

## **Town of Rothesay**

### **Land Acknowledgement**

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

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

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

- presented by the Honourable Graydon Nicholas  
September 13<sup>th</sup>, 2021



2024 June 17 Open Session FINAL\_001

**ROTHESAY**  
COUNCIL MEETING  
Town Hall Common Room  
Monday, June 17, 2024  
7:00 p.m.



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

Public access to the livestream will be available online:

<https://www.youtube.com/@RothesayNB/streams>

**Rothesay Land Acknowledgement**

**Deputy Mayor Alexander**

**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

Regular Meeting

13 May 2024

Public Hearing

27 May 2024

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

**4.1 KRPF - Building Expansion & Traffic Enforcement**

Police Chief Steve Gourdeau

Acting Deputy Chief Henderson

Board Chair Kevin Darling (*see item 9.2.1*)

**5. CORRESPONDENCE FOR ACTION**

5.1 23 April 2024 Letter from resident RE: Request for a crosswalk on Marr Road  
(*rec'd May 24*)

**Refer to the Works and Utilities Committee**

5.2 2 June 2024 Letter from residents RE: Vacant land on Bel-Air Avenue  
**Refer to staff**

**6. CORRESPONDENCE - FOR INFORMATION**

6.1 15 May 2024 Minister Wilson (SNB) response RE: Property Tax Insert

3 May 2024 Minister Wilson et. al. response to UMN

18 March 2024 Letter to Minister Wilson

6.2 13 June 2024 Email response from Minister Savoie RE: Ice Fishing Management

28 May 2024 Letter to Minister Savoie

**7. REPORTS**

7.0 **June 2024** **Report from Closed Session**

7.1 28 March 2024 Fundy Regional Service Commission (FRSC) meeting minutes

**ROTHESAY**

Regular Council Meeting

Agenda

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17 June 2024

- 7.2 10 April 2024 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes
- February 2024 FireFightinginCanada.com article by Fire Chief Michael Boyle
- 29 February 2024 KVFD Statement of Expense with budget variance
- 10 April 2024 KVFD Compliance Report
- 10 April 2024 KVFD Chief's Report
- February 2024 KVFD Response Report
- March 2024 KVFD Response Report
- 7.3 24 April 2024 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 22 May 2024 KRJBPC Chief's Report
- April 2024 KRJBPC Budget vs. Actuals
- 7.4 30 April 2024 Draft unaudited Rothesay General Fund Financial Statements
- 30 April 2024 Draft unaudited Rothesay Utility Fund Financial Statements
- 30 April 2024 Donation Summary
- 7.5 21 May 2024 Draft Age Friendly Advisory Committee meeting minutes
- 7.6 21 May 2024 Draft Parks and Recreation Committee meeting minutes
- 21 May 2024 Parks and Recreation Update
- 7.7 22 May 2024 Draft Works and Utilities Committee meeting minutes
- Speeding on Scott Avenue
- Sidewalk on Iona Avenue (2)
- Crosswalk at James Street and French Village Road
- Request for "No Parking" sign on Peters Lane
- Lack of Streetlights in French Village
- Request for "Children Playing" sign on Crescent Drive
- Request for sewer bill adjustment
- Commercial vehicle street parking on Mantua Road
- Speeding on Dobson Lane
- 7.8 22 May 2024 Draft Heritage Preservation Review Board meeting minutes
- 7.9 3 June 2024 Draft Planning Advisory Committee meeting minutes
- 7.10 May 2024 Monthly Building Permit Report
- 7.11 12 June 2024 Capital Projects Summary

**8. UNFINISHED BUSINESS**

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**TABLED ITEMS****8.1 Strong Court Sidewalk – Anglophone South School District (Tabled April 2021)***No action at this time***8.2 Rothesay Arena Open House (Tabled September 2021)***No action at this time***8.3 Private Lanes Policy (Tabled July 2022)***No action at this time***8.4 Marr Road/Chapel Road signalization (Tabled April 2024)***No action at this time*

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# ROTHESAY

2024June17OpenSessionFINAL\_003

Regular Council Meeting  
Agenda

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17 June 2024

## 9. NEW BUSINESS

### 9.1 BUSINESS ARISING FROM PUBLIC HEARING

#### 9.1.1 45 Marr Road & 6 Old Mill Lane PIDs 00245415 & 00118067

13 June 2024	Memorandum from Town Clerk Banks
8 May 2024	Recommendation from the Planning Advisory Committee
DRAFT	By-law 2-10-38
DRAFT	By-law 2-10-39

### 9.2 BUSINESS ARISING FROM DELEGATIONS

#### 9.2.1 Kennebecasis Regional Police Force (KRPF) Building Expansion & Traffic Enforcement

14 May 2024	Invitation to attend June Council meeting
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## ADMINISTRATION

### 9.3 Appointment of By-law Enforcement Officers (Fire By-law 3-20)

13 June 2024	Memorandum from Town Clerk Banks
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### 9.4 Joint EMO By-law

14 June 2024	Memorandum from Town Manager Jarvie
DRAFT	KVEMO By-law 2-24

### 9.5 Easement Agreement – Rothesay and Bank of Nova Scotia

13 June 2024	Memorandum from Town Clerk Banks
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## OPERATIONS

### 9.6 Brock Court/Goldie Court Storm Drainage

12 June 2024	Report prepared by DO McLean
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## RECREATION

### 9.7 Heat Pump Replacement – Bill McGuire Centre

13 June 2024	Memorandum from Town Manager Jarvie
12 June 2024	Report prepared by Facilities Manager Kincade

### 9.8 2029 Canada Summer Games Venue Consideration

17 June 2024	Report prepared by DRP Jensen
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## 10. NEXT MEETING

Regular meeting	Monday, July 8, 2024 at 7:00 p.m.
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## 11. ADJOURNMENT



14 Marr Road, Rothesay, NB, E2E 3L1.



23<sup>rd</sup> April 2024

The Mayor,  
Rothesay Town Council,  
70 Hampton Road, Rothesay, NB E2E 5Y2.

Dear Members of the Town Council,

**Recommendation for a Zebra Crossing on Marr Road, Rothesay NB**

I hope this letter finds you well. I am writing to bring to your attention an important safety issue in our community and to propose a solution that I believe will benefit many residents, particularly the children and families that live or use office services on Marr Road.

The stretch of road on Marr Road adjacent to Polka Dots & Bow Ties Day Care and the surrounding residential area is frequently used by both vehicles and pedestrians. Unfortunately, there is currently no zebra crossing to facilitate safe pedestrian movement across this busy road. This poses a significant risk to the safety of pedestrians, especially a) young children and their caregivers who walk to and from the daycare daily, and b) students that walk from school to their homes on Marr Road.

Considering this, I kindly request the council to consider installing a zebra crossing on Marr Road around the Polka Dots & Bow Ties Day Care home. The addition of a clearly marked pedestrian crossing would provide a safe point for pedestrians to cross the road, significantly reducing the risk of accidents and improving the overall safety of our neighbourhood.

Implementing this change would not only enhance safety but also encourage more families to walk, thereby promoting a healthier lifestyle and reducing traffic congestion. It would demonstrate the town's commitment to creating a safe and supportive environment for its residents.

Thank you for considering this request. I am confident that the addition of a zebra crossing on Marr Road will have a positive and lasting impact on our community.

I look forward to your favorable response so that together, we can make our neighbourhood a safer place.

Sincerely,

Rothesay Resident

June 2, 2024

Mayor and Council  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5



Dear Mayor and Council:

Re: Town of Rothesay Property - Bel-Air Avenue (Access to Water Retention Basin)

We are writing regarding the current condition and future development of the Town of Rothesay's property adjacent to 77 Bel-Air Avenue. The lot was purchased by the town to gain access for the development of the retention basin, thereby causing the inability of Rothesay Landings to be completed as originally planned. Furthermore, the ongoing requirement for access to the retention basin now leaves the residents with an uncompleted vacant lot and an unresolved situation.

As homeowners, we take pride in maintaining our own properties and object to living with an unsightly vacant lot of weeds and fallen trees for over five years, waiting patiently for something to be done.

We were happy to see on the Town of Rothesay website, under By-Laws, that the town has Property Standards in place and we trust that you will follow your own guidelines. As quoted on your website, "Being a good neighbour means being considerate of the people who live next door".....

Further to this, we recommend this property be developed by the town as a green space that can be enjoyed by the residents of Rothesay Landings and surrounding community. Promoting wellness of community residents, young and old, in a well located green space, could further the Town of Rothesay's mission to create a desirable place to live.

We submit this letter in the hope that our concerns will be addressed in a timely manner and look forward to your reply.

Sincerely,

74 Bel-Air

76 Bel-Air

77 Bel-Air

cc: Rothesay Landings HOA - Stephen Fillmore  
John Jarvie, Interim Director of Planning & Development Services

May 15, 2024

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

Mayor/Dr. Nancy Grant:

I would like to acknowledge the receipt of your letter received by my office on March 18, 2024 regarding your concerns over the insert in the Property Tax Notices.

We recently provided a response to the letter received on behalf of members of the Union of Municipalities of New Brunswick (UMNB). I would like to share this response with you as an enclosure.

The launch of the Fiscal Reform initiative took place on May 10, 2024. Our government is committed to continuing to collaborate with municipal associations and local governments and establish a system that works for all new Brunswickers.

Thank you for taking the time to share your comments and concerns.

Sincerely,



Hon. Mary E. Wilson  
Minister of Service New Brunswick  
Minister responsible for Military Affairs

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

Enclosure



May 3, 2024

Le 3 mai 2024

Andrew Black, President  
Union of Municipalities of New Brunswick  
302-259 rue Brunswick St.,  
Fredericton, NB E3B 1G8

Monsieur Andrew Black, président  
Union des municipalités du Nouveau-  
Brunswick (UMNB)  
302-259, rue Brunswick  
Fredericton (Nouveau-Brunswick) E3B 1G8

Mr. Black:

Monsieur Black,

We are in receipt of your letter dated March 7, 2024 in which you raised concerns over the insert in the Property Tax Notices and the placement of advertisements in local newspapers. Please be assured that our government is committed to maintaining collaborative and valuable relationships with our many partners and stakeholders.

Nous avons bien reçu votre lettre du 7 mars 2024 dans laquelle vous exprimez vos préoccupations au sujet de l'encart accompagnant l'avis d'impôt foncier et la publication d'annonces dans les journaux locaux. Soyez assuré que le gouvernement est déterminé à maintenir des relations productives et de collaboration avec ses nombreux partenaires et les parties prenantes.

Our three departments, Service New Brunswick, Finance and Treasury Board, and Environment and Local Government work together to ensure New Brunswickers are served in the best possible manner.

Nos trois ministères, soit Service Nouveau-Brunswick, Finances et Conseil du Trésor, et Environnement et Gouvernements locaux, collaborent pour veiller à ce que les gens du Nouveau-Brunswick reçoivent les meilleurs services possible.

Through Local Governance Reform, we are also working with our municipal partners to arrive at a system that works for municipalities, the Province of New Brunswick and, most importantly, taxpayers.





Nous collaborons avec nos partenaires municipaux de la réforme de la gouvernance locale pour arriver à mettre en place un système qui fonctionne pour les municipalités, la province, mais d'abord et avant tout, les contribuables.

In closing, we would like to reiterate that our government is committed to continuing to collaborate with our partners and we look forward to ongoing dialogue with your association and your members as we move forward.

Pour terminer, nous tenons à réaffirmer que notre gouvernement entend maintenir sa collaboration avec ses partenaires. Il nous tarde de poursuivre le dialogue avec votre association et avec vos membres alors que nous allons de l'avant.

Sincerely,

Je vous prie d'agréer, Monsieur, l'expression de mes sentiments les meilleurs.

  
\_\_\_\_\_  
Hon. Mary E. Wilson / L'hon. Mary E. Wilson  
Minister of Service New Brunswick  
ministre de Services Nouveau-Brunswick  
\_\_\_\_\_  
Premier Blaine M. Higgs /  
Premier ministre Blaine M. Higgs  
\_\_\_\_\_  
Hon. Ernie L. Steeves / L'hon Ernie L. Steeves  
Minister of Finance and Treasury Board  
ministre des Finances et du Conseil du Trésor  
\_\_\_\_\_  
Minister Glen Savoie / Glen Savoie, ministre  
Minister of Local Government  
ministre des Gouvernements locaux





18 March 2024

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

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

Rothesay@rothesay.ca  
www.rothesay.ca

Dear Minister Wilson:

RE: Property Tax Assessment – Cooperation or Division?

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

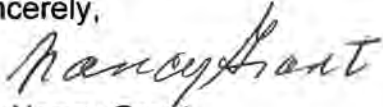
Rothesay Council is quite prepared to account to our taxpayers for its financial management and the need for increased revenue in a time of rapid escalating costs! What is more difficult is the reduced confidence the public is experiencing in the assessment process itself. We recognize strong market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

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

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

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

Sincerely,



Dr. Nancy Grant  
Mayor

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



**Liz Hazlett**

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**From:** Liz Hazlett  
**Sent:** Thursday, June 13, 2024 2:54 PM  
**To:** Liz Hazlett  
**Subject:** FW: Ice Fishing Management - Kennebecasis of Rothesay

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**From:** Hunter, Debbie (ELG/EGL) <[Debbie.Hunter@gnb.ca](mailto:Debbie.Hunter@gnb.ca)> on behalf of Savoie, Glen Hon. (ELG/EGL) <[Glen.Savoie@gnb.ca](mailto:Glen.Savoie@gnb.ca)>  
**Sent:** Thursday, June 13, 2024 2:42 PM  
**To:** Nancy Grant <[nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca)>  
**Cc:** Eliane Knox <[elianeknox@rothesay.ca](mailto:elianeknox@rothesay.ca)>; John Jarvie <[JohnJarvie@rothesay.ca](mailto:JohnJarvie@rothesay.ca)>; Flemming, Hon. Hugh J. (JPS/JSP) <[Hugh.Flemming@gnb.ca](mailto:Hugh.Flemming@gnb.ca)>; Paillard, Frederic (ELG/EGL) <[Frederic.Paillard@gnb.ca](mailto:Frederic.Paillard@gnb.ca)>  
**Subject:** RE: Ice Fishing Management - Kennebecasis of Rothesay

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

Mayor/Dr. Nancy Grant:

Thank you for your letter concerning ice fishing management in the Kennebecasis River off Rothesay, NB.

The Department of Environment and Local Government understands the concerns brought forward by the Rothesay Council, and agrees that a coordinated effort is the best approach to address this issue.

To this end, Frederic Paillard, Acting Executive Director of Regional Operations and Compliance, will represent the Department on this matter.

If you have any questions or would like to schedule a meeting to discuss further, please reach out to Mr. Paillard at [frederic.paillard@gnb.ca](mailto:frederic.paillard@gnb.ca) or 506-478-2047.

Sincerely,

*Glen Savoie*

Minister of Environment and Local Government  
Ministre de l'Environnement et Gouvernement locaux  
Tel : (506) 453-2807  
[Glen.savoie@gnb.ca](mailto:Glen.savoie@gnb.ca)

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**From:** Eliane Knox <[elianeknox@rothesay.ca](mailto:elianeknox@rothesay.ca)>  
**Sent:** Wednesday, May 29, 2024 9:39 AM  
**To:** Savoie, Glen Hon. (ELG/EGL) <[Glen.Savoie@gnb.ca](mailto:Glen.Savoie@gnb.ca)>



Cc: John Jarvie <[JohnJarvie@rothesay.ca](mailto:JohnJarvie@rothesay.ca)> 2024 June 17 OpenSessionFINAL\_026

Subject: Ice Fishing Management - Kennebecasis of Rothesay

**ATTENTION! External email / courriel externe.**

Dear Minister Savoie,

Please find attached a letter from Mayor Dr. Nancy Grant.

Respectfully,

Éliane Knox  
*Executive Assistant to the Town Manager*  
Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5  
Tel.: 506-799-9243  
Fax: 506-848-6677

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

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



May 28, 2024

Department of Environment and Local Government  
Marysville Place  
P.O. Box 6000  
Fredericton, N.B.  
E3B 5H1

Attention: Hon. Glen Savoie, Minister

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothsay@rothesay.ca  
www.rothesay.ca

Dear Minister Savoie:

RE: Ice Fishing Management – Kennebecasis of Rothesay

I am writing to you as Minister responsible for the Water Quality Regulation under the New Brunswick Clean Environment Act and its application to the ice fishing on the Kennebecasis River off Rothesay.

Ice fishing is a very popular activity here with many participants, some coming from great distances. Unfortunately this winter saw some difficulties with the ice fishing shacks removed in less than a timely manner. Early thawing and limited suitable ice conditions contributed to a situation which included some shacks and associated materials sinking and an unfortunate loss of life.

Rothesay Council is concerned about the effect on the environment and the safety of the fishers and the hazards caused to swimmers and boaters from the submerged debris left behind. The site of the fishing is also a very busy harbour and an active recreation area for boaters, swimmers and rowers. In response Council has established a Committee to consider how safety can be improved and nuisance reduced.

As Minister responsible for the environment we request you arrange to have staff assigned to actively participate in this committee to ensure the maximum coordination between the efforts of Government and our own.

Yours truly,

*Nancy Grant - Thanking you in advance.*

Dr. Nancy Grant  
Mayor

CC : Hon. Hugh J.A. Flemming  
Rothesay Council



## Regular Meeting

**March 28, 2024**

Meeting minutes of the Open Session of the Board of Directors of Fundy Regional Service Commission held on Thursday, March 28, 2024, at the Quispamsis Town Hall, 12 Landing Ct, Quispamsis.

It is noted that this Open Session was audio recorded, and the audio recording will be provided on the FRSC website, upon approval of the meeting minutes.

### 1. Call to Order

Chairperson O'Hara called the Open Session meeting to order at 10:07 a.m. and acknowledged the land upon which the meeting is being held.

### 2. Record of Attendance

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

### OTHERS

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

Chair O'Hara noted that Director MacKenzie will be leaving the meeting at 10:30 a.m. and Director Merrifield will be leaving the meeting at 11:30 a.m.

### ABSENT

None.

### 3. Approval of the Order of Business

Chairperson O'Hara called for approval of the agenda.

**Motion:** THAT the Board approve the March 28, 2024, Agenda, with the addition of an inflationary increase and committee member appointment carried from Closed Session.

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

#### **4. Approval of the Minutes**

##### **a. February 22, 2024**

**Motion:** THAT the Board approve the February 22, 2024, meeting minutes as presented.

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

#### **5. Disclosure of Conflict of Interest**

None.

#### **6. Consent**

##### **a. Building and Planning Update**

**Motion:** THAT the Board receive and file this update report.

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

A change in the arrangement of the agenda allowed for Item number 11 to be presented first, as Director Merrifield will be leaving the meeting early.

#### **7. CEO Verbal Update**

CEO Ouellette updated the Board with information on the following topics: committee updates, updating on the recording of the minutes in audio format, the upcoming solar eclipse that will change the hours of the Landfill for the day of April 8<sup>th</sup>, the Aquatic Centre study update, news on Human Resources regarding positions in the FRSC, and finally, that an employee, Nick Cameron, has accepted a position with Envision Saint John. CEO Ouellette gave his personal congratulations on his new position and a thank you for his service over the last 7 years.

Chair O'Hara also gave Mr. Cameron a congratulations on his new position and a thank you for his service.

Director Merrifield added that as the Chair of the Regional Transportation Committee she also wants to thank him for his passion and hard work both in and out of the Regional Transportation Committee.

## 8. CMEI Community Projects Grant

Marc MacLeod, General Manager of the Landfill with the FRSC, presented on his report on the CMEI Community Projects Grant, noting that there are two members from CMEI in the audience.

Discussion, concerns, and questions can be reviewed in the audio recording posted on the FRSC website.

**Motion:** THAT the Board approve the funding for host community projects as presented by CMEI up to the amount of \$97,588 in 2024.

**Moved:** Director Merrifield

**Seconded:** Director Bedford

Director MacKenzie left the meeting at 10:29 a.m.

Chair O'Hara handed Chair to Director Bedford at 10:38 a.m. for comment, and discussion. The seat of Chair was returned at approximately 10:42 a.m.

A point of order was called as the motion was already moved.

**Vote:** *Motion Carried*

**Absent:** Director MacKenzie

## 9. MCBB Bridge Financing

Marc MacLeod, General Manager of the Landfill, spoke to the report presented to the Board.

**Motion:** THAT the Board authorize a short term 'bridge financing' loan with the Imperial Bank of Commerce in the amount of \$7,014,000 under Ministerial Order 24-0022.

**Moved:** Director Bedford

**Seconded:** Director Grant

**Vote:** *Motion Carried*

**Absent:** Director MacKenzie

## 10. Presentations

### a. 2029 Canada Games Bid

Interim Chief Executive Officer Andrew Beckett, Envision Saint John, presented to the FRSC Board regarding the 2029 Canada Games Bid.

Discussion, concerns, and questions can be reviewed in the audio recording posted on the FRSC website.

Director Merrifield left the meeting at 11:12 a.m.



**Motion:** THAT the Board receive and file this presentation.

**Moved:** Director Bedford

**Seconded:** Director Doucet

**Vote:** *Motion Carried*

**Absent:** Director Merrifield and Director MacKenzie

#### **b. Community Development Research**

Brenda MacCallum, Community Development & Public Relations Manager, spoke to the project that is being handled in partnership with the Human Development Council, and introduced Randy Hatfield, HDC, who spoke to the regional data collected.

Discussion, concerns, and questions can be reviewed in the audio recording posted on the FRSC website.

**Motion:** THAT the Board receive and file this presentation.

**Moved:** Director Bedford

**Seconded:** Director Grant

**Vote:** *Motion Carried*

**Absent:** Director Merrifield and Director MacKenzie

#### **c. Procedural By-law**

Graeme Stewart-Robertson, Policy and Research Manager, presented to the FRSC Board on an update to the Procedural By-Laws as requested at the February 22, 2024, meeting.

Discussion, concerns, and questions can be reviewed in the audio recording posted on the FRSC website.

Chair Merrifield returned to the meeting at 11:55 a.m.

**Motion:** THAT the Board Direct staff to integrate feedback collected during the March 28<sup>th</sup>, 2024, FRSC Board meeting to inform the development of section 4.5.1 Election of Officers of the FRSC's Procedural Bylaw, and report back to the Board prior to May 2024.

**Moved:** Director Riddell

**Seconded:** Director Doucet

**Vote:** *Motion Carried*

**Absent:** Director MacKenzie

### **11. Committee Updates**

#### **a. Verbal Update – Regional Transportation**

Director Merrifield spoke to the update of the Regional Transportation survey being completed at this time.

Discussion, concerns, and questions can be reviewed in the audio recording posted on the FRSC website.

**12. From Closed Session**  
**a. Inflationary Increase**

**Motion:** THAT the Board authorize CEO Ouellette to adjust management staff salaries to reflect an inflationary increase of 4.25% for 2024, retroactive to January 1<sup>st</sup>, 2024.

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

**b. Regional Facilities Committee**

**Motion:** THAT the Board appoints Cindy Rodaway to replace Ron Gaudet as a member of the Regional Facilities Committee.

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

**13. Adjournment**

Chairperson O'Hara called for a motion to adjourn.

