

## **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



**ROTHESAY**  
COUNCIL MEETING  
Town Hall Common Room  
Tuesday, November 12, 2024  
7:00 p.m.



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

Public access to the livestream will be available online:

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

**Rothesay Land Acknowledgement**

**Deputy Mayor Alexander**

**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

Regular Meeting	15 October 2024
Public Hearings (2)	21 October 2024
Budget Session	28 October 2024

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

**4.1 Storm Drainage - Goldie Court/Scotiabank**

Alice Holden (*see Item 9.2.1*)

**4.2 Kennebecasis Regional Police Force (KRPF)**

Police Chief Gourdeau (*see Item 9.2.2*)

**5. CORRESPONDENCE FOR ACTION**

N/A

**6. CORRESPONDENCE - FOR INFORMATION**

6.1 15 October 2024 Thank you letter from St. Joseph's Hospital Foundation

**7. REPORTS**

**7.0 November 2024 Report from Closed Session**

7.1 25 July 2024 Fundy Regional Service Commission (FRSC) meeting minutes

5 September 2024 FRSC meeting minutes

27 September 2024 FRSC meeting minutes

7.2 18 September 2024 Kennebecasis Public Library (KPL) Board meeting minutes

September 2024 KPL Librarian's Report

7.3 24 September 2024 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes

23 October 2024 KRJBPC Chief's Report

September 2024 KRJBPC Budget vs. Actuals

23 October 2024 KRJBPC Building Expansion Update

**ROTHESAY**

Regular Council Meeting

Agenda

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12 November 2024

- 7.4 30 September 2024 Draft unaudited Rothesay General Fund Financial Statements  
 30 September 2024 Draft unaudited Rothesay Utility Fund Financial Statements  
 30 September 2024 Donation Summary  
 23 October 2024 Draft Finance Committee meeting minutes  
 ➤ NB Medical Education Trust
- 7.5 22 October 2024 Draft Age Friendly Advisory Committee meeting minutes  
 ➤ Rothesay Age Friendly Community Survey Data
- 7.6 22 October 2024 Draft Parks and Recreation Committee meeting minutes  
 ➤ Parks and Recreation Update
- 7.7 23 October 2024 Draft Works and Utilities Committee meeting minutes  
 ➤ Pedestrian safety  
 ➤ Golf Club Court
- 7.8 4 November 2024 Draft Planning Advisory Committee meeting minutes  
 ➤ 6 Camden Court (PID 30263925) – Cash in lieu of LPP  
 ➤ 7 Stack Road (PID 30231765) – Rezoning (*see Item 9.1.1*)
- 7.9 October 2024 Monthly Building Permit Report
- 7.10 8 November 2024 Capital Projects Summary

**8. UNFINISHED BUSINESS****TABLED ITEMS****8.1 Rothesay Arena Open House** (Tabled September 2021)*No action at this time***8.2 Private Lanes Policy** (Tabled July 2022)*No action at this time***8.3 Marr Road/Chapel Road signalization** (Tabled April 2024)*No action at this time***8.4 Draft by-law amendments RE: Consumer Fireworks** (Tabled September 2024)*No action at this time***9. NEW BUSINESS****9.1 BUSINESS ARISING FROM PUBLIC HEARINGS****9.1.1 7 Stack Road (PID 30231765) - Rezoning**

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

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

5 November 2024 Memorandum from Town Clerk  
 8 October 2024 Memorandum from Town Clerk  
 DRAFT By-law 3-24

# ROTHESAY

2024November12OpenSessionFINAL\_003

Regular Council Meeting

Agenda

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12 November 2024

## 9.2 BUSINESS ARISING FROM DELEGATIONS

### 9.2.1 Storm Drainage - Goldie Court/Scotiabank

1 November 2024      Email from Alice Holden

*Refer to the Works and Utilities Committee*

### 9.2.2 Kennebecasis Regional Police Force (KRPF)

Verbal Update      Police Chief Gourdeau

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

5 November 2024      Memorandum from Town Clerk

DRAFT      By-law 4-24

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

5 November 2024      Memorandum from Town Clerk

DRAFT      By-law 5-24

## 10. NEXT MEETING

**Special meeting**      Monday, November 25, 2024 at 6:00 p.m.

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

## 11. ADJOURNMENT

St. Joseph's Hospital  
Foundation



La Fondation  
De L'Hôpital St. Joseph

October 15, 2024



Doug MacDonald  
Treasurer, Town of Rothesay  
70 Hampton Road  
Rothesay, NB  
E2E 5Y2

Dear Doug,

On behalf of St. Joseph's Hospital Foundation, St. Joe's Prostate Clinic, and St. Joe's Eye Clinic, a huge **THANK YOU to the Town of Rothesay for supporting *September for St. Joe's***. We extend our gratitude for your support of the Foundation, priority needs at the Hospital, and quality health care for our community.

This year, we raised a grand total of \$150,468.23 for *September for St. Joe's*. Together we raised \$87,936.23 for St. Joe's Prostate Clinic's new MRI-ultrasound technology and \$62,550 toward the Eye Clinic's wide-angle camera. Over the past five years, *September for St. Joe's* has raised over \$889,000 for priority campaigns; that's a very impressive five-year total - thank you for your help!

Your support, however, does not simply help to fund two new pieces of equipment. New technology is critical for providing excellent medical care, so your generosity has a life-changing impact for patients at St. Joseph's Hospital, and the families and community who love them.

We are grateful for your investment in St. Joseph's Hospital Foundation's mission and excellent health care for our community - thank you!

Sincere regards,

Andrea Scott  
Marketing & Community Engagement Coordinator  
St. Joseph's Hospital Foundation  
506-632-5497  
andrea.scott@horizonNB.ca



## Regular Board Meeting Minutes

**Date:** July 25, 2024, 9:48 a.m.  
**Location:** Town of Hampton  
648 Main St, Hampton

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

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

**GUESTS** Marc MacLeod, General Manager FRSC  
Brenda MacCallum, Manager, Community Development & Public Relations FRSC  
Scott Borden, Director of Community Planning FRSC  
Graeme Stewart-Robertson, Policy & Research Manager FRSC  
Jihad El Zamer  
Melanie Tompkins  
Andrew Becket

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

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**1. Closed Session**

**2. Order of Business**

**2.a Call to Order**

Chair Bedford called the meeting to order at 9:48 a.m. and proceeded with the land acknowledgment.

**2.b Record of Attendance**

**2.c Approval of Agenda**

Chair Bedford called for a motion to approve the agenda.

**Resolution Number: RM-2024-043**

**Moved by:** Director O'Hara

**Seconded by:** Director MacKenzie

THAT the Board approve the July 25, 2024, agenda as presented.

**Motion Carried**

**2.d Approval of Minutes**

Chair Bedford called for approval of the minutes.

2.d.1 June 27, 2024

**Resolution Number: RM-2024-044**

**Moved by:** Director Merrifield

**Seconded by:** Director Doucet

THAT the Board approve the June 27, 2024, meeting minutes as presented.

**Motion Carried**

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

Chair Bedford called for acknowledgement of any conflicts of interest, there were none presented.

**3. CEO Verbal Update**

Acknowledging the full agenda, the CEO did not provide a verbal update.

**4. Consent Items**

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

**Resolution Number: RM-2024-045**

**Moved by:** Director Doucet

**Seconded by:** Director Merrifield

THAT the Board receive and file this report.

**Motion Carried**

**5. Reports/Presentations**

**5.a Crane Mountain Height Augmentation Business Case**

Marc MacLeod, General Manager, spoke about the history of the Landfill and introduced Jihad El Zamer, Gemtec Consulting, to speak about the financial implications within the report. Mr. MacLeod gave the staff recommendation that was placed into the staff report.

Chair Bedford opened the floor for comments and questions.

After a motion to table was defeated, the floor was opened for questions again.

Chair Bedford removed himself from chair to comment on the second motion.

For more information on the discussion, please see the audio recording.

**Resolution Number: RM-2024-046**

**Moved by:** Director Merrifield

**Seconded by:** Director Riddell

Motion to table until the Solid Waste Management Strategy can be presented along side the business case.

Against (4): Chair Bedford, Director Doucet, Director O'Hara, and Director Grant

**Motion Defeated (3 to 4)**

**Resolution Number: RM-2024-047**

**Moved by:** Director Grant

**Seconded by:** Director O'Hara

THAT the Board approves FRSC staff to proceed with the Landfill Capacity Augmentation and Life Extension Project as per EIA Project Number 1617 pursuant to regulation 87-83 under the Clean Environment including all the conditions as presented in the Minister's Determination from May 14, 2024.

Against (2): Director Merrifield, and Director Riddell

Vote Type: Weighted

**Motion Carried (5 to 2)**

**5.b 2029 Canada Games: Envision Saint John Presentation**

Andrew Beckett, CEO Envision Saint John, presented the information provided to the Board within the package.

Director MacKenzie left the meeting at 11:19 a.m. and returned at 11:22 a.m.

**Resolution Number: RM-2024-048**

**Moved by:** Director O'Hara

**Seconded by:** Director Grant

THAT the Board receive and file this presentation.

**Motion Carried**

**5.c FRSC and Truth and Reconciliation**

5.c.1 FRSC's Truth and Reconciliation Plan

5.c.2 Presentation from Melanie Tompkins, Solicitor, City of Saint John

CEO Ouellette introduced Melanie Tompkins who presented on the Truth and Reconciliation through the City of Saint John lens.

Break from 12:10 - 12:15 p.m.

Director MacKenzie excused himself from the remainder of the meeting at 12:10 p.m.

**6. Financial Reporting and Budget Development**

**6.a Q2 Financial Update**

CEO Ouellette made note of some important points in the Q2 Financials.

**Resolution Number: RM-2024-049**

**Moved by:** Director O'Hara

**Seconded by:** Director Grant

THAT the Board receive and file the Q2 Financial Statements as presented.

Absent (1): Director MacKenzie

**Motion Carried**

**6.b 2024 FRSC Workplan Mid-Year Review**

CEO Ouellette made a note that the staff is well on their way through the workplan, and noted that funding move forward some projects.

**Resolution Number: RM-2024-050**

**Moved by:** Director Doucet

**Seconded by:** Director O'Hara

THAT the Board receive and file this presentation.

Absent (1): Director MacKenzie

**Motion Carried**

**6.c 2025 Budget Recommendations from the Regional Facilities Committee**

Director Grant spoke to the recommendations provided by the Regional Facilities Committee.

It is noted that Director Riddell objected to the portion of motion RM-2024-051 stating "THAT the Board allocate \$145,034 towards the Saint John Trade and Convention Centre in the 2025 FRSC operating budget (inclusive of the facility's 2023 surplus)."

**Resolution Number: RM-2024-051**

**Moved by:** Director Grant

**Seconded by:** Director O'Hara

THAT the Board allocate \$1,927,000 of 2025 capital needs from TD Station, Canada Games Aquatic Centre, and Saint John Arts Centre, as itemized in this report (see attachment), in the 2025 FRSC operating budget;

THAT the Board allocate \$230,954 towards the Saint John Arts Centre in the 2025 FRSC operating budget;

THAT the Board allocate \$145,034 towards the Saint John Trade and Convention Centre in the 2025 FRSC operating budget (inclusive of the facility's 2023 surplus);

THAT the Board allocate \$578,550 towards the Imperial Theatre in the 2025 FRSC operating budget;

THAT the Board allocate \$1,099,756 towards the TD Station in the 2025 FRSC operating budget (inclusive of the facility's 2023 deficit);

AND THAT the Board allocate \$768,743 towards the Canada Games Aquatic Centre in the 2025 FRSC operating budget (inclusive of the facility's 2023 surplus).

Against (1): Director Riddell

Absent (1): Director MacKenzie

**Motion Carried**

**Resolution Number: RM-2024-052**

**Moved by:** Director Grant

**Seconded by:** Director Merrifield

THAT the operational and capital allocations from the five regional facilities to the 2025 FRSC budget are conditional upon each facility being required to present to the Fundy Regional Facilities Committee a summary of their regional marketing plan, and their community usage data (upon available data), on or before June 1, 2025, for the 2026 budget process.

Absent (1): Director MacKenzie

**Motion Carried**

**Resolution Number: RM-2024-053**

**Moved by:** Director Grant

**Seconded by:** Director Merrifield

THAT the FRSC submit a letter to the Premier of New Brunswick, Minister of Environment and Local Government, and Minister Responsible for the Regional Development Corporation, on the importance of reliable and sustainable capital funding for regional facilities and government assets, and a higher maximum cap per asset when accessing Regional Development Corporation funding.

Absent (1): Director MacKenzie

**Motion Carried**

**6.d 2025 FRSC Budget Themes and Priorities**

CEO Ouellette spoke about the themes and priorities that are coming in the 2025 budget that will be presented in the August Board meeting.

**Resolution Number: RM-2024-054**

**Moved by:** Director Doucet

**Seconded by:** Director O'Hara

THAT the Board receive and file this report.

**Motion Carried**

**7. Standing Items**

**7.a Updates from Regional Transportation Committee**

7.a.1 Verbal Update from Committee Chair

Director Merrifield spoke about the Transportation Committee's most recent committee meeting and the presentations given at that meeting.

7.a.2 Copy of Transportation Needs in the Fundy Region

**Resolution Number: RM-2024-055**

**Moved by:** Director O'Hara

**Seconded by:** Director Riddell

THAT the Board receive and file this report.

**Motion Carried**

**7.b Committee Agendas**

**Resolution Number: RM-2024-###**

**Moved by:** Director Merrifield

**Seconded by:** Director Doucet

THAT the Board receive and file the agendas presented.

**Motion Carried**

7.b.1 Regional Facilities Committee July 3, 2024

7.b.2 Regional Transportation July 4, 2024

7.b.3 Regional Facilities Committee July 15, 2024

**8. Adjournment**

Chairperson Bedford called for a motion to adjourn at 12:45 p.m.

**Resolution Number: RM-2024-056**

**Moved by:** Director Doucet

THAT the Board adjourn the meeting at 12:45 p.m.

**Motion Carried**

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Jim Bedford, Chairperson

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Cassie Silhanek, Recording Secretary

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Date



## **Regular Board Meeting Minutes**

**Date:** September 5, 2024, 9:45 a.m.  
**Location:** Envision Saint John Office  
1 Germain Street, Suite 1600, Floor 16, Saint John

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

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

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

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#### **1. Closed Session**

The Board proceeded to Closed Session as prescribed under section 68 of the Local Governance Act, SNB 2017, c 18.

#### **2. Order of Business**

##### **2.a Call to Order**

Chair Bedford called the meeting to order at 10:31 a.m.

##### **2.b Record of Attendance**

**2.c Approval of Agenda**

Chair Bedford called for a motion to approve the September 5, 2024, agenda.

**Resolution Number: RM-2024-056**

**Moved by:** Director O'Hara

**Seconded by:** Director MacKenzie

THAT the Board approve the September 5, 2024, agenda as presented.

**Motion Carried**

**2.d Approval of Minutes**

Chair Bedford called for approval of the July 25, 2024, minutes.

2.d.1 July 25, 2024

**Resolution Number: RM-2024-057**

**Moved by:** Director Riddell

**Seconded by:** Director MacKenzie

THAT the Board approves the July 25, 2024 meeting minutes, as presented.

**Motion Carried**

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

Chair Bedford called for acknowledgement of any conflicts of interest, there were none presented.

**3. CEO Verbal Update**

CEO Ouellette gave a verbal update to the Board regarding the Circular Materials contract, the new office construction is nearly complete, RDC funding has been received for 2024, the Rural Plan has been passed by the Fundy St. Martins council and needs to be passed by the Province, the final first Draft of the Aquatic Centre Enhancement Study.

**Resolution Number: RM-2024-058**

**Moved by:** Director MacKenzie

**Seconded by:** Director O'Hara

THAT the Board receive and file the verbal update.

**Motion Carried**

**4. Consent Items**

**Resolution Number: RM-2024-059**

**Moved by:** Director MacKenzie

**Seconded by:** Director Doucet

THAT the Board approve all items in the consent agenda as follows:

THAT the Board receive and file the Planning and Building Inspection Monthly Report;

THAT the Board receive and file the Envision Saint John Q2 Financial Statements as presented;

THAT the Board receive and file the Fundy Regional Climate Action Plan Update;

AND THAT the Board receive and file the Regional Limits on Residential Waste Report.

**Motion Carried**

**4.a Planning & Building Inspection Monthly Report**

**Resolution Number: RM-2024-059**

THAT the Board receive and file this report.

**4.b Envision Saint John Q2 Financial Statements**

**Resolution Number: RM-2024-059**

THAT the Board receive and file the Envision Saint John Q2 Financial Statements as presented.

**4.c Fundy Regional Climate Action Plan Update**

**Resolution Number: RM-2024-059**

THAT the Board receive and file this report.

**4.d Regional Limits on Residential Waste**

**Resolution Number: RM-2024-059**

THAT the Board receive and file this report.

**5. Reports/Presentations**

**5.a Odour Tracking - Envirosuite**

Marc MacLeod, General Manager, spoke about the Odour Tracking system, Envirosuite, that has been investigated by staff to help the Landfill mitigate landfill odors. The request is that the Board grant permission to enter into a contract for this system to be put in place.

Murtaza Kapasi presented on behalf of Envirosuite, specifically speaking to the plan for the Crane Mountain Landfill and the pricing of the 3 year contract based on annual subscription, and giving the Board a quick overview of the software.

Questions surrounded the gases measured, costing, other landfills using the system, and installations off site.

**Resolution Number: RM-2024-060**

**Moved by:** Director Merrifield

**Seconded by:** Director O'Hara

THAT the Board approve the FRSC enter into a contract with Envirosuite Limited not to exceed \$133,330 before taxes per annum, for a period of three years per the terms of the contract, as presented, to be funded from the operating fund with surplus in 2024 and to be included in future budgets for the term of the contract.

**Motion Carried**

**5.b Sustainable Transportation Week**

Scott Borden, Director of Community Planning and team lead of the Regional Transportation Committee, spoke briefly on the upcoming Sustainable Transportation Week being promoted across the Fundy Region.

Director Merrifield, as Chair of the Regional Transportation Committee, sends a thank you to Scott Borden for his work on this initiative.

**Resolution Number: RM-2024-061**

**Moved by:** Director MacKenzie

**Seconded by:** Director Doucet

THAT the Board receive and file this report.

**Motion Carried**

**5.c DRAFT 2025 FRSC Budget**

CEO Ouellette started the 2025 Budget presentation and handed it off to Marc Macleod, General Manager.

Key highlights from the budget can be viewed in the report attached to the Agenda package on the website.

The Board took a 5 minute recess at 11:38 a.m. reconvened at 11:41 a.m.

Questions around the table include the addition of the vehicle and more information to be circulated to the communities that will be contributing, and the inclusion of a new economic development fund to be created.

**Resolution Number: RM-2024-062**

**Moved by:** Director Alexander

**Seconded by:** Director MacKenzie

THAT the Board direct the FRSC to include the draft 2025 FRSC budget, as presented in this report, to initiate the 45-day budget notice period.

**Motion Carried**

**Resolution Number: RM-2024-063**

**Moved by:** Director MacKenzie

**Seconded by:** Director Doucet

THAT the Board direct CEO Ouellette to proceed with the present of the draft FRSC 2025 budget to each FRSC member council within the 45-day budget notice period.

**Motion Carried**

**Resolution Number: RM-2024-064**

**Moved by:** Director MacKenzie

**Seconded by:** Director Riddell

THAT the Board authorize Chair Jim Bedford to submit and finalize the RSSF Investment Plan, which integrates the assumptions outlined in this report.

**Motion Carried**

**6. Correspondence**

**6.a Regional Facilities Letters**

Cassie Silhanek, Recording Secretary, noted that the letters attached to the agenda package were the initial notification to the facilities of the Board's approval to include each proposal in the draft budget presented today.

**Resolution Number: RM-2024-065**

**Moved by:** Director MacKenzie

**Seconded by:** Director Doucet

THAT the Board receive and file the letters presented.

**Motion Carried**

**7. Adjournment**

Chairperson Bedford called for a motion to adjourn at 12:00 p.m.

**Resolution Number: RM-2024-066**

**Moved by:** Director MacKenzie

**Seconded by:** Director Alexander

THAT the Board of Directors adjourn the September 5, 2024 meeting at 12:00 p.m.

**Motion Carried**

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Jim Bedford, Chairperson

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Cassie Silhanek, Recording Secretary

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Date



## Regular Board Meeting Minutes

**Date:** September 27, 2024, 9:00 a.m.

**Location:** Microsoft Teams

**MEMBERS PRESENT** Jim Bedford, Mayor, Fundy St. Martins  
Robert Doucet, Mayor, Hampton  
Libby O'Hara, Mayor, Quispamsis  
Erin Toole, Deputy-Mayor, Grand Bay-Westfield  
Nancy Grant, Mayor, Rothesay  
John MacKenzie, Deputy Mayor, Saint John  
Bruce Dryer, Alternate Representative of Fundy Rural District

**ABSENT** Brittany Merrifield, Mayor, Grand Bay-Westfield  
Ray Riddell, Chair of Fundy Rural District

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

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

---

#### 1. Closed Session

The Board proceeded to Closed Session as prescribed under section 68 of the Local Governance Act, SNB 2017, c 18.

#### 2. Order of Business

##### 2.a Call to Order

Chair Bedford called the meeting to order at 9:49 a.m.

##### 2.b Record of Attendance

##### 2.c Approval of Agenda

Chair Bedford called for a motion to approve the agenda.

**Resolution Number: RM-2024-066**

**Moved by:** Director MacKenzie

**Seconded by:** Director O'Hara

THAT the Board approve the September 27, 2024 agenda as presented.

**Motion Carried**

**2.d Approval of Minutes**

Chair Bedford called for approval of the minutes.

**Resolution Number: RM-2024-067**

**Moved by:** Director Doucet

**Seconded by:** Director O'Hara

THAT the Board approve the September 5, 2024 meeting minutes as presented.

**Motion Carried**

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

Chair Bedford called for acknowledgement of any conflicts of interest, there were none presented.

**3. CEO Verbal Update**

CEO Ouellette gave a verbal update to the Board regarding the state of the organization and the primary drivers of the budget.

**4. Reports/Presentations**

**4.a Draft FRSC 2025 Budget Update**

CEO Ouellette reviewed key points of the report presented to the Board.

For more information, please see the report included in the Agenda package located on the website.

Due to technical difficulty, Director Grant was not counted in the vote.

**Resolution Number: RM-2024-068**

**Moved by:** Director MacKenzie

**Seconded by:** Director Doucet

THAT the Board receive and file the Draft FRSC 2025 Budget Update report as presented.

Absent (1): Director Grant

**Motion Carried**

**5. Correspondence**

**5.a Memo from Local Governance Commission**

**Resolution Number: RM-2024-069**

**Moved by:** Director Doucet

**Seconded by:** Director MacKenzie

THAT the Board receive and file the memo provided to the Board.

**Motion Carried**

**6. Adjournment**

Chairperson Bedford called for a motion to adjourn.

Due to technical difficulty, Director Grant was not counted in the vote.

**Resolution Number: RM-2024-070**

**Moved by:** Director MacKenzie

THAT the Board adjourn the meeting at 10:28 a.m.

Absent (1): Director Grant

**Motion Carried**

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Jim Bedford, Chairperson

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Cassie Silhanek, Recording Secretary

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Date

A meeting of the Board of Trustees, Kennebecasis Public Library was held on September 18<sup>th</sup>, 2024 at 6:30pm.

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

**Regrets:** Mr. D. Shea

**Absences:** Mr. A. Maxwell, Chair

**Call to Order:** Ms. Hansen called the meeting to order at 6:39 pm.

### **Approval of Agenda**

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

### **Disposition of Minutes**

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

### **Communications**

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

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

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

### **Report of the Librarian**

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

### **Financial Statement**

Mrs. Watling presented the financial report, outlining the expenditures far in 2024.

### **Facilities Management**

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

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

### **New and Unfinished Business**

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

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

**Next Meeting:** The next meeting is scheduled for Wednesday, October 16<sup>th</sup>, 2024 at 6:30pm, in person at the library.

Respectfully submitted,

Norah Emerson  
Library Director and Secretary to the Board



## Librarian's Report September 2024

### Staffing and Volunteers

The five summer students employed at KPL over the summer through the Summer Reading Club program and the Canada Summer Jobs program have returned to their education: their subject areas include chemical engineering, midwifery, health sciences, education, and psychology.

While resumes have been received for the student positions, there is a hiring freeze in place for GNB until the provincial election is over. Since the student employees are hired and paid by GNB, then GNB is reimbursed by the board, we cannot hire till the freeze is lifted.

Volunteer onboarding happened on Sept. 12<sup>th</sup> and added new members to the returning cohort.

### Programs

In September, the library is returning to regular programming following the completion of the Summer Reading Club. Volunteers have been onboarded and are beginning their weekly sessions, Storytime has returned, and a puppet show is scheduled for the end of the month.

The Summer Reading Club registered 410 children this summer! Our three SRC leaders made the most of their time and offered a wide array of programs, including a child and parent reading class focusing on phonics, weekly STEAM programs, and puppet shows. Over 8 weeks, the SRC offered 268 programs to 3,507 participants.

The library's baby playgroup is offering a speaker series in September and October in partnership with KV3C. The speakers for the series were booked by the Canada Summer Jobs employee shared between KPL and KV3C. The speakers attend, speak for 20 minutes on their area of expertise related to infant development, and remain to answer questions from the parents in the group. Speakers thus far have included a voice teacher, a physiotherapist, and a yoga instructor. Future speakers include a speech pathologist, a counselling therapist, and an occupational therapist.

### Collections

All shelving is currently being completed by volunteers, as the library does not have student employees until the hiring freeze is lifted.

### Promotions

The library's Canada Summer Jobs outreach coordinator attended the Kingston Farmers' Market twice over the summer to promote the library and its offerings, and offered free books, puzzles, colouring sheets, and pins to the public.

Respectfully Submitted,

Norah Emerson, Library Director and Secretary to the Board



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

**MINUTES  
REGULAR MEETING**

**In Attendance:**

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

Chairperson Kevin Darling called the meeting to order at 4:06 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 Mike Biggar that the Agenda for the Regular Meeting of September 24, 2024, be approved as presented. All in Favour. MOTION CARRIED.*

**2. LAND ACKNOWLEDGEMENT:**

Did not read Land Acknowledgement

**3. APPROVAL OF MINUTES OF JUNE 26, 2024, REGULAR MEETING:**

Chairperson Kevin Darling asked for a motion to approve the Minutes of the June 26, 2024, Regular Meeting.

*It was moved by Bob McLaughlin and seconded by Don Shea to accept the Minutes of the June 26, 2024; Regular Meeting as presented. All in Favour. MOTION CARRIED.*

**4. APPROVAL OF MINUTES OF AUGUST 28, 2024, SPECIAL BOARD MEETING ON 2025 BUDGET:**

Chairperson Kevin Darling asked for a motion to approve the Minutes of the August 28, 2024, Special Board Meeting on Budget.

*It was moved by Tiffany Mackay French and seconded by Vibhuti Harquail to accept the Minutes of the August 28, 2024; Special Regular Meeting as presented. All in Favour. MOTION CARRIED.*

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

None.

**6. CHIEFS REPORT:**

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

Insp. Becker provided update on Community Safety and Crime Prevention/Traffic Initiatives and highlighted the following:

- Traffic remains one of our top priorities.
- Tickets up 7.9%
- Collisions down 1.4%
- Impaired driving and check stops are down due to recent staffing shortages and members being involved in serious calls. Traffic Members are making up for shortages on patrol and on extensive training courses.
- We are on track to meet performance indicators by the end of 2024.
- All platoons pulled resources together for the school supply drive for a vulnerable neighbourhood.
- Donut run in support of KV Oasis which raised \$9000 for the center.
- Members provided a Personal Home and Safety session at Rothesay Hive.

Chief Gourdeau advised the Sponsorship Program is going well. We have one cadet in the program at APA and another cadet that we are sending in January.

Insp. Flynn provided an update on CID Report and advised we have had a had a string of major files.

D/C Henderson advised she and the Chief met with the CAO of the Town of Quispamsis on his invitation as well as a few Town Councilors. This is going to be a monthly meeting to collaborate on issues we are seeing in the Town and we hope to do this in the Town of Rothesay as well.

Discussion on the vacant Community Relation position. The chief advised we are almost at the point where we have enough staffing to fill the Community Relations position. He advised that all platoons must take part in community work and will continue to take part in community work once the role is filled. We will be announcing the position will be staff in 2025. The role has changed significantly.

Discussion on the jump in completed calls and the traffic stats. The chief advised the trend is moving up in the calls for service as well as the severity of the calls. There is no one specific area causing the movement up.

