## 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



## 20 Rect ber 50 e Seas FINAL\_001

#### **COUNCIL MEETING**

### Town Hall Common Room Tuesday, October 15, 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 9 September 2024

- **>** Business Arising from Minutes
- 3. OPENING REMARKS OF COUNCIL
  - 3.1 Declaration of Conflict of Interest
- 4. **DELEGATIONS**
- 4.1 Fundy Regional Service Commission (FRSC)
   4.2 Envision Saint John
   Phil Ouellette, CEO (see Item 9.1.1)
   Andrew Beckett, CEO (see Item 9.1.2)
- 5. CORRESPONDENCE FOR ACTION
- 5.1 5 September 2024 Email from resident RE: Pedestrian safety in Rothesay

Refer to the Works and Utilities Committee

#### 6. CORRESPONDENCE - FOR INFORMATION

6.1	25 September 2024	Letter to Minister Flemming RE: 2022 Forest Strategy for NB Crown Lands
6.2	26 September 2024	Rothesay Netherwood School (RNS) Annual Food Drive – Trick or Eat

#### 7. REPORTS

7.	REPORTS	
7.0	October 2024	Report from Closed Session
7.1	19 June 2024	Kennebecasis Public Library (KPL) Board meeting minutes
7.2	12 June 2024	Kennebecasis Valley Fire Department (KVFD) meeting minutes
		Article in the Current RE: KVFD Fire Station 2
	30 April 2024	KVFD Statement of Expense with budget variance
	3 June 2024	KVFD Compliance Report
		KVFD Purchasing Policy
		KVFD Credit Card Usage and Reporting Policy
		KVFD Development and Management of Operating & Capital Budgets
	12 June 2024	KVFD Chief's Report
	April 2024	KVFD Response Report
	May 2024	KVFD Response Report
	12 June 2024	KVFD Fire Prevention Update

#### 2024October15OpenSessionFINAL 002

#### **ROTHESAY**

Regular Council Meeting

Agenda -2- 15 October 2024

	4 September 2024	KVFD Board meeting minutes
	31 July 2024	KVFD Statement of Expense with budget variance
	4 September 2024	KVFD Compliance Report
	4 September 2024	KVFD Chief's Report
	June 2024	KVFD Response Report
	July 2024	KVFD Response Report
7.3	26 June 2024	Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)
1.3	20 June 202 <del>4</del>	meeting minutes
	25 September 2024	KRJBPC Chief's Report
	August 2024	KRJBPC Budget vs. Actuals
7.4	31 August 2024	Draft unaudited Rothesay General Fund Financial Statements
	31 August 2024	Draft unaudited Rothesay Utility Fund Financial Statements
	31 August 2024	Donation Summary
	25 September 2024	Draft Finance Committee meeting minutes
	Gala Ballet	_
7.5	17 September 2024	Draft Age Friendly Advisory Committee meeting minutes
7.6	17 September 2024	Draft Parks and Recreation Committee meeting minutes
	➤ Parks and Recreation	on Update
7.7	18 September 2024	Draft Works and Utilities Committee meeting minutes
	➤ 24 Meadow Drive -	- drainage concerns
	Highland Avenue –	- traffic concerns
7.8	September 2024	Monthly Building Permit Report

#### 8. UNFINISHED BUSINESS

10 October 2024

#### **TABLED ITEMS**

7.9

**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)

Capital Projects Summary

No action at this time

8.5 Strong Court Sidewalk – Anglophone South School District (Tabled April 2021)

10 October 2024 Report prepared by DO McLean

Remove from table

#### 2024October15OpenSessionFINAL 003

#### **ROTHESAY**

Regular Council Meeting

Agenda -3- 15 October 2024

#### 9. NEW BUSINESS

#### 9.1 BUSINESS ARISING FROM DELEGATIONS

#### 9.1.1 Fundy Regional Service Commission (FRSC) 2025 Draft Budget

18 September 2024 Letter from FRSC RE: Draft 2025 Budget

DRAFT FRSC 2025 Budget

Provide comments by October 16, 2024

#### 9.1.2 Envision Saint John Presentation

Receive/file

#### 9.2 2027-2031 Provincial Municipal Highway Program (PMHP)

9 October 2024 Memorandum from Town Manager Jarvie

9 July 2024 Letter from the Department of Transportation and Infrastructure

#### 10. NEXT MEETING

**Public Hearings (2)** Monday, October 21, 2024 starting at 7:00 p.m.

**Budget Session** Monday, October 28, 2024 at 7:00 p.m.

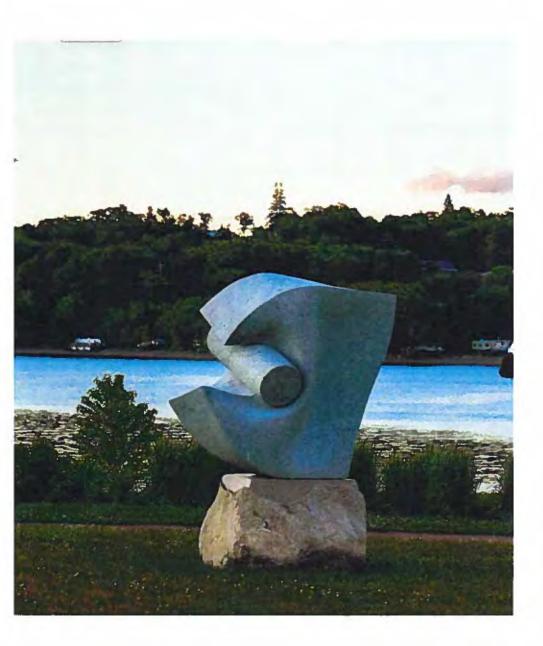
**Regular meeting** TUESDAY, November 12, 2024 at 7:00 p.m.

#### 11. ADJOURNMENT



## 2024 PROGRESS & 2025 BUDGET OVERVIEW

Town of Rothesay October 15th, 2024





# FRSC Vision

Aspiring Collaborative Excellence, Resilient Communities, and Delivering Valuable Outcomes

## FRSC Mandate



The FRSC is committed to responsible service delivery that provides equitable access to programs and services for residents across the region. Guided by the principles of sustainability, enhanced quality of life, accountability and continuous improvement, the Commission is responsible for:





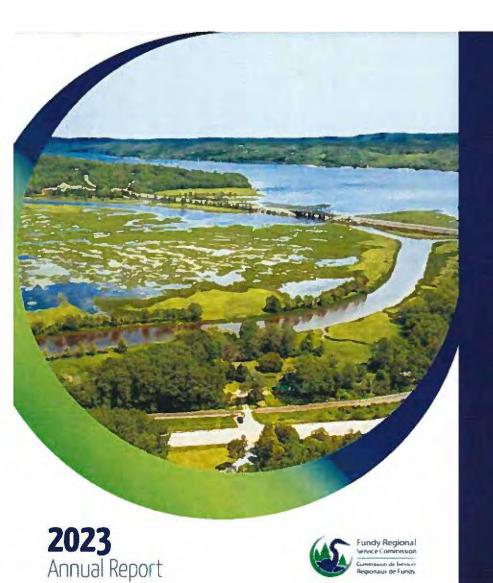












# Annual Report & Financial Statements



Scan to access the FRSC 2023

ANNUAL REPORT

FINANCIAL STATEMENTS



Or visit <u>fundyregion.ca/commission/financial/annual-reports/</u>

## Progress Overview



## 2024 FOCUS AREAS

Implementing the Regional Strategy, delivering outcomes, building structure, expanding partnerships, and piloting new services.