**Motion:** THAT the Board move to adjourn the meeting at 12:18 a.m.

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

APPROVED (date) \_\_\_\_\_

\_\_\_\_\_  
Libby O'Hara, Chairperson

\_\_\_\_\_  
Cassie Silhanek, Recording Secretary

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING  
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB  
APRIL 10, 2024**

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Present: Chair Stéphane Bolduc	John Jarvie, Administrator
Vice Chair Kirk Miller	Chief Mike Boyle
Treasurer Peter Lewis	Deputy Chief Shawn White
Commissioner Dave Brown	Division Chief John Codling
Commissioner Noah Donovan	Division Chief Karen Trecartin
Commissioner Patricia Murray	Carlene MacBean, Executive Assistant
	Peter Logan, Auditor, Teed Saunders Doyle

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**1.0 Call to Order**

Chair Bolduc called the meeting to order at 5:34 pm.

**2.0 Chair's Remarks**

Chair Bolduc welcomed the auditor, Peter Logan from Teed Saunders Doyle.

**3.0 Approval of Agenda**

Moved by K. Miller and seconded by P. Lewis, the agenda be approved with the following:

- Item 10.1 Approval of 2023 Audit be moved to just after Item 4.0 for Mr. Logan to present and leave.

**CARRIED**

**4.0 Conflict of Interest**

None

The meeting moved to Item 10.1.



The meeting was reconvened at 6:34 pm.

5.0 Approval of Previous Minutes

5.1 February 21, 2024

Moved by D. Brown and seconded by N. Donovan, that the minutes of February 21, 2024 be approved as presented.

**CARRIED**

6.0 Unfinished Business

6.1 Station Two – Renovation Update

Deputy Chief White reported that the last invoice has been received.

6.2 CFAI Applicant Agency Status

No update at this time.

6.3 KV EMO Bylaw

No update at this time.

7.0 Correspondence

None

8.0 New Business

8.1 Article by Chief Boyle in Firefighting in Canada

Chief Boyle was published in the February issue of Firefighting in Canada magazine with the article distributed. This has been a personal goal of his.

Moved by P. Lewis and seconded by K. Miller,

**CARRIED**

**9.0 Financial**

**9.1 Draft Financial Statements for the Month Ended February 29, 2024**

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

**CARRIED**

**9.2 Budget Variance Analysis**

It was noted that the EMO budget will not be used until the KV EMO By-Law has been passed.

Moved by K. Miller and seconded by P. Murray, to receive and file.

**CARRIED**

**9.3 Compliance Report**

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

**CARRIED**

**10.0 Business Arising from Committee of the Whole**

**10.1 Approval of 2023 Audit**

Mr. Peter Logan of Teed Saunders Doyle presented the draft audited financial statements in the public sector accounting standards format for the twelve months ended December 31, 2023.

Moved by P. Lewis and K. Miller, to move and file the Kennebecasis Valley Fire Department audited financial statements as of December 31, 2023 and to forward a copy to both Town Treasurers.

**CARRIED**

Mr. Logan left the meeting at 5:57 pm.

Moved by K. Miller and N. Donovan that the meeting be adjourned to Closed Session at 5:57 pm.

**CARRIED**

#### 10.2 Appointment of Firm for 2024 Financial Audit

Moved by P. Lewis and seconded by D. Brown, the reappointment of the accounting firm of Teed Saunders Doyle as the 2024 auditors of the Kennebecasis Valley Fire Department with the fee to be determined.

**CARRIED**

### 11.0 Reports

#### 11.1 Chief's Report

In celebration of the fire departments 100<sup>th</sup> anniversary in 2024, retired members were invited to participate in a video sharing some of their stories and to give some advice to new firefighters. The video can be accessed on the department's website at [www.kvfire.ca](http://www.kvfire.ca).

Moved by N. Donovan and seconded by P. Murray, to receive and file.

**CARRIED**

#### 11.2 Response Summary

Chief Boyle noted that it has been a busy year already.

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


**CARRIED**

12.0 Adjournment

Moved by D. Brown that the meeting be adjourned at 6:43 pm.

**Date of next meeting – June 12, 2024**

Respectfully submitted,

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
SECRETARY / TREASURER





By Fire Chief Michael Boyle

# ADULT EDUCATION in the fire service

## Different motivations and ways of learning are of key relevancy in teaching adults

I have sometimes, but admittedly rarely, been asked why a fire chief is studying adult education. The short answer is that I fell into it through a bachelor's degree where I earned a minor in adult education. What started simply as an elective course led to several years of learning about adults and how we learn. "Adult education" is one of those terms that can be hard to define; who is an adult educator? Is it only those

who teach at post-secondary institutions? From my perspective, I came to realize as a fire chief that the principles of adult education apply in many aspects of the position. As a fire chief, I am involved in the training and teaching of firefighters, educating municipal officials on the fire service, and working with the public through fire prevention. In short, I am an adult educator.


It is my belief that understanding how adults learn and what motivates them to learn can contribute to your success as a company or chief officer within your fire department. Malcolm Knowles, very well known in the realm of adult education, developed the principles or assumptions of andragogy (or adult education) that speak to the characteristics of adult learners:

- They need to know the reason they are being asked to learn something.
- Adult learners bring a vast amount of experience to the learning environment.
- They have a need for autonomy and prefer some control over their learning.
- Adults usually come with a readiness to learn.
- Adult learners usually learn best when the motivation comes from them (intrinsic motivation).





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- Adults learn best when the learner is problem oriented; they want specific knowledge rather than generic content.

Beyond the assumptions about adult learners, we all learn differently. Do you learn by doing? By listening to a lecture or through a YouTube video? Or by watching someone practicing a skill then trying it yourself? It is also important to consider the barriers that can prevent learning, whether it is a learning disability or a physical impairment (sight or vision maybe) that can impact how someone learns.

So how can understanding adult learners and adult education benefit the fire service?

### RESPECT FOR EXPERIENCE

If there was one thing I would recommend to anyone training firefighters, it would be to appreciate and utilize the experience in the room. The fire service has crafted the "art of storytelling" and although these stories are often told with a good dose of humour, there is often a real lesson in there – whether it's when things went well or when they didn't. If you are leading a training session in your fire department, think of yourself as a facilitator instead of an instructor. Ask for input. Share stories and encourage others to do the same. One of my favourite things about teaching in the fire service is that we have veteran firefighters with decades of experience taking the same training as the probie just starting their career. Don't be afraid to ask those "old" firefighters to share their experience. Think of it as cooperative learning.

### EXPERIENTIAL LEARNING

Fire fighting is a tough and dangerous job. Although there is tons of theory that firefighters need to learn, it's about hands-on work and the best way to learn is by doing. As mentioned, adults learn in different ways and while there is no way to identify how each individual in your department learns, the best approach is to teach using as many methods as possible. Give a lecture, provide hand-outs, show videos, but in the end, get out on the training ground and DO. It's easy to talk lots and do little when it comes to training.

### MORE EFFECTIVE TRAINING

If you have taken the fire service instructor course, you have actually read about andragogy (the science of teaching adults). Whether you remember the term might be a different story. But understanding adult learners, how they learn and what motivates them will benefit you whether you are a company officer, training officer or chief officer. Learning more about adult education can help you understand how to teach in a way that will create more engaging learning experiences, improve knowledge retention and may give you the opportunity to tailor your instruction to the needs of your firefighters.

Teaching adults, and especially teaching firefighters is a privilege that I hope you have or will get to experience in your career.

*Michael Boyle is the fire chief of the Kennebecasis Valley Fire Department in Rothesay, N.B., and is a candidate for the Master of Education (Adult Education) from the University of New Brunswick. You can contact him at [g925@unb.ca](mailto:g925@unb.ca).*



**Kennebecasis Valley Fire Department Inc.**  
**Statement of Expense with Budget Variance**  
**For the 2 months ending February 29, 2024**

	BUDGET	ACTUAL	VARIANCES	
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	
			(Under Budget)	
<b>Line REVENUE:</b>				
1	Members Contributions	\$987,937	\$987,937	\$0
2	Rebate of Property Tax (Misc Revenue)	\$0	\$0	\$0
3	Local Service Districts	\$0	\$0	\$0
4	Revenue Fee Structure	\$0	\$0	\$0
5	Misc. Revenue	\$7,833	\$1,110	(\$6,723)
6	Interest Income C/A	\$4,167	\$4,653	\$486
7	Deficit 2nd previous year	(\$4,097)	(\$4,097)	\$0
8		\$995,840	\$989,603	(\$6,237)
<b>EXPENSES:</b>				
<b>ADMINISTRATION:</b>				
9	Admin. Wages and Benefits	\$136,788	\$136,252	(\$536)
10	Convention/dues/training	\$4,500	\$9,023	\$4,523
11	Administrative Agreement	\$2,000	\$2,000	\$0
12	Professional Services	\$4,269	(\$9,201)	(\$13,470)
13	CPSE Accreditation	\$500	\$16	(\$484)
14	Office supplies/Copy Machine/ S/C	\$2,167	\$1,484	(\$683)
15	Computer hardware/software/IT	\$9,310	\$7,182	(\$2,128)
16	Telephone/ Internet	\$2,800	\$2,624	(\$176)
17		\$162,334	\$149,379	(\$12,955)
<b>FIREFIGHTING FORCE:</b>				
18	Salaries Basic	\$592,115	\$563,149	(\$28,966)
19	Overtime	\$10,833	\$4,728	(\$6,105)
20	Force Benefits	\$148,337	\$141,317	(\$7,020)
21	Career Uniforms and maintenance	\$9,483	\$3,852	(\$5,632)
22	Medical and Fitness Testing	\$3,333	\$2,228	(\$1,105)
23	Employee Wellness	\$1,167	\$0	(\$1,167)
24	Career Recognition	\$500	\$0	(\$500)
25	Holiday Relief Wages and overtime	\$73,788	\$55,131	(\$18,657)
26	Holiday Relief Benefits	\$27,596	\$18,570	(\$9,026)
27		\$867,154	\$788,976	(\$78,178)

		BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE (Under Budget)
<b>TELECOMMUNICATIONS:</b>				
28	Cellular Telephones	\$1,333	<b>\$1,118</b>	(\$215)
29	Communication Equipment	\$250	<b>\$0</b>	(\$250)
30	Maintenance / Repairs	\$0	<b>\$0</b>	\$0
31	Dispatch Service	\$61,062	<b>\$62,937</b>	\$1,875
32		<u>\$62,645</u>	<u><b>\$64,055</b></u>	<u>\$1,410</u>
<b>INSURANCE:</b>				
33	Insurance	\$74,395	<b>\$73,930</b>	(\$465)
34		<u>\$74,395</u>	<u><b>\$73,930</b></u>	<u>(\$465)</u>
<b>PREVENTION AND TRAINING:</b>				
35	Firefighter / Co. Officer Training	\$5,545	<b>\$3,142</b>	(\$2,404)
36	Fire Prevention	\$1,333	<b>\$379</b>	(\$955)
37	Public Education	\$600	<b>\$17</b>	(\$583)
38	Training Supplies	\$833	<b>\$579</b>	(\$254)
39		<u>\$8,312</u>	<u><b>\$4,116</b></u>	<u>(\$4,196)</u>
<b>FACILITIES:</b>				
40	Station 1 Operating	\$27,280	<b>\$27,022</b>	(\$257)
41	Station 2 Operating	\$17,201	<b>\$8,371</b>	(\$8,830)
42	Station Supplies	\$2,500	<b>\$3,608</b>	\$1,108
43		<u>\$46,981</u>	<u><b>\$39,001</b></u>	<u>(\$7,979)</u>
<b>FLEET:</b>				
44	Fuel Vehicle	\$6,333	<b>\$2,946</b>	(\$3,387)
45	Registration Vehicle	\$0	<b>\$0</b>	\$0
46	Vehicle Maint. & Repairs	\$13,333	<b>\$18,995</b>	\$5,661
47		<u>\$19,667</u>	<u><b>\$21,941</b></u>	<u>\$2,274</u>



	BUDGET	ACTUAL	VARIANCES
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE
			(Under Budget)
<b>OPERATIONS:</b>			
48 New Equipment	\$4,000	\$3,861	(\$139)
49 Maint. & Repairs Equip.	\$4,167	\$419	(\$3,748)
50 Maint. & Repairs Bunker Gear	\$0	\$0	\$0
51 Medical Supplies	\$2,000	\$2,523	\$523
52 Fire Fighting Supplies	\$1,167	\$163	(\$1,003)
53 H&S/Cause determination	\$0	\$0	\$0
54	\$11,333	\$6,966	(\$4,367)
<b>EMO:</b>			
55 EMO	\$16,837	\$0	(\$16,837)
	\$16,837	\$0	(\$16,837)
<b>WATER COSTS:</b>			
56 Water Costs - Quispamsis	\$0	\$0	\$0
57 Water Costs - Rothesay	\$0	\$0	\$0
58	\$0	\$0	\$0
<b>OTHER:</b>			
59 Miscellaneous	\$1,167	\$1,173	\$7
60 Retirement Allowance	\$11,633	\$11,633	\$0
61	\$12,800	\$12,807	\$7
62 Operating Cost Total	\$1,282,458	\$1,161,172	(\$121,286)
63 (DEFICIT) SURPLUS FOR THE PERIOD	(\$286,618)	(\$171,569)	\$115,049

**Kennebecasis Valley Fire Department Inc.**

Budget Variances Analysis greater than \$5,000

For the 2 months ending February, 2024

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
5	Miscellaneous Revenue	\$7,833	\$1,110	(\$6,723)	Salvage cost GMC Truck/Toyota Truck/Rescue boat not yet realized
12	Professional Services	\$4,269	(\$9,201)	(\$13,470)	Financial audit/sick leave actuarial not yet billed
13	CPSE Accreditation			\$0	
15	Computer hardware/software/IT			\$0	
18	Salaries Basic	\$592,115	\$563,149	(\$28,966)	Graham LTD/Budgeted salary increase not yet included (No CBA)
19	Overtime	\$10,833	\$4,728	(\$6,105)	As required/Budgeted salary increase not yet included (No CBA)
20	Force Benefits	\$149,337	\$141,317	(\$7,020)	Graham LTD/Budgeted salary increase not yet included (No CBA)
21	Career Uniforms and maintenance	\$9,483	\$3,852	(\$5,632)	As required
25	Holiday Relief Wages & Overtime	\$73,788	\$55,131	(\$18,657)	As required/Budgeted salary increase not yet included (No CBA)
26	Holiday Relief Benefits	\$27,596	\$18,570	(\$9,026)	Slow coverage period/Budgeted salary increase not yet included (No CBA)
41	Station 2 Operating	\$17,201	\$8,371	(\$8,830)	Station 2 has not yet billed for slow coverage in January/February lower than required
46	Vehicle Maint. & Repairs	\$10,333	\$18,995	\$5,661	As required
55	EMO	\$16,837	\$0	(\$16,837)	As required
	<b>Material Variances</b>	<b>\$921,627</b>	<b>\$806,023</b>	<b>(\$115,604)</b>	

**Kennebecasis Valley Fire Department Inc.**

Invoices over \$5,000

For the months of January - February 2024

Non-Recurring Monthly Invoices		Amount	Description
01-01-2024	Vector/Medeq annual subscription	\$7,442.23	Crewsense scheduling software
01-01-2024	Homestar	\$24,571.56	Station #2 gutters/painting - capital
01-16-2024	Altohelix	\$24,996.73	New drone - capital
01-18-2024	Frontline Outfitters	\$7,652.12	New clothing
01-18-2024	Hovey Insurance	\$73,930.00	Annual department insurance premium
02-07-2024	KV Auto	\$5,484.26	E2 repair work
02-15-2024	Worksafe	\$8,960.00	Annual FF assessment fee
02-16-2024	Steele Chevrolet	\$82,211.28	New Chev Pickup truck- capital



2024June17OpenSessionFINAL\_044

**Kennebecasis Valley Fire Department Inc.**

Chief Michael Boyle

Deputy Chief Shawn White

7 Campbell Drive, Rothesay, NB E2E 5B6  
Phone (506) 848-6601 Fax (506) 848-6608  
Email: finance kvfire.ca

TO: Finance Committee  
FROM: Ron Catchick  
DATE: April 10, 2024  
RE: Compliance Report

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The following Government remittances have been remitted for the months of January – March, 2024 in accordance with the appropriate regulation:

Payroll taxes (CPP, EI, income tax withheld) –remittances filed every two weeks

HST rebate claim - remitted semi-annually – December 31, 2023 claim filed (next claim due June 30, 2024)

WHSCC – remitted monthly –payment remitted

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

Ron Catchick  
Finance Administrator



# Kennebecasis Valley Fire Department

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

### **Significant Incidents**

#### **April 1<sup>st</sup>**

Firefighters were dispatched to a wildland fire off Parkside Road on the afternoon of April 1<sup>st</sup>. The fire, which was deliberately set, burned a field that contained old abandoned vehicles and spread into the trees near homes nearby. Additional off-duty firefighters were called in for assistance and a tanker truck from Nauwigewauk assisted with water supply. The fire was extinguished before any damage occurred to homes and is under investigation by the Kennebecasis Regional Police Force.

#### **March 26<sup>th</sup>**

Just after 2:00 am, firefighters were dispatched to a fire involving a rear deck of a home on Grist Street in Rothesay. Firefighters were able to extinguish the fire preventing any significant damage to the home.

#### **March 23<sup>rd</sup>**

On March 23<sup>rd</sup>, just before 10:00 am, Simonds Fire Rescue was dispatched to a structure fire in Rowley. The crews were met with heavy fire conditions and spent two hours getting the fire under control. In addition to several other mutual aid fire departments, KVFD assisted with an engine, tanker and chief officer.



**March 12<sup>th</sup>**

At 10:00 pm on Monday evening, firefighters were dispatched to a structure fire in the area of Model Farm Road in Quispamsis. On arrival, there was heavy fire through the roof of the home with one occupant still inside, who was evacuated by firefighters.

Firefighters battled the fire for several hours before getting it under control. Due to the fire extension into the roof before our arrival, the home was a total loss.

An extensive water supply operation took place with mutual aid provided by Hampton Fire Rescue, Nauwigewauk Fire Department, Simonds Fire Rescue, Long Reach Fire Department, Peninsula Fire Department and the Saint John Fire Department.



**March 7<sup>th</sup>**

Around 11:00 am, the Long Reach Fire Department was dispatched to a possible structure fire on the Backland Road.

Upon arrival firefighters were met with heavy smoke conditions and fire in the walls and attic space. Firefighters worked to get the fire out and were on scene for a few hours. Along with other mutual aid departments, the KVFD sent an engine, tanker and chief officer for mutual aid.



### **March 5<sup>th</sup>**

At 11:30 am, firefighters were dispatched to a structure fire on Fullyer Drive in Quispamsis. On arrival, they found a home with an attached garage with significant fire coming from the garage and into the home. The fire was extinguished however the home had significant damage. There was no one home at the time of the fire and there were no injuries.



Mutual aid for water supply and staffing was provided Simonds Fire Rescue, Hampton Fire Rescue, Nauwigewauk Fire Department, Long Reach Fire Department and Peninsula Fire Department.

### **International Women's Day**

Friday, March 8<sup>th</sup> was International Women's Day and we are proud to recognize the women who serve our communities including Firefighter Becca Wilson, Division Chief Karen Trecartin, and Firefighter Stephanie Henderson in addition to Executive Assistant Carlene MacBean and Chaplain Sally Budge.





### **100<sup>th</sup> Anniversary Retiree Video**

In celebration of our 100th anniversary in 2024, we invited some of our retired members back into the fire station to share some of their stories and to give some advice to new firefighters.

We are proud of this documentary that highlights the history of our fire department and those who have worked with us throughout the years and it is available on our social media platforms which can be accessed through our website at [www.kvfire.ca](http://www.kvfire.ca)



### **Ice Rescue Training**

Throughout February and March, firefighters trained on ice rescue by completing a full ice rescue course that involves theory and several hours of practical training.

Training on ice rescue is required annually with the full course being completed every two years.



**Response Report**

February 2024

<b>Response Type Description</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>3 Year Average</b>	<b>2024</b>
Alarm No Fire - accidental miscellaneous	1	4	6	3.66	1
Alarm No Fire - detector activated	1	0	2	1	0
Alarm No Fire - miscellaneous	0	0	0	0	3
Alarm No Fire - smoke or steam mistaken	0	2	0	0.66	0
Alarm No Fire - sprinkler surge or discharge	0	0	0	0	0
Alarm No Fire - unknown odours	1	2	0	1	1
Building Collapse	0	0	0	0	0
Chimney Fire	0	1	0	0.33	1
Explosion - no fire	0	0	0	0	0
False Alarm - miscellaneous	1	0	0	0.33	1
False Alarm - municipal alarm system	0	0	0	0	0
False Alarm - verbal report to fire station	0	0	0	0	0
Fire/explosion - dollar loss	1	2	3	2	0
Gas Leak - miscellaneous	0	0	0	0	1
Gas Leak - propane	2	3	0	1.66	0
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide detector alarm	6	0	3	3	3
Home Accident	0	0	0	0	0
Incident Situation Unclassified	0	0	0	0	0
Industrial Accident	0	0	0	0	0
Public Hazard - gasoline or fuel spill	0	0	0	0	0
Public Hazard - hazardous object removed	0	0	0	0	0
Public Hazard - miscellaneous	0	1	0	0.33	0
Public Hazard - power line down	1	3	1	1.66	3
Public Hazard - toxic chemical spill	0	0	0	0	0
Public Service - animal rescue	0	0	1	0.66	0
Public Service - assist police or other agency	0	2	5	2.33	1
Public Service - citizens locked in or out	0	0	0	0	0
Public Service - citizens trapped in elevators	0	0	0	0	0
Public Service - first aid	31	46	42	39.66	52
Public Service - Flooding	0	2	1	1	3
Public Service - mutual aid	2	0	1	1	1
Public Service- miscellaneous	0	1	1	0.66	2
Rescue - Miscellaneous	1	2	0	1	1
Resuscitation Call - dead on arrival	0	0	0	0	0
Rubbish/grass fire - no dollar loss	0	1	2	1	0
Rupture - water pipes	0	0	3	1	0
Vehicle Accident	6	10	3	6.3	10
<b>Total</b>	<b>54</b>	<b>82</b>	<b>74</b>	<b>70</b>	<b>84</b>



March 2024

<b>Response Type Description</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>3 Year Average</b>	<b>2024</b>
Alarm No Fire - accidental miscellaneous	1	4	1	3	0
Alarm No Fire - detector activated	1	2	4	3	1
Alarm No Fire - miscellaneous	0	0	0	0	3
Alarm No Fire - smoke or steam mistaken	1	1	0	1.66	0
Alarm No Fire - sprinkler surge or discharge	0	0	3	1	0
Alarm No Fire - unknown odours	1	2	0	1	0
Building Collapse	0	0	0	0	0
Chimney Fire	0	1	1	0.66	0
Explosion - no fire	0	1	0	0.33	0
False Alarm - miscellaneous	0	0	0	0	0
False Alarm - municipal alarm system	0	0	0	0	0
False Alarm - verbal report to fire station	0	0	0	0	0
Fire/explosion - dollar loss	4	3	3	3.33	3
Gas Leak - miscellaneous	0	0	0	0	0
Gas Leak - propane	2	1	0	1	0
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide	9	4	0	4.33	0
Home Accident	0	0	0	0	0
Incident Situation Unclassified	1	0	0	0.33	0
Industrial Accident	0	0	0	0	0
Public Hazard - gasoline or fuel spill	0	0	0	0	1
Public Hazard - hazardous object removed	0	0	0	0	0
Public Hazard - miscellaneous	0	1	0	0.33	2
Public Hazard - power line down	0	1	0	0.33	2
Public Hazard - toxic chemical spill	0	0	0	0	0
Public Service - animal rescue	0	0	0	0	0
Public Service - assist police or other agency	1	0	0	0.33	3
Public Service - citizens locked in or out	1	1	1	1	3
Public Service - citizens trapped in elevators	0	0	0	0	1
Public Service - first aid	36	47	40	41	57
Public Service - Flooding	0	0	0	0	2
Public Service - mutual aid	1	0	1	0.66	2
Public Service- miscellaneous	1	1	3	1.66	1
Rescue - Miscellaneous	0	0	0	0	1
Resuscitation Call - dead on arrival	0	0	0	0	0
Rubbish/grass fire - no dollar loss	1	1	1	1.33	2
Rupture - water pipes	0	0	0	0	0
Vehicle Accident	6	5	4	5	6
<b>Total</b>	<b>68</b>	<b>76</b>	<b>62</b>	<b>68</b>	<b>90</b>



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
BOARD MEETING OF APRIL 24, 2024 @ 3:00 PM**

**MINUTES  
REGULAR MEETING**

Held In-Person & By Zoom

**In Attendance:**

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

Chairperson Kevin Darling called the meeting to order at 3:43 PM and opened the Regular Meeting.