Discussion on the possibility of increasing revenue through criminal record checks. The Chief advised he is working on a report to present..

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

## **7. COMMITTEE REPORTS:**

### **Finance Committee**

Kevin Darling advised:

- The Finance Committee did not meet.
- No significant change in our position against budget
- Running a healthy surplus and there is no indication that will change between now and year end. The majority of the surplus is due to officers that are out.

### **Policy Committee**

Vibhuti Harquail Advised:

- Policy Committee did not meet.
- The committee is going to start reviewing the Board Policy and when it is ready it will be presented to the board.
- It was requested that the Policy Committee provide clarity about spending limits and our Statement of Authority for operation and capital expenses.

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

Bob McLaughlin advised:

- The Building Committee met with the Expansion Project team on September 11, 2024.

- There have been a couple change orders that have been approved by the Building Committee
- All approved changed orders are under \$25,000.
- Changes included new data devices, power locations and floor boxes. As well as extra feeds, out to the poles outside.
- Working on the issue with the sprinkler shaft replacement. We have been in contact with Homestar, and they will remove the shaft. B & G sprinklers are set up to do the required work. A ceiling hatch will permanently be installed in the event it needs to be replaced again.
- There was a minor misinterpretation on our sprinkler pressure which was corrected with a temporary patch that has been holding well.
- Next Expansion meeting is on October 9<sup>th</sup> and if necessary, the Building Committee will meet after.

**8. CORRESPONDENCE**

None

**9. OLD BUSINESS:**

None

**10. NEW BUSINESS:**

None

**11. IN CAMERA SESSION**

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

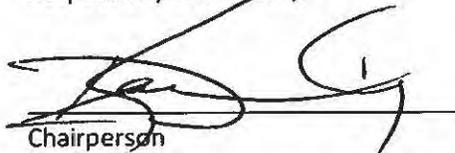
**12. MOTION TO ADJOURN:**

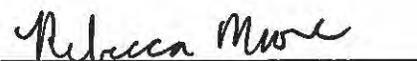
There being no further business to discuss, Chairperson Kevin Darling called for a motion to adjourn the Regular Meeting.

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

*Adjourned 4:45 PM*

Respectfully Submitted,

  
Chairperson  
Kevin Darling

  
Executive Assistant to the Board  
Rebecca Moore



KENNEBECASIS REGIONAL JOINT BOARD OF  
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT  
OCTOBER 23, 2024 @ 1500hrs

**REGULAR MEETING**

# Training Report

## October 2024

<b>Dates</b>	<b>Course</b>	<b>Location</b>	<b>Member</b>
October 1	ETS Training	Saint John	A/Sgt. Aaron Haines Cpl. Mark Roberts Cst. Nick Dupuis
October 1-10	Major Case Management: Team Commander	Ottawa	D/Sgt. Kim Bennett
October 4	ETS Training	Saint John	Cpl. Mark Roberts
October 8-9	ETS Training	Saint John	A/Sgt. Aaron Haines Cpl. Mark Roberts Cst. Nick Dupuis
October 8-9	K9 Training	Saint John	Cst. Chris McLeod
October 16	K9 Training	Saint John	Cst. Chris McLeod
October 16-17	ETS Training	Saint John	A/Sgt. Aaron Haines Cpl. Mark Roberts Cst. Nick Dupuis
October 21- December 13	Forensic Identification Course	Ottawa	Cst. Troy MacIntosh
October 24	First Aid Training	Quispamsis	Sgt. Mark Ivey Cst. Kim Murray Cst. Alicia Joseph Cst. Caleb Parlee
October 25 and 29	Use of Force	Quispamsis	All Members

# 2024 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>TOTAL COMPLETED CALLS</b>	<b>388</b>	<b>417</b>	<b>407</b>	<b>389</b>	<b>480</b>	<b>452</b>	<b>436</b>	<b>534</b>	<b>490</b>			
<b>TOTAL FILES CREATED</b>	<b>210</b>	<b>202</b>	<b>232</b>	<b>223</b>	<b>260</b>	<b>239</b>	<b>197</b>	<b>231</b>	<b>234</b>			
PODW/M Tickets/E Tickets	91	123	163	92	119	148	163	188	163			
Bylaw Tickets	14	15	3	1	7	0	5	7	0			
Crimes Against Persons	18	11	13	7	12	7	8	9	11			
Property Crime	24	27	27	40	34	30	16	16	25			
Other CC	6	6	7	8	6	7	7	7	8			
Traffic Collisions (Non-Injury)	40	27	35	24	25	34	23	30	46			
Fatal and Injury Traffic Collisions	0	2	1	5	6	7	5	3	4			
Intimate Partner Violence Files	20	18	13	17	10	7	13	17	19			
Impaired Driving (All categories)	5	4	9	14	8	5	11	8	9			
Mental Health Calls	8	11	9	8	17	18	7	16	14			

## OUR STRATEGIC PRIORITIES

### COMMUNITY SAFETY & CRIME PREVENTION

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

- An IPV worker from Hestia house will be on location at KV Oasis weekly to assist IPV victims (A/Sgt. Kelley McIntyre)
- 5 auxiliary officers & 6 regular members on active patrol on Halloween night. All patrol vehicles will be stocked with treats for the children (D Platoon, A/Sgt. Tom White)
- KV Santa Clause Parade Safety planning has begun in partnership with KV Fire (Insp. Becker, Sgt. Scott, Insp. Flynn)
- On-going issues at the Group Home are being dealt with by our officers through partnerships with DSD and ISD (A/Sgt. Kelley McIntyre, Cst. Sebastien Lee)
- Operation Impact (October 11-14) – Traffic check stops with a focus on reducing behaviours that put drivers, passengers, and other road users at risk (Traffic Services, Sgt. Scott) – 6 impaired driving offences on first night.

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

Tickets:	Total 163
Collisions:	Total 50
Impaired Driving:	Total 9
RIDE:	Total 7

#### Traffic Section Only

- KRPF Traffic Safety Blog with Higgins Insurance - Back to School Safety
- Back to School Safety traffic education and speed enforcement in school zones.
- Tickets Issued – 76
- RIDE road checks – 4
- Impaired driving offences – 4
- Files generated - 53
- Twitter (X) 15

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

### **Workplace Procedures and Practices**

1. Respectful Workplace and Wellness
  - Aspiring NCO Workshop Completed October 2024
  - Health and Wellness Committee
    - i. Wellness Survey and ForFitness Sessions planned October 2024
  - Flu and Covid Clinics planned – Nov. 6<sup>th</sup> – Open to board member participation
2. Administrative processes and workload review
  - Hiring Process
    - i. Cadet Sponsorship – Jan Intake – 2
    - ii. July 2024 Cadet to begin OJT January 2025
    - iii. Experienced Officer hired October 2024
  - Promotion Processes Underway
3. Salary and Benefit Administration
  - Nothing to report
4. Health & Safety
  - Nothing to report

**EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION**

Two serious missing person cases involving vulnerable persons (1 youth & 1 senior). Both platoon Sgts were very well organized and delegated various tasks (Drone, ATVs, CID, Patrol, Traffic) while partnering with Ground Search & Rescue. Both came to successful conclusions due to each supervisor's experience and decisiveness during a complex event. (A/Sgt. Kelley McIntyre & A/Sgt. Tom White)

**Criminal Investigation Division (CID)**

**Monthly Report**

(September 2024)

(CID) Sgt. Bennett Doucet/vacant position		Cst. Lisson/Cst. Curren/Temporary Cst.		
Active Files (recent)	On-going Files (more than 2 months old)	Concluded	Assist Patrol	Assist other agency
<ul style="list-style-type: none"> <li>• 24-3802 Sexual Assault of youth/Accused arrested. (Digital Forensics on devices)</li> <li>• 24-3799 Robbery at Shell Gas Station./Accused arrested.</li> <li>• 24-3618 Sexual Assault of youth/accused known. (Digital Forensics on device)</li> <li>• 24-3794 Sexual Assault complaint 3 youth/suspect known.</li> <li>• 24-4130 Sexual Assault/Adult. Suspect known</li> </ul>	<ul style="list-style-type: none"> <li>• 24-3056 Aggravated Sexual Assault/Matthews Cove/unknown (Digital Forensic on device)</li> <li>• 24-3543/24-3476 B&amp;E's x 2 Business/Vape Shop</li> <li>• 24-3618 Sexual Assault/victim 17 yr /suspect known (Digital Forensic on device)</li> <li>• 24-2837 Murder/Suicide Spruce St.</li> <li>• 24-3124 Forcible Confinement/Assault with weapon (residence) victim Elderly male/suspect known, substance abuser, took advantage by cleaning house.</li> <li>• 24-3207 Luring a child via internet (suspect in US)</li> <li>• 24-3192 Fraud \$10,000 RBC scam</li> <li>• 24-2768 B&amp;E Residence/Home Invasion. Suspect entered home with knife looking for victim/slashed tires on car leaving.</li> <li>• 24-2162 Sexual Assault/possible false allegation.</li> <li>• 24-2277 Historical Sexual Assault/victim sea cadet in military/suspect known person position of authority. /Accused Arrested</li> <li>24-72 Sexual Assault/Known girlfriend/boyfriend.</li> <li>254-2031 Sexual Assault/Known/No disclosure from child.</li> <li>24-1939 Break and Enter Residence/Suspect to be arrested. Currently living in NS.</li> </ul>	<ul style="list-style-type: none"> <li>• Criminal Harassment charge into crown./Approved. (service complaint that was re-opened and investigated)</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed 3 Request for Digital Forensics on devices)</li> </ul>	<ul style="list-style-type: none"> <li>• RCMP double fatality in Hay Settlement/seeking public's assistance on third person who left scene. KRPF contributed to investigation.</li> </ul>

	<ul style="list-style-type: none"> <li>• 24-740 Sexual Assault/Historical (familial)</li> <li>• 24-233 Sexual Assault/Historical (familial)</li> <li>• 24-1406 Break and Enter (business) Daly's Irving.</li> <li>• 24-1340 Theft of Motor Vehicle (Rothesay Netherwood) T6 gang Fredericton</li> <li>• 24-1965 Possession of Stolen Vehicle/related to (Provincial IEU Target)</li> <li>• 23-928 Historical Sexual Assault/known position of authority</li> <li>• 23-1882 Sexual Assault/accused convicted/old witness came forward with information.</li> <li>• 24-203 Sexual Assault/known suspect</li> <li>• 24-1435 Sexual Assault/ had child with known suspect/victim uncooperative.</li> <li>• Child Pornography/was on hold due to recent case law involving IP addresses.</li> <li>• 23-3411 Fraud over \$10,000. Known criminal.</li> <li>• 23-3372 Fraud under – suspect known and arrestable</li> <li>• 23-1561 Fraud under – known criminals</li> <li>• 23-928 Historical Sexual Assault/1990's</li> </ul>			
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Intelligence Cst. Curren	
Provincial Intel	Local Intel
<ul style="list-style-type: none"> <li>• T6 gang – Fredericton. Arrests being made. Vehicles are still being stolen. Ties to Kennebecasis Valley and Saint John.</li> <li>• Involved with Metal Theft working group</li> <li>• Weekly intel meeting/call with RCMP/Municipal agencies/Public Safety/CBSA (Provincial integrated intelligence)</li> <li>• Involved in yearly Provincial Threat Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Community assessments team meetings with parole – biweekly</li> <li>• General Intelligence file for patrol to add intel/street crime checks.</li> </ul>

Forensic Identification Section (FIS) Cpl. Roberts				
Active Files (recent)	On-going Files (more than 2 months old)			Assist other agency
<ul style="list-style-type: none"> <li>• 24-3618 Sexual Assault</li> <li>• 24-3802 Sexual Assault</li> <li>• 24-3799 Robbery</li> <li>• 24-3649 MVA/Injury</li> <li>• 24-3749 Possession of Stolen Property</li> </ul>	<ul style="list-style-type: none"> <li>• Break and Enter/Business</li> <li>• Sexual Assault</li> <li>• Murder/Suicide</li> <li>• Break and Enter/Residence</li> <li>• Impaired Investigation</li> <li>• Sudden Death</li> <li>• Found Firearms</li> </ul>			<ul style="list-style-type: none"> <li>• SIRT investigation/Elsipogtog Ident/3D scanning.</li> </ul>

Integrated Enforcement Unit (IEU) Cst. Moore/Cst. MacEachern					
Active Files (recent)			Assist Patrol		Assist CID
<ul style="list-style-type: none"> <li>• Arrest/1/4 ounce of cocaine seized.</li> <li>• Arrest made on Canada Wide Warrant/wanted by London police for Accessory after the fact to murder.</li> <li>• New project/working on tracker warrants and ops plans.</li> </ul>					

**K9 Unit:**

- Currently practicing for annual validations for narcotics, firearms, and small article searches. Testing will take place later this fall and will be conducted by JPS. (Cst. Chris McLeod)
- Conducted a K9 presentation/demonstration to 30 youth and adults at the Qplex earlier this month (Cst. Chris McLeod)

**Diversity, Equity and Inclusion:**

- Sept 30 – Healing Walk, Rockwood Park (Insp. Becker)
- Oct 9 – KRPF Community EDI Committee Meeting (Insp. Becker/Chief Gourdeau)
- Oct 22 – CACP EDI Committee Meeting (Insp. Becker)

**IT Update:**

- Nothing to report

**Miscellaneous**

- **Labor Management:** Nothing to report

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

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



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

	YTD September 2024			2024
	Actual	Budget	over Budget	Annual Budget
<b>Income</b>				
Municipal Funding Rothesay	2,529,591.75	2,529,591.75	0.00	3,372,789.00
Municipal Funding Quispamsis	3,834,810.00	3,834,810.00	0.00	5,113,075.00
Prior Year Surplus	704.97	704.97	0.00	940.00
Other Primary Income	541,326.64	406,500.03	134,826.61	542,000.00
<b>Total Income</b>	<b>6,906,433.36</b>	<b>6,771,606.75</b>	<b>134,826.61</b>	<b>9,028,804.00</b>
<b>EXPENSES</b>				
Admin	659,141.85	829,575.06	-170,433.21	1,106,100.00
Building	279,860.63	294,939.72	-15,079.09	393,253.00
Crime Control	5,242,689.80	5,414,588.31	-171,898.48	7,219,451.00
Vehicles	305,656.05	232,503.69	73,155.99	310,000.00
<b>Total Expenses</b>	<b>6,487,348.33</b>	<b>6,771,606.75</b>	<b>-284,254.79</b>	<b>9,028,804.00</b>
<b>Net Operating Income (Surplus/Deficit)</b>	<b>419,085.03</b>	<b>0.00</b>	<b>419,085.03</b>	<b>0.00</b>



2024November12OpenSessionFINAL\_060

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

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

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

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

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

**2024-10-23**

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

Mayor and Council,

You will find attached to this correspondence an update on our construction project. At the time of writing, the project is approximately six weeks behind schedule. The new additional delays have been caused by issues with roof trusses and a structural beam (since resolved). We continued to face delays with government grant funding for the electrical retrofit. This was finally approved just prior to this update.

Respectfully submitted

Steve Gourdeau, Chief  
Kennebecasis Regional Police Force.

2024November12OpenSessionFINAL\_061

KRPF Building Project

Date: October 23, 2024

Item	Estimate approved by Province for Financing	Contract Price	Revised Estimated Project costs	Costs to Date	Estimated costs to complete	Under ( ) / Over Budget Estimate	Comments
Project Manager	\$ 100,000.00		\$ 70,000.00	\$ 24,694.93	\$ 45,305.07	\$ (30,000.00)	
Construction Costs	\$ 3,420,000.00	\$ 2,235,857.00	\$ 2,235,857.00	\$ 487,266.66	\$ 1,748,590.34	\$ (1,184,143.00)	
Change Order Costs for changes made at Contract signing - Exempt from the builders premium of 10%	\$ -	\$ 259,319.00	\$ 259,319.00	\$ -	\$ 259,319.00	\$ 259,319.00	Better floor and attic insulation, existing office renos, energy retrofit on lighting in existing build to match new construction
Change Order Costs for changes made after signing -Subject to the builders premium of 10%			\$ 100,909.08	\$ 100,909.08		\$ 100,909.08	Change order #6 - Paving adjustment needed due to foundation elevation - This is a building code imposed issue.
Equipment/Furnishings and IT costs	\$ 500,000.00		\$ 350,000.00	\$ 194,350.23	\$ 155,649.77	\$ (150,000.00)	Initial furnishing purchase
Interim Financing Costs	\$ 160,000.00		\$ 137,000.00	\$ 4,016.76	\$ 132,983.24	\$ (23,000.00)	Based on the RFP results Prime less 0.75% is lower than our initial estimate , prime rate has dropped by 0.5% since estimates were completed - one more rate reduction is projected for the Fall of 2024 - first draw July 15
Financing Costs	\$ 70,000.00		\$ 60,000.00	\$ -	\$ 60,000.00	\$ (10,000.00)	projecting a lower Debenture draw in June 2025 which should lower the debnture issue costs
<b>Total Project Costs</b>	<b>\$ 4,250,000.00</b>	<b>\$ 2,495,176.00</b>	<b>\$ 3,213,085.08</b>	<b>\$ 811,237.66</b>	<b>\$ 2,401,847.42</b>	<b>\$ (1,036,914.92)</b>	

# Town of Rothesay

## General Fund Financial Statements

September 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

9/30/2024

### 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	4,993,000

Total Liabilities \$ 5,322,500

Investment in General Fund Fixed Assets 49,003,863

\$ 54,326,363

# Town of Rothesay

Balance Sheet - General Fund Reserves  
9/30/2024

## ASSETS

BNS Gas Tax Interest Account	4,756,398
BNS General Operating Reserve #214-15	995,161
BNS General Capital Reserves #2261-14	1,989,017
	<u>\$ 7,740,576</u>

## LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,817,004
Invest. in General Capital Reserve	1,815,767
General Gas Tax Funding	939,394
Invest. in General Operating Reserve	995,161
Invest. in Land for Public Purposes Reserve	173,250
	<u>\$ 7,740,576</u>

2024November12OpenSessionFINAL\_065

**Town of Rothesay**  
Balance Sheet - General Operating Fund  
9/30/2024

CURRENT ASSETS

Cash	804,269
Receivables	99,090
HST Receivable	641,725
Inventory	142,001
Gen Operating due to/from Util Operating	777,889
Total Current Assets	<u>2,464,975</u>
 Other Assets:	
Projects	<u>5,406,062</u>
 TOTAL ASSETS	<u><u>7,871,037</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	2,099,027
Other Payables	648,250
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>2,919,574</u>

EQUITY

Retained Earnings	166,373
Surplus/(Deficit) for the Period	4,785,091
	<u>4,951,464</u>
	<u><u>7,871,037</u></u>

2024November12OpenSessionFINAL\_066

# Town of Rothesay

Statement of Revenue &amp; Expenditure

9 Months Ended 9/30/2024

	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	16,696,792	16,696,792	0		22,262,389
Sale of Services	28,829	18,950	422,528	325,750	96,778		474,300
Services to Province of New Brunswic	41,042	0	68,509	50,459	18,051		80,000
Other Revenue from Own Sources	43,329	11,375	339,988	107,883	232,105		142,008
CORE Equalization	6,549	6,549	58,938	58,937	1		78,583
Conditional Transfers	29,988	2,000	277,525	51,500	226,025		51,500
Other Transfers	45,719	45,719	1,290,314	540,314	750,000		677,470
	<u>\$2,050,656</u>	<u>\$1,939,791</u>	<u>\$19,154,595</u>	<u>\$17,831,634</u>	<u>\$1,322,961</u>		<u>\$23,766,250</u>
<b>EXPENSES</b>							
General Government Services	153,540	142,396	2,149,244	2,383,516	234,273		2,923,971
Protective Services	481,991	481,850	4,934,824	4,974,723	39,899		6,623,274
Transportation Services	260,339	264,385	2,926,697	3,133,378	206,681		4,210,726
Environmental Health Services	108,990	82,363	774,525	765,270	(9,255)		1,032,360
Environmental Development	34,363	46,604	366,378	599,117	232,740		753,090
Recreation & Cultural Services	219,742	236,223	2,098,481	2,175,888	77,406		2,884,957
Fiscal Services	1,121	500	1,119,355	364,308	(755,047)		5,337,872
	<u>\$1,260,087</u>	<u>\$1,254,322</u>	<u>\$14,369,505</u>	<u>\$14,396,201</u>	<u>26,696</u>		<u>\$23,766,250</u>
Surplus (Deficit) for the Year	<u>\$790,569</u>	<u>\$685,469</u>	<u>\$4,785,091</u>	<u>\$3,435,434</u>	<u>\$1,349,657</u>		<u>\$ (0)</u>

## 2024November12OpenSessionFINAL\_067

## Town of Rothesay

Statement of Revenue & Expenditure  
9 Months Ended 9/30/2024

	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	6,400	2,083	51,163	18,750	32,413	1	25,000
Wells Canopy revenue	500	0	6,125	0	6,125		0
Town Hall Rent	10,005	8,333	85,224	75,000	10,224	2	100,000
Community Garden revenue	0	0	1,020	900	120		900
Fox Farm Rental revenue	1,950	1,750	17,550	15,750	1,800		21,000
Arena Revenue	313	933	153,294	112,400	40,894	3	214,900
Recreation Programs	9,661	5,850	108,152	102,950	5,202		112,500
	<b>28,829</b>	<b>18,950</b>	<b>422,528</b>	<b>325,750</b>	<b>96,778</b>		<b>474,300</b>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	36,450	6,875	184,223	61,875	122,348	4	82,500
KVFD Admin Penalties	0	0	1,225	0	1,225		0
Recycling Dollies & Lids	0	0	467	800	(333)		800
Interest & Sundry	5,629	2,667	91,116	24,000	67,116	5	32,000
Miscellaneous	250	833	49,248	7,500	41,748	6	10,000
Fire Dept. Administration	1,000	1,000	9,000	9,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<b>43,329</b>	<b>11,375</b>	<b>339,988</b>	<b>107,883</b>	<b>232,105</b>		<b>142,008</b>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	2,400	1,500	900		1,500
Grant - Other	0	0	231,062	0	231,062	7	0
Grant - Students	29,988	2,000	44,064	50,000	(5,936)		50,000
	<b>29,988</b>	<b>2,000</b>	<b>277,525</b>	<b>51,500</b>	<b>226,025</b>		<b>51,500</b>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	128,845	128,845	0		128,845
Utility Fund Transfer	45,719	45,719	411,469	411,469	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>1,290,314</b>	<b>540,314</b>	<b>750,000</b>		<b>677,470</b>
<b>EXPENSES</b>							
<b>General Government Services</b>							
Legislative							
Mayor	4,177	5,000	40,226	45,000	4,774		60,000
Councillors	13,745	12,999	131,262	116,987	(14,275)	9	155,983
Regional Service Commission 9	2,326	2,326	20,936	20,936	0		27,915
Other	550	1,958	3,500	17,625	14,125	10	23,500
	<b>20,799</b>	<b>22,283</b>	<b>195,925</b>	<b>200,549</b>	<b>4,624</b>		<b>267,398</b>
Administrative							
Administration - Wages & Benefits	90,527	88,109	826,258	829,057	2,799		1,193,550
Office Building	17,418	10,981	152,066	148,828	(3,237)		180,871
Supplies	6,792	13,333	119,225	129,000	9,775		184,000
Solicitor	511	0	30,564	50,000	19,436	11	50,000
Professional Fees	224	0	27,994	110,000	82,006	12	110,000
Other	6,838	6,898	92,492	103,084	10,592	13	122,779
	<b>122,309</b>	<b>119,322</b>	<b>1,248,600</b>	<b>1,369,970</b>	<b>121,370</b>		<b>1,841,200</b>
Other General Government Services							
Website/Other	0	0	1,434	3,000	1,566		3,000
Community Communications (Team)	102	708	2,695	61,375	58,680	14	63,500
Civic Relations	171	83	1,885	750	(1,135)		1,000
Insurance	2,109	0	299,443	330,201	30,758	15	330,201
Donations	8,050	0	20,522	36,500	15,978	16	36,500
Cost of Assessment	0	0	359,172	359,172	0		359,172
Property Taxes - L.P.P.	0	0	18,618	18,000	(618)		18,000
Fox Farm Rental Expenses	0	0	950	4,000	3,050		4,000
	<b>10,432</b>	<b>792</b>	<b>704,719</b>	<b>812,998</b>	<b>108,278</b>		<b>815,373</b>
<b>Total General Government Services</b>	<b>153,540</b>	<b>142,396</b>	<b>2,149,244</b>	<b>2,383,516</b>	<b>234,273</b>		<b>2,923,971</b>
<b>Protective Services</b>							
Police							
Police Protection	281,066	281,066	2,529,592	2,529,592	0		3,372,789
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<b>281,066</b>	<b>281,066</b>	<b>2,532,392</b>	<b>2,532,392</b>	<b>0</b>		<b>3,375,589</b>
Fire							
Fire Protection	200,576	200,576	2,063,089	2,055,456	(7,633)	17	2,860,185
Water Costs Fire Protection	0	0	335,000	335,000	0		335,000
	<b>200,576</b>	<b>200,576</b>	<b>2,398,089</b>	<b>2,390,456</b>	<b>(7,633)</b>		<b>3,195,185</b>
Emergency Measures							
EMO Director/Committee	0	0	0	50,000	50,000	18	50,000
	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>		<b>50,000</b>
Other							
Animal & Pest Control	350	208	3,940	1,875	(2,065)		2,500
Other	0	0	404	0	(404)		0
	<b>350</b>	<b>208</b>	<b>4,344</b>	<b>1,875</b>	<b>(2,469)</b>		<b>2,500</b>
<b>Total Protective Services</b>	<b>481,991</b>	<b>481,850</b>	<b>4,934,824</b>	<b>4,974,723</b>	<b>39,899</b>		<b>6,623,274</b>

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**Transportation Services**

## Common Services

Administration (Wages & Benefits)	115,848	127,030	1,127,655	1,215,086	87,431	19	1,648,000
Workshops, Yards & Equipment	44,412	60,758	624,890	639,986	15,096	20	824,261
Engineering	0	0	0	7,500	7,500		7,500
	<u>160,261</u>	<u>187,788</u>	<u>1,752,546</u>	<u>1,862,572</u>	<u>110,026</u>		<u>2,479,761</u>

## Roads &amp; Streets

Roads & Streets	4,857	9,167	48,961	62,340	13,379	21	77,000
Crosswalks & Sidewalks	23,282	5,465	45,111	28,170	(16,941)	22	35,570
Culverts & Drainage Ditches	34,274	22,500	110,108	100,000	(10,108)	23	100,000
Street Cleaning & Flushing	0	0	14,013	10,000	(4,013)		10,000
Snow & Ice Removal	17	0	688,677	807,000	118,323	24	1,172,000
	<u>62,430</u>	<u>37,132</u>	<u>906,870</u>	<u>1,007,510</u>	<u>100,640</u>		<u>1,394,570</u>

## Street Lighting

Street Lighting	13,824	12,500	121,009	112,500	(8,509)		150,000
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## Traffic Services

Street Signs	0	2,000	8,378	12,000	3,622		15,000
Traffic Lanemarking	1,598	0	38,462	35,000	(3,462)		35,000
Traffic Signals	721	1,667	15,678	15,000	(678)		20,000
Railway Crossing	2,250	867	22,946	20,250	(2,696)		25,000
	<u>4,568</u>	<u>4,533</u>	<u>85,464</u>	<u>82,250</u>	<u>(3,214)</u>		<u>95,000</u>

## Public Transit

Public Transit - Comex Service	19,110	22,224	59,495	66,671	7,176		88,895
Public Transit - Other	146	208	1,314	1,875	561		2,500
	<u>19,256</u>	<u>22,432</u>	<u>60,809</u>	<u>68,546</u>	<u>7,737</u>		<u>91,395</u>

**Total Transportation Services**

	<u>260,339</u>	<u>264,385</u>	<u>2,926,697</u>	<u>3,133,378</u>	<u>206,681</u>		<u>4,210,726</u>
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**Environmental Health Services**

Solid Waste Disposal Land Fill garbage	22,457	20,697	208,884	186,270	(22,614)	25	248,360
Solid Waste Disposal Landfill Compost	3,112	3,333	30,316	30,000	(316)		40,000
Solid Waste Collection Fero	83,213	58,333	519,545	525,000	5,455		700,000
Solid Waste Recycling bins	0	0	0	4,000	4,000		4,000
Clean Up Campaign	0	0	8,480	20,000	11,520	26	40,000
Food Cycler	209	0	7,300	0	(7,300)		0
	<u>108,990</u>	<u>82,363</u>	<u>774,525</u>	<u>765,270</u>	<u>(9,255)</u>		<u>1,032,360</u>