## 2024 WORKPLAN ACTIONS



## Progress Overview

## PROGRESS HIGHLIGHTS



Approved the Crane Mountain Landfill EIA - extending landfill life by 22 years, with savings of at least \$22 Million.

**Recycling Partnership** - Circular Materials to process recycling locally.



Implemented Regional Enforcement Pilot

Project – Funded by the Government of New
Brunswick.



**Regional Facilities** - Secured 40% funding for capital improvements.

**Canada Games 2029** - Bid initiated, Aquatic Centre study underway.



**Transportation Needs Survey** in partnership with UNBSJ completed.

**Sustainable Transportation Week** - A pilot campaign running from September 16-20.

## Progress Overview

## PROGRESS HIGHLIGHTS



**Community Development** - Regional socioeconomic data compilation completed. A needs assessment and asset mapping are in progress.

**Urban Rural Rides** - Community Volunteer Transportation initiative.



**Regional Risk Assessment** - Ongoing planning.

**Finalizing Rail Traffic and Safety** Working Group.



Climate Mitigation and Adaptation Strategy - Funding received.

Accessed over \$600,000 in unbudgeted revenue from other levels of government, including from PETL, Health, RDC, ELG.



New procedural bylaw and code of conduct adopted.

**Regional Summit for Councils** - Planned for November 2024.

## 2024 Regional Summit

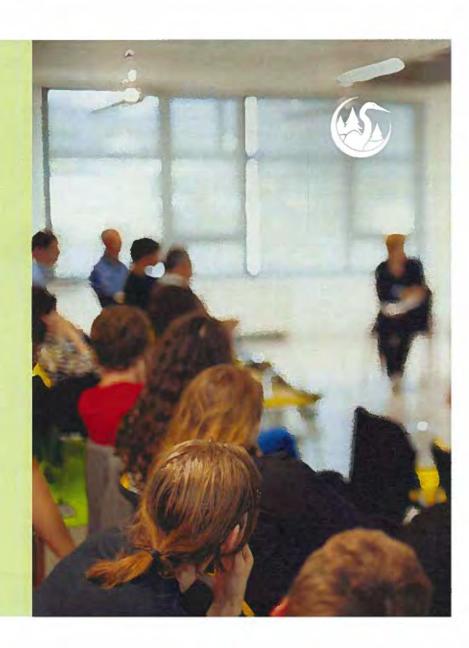
**NOVEMBER | SAINT JOHN TRADE AND CONVENTION CENTRE** 

## PURPOSE

- Teamwork & Communication: Strengthen regional ties and interact with new or existing MLAs.
- 2025 Vision: Address upcoming challenges and opportunities, fostering collective ownership and advocacy for the Region.

#### PARTICIPANTS

- FRSC Municipal Councils & Rural District Advisory Committee.
- Newly elected Fundy Region Provincial MLAs.





## FRSC Board of Directors - Priority Focus



2025



Balance FRSC's growth with clear value delivery.



Lead by example in teamwork and shared ownership.



Uphold the Fundy Regional Strategy Vision and Values.



Recognize the vital role of each member community.



Maintain regular, effective communication.



Champion the region's interests consistently.



2025

# Budget Development Criteria



01 Incrementality
02 Regional Strategy
03 Delivering Valuable Service

**Financial Capacity** 

Continuous Improvement

Accountability & Transparency

Safety & Security

# Operating Budget



2024-2025



2025



## 90% Falls within:

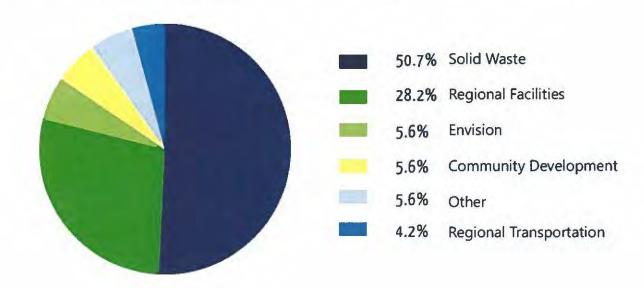
- · Solid waste
- Regional facilities
- Economic development & tourism promotion

# Breakdown of New Expenses



2025

Allocation of the \$3.5 million in new 2025 budget expenses across various areas:



2025 Budget #1



2023	2024	2025 DRAFT	NET INCREASE
\$364,497	\$367,562	\$400,105	\$32,543
\$443,036	\$419,528	\$523,875	\$104,347
\$977,028	\$946,857	\$1,131,017	\$184,160
\$717,817	\$659,368	\$763,668	\$104,300
\$4,252,066	\$3,782,110	\$4,314,097	\$531,987
\$266,760	\$259,776	\$320,825	\$61,049
\$590,577	\$591,167	\$633,524	\$42,357
\$7,611,782	\$7,026,368	\$8,087,110	\$1,060,742
	\$364,497 \$443,036 \$977,028 \$717,817 \$4,252,066 \$266,760 \$590,577	\$364,497 \$367,562 \$443,036 \$419,528 \$977,028 \$946,857 \$717,817 \$659,368 \$4,252,066 \$3,782,110 \$266,760 \$259,776 \$590,577 \$591,167	\$364,497 \$367,562 \$400,105 \$443,036 \$419,528 \$523,875 \$977,028 \$946,857 \$1,131,017 \$717,817 \$659,368 \$763,668 \$4,252,066 \$3,782,110 \$4,314,097 \$266,760 \$259,776 \$320,825 \$590,577 \$591,167 \$633,524

2025 Budget #2



FRSC MEMBER	2023	2024	2025 DRAFT #2	NET INCREASE #2
Village of Fundy-St. Martins	\$364,497	\$367,562	\$402,497	\$34,935
Town of Hampton	\$443,036	\$419,528	\$503,309	\$83,781
Town of Quispamsis	\$977,028	\$946,857	\$1,085,111	\$138,254
Town of Rothesay	\$717,817	\$659,368	\$732,265	\$72,897
City of Saint John	\$4,252,066	\$3,782,110	\$4,144,259	\$362,149
Town of Grand-Bay-Westfield	\$266,760	\$259,776	\$308,116	\$48,340
Fundy Rural District	\$590,577	\$591,167	\$640,907	\$49,790
TOTAL:	\$7,611,782	\$7,026,368	\$7,816,464	\$790,096

1

2025 Budget #3



FRSC MEMBER	2023	2024	2025 DRAFT #3	NET INCREASE #3
Village of Fundy-St. Martins	\$364,497	\$367,562	\$400,175	\$32,613
Town of Hampton	\$443,036	\$419,528	\$498,594	\$79,066
Town of Quispamsis	\$977,028	\$946,857	\$1,074,559	\$127,702
Town of Rothesay	\$717,817	\$659,368	\$725,024	\$65,656
City of Saint John	\$4,252,066	\$3,782,110	\$4,105,299	\$323,189
Town of Grand-Bay-Westfield	\$266,760	\$259,776	\$305,208	\$45,432
Fundy Rural District	\$590,577	\$591,167	\$637,606	\$46,439
TOTAL:	\$7,611,782	\$7,026,368	\$7,746,465	\$720,097