**1. APPROVAL OF AGENDA:**

Chairperson Kevin Darling asked for an approval of the agenda.

*It was moved by Don Shea and seconded by Bob McLaughlin that the Agenda for the Regular Meeting of April 24, 2024, be approved as presented. All in Favour. **MOTION CARRIED.***

**2. LAND ACKNOWLEDGEMENT:**

Insp. Anika Becker read the Land Acknowledgement.

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

Chairperson Kevin Darling asked for a motion to approve the Minutes of the March 27, 2024, Regular Meeting.

*It was moved by Mike Biggar and seconded by Rob Simonds to accept the Minutes of the March 27, 2024; Regular Meeting as presented. All in Favour. **MOTION CARRIED.***



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

None.

**5. CHIEFS REPORT:**

Acting Deputy Chief Mary Henderson let her report stand as presented and highlighted the following areas and answered questions as they arose:

Kerrie Luck advised she has had some residents reach out in relation Safe Cycling in the Valley and inquired about the status on the social media plan. Acting Deputy Chief Henderson advised she sent an email to the officers asking them to reach out to Kerrie. Sgt. Scott will ensure this gets moving right away.

Kevin Darling inquired why Property Crime would be doubled this month compared to previous months. Acting Deputy Chief Henderson advised that there has been an increase in shoplifting, theft from vehicles and we are receiving a lot of calls for service requiring action. We will be putting out a social media post on keeping vehicles locked.

KV Oasis has changed its programming model and is more on programing, training, teaching, resources, and counselling. Both Towns contributed to this project through the Guns and Gangs grant.

Sammy had to have emergency surgery. He is off duty for two weeks. We are looking into pet insurance for Sammy.

Kevin Darling inquired whether, in the absence of a community officer, we should look at a summer student for social media. It was suggested we hire someone on contract to build the content of the posts and then the posts can be programmed to be released automatically. Anika added that each platoon is taking part in community relations activities.

*It was moved by Tiffany Mackay French and seconded by Kerrie Luck to receive and file the Chief's Report as presented. All in favour. **MOTION CARRIED.***

**6. COMMITTEE REPORTS:**

Kevin Darling passed chair of the meeting to Kerrie Luck.

**Finance Committee**

The finance committee has been reviewing the signing authorities with the bank over the last couple of weeks and one of the suggestions made is to assign a small amount that our accountant so she can approve payments up to a certain amount. The finance Committee is suggesting \$,1500.00.

*It was moved by Kevin Darling and seconded by Bob McLaughlin to, within our signing authorities at the bank, provide authority up to \$1,500.00 for the Manager of Finance to act alone. All in favour. **Motion Carried.***

Kerrie Luck passed chair of the meeting back to Kevin Darling.

**Policy Committee**

Policy Committee did not meet.

**Building & Grounds/Transportation Committee**

Bob McLaughlin presented the Building Committee Report. The committee reviewed all post tender addendums items which included items that were removed when the plans were being done as there was concern about costing.

Bob McLaughlin explained Post Tender Addendum items 1-4 and 6-9.

**POST TENDER ADDENDUM ITEMS**

			HST	TOTAL INCLUDING HST
Item #1	Floor Slab Insulation	\$ 21,300.00	\$ 3,195.00	\$ 24,495.00
Item #2	Attic Insulation	\$ 35,333.10	\$ 5,299.97	\$ 40,633.07
Item #3	Epoxy Resin Flooring	\$ 13,939.20	\$ 2,090.88	\$ 16,030.08
Item #4	Renovation to Existing Offices	\$ 96,992.00	\$ 14,548.80	\$ 111,540.80
Item #6	Existing Interior Light Fixtures	\$ 49,054.20	\$ 7,358.13	\$ 56,412.33
Item #7	Existing Exterior Lighting Fixture Replacement	\$ 4,953.75	\$ 743.06	\$ 5,696.81
Item #8	Existing Exterior Parking Light Fixture Replacement	\$ 2,918.62	\$ 437.79	\$ 3,356.41
Item #9	Additional Green Exterior Light Fixtures			\$ 1,161.50



Bob advised in relation to the 30% deposit we are providing a progress payment as the move through the project so he would like to have that corrected.

*It was moved by Mike Biggar and seconded by John Buchanan to approve the Building Committees recommendation of Post Tender Addendum items 1 – 4 and 6-9 for a total of \$259,174.50 tax included and as part of our reporting to the Towns will advise them of the changes. All in favour. **MOTION CARRIED.***

#### **QUESTIONS:**

Don Shea asked how many of the post tender addendum items has Council seen. Bob McLaughlin advised some of the items were discussed but were pulled out of the original plan because of the costing so the council would not have seen the items. Kevin advised the Province and Towns have approved us to borrow up to 3.7 million for the building expansion. Don Shea advised his understanding is different as he believes what has been approved is what we have documented and presented to council at this point and time.

Don Shea advised Rothesay asked for progress reports and the post tender addendum items should go to council. Tiffany Mackay French added that the Town of Rothesay asked for a set of marked up drawings that show what the overall plan will look like and when the renovation are completed, a plan to monitor the contingency fund throughout the renovation and additional construction work and strategy to reduce the overall cost on furnishing by considering such options as purchasing good used furnishings as opposed to new furnishings.

Kevin Darling clarified that the tender document that was tendered for construction was not approved by the towns. The concept, layout and overall estimated cost was what was approved by the Towns. The towns did not approve any line items.

Tiffany Mackay French added that what was presented to council in relation to the expansion was the need for space. There is a line in the presentation under benefits which states “modernize ageing infrastructure.”

Rob Simonds added there are things to consider relative to cost avoidance so there is relief to our respective Towns in the future relative to the much-needed efficiencies that we can get through approved lighting and possible grants, etc. Also, the pricing efficiency in doing the projects now while we have the resources. Waiting to do these renovations will add financial pressures in the future.

Kevin advised the motion can be amended to add as part of our progress report.



Bob added that by going ahead with the post tender addendum items now we will avoid the 10% increase.

**Post Tender Addendum Item #5 – Outdoor Structure:**

Acting Deputy Chief Henderson advised one of KRP Strategic Priorities is employee engagement and wellbeing and we have made huge strides with individual wellness. In our strategic plan under occupational health and safety we were looking to build an outdoor structure for members to relax and get out of the public eye. This structure is out of the scope of the building addition. Temporary areas have been built, however there is no area that is private and not viewed by the public. There are huge benefits to being outside. Members recently responded to a difficult call and at the end of the day the officers were standing outside talking. There is no private place for the officers to go to unwind and debrief. Our employees are our biggest and best asset.

This proposal will be presented to councils, and we will talk to Homestar to see if they are willing to waive the 10% fee.

Kerrie asked if there is any value to reaching out to other companies for bids. Bob advised he will reach out to other contractors to get an informal quote based on the drawings.

*It was moved by John Buchanan and seconded by Bob McLaughlin to take the structure proposal to the Towns for their approval prior to committing to Homestar for construction. All in Favour. **MOTION CARRIED.***

**Solar Panels**

Bob McLaughlin recommends we talk to the Towns about adding solar panels to the contract. We are still waiting on the total cost. When received Bob will present a quote and projected savings.

**Sprinkler System**

Bob McLaughlin advised the Fire pump is not building up enough pressure due to rust. The plan is to pump the tank out and have H&S look at the pump to see what is needed for the repair. Contractors do not want to provide a quote for the repair until they see what is required. This item needs to be presented to Council as it is outside the scope of our building project.

**7. PRESENTATION – Auditor – Peter Logan (Teed Saunders Doyle)**

Peter Logan from Teed Saunders Doyal presented on the 2023 audit. He explained what they do when conducting an audit and advised there were no issues identified that would cause them to issue a qualification.

Peter reviewed the income statement for 2023. Our funding surplus was \$194,000.

He advised there were no issues in terms of illegal or fraudulent activities and no glaring internal control weaknesses. The audit went well, there were few adjustments needed and everything was on schedule.

Peter Logan exited the room at 3:54 PM

Don Shea inquired whether we have passed a motion to have them back again in 2024 and Kevin Darling advised we have not as he has asked for a quote. No motion will be made until we know whether there is any type of significant increase. This item will be added to our next meeting agenda.

**8. CORRESPONDENCE:**

None

**9. OLD BUSINESS:**

None

**10. NEW BUSINESS:**

Bob McLaughlin would like to have our investment company in to do a presentation. To be scheduled.

**11. IN CAMERA SESSION**

A/DC Henderson, Insp. Becker, A/Insp. Bennett, and Rebecca Moore exited the board meeting.

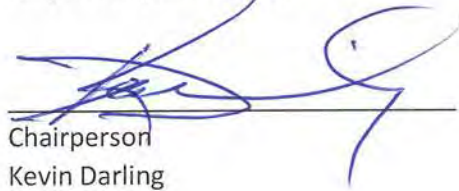
**12. MOTION TO ADJOURN:**

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


*It was moved by Tiffany Mackay French and seconded by Kerri Luck to adjourn the Regular Meeting.*  
**MOTION CARRIED.**

**Adjourned 4:48 PM**

Respectfully Submitted,



Chairperson  
Kevin Darling



Executive Assistant to the Board  
Rebecca Moore





KENNEBECASIS REGIONAL JOINT BOARD OF  
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT  
MAY 22, 2024 @ 1500hrs

**REGULAR MEETING**

## Training Report May 2024

	Course	Location	Member
April 15-May 3	Level 4 Collision Reconstruction Course	Ontario Police College	Cst. Troy MacIntosh
May 1	Crime Prevention Conference	Fredericton	Cst. Sebastien Lee
May 5-10	Human Source Course	Fredericton	Cst. Nick Doucet
May 9	K9 Training		Cst. Chris McLeod
May 27-31	ETS Training	Saint John	A/Sgt. Aaron Haines Cpl. Mark Roberts Cst. Nick Dupuis

## 2024 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	388	417	407	389								
TOTAL FILES CREATED	210	202	232	223								
POPA/M Tickets/E Tickets	91	123	163	92								
Bylaw Tickets	14	15	3	1								
Crimes Against Persons	18	11	13	7								
Property Crime	24	27	27	40								
Other CC	6	6	7	8								
Traffic Collisions (Non-Injury)	40	27	35	24								
Fatal and Injury Traffic Collisions	0	2	1	5								
Intimate Partner Violence Files	20	18	13	17								
Impaired Driving (All categories)	5	4	9	14								
Mental Health Calls	8	11	9	8								

## COMMUNITY SAFETY & CRIME PREVENTION

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

- Fraud presentation to seniors at KRPF May 15
- Coffee with a Cop May 15 at Tim's on Hampton Rd
- Sexual Assault Review
- Smile Cookies
- National Day of mourning/lowered flags and post on Social Media
- Post on Social Media for recent car thefts
- Administrative Assistance appreciation day/gifts/lunch for Admin staff
- Hosted Volunteer Appreciation day for Auxiliaries and Chaplains
- Critical Incident coordinated response workshop with Fire Station
- National Public Safety Appreciation Day/Sent gift basket to Communications Centre/post on Social Media
- Posted 2023 Annual Report on Social Media

### TRAFFIC INITIATIVES

#### April 2024 Traffic Report

Tickets:	Total 93	Traffic 46	Patrol 47
Collisions:	Total 30	Traffic 12	Patrol 18
Impaired Driving:	Total 14	Traffic 8	Patrol 6
RIDE:	Total 13	Traffic 10	Patrol 3

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

##### April – Distracted Driving Month

Factors to consider which would have affected the traffic numbers during the first quarter of 2024 including the month of April:

- 1 officer away on a 5-week course
- 1 officer away on a 3-week course
- 2 officers had taken vacations during this time as well



## EMPLOYEE ENGAGEMENT AND WELL-BEING

### Launched Mental Health Week Activities:

- Outdoor Recess
- Ice Cream
- Pickleball
- Visiting Psychologist
- Yoga
- Promotion of Community Resources
- Distribution of thank you/gratuity cards

**Workplace Procedures and Practices:** Respectful workplace round table meetings. Summary of findings expected by month end.

## EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

### CID

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

- 24-1484 and 24-1340 Suspects in numerous car thefts in Southern New Brunswick including Saint John, KV and Fredericton were arrested after a multi-jurisdictional operation including the FPF, SJPF, KRPF and RCMP. In total 5 youth were arrested after one of the stolen vehicles operated by the youth was spotted and then pursued by the RCMP helicopter. These arrests will conclude 2 stolen vehicle investigations currently with the KRPF CID. The youths were members of the T6 gang from Fredericton. The two vehicles stolen from KV were located in the Fredericton area.
- 24-1087 Unknown suspects broke into numerous travel trailers stealing the TVs at both Leisure Time and RV Canada in Quispamsis. Multiple suspects were identified from SJ and are believed to be responsible for numerous commercial B&Es in the area. As a result, members of the KRPF CID and SJPF MCU formed a temporary task force to focus on the group of suspects. The investigations are still ongoing with some arrested in late April already being made and others hopefully coming soon.
- 24-1029 - Arrest made in historical sexual assault, Step-father allegedly sexually assaulted step-daughter.
- 24-1431 – CID members contacted seller of stolen property on Facebook Marketplace, met suspect and recovered property. Charges pending.
- 24-1052 - \$10,000 Fraud investigation, Fraudsters worked with the victim on the phone to “help” her change her banking password. This was part of the fraud and with the information they gained in speaking with the victim they were able to defraud her of the money.
- 24-1406 - Commercial Break and Enter, suspects caused major building damage by breaking in and attempting to steal the ATM machine with negative results using a stolen U-Haul truck from Moncton. The Truck was recovered in Havelock and was burnt.

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

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24-1043 - Youth victim reporting a sexual assault while on a cruise ship vacation with parents. The matter has been concluded and the family has reported it to the FBI.

### **Special Mention**

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

CID/NWEST have been working with the Crown in preparation for an upcoming trial involving the 3D printing and manufacturing of Firearms. Sgt Forret was able to confirm that all parts were present to successfully assemble a fully functional firearm. **\*\*\*Update Guilty Plea, 2 day trial cancelled\*\*\*\*\***

First week of CID members co-instructed on the Phase Interview Course hosted by SJPF. The course had candidates from multiple agencies including SJPF, FPF, Woodstock, CBSA and Conservation.

April 24, 2024, CID members co-presented a Trauma Informed Interviewing workshop in Woodstock, NB. The workshop was presented with Dr. Mary Ann Campbell, the Director of the Centre for Criminal Justice Studies & Policing Research.

Members attended a presentation on Domestic Sec Trafficking

Our officers provided expertise, using our 3D laser scanner to reconstruct an accident scene in Fredericton where 3 young people died. Sgt Scott, in 42 years of active police duty primarily in traffic, and a recognized expert in accident reconstruction stated that this was the worse human carnage in a motor vehicle accident he had ever seen.

### **IEU**

Operation "RED" with target being a local to the KRPF. Suspects have moved out of the area but still responsible for supplying the Valley with drugs

**K9 Unit** : Nothing to report

### **Diversity, Equity and Inclusion:**

- Insp. Becker went to the HIVE on May 2 for Asian Heritage Month presentation.
- Chief Gourdeau and Insp. Becker had Anti-racism Strategy meeting with SJNCC May 15
- Insp. Becker had NBACP EDI meeting May 16

### **IT Update:**

- A/Deputy Chief Henderson and Christian Brideau attended the Police Tech Conference in Toronto where the main topics were AI, cybersecurity, connected officers.
- Confirmed that we are on track with what is being done elsewhere as far as cybersecurity (Beauceron education and new networking equipment) and equipment for officers.
- Saw what was being done with AI in other agencies and how that could be included in our operations (AI Processing – data analysis and proactivity).
- Overall information gathered will help in establishing an IT Roadmap.

### **Miscellaneous**

**Labor Management:** Ongoing





# Kennebecasis Regional Police Force

## Budget vs. Actuals: YTD April 2024



	YTD April 2024			2024
	Actual	Budget	over Budget	Annual Budget
<b>Income</b>				
Municipal Funding Rothesay	1,124,263.00	1,124,263.00	0.00	3,372,789.00
Municipal Funding Quispamsis	1,704,360.00	1,704,360.00	0.00	5,113,075.00
Prior Year Surplus	313.32	313.32	0.00	940.00
Other Primary Income	256,716.26	180,666.76	76,049.50	542,000.00
<b>Total Income</b>	<b>3,085,652.58</b>	<b>3,009,603.08</b>	<b>76,049.50</b>	<b>9,028,804.00</b>
<b>Expenses</b>				
Admin	296,385.35	368,700.04	-72,314.69	1,106,100.00
Building	139,050.09	131,084.32	7,965.77	393,253.00
Crime Control	2,391,518.76	2,406,483.72	-14,964.96	7,219,451.00
Vehicles	63,386.07	103,333.36	-39,947.29	310,000.00
<b>Total Expenses</b>	<b>2,890,340.27</b>	<b>3,009,603.08</b>	<b>-119,261.17</b>	<b>9,028,804.00</b>
<b>Net Income</b>	<b>195,312.31</b>	<b>0.00</b>	<b>195,310.67</b>	<b>0.00</b>

# Town of Rothesay

## General Fund Financial Statements

April 30, 2024

### Attached Reports:

General Capital Fund Balance Sheet	G1
General Reserve Fund Balance Sheet	G2
General Operating Fund Balance Sheet	G3
General Operating Revenue & Expenditures	G4-G7
Variance Report	G8
Capital Summary	G9

# Town of Rothesay

## Balance Sheet - Capital General Fund

4/30/2024

### ASSETS

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

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

\$ 54,326,363

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	329,500
Total Long Term Debt	5,267,000

Total Liabilities \$ 5,596,500

Investment in General Fund Fixed Assets 48,729,863

\$ 54,326,363



Town of Rothesay  
Balance Sheet - General Fund Reserves  
4/30/2024

ASSETS

BNS Gas Tax Interest Account	4,631,397
BNS General Operating Reserve #214-15	974,158
BNS General Capital Reserves #2261-14	1,945,795
	<u>\$ 7,551,351</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,817,004
Invest. in General Capital Reserve	1,776,429
General Gas Tax Funding	814,393
Invest. in General Operating Reserve	974,158
Invest. in Land for Public Purposes Reserve	169,366
	<u>\$ 7,551,351</u>

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## Town of Rothesay

Balance Sheet - General Operating Fund

4/30/2024

## CURRENT ASSETS

Cash	2,635,409
Receivables	124,756
HST Receivable	464,620
Inventory	142,001
Gen Operating due to/from Util Operating	1,283
Total Current Assets	<u>3,368,068</u>
Other Assets:	
Projects	<u>585,510</u>
TOTAL ASSETS	<u><u>3,953,578</u></u>

## CURRENT LIABILITIES AND EQUITY

Accounts Payable	804,182
Other Payables	651,774
Gen Operating due to/from Gen Capital	(329,500)
Accrued Sick Leave	22,100
Accrued Pension Obligation Y/E	(31,900)
Accrued Retirement Allowance	493,887
Def. Rev-Quispamsis/Library Share	17,710
TOTAL LIABILITIES	<u><u>1,628,253</u></u>

## EQUITY

Retained Earnings	168,036
Surplus/(Deficit) for the Period	<u>2,157,289</u>
	<u><u>2,325,325</u></u>
	<u><u>3,953,578</u></u>

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# Town of Rothesay

Statement of Revenue &amp; Expenditure

4 Months Ended 4/30/2024

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,855,199	1,855,199	7,420,796	7,420,796	0		22,262,389
Sale of Services	64,483	36,475	241,212	174,500	66,712		474,300
Services to Province of New Brunswic	0	0	27,467	27,467	0		80,000
Other Revenue from Own Sources	28,971	11,442	126,386	50,475	75,912		142,008
CORE Equalization	6,549	6,549	26,194	26,194	0		78,583
Conditional Transfers	0	0	231,058	0	231,058		51,500
Other Transfers	45,719	45,719	1,061,720	311,720	750,000		677,470
	<u>\$2,000,920</u>	<u>\$1,955,383</u>	<u>\$9,134,834</u>	<u>\$8,011,152</u>	<u>\$1,123,681</u>		<u>\$23,766,250</u>
<b>EXPENSES</b>							
General Government Services	146,228	151,612	970,224	1,242,137	271,913		2,923,971
Protective Services	481,856	481,850	2,265,226	2,315,199	49,973		6,623,274
Transportation Services	363,649	332,312	1,648,783	1,761,140	112,357		4,210,726
Environmental Health Services	93,839	86,363	356,594	333,453	(23,141)		1,032,360
Environmental Development	34,476	73,904	180,809	350,717	169,907		753,090
Recreation & Cultural Services	191,030	176,876	802,665	824,255	21,590		2,884,957
Fiscal Services	1,393	500	753,244	2,000	(751,244)		5,337,872
	<u>\$1,312,472</u>	<u>\$1,303,417</u>	<u>\$6,977,544</u>	<u>\$6,828,901</u>	<u>(148,644)</u>		<u>\$23,766,250</u>
Surplus (Deficit) for the Year	<u>\$688,449</u>	<u>\$651,966</u>	<u>\$2,157,289</u>	<u>\$1,182,251</u>	<u>\$975,038</u>		<u>\$ (0)</u>



2024June17OpenSessionFINAL\_071

## Town of Rothesay

Statement of Revenue & Expenditure  
4 Months Ended 4/30/2024

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	8,625	2,083	26,161	8,333	17,828	1	25,000
Wells Canopy revenue	-500	0	2,625	0	2,625		0
Town Hall Rent	9,402	8,333	37,609	33,333	4,276		100,000
Community Garden revenue	120	500	120	500	-380		900
Fox Farm Rental revenue	1,950	1,750	7,800	7,000	800		21,000
Arena Revenue	33,255	14,433	143,185	109,733	33,452	2	214,900
Recreation Programs	11,630	9,375	23,712	15,600	8,112	3	112,500
	<b>64,483</b>	<b>36,475</b>	<b>241,212</b>	<b>174,500</b>	<b>66,712</b>		<b>474,300</b>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	16,347	6,875	43,735	27,500	16,235	4	82,500
KVFD Admin Penalties	0	0	1,225	0	1,225		0
Recycling Dollies & Lids	63	67	323	267	57		800
Interest & Sundry	10,298	2,667	30,747	10,667	20,080	5	32,000
Miscellaneous	1,264	833	41,648	3,333	38,314	6	10,000
Fire Dept. Administration	1,000	1,000	4,000	4,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<b>28,971</b>	<b>11,442</b>	<b>126,386</b>	<b>50,475</b>	<b>75,912</b>		<b>142,008</b>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	0	0	231,058	0	231,058	7	0
Grant - Students	0	0	0	0	0		50,000
	<b>0</b>	<b>0</b>	<b>231,058</b>	<b>0</b>	<b>231,058</b>		<b>51,500</b>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	128,845	128,845	0		128,845
Utility Fund Transfer	45,719	45,719	182,875	182,875	0		548,625
Transfer from Capital Reserve	0	0	750,000	0	750,000	8	0
	<b>45,719</b>	<b>45,719</b>	<b>1,061,720</b>	<b>311,720</b>	<b>750,000</b>		<b>677,470</b>