**Environmental Development Services**

Planning & Zoning							
Administration (Wages and benefits)	22,033	32,805	202,701	309,425	106,724	27	422,000
Administration	739	2,208	59,222	150,375	91,153	28	157,000
Planning Projects	0	0	100	25,000	24,900	29	25,000
Heritage Committee	0	0	0	5,000	5,000	30	5,000
	<u>22,772</u>	<u>35,013</u>	<u>262,023</u>	<u>489,800</u>	<u>227,777</u>		<u>609,000</u>

## Envision Saint John

Envision Saint John	11,591	11,591	104,318	104,317	(0)		139,090
Tourism	0	0	38	5,000	4,963	31	5,000
	<u>11,591</u>	<u>11,591</u>	<u>104,355</u>	<u>109,317</u>	<u>4,962</u>		<u>144,090</u>

**Total Environmental Development Service**

	<u>34,363</u>	<u>46,604</u>	<u>366,378</u>	<u>599,117</u>	<u>232,740</u>		<u>753,090</u>
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**Recreation & Cultural Services**

Administration (wages and benefits)	29,927	29,844	293,278	281,531	(11,747)	32	384,000
Administration	2,735	2,000	55,610	49,500	(6,110)	33	55,500
Rothsay Arena	42,868	26,645	291,353	275,141	(16,212)	34	380,500
Parks & Gardens	76,251	101,720	652,329	706,113	53,784	35	868,000
Playgrounds and Fields	3,291	7,583	96,673	113,250	16,577	36	134,000
Rothsay Common Rink	5,257	817	63,672	71,700	8,028	37	96,150
Memorial Centre	4,225	5,433	61,285	56,750	(4,535)		72,850
Train Station	0	0	4,027	29,600	25,573	38	29,600
Wells Building	1,299	3,292	42,357	34,625	(7,732)	39	44,500
James Renforth	169	0	1,235	0	(1,235)		0
Beaches	4,495	7,000	57,173	64,000	6,827		64,000
Summer Programs	8,397	10,042	90,293	95,875	5,582		98,000
The Hive expenses	761	1,208	8,420	10,875	2,455		14,500
Regional Facilities Commission	27,890	27,890	251,006	251,006	(0)		334,675
Kennebecasis Public Library	8,250	8,250	74,246	74,246	0		98,994
Regional Facilities Commission Capital	0	0	14,676	14,676	0		157,688
Special Events	3,928	4,500	33,349	39,000	5,651		44,000
PRO Kids	0	0	7,500	7,500	0		7,500
Rothsay Living Museum	0	0	0	500	500		500
	<u>219,742</u>	<u>236,223</u>	<u>2,098,481</u>	<u>2,175,888</u>	<u>77,406</u>		<u>2,884,957</u>

**Fiscal Services**

## Debt Charges

Interest	1,121	500	95,355	90,308	(5,047)		223,872
Debenture Payments	0	0	274,000	274,000	0		714,000
	<u>1,121</u>	<u>500</u>	<u>369,355</u>	<u>364,308</u>	<u>(5,047)</u>		<u>937,872</u>

## Transfers To:

Capital Fund for Capital Expenditures	0	0	0	0	0		4,250,000
Capital Projects Funded by reserves	0	0	750,000	0	(750,000)	40	0
Reserve Funds	0	0	0	0	0		150,000
	<u>0</u>	<u>0</u>	<u>750,000</u>	<u>0</u>	<u>(750,000)</u>		<u>4,400,000</u>

**Total Fiscal Services**

	<u>1,121</u>	<u>500</u>	<u>1,119,355</u>	<u>364,308</u>	<u>(755,047)</u>		<u>5,337,872</u>
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## 2024November12OpenSessionFINAL\_069

## Town of Rothesay

## Variance Report - General Fund

Note #	Revenue	Actual	month ending Budget	9/30/2024 Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	\$ 51,163	\$ 18,750	\$ 32,413	Budget allocated over year
2	Town Hall Rent	\$ 85,224	\$ 75,000	\$ 10,224	Rent renewal higher than budgeted
3	Arena Revenue	\$ 153,294	\$ 112,400	\$ 40,894	Revenue higher than budgeted
4	Licenses & Permits	\$ 184,223	\$ 61,875	\$ 122,348	Conservative budget estimate
5	Interest & Sundry	\$ 91,116	\$ 24,000	\$ 67,116	Conservative budget estimate
6	Miscellaneous	\$ 49,248	\$ 7,500	\$ 41,748	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	Councillors	131,262	116,987	\$ (14,275)	Budget didn't have increase in per diem
10	Other	3,500	17,625	\$ 14,125	Developmental seminars - timing
11	Solicitor	30,053	50,000	\$ 19,947	Expenses not yet incurred
12	Professional Fees	27,994	110,000	\$ 82,006	\$75K Head hunter fees
13	Other	92,492	103,084	\$ 10,592	Timing
14	Community Communications (Team)	2,695	61,375	\$ 58,680	\$55K budgeted for communications study
15	Insurance	299,443	330,201	\$ 30,758	Budget higher than actual
16	Donations	20,522	36,500	\$ 15,978	Donation budget remaining
<i>Protective Services</i>					
17	Fire Protection	2,063,089	2,055,456	\$ (7,633)	Ppty tax estimate too low
18	EMO Director/Committee	0	50,000	\$ 50,000	EMO Plan
<i>Transportation</i>					
19	Administration (Wages & Benefits)	1,127,655	1,215,086	\$ 87,431	Vacant position
20	Workshops, Yards & Equipment	624,890	639,986	\$ 15,096	Budget allocated equally thru the year, expenses still to be incurred
21	Roads & Streets	48,961	62,340	\$ 13,379	timing
22	Crosswalks & Sidewalks	45,111	28,170	\$ (16,941)	TH crosswalk
23	Culverts & Drainage Ditches	110,108	100,000	\$ (10,108)	Additional drain covers purchased
24	Snow & Ice Removal	688,677	807,000	\$ 118,323	Budget set by past usage, 2024 less storms
<i>Environmental Health</i>					
25	Solid Waste Disposal Land Fill garbage	208,884	186,270	\$ (22,614)	More landfill than previous year
26	Clean Up Campaign	8,480	20,000	\$ 11,520	Lower cost than anticipated
<i>Environmental Development</i>					
27	Administration (wages and benefits)	202,701	309,425	\$ 106,724	Vacant positions
28	Administration	59,222	150,375	\$ 91,153	Annual budget for bylaw enforcement \$30K
29	Planning Projects	100	25,000	\$ 24,900	Annual budget for planning projects
30	Heritage Committee	-	5,000	\$ 5,000	Annual budget for Heritage Committee
31	Tourism	38	5,000	\$ 4,963	Annual budget for Tourism
<i>Recreation &amp; Cultural Services</i>					
32	Administration (wages and benefits)	293,278	281,531	\$ (11,747)	Pay raise after annual budget
33	Administration	55,610	49,500	\$ (6,110)	Ppty tax higher than budgeted by \$11K
34	Rothesay Arena	290,613	275,141	\$ (15,472)	R&M to condenser
35	Parks & Gardens	652,329	706,113	\$ 53,784	Vacant position, leased less vehicles than anticipated
36	Playgrounds and Fields	96,517	113,250	\$ 16,733	Less mtce than anticipated to date
37	Rothesay Common Rink	63,672	71,700	\$ 8,028	Casual wages lower than anticipated and shorter season
38	Train Station	4,027	29,600	\$ 25,573	Annual budgt for train station
39	Wells Building	42,357	34,625	\$ (7,732)	2023 YE no accrual was set up for cleaning, supplies and hydro higher than budgeted, Ppty tax \$5K higher than budget
<i>Fiscal Services</i>					
40	Capital Projects Funded by reserves	\$ 750,000	\$ -	\$ (750,000)	Reserve funds for vacuum truck

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Town of Rothesay

Capital Projects 2024  
General Fund

9 Months Ended 9/30/2024

	ANNUAL BUDGET	CURRENT Y-T-D		Remaining Budget
<b>General Government</b>				
G 202* 00* IT	15,000	0		15,000
G-2024-00* Train Station building	350,000	0		350,000
145 James Renforth	0	244,552		(244,552)
Land purchase Wells extender		25,859		(25,859)
<b>Total General Government</b>	<b>365,000</b>	<b>270,411</b>	<b>0</b>	<b>94,589</b>
<b>Protective Services</b>				
P-202*-0** Protective Serv. Equipment Purchases	200,000	175,005		24,995
<b>Total Protective Services</b>	<b>200,000</b>	<b>175,005</b>		<b>24,995</b>
<b>Transportation</b>				
T-2024-001 Asphalt	3,395,000	3,646,764		(251,764)
T-2024-00* Wiljac Improvements	2,500,000	0		2,500,000
T-2024-00* Grove building	60,000	0		60,000
T-202*-00* Fleet Replacement	1,875,000	353,181	750,000	771,819
Unassigned:	0	0		0
<b>Total Transportation</b>	<b>7,830,000</b>	<b>3,999,946</b>	<b>750,000</b>	<b>3,080,054</b>
<b>Recreation</b>				
R-202*-00* Recreation Equipment	145,000	84,127		60,873
R-2022-004 Wells Bldg	50,000	13,822		36,178
R-202*-00* Arena Renovation	105,000	106,750		(1,750)
R-2024-00* Wells parking lot	500,000	0		500,000
R-2024-00* Cathodic protection	75,000	70,735		4,265
R-2024-00* Zamboni	140,000	0		140,000
<b>Total Recreation</b>	<b>1,015,000</b>	<b>275,434</b>		<b>739,566</b>
<b>Carryovers</b>				
R-2020-007 Trail Development	0	8,849		(8,849)
T-2023-001 Asphalt 2023	0	20,494		(20,494)
T-2023-004 Intersection Improvement (Gondola/Clark)	0	622,595		(622,595)
R-2022-002 Recreation Pickle Ball	0	785		(785)
R-202*-00* Recreation Master Plan	0	32,543		(32,543)
	0	685,266		(685,266)
<b>Total</b>	<b>\$ 9,410,000</b>	<b>\$ 5,406,062</b>	<b>\$ 750,000</b>	<b>\$ 3,253,938</b>

2024 Budget and Funding Allocation

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

# Town of Rothesay

## Utility Fund Financial Statements

September 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 9/30/2024

ASSETS

## Assets:

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

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

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

LIABILITIES

## Current:

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

## Long-Term:

Long-Term Debt	8,006,850
	<hr/>
Total Liabilities	7,721,850

EQUITY

## Investments:

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

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

# Town of Rothesay

Balance Sheet - Utilities Fund Reserves  
9/30/2024

## ASSETS

BNS Utility Capital Reserve # 00241 12	1,444,381
	<u>\$ 1,444,381</u>

## LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	947,003
Invest. in Utility Operating Reserve	118,282
Invest. in Sewerage Outfall Reserve	379,096
	<u>\$ 1,444,381</u>

2024November12OpenSessionFINAL\_074

# Town of Rothesay

Utilities Fund Operating Balance Sheet  
As at 9/30/2024

## ASSETS

### Current assets:

Accounts Receivable Net of Allowance	997,602
Total Current Assets	<u>997,602</u>

### Other Assets:

Projects	2,253,938
	<u>2,253,938</u>

TOTAL ASSETS	<u><u>\$ 3,251,541</u></u>
--------------	----------------------------

## LIABILITIES

Accrued Payables	16,263
Due from General Fund	777,889
Due to Capital Fund	285,000
Deferred Revenue	10,677
Total Liabilities	<u>1,089,830</u>

## EQUITY

### Surplus:

Opening Retained Earnings	40,521
Profit (Loss) to Date	2,121,190
	<u>2,161,711</u>

TOTAL LIABILITIES & EQUITY	<u><u>\$ 3,251,541</u></u>
----------------------------	----------------------------

## 2024November12OpenSessionFINAL\_075

Town of Rothesay  
Utilities Operating Income Statement  
9 Months Ended 9/30/2024

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	298,682	292,750	892,647	896,250	(3,603)	1	1,165,000
Meter and non-hookup fees	16,809	15,875	48,020	47,625	395		63,500
Water Supply for Fire Prot.	0	0	335,000	335,000	0		335,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	0	0	2,185,397	2,154,283	31,114	2	2,154,283
Connection Fees	55,675	6,250	180,325	56,250	124,075	3	75,000
Developers' Share	0	0	18,355	0	18,355	4	0
Interest Earned	9,095	7,500	86,868	67,500	19,368	5	90,000
Misc. Revenue	300	769	5,263	6,918	(1,656)		9,224
Infrastructure Grants	0	0	378,486	0	378,486	6	0
Surplus - Previous Years	0	0	33,993	33,993	0		33,993
<b>TOTAL RECEIPTS</b>	<b>380,561</b>	<b>323,144</b>	<b>4,223,232</b>	<b>3,656,819</b>	<b>566,413</b>		<b>3,985,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	18,288	18,288	164,588	164,588	0		219,450
Wages	14,764	16,831	162,162	171,494	9,332		240,000
Audit/Legal/Training	0	167	11,418	8,000	(3,418)		8,500
Other Water	69	625	530	5,625	5,095		7,500
Purification & Treatment	102,707	26,417	567,319	488,750	(78,569)	7	568,000
Transmission & Distribution	5,311	7,917	51,294	71,250	19,956	8	130,000
Power & Pumping	2,027	4,667	39,205	42,000	2,795		56,000
Billing/Collections	59	417	1,765	3,750	1,985		5,000
Water Purchased	280	0	1,113	800	(313)		1,200
Misc. Expenses	0	3,667	7,777	24,000	16,223	9	32,000
McGuire Road Operating	9,567	1,667	18,964	15,000	(3,964)		20,000
<b>TOTAL WATER SUPPLY</b>	<b>153,071</b>	<b>80,660</b>	<b>1,026,134</b>	<b>995,256</b>	<b>(30,878)</b>		<b>1,287,650</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	27,431	27,431	246,881	246,881	0		329,175
Wages	30,000	30,000	270,000	270,000	0		360,000
Audit/Legal/Training	635	750	9,403	12,750	3,347		15,000
Collection System Maintenance	0	6,250	27,893	58,250	30,357	10	85,000
Sewer Claims	0	0	16,234	15,000	(1,234)		20,000
Lift Stations	1,567	7,167	80,529	62,000	(18,529)	11	82,500
Treatment/Disposal	2,559	9,000	73,028	94,000	20,972	12	121,000
Misc. Expenses	0	2,333	5,181	21,000	15,819	13	28,000
<b>TOTAL SWGE COLLECTION &amp; DISPC</b>	<b>62,192</b>	<b>82,931</b>	<b>729,149</b>	<b>779,881</b>	<b>50,732</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	56,034	55,808	137,051	161,826	24,775	14	263,941
Principal Repayment	194,708	194,708	209,708	209,708	0		565,708
Transfer to Reserve Accounts	0	0	0	0	0		75,000
Capital Fund Through Operating	0	0	0	0	0		750,000
<b>TOTAL FISCAL SERVICES</b>	<b>250,742</b>	<b>250,516</b>	<b>346,759</b>	<b>371,534</b>	<b>24,775</b>		<b>1,656,675</b>
<b>TOTAL EXPENSES</b>	<b>466,005</b>	<b>414,107</b>	<b>2,102,043</b>	<b>2,146,671</b>	<b>44,629</b>		<b>3,985,000</b>
<b>NET INCOME (LOSS) FOR THE PER</b>	<b>(85,444)</b>	<b>(90,964)</b>	<b>2,121,190</b>	<b>1,510,148</b>	<b>611,042</b>		<b>(0)</b>

# Town of Rothesay

Variance Report - Utility Operating  
9/30/2024

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
<b>Revenue</b>					
1	Sale of Water	892,647	896,250	(3,603)	Lower usage, Apt fixed underground leak
2	Sewerage Services	2,185,397	2,154,283	31,114	New Apartment buildings not factored into budget
3	Connection Fees	180,325	56,250	124,075	Budgeted amts allocated based on prior year revenue
4	Developers' Share	18,355	0	18,355	Cost shared for sidewalk on Hampton rd
5	Interest Earned	86,868	67,500	19,368	Conservative budget
6	Infrastructure Grants	378,486	0	378,486	WWTF grant
<b>Water</b>					
7	Purification & Treatment	567,319	488,750	(78,569)	Hydrostrata - Addition of Deepening wells
8	Transmission & Distribution	51,294	71,250	19,956	Timing
9	Misc. Expenses	7,777	24,000	16,223	New water meters have yet to be purchased
<b>Sewer</b>					
10	Collection System Maintenance	27,893	58,250	30,357	timing
11	Lift Stations	80,529	62,000	(18,529)	replacement of VFD at FV lagoon
12	Treatment/Disposal	73,028	94,000	20,972	timing
13	Misc. Expenses	5,181	21,000	15,819	timing
<b>Fiscal Services</b>					
14	Interest on Long-Term Debt	137,051	161,826	24,775	Timing

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Town of Rothesay

Capital Projects 2024  
Utility Fund  
9 Months Ended 9/30/2024

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		
<b>WATER</b>					
W-2022-003 Filtration Bldg Water	775,000	27,672	400,000	347,328	
W-2024-00* Production Wells TH90-1	65,000	400		64,600	
W-2024-00* Storage bldg renovations	55,000	-		55,000	
W-2024-00* Shadowhill water line	250,000	-		250,000	
W-2024-00* Treatment effluent tank re-lining	30,000	-		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	-		50,000	
W-2024-00* Large scale tapping machine	40,000	-		40,000	
	<u>\$ 1,305,000</u>	<u>\$ 30,470</u>	<u>\$ 400,000</u>	<u>\$ 874,530</u>	
<b>SEWER</b>					
T-202*-001 Sewer work in Asphalt contract	100,000	\$ -		100,000	
S-2023- 004 WWTF Plant	2,000,000	\$ 276,601		1,723,399	
S-2024-00* Frances Ave lift station replacement	120,000	\$ -		120,000	
S-2023-002 Lagoon Dredging	1,500,000	\$ 1,068,002		431,998	
Unbudgeted items:					
Emergency sewer repair Rothesay Rd	0	\$ 40,049		(40,049)	
	<u>3,720,000</u>	<u>1,384,653</u>	<u>-</u>	<u>2,335,347</u>	
<b>Total Approved</b>	<u>5,025,000</u>	<u>1,415,122</u>	<u>400,000</u>	<u>3,209,878</u>	
<b>Carryovers</b>					
Funded from Reserves					
W-2021-004 Well Development - Quality	-	4,649		(4,649)	
S-2021-001 Turnbull Court Sewer	-	834,168		(834,168)	
	<u>0</u>	<u>838,816</u>	<u>0</u>	<u>(838,816)</u>	
	<u>5,025,000</u>	<u>2,253,938</u>	<u>400,000</u>	<u>2,371,062</u>	
<b>Funding:</b>					
	Total	Operating	Borrow	Gas Tax	Grants
Water	1,305,000	630,000	\$ 250,000	425,000	
Sewer	3,720,000	120,000	\$ 2,625,000	100,000	875,000
	<u>\$ 5,025,000</u>	<u>\$ 750,000</u>	<u>\$ 2,875,000</u>	<u>\$ 525,000</u>	<u>\$ 875,000</u>

# Town of Rothesay

2024-09-30

219500-60

Donations/Cultural Support

Budget

Paid to date

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

Other:	19,500.00	
Portage		500.00
KVBA U14		250.00
Police/Fire Hockey		472.00
Refund from Big Brother/Big Sister	-	500.00
KV Girls Softball		250.00
Fundy Soccer Association		250.00
St. Joseph's Foundation		1,000.00
Girl Guides of Canada "Run in the Valley"		250.00
Tani Koi Judo Club		500.00
KV Old Boys		250.00
	<hr/>	<hr/>
sub	19,500.00	3,222.00

<hr/>	36,500.00	20,522.46
<hr/>		<hr/>

G/L Balance		<hr/> <hr/> 20,522.46
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**Other:**

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

# TOWN OF ROTHESAY

FINANCE COMMITTEE

October 23, 2024

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander, Chairman

Councillor Helen Boyle

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

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

The agenda was accepted (HB/DS)

## Review of Minutes

The minutes of September 25, 2024 were accepted as presented with minor change on pg 3. the word noted to “asked” (NG/HB)

## September Internal Financial statements

General - financial statements and variance reports were reviewed. Other Revenue from Own Source has large positive variance mainly due to increase in license and permits, interest and sale of capital asset. The Asphalt capital project also includes the paving of Wells which will be adjusted at year end. Treasurer Doug MacDonald expects to have enough funds at year end to cover capital expenses with a small surplus. Projects that were carried over from the previous year with no budget will be funded by current year funds aside from the Intersection at Gondola/Clark which will be funded by debt.

Utilities – financial statements and variance reports were reviewed with no major updates. Treasurer Doug MacDonald noted sale of water depends on volume used and variance to budget is minimal, connection fees are up and will be allocated to capital reserve, expenses are higher than budgeted but expect to minimal at year end. Turnbull Court project is finally complete after 3 years.

Mayor Nancy Grant questioned why the volume of water sales doesn't match the amount of water being treated at the plant. Town Manager, John Jarvie indicated the loss of water can happen due to a variety of way such as flushing, leaks etc however any variance higher than 20% should be investigated.

Lagoon Dredging is almost complete and managed in-house to cause least disturbance to residents. Grant submissions will be claimed to help alleviate total cost.

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

**Donation Summary and Request**

Treasurer, Doug MacDonald noted that the donation amounts for KV Old Boys and Tani Koi Judo Club amounts were inverted.

**NB Medical Education Trust**

Moved by Mayor Nancy Grant and Councillor Helen Boyle to approve a donation \$5,000 for the 2025 annual budget  
APPROVED

**For Information:**

**CCBF Five Year Capital Plan 2024 -2028 – (Canada Community Building Fund)**

Moved by Mayor Nancy Grant and Councillor Don Shea to recommend to council the document entitled Rothesay Five-Year Investment Plan for the Canada Community Building Fund (CCBF) 2024- 2028 be adopted.  
APPROVED

Treasurer Doug MacDonald explained the projects listed in the CCBF 2024-2028 plan can be amended and resubmitted every year if council wishes. In order to receive the second installment for 2024, the plan must be submitted prior to year end.

Treasurer Doug MacDonald indicated the requirements for CCBF when communities' populations exceed 30,000, must indicate how projects help with housing and aims to address the pressing need for affordable housing while enhancing infrastructure and community well-being.

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

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

**Next Meeting**

The next meeting is set for Thursday November 21, 2024. The meeting adjourned at 9:04am.

\_\_\_\_\_  
Deputy Mayor Matt Alexander, Chairman

\_\_\_\_\_  
Financial Officer Laura Adair



2024November12OpenSessionFINAL\_081

# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Finance Committee  
DATE : November 5, 2024  
RE : Donation Recommendations

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The finance committee recommends the following motion re donation request:

Council approve the request for a sponsorship request from NB Medical Education Trust for 2025 in the amount of \$5,000.

**SCHEDULE A**

**Application for Rothesay Municipal Grant**

App. Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel. \_\_\_\_\_

Email: \_\_\_\_\_

Organization Description: \_\_\_\_\_

\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Descriptions of proposed event or activity: \_\_\_\_\_

\_\_\_\_\_

Project costs: \_\_\_\_\_

Benefits to town of Rothesay: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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



The New Brunswick Medical  
Education Foundation Inc.  
La fondation d'éducation médicale  
du Nouveau Brunswick Inc.

**New Brunswick Medical Education Foundation  
Town of Rothesay Scholarship Proposal  
September 2024**

**Overview of the Current Situation:**

The average physician in New Brunswick is over 49 years old, and the province predicts that the waitlist for a family physician will rise to over 100,000 by the end of this calendar year. Within New Brunswick, the percentage of citizens who have a permanent primary care provider is continuing to decline. With looming mass retirements, population growth and changing practice models, it is essential we move to minimize further negative outcomes for patients and communities. Ensuring there is a pipeline of future New Brunswick physicians prepared to work in the province is a critical component of any solution to the region's current and future healthcare crisis.

**About the New Brunswick Medical Education Foundation (NBMEF):**

NBMEF is a registered Canadian charity dedicated to attracting and retaining physicians in New Brunswick. Founded in 2010, NBMEF raises funds to provide return-to-service scholarships to New Brunswick medical students, ensuring a steady pipeline of future physicians ready to practice in the province. This initiative is the first of its kind in Canada. Its results position NBMEF as one of the most cost-effective, high-yield physician recruitment programs in the province's history.

**Impact of the Scholarships:**

The impact of the New Brunswick Medical Education Foundation's (NBMEF) scholarships extends far beyond the recipients. These scholarships are life-changing, allowing students to focus on their medical education and community involvement without the burden of excessive student debt. This financial relief not only empowers students but also strengthens the future of healthcare in New Brunswick.

New Brunswick Medical Education Foundation  
95 James Renforth Drive, Rothesay, NB, E2H 1K7  
[www.nbmeded.ca](http://www.nbmeded.ca)

In September 2024, NBMEF awarded a record \$1.1M in return-to-service scholarships to 144 talented and deserving students. Each recipient has pledged to practice in New Brunswick once qualified.

By supporting New Brunswick Medical students, The Town of Rothesay contributes to the overall well-being and growth of the province. Each scholarship recipient is a future healthcare professional who will play a critical role in addressing the shortage of physicians, improving access to care, and enhancing the health outcomes of New Brunswick's general population. However, due to limited funding, qualified students were unfortunately declined, highlighting the ongoing need for financial support to ensure that all deserving students can fulfill their potential and serve their communities.

By securing future healthcare providers for regions across the province, particularly in underserved regions, NBMEF's work has a ripple effect on the health and vitality of New Brunswick as a whole, ensuring that future generations have access to the medical care they need.

**The Need for Physicians in New Brunswick:**

As noted, over 80,000 New Brunswickers are currently waiting for a family doctor or nurse practitioner, with 45% of the province's doctors nearing retirement age. This shortage has severely impacted access to after-hours clinics, operating rooms, and emergency care. Past efforts to address these issues have often been siloed, expensive and region-specific, leading to varied results.

**Proposal for the Town of Rothesay:**

We thank the Town of Rothesay for funding the Medical Education Scholarship with NBMEF and ask for consideration to continue for the benefit of the Town of Rothesay's residents and the citizens of New Brunswick. This scholarship provides substantial financial assistance to medical students from the regions you serve while securing a return-to-service pledge from each scholarship recipient.

**Proposed Timeline and Review:**

We propose that the Town of Rothesay Scholarship be continued in 2025.

**Expected Outcomes:**

- Provide vital tuition relief to a New Brunswick physician student enrolled in medical school. All scholarship funds administered by NBMEF are paid directly to the recipients' universities, directly to the students' accounts.
- Ensure physician(s) return to work in designated New Brunswick region(s) once qualified to practice. Those students who breach their return-to-service commitments agree to repay their awards.
- Enhance access to healthcare for New Brunswickers within the designated region, leading to better health outcomes, and social, economic, and generational benefits.

**Recognition and Administration:**

NBMEF will provide recognition through social media, newsletters, our website, and email acknowledgments of the Medical Education Scholarship. We will also work with the Town of Rothesay for any additional mutually agreed-upon recognition campaigns or communication collateral.

**Next Steps:**

We look forward to discussing this grant application with the Town of Rothesay. We would be honored to present the New Brunswick Medical Education Foundation to your organization's leadership in person or via an electronic platform. Thank you for taking the time to review and consider this application.



# ROTHESAY

AGE-FRIENDLY ADVISORY COMMITTEE

2024 November 12 Open Session (FINAL) 086  
Rothesay Town Hall Common Room

Tuesday, October 22, 2024 at 10 am



**PRESENT:** MAYOR NANCY GRANT, *ex-officio member* – Arrived at 10:06 am  
COUNCILLOR HELEN BOYLE  
DIANE O’CONNOR, CHAIRPERSON  
WILLA MAVIS, VICE CHAIRPERSON – Arrived at 10:03 am  
NANCY HASLETT  
DR. SHAWN JENNINGS  
JILL JENNINGS  
DOAA HIGAZY  
DIANNE TAYLOR  
ANGELA MORSE

DRAFT

RECREATION & COMMUNICATIONS COORDINATOR KERI FLOOD  
AGE-FRIENDLY & COMMUNICATIONS COORDINATOR KIRSTIN DUFFLEY  
RECORDING SECRETARY ÉLIANE KNOX

**ABSENT:** ROBERT TAYLOR  
TOWN MANAGER JOHN JARVIE  
HIGH SCHOOL REPRESENTATIVE (Vacant)

Chairperson O’Connor called the meeting to order at 10:01 am.