2025 Budget #3 (option without Aquatic Centre Study)

2023	2024	2025 DRAFT #3A	NET INCREASE #3A
\$364,497	\$367,562	\$395,129	\$27,567
\$443,036	\$419,528	\$488,348	\$68,820
\$977,028	\$946,857	\$1,051,626	\$104,769
\$717,817	\$659,368	\$709,286	\$49,918
\$4,252,066	\$3,782,110	\$4,020,630	\$238,520
\$266,760	\$259,776	\$298,888	\$39,112
\$590,577	\$591,167	\$630,432	\$39,265
\$7,611,782	\$7,026,368	\$7.594.339	\$567,971
	\$364,497 \$443,036 \$977,028 \$717,817 \$4,252,066 \$266,760 \$590,577	\$364,497 \$367,562 \$443,036 \$419,528 \$977,028 \$946,857 \$717,817 \$659,368 \$4,252,066 \$3,782,110 \$266,760 \$259,776 \$590,577 \$591,167	\$364,497 \$367,562 \$395,129 \$443,036 \$419,528 \$488,348 \$977,028 \$946,857 \$1,051,626 \$717,817 \$659,368 \$709,286 \$4,252,066 \$3,782,110 \$4,020,630 \$266,760 \$259,776 \$298,888 \$590,577 \$591,167 \$630,432

## Mitigating Cost of Member Fees



2025



\$44,000 Social Mandate - Additional 50% subsidy

\$770,800 Regional Facilities Capital Budget - 40% subsidy through RDC

\$96,357 Aerial Photography - 50% savings by partnering with FRSC to access RSSF

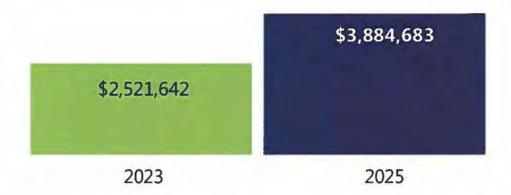
\$312,860 2025 Aquatic Centre Design Phase- 40% from RDC

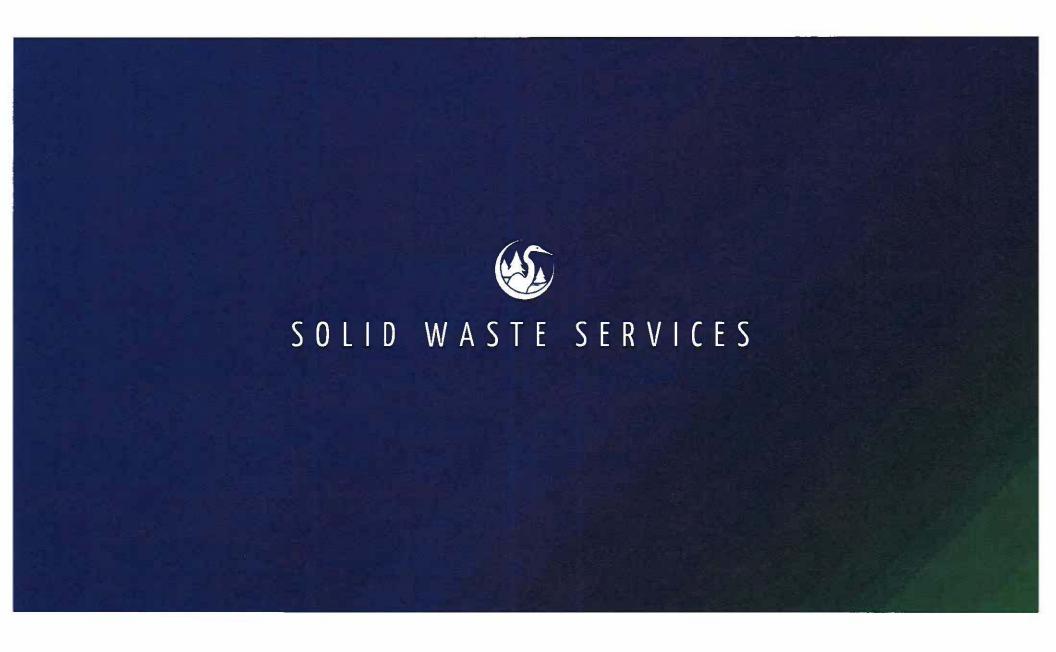
# Leveraging Third Party Funding



2025

In 2025, the FRSC is positioned to leverage its highest quantity of GNB funding at \$3,884,683.





# Proposed Tipping Fees



2025

TIPPING FEES	2024 RATE	2025 RATE
Garbage	\$135/tonne	\$139/tonne
Construction and demolition	\$35/tonne	\$35/tonne
International ship's waste (After 'dig' charge)	\$250/tonne	\$250/tonne
Asbestos (\$600 minimum)	\$125/m3	\$125/m3
Scrape Service	\$35 per	\$35 per
Compostable organics	\$50/tonne	\$50/tonne
Per bag cost	\$1.50	\$1.50

# Solid Waste Management

## DRIVERS

- 1. Increase from Capital in Operating
- 2. Asset Retirement Obligations
- 3. Response to the Landfill Height Extension EIA
  - New Odor and Leachate Initiatives (Professional Services)
- > Improved Public Engagement and Education
- > Improved Diversion Efforts

- > Enhanced Leachate
  Treatment
- New Host Community Economic Development Fund
- > Additional Litter Pick up



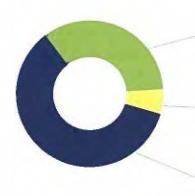


# Solid Waste Management



2025 CAPTIAL BUDGET

The FRSC capital budget for solid waste of \$1.92 million includes:



\$628,400

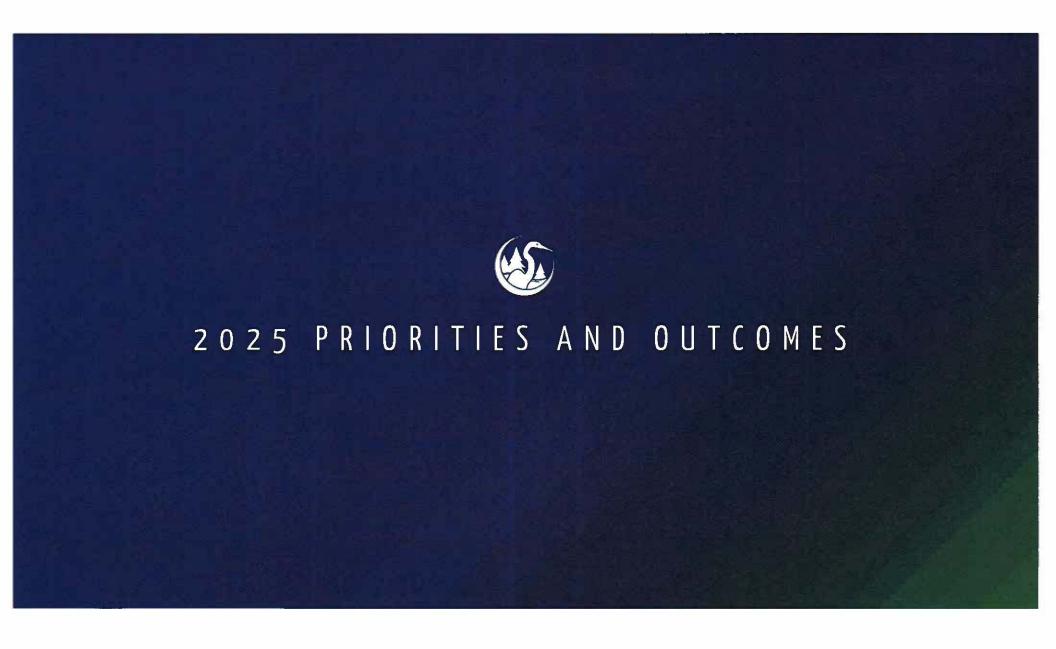
Replacement end-of-life equipment

\$100,000

Aeration in the leachate surge pond.

\$1.1 million

A multi-bay maintenance facility, financed over 20-25 years.



# 2025 Priorities and Outcomes



#### ENHANCED VALUE

- Savings of \$96,357 from a new partnership for aerial photography services.
- Enhanced internal administrative capacity
- Enhanced public awareness and engagement with FRSC stakeholders and partners

#### SERVICE DELIVERY AND EFFICIENCY:

- Preparation for the 2029 Canada Games and reinvestment into the Aquatic Centre
- Greater capacity for regional climate planning and truth and reconciliation efforts
- Regional risk assessment and initiation of the rail traffic and safety working group

- More robust coordination and oversight for landfill odours, diversion efforts, and public engagement in solid waste services
- Continued value from investment and partnership with regional facilities and Envision Saint John.

# 2025 FRSC Budget

## NEXT STEPS



September 5th -Receive feedback from FRSC Board Initiate the 45-day budget notice period Request response from GNB on recent funding applications October 24th - Final budget proposal for FRSC Board of Directors

>

SEP 10

Saint John

SEP 17

>

Fundy Rural District

SEP 23

Grand Bay-Westfield

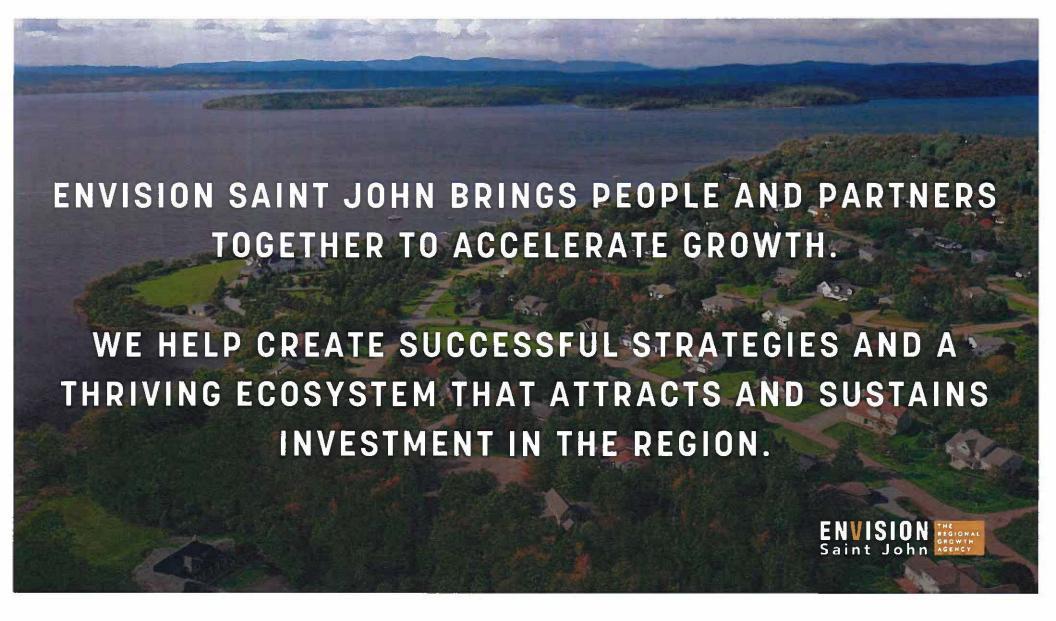
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OCT 01

Fundy-St. Martins & Quispamsis OCT 15

Rothesay & Saint John







# **Quarterly Agency Updates**

#### BUDGET

Download a copy of our 2025 operating budget details HERE.

#### **AGENCY UPDATES**

Q1 2024: Download a copy of our Q1 2024 Update, HERE.

Q2 2024: Download a copy of our Q2 2024 Update, HERE.

Q3 2024: Download a copy of our Q3 2024 Update, HERE.

2023 Year-In-Review: Download a copy, HERE.

2022 Year-In-Review: Download a copy HERE.





www.EnvisionSaintJohn.com/Transparency



#### **CHARTING A BOLD COURSE FOR THE REGION**

In 2024 Envision Saint John initiated the development of the Saint John Region's Economic Development Plan and Tourism Master Plan - identifying priorities that will harness the region's strengths and tackle outstanding challenges.

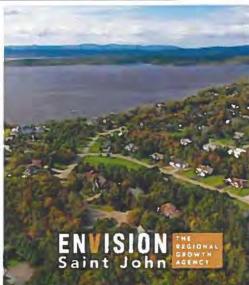
The plans are designed to be interconnected - ensuring alignment and mutual reinforcement. Much like our integrated model, the Economic Development Strategy and Tourism Master Plan will not live in isolation but rather as unified resources that will help to navigate the Saint John Region's overall growth.

As the growth agency, it is our role to help drive these plans forward - but success will come through collaboration with local industry, operators, community and municipal partners.

Our hope is that these plans will focus regional efforts and strengthen our community moving forward.











# LEAD ATLANTIC CANADA'S ENERGY TRANSITION

The region will drive innovation and investment in sustainable energy technologies & infrastructure, as well as readying its workforce.

# D LEVERAGE PORT SAINT JOHN AS A CATALYST FOR INVESTMENT

The region will maximize Port Saint John's potential to attract and grow diverse economic opportunities.