## 2024June17OpenSessionFINAL\_072

**EXPENSES****General Government Services**

Legislative						
Mayor	4,277	5,000	18,125	20,000	1,875	60,000
Councillors	13,698	12,999	56,912	51,994	-4,917	155,983
Regional Service Commission 9	2,326	2,326	9,305	9,305	0	27,915
Other	225	1,958	1,600	7,833	6,233	23,500
	<u>20,526</u>	<u>22,283</u>	<u>85,942</u>	<u>89,133</u>	<u>3,191</u>	<u>267,398</u>
Administrative						
Administration - Wages & Benefits	87,696	88,109	346,509	351,437	4,927	1,193,550
Office Building	10,454	10,531	88,915	95,274	6,359	180,871
Supplies	9,459	7,999	53,599	55,333	1,734	184,000
Solicitor	313	0	1,870	50,000	48,130	9 50,000
Professional Fees	11,993	12,000	11,993	97,000	85,007	10 110,000
Other	5,875	8,898	53,208	55,093	1,885	122,779
	<u>125,790</u>	<u>127,538</u>	<u>556,095</u>	<u>704,137</u>	<u>148,042</u>	<u>1,841,200</u>
Other General Government Services						
Website/Other	516	1,000	1,434	2,000	566	3,000
Community Communications (Team)	65	708	1,862	57,833	55,971	11 63,500
Civic Relations	132	83	266	333	67	1,000
Insurance	-301	0	297,334	330,201	32,867	12 330,201
Donations	-500	0	7,722	36,500	28,778	13 36,500
Cost of Assessment	0	0	0	0	0	359,172
Property Taxes - L.P.P.	0	0	18,618	18,000	-618	18,000
Fox Farm Rental Expenses	0	0	950	4,000	3,050	14 4,000
	<u>-88</u>	<u>1,792</u>	<u>328,187</u>	<u>448,868</u>	<u>120,681</u>	<u>815,373</u>
<b>Total General Government Services</b>	<u>146,228</u>	<u>151,612</u>	<u>970,224</u>	<u>1,242,137</u>	<u>271,913</u>	<u>2,923,971</u>
Protective Services						
Police						
Police Protection	281,066	281,066	1,124,263	1,124,263	0	3,372,789
Crime Stoppers	0	0	2,800	2,800	0	2,800
	<u>281,066</u>	<u>281,066</u>	<u>1,127,063</u>	<u>1,127,063</u>	<u>0</u>	<u>3,375,589</u>
Fire						
Fire Protection	200,576	200,576	802,303	802,303	0	2,860,185
Water Costs Fire Protection	0	0	335,000	335,000	0	335,000
	<u>200,576</u>	<u>200,576</u>	<u>1,137,303</u>	<u>1,137,303</u>	<u>0</u>	<u>3,195,185</u>
Emergency Measures						
EMO Director/Committee	0	0	0	50,000	50,000	15 50,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Other						
Animal & Pest Control	215	208	860	833	-27	2,500
	<u>215</u>	<u>208</u>	<u>860</u>	<u>833</u>	<u>-27</u>	<u>2,500</u>
<b>Total Protective Services</b>	<u>481,856</u>	<u>481,850</u>	<u>2,265,226</u>	<u>2,315,199</u>	<u>49,973</u>	<u>6,623,274</u>

## 2024June17OpenSessionFINAL\_073

**Transportation Services**

## Common Services

Administration (Wages & Benefits)	117,955	127,030	471,658	508,120	36,462	16	1,648,000
Workshops, Yards & Equipment	115,876	65,158	338,238	298,444	-39,793	17	824,261
Engineering	0	0	0	7,500	7,500		7,500
	<u>233,831</u>	<u>192,188</u>	<u>809,896</u>	<u>814,064</u>	<u>4,168</u>		<u>2,479,761</u>

Roads & Streets	2,226	2,167	4,380	7,507	3,127		77,000
Crosswalks & Sidewalks	706	665	5,674	6,000	326		35,570
Culverts & Drainage Ditches	20,021	20,000	35,085	35,000	-85		100,000
Street Cleaning & Flushing	119	0	7,473	10,000	2,527		10,000
Snow & Ice Removal	88,484	100,000	688,609	791,500	102,891	18	1,172,000
	<u>111,555</u>	<u>122,832</u>	<u>741,220</u>	<u>850,007</u>	<u>108,787</u>		<u>1,394,570</u>

Street Lighting	12,899	12,500	51,625	50,000	-1,625		150,000
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## Traffic Services

Street Signs	0	0	4,662	4,800	138		15,000
Traffic Lanemarking	0	0	0	0	0		35,000
Traffic Signals	717	0	9,914	9,233	-681		20,000
Railway Crossing	4,501	4,583	9,606	9,978	373		25,000
	<u>5,218</u>	<u>4,583</u>	<u>24,183</u>	<u>24,012</u>	<u>-171</u>		<u>95,000</u>

## Public Transit

Public Transit - Comex Service	0	0	21,275	22,224	948		88,895
Public Transit - Other	146	208	584	833	249		2,500
	<u>146</u>	<u>208</u>	<u>21,859</u>	<u>23,057</u>	<u>1,198</u>		<u>91,395</u>

**Total Transportation Services**

	<u>363,649</u>	<u>332,312</u>	<u>1,648,783</u>	<u>1,761,140</u>	<u>112,357</u>		<u>4,210,726</u>
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**Environmental Health Services**

Solid Waste Disposal Land Fill garbage	22,391	20,697	79,237	82,787	3,550		248,360
Solid Waste Disposal Landfill Compost	3,771	3,333	10,110	13,333	3,224		40,000
Solid Waste Collection Fero	66,113	58,333	260,886	233,333	-27,553	19	700,000
Solid Waste Recycling bins	0	4,000	0	4,000	4,000		4,000
Clean Up Campaign	0	0	521	0	-521		40,000
Food Cycler	1,564	0	5,840	0	-5,840		0
<b>Total Environmental Health Services</b>	<u>93,839</u>	<u>86,363</u>	<u>356,594</u>	<u>333,453</u>	<u>-23,141</u>		<u>1,032,360</u>

**Environmental Development Services**

Planning & Zoning							
Administration (Wages and benefits)	22,214	61,147	132,346	234,687	102,340	20	535,000
Administration	671	1,167	1,962	34,667	32,705	21	44,000
Planning Projects	0	0	100	25,000	24,900	22	25,000
Heritage Committee	0	0	0	5,000	5,000	23	5,000
	<u>22,885</u>	<u>62,313</u>	<u>134,408</u>	<u>299,353</u>	<u>164,945</u>		<u>609,000</u>

Envision Saint John	11,591	11,591	46,363	46,363	-0		139,090
Tourism	0	0	38	5,000	4,963	24	5,000
	<u>11,591</u>	<u>11,591</u>	<u>46,401</u>	<u>51,363</u>	<u>4,962</u>		<u>144,090</u>

**Total Environmental Development Services**

	<u>34,476</u>	<u>73,904</u>	<u>180,809</u>	<u>350,717</u>	<u>169,907</u>		<u>753,090</u>
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## 2024June17OpenSessionFINAL\_074

**Recreation & Cultural Services**

Administration (wages and benefits)	30,566	29,844	126,832	119,375	-7,457	25	384,000
Administration	-8,385	2,000	39,426	39,500	74		55,500
Rothsay Arena	34,759	28,645	145,997	140,791	-5,205		380,500
Parks & Gardens	57,824	46,270	183,673	182,580	-1,093	26	868,000
Playgrounds and Fields	11,392	9,083	20,187	22,833	2,646		134,000
Rothsay Common Rink	1,040	4,617	48,695	67,567	18,872	27	96,150
Memorial Centre	5,182	5,333	31,790	29,883	-1,906		72,850
Train Station	0	0	0	29,600	29,600	28	29,600
Wells Building	15,597	8,292	32,122	18,167	-13,955	29	44,500
Beaches	0	0	727	0	-727		64,000
Summer Programs	353	542	854	667	-187		98,000
The Hive expenses	1,050	1,208	3,667	4,833	1,166		14,500
Regional Facilities Commission	27,888	27,890	111,558	111,558	-0		334,675
Kennebecasis Public Library	8,250	8,250	32,998	32,998	0		98,994
Regional Facilities Commission Capital	4,403	4,403	4,403	4,403	0		157,688
Special Events	1,113	500	12,238	11,500	-738		44,000
PRO Kids	0	0	7,500	7,500	0		7,500
Rothsay Living Museum	0	0	0	500	500		500
<b>Total Recreation and Cultural Services</b>	<b>191,030</b>	<b>176,876</b>	<b>802,665</b>	<b>824,255</b>	<b>21,590</b>		<b>2,884,957</b>

**Fiscal Services**

Debt Charges							
Interest	1,393	500	3,244	2,000	-1,244		223,872
Debenture Payments	0	0	0	0	0		714,000
	1,393	500	3,244	2,000	-1,244		937,872
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		4,250,000
Capital Projects Funded by reserves	0	0	750,000	0	-750,000	30	0
Reserve Funds	0	0	0	0	0		150,000
	0	0	750,000	0	-750,000		4,400,000
<b>Total Fiscal Services</b>	<b>1,393</b>	<b>500</b>	<b>753,244</b>	<b>2,000</b>	<b>-751,244</b>		<b>5,337,872</b>

2024June17OpenSessionFINAL\_075

## Town of Rothesay

## Variance Report - General Fund

Note #		Actual	month ending Budget	4/30/2024 Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Bill McGuire Memorial Centre	\$ 26,161	\$ 8,333	\$ 17,828	Budget allocated over year
2	Arena Revenue	\$ 143,185	\$ 109,733	\$ 33,452	Revenue higher than budgeted
3	Recreation Programs	\$ 23,712	\$ 15,600	\$ 8,112	Hive \$5K higher than budgeted, Winterfest sponsorship \$2K
4	Licenses & Permits	\$ 43,735	\$ 27,500	\$ 16,235	Conservative budget estimate
5	Interest & Sundry	\$ 30,747	\$ 10,667	\$ 20,080	Conservative budget estimate
6	Miscellaneous	\$ 41,648	\$ 3,333	\$ 38,314	Sale of sweeper \$40k
7	Grant - Other	\$ 231,058	\$ -	\$ 231,058	Wells building
8	Transfer from Capital Reserve	\$ 750,000	\$ -	\$ 750,000	Reserve funds for vacuum truck
<b>Expenses</b>					
<i>General Government</i>					
9	Solicitor	1,870	50,000	\$ 48,130	Expenses not yet incurred
10	Professional Fees	11,993	97,000	\$ 85,007	\$75K Head hunter fees
11	Community Communications (Team)	1,862	57,833	\$ 55,971	\$55K budgeted for communications study
12	Insurance	297,334	330,201	\$ 32,867	Budget higher than actual
13	Donations	7,722	36,500	\$ 28,778	Donation budget remaining
14	Fox Farm Rental Expenses	950	4,000	\$ 3,050	Annual Budget for antipated expenses if required
<i>Protective Services</i>					
15	Police Protection	0	50,000	\$ 50,000	EMO Plan
<i>Transportation</i>					
16	Administration (Wages & Benefits)	471,658	508,120	\$ 36,462	Vacant position
17	Workshops, Yards & Equipment	338,238	318,444	\$ (19,793)	Budget allocated equally thru the year, expenses still to be incurred
18	Snow & Ice Removal	688,609	791,500	\$ 102,891	Budget set by past usage, 2024 less storms
<i>Environmental Health</i>					
19	Solid Waste Collection Fero	260,886	233,333	\$ (27,553)	\$23K Fuel escalation
<i>Environmental Development</i>					
20	Administration (wages and benefits)	132,346	234,687	\$ 102,340	Vacant positions
21	Adminsitration	1,962	34,667	\$ 32,705	Annual budget for bylaw enforcement \$30K
22	Planning Projects	100	25,000	\$ 24,900	Annual budget for planning projects
23	Heritage Committee	-	5,000	\$ 5,000	Annual budget for Heritage Committee
24	Tourism	38	5,000	\$ 4,963	Annual budget for Tourism
<i>Recreation &amp; Cultural Services</i>					
25	Administration (wages and benefits)	126,832	119,375	\$ (7,457)	Pay raise after annual budget
26	Parks & Gardens	183,673	182,580	\$ (1,093)	Vacant position in of \$8K, Master Dr washroom -\$10K
27	Rothesay Common Rink	48,695	67,567	\$ 18,872	Casual wages lower than anticipated and shorter season
28	Train Station	0	29,600	\$ 29,600	Annual budgt for train station 2023 YE no accrual was set up for cleaning, supplies and hydro higher than budgeted, Pty tax \$5K higher than budget
29	Wells Building	32,122	18,167	\$ (13,955)	
<i>Fiscal Services</i>					
30	Capital Projects Funded by reserves	\$ 750,000	\$ -	\$ (750,000)	Reserve funds for vacuum truck

## 2024June17OpenSessionFINAL\_076

## Town of Rothesay

Capital Projects 2024

General Fund

4 Months Ended 4/30/2024

	ANNUAL BUDGET	CURRENT Y-T-D	Remaining Budget
<b>General Government</b>			
G 202* 00* IT	15,000	0	15,000
G-2024-00* Train Station building	350,000	244,056	105,944
Total General Government	365,000	244,056	120,944
<b>Protective Services</b>			
P-202*-0** Protective Serv. Equipment Purchases	200,000	75,110	124,890
Total Protective Services	200,000	75,110	124,890
<b>Transportation</b>			
T-2024-001 Asphalt	3,395,000	100,947	3,294,053
T-2024-00* Wiljac Improvements	2,500,000	0	2,500,000
T-2024-00* Grove building	60,000	19,078	40,922
T-202*-00* Fleet Replacement	1,875,000	875	1,124,125
Unassigned:			
Total Transportation	7,830,000	120,899	6,959,101
<b>Recreation</b>			
R-202*-00* Recreation Equipment	145,000	84,127	60,873
R-2022-004 Wells Bldg	50,000	9,087	40,913
R-202*-00* Arena Renovation	105,000	0	105,000
R-2024-00* Wells parking lot	500,000	0	500,000
R-2024-00* Cathodic protection	75,000	0	75,000
R-2024-00* Zamboni	140,000	0	140,000
Total Recreation	1,015,000	93,215	921,785
<b>Carryovers</b>			
T-2023-004 Intersection Improvement (Gondola/Clark)	0	35,772	-35,772
R-2022-002 Recreation Pickle Ball	0	164	-164
R-202*-00* Recreation Master Plan	0	16,294	-16,294
	0	52,230	-52,230
<b>Total</b>	\$ 9,410,000	\$ 585,510	\$ 750,000 \$ 8,074,491

## 2024 Budget and Funding Allocation

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

# Town of Rothesay

Utility Fund Financial Statements

April 30, 2024

Attached Reports:

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



## Town of Rothesay

Capital Balance Sheet

As at 4/30/2024

ASSETS

## Assets:

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

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

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

LIABILITIES

## Current:

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

## Long-Term:

Long-Term Debt	7,416,558
	<hr/>
Total Liabilities	7,931,558

EQUITY

## Investments:

Investment in Fixed Assets	31,806,168
	<hr/>
Total Equity	31,806,168

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

Town of Rothesay  
Balance Sheet - Utilities Fund Reserves  
4/30/2024

ASSETS

BNS Utility Capital Reserve # 00241 12	1,402,139
Util Reserves due to/from Util Oper	11,786
	<u>\$ 1,413,925</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	926,870
Invest. in Utility Operating Reserve	115,768
Invest. in Sewerage Outfall Reserve	371,287
	<u>\$ 1,413,925</u>

2024June17OpenSessionFINAL\_080

# Town of Rothesay

Utilities Fund Operating Balance Sheet  
As at 4/30/2024

## ASSETS

### Current assets:

Accounts Receivable Net of Allowance	1,437,622
Total Current Assets	1,437,622

### Other Assets:

Projects	694,664
	694,664

TOTAL ASSETS	\$ 2,132,286
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## LIABILITIES

Accrued Payables	16,263
Due from General Fund	1,283
Due to Capital Fund	(515,000)
Due to (from) Utility Reserve	11,786
Deferred Revenue	10,677
Total Liabilities	(474,991)

## EQUITY

### Surplus:

Opening Retained Earnings	40,521
Profit (Loss) to Date	2,566,756
	2,607,277

TOTAL LIABILITIES & EQUITY	\$ 2,132,286
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## 2024June17OpenSessionFINAL\_081

**Town of Rothesay**  
**Utilities Operating Income Statement**  
**4 Months Ended 4/30/2024**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	(3,896)	0	311,284	297,750	13,534	1	1,165,000
Meter and non-hookup fees	0	0	17,177	15,875	1,302		63,500
Water Supply for Fire Prot.	0	0	335,000	335,000	0		335,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	(1,484)	0	2,188,733	2,154,283	34,450	2	2,154,283
Connection Fees	1,200	0	4,100	12,017	(7,917)	3	75,000
Developers' Share	18,355	0	18,355	0	18,355	4	0
Interest Earned	7,752	7,500	32,700	30,000	2,700		90,000
Misc. Revenue	450	769	2,213	3,075	(862)		9,224
Infrastructure Grants	261,076	0	261,076	0	261,076	5	0
Surplus - Previous Years	0	0	33,993	33,993	0		33,993
<b>TOTAL RECEIPTS</b>	<b>283,453</b>	<b>8,269</b>	<b>3,263,511</b>	<b>2,940,992</b>	<b>322,518</b>		<b>3,985,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	18,288	18,288	73,150	73,150	0		219,450
Wages	16,029	16,831	64,067	67,323	3,256		240,000
Audit/Legal/Training	7,199	6,167	8,355	7,167	(1,189)		8,500
Other Water	0	625	0	2,500	2,500		7,500
Purification & Treatment	36,229	45,417	132,158	136,667	4,509		568,000
Transmission & Distribution	725	7,917	38,964	31,667	(7,297)		130,000
Power & Pumping	5,002	4,667	21,364	18,667	(2,697)		56,000
Billing/Collections	59	217	1,467	1,867	400		5,000
Water Purchased	0	0	376	400	24		1,200
Misc. Expenses	2,071	1,667	6,072	9,667	3,595		32,000
McGuire Road Operating	1,453	1,667	4,631	6,667	2,036		20,000
<b>TOTAL WATER SUPPLY</b>	<b>87,054</b>	<b>103,460</b>	<b>350,605</b>	<b>355,740</b>	<b>5,135</b>		<b>1,287,650</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	27,431	27,431	109,725	109,725	0		329,175
Wages	30,000	30,000	120,000	120,000	0		360,000
Audit/Legal/Training	7,159	6,750	7,706	9,000	1,294		15,000
Collection System Maintenance	0	6,500	1,902	27,000	25,098		85,000
Sewer Claims	5,411	5,000	10,823	10,000	(823)		20,000
Lift Stations	27,326	6,667	52,131	27,667	(24,464)		82,500
Treatment/Disposal	8,132	9,000	43,632	49,000	5,368		121,000
Misc. Expenses	0	2,333	232	9,333	9,102		28,000
<b>TOTAL SWGE COLLECTION &amp; DISPC</b>	<b>105,460</b>	<b>93,681</b>	<b>346,150</b>	<b>361,725</b>	<b>15,575</b>		<b>1,040,675</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	0	0	0	0		2,026
Interest on Long-Term Debt	0	25,000	0	25,000	25,000		263,941
Principal Repayment	0	0	0	0	0		565,708
Transfer to Reserve Accounts	0	0	0	0	0		75,000
Capital Fund Through Operating	0	0	0	0	0		750,000
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>		<b>1,656,675</b>
<b>TOTAL EXPENSES</b>	<b>192,514</b>	<b>222,141</b>	<b>696,755</b>	<b>742,465</b>	<b>45,710</b>		<b>3,985,000</b>
<b>NET INCOME (LOSS) FOR THE PER</b>	<b>90,939</b>	<b>(213,873)</b>	<b>2,566,756</b>	<b>2,198,527</b>	<b>368,229</b>		<b>(0)</b>



2024June17OpenSessionFINAL\_082

# Town of Rothesay

Variance Report - Utility Operating

2024-04-30

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	311,284	297,750	13,534	Amt owing from 2023 \$7k, Sprinkler fees budget wasn't updated for new rate
2	Sewerage Services	2,188,733	2,154,283	34,450	New Apartment buildings not factored into budget
3	Connection Fees	4,100	12,017	(7,917)	Budgeted amts allocated based on prior year revenue
4	Developers' Share	18,355	0	18,355	Cost shared for sidewalk on Hampton rd
5	Infrastructure Grants	261,076	0	261,076	WWTF grant
Expenditures					
Water					
6	Transmission & Distribution	38,964	31,667	(7,297)	Fire hydrant repairs
Sewer					
7	Collection System Maintenance	1,902	27,000	25,098	timing
8	Lift Stations	1,902	27,000	25,098	replacement of UFD at FV lagoon
Fiscal Services					

## 2024June17OpenSessionFINAL\_083

## Town of Rothesay

Capital Projects 2024  
Utility Fund  
4 Months Ended 4/30/2024

	Original BUDGET	Council Approval	CURRENT Y-T-D	Remaining Budget	
<b>WATER</b>					
W-2022-003 Filtration Bldg Water	775,000	-	10,355	764,645	
W-2024-00* Production Wells TH90-1	65,000	-	0	65,000	
W-2024-00* Storage bldg renovations	55,000	-	0	55,000	
W-2024-00* Shadowhill water line	250,000	-	0	250,000	
W-2024-00* Treatment effluent tank re-lining	30,000	-	0	30,000	
W-2024-00* Filter Bldg heat system upgrade	40,000	-	2,397	37,603	
W-2024-00* Transfer switch VDF Wells 1 & 2	50,000	-	0	50,000	
W-2024-00* Large scale tapping machine	40,000	-	0	40,000	
	<b>\$ 1,305,000</b>	<b>\$ -</b>	<b>\$ 12,752</b>	<b>\$ 1,292,248</b>	
<b>SEWER</b>					
T-202*-001 Sewer work in Ashphalt contract	100,000	\$ -	0	100,000	
S-2023- 004 WWTF Plant	3,500,000	\$ -	5,582	3,494,418	
W-2024-00* Frances Ave lift station replacement	120,000	\$ -	0	120,000	
S-2023-002 Lagoon Dredging	0	\$ -	53,878	-53,878	
Unbudgeted items:					
Unbudgeted Capital Items - Utilities	0	\$ -	40,049	-40,049	
	<b>3,720,000</b>	<b>-</b>	<b>99,509</b>	<b>3,620,491</b>	
<b>Total Approved</b>					
	<b>5,025,000</b>	<b>-</b>	<b>112,261</b>	<b>4,912,739</b>	
<b>Carryovers</b>					
Funded from Reserves					
S-2021-008 WWTP Design Phase II	-	-	79,388	-79,388	
S-2021-001 Turnbull Court Design	-	-	503,015	-503,015	
	<b>0</b>	<b>0</b>	<b>582,403</b>	<b>-582,403</b>	
	<b>5,025,000</b>	<b>-</b>	<b>694,664</b>	<b>4,330,336</b>	
<b>Funding:</b>					
	Total	Operating	Reserves	Borrow	Gas Tax
Water	1,305,000	630,000	\$	250,000	425,000
Sewer	3,720,000	120,000	\$	2,625,000	100,000
	<b>\$ 5,025,000</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 2,875,000</b>	<b>\$ 525,000</b>

Town of Rothesay

2024-04-30

Donations/Cultural Support	Budget	219500-60	Paid to date
KV3C (in kind)	2,500.00		
NB Medical Education Trust	5,000.00		5,000.00
KV Food Basket	5,000.00		2,000.00
Fairweather Scholarship	1,000.00		
Saint John Theatre Company	1,000.00		
Symphony NB	2,500.00		
sub	17,000.00		7,000.00
Other:	19,500.00		
Portage			500.00
KVBA U14			250.00
Police/Fire Hockey			472.00
Refund from Big Brother/Big Sister		-	500.00
sub	19,500.00		722.00
	36,500.00		7,722.00
G/L Balance			7,722.00
Other:			
Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective S
PRO Kids	7,500.00	7,500.00	Recreation
	10,300.00	10,300.00	



# ROTHESAY

AGE-FRIENDLY ADVISORY COMMITTEE  
2024 June 17 Open Session F-NAL\_085  
Rothesay Town Hall Common Room  
& Webex Virtual Meeting  
Tuesday, May 21, 2024 at 10 am



**PRESENT:** COUNCILLOR HELEN BOYLE  
DIANE O'CONNOR, CHAIRPERSON  
WILLA MAVIS, VICE CHAIRPERSON  
DIANNE TAYLOR  
ROBERT TAYLOR  
NANCY HASLETT  
DR. SHAWN JENNINGS  
JILL JENNINGS  
DOAA HIGAZY

DRAFT

RECREATION COORDINATOR KERI FLOOD  
AGE-FRIENDLY COMMUNITY COORDINATOR KIRSTIN DUFFLEY

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

Chairperson O'Connor called the meeting to order at 9:59 am.