## 1. APPROVAL OF AGENDA

**MOVED** by N. Haslett and seconded by D. Higazy the agenda be approved as circulated.

**CARRIED.**

## 2. APPROVAL OF MINUTES

### 2.1 Meeting minutes of September 17 2024

**MOVED** by Dr. Jennings and seconded by Counc. Boyle the minutes of September 17, 2024, be adopted as circulated with the following amendment to the item 7.1 2024 August 16 – Letter to Hon. Hugh J.A. Flemming K.C.: “...*She explained that a while ago Mayor Nancy Grant, Robert Taylor, Dianne Taylor, Councillor Helen Boyle and herself met with Minister Flemming...*”

**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 Data Review for 2025-2027 Action Plan

Vice Chairperson Mavis arrived at 10:03 am. K. Duffley explained to the Committee members that they need to choose what Rothesay Age Friendly Community action items are going to be for 2025, 2026 and 2027. N. Haslett indicated that from the survey - transportation is one of the things that the Committee needs to be more diligent about trying to improve or implement to help seniors to get out more and be able to engage in more activities, such as Rothesay Hive.

Chairperson O'Connor commented that the word that stood out for her was accessibility in a lot of areas, for instance transportation and housing. She said that a lot of our buildings are older, and many do not have accessible entryways. She mentioned to K. Duffley that the outside Town Hall push button is hidden, and it needs additional signage. Furthermore, she welcomed any ideas they may have to find better way to communicate with seniors, other than online, regarding events, activities, etc. She added that people told her that they prefer paper copy instead of going online. Many seniors do not have much access to a computer and not everyone is on social media. Mailouts are expensive.

N. Haslett agreed with Chairperson O'Connor that one of the results from the survey was not all seniors are online. There is an opportunity intergenerationally to bridge the gap between youth, middle-aged and seniors.

Mayor Grant arrived at 10:06 am.

Chairperson O'Connor mentioned some of the locations where posters can be posted on public boards in Rothesay.

Vice Chairperson Mavis questioned if the Committee could do public service announcements other than CBC Radio. Chairperson O'Connor replied that, as far as she knows, CBC Radio is the only one that allows you to record an announcement.

D. Taylor inquired how the participants of the Memory Session learned about this event. She was struck by how the room was full to overflowing and so many new people that she did not recognize. Chairperson O'Connor and K. Duffley responded the standard communication was done for this event, including emails, social media, website, calendar, newsletter, and posters. K. Duffley pointed out that Rothesay Hive has over 400 email contacts and it is the primary way to communicate with Rothesay Hive members.

D. Higazy recommended to reach out to a new audience, such as the mosque, because there are many seniors attending. She suggested putting posters on their public board. She will send the contact information via email to Chairperson O'Connor.

Dr. Jennings indicated that the number one concern is housing, and it is beyond our jurisdiction. He acknowledged that Rothesay already started that process by taking the by-laws to make more granny suites, but Rothesay needs more garden homes. He asked the Committee members how we can encourage developers.

Mayor Grant agreed that it is a major concern. She explained that Rothesay does not have enough housing and the price is up. Notwithstanding, the 2020 Rothesay Municipal Plan allows not only granny suites but garden suites. She is unsure if the Town has received any applications yet. She was happy to announce to the Committee members that she signed last week a new Development Agreement for the development of 52 townhomes. She said that developers are more interested in multi-unit buildings, except they cannot build new units for what is considered affordable by most seniors and with inflation. She indicated that there is one developer who wants to build garden homes in Rothesay. The other consideration that there is a piece of land that Rothesay owns where the Scribner baseball field used to be, and it is on Council's radar to do some sort of development with mixed units or subsidized units. The Community Garden is right beside it.

N. Haslett asked Mayor Grant if the tiny home concept would work in Rothesay. Mayor Grant replied that she would like to see the Council to give it a try on a lot somewhere. The only issue is Rothesay has so many large single-family home neighbourhoods. She added that cluster housing is also included in the Municipal Plan.

N. Haslett commented that she thinks that tiny home concepts are one of the things from the survey and people talking about hot housing and affordability. They want smaller homes on one level, easy to access, open concept and lower taxes. She suggested homes built around in a circle with a common area in the middle. Mayor Grant said it is called pocket neighbourhoods in the States and their porches face each other. D. Taylor added that sort of model has been tried and tested. It is quite established in the UK. They also have a home for an attendant who is available 24/7 for medical emergencies.

K. Duffley indicated to the Committee members that the by-law was changed to allow garden units. She was wondering how many people know about that option. She suggested to promote this information. Mayor Grant added that when the municipal plan was done five years ago, the Town held a public hearing. She asked K. Duffley to talk to the Town Manager. N. Haslett recommended promoting what it is in the Municipal Plan. Chairperson O'Connor also proposed holding an information session at Rothesay Hive.

K. Duffley explained that many items are from the previous action plan. The Committee must decide if they want to keep going forward with some of them or change them slightly. However, the Committee wants to look at transportation and communication.

Chairperson O'Connor proposed that in the action plan to have more information sessions regarding Rothesay Municipal Plan, real estate developers, and transportation.

J. Jennings suggested getting a representative of each Rothesay apartment building and asking them if they could put a poster up.

Counc. Boyle proposed to the Committee members to visit the small houses for independent living near King's Church in Quispamsis. They are built facing each other and have a common room. There is a long waiting list to get into them.

N. Haslett added that one of the other pillars to focus on is a new intergenerational recreation facility.

Chairperson O'Connor recommended inviting the new MLA, Alyson Townsend, and meeting with her at Rothesay Hive during a crowded program or activity. Furthermore, to explain to her the support that is already there for Rothesay from the MP Wayne Long and previous MLA, Ted Flemming. Mayor Grant said that Alyson Townsend does have some background because she came to see her when she first decided to run, and they spent a morning together.

K. Duffley proposed to the Committee members to add this last item to the action plan: senior technology classes with cyber seniors. She said that we are currently working with them and have not started yet.

K. Duffley said that she will summarize those in a few action items and update the draft document in today's Committee meeting package. She asked the Committee members to read it and if they have changes to please send her an email or bring them to the next meeting. She will update the document afterwards and the Committee will approve it to go to Council for their December meeting.

**MOVED** by N. Haslett and seconded by Dr. Jennings to submit the Rothesay Age Friendly Community survey results to Council.

**CARRIED.**

## **9. NEW BUSINESS**

### **9.1 2025 Rothesay Hive Budget**

K. Duffley explained to the Committee members that the budget is for their information. There is a slight change for when she sent the package on Friday. We are looking at adding another exercise class in 2025. Therefore, we have increased the program revenue and instructor expenses. The rest is the same as last year. We added more budget for the Wellness Fair.

D. Taylor asked if there are grants available to change the Rothesay Hive flooring.

Chairperson O'Connor indicated that she learned at the NB Age Friendly Community conference that MLAs have funding of \$7,500 available for improvements and no documentation or report is required to submit. Mayor Grant mentioned that each MLA has community grant of \$50,000 that they can give every year.

Counc. Boyle mentioned there is a list of different fundings available that she assumes was given to Chairperson O'Connor during the conference. She will email Brenda Lee to ask her to send the list to all the Committee members. It is worthwhile investigating the different funding sources.

Chairperson O'Connor agreed that the Rothesay Hive flooring needs to be changed from carpet to tile. It will be safer and more hygienic as well.

### **9.2 2024 NB Age Friendly Communities Conference**

Counc. Boyle summarized the conference to the Committee members. She suggested that they should do a morning or afternoon session instead of a full day. It was very informative, but repetitive subjects.

D. Taylor added that there were representatives from different communities around the province. She said that we are all wrestling with the same challenges.

Chairperson O'Connor mentioned that she met with Envision Saint John and Rob Muir, UNB Saint John, and they could be a resource for the Committee regarding the action plan. She added that in the afternoon a representative from Jen Well was on Zoom to talk about social connection which leads to better physical, mental and emotional health. In general, it was a really good conference and to be able to talk and exchange ideas with different groups of people. She pointed out that anybody can join in on the network. The meetings are held via Zoom.

Mayor Grant announced to the Committee members that K. Duffley receiving the Recreation NB / Loisirs N.-B. Excellence in Older Adult Programming award for her work in the community and programming through the Rothesay Hive.

Chairperson O'Connor and the Committee members congratulated K. Duffley on her award and thanked her for her outstanding work at Rothesay Hive.

Chairperson O'Connor thanked also Mayor Grant for her support and presence, when she can, during events at Rothesay Hive. She also thanked K. Flood for leading people.

K. Duffley thanked Chairperson O'Connor and the Committee. Nevertheless, it would not be possible with the support of the committee and Recreation & Parks department. It is amazing what we can do when we put our heads together.

### 9.3 Age-Friendly Programming Update

#### Rothesay Hive Programming

##### What's Going On:

- The first-ever Grief Café at Rothesay Hive was held on October 10<sup>th</sup>, which was National Mental Health Day and leading up to Thanksgiving, was a grand success. We had ten people join us, and both volunteers (Jennifer and Sean with Winnie) were very pleased with the event. We have confirmed the dates for November and December's Grief Cafes.
  - Friendsgiving Potluck was held on Friday, October 11<sup>th</sup> and was also a grand success with 17 people attending and bringing dishes. We will hold another potluck in December to close out 2024.
  - On Halloween we will have a movie matinee where Hivers are encouraged to dress up in costume.
  - The Rothesay Hive Garden Club has concluded another very successful season. Throughout the summer they planted and harvested Beans (19.4 pounds), Carrots (40.54 pounds), and Tomatoes (100.61 pounds). All their produce was donated to the KV Food Basket. Since the garden club started in 2022, they have donated over 361 pounds of produce! Thank you to our garden club worker bee Krisann for weighing and donating the produce as well as keeping the group organized throughout the summer.
  - We had approximately 30 people attend our Memory and Wellness presentation led by Dr. David Elias from Canadian Health Solutions.
  - Fall Speaker Series will be held virtually again this year, there will be four interviews posted on Thursday evenings at 6pm on the Rothesay Hive Facebook page.
-

- Joan Hall Hovey – Author
- Lincoln Bell – Beekeeper and Entrepreneur
- Jim Wilson – Birder and Naturalist
- Willa Mavis – Retired Business Owner
- In December on Saturday, December 7<sup>th</sup> at 2 pm there will be a Fashion Show hosted at the Rothesay Hive. This will feature 15 models who are over the age of 50. Registration is required to attend. If you are interested in being a model, please contact Diane O'Connor.

### **Rothesay Hive Members**

**Rothesay Hive Facebook Group:** 1,067 members

**Rothesay Hive Members as of now in 2024:** 188 members

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

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

### **Renforth Seniors Exercise Classes**

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

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

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

### **Saint John Newcomers Centre Programs**

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

Chairperson O'Connor updated the Committee members on fall programs:

- Fall craft session
- Estate planning session
- Speed chats (Rothesay Elementary School on October 24th, Touchstone Academy on November 14th)

### **10 DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, November 19<sup>th</sup> at 10 am.

**11 ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 11:05 am.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
RECORDING SECRETARY



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council  
1 November 2024**

**TO:** Town Clerk, Mary Jane Banks

**SUBMITTED BY:** Age Friendly Advisory Committee

**DATE:** 1 November 2024

**SUBJECT:** Rothesay Age Friendly Community Survey Data

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### **BACKGROUND**

Rothesay's Age Friendly Advisory Committee created and distributed a survey questionnaire in May 2024 with the support of Rothesay Staff. The survey was open from May 22<sup>nd</sup>, 2024, until June 28<sup>th</sup>, 2024, for Rothesay Residents who are 50 years of age or older. Residents were able to complete the survey online or by requesting a paper copy. The results of the survey will be used to help direct the Age Friendly Community Action Plan for 2025-2027. Input was received from 143 older adults in Rothesay.

### **SUMMARY**

The responses in the survey reveal significant barriers that prevent older adults in Rothesay from aging in place. The survey covered all eight domains of an Age Friendly Community: outdoor spaces and buildings, transportation, housing, social participation, respect and social inclusion, civic participation and employment, communication and information, and community support and health services. The results of the survey provide information on opportunities and deficiencies within all departments in the town of Rothesay.

Overall, older adults in Rothesay expressed a strong desire for more age-friendly housing options that prioritize accessibility, affordability, and low-maintenance living, transportation options that allow them in age in place, improved infrastructure and facilities, improved communications of programs and services, and more. Please review the document for a complete overview of the information gathered. Additionally, on the final page there is a score in each domain and an overall score of how Age Friendly Rothesay is as a community.

### **REFERRAL**

Rothesay Age Friendly Advisory Committee Meeting on October 22, 2024.

**MOVED** by N. Haslett and seconded by Dr. Jennings to submit the Rothesay Age Friendly Community survey results to Council.

**CARRIED.**

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

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

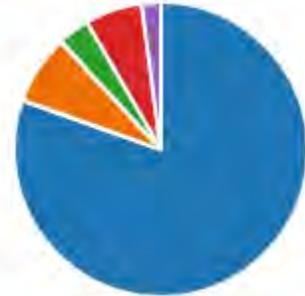
## 2024 Rothesay Age-Friendly Community Survey Results

Total # of Survey Participants: 143

### Question 1:

What type of housing are you living in now?

● Single Unit (House)	115
● Apartment Unit	11
● Condo	5
● Secondary Unit / Garden Home	9
● Other	3



### Question 2:

My home is accessible to people of all abilities.

Data Note: Majority Strongly Disagree or Disagree (71%)

● 1 - Strongly Disagree	24
● 2 - Disagree	77
● 3 - Neutral	19
● 4 - Agree	10
● 5 - Strongly Agree	12



### Question 3:

I can age in place in my home.

Data Note: Majority Strongly Agree or Agree (55%)

● 1 - Strongly Disagree	11
● 2 - Disagree	35
● 3 - Neutral	18
● 4 - Agree	55
● 5 - Strongly Agree	24





2024 Rothesay Age-Friendly Community Survey Results

about the affordability of modifying homes, rising property taxes, and the high costs of more accessible housing options like condos or rentals.

Overall, there is a strong desire for single-level living arrangements that are easier to navigate and maintain, which many respondents feel would better support their ability to age in place. This analysis shows that accessibility issues are the most common barrier to aging in place, followed by maintenance and housing costs.

**Question 5:**

In your opinion, what could Rothesay do to make housing in our community more age-friendly?



Main themes in the 110 responses:
<p><b>Increase Accessibility in Housing</b></p> <ul style="list-style-type: none"> <li>Many respondents emphasized the need for homes with features that accommodate mobility challenges, such as ramps, wider doorways, elevators, and accessible bathrooms. New developments should include barrier-free units.</li> </ul> <p><b>Quotes:</b></p> <ul style="list-style-type: none"> <li>"Wider hallways and doorways, ramps for access from outside, more walk-on showers versus step-in bathtubs."</li> <li>"Ensure barrier-free units are an option in every multi-unit housing complex developed."</li> </ul>
<p><b>Develop Affordable, Low-Income, One-Level Homes</b></p> <ul style="list-style-type: none"> <li>The demand for affordable, single-story homes was a recurring theme, with many suggesting that these should be a priority for future developments.</li> </ul> <p><b>Quotes:</b></p> <ul style="list-style-type: none"> <li>"Create more one level senior housing, must be affordable, \$400,000+ is too much for most seniors."</li> <li>"Provide affordable, ability friendly low maintenance housing. All of these attributes need to be in place to make it possible for most seniors - aging individuals."</li> </ul>
<p><b>Increase the Availability of Garden Homes and Senior Complexes</b></p> <ul style="list-style-type: none"> <li>Respondents frequently mentioned the desire for more garden homes and senior-specific complexes that allow for downsizing without sacrificing independence. Suggestions of various housing types such as Tiny Homes, Garden Homes, Apartments, Town Homes, Duplexes, Condos, and Smaller Bungalows.</li> </ul>

- **Quote:** "Encourage as many garden home developments as possible. My wife and I are in Chapel Hill and it has been great for us."

**Improve Public Transportation**

- Several respondents highlighted the importance of having accessible public transportation, especially for seniors who can no longer drive.
- **Quote:** "Provide at least some transportation options for seniors and others that cannot drive or afford a car."

**Enhance Outdoor Safety and Infrastructure**

- Suggestions included better sidewalk maintenance, more benches along walking routes, improved street lighting, and filling in ditches to make outdoor spaces safer and more accessible. Paving roads and clearing snow to enhance mobility and safety. Residents noted the need for sidewalks on Donlyn Drive and Cameron Road.

**Quotes:**

- "Add more benches along streets in residential areas for rests while walking. Add more benches in parks."
- "Increase the number of benches on Rothesay Road (riverside) to provide accessible rest stops for senior walkers."
- "Clear the huge and frozen windrows that the town ploughs make at the foot of all the driveways, many of my neighbours can't do this and so they can't get their cars out."

**Additional Recommendations in the Responses**

**Maintenance and Home Services**

- Help with home maintenance and accessibility improvements.
- Availability of trustworthy maintenance services for seniors.
- **Quote:** "I would like to see back-in garbage/compost service made available via 'Fero' or another supplier. I just signed up for winter service weekly at a cost of \$58 per month. I am a single senior who cannot get garbage cans to roadside in winter months for fear of falling. Rothesay might want to look into providing/sharing in cost and or advertising this service."

**Community and Social Infrastructure**

- More community centers and activities for seniors.
- Development of micro-neighborhoods with mixed-age housing.

**Affordability of Living**

- Concerns over rising costs of housing, rent, and property taxes.
- Suggestions for senior discounts or tax relief measures.

**Senior-Friendly Design in New Construction**

- Regulations to ensure new constructions are accessible from the start.
- Incorporation of features that support aging in place, such as wide doorways and accessible bathrooms.

**Community-Oriented Housing**

- Interest in communal living options like duplexes or co-housing with family.
- Desire for neighborhoods that offer both independence and a sense of community.

## 2024 Rothesay Age-Friendly Community Survey Results

### Summary

Older adults in Rothesay expressed a strong desire for more age-friendly housing options that prioritize accessibility, affordability, and low-maintenance living. Common themes included the need for one-level homes, accessibility features such as ramps and wider doorways, affordable housing developments, and better public transportation. There was also a call for community-oriented living spaces like garden homes, with some respondents suggesting the inclusion of communal facilities for social activities.

These recommendations reflect the community's need for more accessible, affordable, and safe housing options, along with better infrastructure to support aging residents.

### Question 6:

There are enough opportunities to meet people in my neighbourhood.

1 - Strongly Disagree	11
2 - Disagree	35
3 - Neutral	39
4 - Agree	49
5 - Strongly Agree	8



### Question 7:

Activities and events are organized in places that are accessible to me.

Data Note: Majority Strongly Agree or Agree (58%)

1 - Strongly Disagree	4
2 - Disagree	12
3 - Neutral	44
4 - Agree	62
5 - Strongly Agree	20



2024 Rothesay Age-Friendly Community Survey Results

**Question 8:**

The information about activities and events is enough for me and also suitable for me.

1 - Strongly Disagree	5
2 - Disagree	28
3 - Neutral	40
4 - Agree	58
5 - Strongly Agree	11



**Question 9:**

I find the range of events and activities sufficiently varied.

1 - Strongly Disagree	6
2 - Disagree	30
3 - Neutral	48
4 - Agree	47
5 - Strongly Agree	11



**Question 10:**

In your opinion, what could Rothesay do to improve social participation of older adults in Rothesay?



Main Themes in the 101 responses:
<p><b>Better Communication and Advertising</b></p> <p>There is a recurring concern that many older adults are unaware of available activities due to limited communication channels. Suggestions include using printed materials, flyers, and non-digital options to spread awareness, as many seniors don't actively use the internet.</p> <ul style="list-style-type: none"> <li><b>Quote:</b> "Ensure that any advertisement or promotional information is provided in other ways besides online only, as there are still many seniors who don't use the internet or use it minimally."</li> </ul>

## 2024 Rothesay Age-Friendly Community Survey Results

### Transportation Support

A common suggestion is to provide transportation options such as shuttle buses or volunteer drivers to help seniors attend events, especially those without access to a vehicle.

- **Quote:** "Transportation, especially for evening activities, is often a problem for older adults so a system of volunteer drivers could be organized for certain social events."

### Variety of Activities

Many respondents noted that there should be more diverse and engaging activities beyond traditional options like walking clubs. Suggestions include musical events, art classes, outdoor activities, and fitness programs.

- **Quote:** "Have local bands play at the ballfield. People tend to like being outside more now."

### Accessibility and Timing

There is a need for activities to be scheduled at times that accommodate those who are still working, as many events are currently held during weekday daytime hours, making them inaccessible for employed older adults.

#### Quotes:

- "Offer programs at places like the Hive at times when people working full-time weekday jobs can attend. Offer more varied options and in different areas of the community."
- "I'm not sure. As a working older person, the activities are scheduled when I am at work. However, when I retire, I will be wanting daytime activities."

### Infrastructure Improvements

Suggestions included making pathways more accessible, with proper lighting and seating, as well as developing spaces like an indoor walking track or fitness center for year-round use.

#### Quotes:

- "Make pathways that are paved to facilitate accessibility for walkers, wheelchairs, canes, etc. These pathways should also be very well lit and offer benches so people can sit down to rest."
- "Have a low cost center with a gym, walking track, pool and room for classes of various types."

### Summary

The feedback highlights a mix of positive reflections on existing efforts and suggestions for improvement regarding social participation of older adults in Rothesay. Key areas emphasized include better communication, increased variety of activities, enhanced accessibility, and transportation support. Several respondents noted that activities are not always accessible due to work schedules or transportation issues, and others suggested offering more diverse events and better advertising to reach those not online.

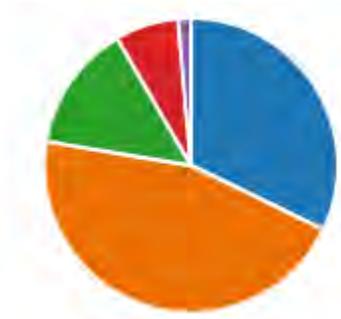
These insights highlight actionable areas for Rothesay to focus on, ensuring broader engagement and participation among its older adult residents.

## 2024 Robesay Age-Friendly Community Survey Results

### Question 11:

I sometimes get annoying or negative remarks because of my age.

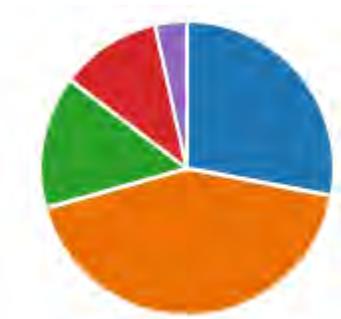
Data Note: Majority Strongly Disagree or Disagree (77%)



### Question 12:

I sometimes face discrimination because of my age.

Data Note: Majority Strongly Disagree or Disagree (71%)



### Question 13:

I have enough opportunities to interact with younger generations.

Data Note: Majority Strongly Agree or Agree (58%)



**Question 14:**

In your opinion, what could Rothesay do to improve the respect and social inclusion of older adults?



Main Themes in the 70 Responses:
<p><b>Increase Inclusive Intergenerational Activities and Programs</b></p> <ul style="list-style-type: none"> <li>Many respondents suggested creating more opportunities for interaction between different age groups through shared activities and programs. Designing events and programs that are welcoming and enjoyable for all age groups, such as joint events, community gatherings, and collaborative projects.</li> </ul> <p><b>Quotes:</b></p> <ul style="list-style-type: none"> <li>"There could be more intergenerational events such as the ones offered through the Hive but also have them in the schools - social and educational activities that include seniors."</li> <li>Any opportunity for interaction across generations. It works both ways. Our generation also needs to be open and accepting of younger people and their changing views, looks, attitudes, etc."</li> </ul>
<p><b>Education and Awareness Programs</b></p> <ul style="list-style-type: none"> <li>Several respondents proposed educating youth about aging, respect, and inclusion, possibly through school programs or curriculum additions. Promoting respect through education about aging and fostering empathy in younger generations.</li> <li><b>Quote:</b> "Education to young people in schools on what it is like to grow old and how they can help seniors in their communities, education is the key."</li> </ul>
<p><b>Enhance Communication and Accessibility</b></p> <ul style="list-style-type: none"> <li>There was concern about older adults who are not tech-savvy missing out on events and opportunities due to online-only communication. More accessible and varied communication methods were recommended.</li> <li><b>Quote:</b> "Use different methods of advertising not all seniors are online, so they may miss events."</li> </ul>
<p><b>Skill-Sharing and Mentorship:</b></p> <ul style="list-style-type: none"> <li>Respondents emphasized creating programs where seniors can teach or mentor youth, allowing their expertise and experience to be valued and shared.</li> <li><b>Quote:</b> "Find ways for older adults to share their knowledge and experience with younger people. This could be on a number of topics - managing finances, cooking, woodworking/carpentry skills, etc."</li> </ul>

**Summary**

## 2024 Rothesay Age-Friendly Community Survey Results

Respondents highlighted a variety of ways to improve respect and social inclusion for older adults in Rothesay. The key suggestions include increasing intergenerational activities, better education about aging and respect, enhancing communication and accessibility, and providing more opportunities for older adults to share their skills and experiences with younger generations. There was a recurring emphasis on involving youth in programs with older adults, along with ensuring that activities are inclusive and cater to a range of interests, abilities, and access needs.

### Question 15:

I feel like a valued member of society.

Data Note: Majority Strongly Agree or Agree (61%)

1 - Strongly Disagree	3
2 - Disagree	14
3 - Neutral	39
4 - Agree	70
5 - Strongly Agree	17

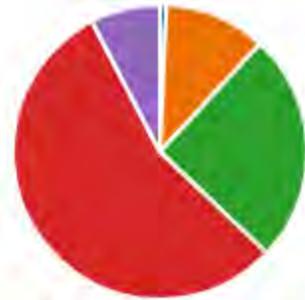


### Question 16:

My community is welcoming to all people.

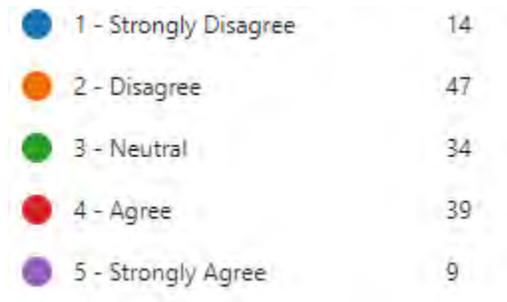
Data Note: Majority Strongly Agree or Agree (63%)

1 - Strongly Disagree	1
2 - Disagree	16
3 - Neutral	36
4 - Agree	79
5 - Strongly Agree	11



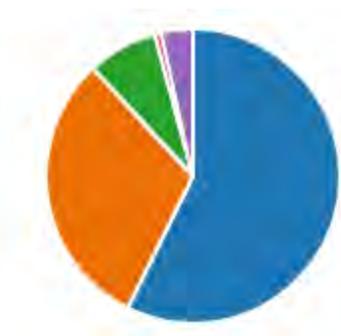
**Question 17:**

I volunteer in my community often.



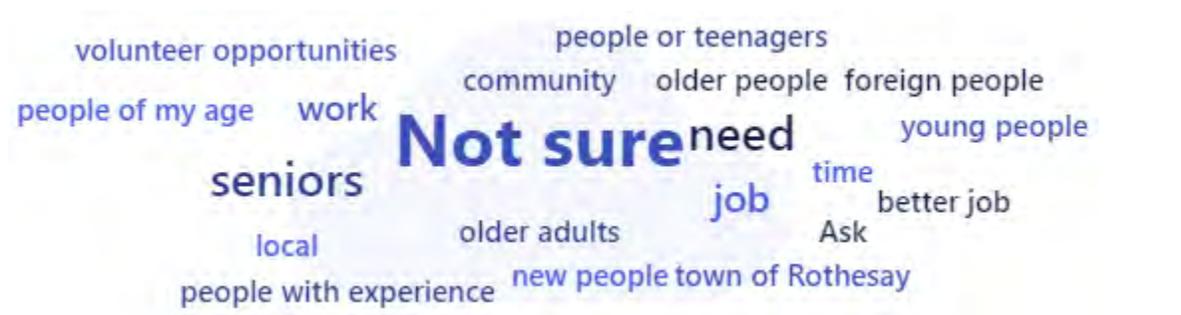
**Question 18:**

What is your current employment status?



**Question 19:**

In your opinion, what could Rothesay do to improve the civic participation and employment of older adults?



<b>Main Themes in the 63 Responses:</b>
<p><b>Improve Communication and Information Accessibility</b></p> <ul style="list-style-type: none"> <li>Many responses point to the need for better communication regarding opportunities for older adults. This includes both the promotion of volunteer positions and employment options.</li> <li><b>Quote:</b> "Post lists of places and events looking for volunteers. Knowing who needs help is a first start to making those connections."</li> </ul>

**Increase Opportunities for Civic Engagement and Employment**

- Suggestions include creating job banks, providing part-time or flexible work, and organizing more community events where older adults can participate and contribute. Providing technology and multimedia training for older adults to keep their skills up-to-date is frequently mentioned. There is a call for more community-oriented events and activities that involve older adults, enhancing their opportunities to engage with others and contribute to the community.
- **Quote:** "Offer technology training and multimedia training courses to keep seniors up to date!"