3

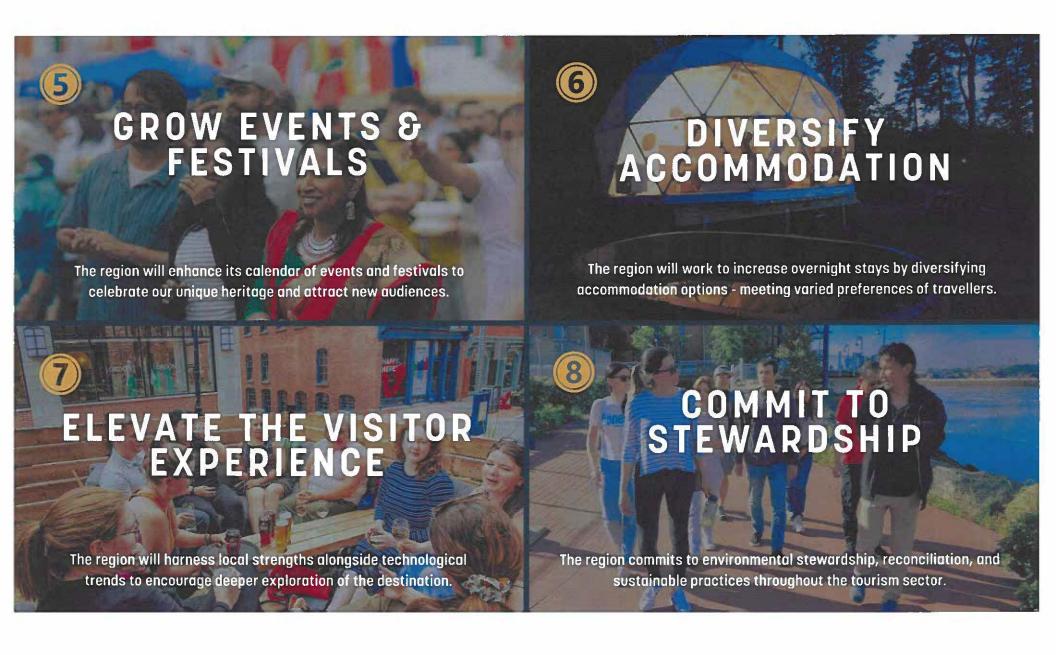
# PROVIDE THE NEXT GENERATION OF HEALTH-TECH SOLUTIONS

The region will foster innovation in healthcare technology to improve lives and drive economic growth.









# **LOOKING AHEAD**

# **Agency Strategic Planning**

- An initial timeline for the development of an updated strategic plan for the Agency was developed with a targeted delivery date of June 2025.
- Engagement sessions with the team, board, and municipalities will begin in Q4 2024.

# **Regional Immigration Strategy**

- Expanding on the City of Saint John's efforts and elevating them to include all seven municipalities.
- An initial engagement and research phase has been completed. The Agency has conducted
  a community survey with over 350 responses, interviews with municipal partners, and
  dialogue sessions with newcomers and ecosystem professionals.

# **Business Retention & Expansion Program**

· Development underway with an estimated public launch in Q1 2025.

# 2029 Canada Games

- · Several bid committee members have been identified from both regions.
- · Work on the comprehensive bid is underway and due in January 2025.
- Technical bid was submitted and evaluated in June 2024.







# QUESTIONS

**ENVISIONSAINTJOHN.COM** 

ENVISION THE REGIONAL SAINT JOHN AGENCY

# 2024October15OpenSessionFINAL 049

# **Liz Hazlett**

From: Liz Hazlett

Sent: Thursday, September 5, 2024 11:57 AM

To: Liz Hazlett

**Subject:** FW: Pedestrian Safety in Rothesay

From:

**Sent:** Thursday, September 5, 2024 11:48 AM **To:** Rothesay Info <<u>rothesay@rothesay.ca</u>> **Subject:** Pedestrian Safety in Rothesay

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

I ask that this message be shared with the town councilors and manager.

I enjoy walking in our town and appreciate the excellent sidewalks, etc.

Since I walk several kilometers most days, I want to share some concerns with the town administration.

### The concerns are:

- 1. During the week 26 30 August, there was construction on both sidewalks in front of town hall. I saw several seniors trying to walk safely from in front of the high school toward the new apartment building The Markton. There were no temporary markings to assist for anyone walking on that side of Hampton Road. An elderly man with a 4-pronged cane was walking over uneven grass near the parking lot across from town hall. I feel we can do better as a community.
- 2. The new cross-walk lights near Arthur Miller field have not been operational since installed. Two youngsters pressed the pad to activate the lights and the lights were not operating. I told the boys that the lights were not working. I suggest that there be a cover over the light pads or some notice to inform pedestrians that the lights are not functioning.
- 3. From a safety perspective, all cross-walk lights should clearly visible to all drivers and pedestrians. One tree will have to be removed near the Arthur Miller crosswalk and the tree on the opposite side of the town hall still blocks visibility for the lower light driving toward the Common.
- 4. With the increased traffic on Hampton Road, I recommend that each crosswalk in the commercial section of Hampton Road in Rothesay have crossk-walk lights. Surely, the town can afford lights are all the crossings!

5.





70 Hampton Road Rothesay, NB Canada E2E 5L5

25 September 2024

Hon. Hugh J. A. (Ted) Flemming K.C., (PC)

Minister of Natural Resources and Energy Development

Hugh John Flemming Forestry Centre

Floor: 3

P. O. Box 6000 Fredericton, NB

E3B 5H1

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

Via email

Rothesay@rothesay.ca www.rothesay.ca

Dear Minister Flemming:

RE: 2022 Forest Strategy for New Brunswick's Crown Lands

The municipalities represented below have recently learned about the 2022 forest strategy for New Brunswick's Crown lands and the sizeable impact the forest products sector has provincially, and for each of our communities.

However, we were surprised to learn that our watersheds, well fields and other areas of Crown land such as high tourist areas were not protected by the forest strategy, while much more remote areas of Crown land are protected.

While we fully support the provinces conservation objectives, we believe a more balanced approach is required - one that takes into account the voice of our municipal residents. We also recognize the importance of the forest sector to the provincial economy and our communities. An economic objective for the Crown forest that promotes continued growth of the sector would provide this balance.

We are asking that consideration be given to protecting municipal wellfields, watershed and areas of community interest in exchange for more remote areas of Crown land being made available to the forest industry for continued economic growth. This would be a real win-win in our view.

We would be happy to discuss further at your convenience and thank you for your consideration.

Nancy Grant

Dr. Nancy Grant

Mayor

CC: Rothesay Council

Robert Fawcett, Director Corporate Relations, Forestry -

Irving Woodlands

# 2024October15OpenSessionFINAL\_051

2022 Forest Strategy for New Brunswick's Crown Lands Page 3 of 4

SIGNATURE RECEIVED	
Alan Brown	Yvon Lapierre
Mayor, Butternut Valley	Mayor , Dieppe
SIGNATURE RECEIVED	SIGNATURE RECEIVED
Art O'Donnell	John Craig
Mayor, Doaktown	Mayor, Eastern Charlotte
SIGNATURE RECEIVED	SIGNATURE RECEIVED
George Cogswell	James Bedford
Mayor, Fundy Shores	Mayor, Fundy-St. Martins
Kevin Nicklin	Dawn Arnold
Mayor, Municipality of Grand Lake	Mayor, Moncton
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Kevin Russell	Robert Campbell
Mayor, Miramichi River Valley	Mayor, Salisbury
Andrew LeBlanc	Doug Munn
Mayor, Riverview	Mayor, Upper Miramichi
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Roger Calssie	Allan MacEachern
Mayor, Shediac	Mayor, St. Stephen

# 2024October15OpenSessionFINAL 052

# 2022 Forest Strategy for New Brunswick's Crown Lands Page 4 of 4

Libby O'Hara
Mayor, Quispamsis

SIGNATURE RECEIVED

Randy McKnight
Mayor, Valley Waters

Mayor, Saint John

A an ey frant
Nancy Grant
Mayor, Rothesay

Brittany Merrifield
Mayor, Grand Bay-Westfield

Robert Doucet

Mayor, Hampton





70 Hampton Road Rothesay, NB Canada E2E 5L5

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

Rothesay@rothesay.ca www.rothesay.ca

26 September 2024

VIA email

Ms. Laura McNicholas c/o Rothesay Netherwood School

Dear Ms. McNicholas:

RE: Rothesay Netherwood School Annual Food Drive - Trick or Eat

Thank you for your recent email. For your information, Rothesay Council enacted By-law 4-03 (on 8 March 2004), entitled "A BY-LAW OF ROTHESAY RELATING TO PEACE, ORDER AND THE PREVENTION OF NUISANCES", which deals with door-to-door solicitation.