## 1. APPROVAL OF AGENDA

**MOVED** by Vice-Chairperson Mavis and seconded by R. Taylor the agenda be approved as circulated.  
**CARRIED.**

## 2. APPROVAL OF MINUTES

### 2.1 Meeting minutes of April 16, 2024

**MOVED** by N. Haslett and seconded by Counc. Boyle the minutes of April 16, 2024, be adopted as circulated.  
**CARRIED.**

## 3. DECLARATION OF CONFLICT OF INTEREST

N/A

## 4. DELEGATIONS

N/A

## 5. REPORTS AND PRESENTATIONS

N/A

## 6. CORRESPONDENCE FOR ACTION

N/A



**7. CORRESPONDENCE FOR INFORMATION**

N/A

**8. UNFINISHED BUSINESS****8.1 2024 Rothesay Age Friendly Community Designation Renewal**

## ➤ Community Survey

K. Duffley explained to the Committee members that she has put together the drafts and asked for their approval of the final survey. She indicated that Dr. Jennings graciously pointed out an error regarding question 42, where it should say well-being. She will make the change. She questioned the Committee if there were more changes or additions.

Chairperson O'Connor expressed her concerns as for the length of the survey. She said she is hopeful that people will think about it and answer the survey. She congratulated K. Duffley on her work done.

R. Taylor questioned when the deadline for the survey is. K. Duffley responded it is June 28<sup>th</sup>.

N. Haslett asked what kind of information she is looking for in the survey. K. Duffley replied depending on the answers received, and based on the eight pillars, it will be used to decide the next three-year plan. Chairperson O'Connor added they are looking for ideas to improve and community vision. The last survey was so successful, and she is hoping to have the same number of participants.

K. Flood added that this Committee is overseen by the Town Council and if something is important to them that they want to focus on too and it is a community voice.

Counc. Boyle queried regarding question 6, it says: "the transportation options, in my opinion in my community are easy to reach and use.". She suggested the following statement: "transportation options in my community are accessible".

K. Duffley said that she will urge the participants to fill the survey online instead of paper copy.

N. Haslett questioned the participant's name on the survey. K. Duffley answered that it is optional and the only reason why it is there is they are interested in participating in the focus group. It will be kept separately from the survey.

Counc. Boyle asked if the survey will be available in paper copies at the Rothesay Age Friendly Community Wellness Fair. K. Duffley responded that she will have a sign and the participants will be able to scan the QR code or type the link. She will also have quarter pagers, which will be in all the bags handed out. She added that she will have a few paper copies with her if someone is insisting on having one.

K. Duffley pointed out that the survey is for participants who are Rothesay residents and are 50 years of age or older.

D. Higazy queried if there is a goal for the number of participants. K. Duffley replied she does not have one. D. Higazy asked if 10 pages documents will affect the numbers. K. Duffley answered that her first was long and was very successful. Chairperson O'Connor added that the questions are short, and it is optional to put their opinions.

Vice-Chairperson Mavis suggested promoting the survey on CBC News. Chairperson O'Connor will contact Julia Wright.

## 8.2 Rothesay Age Friendly Community Wellness Fair Update

K. Duffley updated the Committee on the Rothesay Age Friendly Community Wellness Fair. The posters are up in the community. There will be 30 booths that will be there. They will have a raffle draw to support "Adopt a Red Hawk Program". KV Food Basket will be there to take donations. Sobeys will supply snacks. Culligan will provide the water. Health check with Dan and Andy.

Chairperson O'Connor mentioned that it is possible that Oldies 96 will have their "Summer Cruisers" in the parking to welcome people in. She can also do a PSA before.

K. Duffley indicated that K. Flood prepared an invitation and asked if it should come from Chairperson O'Connor or the Mayor for the dignitaries. K. Flood said that she will send it to Mayor Grant to ask her what she thinks and then she will inform Chairperson O'Connor.

K. Flood mentioned to the Committee that Fundy Soccer has soccer at the field beside the high school the same night and will be using the parking lot. She proposed to inform them of this special event, and we should put extra accessible parking signs close to the gym door so that they are not taken.

## 9 NEW BUSINESS

### 9.1 Age-Friendly Programming Update

#### Rothesay Hive Programming

##### What's Going On:

- Garden Club will be planting yellow beans, carrots and tomatoes this year. There are seven Garden club members. All the produce will be donated to the KV Food Basket.
- On Thursday, May 23<sup>rd</sup> at 1:30 pm we will have the Rothesay Hive Turns Five Potluck. Registration is almost full!
- Next Thursday, May 30<sup>th</sup> at 1:30 pm we will have the Speed Chatting event with Touchstone Academy. Still spaces left to register.

#### Rothesay Hive Members

**Rothesay Hive Facebook Group:** 902 members

**Rothesay Hive Members as of now in 2024:** 149 members

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

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

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**Renforth Seniors Exercise Classes**

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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.

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

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

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**Saint John Newcomers Centre Programs**

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

Chairperson O'Connor informed the Committee that last week they had Jean Porter. She talked about stress.

Just before Mother's Day, they had two classes from Rothesay Elementary School, and they made picture frames with puzzle pieces all around it.

They plan to have more cribbage with Rothesay High School sessions.

The guest speaker coming up Tuesday next week is Harold Wright and will be talking about women in the First World War.

Last week she had a meeting with Intergenerational Society and Member of Parliament Wayne Long to know what is going on as a federal MP, because he is part of a committee for seniors and volunteers. She explained to him Rothesay Hive's mission and upcoming activities.

An upcoming session with Professor Todd Ross from UNBSJ pertaining to indigenous culture.

A celebration will be held for all the guest speakers on June 6th at 10 am.

She will have a Zoom meeting with Age-Friendly Active Communities' AFC Committee's Monthly Meeting on May 24<sup>th</sup> at 4 pm. She will share the information with the Committee. Everyone is welcome!

D. Taylor informed the Committee that there will be a special dance event this summer organized by a dance school, and it will be intergenerational and inclusive.

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Chairperson D. O'Connor informed the Committee that they are looking to host another fashion show in the Fall.

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**Canadian Health Solutions Wellness55**

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The program is still ongoing. They are using space in Rothesay Town Hall for meetings on Tuesdays until the end of August.

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**10 DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, June 18<sup>th</sup> at 10 am.

**11 ADJOURNMENT**

**MOVED** by Counc. Boyle and seconded by N. Haslett the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 10:36 am.

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CHAIRPERSON

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RECORDING SECRETARY





**ROTHESAY**  
2024 June 17 Open Session FINAL 090  
**PARKS AND RECREATION COMMITTEE**

Meeting Minutes  
Rothesay Town Hall Common Room  
Tuesday, May 21, 2024, at 6:30 p.m.



**DRAFT**

**PRESENT:** COUNCILLOR BILL McGUIRE(remote)  
COUNCILLOR HELEN BOYLE  
DR. SHAWN JENNINGS  
DANIELLE BOURQUE  
NORA GALLAGHER  
SEAN MILLER

DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN

**ABSENT:** HOLLY YOUNG  
JF LEGARE  
COLIN BOYNE

TOWN MANAGER JOHN JARVIE  
FACILITIES COORDINATOR RYAN KINCADE  
RECREATION COORDINATOR KERI FLOOD  
AGE FRIENDLY COORDINATOR KIRSTIN DUFFLEY

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In the absence of chairperson H. Young Councillor Boyle called the meeting to order at 6:30 p.m. and welcomed new member Sean Miller.

**1. APPROVAL OF AGENDA**

**MOVED** by S. Jennings and seconded by N. Gallagher the agenda be approved as circulated.  
**CARRIED.**

**2. APPROVAL OF MINUTES:**

2.1 Meeting minutes of March 19, 2024

**MOVED** by D. Bourque and seconded by S. Miller meeting minutes of March 19, 2024, be approved as circulated.  
**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. DELEGATIONS**

**5. REPORTS & PRESENTATIONS**

**6. UNFINISHED BUSINESS**

**7. CORRESPONDENCE FOR ACTION**

**8. NEW BUSINESS**

**Parks and Recreation Update**

DPR gave a verbal update of the Parks and Recreation Department to the Committee.(see attached)

S. Jennings had a question regarding the lack of available parking for Hillside trail. The trail is a busy one and it seems that there are always vehicles parked along the roadway as the small parking lot is often full. DPR Jensen said that this has been a concern since the trail opened with the issue being the lack of available land to increase the size of the parking area. DPR Jensen will do some research and see how much land the town owns in proximity to the parking lot to see if a small expansion is possible.

**9. CORRESPONDENCE FOR INFORMATION****10. DATE OF NEXT MEETING**

Next meeting – Tuesday June 18<sup>th</sup> at 6:30pm

**MOVED** by N. Gallagher and seconded by Counc. McGuire the meeting be adjourned.  
**CARRIED.**

The meeting adjourned at 7:02 p.m.

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CHAIRPERSON

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RECORDING SECRETARY

# Parks & Recreation Committee

## May Update for Committee

May 21, 2024

<b>Rothesay Arena</b>	Last day for ice was May 10 <sup>th</sup> .
<b>Pickleball Courts</b>	Courts opened on April 2 <sup>nd</sup> .
<b>Parks Summer students/seasonals</b>	Seasonals and students have been hired. (4 seasonals, 8 students)
<b>Recreation Master Plan</b>	The plan was approved by council at their May meeting.
<b>KV Girls Softball Association "Lite it up" Campaign</b>	The KVGSA has started a campaign to raise funds for lights at the Wells softball field.
<b>Wells Recreation Parking Lot</b>	Paving of the parking lot(s) will be done this summer, timeline to be decided in the next couple of weeks.
<b>Earth Day Community Clean Up</b>	<p>We invited schools, businesses, community groups, and residents in Rothesay to join the race to make the world a better place! Rothesay is hosted a community clean-up from Saturday, April 20th to Monday, April 22nd. Gloves and garbage bags were available for community members to use to clean up litter in our parks, trails, and green spaces. We partnered with JTR Services to have a dumpster at the Rothesay Arena Parking lot to drop off collected garbage.</p> <p>These are the groups who participated:</p> <ul style="list-style-type: none"> <li>• KPark Elementary School</li> <li>• Touchstone Academy</li> <li>• Rothesay Park Middle School</li> <li>• Harry Miller Middle School</li> <li>• Rothesay High School</li> <li>• Rothesay Netherwood School</li> <li>• 1st Gondola Point Scouting Group</li> </ul>

	<ul style="list-style-type: none"> <li>• Rotary of Rothesay Kings</li> <li>• KV Walkers</li> <li>• Rothesay Staff &amp; Council</li> </ul>
<b>Summer Students</b>	We have hired 7 lifeguards and 11 playground counselors who will work at our 3 playground programs and 2 beaches this summer. Staff will start training week on Monday, June 17 <sup>th</sup> , 2024.
<b>Scribner Park Community Garden</b>	All 48 of our plots at Scribner Park Community Garden have been rented for the 2024 gardening season.
<b>Playground Programs</b>	Rothesay Playground Programs are for kids ages 5-12 are back this summer. This is a drop-in/punch pass program that operates at 3 different locations: KPark Elementary School, Rothesay Park Middle School and Wells Recreation Park in the new community centre beginning on Monday, June 24 <sup>th</sup> running until Friday, August 23 <sup>rd</sup> , 2024. For more information visit: <a href="https://www.rothesay.ca/recreation/seasonal-programs/playground-programs/">https://www.rothesay.ca/recreation/seasonal-programs/playground-programs/</a>
<b>Rothesay Beaches</b>	Located on the shores of the beautiful Kennebecasis River, Rothesay has two supervised beaches that are open to the public during the summer months. <b>K-Park and Renforth Beaches will open for the 2024 season on Monday, June 24, 2024.</b> Beaches will close for the season on Friday, August 23, 2024.
<b>Canada Day Celebrations</b>	Plans for Canada Day celebrations in Rothesay are well underway. Our event will take place on Monday, July 1 <sup>st</sup> from 12-3pm on the Rothesay Common. We will have giant inflatables, face painting, balloon animals, popcorn, cotton candy, a BBQ, music and more!
<b>Rothesay Hive</b>	<p>The Rothesay Hive is offering a wide variety of programs throughout the month of May and is celebrating its 5<sup>th</sup> year of operation on May 23, for more information including the calendar, newsletter, and more visit: <a href="https://www.rothesay.ca/recreation/rothesay-hive/">https://www.rothesay.ca/recreation/rothesay-hive/</a>.</p> <p><b>Rothesay Hive Facebook Group:</b> 902 Members</p> <p><b>Rothesay Hive Registered Members:</b> 149 Members</p>
<b>Rothesay Hive Garden Club</b>	The Rothesay Hive Garden Club has begun gardening for their 3 <sup>rd</sup> year now at the Scribner Community Garden. This year we have 7 garden club members, and they will be growing carrots, beans, and tomatoes and donating the produce to the KV Food Basket.
<b>Rothesay Age-Friendly Wellness Fair</b>	<p>Make your health &amp; wellness your top priority at the first annual Rothesay Wellness Fair! Take steps towards a better lifestyle today!</p> <p><b>When:</b> Monday, June 3, 2024, from 6:00PM-8:00PM</p> <p><b>Where:</b> Rothesay High School Gym, 61 Hampton Road, Rothesay NB</p>

	<ul style="list-style-type: none"> <li>• Health Check (Glucose Screening Test &amp; Blood Pressure Test)</li> <li>• Raffle Draw (In Support of RHS' Adopt a Redhawk Program)</li> <li>• Giveaways</li> <li>• Snacks</li> <li>• 30+ Info Booths</li> </ul> <p>Bring a donation of a non-perishable food item for the Kennebecasis Valley Food Basket!</p> <p>For more information, please visit: <a href="https://www.rothesay.ca/wellness-fair/">https://www.rothesay.ca/wellness-fair/</a></p>
<b>Other</b>	<p>Subscribe to our e-newsletter for Rothsay news, events, and more directly to your inbox by following this link and providing your information: <a href="https://mailchi.mp/rothesay/r-insider">https://mailchi.mp/rothesay/r-insider</a></p>





**ROTHESAY**  
2024 June 17 Open Session FINAL 095  
WORKS AND UTILITIES COMMITTEE MEETING  
Rothesay Town Hall Common Room  
Wednesday, May 22<sup>nd</sup>, 2024  
5:30 p.m.



**PRESENT:** DEPUTY MAYOR ALEXANDER, CHAIRPERSON  
COUNCILLOR DAVE BROWN  
SHAWN CARTER, VICE CHAIRPERSON  
SARAH RICHARDS  
GEORGE THAMBI

**DRAFT**

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

**ABSENT:** CYNTHIA VANBUSKIRK  
STEPHEN ROSENBERG

Chairperson Alexander called the meeting to order at 5:33 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by S. Carter and seconded by Counc. Brown the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES**

2.1 Regular Works and Utilities Committee meeting of April 17<sup>th</sup>, 2024.

**MOVED** by S. Carter and seconded by Counc. Brown the minutes of April 17<sup>th</sup>, 2024 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. DELEGATIONS**

N/A

**5. REPORTS & PRESENTATIONS**

N/A

**6. UNFINISHED BUSINESS:**

6.1 Capital Projects Summary

- Update on 31 Francis Avenue – DO McLean stated the application for a WAWA permit has begun.
- Desludging of the lagoon has begun and work is expected to finish within the next 3 to 4 months.

6.2 Solid Waste Tonnage Report

**RECEIVED FOR INFORMATION.**

**6.3 Speed Radar Sign Report****RECEIVED FOR INFORMATION.****7. CORRESPONDENCE FOR ACTION****7.1 26 April 2024 Email from resident RE: Speeding on Scott Avenue**

The Committee discussed having an overhead crosswalk sign installed on Hampton Road at the entrance of Town Hall once school ends in June. This aims to improve visibility and ensure safer pedestrian crossings in the general areas. The Town will also advertise public awareness information on all social media platforms.

**MOVED** by S. Carter and seconded by G. Thambi to recommend to Council to send a letter to inform the individual that work is being undertaken to improve the safety around the school.

**CARRIED.**

**7.2 29 April 2024 Email from resident RE: Sidewalk on Iona Avenue**

DO McLean explained the decision was made not to include the section at the top of Iona Avenue in the 5 year plan in the budget deliberations package, and the Town also saw no reason to prioritize that over ones that are already on the five year list.

**MOVED** by Counc. Brown and seconded by G. Thambi to recommend to Council to send a letter to the individual acknowledging the concerns with regards to a sidewalk at the top of Iona Avenue.

**CARRIED.**

**7.3 29 April 2024 Email from resident RE: Sidewalk on Iona Avenue**

DO McLean explained the decision was made not to include the section at the top of Iona Avenue in the 5 year plan in the budget deliberations package, and the Town also saw no reason to prioritize that over ones that are already on the five year list.

**MOVED** by Counc. Brown and seconded by G. Thambi to recommend to Council to send a letter to the individual acknowledging the concerns with regards to a sidewalk at the top of Iona Avenue.

**CARRIED.**

**7.4 02 May 2024 Email from resident RE: Crosswalk at James Street and French Village Road**

**MOVED** by Counc. Brown and seconded by S. Carter to recommend to Council to send a letter to the individual that a speed radar sign will be placed on French Village Road to determine if a more permanent solution is required.

**CARRIED.**

**7.5 04 May 2024 Email from resident RE: Request for “No Parking” sign on Peter’s Lane**

DO McLean stated a no-parking zone cannot be established on Peter’s Lane unless a revision to the Traffic By-law is submitted, and approved by, the Registrar of Motor Vehicles. DO McLean explained this is a long process and current revisions must be approved before further revisions are submitted.

**MOVED** by Counc. Brown and seconded by S. Richards to recommend to Council to send a letter to the individual noting a no-parking zone cannot be established on Peter's Lane unless a revision to the Traffic By-law is submitted, and approved by, the Registrar of Motor Vehicles. This is a long process and current revisions must be approved before further revisions are submitted.

**CARRIED.**

7.6 10 May 2024 Email from resident RE: Lack of Street lights in French Village

**MOVED** by Counc. Brown and seconded by S. Carter to recommend to Council to send a letter to the individual and acknowledge their concerns and advise the resident of the streetlight policy.

**CARRIED.**

7.7 13 May 2024 Email from resident RE: Request for "Children Playing" sign on Crescent Drive

**MOVED** by Counc. Brown and seconded by S. Richards to recommend to Council to send a letter to individual stating the Town only installs "children playing" signs at Town owned recreation facilities such as playgrounds.

**CARRIED.**

7.8 14 May 2024 Email from resident RE: Request for sewer bill adjustment

DO McLean explained the previous owner lived in the building and had converted 2 units into one unit which brought the units from 16 to 15 units. The new owner did not notice he was being charged for 16 units until the March 2024 bill.

**MOVED** by Counc. Brown and seconded by S. Richards to recommend to Council to adjust the individual's sewer bill as of the time the Town was notified which is May 14, 2024.

**CARRIED.**

7.9 15 May 2024 Email from resident RE: Commercial vehicle street parking on Mantua Road

**MOVED** by Counc. Brown and seconded by S. Richards to recommend to Council to send a letter to individual stating the Town understands it is an inconvenience, but it is temporary. The commercial vehicles are conducting business for residents in the neighborhood.

**CARRIED.**

7.10 16 May 2024 Email from resident RE: Speeding on Dobson Lane

**MOVED** by Counc. Brown and seconded by S. Richards to recommend to Council to send a letter to individual stating the Town has installed a "Dead End" sign on Dobson Lane.

**CARRIED.**

## **8. NEW BUSINESS**

N/A

# ROTHESAY

Works and Utilities Committee 2024 June 17 Open Session FINAL\_098

Minutes

-4-

22 May 2024

## 9. CORRESPONDENCE FOR INFORMATION

### 9.1 Update on 2024 asphalt resurfacing contract

- Contract has been awarded, which included a piece of watermain for a private developer.  
Work begins week of May 20<sup>th</sup>, 2024

## 10. DATE OF NEXT MEETING:

Wednesday, June 19<sup>th</sup>, 2024

## 11. ADJOURNMENT

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

**CARRIED.**

The meeting adjourned at 6:35 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2024 June 17 Open Session FINAL\_099

# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 22<sup>nd</sup>, 2024  
RE : Speeding on Scott Avenue

---

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 22<sup>nd</sup>, 2024:

**MOVED** by S. Carter and seconded by G. Thambi to recommend to Council to send a letter to inform the individual that work is being undertaken to improve the safety around the school.

**CARRIED.**



**From:** [Beverley Cote](#)  
**To:** [Debbie Keyes](#)  
**Subject:** FW:  
**Date:** May 1, 2024 10:04:07 AM

---

I guess this could also go on your next meetings agenda.

Bev

---

**From:**  
**Sent:** Friday, April 26, 2024 3:48 PM  
**To:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:**

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

Good Afternoon Town of Rothesay,

I hope this email finds you well and I would like to bring this attention to you about the public eye on Scott Avenue area where Gavins Convenience is.

I have witnessed multiple times of people not paying attention and also drivers not paying attention of multiple accidents happening. I am simply suggesting to bring to the public attention to slow down especially in school zones. I care about the people in this community especially when. I live beside two schools that if people aren't paying attention someone will get hit by a vehicle.

I feel that there needs to be traffic walking lights in that area instead of a white walking sign. There was a time of 3 highschool students walking across that street where they have the right of way and a vehicle flooring past 50 km in a school zone. They almost hit those 3. That was 2 months ago.

I'm also noticing this more often along lately and I feel for everyone's safety in this community. I'm a very cautious driver and walker that pays attention continuously.

I also suggest this on the Marr road up on the hill.

Please take this into consideration for future meetings.



2024 June 17 Open Session FINAL\_101

# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 22<sup>nd</sup>, 2024  
RE : Sidewalks at top of Iona Avenue

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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 22<sup>nd</sup>, 2024:

**MOVED** by Counc. Brown and seconded by G. Thambi to recommend to Council to send a letter to the individuals acknowledging the concerns with regards to a sidewalk at the top of Iona Avenue.

