cost of the 2024 KOMATSU Loader (including extended warranty) will be approximately \$347,000.00, factoring in the Town’s eligible HST rebate.

Equipment	Tender price	Net HST	Cost to Town	Budget	Difference
Front End Loader	\$332,629.09	\$14,263.13	\$346,892.22	\$350,000	\$\$3,107.78

Report Prepared by: Brett McLean, Director of Operations

Report Reviewed by: Doug MacDonald, Treasurer

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