**Accessibility and Transportation**

- Improving physical accessibility and transportation options is seen as crucial for increasing participation in civic activities and employment.
- **Quote:** "Ensure sufficient opportunities and accessibility. We need more physical accessibility in our community and province; this could help with encouraging more participation in some cases."

**Summary**

The responses to the question about improving civic participation and employment of older adults in Rothesay reflect a range of ideas and concerns. Many respondents emphasize the need for better communication and accessibility, highlighting a gap in the visibility of opportunities and the need for tailored support for older adults. Key themes include improving transportation, increasing the availability of volunteer and employment opportunities, and enhancing community engagement.

**Question 20:**

Print and digital information from Rothesay and other social institutions is easy to read in terms of font and size.

Data Note: Majority Strongly Agree or Agree (69%)



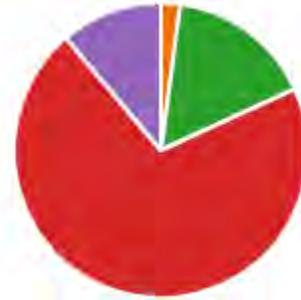
2024 Rothesay Age-Friendly Community Survey Results

**Question 21:**

Printed and digital information from Rothesay and other social institutions is written in an understandable language.

Data Note: Majority Strongly Agree or Agree (82%)

1 - Strongly Disagree	0
2 - Disagree	3
3 - Neutral	23
4 - Agree	101
5 - Strongly Agree	16



**Question 22:**

In your opinion, what could Rothesay do to make communication and information more age-friendly?



Main Themes in the 56 Reponses:
<p><b>Increase Use of Printed Materials</b></p> <ul style="list-style-type: none"> <li>Emphasis on providing printed newsletters, flyers, and notices delivered to homes or placed in common areas.</li> <li><b>Quote:</b> "Not everyone is in computers or if they are, aware where this information is. Sometimes the old fashioned way is best. Printed newsletters for instance, delivered to homes."</li> </ul>
<p><b>Expand Communication Channels Beyond Digital</b></p> <ul style="list-style-type: none"> <li>Recommendations to use a variety of channels such as radio, libraries, grocery stores, and mail to reach those who may not be online. Suggestions for using community boards, local events, and physical locations to share information.</li> <li><b>Quote:</b> "Perhaps have a community board located at parks or venues where the aged frequent. Even offering a user-friendly digital board where one could swipe to scroll upcoming events would be great."</li> </ul>
<p><b>Offer IT Workshops and Digital Training</b></p> <ul style="list-style-type: none"> <li>Calls for IT workshops and digital literacy programs to help older adults access online information more effectively.</li> <li><b>Quote:</b> "IT workshops for certain ages."</li> </ul>

**Provide Clear and Accessible Information Design**

- Advocacy for clear, accessible, and user-friendly information design to make materials more readable and engaging.
- **Quote:** "The Town of Rothesay does a good job, but other organizations can benefit by using straightforward fonts, in black on brighter paper or white. Less crowding of wordy information."

**Summary**

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

**Question 23:**

The supply of care and welfare in my community is enough for me.

1 - Strongly Disagree	7
2 - Disagree	21
3 - Neutral	59
4 - Agree	44
5 - Strongly Agree	9



**Question 24:**

When I am ill, I receive the care and help I need.

1 - Strongly Disagree	5
2 - Disagree	23
3 - Neutral	47
4 - Agree	58
5 - Strongly Agree	9



## 2024 Roanoke Age-Friendly Community Survey Results

### Question 25:

If necessary, I can easily reach care and welfare services by phone or in person.

1 - Strongly Disagree	6
2 - Disagree	31
3 - Neutral	45
4 - Agree	52
5 - Strongly Agree	8



### Question 26:

I have enough information about care and welfare services in my community.

1 - Strongly Disagree	9
2 - Disagree	44
3 - Neutral	42
4 - Agree	39
5 - Strongly Agree	6



### Question 27:

Care and welfare workers in my community are sufficiently respectful.

1 - Strongly Disagree	1
2 - Disagree	6
3 - Neutral	81
4 - Agree	44
5 - Strongly Agree	8



2024 Rothsay Age-Friendly Community Survey Results

**Question 28:**

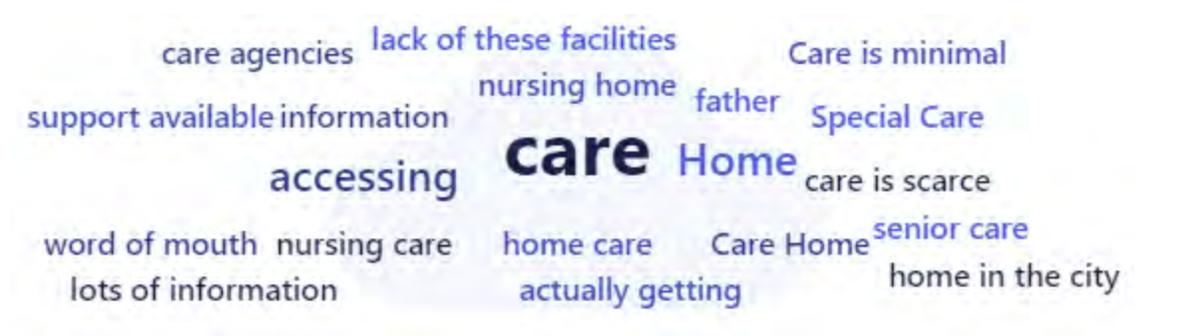
Are you a caretaker for another older adult?

Data Note: Only 13% of the survey respondents are caregivers for another older adult.



**Question 29:**

If you answered YES to the last question, do you have access to enough support?



Main Themes in the 18 Reponses:
<p><b>Yes, with Adequate Support (5 responses)</b></p> <ul style="list-style-type: none"> <li>• Respondents indicated they have enough support, sometimes through specific services like Veterans Affairs or because they haven't needed extensive care yet.</li> <li>• "Yes, so I have not looked into such services as they are not yet needed for me."</li> </ul>
<p><b>No, Insufficient Support or Challenges (6 responses)</b></p> <ul style="list-style-type: none"> <li>• These respondents noted issues such as the scarcity and expense of senior care, lack of available nursing care, and a shortage of staffing in home care agencies.</li> <li>• <b>Quote:</b> "Senior care is scarce, expensive, and very difficult to enter."</li> </ul>
<p><b>Not Sure/No Awareness of Available Support (4 responses)</b></p> <ul style="list-style-type: none"> <li>• Several respondents either weren't aware of available support or hadn't needed to access such services yet and thus couldn't comment.</li> <li>• <b>Quote:</b> "I have no idea what support is out there."</li> </ul>
<p><b>Special Circumstances (3 responses)</b></p> <ul style="list-style-type: none"> <li>• A few respondents discussed unique situations, such as having to move a loved one out of the community due to a lack of local facilities, or not having wheelchair accessibility at home.</li> </ul>

2024 Rothesay Age-Friendly Community Survey Results

- **Quote:** "Though I answered no, my 96-year-old father who's lived in this community most of his life, had to move to a Special Care Home in Saint John because of the lack of these facilities here. He misses his community."

**Summary**

The responses to the question reveal a mix of experiences among those who are caretakers for older adults. Several respondents indicate they are caretakers and have access to enough support, while others highlight significant challenges, including difficulties in accessing care, lack of awareness of available support, and the scarcity of local facilities.

**Question 30:**

In your opinion, how could Rothesay make community supports and health services more age-friendly in Rothesay?



Main Themes in the 73 Reponses:
<p><b>Increase Availability of Medical Professionals:</b></p> <ul style="list-style-type: none"> <li>• Many respondents emphasized the need for more doctors, nurse practitioners, and better access to walk-in clinics.</li> <li>• <b>Quote:</b> "WE NEED more doctors and or nurse practitioners and walk-in clinics! The 811 line is okay but does not address the problems that many of us have."</li> </ul>
<p><b>Improve Accessibility to Medical Appointments:</b></p> <ul style="list-style-type: none"> <li>• There were multiple complaints about the difficulty of making appointments, particularly with the KV Horizon Clinic.</li> <li>• <b>Quote:</b> "The KV Horizon clinic is very hard to reach by phone to make an appointment. When you are able to reach them, booking is far away."</li> </ul>
<p><b>Enhance Communication of Available Services:</b></p> <ul style="list-style-type: none"> <li>• Several respondents mentioned that they were unaware of the services available to them and suggested better communication and information distribution.</li> <li>• <b>Quote:</b> "Regular information sessions at an easy access location and through the day rather than in the evening."</li> </ul>
<p><b>Organize Health and Wellness Events:</b></p> <ul style="list-style-type: none"> <li>• Respondents suggested hosting events such as health fairs or wellness clinics to provide information and services in an accessible and community-oriented setting.</li> </ul>

## 2024 Rothesay Age-Friendly Community Survey Results

- **Quote:** "How about offering an open clinic or health and wellness fair where people could get info from booths set up at the Common or in a gymnasium that is one level where no stairs pose accessibility issues."

### Advocate for Better Healthcare Infrastructure:

- Some respondents suggested that the local government should actively pressure higher levels of government to improve healthcare services.
- **Quote:** "Pressure upper governments to provide these services which are not being provided to all seniors today. Don't let them off the hook all the time."

### Summary

The majority of the respondents expressed concerns about the availability and accessibility of health services in Rothesay. The primary issues highlighted include the need for more doctors, nurse practitioners, and walk-in clinics. Additionally, many respondents pointed out difficulties in making appointments, accessing information about available services, and the overall need for better communication of community supports. There was also a recurring theme of needing more local services to avoid traveling to distant locations for medical care.

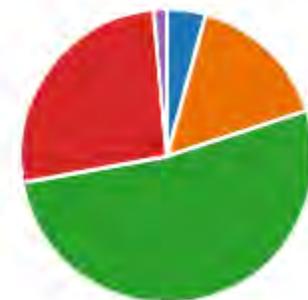
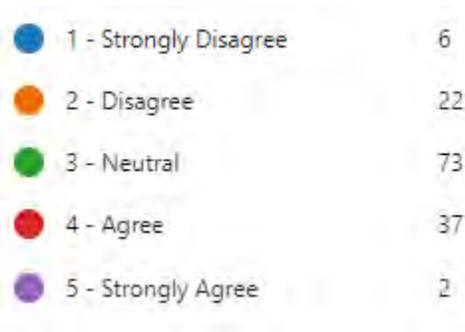
### Question 31:

My community is sufficiently accessible for a wheeled walker or wheelchair.



### Question 32:

The shops and businesses in Rothesay are sufficiently accessible with a wheeled walker or wheelchair.



2024 Rothesay Age-Friendly Community Survey Results

**Question 33:**

My community is suitable for active transportation (walking, biking, etc.).

Data Note: 51% of the survey respondents Agree or Strongly Agree.

● 1 - Strongly Disagree	12
● 2 - Disagree	33
● 3 - Neutral	23
● 4 - Agree	66
● 5 - Strongly Agree	5



**Question 34:**

My community has enough lighting and benches for active transportation.

● 1 - Strongly Disagree	11
● 2 - Disagree	38
● 3 - Neutral	50
● 4 - Agree	37
● 5 - Strongly Agree	4



**Question 35:**

The older adult population is well served by the Rothesay Hive.

● 1 - Strongly Disagree	5
● 2 - Disagree	14
● 3 - Neutral	76
● 4 - Agree	27
● 5 - Strongly Agree	16



**Question 36:**

In your opinion, how could Rothesay make outdoors spaces and municipal buildings more age-friendly?



**Main themes for the 73 Responses.**

<p><b>Increase the Number of Benches and Resting Areas:</b></p> <ul style="list-style-type: none"> <li>• Many respondents emphasized the need for more seating options along streets, in parks, and outside shopping areas.</li> <li>• <b>Quote:</b> "More benches along main streets definitely needed."</li> </ul>
<p><b>Improve Accessibility of Public Spaces:</b></p> <ul style="list-style-type: none"> <li>• Respondents highlighted the importance of making parks, trails, and buildings more accessible through paved walkways, ramps, elevators, and automatic doors.</li> <li>• <b>Quote:</b> "More benches, ramps, elevators, etc. as needed for accessibility."</li> </ul>
<p><b>Enhance Lighting and Safety Features:</b></p> <ul style="list-style-type: none"> <li>• Better lighting in public spaces and on walking trails was a common suggestion to improve safety and usability, especially during evening hours.</li> <li>• <b>Quote:</b> "Outdoor spaces can have better lighting for evening walkers."</li> </ul>
<p><b>Develop More Walking and Biking Trails:</b></p> <ul style="list-style-type: none"> <li>• There was a strong call for more walking trails, especially in natural settings, and better bike lanes to encourage active transportation.</li> <li>• <b>Quote:</b> "We need more outdoor walking spaces, for longer works that are not on the main road."</li> </ul>
<p><b>Increase the Availability of Public Washrooms:</b></p> <ul style="list-style-type: none"> <li>• Respondents frequently mentioned the need for more public washrooms and extending the hours they are open.</li> <li>• <b>Quote:</b> "More public washrooms. Increase the hours of when these washrooms are open to the public."</li> </ul>

**Summary**

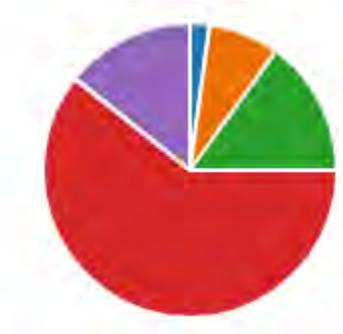
The responses to how Rothesay could make outdoor spaces and municipal buildings more age-friendly largely focus on improving accessibility, safety, and comfort. Many respondents suggested adding more public washrooms, benches, and lighting in outdoor spaces and along main streets. There were also numerous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

2024 Rothesay Age-Friendly Community Survey Results

**Question 37:**

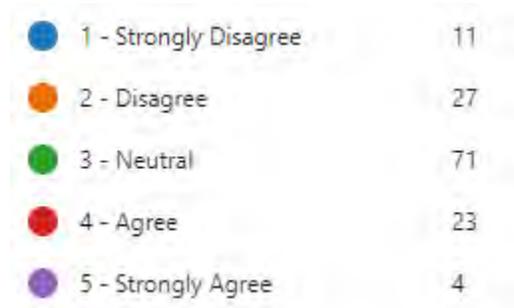
I can easily get around my community.

Data Note: 75% of the survey respondents Agree or Strongly Agree.



**Question 38:**

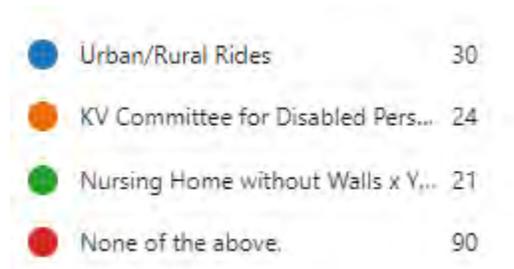
The transportation options in my community are accessible.



**Question 39:**

Have you heard of any of the following age-friendly transportation options?

Data Note: 55% of the survey respondents have not heard of any of the age-friendly transportation options.



**Question 40:**

In your opinion, how could Rothesay make transportation in the community more age-friendly?



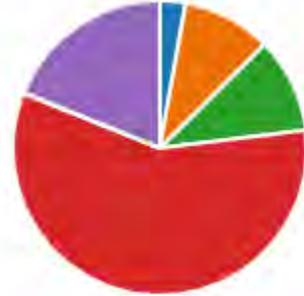
## 2024 Rothesay Age-Friendly Community Survey Results

transportation options, improving accessibility, and increasing awareness of available services. There was also a notable emphasis on community-based solutions and safety improvements.

**Question 41:**

My income is sufficient to cover my basic needs without any problems.

<span style="color: blue;">●</span> 1 - Strongly Disagree	4
<span style="color: orange;">●</span> 2 - Disagree	14
<span style="color: green;">●</span> 3 - Neutral	15
<span style="color: red;">●</span> 4 - Agree	83
<span style="color: purple;">●</span> 5 - Strongly Agree	27



**Question 42:**

I live well on my income.

<span style="color: blue;">●</span> 1 - Strongly Disagree	1
<span style="color: orange;">●</span> 2 - Disagree	15
<span style="color: green;">●</span> 3 - Neutral	24
<span style="color: red;">●</span> 4 - Agree	81
<span style="color: purple;">●</span> 5 - Strongly Agree	22



**Question 43:**

I will be able to age in place with my current financial situation.

<span style="color: blue;">●</span> 1 - Strongly Disagree	3
<span style="color: orange;">●</span> 2 - Disagree	17
<span style="color: green;">●</span> 3 - Neutral	34
<span style="color: red;">●</span> 4 - Agree	74
<span style="color: purple;">●</span> 5 - Strongly Agree	15



**Question 44:**

In your opinion, what could Rothesay do to improve the financial well-being of older adults in Rothesay?



## 2024 Rothesay Age-Friendly Community Survey Results

### Comments

Summary
The comments at the end of the survey reflect a mixture of appreciation, constructive feedback, and specific suggestions for improving life in Rothesay, particularly for older adults.
Major Themes:
<ol style="list-style-type: none"> <li>1. <b>Appreciation and Encouragement:</b> Positive feedback on the town's efforts and encouragement to continue improving services.</li> <li>2. <b>Safety and Accessibility:</b> Concerns about the safety of bike lanes, the need for better snow removal, and the accessibility of buildings and public spaces.</li> <li>3. <b>Community Engagement:</b> Suggestions for enhancing community interaction through innovative ideas like "talking benches" and more intergenerational activities.</li> <li>4. <b>Recreational Facilities:</b> Calls for better recreational facilities, including indoor pools and safe bike trails, to support the physical well-being of older adults.</li> <li>5. <b>Access to Services:</b> The importance of ensuring that all seniors, including those without digital access, are informed and able to participate in community surveys and activities.</li> </ol>
Responses
I would like to have recycling for apartment buildings.
Thank you for your interest in the improvement of services.
Bike lanes on main roads are unsafe and unacceptable. Like a big city bike lanes are completely separate from main roads.
If Rothesay really wants to be age-friendly, clear the plough windrows!
Keep up the great work!!
We need nice and safe bike trails. Cooperation with Quispamsis and the qplex ... We NEED an indoor pool in this community desperately. Swimming in the best way to keep our aging and seniors active.
Doing a great job...just continue to be aware that seniors are a vibrant part of our rich fabric...
All in all I believe the advisory committee is doing a fine job. Inter-generational activities are a good idea. However, it would be wonderful if somehow, we could reach seniors that are less fortunate than the participants that we have. We certainly could learn a lot from each other.
I would love to see "talking benches". You sit on specific benches- maybe a colored bench to signify you'd enjoy conversation. Cue others that you'd enjoy someone to sit with you and talk. Alot of the seniors suffer terrible loneliness. These benches would foster conversations with people of all ages. May end up resulting in the youth having someone to talk to and vice versa.
Continue to consult with the public and the professionals who work with this population.
RCS has indoor theatre. It would be nice for Rothesay to have access to it and have entertainment.
Host events to empower seniors and retirees!!!! Music, crafts, etc...Rothesay Living Legends awards and events!!
You're doing a good job.

**2024 Rothesay Age-Friendly Community Survey Results**

I know who the mayor is and who the deputy mayor is, but I have no idea who the local Councillor is in my area.
I grew up and continue to live in a part of Rothesay that thrived on multi-generational volunteerism. (Renforth) Many things were built, many events were held... and THAT sense of community is missing; if people could be engaged to be involved on a community level, perhaps we could all find a way to connect for the greater good of the Town.
Get local dentists to accept senior patients who have been accepted on the Federal Dental plan. My Dr. Dr. Isaacs will not accept the plan! Very disappointing to finally get dental plan and have my own dentist refuse. Apparently, only one dentist in Saint John will accept the plan. So, I am back to no dental services, despite having my new card from the Federal plan.
I think Rothesay is a wonderful place to live with many events, activities and opportunities for all ages. It is inclusive, friendly and safe with wonderful schools, accessible businesses and community centres like the Hive, where all are welcome. No matter where you go in Rothesay, there's always a friendly hello!
I admire and value the work that you are doing and appreciate this survey. I would like to see some of the issues raised by myself and other participant's ideas or needs, THE CROSSWALK FROM THE HIGH SCHOOL TO THE HIVE NEEDS ATTENTION ASAP. I do not feel safe parking there.
Please make sure you include people of size in any decisions you make. We are usually excluded from every activity.
Keep up the good work and thank you for all you do.
I would like to have an indoor walking track and more exercise programs in the afternoon and maybe a designated time for a men's coffee or chat group.
Doing a great job. Let's try to create a phone call outreach in partnership with the Red Cross.
Many businesses are not wheelchair accessible. An age-friendly seating would be a useful renovation when building a proper accessible stage as well.
Offer snow removal to some seniors after plow trucks drive by creating heavy snow drifts.
Thanks for the opportunity. I wish the committee well.
Safer bike lanes!!!! Something aimed at the working 55 and up group.
Great you are looking into this, the elderly should be looked after.
I think that the men who work on the roads and other community needs are excellent! They are very respectful to seniors! I have noticed this on many occasions!
I like the town. I would like the town to negotiate with new apartment owners to have reasonable rents and I do not mean what is comparable to other apartments or rentals. Instead use what minimum wage is based on and come up with prices that way. In the end if people had a bit of money left to spend it would grow the town and have a healthy economical growth.
Keep up the good work.
Thank you. 😊 Rothesay is a lovely place to live. We are fortunate for sure.

**2024 Rothsay Age-Friendly Community Survey Results**

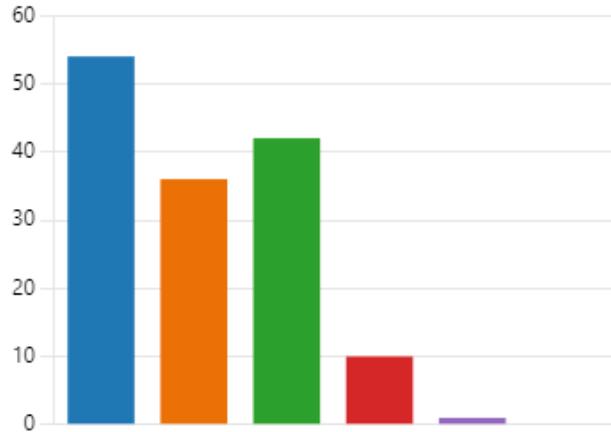
Our home is accessible once inside but steps can be a challenge for some. Every accessibility is very important for all. Thanks for this survey.

Thanks for caring.

Background Information

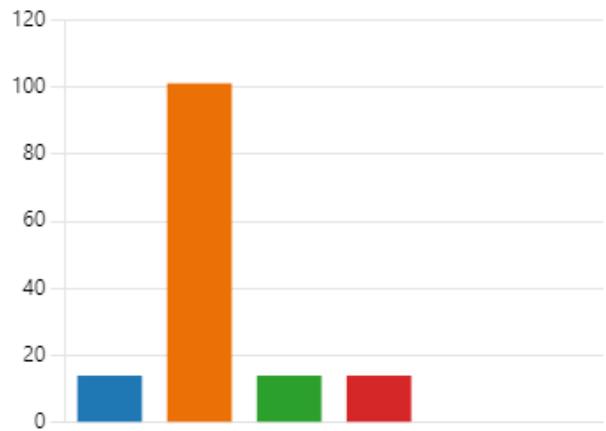
What is your age?

50-59	54
60-69	36
70-79	42
80-89	10
90-99	1
100 years or older	0



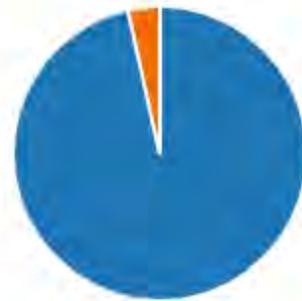
What is your marital status?

Single	14
Married / Common Law	101
Widow / Widower	14
Seperated / Divorced	14
Other	0
Prefer not to answer.	0



Do you presently drive a motor vehicle?

Yes	138
No	5



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

## INTERPRETATION AFCCQ TOTAL SCORE AND SEPARATE DOMAINS

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

### Scoring system

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

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

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

Sum all scores of the AFCCQ for the total score.

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

### Reference

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

### Colophon

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

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The Hague



**THE HAGUE**  
UNIVERSITY OF  
APPLIED SCIENCES

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

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

AFCCQ score = 8.5 (+)



**ROTHESAY**  
2024 November 12 Open Session FINAL 124  
**PARKS AND RECREATION COMMITTEE**



Meeting Minutes  
Rothesay Town Hall Common Room  
Tuesday, October 22, 2024, at 6:30 p.m.

**DRAFT**

**PRESENT:** COUNCILLOR BILL McGUIRE (remote)  
COUNCILLOR HELEN BOYLE  
HOLLY YOUNG, CHAIRPERSON  
COLIN BOYNE  
DANIELLE BOURQUE  
DR. JEAN-FRANCOIS LEGARE  
DR. SHAWN JENNINGS  
NORA GALLAGHER  
SEAN MILLER

DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN  
AGE FRIENDLY & COMMS. COORDINATOR KIRSTIN DUFFLEY  
TOWN MANAGER JOHN JARVIE

**ABSENT:** RECREATION & COMMS. COORDINATOR KERI FLOOD  
FACILITIES COORDINATOR RYAN KINCADE

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Chairperson H. Young called the meeting to order at 6:29 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by C. Boyne and seconded by D. Bourque the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES:**

**2.1 Meeting minutes of September 17, 2024**

**MOVED** by Counc. Boyle and seconded by N. Gallagher meeting minutes of September 17, 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**

**8.1 Parks and Recreation Update**

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

- The **Rothesay Arena** is in full swing, all prime-time hours are booked. Some upgrades have been completed, including painting the outside, decorative pillars, updating the washrooms. A new Zamboni has arrived and being used at the Arena, the old Zamboni will be moved to the common, and the third will be stored as a backup.
- Paving at the **Wells Recreation Park** parking lot has been completed. Foundation for new service building and some landscaping will still need to be done. Deficiencies will need to be completed by the contractor, then in the spring Parks crews will touch up the landscaping. Wells Recreation Park was the host location for the regional and provincial games for baseball and we heard a number of great compliments about the field.

- **Ball fields** are closed for the season. **Courts** will remain open until the end of the month after the time change, subject to weather conditions. Parks Staff have done a great job on maintenance for the fields. Arthur Miller Fields will close after November 17<sup>th</sup> as the provincial soccer team program is using it.
- **Rothesay Common** will open the first or second week in December depending on weather conditions.

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

- **Scribner Park Community Garden** is having another great season! Plots are to be harvested and cleared by October 31st, 2024, when we will close up the garden for the winter. The Garden Members hosted a potluck at the Bill McGuire Centre with food made from the produce they grew in the community garden on October 6th. They had a great time!
- **Halloween Event** will once again be a Halloween Skating Party event on Sunday, October 27th, 2024, from 2:30-4pm at the Rothesay Arena (65 Hampton Road) Local author, folklorist and storyteller David Goss will be there in addition to Face Painting, Hot Chocolate, treats, and more! This is a free, family-friendly event.
- **KV Santa Claus Parade** will take place on Saturday, November 30th, 2024. The theme will be “Christmas Treasures”. Severe Storm Date: Sunday, December 1st. Any community groups, organizations or businesses who wish to take part in this popular community event may submit an online application by November 20th, 2024. To learn more and register your float free-of-charge follow this link: [www.bit.ly/KVParade2024](http://www.bit.ly/KVParade2024)
- **Fundy Winterfest** organizing committee has had two regional meetings for the 2025 Fundy Winterfest events. Fundy Winterfest is a 6-week long event from January 18th to March 9th, 2025, where people celebrate and embrace winter as an opportunity to connect across generations, communities, classes, and cultures. The 6 communities of Rothesay, Quispamsis, Hampton, Saint John, Grand Bay-Westfield and Fundy-St. Martins welcome you to participate in winter initiatives that empower everyone, including our most vulnerable residents, to be active in winter! Find your hats and mitts– you won’t want to miss out on this Greater Saint John Winter experience! Activities being planned in Rothesay:
  - Winter Carnival on the Common
  - Free Snowshoe Rentals @ River & Trail Outdoor Company
  - Moonlight Snowshoe and Hike
  - 4 Special Skating events @ the Rothesay Common
  - Where is Winter Waldo contest
  - KV Brews N’ Bites Food and Beverage Adventure
  - & more!
- **Rothesay Hive** is kicking off the Fall season with many new programs and events, including Grief Café, Friendsgiving Potluck, Guest Speakers, and more, and we will be having our virtual Fall Speaker Series in November! For more information including the calendar, newsletter, and more visit: <https://www.rothesay.ca/recreation/rothesay-hive/>.
  - **Rothesay Hive Registered Members 2024:** 188 Members (total in 2023 was 162)
  - **Rothesay Hive Garden Club** has concluded for another season. Throughout the summer they planted and harvested Beans (19.4 pounds), Carrots (40.54 pounds), and Tomatoes (100.61 pounds). All their produce was donated to the KV Food Basket. Since the garden club started in 2022, they have donated over 361 pounds of produce!
- **Renforth Senior Exercise Classes** remain popular at the Bill McGuire Centre.