**CARRIED.**

**From:** [Rothesay Info](#)  
**To:** [Debbie Keyes](#)  
**Subject:** FW: Sidewalks on Iona please!  
**Date:** April 30, 2024 2:55:06 PM

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**From:**  
**Sent:** Monday, April 29, 2024 10:03 AM  
**To:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:** Sidewalks on Iona please!

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

To whom it may concern:

I am a very concerned resident of Iona Avenue where the traffic is outrageous! It has become a very highly used short cut for people speeding through to avoid the Marr Road intersection. I have sent videos to town councilors documenting speeding vehicles zooming by while I need to jump into the ditch or driveway with my dogs! There are many school aged children who walk home on Iona when traffic is at its heaviest between 3 and 6!!! In fact, there are approximately 12 children on the upper portion of Iona and many dogwalkers!!!! People speeding has become very dangerous for the residents of Iona. It's upsetting to see sidewalks being ripped up and replaced on streets like Kingswood where there is no traffic whatsoever, yet Iona has no sidewalks at all.  
Thank you,

**Debbie Keyes**

---

**From:** Rothesay Info  
**Sent:** April 30, 2024 2:55 PM  
**To:** Debbie Keyes  
**Subject:** FW: Iona Ave Sidewalks

-----Original Message-----

From:  
Sent: Monday, April 29, 2024 11:52 AM  
To: Rothesay Info <rothesay@rothesay.ca>  
Subject: Iona Ave Sidewalks

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

To whom it may concern,

I am currently a resident on Iona Avenue and for the past couple years I have been very concerned with the safety of my children and others walking on the upper portion of the road. Over the past few years traffic has increased on the road as many people use it as a shortcut to bypass traffic on Marr Road. They have increased police presence by times and have even installed a stop sign in hopes to slow people down. This may have worked short term, but is not a solution to the problem at hand.

I personally do not let my children walk to and from school anymore as they, along with myself, have had to jump into the ditch more than once to avoid being hit by speeding vehicles, and the risk increases dramatically in the winter months with snow banks etc.

I have not written before as I thought it was going to happen after the town installed sidewalks on the lower part of the road a few years ago, which did not end up happening. I write now because the number of young families living in the area has dramatically increased over the last five years and I fear that something is going to happen before the problem is fixed.

This is a vibrant neighbourhood and many people young and old are walking dogs, biking, running etc. daily and it is becoming more of a risk all the time. The numbers of commuters increases between 7-9 and 3-6 daily, so it is a significant safety risk for children walking to and from school.

We have seen many repairs/replacements being done to sidewalks in other less busy parts of Rothesay, which begs the question as to why we are still waiting for one? What has to be done to ensure the safe of Iona residents? Is it possible to put sidewalks on the upper portion? Who could we contact directly about our concerns?

Thank you so much for your time,



2024 June 17 Open Session FINAL\_104

# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 22<sup>nd</sup>, 2024  
RE : Crosswalk at James Street and French Village Road

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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 22<sup>nd</sup>, 2024:

**MOVED** by Counc. Brown and seconded by S. Carter to recommend to Council to send a letter to the individual that a speed radar sign will be placed on French Village Road to determine if a more permanent solution is required.

**CARRIED.**



**From:** [Beverley Cote](#)  
**To:** [Debbie Keyes](#)  
**Subject:** FW: Crosswalk at James Street and French Village Road  
**Date:** May 2, 2024 3:24:30 PM

---

For your next meeting.

Bev

---

**From:**  
**Sent:** Thursday, May 2, 2024 1:24 PM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** Crosswalk at James Street and French Village Road

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

Hello, I'm writing regarding a crosswalk issue at the corner of James Street where it meets French Village Road, just before the Petro-Canada Station. We walk day and when crossing there the cars coming down the hill to the right cannot see people as there is a shrub blocking the entire lane of sight. It was our understanding that someone from the Town spoke to the owner of the property where the shrub hangs over the road last summer and was advised to trim it back into the fence area on his property, but to no avail. However, even without that shrub blocking the view, vehicles travel this road at a fast rate and I've personally had a few close calls while trying to cross the road over the last few years and wanted to report our concern. This is a very busy road and vehicles are coming down a slight hill with speed. To ensure everyone's safety, we believe pedestrian lights should be installed before there is an unfortunate event.

Thank you.



2024 June 17 Open Session FINAL\_106  
**ROTHESAY**  
**MEMORANDUM**



---

TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 22<sup>nd</sup>, 2024  
RE : Request for 'No Parking' sign on Peter's Lane

---

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 22<sup>nd</sup>, 2024:

**MOVED** by Counc. Brown and seconded by S. Richards to recommend to Council to send a letter to the individual noting a no-parking zone cannot be established on Peter's Lane unless a revision to the Traffic By-law is submitted, and approved by, the Registrar of Motor Vehicles. This is a long process and current revisions must be approved before further revisions are submitted.

**CARRIED.**

**From:** [Rothesay Info](#)  
**To:**  
**Cc:** [Debbie Keyes](#)  
**Subject:** RE: Parking on Peter's Lane  
**Date:** May 13, 2024 11:46:03 AM

---

Good morning

By copy of this email I am forwarding your email to the recording secretary, Debbie Keyes, for the Work's & Utilities Committee. Any ask for new signage goes through this committee, their next scheduled meeting is Wednesday, May 22<sup>nd</sup>.

*Bev Côté*  
Receptionist  
Rothesay  
506-848-6600

---

**From:**  
**Sent:** Saturday, May 4, 2024 12:27 PM  
**To:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:** Parking on Peter's Lane

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

Good morning,

From time to time when there is an event at the Anglican Church on Church Ave., cars park on our side lawn along Peter's Lane. Today they parked very close to our hedge and I worry they will damage it if this happens again and again. (See attached photos)





Would the Town consider installing a no parking sign on this side of the lane?

Thank you,

10 Church Ave.





2024 June 17 Open Session FINAL\_110

# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 22<sup>nd</sup>, 2024  
RE : Lack of street lights in French Village

---

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 22<sup>nd</sup>, 2024:

**MOVED** by Counc. Brown and seconded by S. Carter to recommend to Council to send a letter to individual and acknowledge their concerns and advise the resident of the streetlight policy.

**CARRIED.**

**From:** [Rothesay Info](#)  
**To:**  
**Cc:** [Debbie Keyes](#)  
**Subject:** RE: Street Lights  
**Date:** May 13, 2024 11:35:56 AM

---

Good morning

I was speaking with the Director Operations and he noted that lights are placed at intersections, however, he has asked me to forward your email to the recording secretary for the upcoming meeting for the Work's & Utilities Committee so that it can be discussed.

*Bev Côté*  
Receptionist  
Rothesay  
506-848-6600

---

**From:**  
**Sent:** Friday, May 10, 2024 10:36 AM  
**To:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:** Street Lights

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

Hi there. Can you please tell me how the town determines when streets get an actual street light?

I have lived in French Village for over 25 years and the only street lights I see are either at a stop sign or on people's property which they themselves pay for.

What would it take for someone to drive by at night and see the total darkness on the streets out here?

These are genuine questions that I'd like to have an answer to. In today's society and with crime rates rising, I believe we are at least entitled to have our street lite up for safety reasons.

Thank you

Sent from my Galaxy



2024 June 17 Open Session FINAL\_112

# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 22<sup>nd</sup>, 2024  
RE : Request for “Children Playing” sign on Crescent Drive

---

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 22<sup>nd</sup>, 2024:

**MOVED** by Counc. Brown and seconded by S. Richards to recommend to Council to send a letter to individual stating the Town only installs “children playing” signs at Town owned recreation facilities such as playgrounds.

**CARRIED.**

**From:** [Rothesay Info](#)  
**To:**  
**Cc:** [Debbie Keyes](#)  
**Subject:** RE: New message from  
**Date:** May 13, 2024 11:03:08 AM

---

Good morning

Thank you for your email. Any request for new signage goes through the Work's and Utilities Committee so by copy of this email I am forwarding your email to the recording secretary, Debbie Keyes. Their next meeting is scheduled for Wednesday, May 22<sup>nd</sup>.

*Bev Côté*  
Receptionist  
Rothesay  
506-848-6600

---

**From:** Town of Rothesay <rothesay@rothesay.ca>  
**Sent:** Monday, May 13, 2024 10:17 AM  
**To:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:** New message from

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

I live on Crescent drive in K-Parc and cars are driving excessively fast down the hill. A lot of children play on the street and we have had a few close calls.

I have notified the police but I was wondering if/how I could request a children playing sign installed. The road has a lot of foot traffic as well leading to the beach.

-38 Crescent drive



2024 June 17 Open Session FINAL\_114

# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 22<sup>nd</sup>, 2024  
RE : Request for Sewer Bill Adjustment

---

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 22<sup>nd</sup>, 2024:

**MOVED** by Counc. Brown and seconded by S. Richards to recommend to Council to adjust the individual's sewer bill as of the time the Town was notified which is May 14, 2024.

**CARRIED.**



**From:** [Brett McLean](#)  
**To:** [Debbie Keyes](#)  
**Subject:** FW: 5 Milne Sewer Bill - Adjustment requested  
**Date:** May 14, 2024 1:50:16 PM  
**Attachments:** [5 Milne sewer 2024.pdf](#)

---

Please put this on the agenda

---

**From:**  
**Sent:** Tuesday, May 14, 2024 1:43 PM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** 5 Milne Sewer Bill - Adjustment requested

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

To the Works and Utilities Committee:

After looking at my sewer bill for my property at 5 Milne St. I realized that I have been billed for 16 units when in fact there are 15 units in this building. I would like to have this corrected.

The total due should be \$5,343.75.

Please see attached.

Thanks,

ROTHESAY

70 Hampton Road  
Rothesay, N.B. E2E 5L5  
Canada

2024 June 17 Open Session FINAL\_116



*Works & Utilities  
Community*

CUSTOMER NO.

INVOICE / STATEMENT

Amount Remitted:

\$

Mail To:

DATE:

4/30/2024

DUE: 30 DAYS FROM INVOICE DATE

(RE: 5 MILNE STREET)

ROTHESAY, NB E2E 6A7

PAYMENTS MAY BE MAILED, DROPPED OFF AT  
THE TOWN HALL, AT ANY CHARTERED BANK,  
OR THROUGH YOUR OWN ON-LINE BANKING

PLEASE REMIT THIS TOP PORTION WITH YOUR PAYMENT

09707 9000

96

Town of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5

Phone: (506) 848-6600  
FAX: (506) 848-6677

INVOICE / STATEMENT

WWW.ROTHESAY.CA

CUSTOMER NO.:

DATE:

4/30/2024

DOCUMENT NUMBER	DOC DATE.	TY.	REFERENCE/APPLIED NUMBER	DUE DATE	AMOUNT
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RC000240944

3/31/2024

IN

Sewer - Multi Residential - 12 units

4/30/2024

5,700.00

*15 x 3/4 = 11.25 units*

*- 356.25*  
*5,343.75*

Interest @ 1.25% per month on overdue balance.

**Solid Waste Pick-Up - Monday, May 27th, 2024**  
**Organic Waste Pick-Up - Monday, June 3rd, 2024**  
Please visit [www.rothesay.ca](http://www.rothesay.ca) for details

If you wish to go paperless and receive an electronic bill, please send contact information to: [utilities@rothesay.ca](mailto:utilities@rothesay.ca)

IN - Invoice  
DB - Debit Note  
CR - Credit Note

PY - Applied Receipt  
ED - Earned Discount  
AD - Adjustment

UC - Unapplied Cash  
RF - Refund

123875

1 - 30 DAYS O/DUE

0.00

31 - 60 DAYS O/DUE

0.00

61 - 90 DAYS O/DUE

0.00

OVER 90 DAYS O/DUE

0.00

Total

5,700.00

Town of Rothesay



2024 June 17 Open Session FINAL\_117  
**ROTHESAY**  
**MEMORANDUM**



---

TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 22<sup>nd</sup>, 2024  
RE : Commercial Vehicle Parking on Mantua Road

---

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 22<sup>nd</sup>, 2024:

**MOVED** by Counc. Brown and seconded by S. Richards to recommend to Council to send a letter to individual stating the Town understands it is an inconvenience, but it is temporary. The commercial vehicles are conducting business for residents in the neighborhood.

**CARRIED.**

**From:** [Brett McLean](#)  
**To:** [Debbie Keyes](#)  
**Subject:** FW: Commercial vehicle street parking  
**Date:** May 15, 2024 10:48:06 AM

---

**From:**  
**Sent:** Wednesday, May 15, 2024 9:43 AM  
**To:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:** Commercial vehicle street parking

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

Good morning, every year as construction and landscaping season ramps up, Mantua Rd becomes the parking spot for commercial vehicles doing any work on Horton or Duneden. In the past I have asked people not to use our street as a parking lot but it continues. I understand that our street has only one home on it and traffic is minimal so it may seem to make sense to them to park here but I have had issues in the past with garbage pickup and would be concerned about emergency vehicle access. The attached picture is from this morning. Do you have any recommendations or do I simply have to continue to put up with our street being used as a parking lot.



Thank you,

10 Mantua Rd  
Sent from my iPhone



2024 June 17 Open Session FINAL\_119

# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 22<sup>nd</sup>, 2024  
RE : Speeding on Dobson Lane

---

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 22<sup>nd</sup>, 2024:

**MOVED** by Counc. Brown and seconded by S. Richards to recommend to Council to send a letter to individual stating the Town has installed a “Dead End” sign on Dobson Lane.

**CARRIED.**



**From:** [Rothesay Info](#)  
**To:**  
**Cc:** [Debbie Keyes](#)  
**Subject:** RE: Dobson Lane Rothesay  
**Date:** May 16, 2024 2:34:39 PM

---

Good afternoon

By copy of this email I am forwarding your comments to the recording secretary for the Works & Utilities Committee.

Bev Côté  
Receptionist  
Rothesay  
506-848-6600

-----Original Message-----

From:  
Sent: Thursday, May 16, 2024 2:17 PM  
To: Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
Subject: Dobson Lane Rothesay

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

Greetings having a slight issue on our street on Dobson lane my neighbours and I have been having issues with people speeding on our street and also not being aware of the blind hill. We have some people that treat our street like it's a 1/4 mile drag race.

We almost had our child struck by a car last summer when they were speeding up the hill and couldn't see up the blind hill. Most of the people coming down this street must think they can get through to Oakville acres and find themselves turning around

We have already put up 4 slow down signs from the dollarama on 4 of the properties on the street and it has not deterred people from speeding and respecting our Childress safety

I would really appreciate if you guys were to help us rectify the situation and able to assure us our concerns have at least been heard

Sent from my iPhone



# ROTHESAY

2024 June 17 Open Session FINAL\_121

## HERITAGE PRESERVATION REVIEW BOARD MEETING Town Hall Common Room Wednesday, May 22, 2024 7:00 p.m.



**DRAFT**

**PRESENT:** LORRAINE FORBES  
DREW MACARTNEY, VICE-CHAIRPERSON  
CATHARINE MACDONALD  
SARAH MACKINNON

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

**ABSENT:** COUNCILLOR TIFFANY MACKAY FRENCH, CHAIRPERSON  
HOWARD PEARN

Vice-Chairperson Macartney called the meeting to order at 7:02 p.m.

### 1. APPROVAL OF THE AGENDA

**MOVED** by L. Forbes and seconded by C. MacDonald the agenda be approved as circulated.

**CARRIED.**

### 2. ADOPTION OF MINUTES

2.1 Regular Meeting of March 27, 2024

**MOVED** by L. Forbes and seconded by S. MacKinnon the minutes of March 27, 2024 be adopted as circulated.

**CARRIED.**

### 3. DECLARATION OF CONFLICT OF INTEREST

N/A

### 4. DELEGATIONS

N/A

### 5. REPORTS AND PRESENTATIONS

N/A

### 6. NEW BUSINESS

#### 6.1 10 Church Avenue

**Sandra Cooke**

OWNER:

Sandra Cooke and Michael Collins

PID:

00257691

PROPOSAL:

Heritage Permit – Greenhouse

The applicant, Ms. Cooke was in attendance through Webex. Urban Planner Johnston shared the following from the report:

“The applicant is proposing to erect a greenhouse— a permitted accessory use in the Special Area (SA) Zone— in the rear yard of her existing house, built around 1934. The proposed greenhouse is the ‘Parkside’ model from BC Greenhouses Ltd., a Canadian manufacturer of greenhouses. Its components include a black aluminum frame with 3mm wall glazing, and twinwall polycarbonate roof panels. Included in the design, along the roof ridge, is a feature that mimics cast-iron ornamentation popular on wrought iron fences and other decorative detailing from the Victorian era.”

C. MacDonald inquired about the base. Ms. Cooke noted the foundation has not been confirmed. She expects a recommendation will be provided from BC Greenhouses Ltd., and the building permit process will also shed more light on the matter. She added the interior is likely to be an existing gravel area. When questioned, Ms. Cooke mentioned that the greenhouse will be mostly concealed and visibility from the street will be minimal.

**MOVED** by S. MacKinnon and seconded by L. Forbes the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit (Certificate of Appropriateness) to 10 Church Avenue (PID 00257691) for the addition of an accessory building (greenhouse), as proposed, subject to the following conditions:

- a) The greenhouse be in the rear yard of the lot;
- b) The placement of the greenhouse be a minimum of 3 metres from the property line of the adjacent residential property as per the Special Area provisions found in Zoning By-Law 2-10.

**ON THE QUESTION:**

Discussion ensued on whether the motion should include a condition regarding the base. It was agreed to leave the decision with the property owner.

**CARRIED.**

The Board thanked Ms. Cooke. Ms. Cooke thanked the Board and left the meeting.

**7. OLD BUSINESS**  
N/A

**8. CORRESPONDENCE FOR INFORMATION**  
N/A

**9. DATE OF NEXT MEETING(S)**  
The next meeting will be held on Wednesday, June 19, 2024.

**10. ADJOURNMENT**  
**MOVED** by L. Forbes and seconded by C. MacDonald the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:10 p.m.

---

CHAIRPERSON

---

RECORDING SECRETARY



**ROTHESAY**  
2024 June 17 Open Session FINAL\_123  
PLANNING ADVISORY COMMITTEE MEETING  
**Rothesay Town Hall Common Room**  
**Monday, June 3, 2024 at 5:30 p.m.**



**PRESENT:** COUNCILLOR DON SHEA, CHAIRPERSON  
COUNCILLOR TIFFANY MACKAY FRENCH (*arrived at 5:40 p.m.*)  
TRACIE BRITTAIN  
RALPH FORTE  
MATTHEW GRAHAM, VICE-CHAIRPERSON

**DRAFT**

TOWN MANAGER JOHN JARVIE  
TOWN CLERK MARY JANE BANKS  
URBAN PLANNER PETER JOHNSTON  
RECORDING SECRETARY LIZ HAZLETT

**ABSENT:** KELLY ADAMS  
TYLER DAVIS  
CHRISTIANE VAILLANCOURT

Quorum was not obtained until 5:40 p.m. and the meeting was called to order.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Counc. Mackay French and seconded by M. Graham the agenda be approved as circulated.

**CARRIED.**

**2. ADOPTION OF MINUTES**

**2.1** Regular Meeting of May 6, 2024

Couns. Mackay French and Shea have declared conflicts of interest regarding the minutes (45 Marr Road and 6 Old Mill Lane) which does not leave enough members present for a quorum. Therefore, adoption of the May 6, 2024 minutes will be deferred until the next meeting.

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. NEW BUSINESS**

**4.1 83 Hampton Road**

**Kam Leong Wong Anson**

OWNER:

Brunswick Capital

PID:

30292718

PROPOSAL:

Conditional Use – Restaurant

The applicant was not in attendance. Town Manager Jarvie briefly summarized the report, noting conditional uses for restaurants must be approved by the Committee, and there are other restaurants on the property. He mentioned that the recommendation includes conditions requiring that the owner provide the Town with a timeline of when the connection to municipal water will be made and a limit of one fascia sign.

**MOVED** by R. Forte and seconded by M. Graham the Planning Advisory Committee permit a conditional use to operate a restaurant at 83 Hampton Road (PID 30292718) Unit D, subject to the following conditions:

- a) The owner of the building, Brunswick Capital Inc. provide the Town with a timeline of when the connection to municipal water system will be made;
- b) A limit of one fascia sign in compliance with the Signage By-law 3-10.

**CARRIED.**

#### 4.2 43 Clark Road

**Paul Thornton**

OWNER:

Property Star Inc. (Mark Hatfield)

PID:

30343164

PROPOSAL:

Temporary Use – Church

The applicant, Mr. Thornton, and the property owner, Mr. Hatfield, were in attendance. Town Manager Jarvie advised the request is to operate a church which is not a permitted, or conditional, use in the Central Commercial (CC) Zone. Two options available are to determine if it is a similar use to other permitted uses in the CC Zone, or to grant a temporary use permit. A temporary use permit is recommended, for a year, and can be renewed. It would also help determine if the location is suitable as it does not have room for expansion. Discussion ensued on the proposed conditions:

*Parking:* appears to be adequate without a need for more spaces. Operational hours suggest parking would not conflict with other businesses.

*Signage:* currently, there are three signs for the church, and this does not conform with the Signage By-law. Mr. Hatfield and Mr. Thornton agreed to remove one of the signs to conform to the by-law but proposed that the projecting sign on the corner remain, as it was installed so that emergency responders could locate the facility.

*Garbage:* currently, garbage containers on the property do not comply with the requirement that all garbage storage must be screened and enclosed in a common location and be 20 meters from any building as per the Fire Marshal's Office for combustible buildings. Mr. Thornton, and Mr. Hatfield, asked that the condition be removed as the church does not own the garbage containers, and discussions are underway between the owners of Cask and Kettle, and the Fire Marshall's office, to resolve the issue. Since simply enclosing the containers would not solve this, Mr. Hatfield offered to meet with Town staff instead to find a solution, cautioning that space on the property is limited. Mr. Hatfield noted that other garbage containers on the property can be enclosed but this has not been the case for roughly a decade. Town Manager Jarvie advised that the Town should be informed when the use of a property changes as, in this case, it could result in the need for modifications and building permits to accommodate the different use.

*Civic Number:* required on the building to help emergency responders identify the location. Mr. Hatfield agreed to install a civic number on the building.

R. Forte questioned if the applicant asked for a temporary use permit. Town Manager Jarvie advised the recommendation is consistent with discussions with the applicant. Mr. Hatfield mentioned that he and Mr. Thornton would prefer a more permanent option such as a similar use to a private club, as the church has an extensive lease and will be used for small gatherings twice a week. When questioned, Mr. Thornton noted the church has operated since November 2023. Mr. Hatfield added there is a letter signed by other tenants on the property welcoming the church and stating they have no concerns with the new tenant.



Town Manager Jarvie explained that the applicant was informed, and changes are in progress to ensure the facility complies with Building Code requirements for assembly occupancy. He added the Committee does not have the authority to permit use as a church without a by-law amendment process. Furthermore, comparable use as a private club does not seem fitting as such facilities typically involve liquor licenses, and membership is not open to the public. When questioned, he offered that a more permanent solution could be explored in a year. Preferably, this process and discussions would have occurred before operation of the church, but the matter is now time sensitive as a lease is already in place.

The recommendation was amended according to the discussion.

**MOVED** by Counc. Mackay French and seconded by T. Brittain the Planning Advisory Committee permit a Temporary Use Permit set to expire June 3, 2025 to operate a church at 43 Clark Road (PID 30343164) subject to the following conditions:

- a) ~~The projecting sign, its brackets and support system, at the corner of the building, must be removed as per Signage By Law 3-10; A limit of two signs for the church;~~
- b) ~~All garbage storage must be screened and enclosed in a common location and be 20 metres from any building as per required by the Fire Marshal's Office for combustible buildings. The property owner will meet with Town staff to discuss placement and screening of garbage containers;~~
- c) Parking must be contained to the site's off-street parking inventory; and
- d) A civic number and unit be placed at the exterior entrance of the church.