Section 2(b) of By-law 4-03 reads as follows:

No person shall beg or solicit from door to door or in a public place except as may be authorized by the written authority of the Mayor.

One of the primary reasons for the inclusion of this clause is to ensure Rothesay Council, Town staff and members of the Kennebecasis Regional Police Force (KRPF) are made aware of any door-to-door campaigns that occur in the municipality, should residents raise any concerns.

On behalf of Rothesay Council, authorization is hereby granted to the students of Rothesay Netherwood School to hold a Food Drive in support of the Kennebecasis Valley Food Bank, on 31 October 2024 in the area of Kennebecasis Park, from 6:00 to 8:00 p.m.

Thanks to you and your students for supporting our community. I wish you much success with your endeavour.

Sincerely,

Dr. Nancy Grant

Mayor

cc. Chief Gordeau, KRPF

Rothesay Council

Concy Front

# 2024October15OpenSessionFINAL 054



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

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

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

Absences:

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

# **Approval of Agenda**

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

# **Disposition of Minutes**

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

# **Communications**

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

# Report of the Librarian

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

# Financial Statement

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

# **Facilities Management**

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

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

# **New and Unfinished Business**

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

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

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

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

Respectfully submitted,

Norah Emerson Library Director and Secretary to the Board

www.kvlibrary.org You Belong Here...

# 2024October15OpenSessionFINAL 056

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB JUNE 12, 2024

Present: Chair Stéphane Bolduc

Vice Chair Kirk Miller

Treasurer Peter Lewis

Commissioner Dave Brown Commissioner Noah Donovan

Commissioner Patricia Murray

John Jarvie, Administrator

Chief Mike Boyle

Deputy Chief Shawn White

Division Chief John Codling

Division Chief Karen Trecartin

Carlene MacBean, Executive Assistant

### Call to Order 1.0

Chair Bolduc called the meeting to order at 6:31 pm

### 2.0 Chair's Remarks

Chair Bolduc welcomed everyone.

### 3.0 Approval of Agenda

Moved by D. Brown and seconded by K. Miller, the agenda be approved as presented with the acknowledgement that the documents in Item 9.1 Draft Financial Statements ended April 30, 2024 and Item 9.2 Budget Variance Analysis are updated versions of the documents included in the Board package previously distributed.

CARRIED

# Conflict of Interest

None

# 5.0 Approval of Previous Minutes

# 5.1 April 10, 2024

Moved by P. Lewis and seconded by N. Donovan, that the minutes of April 10, 2024 be approved as presented.

CARRIED

# 6.0 Unfinished Business

# 6.1 Station Two - Renovation Update

Deputy Chief White reported that the project is complete.

Moved by P. Lewis and seconded by P. Murray, to thank Deputy Chief White for his hard work and to remove this item.

CARRIED

# 6.2 CFAI Applicant Agency Status

Chief Boyle reviewed the CFAI process.

Moved by D. Brown and seconded by N. Donovan, to receive and file.

CARRIED

# 6.3 KV EMO Bylaw

A letter from the Quispamsis Council advising that first and second reading to the Proposed By-law No. 067: A By-law of the Municipality of Quispamsis Respecting the Kennebecasis Valley Emergency Measures Organization was done at their April 16, 2024 Regular Meeting. An email was received that the third and final reading was done on May 7, 2024 Regular Meeting.

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

CARRIED

### 7.0 Correspondence

None

### 8.0 **New Business**

### Article in THE CURRENT re Renovation of Station 2 8.1

An article featuring the recent renovation of Station 2 with Deputy Chief Shawn White was published in the Winter 2024 of THE CURRENT. This is a local publication of Ocean Capital, of which FCC is a part of .

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

CARRIED

### 9.0 Financial

### 9.1 Draft Financial Statements for the Month Ended April 30, 2024

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

CARRIED

### 9.2 **Budget Variance Analysis**

Moved by D. Brown and seconded by N. Donovan, to receive and file.

CARRIED

### Compliance Report 9.3

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

CARRIED

### 9.4 Purchasing and Finance Policies - Final Versions

- 9.4.1 Purchasing Policy
- 9.4.2 Draft Credit Card Usage and Reporting Policy

# 9.4.3 Draft Development of Operating and Capital Budgets

The final versions of the policies were provided to the Fire Board.

Moved by K. Miller and seconded by P. Lewis, to approve the purchasing and finance policies as presented.

CARRIED

# 10.0 Business Arising from Committee of the Whole

None

# 11.0 Reports

# 11.1 Chief's Report

Chief Boyle reported that the months of April and May were busy. The fire department along with the Kennebecasis Regional Police Force, CN Rail and New Brunswick EMO took part in an education and training day on planning and response for critical incidents, with a focus on rail safety and derailments.

Throughout the month of April, firefighters took part in NFPA engine drills. These drills are the second in a series that are being completed twice annually, with the complexity increasing for each drill. These are good for training and meet a requirement of the Commission on Fire Accreditation International (CFAI) process.

The fire department hosted the New Brunswick Fire Prevention / Investigation Summit at the qplex that was organized by the New Brunswick Office of the Fire Marshal. During the two day summit, fire prevention officers and fire investigators from across the province gathered for educational seminars and presentations. Division Chief Trecartin and Fire Prevention Officer Arthur Willins presented on the fire prevention efforts of our department.

Swiftwater rescue training was provided in-house by two of our members who completed the "Train the Trainer" program in 2023. They delivered the awareness level training to all firefighters throughout May and trained a group of firefighters to the technician level in late May.

In May, the new rescue boat, Marine 1 was delivered. This boat is a Highfield Patrol 700SB Response Vessel and enhances our ability to perform water rescues but the safety of firefighters working off the boat. Members from the Canadian Coast Guard assisted with the training and operation of members on the operation of the boat.

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

CARRIED

# 11.2 Response Summary

Moved by K. Miller and seconded by D. Brown, to receive and file.

CARRIED

# 11.3 Fire Prevention Update

Division Chief Trecartin reported on the Fire Prevention Division, stating that the department is active provincially. Division Chief Trecartin and Fire Prevention Officer Willins presented at the NB Fire Prevention Officers & Educators Seminar in Fredericton. They also presented at the Spring NB Inspectors & Investigators Summit which the department hosted on behalf of the Fire Marshal's office.