## 8.2 Draft Parks and Recreation Budgets

DPR Jensen provided an updated operating and capital budgets for 2025 and went over all the changes from 2024 to 2025. The committee reviewed the information provided. DPR Jensen answered the question of what organizations rent the Wells Community Centre, people who are hosting weddings, birthday parties, meetings, and showers rent the building as it is a more intimate atmosphere with only 100 people maximum, 60-70 seating. DPR Jensen answered the question from last meeting about what is under the cell phone budget for the Parks and Recreation Department, it includes: cell phones for multiple employees, land lines for offices and buildings, internet and modems for wi-fi connections at all locations. There is also an increase by approximately 20% to the amounts for NB Power as an increase is expected.

Counc. McGuire suggested that money be added to the budget to install murals at the Wells Community Centre along the side of the building to add interest, and perhaps this might be done in conjunction with the possible naming rights. He suggested silhouettes of people, dogs, athletes, etc. of users of the park to add visual interest to the building.

The committee discussed the budgeted amount for P.R.O. Kids, DPR Jensen reported that this amount has been standard for the organization that helps get kids involved in sport and recreation in our community and surrounding communities.

**MOTION** moved by Dr. S. Jennings and seconded by Dr. J.F. Legare that the Parks and Recreation Committee accepts the Operating and Capital Budgets presented to them for 2025.

**CARRIED.**

The committee discussed the Sponsorship and Naming Rights Audit as part of the capital budget. DPR Jensen explained that there is opportunity to gain financial support for facilities, however, Rothesay has never done so in the past for naming rights of facilities, parks and trails. Typically, sponsorships are received for the Rothesay Arena boards, Zamboni, recreational programs, and special events. The Audit will determine the value of each facility is worth for a sponsorship. The committee discussed how this would be beneficial for the larger facilities and helping to get a new arena. However, there was much discussion about facilities that would not be “renamed” such as the Rothesay Common and the Arthur Miller Fields. The committee also discussed how this would be a lot of work for a current staff member to add to their plate, and most likely would be a full-time job to maintain client relationships, get sponsorships, and manage the program. The committee did see the value in discovering what the audit would determine and going from there for the next steps.

Chairperson Young asked how the budget for 2025 accomplishes items in the 2024 Rothesay Recreation Master Plan. DPR Jensen noted that the following items were in the Master Plan, including resurfacing the Arthur Miller Fields, adding Pickleball courts at Wells Recreation Park, installing lights at Wells Softball Field, improving trails, budget for the new arena, and some active transportation work.

Dr. S. Jennings inquired about the progress on the riverside trail at Renforth. DPR Jensen reported that it is a large-scale project, and some initial discussion is being had with an architect to determine what would be possible for this location, whether the trail would be roadside or waterside. A larger plan may be needed to determine what to do with the new building and land located near the beach and boat club.

# ROTHESAY

Parks and Recreation Committee ~~2024~~ November 12 Open Session FINAL\_127  
Minutes

**DRAFT**

22 October 2024

Discussion concluded after an explanation of how maintenance is done on the artificial turf surface. DPR Jensen noted that due to the Town having the equipment to maintain the fields with Parks staff, the fields have lasted longer than they were expected to. It is hoped that the resurfacing of the fields can be completed early in 2025 and the field only be closed for one month to five weeks.

## 9. CORRESPONDENCE FOR INFORMATION

## 10. DATE OF NEXT MEETING

Tuesday, November 19<sup>th</sup>, at 6:30pm

## 11. ADJOURNMENT

**MOVED** by Counc. Boyle and seconded by D. Bourque the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:27 p.m.

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CHAIRPERSON  
*Holly Young*

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RECORDING SECRETARY  
*Kirstin Duffley*

# Parks & Recreation Committee

## October Update for Committee

October 22<sup>nd</sup>, 2024

<b>Rothesay Arena</b>	Arena opened on Sunday, October 6 <sup>th</sup> .
<b>Wells Recreation Park</b>	The paving and walkway are complete. The foundation for the new small maintenance building still needs to be done as well as some landscaping touch ups.
<b>Rothesay Fields</b>	Arthur Miller Fields are in use until the first week of November with high school sports. Wells baseball field will host the NBIAA regionals and provincials this month.
<b>Halloween Event</b>	We will be once again hosting our Halloween Skating Party event on Sunday, October 27 <sup>th</sup> , 2024, from 3-4pm at the Rothesay Arena (65 Hampton Road) There will be Face Painting, Hot Chocolate, treats and more! This is a free, family friendly event.
<b>KV Santa Claus Parade</b>	The 26 <sup>th</sup> Annual KV Santa Claus Parade will take place on Saturday, November 30 <sup>th</sup> , 2024. The theme will be “Christmas Treasures”. We will be encouraging groups, businesses, and community members to start planning their floats.
<b>Rothesay Hive</b>	<p><b>Rothesay Hive Registered Members 2024:</b> 167 Members (total in 2023 was 162)</p> <p>The Rothesay Hive is kicking off the Fall season with many new programs and events! 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>The Rothesay Hive will have a booth at the upcoming community events:</p> <ol style="list-style-type: none"> <li>1. SJNC Second Annual Culturefest in the Valley at the Arts and Culture Park on Saturday, September 21<sup>st</sup> from 12pm-3pm</li> <li>2. Quispamsis 50+ Expo at the qplex on October 1<sup>st</sup> from 6:30pm-8:30pm</li> </ol>

<b>Rothesay Hive Garden Club</b>	The Rothesay Hive Garden Club has planted and harvested again this summer with all their produce being donated to the KV Food Basket.
<b>Renforth Senior Exercise Classes</b>	The Renforth Senior Exercise Classes returned on September 4 <sup>th</sup> and remain popular at the Bill McGuire Centre.
<b>11<sup>th</sup> Annual Through the Lens Photo Contest</b>	The 11th Annual Through the Lens Photo Contest received 56 spectacular photos of various places in Rothesay. Voting took place from August 23 <sup>rd</sup> to September 3 <sup>rd</sup> and a total of 1,213 “likes” were recorded. We are pleased to announce the 2024 Through the Lens Photo Contest Winner is Michelle Martel. Michelle’s photograph of the sunset at the Rothesay Boat Club received 141 “likes”! Michelle was recognized at the September 9, 2024, Council meeting.
<b>Other</b>	Subscribe to our e-newsletter for Rothesay 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>



**ROTHESAY**  
2024 November 12 Open Session FINAL 130  
WORKS AND UTILITIES COMMITTEE MEETING  
**Rothesay Town Hall Common Room**  
Wednesday, October 23<sup>rd</sup>, 2024  
**5:30 p.m.**



**PRESENT:** SHAWN CARTER, VICE CHAIRPERSON  
COUNCILLOR DAVE BROWN  
SARAH RICHARDS  
STEPHEN ROSENBERG  
GEORGE THAMBI

**DRAFT**

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

**ABSENT:** DEPUTY MAYOR ALEXANDER  
CYNTHIA VANBUSKIRK

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

**1. APPROVAL OF AGENDA**

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

- Item 8.1 WWTP Project - Preliminary Design

**CARRIED.**

**2. APPROVAL OF MINUTES**

2.1 Regular Works and Utilities Committee meeting of September 18<sup>th</sup>, 2024.

**MOVED** by Councillor Brown and seconded by S. Rosenberg the minutes of September 18<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

DO McLean was asked by the Committee to do a summary on the projects listed in the report:

- **2016 - General Specifications for Contracts** – This document is designed to resemble the Department of Transportation's General Specification document. Once finalized by Engineering by Houghton (EBH), The Town aims to implement it for Town projects in 2025. Having this document will be invaluable when the Town issue tenders, as it provides a clear background for bidders. The document will cover everything from standard payment methods and quantity measurements to approved materials, specifying acceptable types of fire hydrants and valve covers, among other details.

- **2019 – Trail & Sidewalk Connector Wells** - Top of Grove Avenue up Campbell Drive across the highway to connect to the Wells Trail. The Town is actively seeking funding from the federal and provincial partners. This requires a portion of land to be transferred from DTI, which has designated the land as surplus. Additionally, there is a NB Power line running through this area, the Town needs to establish an easement for access. DTI must confirm this easement with NB Power to avoid any complications during the land transfer. TM Jarvie has been working on securing the easement agreement with NB Power.
- **2023 - Hillview Water Line Replacement and 2024 - Shadow Hill Court Water** – The Town has been exploring the possibility of implementing a Local Improvement Levy for residents in the two areas to help contribute towards improvements. This consideration arises from the history of these neighborhoods, which had their own water system in the 1980s. After a dry cleaner caused leakage that contaminated the well, the Town extended water services through a provincial grant to support their system. However, the water system serving Hillview Crescent and Shadow Hill was not installed by the Town; it was put in place by the developer as part of the townhouse development and now requires replacement. While the Town acknowledges that these residents are water customers of the Town, the subdivision developer did not pay the initial costs. As a result, the utility has not received these payments. The Town is currently considering a cost-sharing agreement with the two homeowner groups, which is why this issue has been pending. The Town is still in the process of negotiating with the homeowners.
- **2024 - Wastewater Treatment Phase II Design** – Plant design is still ongoing.
- **2024 - Streets Resurfacing Including Curb and Sidewalks** – Projected completion date October 31<sup>st</sup>, 2024
- **2024 – Wiljac Improvements** - Access to the undeveloped land between Fox Farm Road and the golf course will be primarily through Wiljac Street. There are three private landowners with various subdivision and development plans, but they require this access, which necessitates improvements to handle the increased traffic. Discussions are needed between the landowners and the Town's funding partners to determine each party's financial contribution to these improvements.
- **2024 - Lagoon Dredging** - The lagoon dewatering system is a rented unit from the US. The system failed and the servicing team had to come from the southern US which took considerable time during which no dredging was completed. The unit is back up and running now and the Town is racing against the weather to finish the project before it gets too cold to operate the equipment. An initial sonar survey of the lagoon to establish a baseline at the beginning of the project was completed in May and repeated recently to assess how much material has been removed to date. The survey determined there to be approximately 2,000 cubic meters of material in the lagoon, and early indications from the second sonar survey suggest that approximately 1,500 cubic metres have been removed. To date there has been no significant pushback or concerns from the community with respect to noise or odour and the project is progressing smoothly. Projected completion date for the project is October 31<sup>st</sup>, 2024.
- **2024 - Water Quantity** – The Town is working on deepening an existing sand and gravel well in the well field, one which is not in production at the present time, into bedrock in order to tap into a different, deeper aquifer than that which the current well system draws from. The Town is in the early stages of this project and are going through

the Environmental Impact Assessment (EIA) process. The Town is promoting this as an additional water source to supplement the current supply, which has a regulated withdrawal rate of 4,000 cubic meters per day. The need for an additional relates to biofouling of the existing production wells which, between annual cleans, reduces the pumping capacity and the overall yield of the well field. Securing another reliable source of clean water would increase overall supply system security. Should this new source turn out to be high-quality water with significant yield from a bedrock aquifer, the Town will explore options for separating it from the sand and gravel wells and pursue a separate and distinct daily withdrawal rate.

- **2024 – Frances Avenue Lift Station** - Deferred until 2025 because of the increased costs on the water treatment train, the membranes and the plant expansion.
- **2024 - Utility Building Renovations** - building renovations are underway, the contractor is currently insulating and completing the interior work to upgrade the building for heated winter storage.
- **2024 - Upgrade to Water Treatment Plant** - The contractor will be starting the work soon to complete the pipe work and install the new pumps to run a three train system as opposed to the current two train system with a completion date of January 31<sup>st</sup>, 2025.
- **2024 - Grove Building, Security Fence** – The Town has a storage building on Golden Grove Road, it will be used for storing some of the Town’s more valuable items, including a vacuum truck. To enhance security, the area around the property will be fenced and a security gate for the will be added.
- **2024 - Works Fleet** - the final fleet item to be received for the 2024 budget, which is a sidewalk plow, was originally expected in late September, however it is now expected by November 1<sup>st</sup>, 2024. This will allow the plow to be put into operation in the upcoming winter maintenance season.

## 6.2 Solid Waste Tonnage Report

Town Manager Jarvie started the discussion speaking about our recycling program has plateaued. The Town has been recycling for a decade now, having started before any other municipalities in the area, but the volume of material has leveled off. With the new arrangement with Circular Materials covering the costs, the Town wants to encourage as many people as possible to recycle, as it directly impacts the expenses that incur for garbage disposal at Crane Mountain. It might be beneficial to promote recycling more aggressively, either regionally or locally. The Town’s goal is to get more people who aren’t currently recycling to start, as well as to encourage those who do recycle to increase the amount that is recycled. Circular Materials has expanded the list of recyclable items significantly, so there are now many more options. While the materials may seem lightweight, particularly in terms of plastic packaging, the cumulative effect of recycling more can significantly reduce what ends up in the landfill. A comprehensive list of recyclable materials is on the Fundy Regional Service Commission website, which includes nearly all types of packaging commonly used.

## 6.3 Speed Radar Sign Report

- Speed radar signs were installed on Highland Avenue and Crosswinds Crescent to collect data for next months meeting.

**7. CORRESPONDENCE FOR ACTION**

7.1 2024Sept05 Email from Resident RE: Pedestrian Safety in Rothesay

DO McLean explained that most of the items have been completed:

- Sidewalk in front of Town Hall was in poor condition, with trip ledges and cracks, so it was replaced. The Town felt it necessary to complete the crosswalk installation before the kids went back to school, which required closing the sidewalk on that side of the street. When a sidewalk is closed for maintenance, it does limit access in the area for a period of time, but that is unavoidable.
- The lights at Arthur Miller Field, were installed and there was a two week period for NB Power to energize the meter that powers the lights. Everything is now operational, and the surrounding trees have been trimmed for better visibility.
- Lighting on Hampton Road, the cost is significant. The installation of aluminum lighting structures, wiring and operational controls amounts to about \$150,000 per crossing, and with several crosswalks on Hampton Road, that amounts to a significant investment for the Town.
- The Town will explore other ways to increase awareness and visibility of those crosswalks such as:
  - The Town could install physical lights that shine on the yellow crosswalk signs, similar to the ones we have in Rothesay.
  - The Town could install Rectangular Rapid Flashing Beacons (RRFB), which you often see in cities where pedestrians can push a button to activate bright flashing. While these beacons are highly visible to pedestrians, they can also be quite distracting for drivers at night, which has been a concern of the Town. The brightness of these lights cannot be adjusted, and that raises questions about safety, specifically, whether the distraction they create for drivers might pose more risk than it mitigates for pedestrians.

The Committee will discuss more options further to enhance safety at crosswalks.

**MOVED** by Councillor Brown and seconded by G. Thambi to send a letter to the resident letting him know that most of these deficiencies have been looked after and the crosswalk lights on Hampton Road are under review.

**CARRIED.**

7.2 2024Oct06 Email from Resident RE: Children's Safety Golf Club Court

DO McLean discussed that the Town only installs "children playing" signs at Town owned recreation facilities such as playgrounds and suggested that the resident have a discussion with his neighbors about safer driving habits and ensure the neighborhood remains a safe place for everyone. Engaging the community can help promote safer driving habits and ensure everyone is on the same page.

**MOVED** by G. Thambi and seconded by S. Rosenberg to send a letter to the individual and acknowledge his concerns and explain that the Town only installs "children playing" signs at Town owned recreation facilities such as playgrounds and for the resident to have a discussion with his neighbors about safer driving habits and ensure the neighborhood remains a safe place for everyone.

**CARRIED.**

**8. NEW BUSINESS:****Meeting Addendum:**

## 8.1 WWTP Project – Preliminary Design

DO McLean discussed critical aspects of the new wastewater treatment plant project, focusing on its design, technology, and long-term operational strategy. The plant will use advanced activated granular sludge technology.

Some of the features include:

- Cell 1 is the area that is going to be infilled to build the plant.
- The building is accessed from Gondola Point Rd, featuring a vegetated circle designed to manage traffic flow. On the left side of the building, known as the "odorous side," is the area where solids are removed from the influent before it enters the treatment plant.
- On the right side of the building is the disinfection area, where the treated material is prepared before being released.
- Three treatment tanks will be located behind the connector between the two buildings, where they will be screened from view. A catwalk will allow access along the top of the tanks, which are about 7 feet deep. The new design reduces the retention time to about two hours, compared to the original plan of six to seven hours for the standard process.
- The vents on the roof are connected to the scrubbers on the odorous side of the building. They serve the HVAC system for the UV treatment area, as well as the office and workshop inside.
- The electrical room, which is the nerve centre of the plant.
- The grit tanks remove grit from the influent before it enters the treatment reactors.
- The manholes in the collection system are exposed to the streets, leading to sand entering the system. This sand is filtered out first and then conveyed to a hopper for sludge. The processing material is estimated to be swapped out weekly, using a standby roll-off bin outside the building. Once a week, a new bin is delivered, and the full one is taken away to a facility capable of treating hazardous waste. Currently, all processed material is sent to Envirem in Fredericton.

The plant is designed to operate with minimal manual intervention, relying on automated processes to handle predictable, steady waste input from the surrounding community. Given the stability of incoming waste, few disruptions are expected.

One option to explore is installing solar panels to power energy-intensive equipment, particularly the aerators, to reduce operating costs. A grant may be available to fund this solar energy initiative, which could improve sustainability and lower the plant's overall carbon footprint.

Recently DO McLean and Bruce King visited similar facilities in the Netherlands that use the activated granular sludge process. They noted that maintaining sludge quality can be challenging, especially in regional systems with little control over incoming waste quality. Strong source control measures are required to prevent oversized sludge granules, which can disrupt treatment efficiency and increase sludge volume. In the Netherlands, certain facilities experienced sludge issues from nearby industries but needed more authority to address the waste sources.

DO McLean is considering three blower types for the aeration system, which vary in cost and energy efficiency:

- Standard Blowers: Least expensive but consume high levels of energy.
- High-Efficiency Blowers: Most energy-efficient but have a high upfront cost.

- **Screw-Type Blowers:** These are mid-range in both cost and energy use, and people prefer this option for its balance of affordability and efficiency.

The final selection will depend on the budget available at the final design stage.

This plant is expected to be among the first in Canada to use activated granular sludge technology. This technology offers significant advantages over traditional systems, including a one-third reduction in treatment time and a three-quarters reduction in required space. This technology's estimated cost savings are around \$10 million, aligning with grant funding while providing a more compact and cost-effective solution.

**9. CORRESPONDENCE FOR INFORMATION**

**9.1 Update – Private Lanes**

Town Manager Jarvie explained that Circular Materials covers the recycling costs with Fero, which means the Town doesn't pay when Fero collects from private lanes. If Fero decides not to service these areas in the future, the Town may have limited negotiating power. This situation is crucial for the Town to consider as it develops its waste management plans.

Additionally, there are discussions about providing recycling services for apartment buildings, with Circular Materials seeking pricing from Fero for these services. With around 750 existing units and more under construction, cooperation from building owners will be essential. Implementing a recycling program could help reduce waste disposal costs for owners by allowing them to separate recyclables, promoting better recycling practices and setting a positive example for the community.

**9.2 Update – WWTP**

**See 8.1 above**

**10. DATE OF NEXT MEETING:**

The next meeting is scheduled on Wednesday, November 20<sup>th</sup>, 2024.

**11. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 6:33 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2024 November 12 Open Session FINAL\_136  
**ROTHERSAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : October 23<sup>rd</sup>, 2024  
RE : Pedestrian Safety in Rothesay

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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, October 23<sup>rd</sup>, 2024:

**MOVED** by Councillor Brown and seconded by G. Thambi to send a letter to the resident letting him know that most of the deficiencies have been looked after and the crosswalk lights on Hampton Road are under review.

**CARRIED.**



2024 November 12 Open Session FINAL\_137  
**ROTHERHAM**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : October 23<sup>rd</sup>, 2024  
RE : Children's Safety Golf Club Court

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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, October 23<sup>rd</sup>, 2024:

**MOVED** by G. Thambi and seconded by S. Rosenberg to send a letter to the individual and acknowledge his concerns and explain that the Town only installs “children playing” signs at Town owned recreation facilities such as playgrounds and for the resident to have a discussion with his neighbors about safer driving habits and ensure the neighborhood remains a safe place for everyone.

**CARRIED.**



**ROTHESAY**  
 2024November12OpenSessionFINAL\_138  
 PLANNING ADVISORY COMMITTEE MEETING  
**Rothesay Town Hall Common Room**  
**Monday, November 4, 2024 at 5:30 p.m.**



DRAFT

**PRESENT:** COUNCILLOR DON SHEA, CHAIRPERSON  
 COUNCILLOR TIFFANY MACKAY FRENCH  
 TRACIE BRITTAIN  
 TYLER DAVIS  
 RALPH FORTE  
 CHRISTIANE VAILLANCOURT

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

**ABSENT:** KELLY ADAMS  
 MATTHEW GRAHAM, VICE-CHAIRPERSON

The meeting was called to order at 5:30 p.m.

**1. APPROVAL OF THE AGENDA**

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

**CARRIED.**

**2. ADOPTION OF MINUTES**

**2.1** Regular Meeting of September 3, 2024

**MOVED** by T. Brittain and seconded by T. Davis the Planning Advisory Committee meeting minutes of September 3, 2024 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. NEW BUSINESS**

**4.1 9 River Road**

**Dr. Kate McLellan**

OWNER:

Dr. Kate McLellan

PID:

00240895

PROPOSAL:

Conditional Use – Home Occupation

The applicant was in attendance. Urban Planner Johnston reviewed the report. Dr. McLellan mentioned she had an office in Saint John but would prefer to work in her home. She informed the Committee that one client would be attended to at a time, there would be no more than four clients per day, sessions would not run later than 5:00 p.m., and the office would be separate from the rest of her house. In response to inquiries, she confirmed that a civic number is now present, her driveway can fit two vehicles which is sufficient as only one client will be seen at a time, and the Fairvale Outing Association is next door and could provide temporary parking if need be.

**ROTHESAY**

**MOVED** by Counc. Mackay French and seconded by R. Forte the Planning Advisory Committee hereby grants the use of a Home Occupation (Counselling Services) at 9 River Road PID 00240895 subject to the following conditions:

- i) That a civic number be clearly visible on the exterior wall of the house and that no commercial sign be erected for the purposes of the home occupation;
- ii) That parking requirements are met and thus shall be no on-street parking for clients;
- iii) That the home occupation comply with provisions in Section 5.3 of Zoning By-law 2-10.

**CARRIED.**

Chairperson Shea thanked the applicant, and Dr. McLellan left the meeting.

**4.2 106 Hampton Road Zzap Consulting Inc.**  
 OWNER: Canadian Tire REIT  
 PID: 00078642  
 PROPOSAL: Temporary Use – Shipping Containers

Connor Wallace was in attendance (electronic means) on behalf of the applicant Zzap Consulting Inc. There was a technical issue with the microphones, and any questions the Committee had could be communicated by text to Mr. Wallace. Urban Planner Johnston reviewed the report, highlighting the owner’s belief that it is likely the storage containers could be removed earlier than the deadline (June 2025). No questions were raised for Mr. Wallace.

**MOVED** by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee hereby grants a temporary use permit to a maximum of one year expiring November 4, 2025, for the usage of two shipping containers at 160 Hampton Road PID 00078642 subject to the following conditions:

- i) Placement of the storage unit be in accordance with the National Building Code as adopted by the Province of New Brunswick;
- ii) All components relating to the storage unit be removed by November 4, 2025.

**CARRIED.**

**4.3 9 Carriage Way Beverly Smith**  
 OWNER: Beverly Smith  
 PID: 30228142  
 PROPOSAL: Conditional Use – Home Occupation

The applicant was in attendance. Urban Planner Johnston reviewed the report, highlighting that no interior or exterior changes are proposed, there is sufficient parking, and there will be no signage. Ms. Smith relayed that she has been in business in Hampton for 20 years. Four years ago she moved to Rothesay and would prefer to work from her residence instead of commuting. She briefly explained services provided (medical grade pedicures, laser hair removal, and facials). Though she has had employees in the past, she confirmed she will be the sole employee.



**MOVED** by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee hereby grants the use of a home occupation (Esthetic Services) at 9 Carriage Way PID 30228142 subject to the following conditions:

- i) That a civic number be clearly visible on the exterior wall of the house and that no commercial sign be erected for the purposes of the home occupation;
- ii) That parking requirements are met and thus shall be no on-street parking for clients;
- iii) That the home occupation comply with provisions in Section 5.3 of Zoning By-law 2-10.

**ON THE QUESTION:**

R. Forte asked if the applicant is familiar with the provisions in Section 5.3. Ms. Smith confirmed she is.

**CARRIED.**

Chairperson Shea thanked the applicant, and Ms. Smith left the meeting.

<b>4.4</b>	<b>7 Jersey Lane</b>	<b>Sandra Cooke</b>
	OWNER:	Deborah McKenzie
	PID:	30357669
	PROPOSAL:	Variance Extension

Sandra Cooke of Brackish Design, and Corey Pendleton of Rivir Builders, were in attendance on behalf of the owner. Urban Planner Johnston reviewed the report, highlighting that the request is for an extension of a variance granted last December.

Ms. Cooke and Mr. Pendleton advised that the project’s magnitude requires more time to coordinate with engineers, architects, builders, and provincial representatives regarding geotechnical investigations, design, and provincial requirements (ex. Wetland and Watercourse requirements). They spoke of the project schedule provided, noting construction on the cottage is expected mid-2026, followed by the barn. They mentioned they feel they would be in a position to apply for the proper permits by the new proposed deadline. Town Manager Jarvie mentioned that such a long lead-time is not common for single-family residences, however it is not expected that an extension would be problematic. In response to an inquiry, he advised there are no limits to extension requests – it is at the discretion of the Committee. However, the applicants have provided a project schedule which suggests further extensions will not be required.

**MOVED** by T. Brittain and seconded by R. Forte the Planning Advisory Committee hereby grants an extension to the allotted time period in which the applicant must obtain a development and building permit whereas a height variance of 176% and a maximum building size variance of 371% has been previously granted to allow for an oversized accessory structure 10.59 m in height and 260m<sup>2</sup> in size subject to the following:

- A) No commercial business, activity, or associated commercial uses including commercial vehicles or equipment shall be located at any time on the property or in the accessory structure.
- B) A Development and Building permit for the main dwelling shall be obtained within one (1) year expiring November 4, 2025. Should these conditions not be met the application shall be cancelled and a new application must be submitted.

**CARRIED.**

Chairperson Shea thanked the applicants, and Ms. Cooke and Mr. Pendleton left the meeting.

**4.5 6 Camden Court Mark Power**  
 OWNER: Mark Power  
 PID: 30263925  
 PROPOSAL: Type 1 Subdivision

The applicant, Mr. Power, was in attendance. Urban Planner Johnston reviewed the report and the recommendation with conditions. In response to an inquiry, Town Manager Jarvie advised a connection to sanitary sewer is required through Town by-laws, so it is not necessary in the motion. R. Forte asked if polling was conducted. Staff advised it was not. The property is comprised of two consolidated lots and the request is to separate them. Polling would have been conducted during the time of the original subdivision plan. Mr. Power mentioned he owned the original lot on Camden Court, and then purchased the lot behind him when it became available during the subdivision for Aragona Court. This was done to retain privacy and possibly provide a lot for his children to build on in the future.

**MOVED** by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee hereby recommends that Council accept \$2,106 as cash-in-lieu of Land for Public Purposes for the proposed Lot 24-2 to be subdivided from 6 Camden Court (PID 30263925) and impose the condition that a separate well system from that providing potable water to 6 Camden Court (PID 30263925) be installed at the proposed Lot 24-2 to service future residential development.

**CARRIED.**

Chairperson Shea thanked the applicant. Mr. Power thanked the Town, stating Rothesay staff was a pleasure to deal with and made the application process easy. Mr. Power was thanked for his comment and informed that the matter will be discussed by Council at its regular November meeting. Mr. Power thanked the Committee and left the meeting.