**CARRIED.**

Chairperson Shea thanked the applicant and property owner. Mr. Thornton and Mr. Hatfield thanked the Committee and left the meeting.

#### **4.3 50 Frances Avenue**

#### **Jon Warren**

OWNER:

David Grebenc

PID:

30337265

PROPOSAL:

Variance (height, building area) – Garage

The property owner, Mr. Grebenc, was in attendance. Town Manager Jarvie advised while the request is for a large accessory building (boat house) the size is not out of scale with the large, newly constructed, house. He explained that the neighbours agreed to sever a piece of their land to increase the size of the property for all the construction.

Mr. Grebenc outlined the size of the garage (26 ft x 50 ft) noting it is to accommodate storage of a boat on a trailer, as well as a 5-horsepower tractor to transport the boat to and from the water. He noted he has been patient and cooperative while trying to ensure the property complies with all requirements but has been met with a challenging and frustrating building process through the Town. He relayed that the plan is to move onto the completed property in July.

R. Forte stated he visited the property, and asked if the side-yard setback meets the requirements. He also pointed out the steep incline from the water to the building. Town Manager Jarvie advised the property was widened to accommodate the requirements for the project but does not leave extra space. Mr. Grebenc added that upon completion the grade of the property will not be as steep as it is now. When questioned, Town Manager Jarvie and Mr. Grebenc confirmed that the project has the support of the adjacent property (48 Frances Avenue).

Mr. Grebenc asked for clarification regarding registration of the subdivision consolidation. Town Manager Jarvie explained that consolidation of the parcels needs to be registered which is something Mr. Grebenc's lawyer or a surveyor might do.

There was a lengthy discussion about condition c.) "provide the Town with a Watercourse and Wetland Alteration permit exemption letter from the Department of Environment". Mr. Grebenc asked that this be removed, noting the project is close, but according to the Town, it appears to be outside of the 30-meter distance from the watercourse. He added an application was made, and the matter is between the Department of Environment (DoE) and the property owner – it does not require Town involvement, and the condition could lead to project delays. Town Manager Jarvie explained that the Town needs to know if the DoE grants an exemption or not, as it could impact the building process if conditions are assigned. Mr. Grebenc suggested this should have been requested during the application process for the house, noting the process thus far has been inconsistent, frustrating, and almost cost a year for the development. Town Manager Jarvie acknowledged Mr. Grebenc's points. Though it may not appear so, he noted that involvement between the DoE and the Town on such matters is important. He relayed an example of significant financial implications faced by a developer when the DoE declared a wetland on another property. He added there are other risks as well. Staff's recommendation is to keep condition c.) as provided.

**MOVED** by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee permit a maximum accessory building height variance of 34% and a maximum accessory building area of 72.9% at 50 Frances Avenue (PID 30337265) subject to the following conditions:

- a) No development be within the utility easement;
- b) Provide the Town the documentation showing the registration of the subdivision consolidation;
- c) ~~Provide the Town with a Watercourse and Wetland Alteration permit exemption letter from the Department of Environment~~ *Provide the Town with correspondence between the Department of Environment (Watercourse and Wetland Alteration - WAWA permit) and the applicant.*

#### ON THE QUESTION:

Based on the discussion, the Committee debated whether to keep condition c.) as is or amend it. If the property owner provides a file number, Town Manager Jarvie offered that staff could call the DoE and try to expedite the process. Discussion ensued on trying to find a solution to satisfy both parties.

**MOVED** by T. Brittain and seconded by Counc. Mackay French condition c.) of the motion be amended to read as follows: "provide the Town with correspondence between the Department of Environment (Watercourse and Wetland Alteration permit) and the applicant".

#### ON THE QUESTION:

Chairperson Shea expressed concern that modifying the condition could set a precedent. R. Forte noted he supports the original motion as it ensures the Town does its due diligence but cannot support the amendment.

**NAY votes recorded from Chairperson Shea and R. Forte.**

**Amending motion, CARRIED.**

**Main motion, as amended, CARRIED.**

Chairperson Shea thanked Mr. Grebenc. Mr. Grebenc thanked the Committee and left the meeting.

**4.4 117 Wiljac Street****Christopher Mott**

OWNER:

Christopher Mott

PID:

00235267

PROPOSAL:

Variance, front yard setback – Addition

The applicant, Mr. Mott, was in attendance. Town Manager Jarvie summarized the application. He mentioned the applicant is aware of planned improvements to Wiljac Street, the proposal does not impede on the Town's right-of-way, and there is sufficient space to park in front of the garage. An accessory building is not permitted on a separate piece of land, therefore, in order to comply with the Zoning By-law, a condition was included for consolidation of the two lots.

Mr. Mott noted he has lived in Rothesay his whole life, and the project will help build his family's forever home so that they can remain in the neighbourhood. He explained that the existing garage will be used to store/work on his classic cars and the new garage will be for daily vehicles. He mentioned that the original size was reduced to 22ft instead of 24ft x 24ft (to comfortably fit his truck) to be fair and increase the setback. He added it will fit into the grade of the property and is positioned in the front corner where the property is not used. R. Forte asked why sometimes a land survey is required and other times not. Town Manager Jarvie advised it depends on the case. General discussion ensued on consolidation of the parcels. R. Forte commented on the polling letters provided by the applicant, and asked if any negative comments were received. Mr. Mott mentioned no one objected to the variance. One resident signed a letter of support but inquired about the timeline and construction, noting he did not wish to see Tyvek blowing in the wind.

**MOVED** by T. Brittain and seconded by R. Forte the Planning Advisory Committee permit a 42.8% variance for the front yard setback at 117 Wiljac Street (PID 00235267), subject to the following conditions:

- a) PIDs 00235267 and 30110316 be consolidated to adhere to Zoning By-law 2-10 whereas an accessory building, garage, cannot be a main building on a lot.
- c) All work be done in compliance with the National Building Code of Canada as adopted by the Province of New Brunswick.

**CARRIED.**

Chairperson Shea thanked Mr. Mott. Mr. Mott thanked the Committee and left the meeting.

**5. OLD BUSINESS****5.1 Zoning By-law (Moderate Density Zone Multi-Unit R4)**

30 May 2024

Report prepared by Urban Planner Johnston

Urban Planner Johnston and Town Manager Jarvie reviewed the report, highlighting:

- The Rural planning area is not expected to undergo any significant change in the foreseeable future
  - o These areas are not easily connected to municipal water and sewer services
  - o Development is not as frequent as other zones
- Review of density patterns and:
  - o R4 Zone
    - Multi-unit but smaller density
    - Smaller parcels of land, fewer units, smaller footprint
    - Opportunities for smoother density transitions near single-family homes
    - Density bonuses may not be suitable for small apartment buildings (ex. 12 units)
  - o R6 Zone
    - Multi-unit but higher density

---

**TABLED ITEMS**

N/A

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**6. CORRESPONDENCE FOR INFORMATION**  
N/A

**7. DATE OF NEXT MEETING(S)**  
The next meeting will be held on **Tuesday, July 2, 2024.**

**8. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 7:05 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTHESAY

2024June17OpenSessionFINAL\_129

## BUILDING PERMIT REPORT

5/1/2024 to 5/31/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/15/2024	BP2024-00022	17 BURNETT TERR	WINDOWS	\$6,000.00	\$43.50
05/17/2024	BP2024-00026	91 HORTON RD	SIDING AND WINDOWS	\$64,000.00	\$464.00
05/03/2024	BP2024-00031	5 HILLSVIEW CRES	WINDOWS	\$9,950.00	\$72.50
05/08/2024	BP2024-00038	77 WILJAC ST	DETACHED GARAGE	\$20,000.00	\$145.00
05/06/2024	BP2024-00039	33 BALLPARK AVE	ADDITION	\$90,000.00	\$652.50
05/08/2024	BP2024-00041	236 GONDOLA POINT RD	DECK	\$800.00	\$20.00
05/06/2024	BP2024-00042	10 GARRISON DR	FENCE	\$18,000.00	\$130.50
05/01/2024	BP2024-00044	74 GIBBON RD	ABOVE GROUND POOL	\$6,275.00	\$50.75
05/03/2024	BP2024-00045	1 ROYAL LN	ADDITION	\$37,000.00	\$268.25
05/13/2024	BP2024-00046	70 DONLYN DR	WINDOWS	\$5,800.00	\$43.50
05/08/2024	BP2024-00047	22 MONACO DR	ACCESSORY BUILDING	\$4,000.00	\$29.00
05/30/2024	BP2024-00049	54 MALISEET DR	DECK	\$15,000.00	\$108.75
05/09/2024	BP2024-00050	6 BURNETTE TERR	DECK	\$24,000.00	\$174.00





# ROTHESAY

2024 June 17 Open Session FINAL 130

## BUILDING PERMIT REPORT

5/1/2024 to 5/31/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/10/2024	BP2024-00051	7 GROVE AVE	IN GROUND POOL	\$150,000.00	\$1,087.50
05/10/2024	BP2024-00052	8 DOFRED RD	ABOVE GROUND POOL/DECK	\$4,000.00	\$29.00
05/10/2024	BP2024-00053	8 KILDARE CRT	FENCE	\$5,000.00	\$36.25
05/09/2024	BP2024-00054	18 MAPLEDAWN CRT	DECK	\$22,300.00	\$166.75
05/10/2024	BP2024-00057	1 MALABEAM LN	IN GROUND POOL	\$50,000.00	\$362.50
05/17/2024	BP2024-00061	52 WANDA CRES	STORAGE SHED	\$10,000.00	\$72.50
05/15/2024	BP2024-00063	4 CONLEY DR	DECK	\$2,000.00	\$20.00
05/17/2024	BP2024-00066	1 EDGEMONT LN	FENCE	\$2,000.00	\$20.00
05/23/2024	BP2024-00067	24 RENSRAW RD	TEMPORARY ELECTRICAL	\$3,500.00	\$29.00
05/21/2024	BP2024-00068	2 DEVONAYER CRT	SIDING	\$2,000.00	\$20.00
05/21/2024	BP2024-00069	42 DONLYN DR	STORAGE SHED	\$1,500.00	\$20.00
05/27/2024	BP2024-00070	32 DOBBIN ST	DECK	\$2,000.00	\$20.00
05/30/2024	BP2024-00074	50 CHATWIN ST	STORAGE SHED	\$4,000.00	\$29.00



**ROTHESAY**

2024 June 17 Open Session FINAL 131

## BUILDING PERMIT REPORT

5/1/2024 to 5/31/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/31/2024	BP2024-00076	83 PARK DR	SIDING AND WINDOWS	\$23,000.00	\$166.75
Totals:				\$582,125.00	\$4,281.50
Summary for 2024 to Date:				\$5,808,387.00	\$42,731.75

### 2023 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,053,149.00	\$7,678.50
Summary to Date:	\$8,674,456.00	\$65,470.75



2024 June 17 Open Session FINAL\_132

# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 12 June 2024  
RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 31/03/24*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$2.5M	-	Subject to grants; estimate revised to current – land acquisition with Province underway
2023	Hillsview water line replacement	50,000		Preliminary design complete, consultation with stakeholders underway
	Recreation Master Plan	60,000	35%	Accepted at May Council Meeting.
	Water Treatment Train expansion	630,000	30%	Tender for next phase to be issued later in June for consideration of award in August.
2024	WWTP Phase II design	\$4M	2%	Agreement signed, design underway.
	2024 Street Resurfacing inc C&S	\$3.5M	3%	Project underway with Aug. 31 <sup>st</sup> completion date.
	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	2%	Work underway with August 1 <sup>st</sup> projected completion date.
	Water quantity	60,000		Project completion expected August 1, 2024
	Frances Avenue Lift Stn	100,000		Staff reviewing options
	Utility Building Renovations	100,000		Storage bldg. \$30,000 & heating system \$40,000 in planning stage
	IT plan	15,000		new equipment and phones
	KVFD Capital	203,700	40%	(Fleet -118,400, Equip -44,600, Facilities -40,700)
	Town Hall	37,000		HVAC, Windows, painting doors, etc.
	Train Station	350,000		Renewed offers to vendors
	Upgrade to water treatment plant	405,000		Tender for expanded treatment train installation to be awarded in August
	Grove Bldg. Security Fence	60,000	20%	Approved, waiting for contractor to complete
	Works Fleet	\$1.13M		Tandem plow, Loader & sidewalk plow ordered
	Recreation Facilities	500,000		Wells Parking underway, Wells Shed, Pickleball Screening completed
	Parks Equipment	140,000	60%	Zamboni ordered and Mower

\* Funds paid to this date.



# ROTHESAY

## MEMORANDUM



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TO : Mayor Grant and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 13 June 2024  
RE : 45 Marr Road/6 Old Mill Lane  
PIDs 00245415 & 00118067

---

### Recommendation:

- Council give 1<sup>st</sup> Reading, by Title, to By-law 2-10-38
- Council give 1<sup>st</sup> Reading, by Title, to By-law 2-10-39

### Background

The public hearing was held on Monday, January 29, 2024. At that time, the following motion was passed:

***MOVED*** by Deputy Mayor Alexander and seconded by Counc. McGuire to table the public hearing until a future date when additional information is available and can be presented to Council and the public on such issues as traffic (sightlines) and stormwater management (details on downstream infrastructure).

The matter was reviewed by the Planning Advisory Committee at its regular meeting on Monday, May 6, 2024. The recommendation is attached.

The public hearing was reconvened on Monday, May 27, 2024.

Should Council proceed, the development agreement will be provided at the next Council meeting for approval, with the recommendation to enact By-laws 2-10-38 and 2-10-39.

### Attachments:

8 May 2024 Recommendation from PAC  
DRAFT By-law 2-10-38  
DRAFT By-law 2-10-39



2024 June 17 Open Session FINAL\_134

# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 8 May 2024  
RE : 45 Marr Road & 6 Old Mill Lane (PIDs 00245415 & 00118067)

---

**Background:**

The Planning Advisory Committee passed the following motion at its regular meeting on Monday, May 6, 2024:

**MOVED** by T. Davis and seconded by M. Graham the Planning Advisory Committee recommends approval of the rezoning of 45 Marr Road and 6 Old Mill Lane (PIDs 00245415 & 00118067) from the Single Family Residential R1B zone to the Multi-Unit Residential Zone [R4] subject to an agreement setting out details of the development and conditions related to the approval.

**YEA votes recorded from:** T. Davis, M. Graham, and C. Vaillancourt

**NAY vote recorded from:** R. Forte

**CARRIED.**





**BY-LAW 2-10-38  
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, S.N.B. Chapter 17, and amendments thereto, hereby amends By-Law 2-10 “Rothesay Zoning By-law” and enacts as follows:

That the shaded area shown on Schedule A, as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch labelled “Attachment A – Bylaw 2-10-38”.

The purpose of the amendment is to rezone lands located at 45 Marr Road ( a portion of PID 00245415) from Single Family Residential – Standard (R1B) to Attached Residential (R3) to allow for the development a six (6) unit residential townhouse development subject to the execution of a Development Agreement in accordance with the Community Planning Act.

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE  
AND ENACTED :

---

MAYOR

---

CLERK

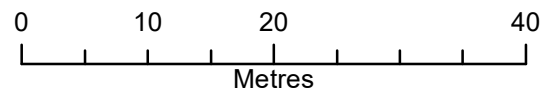
# Attachment A - Bylaw 2-10-38

2024 June 17 Open Session FINAL 136  
A portion of PID 00245415



## Buildings

Residential



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



**BY-LAW 2-10-39  
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, S.N.B. Chapter 17, and amendments thereto, hereby amends By-Law 2-10 “Rothesay Zoning By-law” and enacts as follows:

That the shaded area shown on Attachment A, attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch labelled “Attachment A – Bylaw 2-10-39”.

The purpose of the amendment is to rezone lands located at 45 Marr Road ( PID 00118067 and a portion of PID 00245415) from Single Family Residential – Standard (R1B) to Multi-Unit Residential (R4) to allow for the development a forty-six (46) unit apartment building development subject to the execution of a Development Agreement in accordance with the Community Planning Act.

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE  
AND ENACTED :

---

MAYOR

---

CLERK

**Attachment A - Bylaw 2-10-39**  
2024 June 17 Open Session FINAL - 138  
PIDs 00118067 & a portion of 00245415

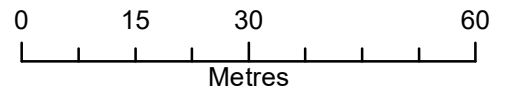


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**Buildings**

Residential



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



14 May 2024

Kennebecasis Regional Police  
126 Millennium Drive  
Quispamsis, New Brunswick,  
E2E 6E6  
Attention: Chief Steve Gourdeau

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

Chief Gourdeau:

Re: Ongoing Traffic Concerns and Other Matters

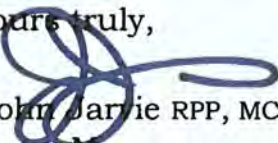
Chief, further to our conversation of today, this is a formal invitation for you to attend the June 17<sup>th</sup> Rothesay Town Council meeting (please note the change in the date from the regular meeting). Council is requesting you provide an update on the renovations to the police building, the results of the tender and implications to the final estimated costs.

The Mayor and Council would also wish to hear about traffic management at Rothesay high school and the strategies being used to address noise and other issues at key times during the day.

Please confirm that you will be available for Monday, June 17<sup>th</sup> at 7 PM at the Town hall.

Thank you

Yours truly,

  
John Barrie RPP, MCIP  
Town Manager

CC. : Rothesay Council





# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Town Clerk Banks
DATE	:	13 June 2024
RE	:	Appointment of By-law Enforcement Officers (Fire By-law 3-20)

---

### RECOMMENDATION:

- In accordance with Section 5(b) of By-law 3-20, "Fire Prevention and Protection By-law", the following named members of the Kennebecasis Valley Fire Department Inc. are hereby appointed By-law Enforcement Officers for the purposes of enforcing By-law 3-20, "Fire Prevention and Protection By-law" and further that said appointments may be revoked or amended at any time by resolution of Rothesay Council:

- Chief Mike Boyle
- Deputy Chief Shawn White
- Division Chief John Codling
- Division Chief Karen Trecartin
- Captain Doug Barrett
- Captain Jim LeBlanc
- Lieutenant Bob Macleod
- Firefighter Dan Richard
- Firefighter Harry Ludford
- Firefighter Joel Armstrong
- Fire Prevention Officer Art Willins

### BACKGROUND:

Rothesay Council appointed members of the Kennebecasis Valley Fire Department Inc. as By-law Enforcement Officers for the purposes of enforcing By-law 3-20, "Fire Prevention and Protection By-law" in December 2020.

Since that time, there have been staffing changes and the updated list above is current as of June 2024.



# ROTHESAY

## INTEROFFICE MEMORANDUM



---

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	14 June 2024
RE	:	Joint EMO By-law

---

### **Recommendation:**

It is recommended Council give first and second reading to Rothesay By-law No. 2-24 A BY-LAW RESPECTING THE KENNEBECASIS VALLEY EMERGENCY MEASURES ORGANIZATION.

### **Background**

The draft by-law was prepared by the Fire Chief to enable the establishment of a joint emergency response with Quispamsis and to facilitate his role as the KV Director of Emergency Measures Operations. The new By-law covers much of the content of By-law 1-16, the Rothesay Emergency Measures By-law but there are aspects not included; consequently both by-laws should be maintained unless and until all aspects are covered in a single by-law.

Council should note several specific aspects of the new by-law. The Fire Department would include funding for EMO activities in its annual budget and the Town would also require a budget allocation for internal emergency preparation. In total these costs will likely exceed recent Town expenditures in this regard but these should result in a higher level of preparedness, in particular additional training.

Under the arrangements set out in the By-law the Fire Chief as EMO Director rather than Council appoints a Deputy Director for the Town rather than this position being appointed by Council. An Emergency Operations Center is to be provided by each Town. We would propose to continue to use the Town Hall as it is properly equipped for such purpose.

Cooperation with Quispamsis (and others) in preparing for and responding to emergencies is an important aspect of providing for the safety of town residents and this By-law should contribute significantly in that regard.

---



BY-LAW NO. 2-24

BY-LAW OF THE MUNICIPALITY OF ROTHESAY

RESPECTING THE KENNEBECASIS VALLEY EMERGENCY MEASURES ORGANIZATION

1. TITLE.....	2
2. DEFINITIONS.....	2
3. GENERAL.....	3
4. STATE OF LOCAL EMERGENCY.....	3
5. POWERS .....	5
6. INDEMNITY .....	6
7. PENALTIES .....	6
8. SEVERABILITY .....	6
9. ENFORCEMENT .....	6
10. EFFECTIVE DATE.....	6

This By-law is adopted under the authority of the New Brunswick Emergency Measures Act, 2011, Chapter 147.

## 1. TITLE

- a) This by-law may be cited as the “Rothesay Emergency Measures Organization By-law”.

## 2. DEFINITIONS

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

- a) “Emergency” means a present or imminent event in respect of which the Minister or the Town, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property, the environment or the health, safety or welfare of the civil population;
- b) “Disaster” means any real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack or sabotage, which endangers property, the environment or the health, safety or welfare of the civil population.
- c) “Emergency Measures Organization Committee” means a committee established pursuant to Section 3(e) which advises the KV EMO on the development of an Emergency Measures Plan;
- d) “Emergency Measures Plan” means any plan, program or procedure prepared by the Province of New Brunswick, or the town of Rothesay, as the case may be, that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property and the environment in the event of such occurrence;
- e) “Emergency Operations Centre” means a building, structure, or place designated by the KV EMO as being the operations centre for administering, planning and coordinating emergency measures;
- f) “Emergency Preparedness Team” means a team established pursuant to Section 3 (f) which mitigates, plans for and responds to emergencies or disasters within the municipality;
- g) “Kennebecasis Valley Emergency Measures Organization” means the joint Municipal Emergency Measures Organization established pursuant to the Emergency Measures Plan and Section 9.a) of the Emergency Measures Act of New Brunswick.
- h) “KV EMO Deputy Director” means the person responsible for managing the municipal emergency preparedness team and assuming the duties of the KV EMO Director in the absence of the Director.
- i) “KV EMO Director” means a person appointed by the Town to prepare and coordinate an Emergency Measures Plan for the Town and to fulfill other duties as may be prescribed by Council;
- j) “Minister” means the Minister of Public Safety for the Province of New Brunswick;
- k) “State of Emergency” means a state of emergency declared by the Minister under subsection 10(1) or renewed under subsection 18(2) of the Emergency Measures Act of New Brunswick;
- l) “State of Local Emergency” means a state of local emergency declared by the Town pursuant to Section 10(2) of the Emergency Measures Act of New Brunswick or renewed pursuant to Section 18(2) of the Emergency Measures Act of New Brunswick; and

- m) "Town" means the town of Rothsay, a municipality in the County of Kings and the Province of New Brunswick.