Division Chief Trecartin noted they have been busy with commercial inspections and been onsite for some of the new apartment buildings in the Valley with the contractors being very receptive to this.

The Junior Firefighters Camp will be taking place again in July with 23 children. Included this year will be an arson dog demo; he is a provincial dog from St. Stephen.

The department has an MOU with the Fire Marshals Office to support them on inspections. We go on inspections with the local Fire Marshal Office inspector and also with the town building inspectors at times. It has been a good partnership with the department inviting the provincial inspector to our training. We work well together; we help them and they help us.

Commissioner Brown asked about prevention for wildfires, training and perhaps signage showing the fire index in the community. Deputy Chief White stated that the department has discussed a sign out front of the station showing the provincial burn level and are looking to next year with the provincial Fire Smart program. Division

Chief Trecartin stated that the Fire Smart program will be a province wide curriculum which encourages home owners to remove combustibles around their homes – education will be key.

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

CARRIED

# 12.0 Adjournment

Moved by D. Brown that the meeting be adjourned at 6:55 pm.

Date of next meeting - September 4, 2024

Respectfully submitted,

CHAIR

SECRETARY / TREASURER

HELLINGS SAFELY ANSWER THE CALL

FCC works closely with clients and contractors for success

IRE-RESCUE

From left to right:
Rob Murphy, Site Superintendent, FCC
Bill Woodhouse, Civil Manager, OSCO
Shawn White, Deputy Chief, KV Fire Department
Obaid Shamsi, Project Manager, FCC



# **COLLABORATION IS KEY**

As the Kennebecasis Valley Fire Department marks its 100th anniversary this year, it has a modernized fire hall to launch its next century of essential service to the community.

The new Fire Station No. 2, in Quispamsis, N.B., is brighter, better equipped, and more comfortable for the firefighters for whom it's a second home when they're on the job.

FCC Construction's Civil Division provided construction management on the project to renovate and expand the existing station, which was built in the 1980s. It included upgrading outdated living and work areas and adding a third engine bay, a new truck bay, hose drying racks, and mechanical and electrical rooms.

"This was a very challenging project," says Bill Woodhouse, Civil Division Manager at OSCO Construction Group, which includes FCC. "It was not immune from the challenges we're seeing in the construction industry."

The project was originally scoped before the pandemic. which resulted in widespread construction labour shortages, material and equipment delays, and substantial price escalations.

Rick Williston, Vice President at FFC Construction, credits FCC's Construction Management Strategy approach with creating a collaborative atmosphere that overcame these challenges.

In this model, FCC works on behalf of the client, providing far more transparency and project ownership than traditional lump-sum contracting.

"You're all really on the same team," Rick says.

That collaboration spanned all project phases. It began In the design stage with Murdock & Boyd, the Saint John architecture firm, to make the best decisions upfront.

"It saves them a lot of effort and rework and redesign if we can get it right the first time," Bill says. They worked together to manage the budget, looking for more cost-effective materials and revising the plan where possible. While a firefighter's pole is an iconic fire-house feature, for this project, it didn't make sense In terms of design, budget, or safety, so it was removed from the project scope.

In the end, no major changes were needed to the original design.

Another challenge? The fire department continued to work out of the building during construction, which began in June 2022 and wrapped in September.



Rick credits site supervisor Rob Murphy with providing a vital link between the fire department and the subcontractors and tradespeople on site, including OSCO Concrete, Ocean Steel Rebar, and FCC.

Working around an active firehouse was a unique challenge, says Project Manager Obaid Shamsi. But at the end of the day, the client was really satisfied with the final product, which is very satisfying for us."

# "You're all really on the same team."

- Rick Williston, Vice President at FFC Construction

Deputy Fire Chief Shawn White speaks well of working with FCC.

"I found that they were very approachable and willing to try to do their best," he says. And his team is loving their new digs.

"All of our members are really excited to be here now."





For the 4 months ending April 30, 2024

	are 4 months chang April 50, 2024				
		BUDGET	ACTUAL	VARIANCES	BUDGET
		YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2024
				(Under Budget)	
Line	REVENUE:				
1	Members Contributions	\$1,975,874	\$1,975,875	\$1	\$6,421,590
2	Rebate of Property Tax (Miscellaneous Reve	\$0	\$0	\$0	\$73,424
3	Local Service Districts	\$0	\$0	\$0	\$0
4	Revenue Fee Structure	\$0	\$0	\$0	\$0
5	Misc. Revenue	\$15,667	\$16,780	\$1,113	\$47,000
6	Interest Income C/A	\$8,333	\$10,133	\$1,799	\$25,000
7	Deficit 2nd previous year	(\$4,097)	(\$4,097)	\$0	(\$4,097)
8		\$1,995,777	\$1,998,690	\$2,914	\$6,562,917
	EXPENSES:				
	ADMINISTRATION:				
9	Admin. Wages and Benefits	\$246,219	\$249,047	\$2,828	\$711,300
10	Convention/dues/training	\$9,000	\$12,137	\$3,137	\$27,000
11	Administrative Agreement	\$4,000	\$4,000	\$0	\$12,000
12	Professional Services	\$22,033	(\$2,813)	(\$24,845)	\$39,108
13	CPSE Accreditation	\$1,000	\$16	(\$984)	\$3,000
14	Office supplies/Copy Machine/ S/C	\$4,333	\$2,816	(\$1,517)	\$13,000
15	Computer hardware/software/IT	\$12,835	\$9,264	(\$3,571)	\$50,540
16	Telephone/ Internet	\$5,600	\$5,278	(\$322)	\$16,800
17		\$305,020	\$279,745	(\$25,275)	\$872,748
	FIREFIGHTING FORCE:				
18	Salaries Basic	\$1,065,808	\$1,006,096	(\$59,711)	\$3,079,000
19	Overtime	\$21,667	\$13,160	(\$8,507)	\$65,000
20	Force Benefits	\$288,102	\$279,893	(\$8,209)	\$804,300
21	Career Uniforms and maintenance	\$18,967	\$5,409	(\$13,558)	\$56,900
22	Medical and Fitness Testing	\$6,667	\$4,452	(\$2,215)	\$20,000
23	Employee Wellness	\$2,333	\$1,179	(\$1,154)	\$7,000
24	Career Recognition	\$1,000	\$1,873	\$873	\$3,000
25	Holiday Relief Wages and overtime	\$132,819	\$113,632	(\$19,187)	\$383,700
26	Holiday Relief Benefits	\$49,673	\$38,415	(\$11,258)	\$143,500
27	The state of the s	\$1,587,036	\$1,464,110	(\$122,926)	\$4,562,400