**5. OLD BUSINESS**

**5.1 7 Stack Road Blake Hamilton**  
 OWNER: Blake Hamilton  
 PID: 30231765  
 PROPOSAL: Rezoning to R2

The applicant, Mr. Hamilton was not in attendance. Urban Planner Johnston reviewed the report, noting the request to create a basement unit. He noted, from a building perspective, this is possible, and suitable for its location (surrounded by various land uses). The proposal conforms with the Municipal Plan, meets all by-law requirements, and no polling responses were received. In response to an inquiry, it was suggested another recommendation also be made to enact By-law 2-10-40.

**MOVED** by Counc. Mackay French and seconded by T. Brittain the Planning Advisory Committee recommends Rothesay Town Council grant a rezoning from Single Family Residential (R1-B) to Two Family Residential (R2) at 7 Stack Road PID 30231765 subject to the following conditions:

- a) That two off-street parking stalls remain at the site in accordance with parking requirements within Zoning By-law 2-10.
- b) A building permit must be obtained prior to interior renovations.

## ON THE QUESTION:

R. Forte acknowledged that this is permitted in the Municipal Plan, however the Plan also expresses the importance of maintaining the character of existing neighbourhoods. He reiterated his previous concerns that this could set a precedent which could run the risk of snowballing Rothesay into a high-density community. He relayed that this is how small areas in Toronto initially transformed. He acknowledged the current housing crisis but noted many residents chose to live in Rothesay, over other communities, because of its low density appeal.

Counc. Mackay French noted she understands and appreciates Mr. Forte's concerns but mentioned that polling was conducted, and no responses were received. She added that such a proposal might not be welcome in other areas of Rothesay but this would be determined through polling. Furthermore, she offered that this is an opportunity to create more affordable housing. Discussion ensued on investment properties. It was noted the property owner had stated his intention to live in the house. Concern was expressed that it is not guaranteed that he will remain and there are no by-laws against investment properties.

Town Clerk Banks advised that a Public Hearing was held, no objections were received through correspondence or in person at the meeting. Town Manager Jarvie noted a condition could be included requiring that the property be owner-occupied, however this is not recommended by staff.  
**NAY vote recorded from R. Forte.**

**CARRIED.**

**MOVED** by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee recommends Council enact By-law 2-10-40, "A By-law to Amend the Zoning By-law".  
**NAY vote recorded from R. Forte.**

**CARRIED.**

## 5.2 Zoning By-law (General Provisions)

27 September 2024

Report prepared by Urban Planner Johnston

Urban Planner Johnston advised the changes are intended to align the by-law with the Municipal Plan with respect to railway setbacks and flood protection. Discussion ensued on sea level – a geodetic reference point, and existing non-conforming properties. It was further noted that these changes are ultimately for the safety of residents.

## 5.3 Zoning By-law (Special Provisions)

1 November 2024

Report prepared by Urban Planner Johnston

Urban Planner Johnston spoke of the changes intended to preserve the tree canopy in Rothesay. Development permits would be required to remove trees, in the Town right-of-way, larger than 10cm in diameter (less than that is considered a sapling). Residents are requested to replace trees if they are mistakenly, or intentionally, removed from Town right-of-way. Discussion ensued on an example of a current situation, and the importance of communicating this to residents to prevent the need to replace mature trees. It was noted staff are exploring a grant opportunity to develop a tree inventory program for active management of preserving the tree canopy, which may be included in the budget. In response to an inquiry, it was noted some members of Council may be aware of the grant through a Federation of Canadian Municipalities (FCM) presentation.

C. Vaillancourt referenced Section 5.9.7 Landscaping and Tree Retention – Item C, and asked if a property could only have a rooftop garden and meet landscaping requirements. Staff noted this would not be possible with greenspace and yard requirements, as well as vegetation in road rights-of-way.

Town Manager Jarvie advised that a full draft of the Zoning By-law will be presented to the Committee soon. He added that Municipal Plan amendments may also be required. He spoke of interest in identifying areas that may be suitable for high density properties – for instance, Millennium Drive or the Secondary Plan area. A lengthy discussion ensued, touching on topics of: municipal service (water and sewer) availability; walkability; amenities (not the same for all ages); road connectivity (Secondary Plan area, and access/egress in emergencies); a decreasing trend of single-family residences; gradual density transitioning; restrictions in some areas (Town watershed); community growth (may not be significant but planning should occur); changing trends for municipal planning processes (interest in streamlining); consultation with provincial representatives for the new by-law/amendments; and commercial parking – prohibited in front, and preferred in back or on the side depending on proximity to adjacent properties.

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**TABLED ITEMS**

N/A

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**6. CORRESPONDENCE FOR INFORMATION**

N/A

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

The next meeting will be held on **Monday, December 2, 2024.**

**8. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 7:15 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2024 November 12 Open Session FINAL\_144  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor Grant and Council  
FROM : Planning Advisory Committee  
DATE : 5 November 2024  
RE : 6 Camden Court (PID 30263925)  
Cash in Lieu of Land for Public Purposes (LPP)

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**Recommendation:**

- Council accept \$2,106 as cash-in-lieu of Land for Public Purposes for the proposed Lot 24-2 to be subdivided from 6 Camden Court (PID 30263925) and impose the condition that a separate well system from that providing potable water to 6 Camden Court (PID 30263925) be installed at the proposed Lot 24-2 to service future residential development.

**Background:**

The Planning Advisory Committee passed the following motion at its regular meeting of Monday, November 4, 2024.

**MOVED** by ... and seconded by ... the Planning Advisory Committee hereby recommends that Council accept \$2,106 as cash-in-lieu of Land for Public Purposes for the proposed Lot 24-2 to be subdivided from 6 Camden Court (PID 30263925) and impose the condition that a separate well system from that providing potable water to 6 Camden Court (PID 30263925) be installed at the proposed Lot 24-2 to service future residential development.

**CARRIED.**



**To:** Chair and Members of Rothesay Planning Advisory Committee  
**From:** Peter Johnston  
Urban Planner  
**Date:** Friday, November 01, 2024  
**Subject:** 6 Camden Court, Subdivision

<b>Applicant:</b>	Mark Power	<b>Property Owner:</b>	Mark Power
<b>Mailing Address:</b>	6 Camden Court Rothesay, NB E2E 2B3	<b>Mailing Address:</b>	6 Camden Court Rothesay, NB E2E 2B3
<b>Property Location:</b>	6 Camden Court	<b>PIDs:</b>	30263925
<b>Plan Designation:</b>	Low Density	<b>Zone:</b>	R1B – Single-Family Residential Standard
<b>Application For:</b>	Type 1 Subdivision		
<b>Input from Other Sources:</b>	NA		

**BACKGROUND:**

Applicant Mark Power is seeking approval for single-lot subdivision at 6 Camden Court, PID 30263925. The proposed shown as Lot 24-2 would be approximately 1,950m<sup>2</sup> rendering the remnant parcel with approximately 1,672m<sup>2</sup>. No variances are required as the lots meet all yard requirements in the Single-Family Residential Standard (R1-B) zone.

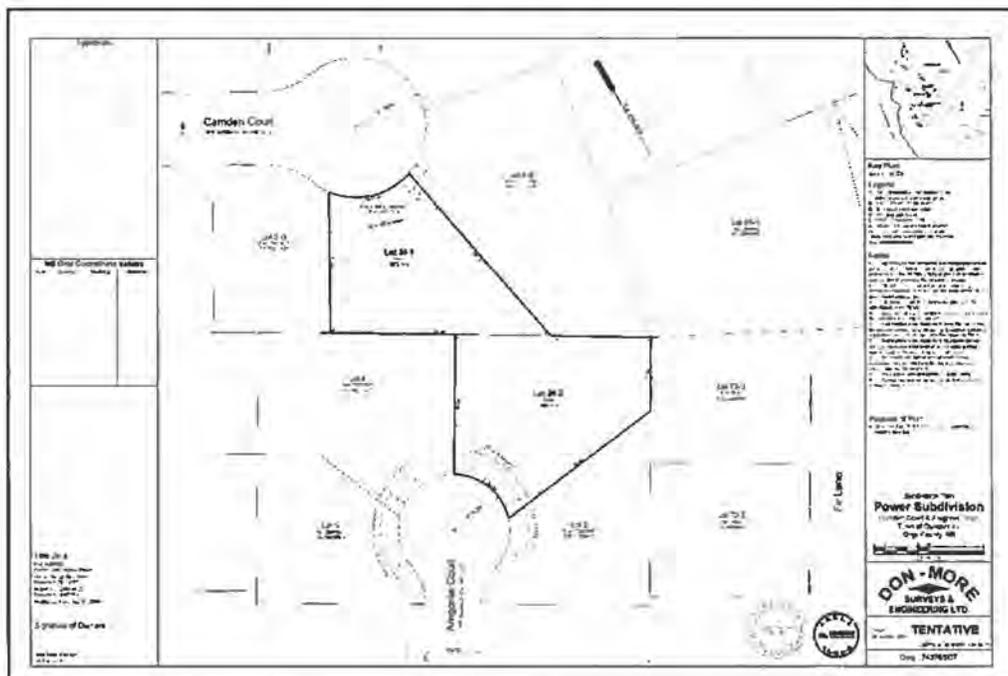


Figure 1: Proposed subdivision

**STAFF ANALYSIS:**

Staff have reviewed the proposed subdivision against the requirements of the Single Family – Standard (R1-B) zone for minimum lot size, which is 1,350m<sup>2</sup>. The proposed lot will front onto the cul-de-sac bulb at Aragonia Court. With lot frontages that are curved, as per Section 2.5 of Zoning By-Law 2-10, the frontage is calculated by measuring along a horizontal line drawn between points on each side lot line that are setback from the front lot line at a distance equal to the minimum front yard requirement. Staff have no objections to the proposal.

<b>R1-B Zone minimum lot dimensions</b>	<b>Proposed Lot 24-2</b>
Minimum Lot Area: 1350 m <sup>2</sup>	1,950 m <sup>2</sup>
Minimum Lot Frontage: 30 m	45.2 m (width)
Minimum Lot Depth: 45 m	48.4 m

**Land for Public Purposes**

Typically, as a condition of approval, as per Rothesay’s Subdivision By-Law 4-10, land in the amount of 10 per cent of the area of the subdivision, exclusive of the public streets, is to be set aside as Land for Public Purposes (LPP). Lands designated as LPP are intended to be used for recreation or for other common community uses. However, this is not always desirable, especially regarding single lot subdivisions.

Section 75 (1) (g) of the Community Planning Act gives municipalities discretionary authority to determine what sum of money may be accepted as cash-in-lieu of LPP. This allows Council to require 8 per cent of the market value of the proposed new Lot 24-2, pre-development. Once the applicant submits the tentative subdivision plan to the Town, staff calculate the market value of the proposed lot using \$13.50 per square meter as per Schedule C of the Subdivision By-law 4-10.

<b>Lot size (square metres)</b>	<b>Land valued at \$13.50 per square metre</b>	<b>8 per cent of land value</b>
1,950	\$26,325	\$2,106

Should the applicant disagree with the Town’s calculated market value of \$26,325 for Lot 24-2, they may retain, at their cost, a certified, independent appraiser to determine the true market value of the land.

The proposed cash-in-lieu of Land for Public Purposes is in the amount of **\$2,106**.

**Servicing**

The subject property is not connected to municipal water as it is not available at this location. Instead, the house at 6 Camden Court maintains potable water from a private well system. The Town sanitary services are available at this location as well as Aragonia Court. The developer is responsible for all costs associated with the sanitary service line connection to the main.

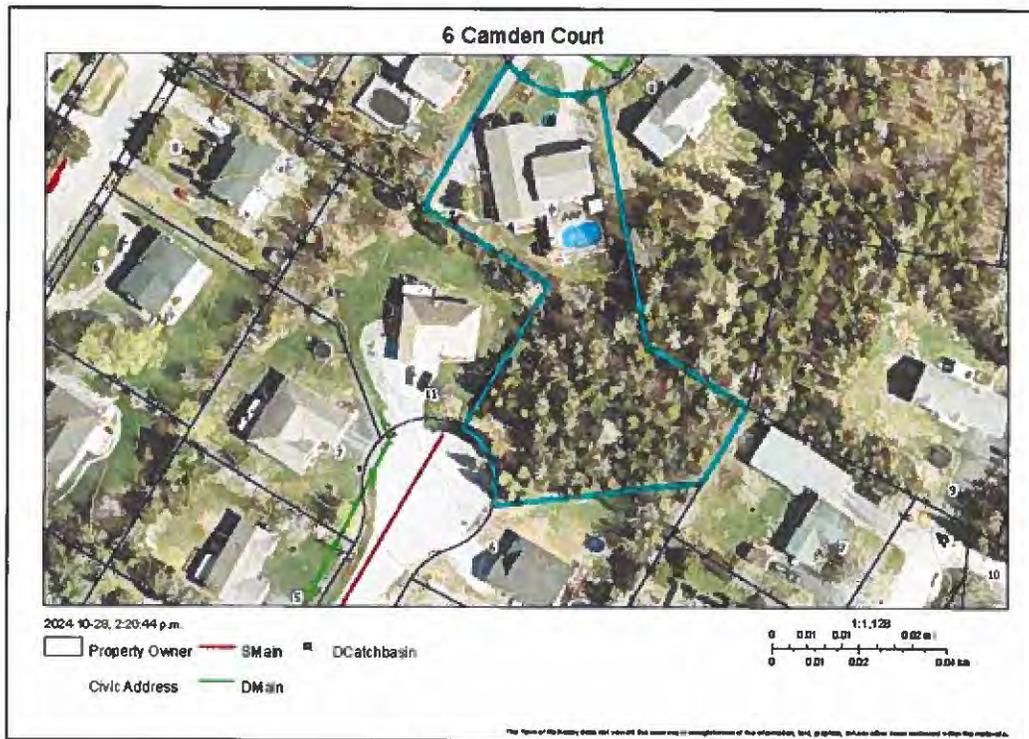


Figure 2: Servicing

**RECOMMENDATION:**

Staff recommend THAT the Planning Advisory Committee consider the following motion:

Rothsay Planning Advisory Committee HEREBY recommends that Council accept \$2,106 as cash-in-lieu of Land for Public Purposes for the proposed Lot 24-2 to be subdivided from 6 Camden Court (PID 30263925) and impose the condition that a separate well system from that providing potable water to 6 Camden Court (PID 30263925) be installed to at the proposed Lot 24-2 to service future residential development.

Report Prepared by:  
Peter Johnston, Urban Planner  
Date: Friday, November 01, 2024

**ATTACHMENTS**

Attachment A: Submission



# ROTHESAY

2024November12OpenSessionFINAL\_148

## BUILDING PERMIT REPORT

10/1/2024 to 10/31/2024

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
10/25/2024	BP2024-00148	15 WEEDEN AVE	WINDOWS	\$13,989.21	\$101.50
10/18/2024	BP2024-00158	2590 ROTHESAY RD	DECK	\$10,000.00	\$72.50
10/07/2024	BP2024-00159	27 PARTRIDGE RD	DECK	\$6,000.00	\$43.50
10/07/2024	BP2024-00160	71 RIVER RD	FENCE	\$204.00	\$20.00
10/04/2024	BP2024-00161	44 COVE CRES	WINDOWS	\$9,200.00	\$72.50
10/18/2024	BP2024-00164	5 SEVILLE ROW	STORAGE SHED	\$1,500.00	\$20.00
10/18/2024	BP2024-00165	7 CARRIAGE WAY	DOOR	\$2,760.00	\$21.75
10/30/2024	BP2024-00166	10 MASTER DRIVE	ADDITION	\$173,000.00	\$1,254.25
10/17/2024	BP2024-00167	92 HIGHLAND AVE	FENCE	\$6,000.00	\$43.50
10/22/2024	BP2024-00170	30 BROADWAY ST	SIDING	\$10,757.00	\$79.75
10/22/2024	BP2024-00171	44 BALLPARK AVE	FENCE	\$700.00	\$20.00
10/29/2024	BP2024-00173	4 HIBBARD LN	ADDITION	\$30,434.78	\$224.75
10/30/2024	BP2024-00175	4 ROCKHAVEN PL	RENOVATION	\$350,000.00	\$2,537.50



## BUILDING PERMIT REPORT

10/1/2024 to 10/31/2024

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
10/25/2024	BP2024-00176	6 GARRISON DR	FENCE	\$20,675.00	\$152.25
10/29/2024	BP2024-00177	130 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$12,000.00	\$87.00
10/31/2024	BP2024-00178	98 JAMES RENFORTH DR	STORAGE SHED	\$15,000.00	\$108.75
<b>Totals:</b>				<b>\$662,219.99</b>	<b>\$4,859.50</b>
<b>Summary for 2024 to Date:</b>				<b>\$24,002,713.34</b>	<b>\$176,363.75</b>

### 2023 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
<b>Monthly total:</b>	<b>\$777,900.00</b>	<b>\$5,734.75</b>
<b>Summary to Date:</b>	<b>\$17,647,599.98</b>	<b>\$132,090.25</b>



# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 8 November 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 31/08/24*	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
	Water Treatment Train expansion	630,000	60%	Treatment Train delivered, third tank in process.
2024	WWTP Phase II design	\$4M	2%	Agreement signed, design underway.
	2024 Street Resurfacing inc C&S	\$3.5M	95%	Substantially complete.
	Wiljac Improvements	\$2.5M		Maybe phased
	Shadow Hill Court water	250,000		Preliminary design and cost estimates complete, consultation with stakeholders underway
	Lagoon Dredging	\$1.32M	70%	Work substantially complete.
	Water quantity	60,000		EIA determination underway.
	Frances Avenue Lift Station	100,000		Deferred to 2025
	Utility Building Renovations	100,000		
	IT plan	15,000		new equipment and phones
	KVFD Capital	203,700	90%	(Fleet -118,400, Equip -44,600, Facilities -40,700)
	Town Hall	37,000	100%	HVAC, Windows, painting doors, etc.
	Upgrade to water treatment plant	405,000		Contractor engaged, work to be completed by Feb 15, 2025.
	Grove Bldg. Security Fence	60,000	33%	Work now scheduled for November completion.
	Works Fleet	\$1.13M	60%	Sidewalk plow delivery scheduled for late September.
	Recreation Facilities	500,000	90%	Wells Parking substantially complete, Wells Shed pending.
Parks Equipment	140,000	60%	Zamboni (October delivery), mower in service.	

\* Funds paid to this date.



# ROTHESAY MEMORANDUM



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TO : Mayor Grant and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 5 November 2024  
RE : By-law 2-10-40 (7 Stack Road – PID 30231765)  
2-unit dwelling

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**RECOMMENDATION:**

- Council give 1<sup>st</sup> Reading, by Title, to By-law 2-10-40
- Council give 2<sup>nd</sup> Reading, by Title, to By-law 2-10-40

**BACKGROUND:**

The Planning Advisory Committee passed the following motions at its regular meeting on Monday, November 4, 2024:

**MOVED** by ... and seconded by ... the Planning Advisory Committee recommends Rothesay Town Council grant a rezoning from Single Family Residential (R1-B) to Two Family Residential (R2) at 7 Stack Road PID 30231765 subject to the following conditions:

- a) That two off-street parking stalls remain at the site in accordance with parking requirements within Zoning By-law 2-10.
- b) A building permit must be obtained prior to interior renovations.

**CARRIED.**

**MOVED** by .... and seconded by.... the Planning Advisory Committee recommends Council enact By-law 2-10-40, "A By-law to Amend the Zoning By-law".

**CARRIED.**

The public hearing was held on Monday, October 21, 2024 and no objections were heard.



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

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

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

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

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

# Attachment - Bylaw 2-10-40

2024 November 12 Open Session FINAL\_153

PID 30231765



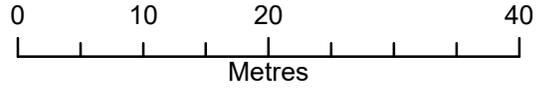
2024-08-27, 9:39:57 AM

1:600

 Subject Property

### 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.



# ROTHERESAY

## MEMORANDUM



---

TO : Mayor Grant and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 5 November 2024  
RE : Street Closure – portions of Clark Road and Salmon Crescent  
By-law 3-24

---

**RECOMMENDATION:**

- Council give 1<sup>st</sup> Reading, by Title, to By-law 3-24
- Council give 2<sup>nd</sup> Reading, by Title, to By-law 3-24

**BACKGROUND:**

The Planning Advisory Committee passed the following motions at its regular meeting on Tuesday, September 3, 2024:

**MOVED** by R. Forte and seconded by M. Graham the Planning Advisory Committee recommends Council schedule a public hearing to consider the stop-up and closure of portions of Clark Road and Salmon Crescent.

**CARRIED.**

**MOVED** by R. Forte and seconded by T. Brittain the Planning Advisory Committee recommends Council enact By-law 3-24, “A By-law Respecting the Stopping-Up and Closing Permanently Portions of Clark Road and Salmon Crescent”.

**CARRIED.**

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



# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 8 October 2024  
RE : By-law 3-24 (Road closures – **portions** of Salmon Crescent and Clark Road)

---

**RECOMMENDATION:**

- Council enact By-law 3-24

**BACKGROUND:**

The Planning Advisory Committee made the following recommendation at its September meeting:

**MOVED** by R. Forte and seconded by T. Brittain the Planning Advisory Committee recommends Council enact By-law 3-24, “A By-law Respecting the Stopping-Up and Closing Permanently Portions of Clark Road and Salmon Crescent”.

**CARRIED.**

By-law 3-24 will be on the November 12, 2024 Council meeting agenda for consideration of 1<sup>st</sup> and 2<sup>nd</sup> Reading, by Title.

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

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

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

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

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

---

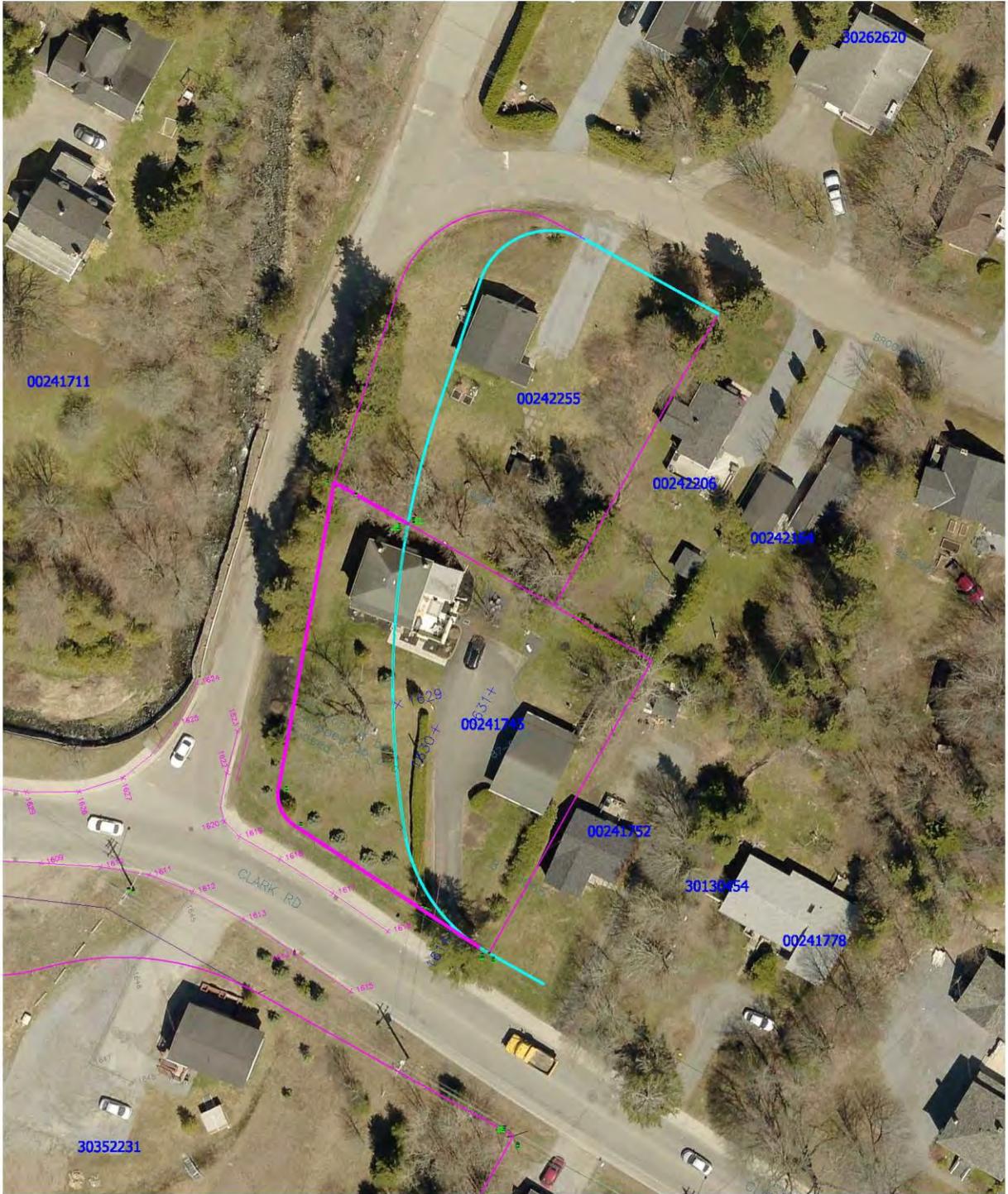
MAYOR

---

CLERK



Schedule "B"



**Liz Hazlett**

---

**From:** Liz Hazlett  
**Sent:** Friday, November 1, 2024 4:03 PM  
**To:** Liz Hazlett  
**Subject:** FW: storm drain install from goldie court to bank of nova scotia

---

**From:** Mary Jane Banks  
**Sent:** Friday, November 1, 2024 3:58 PM  
**To:**  
**Subject:** RE: storm drain install from goldie court to bank of nova scotia

Thank you. Your email will be forwarded to Council for the November 12<sup>th</sup> meeting.

*MaryJane*

Mary Jane E. Banks, BComm, NACLAA II  
Town Clerk – Rothesay  
Head of the Public Body (RTIPPA)  
Director of Administrative Services  
70 Hampton Road  
Rothesay, NB E2E 5L5

p (506)848-6664

f (506)848-6677

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

---

**From:**  
**Sent:** Friday, November 1, 2024 3:39 PM  
**To:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>  
**Subject:** Re: storm drain install from goldie court to bank of nova scotia

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

Mayor and councillors- We are requesting to speak at the next meeting on Nov12. We will give a timeline as to what has happened to the area since we first spoke to council on Nov 2023. Brett McLean informed us on Oct 16/24 that supplies were purchased and ready for installation whenever the WAWA permit came thru. On Oct 24/24 the environment department informed us that they were waiting on the town to present a plan. Questions: Who is responsible to submit the plan? Has the government received the plan? How much longer do we have to wait for this work to begin?

On Fri, Oct 18, 2024, 9:17 a.m. Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)> wrote:

Thank you for the acknowledgement.

You can send your submission any time before noon on Wednesday, November 6, 2024. ~~2024 November 20 Open Session P1A\_160~~

Enjoy your day~

MaryJane

Mary Jane E. Banks, BComm, NACLAA II

Town Clerk – Rothesay

Head of the Public Body (RTIPPA)

Director of Administrative Services

[70 Hampton Road](#)

[Rothesay, NB E2E 5L5](#)

p (506)848-6664

f (506)848-6677

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---

**From:**

**Sent:** Friday, October 18, 2024 8:26 AM

**To:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>

**Subject:** Re: storm drain install from goldie court to bank of nova scotia

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

I will be attending the meeting.

On Tue, Oct 15, 2024, 1:58 p.m. Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)> wrote:

Good morning and thank you for ~~2024 November 20 Open Session FINAL\_901~~ Following the guidelines for presenting to Rothesay Council:

**Presentation - Background Information:**

Rothesay Council meetings are held in the Common Room, Rothesay Town Hall – [70 Hampton Road, Rothesay, NB](#). The November meeting will be held on TUESDAY, November 12, 2024.

The time limit for presentations is **ten minutes**, unless extended by Council or on invitation of the Mayor. There will be additional time following the presentation for any questions.

I will require your written documentation (and powerpoint if you have one) **no later than Wednesday, November 6<sup>th</sup> at noon**. You can forward it to [MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca). Any questions you have or any requests you may wish to make should be summarized in your documentation (i.e. updates, requests for funding/participation/support, etc). The information will be forwarded to Council members in advance of the meeting, as part of the agenda package.

As mentioned, there is a ten minute limit so, if you are providing a powerpoint presentation, a 12-15 slide deck is usually a good target. It will be pre-loaded on the laptop and you will be provided with a wireless keyboard and mouse for use during the meeting.