### 3. GENERAL

- a) The Town agrees to the formation of the KV Emergency Measures Organization (KV EMO) in cooperation with the Town of Quispamsis.
- b) Responsibility for the oversight of municipal emergency operations rests with the Mayor and Council. During an emergency, the Town is responsible for the direction and control of the municipal emergency response unless the incident would be better managed as a coordinated KV EMO event.
- c) The Fire Chief shall act as the KV EMO Director.
- d) The KV EMO Director may appoint a KV EMO Deputy Director for the Town.
- e) The Town shall appoint a minimum of two (2) staff members to the KV EMO Committee with obligations outlined in the KV EMO Emergency Management Program.
- f) The Town shall form and maintain an Emergency Preparedness Team who will collaborate on emergency preparedness strategies and initiatives designed to enhance preparedness, improve the ability to respond to emergencies, and mitigate the effects of an emergency or disaster within the town.
- g) In addition to its duties and powers under this By-law, the Emergency Preparedness Team shall be responsible for other duties listed in the KV EMO Emergency Management Program.
- h) The Emergency Preparedness Team may recommend to Council and the Council may accept such recommendation, that the Town enter into agreements with other municipalities, with the Government of New Brunswick, with the Government of Canada, or with other agencies, or with any or all of them, all within the terms of the Emergency Measures Plan, for the purpose of:
  - i) mutual aid; or
  - ii) the formation of joint organizations; or
  - iii) the employment of their members or resources;
- i) The Town shall provide a secure location for an Emergency Operations Centre (EOC) with back-up power and internet access to be used under the direction of the KV EMO Director, KV EMO Committee or Emergency Preparedness Team.
- j) The Town shall provide funding on an annual basis to support training, exercises and operations.
- k) The Town shall maintain a roster of qualified personnel with appropriate training to prepare for and respond to emergencies.

### 4. STATE OF LOCAL EMERGENCY

- a) Before or upon the event of an emergency, the Mayor, or Deputy Mayor, or in their absence, any two (2) Councillors may immediately call members of Council, upon verbal



notice, to meet anywhere in the town for the purpose of declaring a state of local emergency and of carrying out business pertaining thereto. A quorum shall consist of a simple majority of all the members of Council. As soon as a quorum is present, the meeting may be called to order. At such meeting only matters directly pertaining to the emergency may be considered by Council and business will be conducted according to the Town's Procedural By-law, where it does not conflict with this By-law.

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

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

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

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

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

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

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

ii) the Council may meet from time to time during the continuance of a state of local emergency as circumstances require, upon the call of the Mayor or the Deputy Mayor or any two members of the Council;

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

h) In the event that a state of local emergency has been declared, all employees, servants and agents of the Town will advise the Emergency Operations Centre of their whereabouts and will be required to carry out duties as ordered by the Director of the KV EMO. In this circumstance, unless Council otherwise stipulates, for services performed during the continuation of the emergency:

i) department heads will receive no additional remuneration;

- ii) salaried persons, other than department heads, will receive a pro-rata hourly rate for each hour worked;
  - iii) hourly paid employees will receive time and one-half their regular hourly rate for time worked in excess of regular working hours;
  - iv) employees covered by a collective agreement will receive remuneration according to the terms of the collective agreement;
  - v) casual employees, as required during the emergency, will be paid the usual set rate per hour.
- i) When a state of local emergency is declared, the KV EMO may forthwith procure food, clothing, medicines, equipment, goods and services of any nature or kind for use therein.

## 5. POWERS

- a) The Town Council may, during the state of local emergency, do everything reasonably necessary for the protection of property, the environment and the health or safety of persons therein, including, but not limited to, any or all of the following:
- i) to cause an Emergency Measures Plan to be implemented;
  - ii) to acquire or utilize or cause the acquisition or utilization of any personal property by confiscation or any means considered necessary;
  - iii) to authorize or require any qualified person to render aid of such type as that person may be qualified to provide;
  - iv) to control or prohibit travel to or from any area or on any road, street or highway;
  - v) to provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social and other essential services;
  - vi) to cause the evacuation of persons and the removal of livestock and personal property threatened by a disaster or emergency, and make arrangements for the adequate care and protection thereof;
  - vii) to authorize any person properly identified as authorized by the Town to enter into any building or upon any land without warrant;
  - viii) to cause the demolition or removal of any building, structure, tree or crop where the demolition or removal is necessary or advisable for the purposes of reaching the scene of a disaster, of attempting to forestall its occurrence or of combating its progress;
  - ix) to procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources or equipment; and
  - x) to order the assistance, with or without remuneration, of persons needed to carry out the provisions mentioned in this section.
- b) For the duration of the state of local emergency Council may authorize:

- i) the Kennebecasis Regional Police Chief to appoint auxiliary police persons; and
  - ii) the Kennebecasis Valley Fire Chief to appoint auxiliary fire persons; and
  - iii) the appointment of any other persons as it deems necessary.
- c) When this By-law is silent as to any action to be taken during the course of a local state of emergency, then the provisions of the Emergency Measures Act of New Brunswick shall apply.

#### 6. INDEMNITY

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

#### 7. PENALTIES

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

#### 8. SEVERABILITY

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

#### 9. ENFORCEMENT

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

#### 10. EFFECTIVE DATE

This By-law is effective on third reading and enactment.

FIRST READING BY TITLE \_\_\_\_\_, 2024

SECOND READING BY TITLE \_\_\_\_\_, 2024

(Advertised as to content on Rothsay  
website in accordance with  
Municipalities Act, RSNB 1973 c. M-22)

READING BY SECTION

THIRD READING BY TITLE AND ENACTMENT

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Town Clerk Banks
DATE	:	13 June 2024
RE	:	Easement agreement – Rothesay and Bank of Nova Scotia

---

**RECOMMENDATION:**

Council authorize the Mayor and Clerk to execute the easement agreement for PID# 00258863, as between Rothesay and the Bank of Nova Scotia.

**BACKGROUND:**

Further to ongoing discussions, the Town has reached an agreement with the property owner for an easement located on PID #00258863. The Easement agreement is presented for Council review and approval for execution.



EASEMENT AGREEMENT  
PID #258863

This Agreement made the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

BETWEEN:

**THE BANK OF NOVA SCOTIA**, a duly incorporated chartered bank, having a branch office located at 10 Hampton Road, Rothesay, New Brunswick, E2E 5K9 (the “**Grantor**”)

- and -

**ROTHESAY**, a body corporate under and by virtue of the Local Governance Act (New Brunswick), with an office located at 70 Hampton Road, Rothesay, New Brunswick, E2E 5Y2 (the “**Grantee**”)

WHEREAS the Grantor is the owner of the lands and premises located at 10 Hampton Road, Rothesay, New Brunswick, identified as PID 258863 (the “**Property**”) and as more particularly described in Schedule “A” attached hereto.

AND WHEREAS the parties have agreed to create an easement which is six (6) metres wide shown on Schedule “B” attached hereto (the “**Easement Area**”) for the purpose of creating a ditch to direct the storm drainage from an area east of the Property to the right-of-way of Hampton Road abutting the Property at a point on the north corner of the Property.

IN CONSIDERATION of One Dollar (\$1.00) paid by the Grantee to the Grantor, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**1. Grant of Easement**

1.1 The Grantor grants to the Grantee, its successors and assigns an easement and rights at the cost, risk and expense of the Grantee, by itself or by its officers, servants, agents, contractors and workers to enter the Easement Area with machinery, materials, vehicles and equipment and to construct, alter, maintain, inspect and repair stormwater ditches or underground stormwater sewers and pipelines, including all related works appurtenant to them (collectively, the “**Easement Work**”), together with the right, by action or otherwise, at any time to enjoin the Grantor, including the successors and assigns of the Grantor, from erecting or locating on the Easement Area any building, structure or other obstacle which could impair the free and full use of the easement or permitting the erection or location on them of any such building, structure or other obstacle (collectively, the “**Easement**”).

**2. Covenants of the Grantee**

- 2.1 The Grantee covenants and agrees with the Grantor that:
- (a) It shall be responsible for all costs and expenses related to the Easement Work as more particularly described herein, including the responsibility for obtaining all required planning and approvals for the Easement;
  - (b) All Easement Work shall be conducted in an efficient manner so as to cause minimal disruption to the Grantor’s operations, by competent and qualified workers using first class materials that are acceptable to the Grantor;
  - (c) The Grantee shall promptly restore the Easement Lands upon completion of the Easement Work to the same condition as they were prior to the Easement Work and further agrees to make good any damage, loss, injury or detriment to the Property if the same is caused by the actions of the Grantee, its agents, contractors and/or workers in the performance of the Easement Work;

- (d) The Grantee shall provide the Grantor with written notice prior to the commencement of any Easement Work. Such notice shall include a description of the scope of the Easement Work, including plans or drawings if available, and a description of the materials to be used. The scope of the Easement Work shall be subject to the written approval of the Grantee prior to the commencement of the Easement Work, such approval not to be unreasonably withheld;
- (e) The Grantee shall maintain and repair the Easement Area and the Easement Work in a good and workmanlike manner, and shall, without limitation,
  - (i) Inspect the Easement Area not less than once per year or upon request from the Grantor from time to time;
  - (ii) Remove brush and other debris from the Easement Area when required or requested by the Grantor and keep the Easement Area free from vegetation; and
  - (iii) Perform all other maintenance reasonably required by the Grantor and its advisors;
- (f) In the event that the Grantee fails to carry out any of its obligations hereunder, the Grantor shall be permitted carry out such obligations and the Grantee shall reimburse the Grantor for all costs incurred by the Grantor in connection therewith;
- (g) The Grantee shall observe and comply with all provisions of law, requirements of all governmental authorities, including federal, provincial and municipal legislative enactments and other resolutions now or hereafter in force and which pertain to or affect the Easement Area;
- (h) The Grantee shall, at its sole cost and expense, take out and maintain in full force and effect at all times:
  - (i) Commercial general liability and property damage insurance, including personal liability, contractual liability, non-owned automobile liability and owners' and contractors' protective insurance coverage with respect to the Easement Area. Such policies shall be written on a comprehensive basis with coverage for any one occurrence or claim of not less than \$5,000,000.00 or such higher limits as the Grantor may require from time to time; and
  - (ii) Any form of insurance as the Grantor may reasonably require from time to time in amounts and for insurance risks against which a prudent owner would protect itself;
- (i) The Grantee shall provide to the Grantor at the time of execution of this Agreement and thereafter on demand, and from time to time, satisfactory evidence that the policies of insurance referenced in Section 2.1(h) are in fact being maintained and such insurance policies shall name the Grantor as additional insured and loss payee as its interests may appear from time to time;
- (j) The Grantee shall indemnify and hold harmless the Grantor for all damages, claims and actions incurred by the Grantor, its agents, employees, invitees, contractors and/or workers, related to or arising from (i) a breach of this Agreement by the Grantee or a failure by the Grantee to carry out its obligations hereunder, (ii) the Easement Work, (iii) the exercise of its rights hereunder, or (iv) the acts or omissions of the Grantee, its agents, employees, invitees, contractors and/or workers;
- (k) The Grantee shall reimburse the Grantor for all fees and expenses incurred by the Grantor in connection with the Easement and the entering into of this Agreement, including, without limitation, all legal and other consulting fees; and
- (l) The Easement shall not restrict the right of the Grantor to access, use and develop the rear of the Property. In the event that the Grantor wishes to subdivide, develop or sell the rear portion of the Property (located to the southeast of the portion of the

Easement that bisects the Property), the Grantee shall permit the Grantor to install driveway access and related infrastructure over the Easement and the Grantee shall be responsible for any costs associated with modifications to the Easement and the Easement Work required to accommodate driveway access and related infrastructure.

This Agreement and the rights, privileges and easements herein granted shall extend to, be binding upon and enure to the benefit of, the successors-in-title, successors and assigns of the parties hereto respectively.

In witness whereof the Grantor and Grantee have hereunto set their respective hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2024.

**TOWN OF ROTHESAY**

Per: \_\_\_\_\_  
Dr. Nancy Grant, Mayor

Per: \_\_\_\_\_  
Mary Jane Banks, Town Clerk

**THE BANK OF NOVA SCOTIA**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**Schedule “A”**

ALL that certain lot, piece or parcel of land situate lying and being in the Town of Rothesay in the County of Kings in the Province of New Brunswick, being bounded and described as follows:

BEGINNING on the southeastern sideline of the Hampton Road at a point distant two hundred and ninety three and four tenths (293.4) feet measured southwestwardly along the aforesaid southeastern sideline of the Hampton Road from its intersection with the southwestern sideline of Grove Avenue, going thence along the Hampton Road, south sixty six (66) degrees thirty seven (37) minutes west by the magnet of A.D. 1969, one hundred and ninety three and four tenths (193.4) feet to its intersection with the line of division between lands hereby conveyed and lands lying to the southwest thereof known as the Rectory Lot, thence along the said line of division south thirty seven (37) degrees twenty (20) minutes east five hundred and thirty two and four tenths (532.4) feet to the northwestern sideline of a lot of land now owned by Kenneth Lawton, thence along the said line north fifty one (51) degrees four (04) minutes east one hundred and seventy nine (179) feet to the southwestern sideline of a lot of land now or formerly owned by Simeon Kirkpatrick and thence along the said line north thirty six (36) degrees twenty (20) minutes west four hundred and eighty and six tenths (480.6) feet to the place of beginning, the said lot having an area of 92,183 square feet and being shown outlined in red on a plan prepared by Murdoch-Lingley Limited of property owned by Robert D.C. Clark, Rothesay, Kings Co., N.B., dated March 24, 1969 and filed on April 21, 1969 as No. 3270 in the Kings County Registry Office.

BEING the lands conveyed to the said Robert D.C. Clark by Herbert Kirkpatrick and wife by deed dated the 6th day of March, 1969 and registered in the Office of the Registrar of Deeds in and for the County of Kings on the 14th day of March, 1969 in Book 153 at page 417 as No. 143061 and by Ernest W. Izzard and wife by deed dated the 6th day of March, 1969 and registered in the Office of the Registrar of Deeds aforesaid on the 14th day of March, 1969 in Book 153 at page 419 as No. 143062.

BEING the lands conveyed to The Bank of Nova Scotia deed dated the 29th day of October, 1981 and registered in the Office of the Registrar of Deeds in and for the County of Kings on the 1<sup>st</sup> day of December, 1981 in Book 436 at page 838 as No. 207981.

Schedule “B”



FILE LOCATION: K:\2019\191718\Product\Client\Proposed\_Easement.mxd

Form 45  
AFFIDAVIT OF CORPORATE EXECUTION  
*Land Titles Act, S.N.B. 1981, c.L-1.1, s.55*

Deponent: \_\_\_\_\_

Office Held by Deponent: \_\_\_\_\_

Corporation: **The Bank of Nova Scotia**  
10 Hampton Road,  
Rothesay, NB

Place of Execution: \_\_\_\_\_, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2024.

I, \_\_\_\_\_, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
- 2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
- 3. The signature “\_\_\_\_\_” subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
- 4. The Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
- 5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at \_\_\_\_\_ )  
in the County of \_\_\_\_\_ )  
and Province of New Brunswick, )  
This \_\_\_\_ day of \_\_\_\_\_, 2024. )

BEFORE ME: \_\_\_\_\_ )  
\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)  
Commissioner of Oaths \_\_\_\_\_ )  
\_\_\_\_\_ )



Form 45  
AFFIDAVIT OF CORPORATE EXECUTION  
Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: MARY JANE E. BANKS

Rothsay  
70 Hampton Road  
Rothsay, N.B.  
E2E 5L5

Office Held by Deponent: Clerk

Corporation: Rothsay

Other Officer Who Executed the Instrument: Dr. Nancy Grant

Rothsay  
70 Hampton Road  
Rothsay, N.B.  
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothsay, Province of New Brunswick

Date of Execution: \_\_\_\_\_, 2024

I, MARY JANE E. BANKS, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
- 2. That the attached instrument was executed by me and Dr. Nancy Grant, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
- 3. the signature “Nancy Grant” subscribed to the within instrument is the signature of Dr. Nancy Grant, who is the Mayor of the town of Rothsay, and the signature “Mary Jane E. Banks” subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
- 4. the Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained; AND
- 5. That the instrument was executed at the place and on the date specified above.

DECLARED TO at town of )  
Rothsay, in the County of Kings, )  
and Province of New Brunswick, )  
This \_\_\_\_ day of \_\_\_\_\_, 2024. )

BEFORE ME: )

Commissioner of Oaths

MARY JANE E. BANKS




70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**June 17, 2024**

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

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** June 12, 2024

**SUBJECT:** Brock Ct / Goldie Ct Storm Drainage

---

### **RECOMMENDATION**

It is recommended that Mayor and Council accept the quote from Sierra Ventures Inc., in the amount of \$58,375.00 plus HST, for the installation of a new storm sewer line between Goldie Court and Hampton Road along the existing municipal services easement over PID 30332613, and further that the Director of Operations be authorized to issue a purchase order in that regard.

### **ORIGIN**

The recent subdivision of a property that formerly connected Brock Court with Goldie Court has brought about the demand for additional drainage infrastructure in that area.

### **BACKGROUND**

The owners of the three newly created properties that, together, connect Brock Court to Goldie Court along with one longtime property owner along Goldie Court have raised concerns about local drainage.

The opportunity to install storm sewer piping and eliminate the local drainage concerns has been under review for some time. The nearest point for a storm sewer to outlet from this area would be Hampton Road near ScotiaBank. The limiting factor to completing such a project has been lack of access to the outlet point along Hampton Road. Recently an easement has been secured over property owned by ScotiaBank (PID 00258863) to allow access to the Hampton Road drainage outlet. The project, though under review for several years, has not been included in past or current budgets as the timeframe for securing the necessary easement was unknown.

Established properties along Brock Court will also benefit from this proposed storm sewer project as well as the newly created properties. The established properties have had longstanding issues with water in rear yards with no viable option to allow the water to drain. This new storm sewer will provide an outlet for that standing water.

### **DISCUSSION**

Securing the easement over property owned by ScotiaBank was the final step in moving this storm sewer project forward. The project would consist of storm sewer piping over the property identified as PID 30332613 and open ditching over the property identified as PID 00258863 on the attached plan. The storm sewer pipe portion of the project would be completed by a private contractor and the ditching portion of the project would be completed by Town Forces.

Quotes were solicited from four (4) different private contractors for the pipe portion of the project and three (3) of them submitted pricing as follows:

Sierra Ventures Inc., Quispamsis, NB	\$58,375.00 plus HST
Chestnut Acres Ltd., Kingston, NB	\$66,850.00 plus HST
Maritime Gardeners Limited, Saint John, NB	\$79,800.00 plus HST

### **FINANCIAL IMPLICATIONS**

The 2024 General Fund Capital budget does not include funding for such a project, however staff are of the opinion that the project is necessary and, if approved, will be funded from the General Capital Reserve.

The total project cost including piping and ditching was estimated to be \$180,000.00 which consisted of \$100,000.00 for the piping portion of the project and \$80,000.00 (mainly material cost) for the ditching portion of the project to be completed by Town forces.

Staff were authorized by Council, at their meeting of May 13, 2024, to solicit quotes not to exceed \$100,000.00 for the piping portion of the project. The anticipated completion cost of the pipe portion of this project, considering the low bid submitted by Sierra Ventures, will be \$60,878.12 including the Town's eligible HST rebate rather than \$100,000.00 as estimated.

The total project cost, including the piping and ditching work, is now anticipated to be \$140,878.12 given the lower-than-expected bid from Sierra Ventures Inc.

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).*



2024 June 17 Open Session FINAL\_159

Hampton Rd

Open Ditch

Open Ditch

Open Ditch

Drainage Pipe

Goldie Crt

Brook Crt

Grove Ave







# ROTHESAY

## INTEROFFICE MEMORANDUM



---

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	13 June 2024
RE	:	Heat Pump Replacement – McGuire Centre

---

**Recommendation:**

It is recommended Council:

1. approve an expenditure of \$32,000 from the capital reserve for the replacement of the heat pumps at the McGuire Centre, and
2. accept the quote of Ramsay Electric at a price of \$30,500. plus HST

**Background**

The cooling system at the Bill McGurie Memorial Centre has begun to fail regularly as the cooling season moves into full swing. The facility is used most weeks until the end of October and there are regular events and a tenant occupying the building during the week. A consultant reviewed the heating and cooling loads and determined the unit is under sized. The proposed system is available for early delivery and installation and if required additional heads can be added. . The facility is a very popular venue and it is important good air quality is maintained. Attached is a more detailed report from the Facilities Manager on the matter.

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70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**12-June-2024**

**TO:** John Jarvie, Town Manager

**SUBMITTED BY:** \_\_\_\_\_  
Ryan Kincade, Facilities Manager

**DATE:** June 12, 2024

**SUBJECT:** Bill McGuire Centre -Heat Pump replacement

---

### **RECOMMENDATION**

It is recommended that the supply and installation of the heat pump replacement at the Bill McGuire Centre is awarded to the lowest bidder, Ramsay Electric.

### **ORIGIN**

In 2018, Nexgen Energy completed an energy audit that identified a 3-ton heat pump requirement for the space. When the units failed, staff reached out to CBCL for their expertise. With heavy usage demands of the centre, CBCL suggested a 6-ton commercial unit that will handle the cooling/heating load.

### **BACKGROUND**

The current equipment has reached its lifespan and is no longer reliable. The scope will include replacing the existing heat pumps, with 60,000 BTU Mitsubishi an air sourced, variable refrigerant flow (VRF) heat pump system consisting of a single outdoor condenser, four indoor wall mounted units and controller at the Bill McGuire Centre.



## Bid Results

Ramsay Electric \$30,500.00 plus HST  
Controls & Equipment \$33,733.00 plus HST  
Black and MacDonald \$34,470.00 plus HST

## ANALYSIS

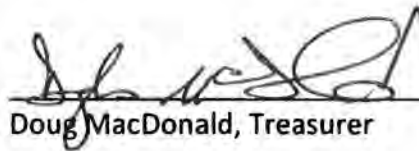
The bids and specifications were reviewed by staff and were found to be formal in all respects. Staff is of the opinion that the lowest bidder has met all requirements and specifications outlined in the request for quotations and recommend acceptance of the quote.

## FINANCIAL IMPLICATIONS

The 2024 capital budget did not account for replacing the heat pumps. The bids include the supply of equipment and install that will be charged against the 2024 general fund Reserve Capital budget. Assuming awarded to the low bidder.



Report Prepared by: Ryan Kincade, Facilities Manager



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**  
**June 17, 2024**

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

**SUBMITTED BY:**

John Jarvie, Town Manager

**DATE:** June 17, 2024

**SUBJECT:** 2029 Canada Summer Games Venue Consideration

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### **BACKGROUND FOR INFORMATION**

A committee has made a bid to host the 2029 Canada Summer Games to be held between late July and mid August 2029. Envision has been given the authority over the development and submission of the bid to the committee. If the bid is successful, a host society will be created, which will be responsible to coordinate all aspects of hosting the games.

To put forth a bid, the committee requires the commitment from local sport and non sport venues and their associated facilities, that meet the Canada Games sport venue and non sport venue standards. The committee has reached out to the Kennebecasis Rowing and Canoe/Kayak Club to host the rowing/canoe/ kayak, and open swimming events from July 27-August 13, 2029.

The ask from Rothesay is for exclusive usage of the Bill McGuire Centre, ball field, parking areas, tennis courts, wharf and McNicol beach for the 17-day period.

The next phase of the project will involve negotiations around budgets and the cost for the usage of facilities. It is anticipated that Rothesay will be asked to provide an "in kind" donation for the use of the above facilities for the time of the events.


### **Potential Implications**

- Bill McGuire Centre loss of revenue
- Ball field loss of revenue
- Ball fields, tennis courts, wharf and beach potentially not available for public use
- Disruption for residents of James Renforth Drive

**Recommendation**

That council approve the use of town facilities (Bill McGuire Centre, ball field, parking area, tennis courts, wharf and beach area) for hosting the Canada Summer games rowing/canoe/kayak and open swimming events for the time period of July 27<sup>th</sup>-August 13<sup>th</sup>, 2029.

Report Prepared by:

  
Charles Jensen, Director of Parks and Recreation

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