I would note that our Council meetings are livestreamed and remain posted on the Town YouTube channel for three months. The livestream can be found on YouTube: <https://www.youtube.com/@RothesayNB/streams>

You will find the agenda posted online by end of day Friday, November 8<sup>th</sup> - <https://www.rothesay.ca/town-hall/agendas/> The redacted agenda package is typically posted by noon on the day of the meeting.

Thanks again for your inquiry. Please confirm your attendance and, if yes, please provide your documentation no later than noon on Wednesday, November 6, 2024.

*MaryJane*

Mary Jane E. Banks, BComm, NACLAA II

Town Clerk – Rothesay

Head of the Public Body (RTIPPA)

Director of Administrative Services

[70 Hampton Road](#)

[Rothesay, NB E2E 5L5](#)

p (506)848-6664

f (506)848-6677

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

**From:**

**Sent:** Tuesday, October 15, 2024 12:21 PM

**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>

**Subject:** storm drain install from goldie court to bank of nova scotia

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

this is a request to speak at the next council meeting on november 12/2024 regarding the storm drain- apparently i am to notify the town in advance as to allow the council to have legal council present- just want to bring everyone up to date regarding the progress which is nil-problem created over a year ago



# ROTHESAY MEMORANDUM



---

TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 5 November 2024  
RE : By-law 4-24 Planning Advisory Committee

---

**RECOMMENDATION:**

- Council give 1<sup>st</sup> Reading, by Title, to By-law 4-24
- Council give 2<sup>nd</sup> Reading, by Title, to By-law 4-24
- Council authorize staff to post draft By-law 4-24 to the Town website in lieu of Reading in its Entirety, prior to Enactment

**BACKGROUND:**

The Clerk's office has been working on revisions to the Procedural By-law and a new Code of Conduct By-law for some time. There have been legislative changes over the past six years and the most recent regulation was filed July 26, 2024.

During the By-law review, it was determined the PAC By-law should be updated as well, to reference updated legislation.

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

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

**1. TITLE**

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

**2. ADVISORY COMMITTEE ESTABLISHED**

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

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

the majority of the advisory committee shall be other than such members, employees or agents as identified in subsection (ii).

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

**DUTIES AND POWERS**

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

**BY-LAWS REPEALED**

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

**EFFECTIVE DATE**

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

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE  
AND ENACTED :

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



# ROTHERSEY MEMORANDUM



---

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

---

**RECOMMENDATION:**

- Council give 1<sup>st</sup> Reading, by Title, to By-law 5-24
  
- Council authorize staff to post draft By-law 5-24 to the Town website in lieu of Reading in its Entirety, prior to Enactment

**BACKGROUND:**

The Personnel Committee reviewed Procedural By-law 5-24 and passed the following motion:

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire, the Personnel Committee recommends that Council proceed with the First Reading of the amended Procedural By-Law 5-24.

**CARRIED.**

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

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

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

**TITLE**

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

**SEAL**

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

**DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

**PROCEDURE – REGULAR MEETINGS OF COUNCIL**

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

**UNFINISHED BUSINESS**

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

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

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

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

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

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

#### **GENERAL**

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

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

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

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

#### **VOTING**

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

#### **DISRESPECTFUL STATEMENTS**

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

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

### **MOTIONS**

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

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

#### **RECORDING OF VOTE**

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

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

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

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

## **APPOINTMENT AND ORGANIZATION OF COMMITTEES**

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

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

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

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

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

123. The general duties of all committees of Council in addition to any specific duties as herein described (see Schedule A) or as set out in the constituting resolution are as follows:
- (a) to report to Council from time to time and whenever desired by Council and as often as the interest of the local government may require on all matters connected with the duties imposed on the committee and to recommend such action by Council in respect thereto as they deem necessary;
  - (b) to review the status of budgeted funds connected with the discharge of their duties;
  - (c) to consider and report on any and all matters referred to them by Council; and
  - (d) to adhere in the transaction of all business to the rules prescribed by this and other relevant by-laws of the Town.
124. Committee reports may be presented to Council either verbally by a Councillor who is a Committee member or by the Chair or in writing or electronic form and may be recommitted by Council, in whole or in part, to the same or a different committee.

#### **BY-LAWS**

125. The provision for enactment of all by-laws shall be as set out in the applicable legislation.
126. Every by-law shall be introduced for first reading by title upon motion by a Councillor, specifying the title of the By-law.
127. Every by-law shall be in typewritten or electronic form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any legislation.
128. No by-law shall be passed except by majority vote of Councillors present or by such other vote as prescribed in legislation.
129. The Clerk shall endorse on all by-laws read in Council the dates of the readings thereof and shall be responsible for the inclusion of any amendments. Clerical, typographical and grammatical errors in by-laws may be corrected by the Clerk.

#### **DIRECTION TO STAFF**

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

#### **TOWN EXPENDITURES**

131. The Town shall follow the *Procurement Act* for expenditures; which states that municipalities shall issue a public tender for purchases over certain thresholds.
132. For purchases not covered by the *Procurement Act*, the local government shall follow the Rothesay Purchasing Policy adopted by Council, which policy may be amended from time to time by resolution of Council.

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

**VACANCIES ON COUNCIL**

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

**CONFLICT OF INTEREST**

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

**SURETY**

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

**REVIEW**

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

**EFFECTIVE DATE**

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

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

FIRST READING BY TITLE

\_\_\_\_\_

SECOND READING BY TITLE

\_\_\_\_\_

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

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READING BY SUMMARY

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THIRD READING AND ENACTMENT

\_\_\_\_\_

\_\_\_\_\_  
Nancy Grant, Mayor

\_\_\_\_\_  
Mary Jane E. Banks, Clerk

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

**POLICIES**

- Public Hearing Policy
- Purchasing Policy
- Grants/Donations Policy

Motions Reference Guide

**Schedule A – Standing Committees**

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

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

**Committees required by statute**

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

**Legislative appointments**

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

**Standing Committee appointments - Council**

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

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

**Standing Committee appointments - Appointees**

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

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

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

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

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

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

**STANDING COMMITTEES STATEMENT**

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

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

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

## **STANDING COMMITTEE MANDATES**

### **I Personnel Committee**

This Committee is responsible for:

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

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

### **II Finance Committee**

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

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

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

### **III Nominating Committee**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **VII Climate Change Adaptation Committee**

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

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

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

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

## **COMMITTEES REQUIRED BY STATUTE**

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

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

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

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

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

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

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

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

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

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

**Schedule B - External Council Appointments**

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

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

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

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

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

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

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

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### **1. Purpose**

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

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

### **2. Application of the Code of Ethics**

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

### **3. POLICY**

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

Recognizing that Rothesay seeks to maintain and enhance the quality of life for all Rothesay residents through effective, responsive and responsible government, Appointees shall conduct their business with integrity and in a fair, honest and open manner.

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

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

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

### **3.3 Conduct of Appointees**

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

### **3.4 Compliance with Processes**

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

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

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

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

**3.5 Conduct at Public Meetings**

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

**3.6 Decisions Based on Merit**

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

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

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

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

Appointees shall strive for impartiality in all decision-making.

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

**3.7 Gifts and Favours**

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

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

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

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

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

### **3.8 Conflict of Interest**

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

### **3.9 Confidential Information**

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

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

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



**3.10 *Sharing of Information***

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

**3.11 *Use of Public Resources***

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

**3.12 *Advocacy***

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

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

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

**3.12 *Policy Role of Appointees***

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

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

### **3.13 Respectful Workplace Environment**

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

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

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

Personal harassment includes the following types of behaviour:

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

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

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

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

**5. Compliance and Enforcement**

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

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

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

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

## SCHEDULE A:

### ROTHESAY APPOINTEE STATEMENT Code of Ethics 2024

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

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

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

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

Name (please print):

Office / Committee:

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX A  
Code of Ethics**

**Excerpt Local Governance Act**

**October 2024**

**PART 8  
CONFLICT OF INTEREST**

**Definitions and interpretation**

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

“controlling interest” means beneficial ownership of, or direct or indirect control or direction over, voting

shares of a public corporation carrying more than 10% of the voting rights attached to all voting shares of the corporation for the time being issued.

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

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

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

“local board” means

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

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

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

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

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

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

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

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

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

- (i) a fire chief,
- (j) a chief of police, and
- (k) a purchasing agent.

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

**87(2)** For greater certainty, in this Part, a person is not employed by a local government, local board or trade union if the person is compensated on a fee-for-services basis.  
2021, c.44, s.4

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

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

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

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

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

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

**89(3)** If a trade union has entered into or is seeking to enter into a collective agreement with a local government or a local board, a member who belongs to or is employed by the trade union has a conflict of interest with respect to any matter relating to the administration or negotiation of the collective agreement.  
2021, c.44, s.4

**Exceptions to conflict of interest**

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

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

2021, c.44, s.4

**Disclosure of conflict of interest – member**

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

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

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

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

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

(a) as soon as the matter is introduced, disclose that the member has a conflict of interest in the matter,

(b) immediately withdraw from the meeting room while the matter is under consideration or put to a vote, and

(c) as soon afterwards as the circumstances permit, file a statement disclosing the conflict of interest with the clerk, and the clerk shall then file the statement with the Local Governance Commission established under the *Local Governance Commission Act*.  
2021, c.44, s.4; 2023, c.18, s.97

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

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

**92(2)** If a conflict of interest arises while a senior officer is in office, the senior officer shall file a statement with the clerk disclosing the conflict of interest, and the clerk shall then file the statement with the Local Governance Commission established under the *Local Governance Commission Act*.

**92(3)** The senior officer is not required, in a statement filed under subsection (1) or (2), to disclose particulars of the senior officer's financial interest or the extent of any interest in the matter giving rise to the conflict.

**92(4)** A statement disclosing a conflict of interest shall be made in the form prescribed by regulation.  
2021, c.44, s.4; 2023, c.18, s.97

**Recording and filing of declaration of conflict of interest**

**93(1)** Every statement disclosing a conflict of interest filed under subsection 91(1) or (2) or 92(1) or (2) shall be recorded and kept in a file by the clerk and that file shall be available for examination by the public in the office of the clerk during regular office hours.

**93(2)** Every oral disclosure made under paragraph 91(5)(a) shall be recorded in the minutes of the meeting by the clerk or the person who is responsible for taking the minutes.

**Effect of conflict of interest on quorum**

**94(1)** If the number of members who, by reason of the provisions of this Act, are required to withdraw from a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, despite any other general or special Act, the remaining members shall be deemed to constitute a quorum if there are not fewer than three.

**94(2)** If there are insufficient remaining members to constitute what is deemed to be a quorum under subsection (1), the council, local board or committee may apply to the Minister for an order authorizing it to consider, to discuss and to vote on the matter with respect to which the conflict of interest has arisen.

**94(3)** On an application under subsection (2), the Minister may make an order that authorizes the council, local board or committee or certain members of the council, local board or committee to consider, discuss and vote on the matter raised in the application as if a conflict of interest did not exist, subject to the conditions and directions that the Minister considers appropriate.

**Senior officer may advise on a matter while having a conflict**

**95** A senior officer may, within the scope of their employment, provide advice to a council, a local board or a committee on a matter with respect to which the senior officer has a conflict of interest, if the advice is provided at the request of the council, the local board or the committee and the request is made with knowledge of the conflict.

2021, c.44, s.4

**Prohibited conflict**

**96** A member or a senior officer shall not:

- (a) accept any fees, gifts, gratuities or other benefit that could reasonably be seen to influence any decision made by them in carrying out their functions as a member or as a senior officer, or
- (b) for their personal gain, or for the personal gain of a family associate, make use of their position or of any information that is obtained in their position and is not available to the public.

2021, c.44, s.4

**Offences and penalties**

**97(1)** A person who violates or fails to comply with section 91 or 92 commits an offence punishable under Part 2 of the *Provincial Offences Procedure Act* as a category F offence.

**97(2)** A person who violates or fails to comply with section 96 commits an offence punishable under Part

2 of the *Provincial Offences Procedure Act* as a category H offence.

**97(3)** In addition to or instead of any sentence that may be imposed in accordance with the *Provincial Offences Procedure Act*, a judge of the Provincial Court may make one or more of the following orders:

- (a) an order requiring the person to resign their office or position on the terms and conditions imposed by the judge,
- (b) an order prohibiting the person from holding that office or position or any other specified office or position during the period of time that the judge prescribes,
- (c) if the violation or failure to comply has resulted in financial gain to the person or a family associate, an order requiring the return of any gain realized in accordance with terms and conditions imposed by the judge, and
- (d) any other order that the judge considers appropriate in the circumstances.

**97(4)** A failure to comply with an order under subsection (3) makes a person liable to be committed for contempt of the Provincial Court.

**97(5)** Even though a person has committed an offence under subsection (1) or (2), the judge may release the person without the imposition of a fine, a term of imprisonment or any other sentence that the judge may or shall impose under the *Provincial Offences Procedure Act* or this section if

- (a) the violation or failure to comply has not resulted in any personal gain to the person accused, and
- (b) the violation or failure to comply was, in the opinion of the judge, inadvertent.

**97(6)** No proceedings with respect to an offence under subsection (1) or (2) shall be commenced after three years after the date on which the offence was, or is alleged to have been, committed.

2021, c.44, s.4

**This Part prevails over other conflict of interest rules**

**98** The provisions of this Part with respect to conflicts of interest shall be deemed to supersede all other provisions that may exist in any other Act, public or private, other than the *Local Governance Commission Act*, any regulation under those Acts, any by-law of a local government or any municipal charter with respect to those matters, even though no conflict may exist between the provisions of this Act and the other provisions.

2023, c.18, s.97

# ROTHESAY

## Policy

Topic:	Public Hearings	Date Prepared	4/10/01
Application:	Rothesay Council and Staff	Date Adopted by Council	9/10/01
		Date Amended	09/2009 10/2014 10/2024
		Date Amended Date Amended Mayor and Council	
		Town Manager:	

### BACKGROUND

The Community Planning Act, SNB 2017 c.19 and amendments thereto, provides the procedure to be followed for Public Presentations (Section 25) and Public Hearings (Section 111), excerpts of which are attached hereto and identified as Schedule "A".

There is no provision within the Community Planning Act, supra for a deadline to accept written objections before the Public Hearing. Section 111(b)(i) indicates the second required advertisement shall be no less than four (4) days prior to the date of the Public Hearing.

During the process, Council acts in a quasi-judicial setting. There is ample opportunity throughout the process for the public to express their views. Once the Public Hearing has been held, Council makes its decision based on the information received up to the date of the Public Hearing. Any information received subsequent to the hearing should not be taken into consideration in the decision-making process. In a legal context, this would be the same as a judge receiving additional information once a trial is over but before making his decision.

### POLICY:

This policy will be followed for all Public Hearings scheduled by Council, unless otherwise stated in provincial legislation.

Advertisements shall be posted to the Town website and notices will be posted on the Town social media channels, in accordance with Section 111 of the Community Planning Act, supra. Advertisements shall indicate the deadline to submit written objections is three (3) business days before the scheduled hearing date at 12:00 p.m.

Documentation received by the Town Clerk after the submission deadline will be distributed to Council members at the Public Hearing, immediately prior to the "Call to Order" of the Hearing. It shall be left to the discretion of Council to receive and/or consider the subsequent documentation received. In accordance with the Community Planning Act, supra, any person wishing to speak may do so at the Public Hearing.

Following the close of the Public Hearing, no further documentation or comments from the public will be received for consideration by Council, unless so requested by Council. Council members should disregard any information (email/correspondence/phone calls, etc.) not provided through the Town Clerk's office. Individuals submitting information directly to Council members (email/letters/phone calls, etc.) should be advised to contact the Town Clerk or CAO.

In accordance with the laws of natural justice, those Council members who were not in attendance at the public hearing shall be precluded from voting on the subject matter of the hearing.

The Public Hearing policy adopted by Council on October 9, 2001 (amended September 14, 2009 and October 14, 2014) is hereby amended.

*Excerpts from the Community Planning Act*

*October 2024*

## **PUBLIC NOTICE OF MUNICIPAL PLAN**

**25(1)** Before complying with the requirements of section 111 with respect to a municipal plan, a council shall publish a notice at least 10 days, but no more than 14 days, before the day referred to in paragraph (b), stating:

- (a) the intention of the council to adopt a municipal plan,
- (b) the time and place for a public presentation by the council of the proposed plan, and
- (c) that objections to the proposed plan may be made to the council within 30 days of the day of the public presentation.

**25(2)** A notice referred to in subsection (1) shall be given by one or more of the following means:

- (a) publishing the notice in a newspaper published or having general circulation in the municipality;
- (b) broadcasting the notice on a radio or television station that broadcasts in the municipality at least once a day for the period of time that the notice is required to be published; and
- (c) posting the notice on the municipality's website for the period of time that the notice is required to be published.

**25(3)** A council shall retain a hard copy of the notice referred to in subsection (1) in the council offices for the period of time that the notice is required to be published.

**25(4)** Notice provided in a manner authorized by subsection (2) shall be sufficient notice only if the notice is also available for examination by the public for the required period of time in the office of the clerk during regular office hours.

**25(5)** If a municipality has given notice in a manner authorized by subsection (2), it may also post the notice on social media websites.

**25(6)** If a notice is given in a manner authorized by subsection (2), any person may submit to the council written objections to the proposed municipal plan within the period referred to in subsection (1).

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## **PUBLIC NOTICE OF BY-LAW**

**111(1)** Subject to subsection (2), with respect to a bylaw made under this Act, a council shall

- (a) by resolution, fix a time and place for the consideration of objections to the proposed by-law, and
- (b) subject to subsection (7), by giving notice by one or more of the following means:
  - (i) publishing the notice on two separate occasions in a newspaper published or having general circulation in the local government in the form described in subsection (4) of its intention of considering the making of the by-law, the first of the notices to be published not less than 21 days and not more than 30 days before the day fixed under paragraph (a), and the second of the notices to be published not less than four days and not more than 11 days before that day, or

- (ii) posting the notice on the local government's website in the form described in subsection (4) of its intention of considering the making of the bylaw, to be published not less than 21 days before the day fixed under paragraph (a).

**111(2)** This section does not apply to a subdivision bylaw, a flood risk area by-law, a by-law establishing a planning advisory committee, a design review committee by-law or any other by-law prescribed by regulation.

**111(3)** If a local government has given notice in a manner authorized by paragraph (1)(b), it may also post the notice on social media websites.

**111(4)** A notice under paragraph (1)(b)

- (a) shall set forth a description of the area affected by the by-law and refer to street names and civic numbers in the case of a zoning by-law or zoning provisions in a rural plan under section 33 or 44, if feasible,
- (b) shall state a place where and the hours during which the by-law may be inspected and the time and place set by the council for the consideration of written objections to the by-law,
- (c) shall indicate the person to whom written objections will be sent, and
- (d) may, in the case of an amendment or repeal, briefly state an explication or the reasons for the amendment or repeal.

**111(5)** If a notice is given in a manner authorized by paragraph (1)(b) in respect of a proposed by-law, the council shall

- (a) make suitable provision for inspection of the bylaw by the public at the time and place set out in the notice, and
- (b) before making the by-law, hear and consider written objections to it.

**111(6)** A person who wishes to speak for or against written objections is entitled to be heard at the time and place fixed under subsection (1) for consideration of the objections.

**111(7)** If, after the notice is given in a manner authorized under paragraph (1)(b), the council substantially amends the proposed by-law, the provisions of this section apply with the necessary modifications to the amendment.

**111(8)** The council is not required to vote on the bylaw on the day fixed under subsection (1) for the consideration of objections to it, but the by-law shall not become valid unless, within six months after the day that the notice was given or published under subsection (1),

- (a) the by-law is made, and
- (b) the by-law is submitted for the approval of the Minister, except for a zoning by-law, subdivision by-law, deferred widening by-law, controlled access street by-law or amendment to the zoning provisions in a rural plan under section 33 or 44.

**111(9)** If it is proposed to amend a zoning by-law or a rural plan under section 33 or 44 for the re-zoning of an area of land, the council is not required to publish a second notice under subparagraph (1)(b)(i) if

- (a) the owners of land within the area and within 100 m of the area, other than a person applying for the re-zoning, are advised in writing of the proposed amendment, or
- (b) a notice of the proposed amendment is posted in a prominent place on the property proposed to be rezoned.

2020, c.8, s.28; 2021, c.44, s.1

# ROTHESAY

## Policy

Topic: Purchasing Policy	Date Prepared	Sept. 1/09
Application: All Personnel	Date Adopted	Sept 14/09
	Date Amended by Council	Oct/2014
	Date Reviewed by Finance	Jan/2024
	Mayor & Council	
	Town Manager	

### A. GENERAL:

As required by legislation, the Town follows the Procurement Act (the “Act”) and related regulations and agreements, which state that municipalities shall issue a public tender for purchases over the following thresholds:

- Goods over \$25,000
- Services over \$50,000
- Construction Projects over \$100,000

There are certain exemptions to this rule including professional services and sole source of supply.

### B. SPENDING AUTHORIZATION:

#### i) Budgeted Expenditures:

For amounts less than those prescribed by the Act the CAO is authorized to purchase goods and services which have been specifically **set out in operating or capital budgets** and where the amount of the purchase is less than or equal to the amount set out in the budget. Competitive purchasing practices will be used where not obtained during budget preparation.

Where an expenditure is included in a budget envelope but the specific goods or services composing the amount are not specifically identified in the budget, the CAO may purchase same in the following manner:

- a) goods greater than \$2,500 by competitive quote from at least two independent suppliers, and preferably three or more;
- b) services of greater than \$5,000 by competitive quote from at least two independent contractors, and preferably three or more;
- c) construction projects involving goods and services greater than \$25,000 by competitive quote; and
- d) lesser amounts through regular trade accounts.

Expenditures may not be artificially broken up to avoid competitive purchasing practices.

Request for proposals (RFPs) shall be issued for professional services when the anticipated fees for a project are greater than \$50,000:

**ii) Unbudgeted Expenditures:**

For amounts not included in the budget the CAO or Mayor may authorize a purchase of not more than \$5,000.

**iii) Emergency Purchases:**

Emergencies which pose a threat to public safety resulting from fire, flood, water main breaks, storms, environmental emergencies, or equipment failure may require emergency expenditures not included in the approved budget or greater than the allocated amount notwithstanding the authorities outlined elsewhere in this policy. Department Heads are authorized to make emergency expenditures necessary to maintain Town services. Department Heads will ensure that the CAO is kept advised of emergency expenditures. These emergency expenditures shall be reported to Council at the next regular meeting after the expenditures are known.

**iv) Delegation**

The CAO may delegate authority, in writing, to Department Heads, who may then delegate, in writing, to an appropriate staff member, to approve expenditures. Expenditures are to be documented by providing a purchase order signed by the designated person.

**C. REPORTS TO COUNCIL**

**v) Monthly Financial Reports**

Monthly financial statements will be provided to Council. Monthly financial statements will include a variance analysis and a detailed listing of project budgets and expenditures to date. Council shall also be advised of any re-allocation of budget amounts between the main classifications of the monthly financial statements.

**Tenders**

Expenditures for which the Town has issued a tender shall be approved by Council.

**D. FINANCIAL ANALYSIS**

Staff recommendations shall include financial implications to the taxpayers or utility users of any recommendations, as well as a description of any variance/exception from normal procedures, practices and legislation.

In accordance with the *Local Governance Act*, the Treasurer shall provide to Council, in writing or electronic form, the financial implications (including capital cost, source of financing, projected effect on property tax and/or utility rates, and operating estimates over the first 24 months, if applicable) of recommendations to Council involving major projects having a total budget greater than \$250,000.

October 2024 Town Manager changed to CAO  
Municipalities Act updated to Local Governance Act

# ROTHESAY

## Policy

Topic: Grants and Donations Policy	Date Prepared	Sept 2014
Application:	Date Adopted	14 Oct 2014
	Date Amended	14 Nov 2016 12 Aug 2019
	Date Reviewed	Jan 2024
	Mayor & Council:	
	Town Manager:	

**BACKGROUND:**

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

**CRITERIA:**

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

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

November 14, 2016	Schedule A (Form) Amended
August 12, 2019	Section 2(g) added
January 2024	Finance Committee Review (no changes)
October 2024	Watermark removed from application form



**SCHEDULE A**

**Application for Rothesay Municipal Grant**

*Grants/Donations Policy*

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

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel. \_\_\_\_\_

Email: \_\_\_\_\_

Organization Description: \_\_\_\_\_

\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Descriptions of proposed event or activity: \_\_\_\_\_

\_\_\_\_\_

Project costs: \_\_\_\_\_

Benefits to town of Rothesay: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act ("the Act"), SNB 2009, c R-10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at a public Town Council or committee meeting. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).

**MOTIONS**  
**REFERENCE GUIDE FOR MEMBERS OF**  
**ROTHESAY COUNCIL**

	To:	Interrupt Speaker:	Second Needed:	Debatable:	Amendable:	Vote Needed:
1.	<b>Main Motion</b> - to make a decision (e.g. "I move to...")	No	Yes	Yes	Yes	Majority
2.	<b>Amend a motion</b> - to add, delete or replace words in the main motion (e.g. "I move that this motion be amended" or "I move to amend the motion")	No	Yes	Yes	Yes	Majority
3.	<b>Recess</b> - to provide a pause or break (e.g. I move that we recess until...")	No	Yes	No	Yes	Majority
4.	<b>Adjourn</b> - to end the meeting (e.g. "I move that we adjourn")	No	Yes	No	No	Majority
5.	<b>Point of Order</b> - to enforce the rules [or note personal affront] - may be raised if there is a belief a rule has not been followed (e.g. "Point of Order...")	Yes	No	No	No	Chair's decision
6.	<b>Request Information</b> - to request additional information (e.g. "Point of information...")	Yes	No	No	No	None
7.	<b>Refer</b> - to refer to a standing committee, staff or another committee and report back with a recommendation (e.g. "I move we refer this item to...")	No	Yes	Yes	Yes	Majority

	To:	Interrupt Speaker:	Second Needed:	Debatable:	Amendable:	Vote Needed:
8.	<b>End Debate</b> - to end discussion and vote immediately (e.g. “I move that the vote be taken”)	No	Yes	No	No	2/3 majority
9.	<b>Defer or Postpone to a certain time</b> - to allow time for further consideration (e.g. “I move we defer (or postpone) this matter until...”)	No	Yes	Yes -Only as to the merit of the deferral/postponement	Yes	Majority
10.	<b>Defer or Postpone indefinitely</b> - avoidance of taking a vote on the matter (e.g. “I move we defer or postpone this matter indefinitely”)	No	Yes	Yes	No	Majority
11.	<b>Limit or Extend Debate</b> - to provide a specific amount of time for discussion (e.g. “I move we...”)	No	Yes	No	Yes	2/3 majority

12.	<b>Table</b> - to set aside temporarily, during the course of the meeting, to allow something of an urgent matter to be considered immediately (e.g. “I move that we table this item”)	No	Yes	No	No	Majority
13.	<b>Remove from table</b> - to take up an item previously table (e.g. “I move we take _____ from the table”)	No	Yes	No	No	Majority

	To:	Interrupt Speaker:	Second Needed:	Debatable:	Amendable:	Vote Needed:
14.	<p><b>Appeal</b></p> <ul style="list-style-type: none"> <li>- to appeal the Chair’s ruling on a matter to Council (e.g. “I move that the Chair be sustained”)</li> </ul>	Yes	No	No	No	Majority (or tie) sustains Chair’s decision
15.	<p><b>Withdraw</b></p> <ul style="list-style-type: none"> <li>- before debate begins, a main motion can be withdrawn or changed by the mover. After the debate begins, it belongs to Council which may withdraw or modify it by majority vote or unanimous consent (e.g. “In light of new information I withdraw the motion” or “I request permission to withdraw the motion”):</li> </ul>	No	Yes	No	No	Majority
17.	<p><b>Raise a question of privilege</b></p> <ul style="list-style-type: none"> <li>- a request to deal with something that affects the comfort of Council (or a single Member) (e.g. noise, room temperature or other distraction)</li> </ul>	Yes (only if circumstances require; generally no)	No	No	No	Chair’s decision
<u>OTHER</u>						
1.	<p><b>Community Planning Act Matters</b></p> <ul style="list-style-type: none"> <li>- Where Council receives a report/recommendation for a denial of an application, a majority of the Members of Council must vote in favour of the by-law in order to make the by-law.</li> </ul>					



# ROTHERESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 7 November 2024  
RE : Special Meeting

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**RECOMMENDATION:**

- Council schedule a Special Meeting for Monday, November 25, 2024 at 6:00 p.m.

**BACKGROUND:**

Local governments were advised the 2025 Assessment Base and Community Funding Grant data would likely not be released by the province until the new Cabinet was sworn in on November 2, 2024.

However, on October 29, the data was provided and local governments were advised the deadline to approve the 2025 budget was extended from November 15 to November 29, 2024.

The next regular Council meeting is not scheduled until December 9, 2024.