	20240	ctober15 <b>6be65</b> ession	FINCATU_A065	VARIANCES	BUDGET
		YEAR TO DATE Y	EAR to DATE	YEAR TO DATE	2024
	TELECOMMUNICATIONS:				
28	Cellular Telephones	\$2,667	\$2,055	(\$612)	\$8,000
29	Communication Equipment	\$500	\$0	(\$500)	\$1,500
30	Maintenance / Repairs	\$0	\$0	\$0	\$700
31	Dispatch Service	\$122,124	\$125,874	\$3,750	\$244,248
32		\$125,291	\$127,929	\$2,638	\$254,448
	INSURANCE:				
33	Insurance	\$74,395	\$73,930	(\$465)	\$74,395
34		\$74,395	\$73,930	(\$465)	\$74,395
	PREVENTION AND TRAINING:				
35	Firefighter / Co. Officer Training	\$16,636	\$3,402	(\$13,234)	\$61,000
36	Fire Prevention	\$2,667	\$1,013	(\$1,654)	\$8,000
37	Public Education	\$1,200	\$17	(\$1,183)	\$3,600
38	Training Supplies	\$1,667	\$954	(\$713)	\$5,000
39		\$22,170	\$5,385	(\$16,784)	\$77,600
	FACILITIES:				
40	Station 1 Operating	\$46,691	\$55,742	\$9,051	\$223,800
41	Station 2 Operating	\$32,185	\$24,155	(\$8,030)	\$96,500
42	Station Supplies	\$5,000	\$7,999	\$2,999	\$15,000
43		\$83,876	\$87,896	\$4,020	\$335,300
	FLEET:				
44	Fuel Vehicle	\$12,667	\$9,894	(\$2,773)	\$38,000
45	Registration Vehicle	\$400	\$342	(\$58)	\$650
46	Vehicle Maint. & Repairs	\$26,667	\$35,426	\$8,760	\$80,000
47		\$39,733	\$45,662	\$5,929	\$118,650

	2024Octo	ober1 <b>50pen3</b> essi	on <b>AINAIAL</b> 066	VARIANCES	BUDGET
		YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2024
	OPERATIONS:				
48	New Equipment	\$8,000	\$7,625	(\$375)	\$24,000
49	Maint. & Repairs Equip.	\$8,333	\$4,916	(\$3,418)	\$25,000
50	Maint. & Repairs Bunker Gear	\$1,625	\$0	(\$1,625)	\$6,500
51	Medical Supplies	\$4,000	\$7,309	\$3,309	\$12,000
52	Fire Fighting Supplies	\$2,333	\$3,354	\$1,021	\$7,000
53	H&S/Cause determination	\$1,500	\$636	(\$864)	\$6,000
54		\$25,792	\$23,839	(\$1,953)	\$80,500
	EMO:				
55	EMO	\$33,673	\$415	(\$33,258)	\$101,020
		\$33,673	\$415	(\$33,258)	\$101,020
	WATER COSTS:				
56	Water Costs - Quispamsis	\$1,430	\$1,432	\$1	\$5,721
57	Water Costs - Rothesay	\$7,433	\$7,441	\$7	\$29,734
58		\$8,864	\$8,873	\$9	\$35,455
	OTHER:				
59	Miscellaneous	\$2,333	\$3,386	\$1,052	\$7,000
60	Retirement Allowance	\$23,267	\$23,267	\$0	\$69,800
61		\$25,600	\$26,652	\$1,052	\$76,800
62	Operating Cost Total	\$2,331,450	\$2,144,437	(\$187,013)	\$6,589,316
63	(DEFICIT) SURPLUS FOR THE PERIOD	(\$335,673)	(\$145,746)	\$189,927	(\$26,400)

# Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000 For the 4 months ending April, 2024

Line #	Description	Budget YTD	Actual YTD	Variance (Under Budget)	Details
12	Professional Services	\$22,033	(\$2,813)	(\$24,845)	Financial audit/sick leave actuarial not yet billed
18	Salaries Basic	\$1,065,808	\$1,006,096	(\$59,711)	Graham LTD/Budgeted salary increase not yet include (No CBA)
19	Overtime	\$21,667	\$13,160	(\$8,507)	As required/Budgeted salary increase not yet included (No CBA)
20	Force Benefits	\$288,102	\$279,893	(\$8,209)	Graham LTD/Budgeted salary increase not yet include (No CBA)
21	Career Uniforms and maintenance	\$18,967	\$5,409	(\$13,558)	As required
25	Holiday Relief Wages & Overtime	\$132,819	\$113,632	(\$19,187)	As required/Budgeted salary increase not yet included (No CBA)
26	Holiday Relief Benefits	\$49,673	\$38,415	(\$11,258)	Slow coverage period/Budgeted salary increase not ye included (No CBA)
35	Firefighter/Co. Officer Training	\$16,636	\$3,402	(\$13,234)	Some training not occurred yet
40	Station #1 Operating	\$46,691	\$55,742	\$9,051	Higher than budgeted maintenance costs YTD
41	Station 2 Operating	\$32,185	\$24,155	(\$8,030)	Propane lower than expected
46	Vehicle Maint. & Repairs	\$13,333	\$18,995	\$5,661	As required
49	Maintenance & Repair Equip.	\$26,667	\$35,426	\$8,760	As required
55	EMO	\$33,673	\$415	(\$33,258)	As required
	Material Variances	\$1,783,921	\$1,608,709	(\$175,212)	

# Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000

For the months of March-April 2024

n-Recurri	ng Monthly Invoices	Amount	Description
03-06-24	WorkSafe NB	\$16,560.83	Annual firefighter assessment fee
03-06-24	FCC Construction	\$421,253.45	Progress payment for Station #2 renovation
03-15-24	McLean Micro	\$14,361.20	New server capital project
03-19-24	The Sign Shop	\$5,288.00	Decaling for new pickup truck
03-27-24	Windoor	\$6,262,90	Station #1 bay door repairs
04-16-24	Safety Source	\$5,754.37	Repair for E4 pumphouse
04-18-24	Action Car and Truck	\$12,597.05	New lights/siren for new pickup truck
04-29-24	Downey Ford	\$40,168.23	New fire prevention vehicle capital project

# 2024October15OpenSessionFINAL\_068



# Kennebecasis Valley Fire Department Inc.

Chief Michael Boyle

Deputy Chief Shawn White

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

TO: Finance Committee FROM: Ron Catchick DATE: June 3, 2024 RE: Compliance Report

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

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

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

WHSCC - remitted monthly -payment remitted

Ron Catchick

**Finance Administrator** 



# Kennebecasis Valley Fire Department Policies, Procedures and Guidelines

Section	Financial Management	
Subject	Purchasing Policy	
Number	11 PURP	
Туре	Policy	
Fire Chief Approval		
Date		

Purpose	To provide direction on the purchase and procurement of supplies, materials, equipment and services.
Scope	This applies to all members.
Guideline, Process, or Policy	General  Given the importance of the purchasing function, the Kennebecasis Valley Fire Department Inc. has determined that the responsibility for ensuring that these policies and procedures are implemented fairly and applied consistently shall rest with the Fire Chief and Deputy Chief.  All dollar values used in this document exclude shipping, taxes, duties or other incidental costs.  The Chiefs shall approve all purchases within their limits and prepare all reports on matters relative to the purchasing function, for consideration by the Fire Board.  Fragmentation of purchases shall not be used to circumvent this policy (i.e. purchases shall not be broken down into smaller dollar values for appropriate authorization).  Cooperative purchasing with municipalities and Service New Brunswick will be actively encouraged and practiced when assessed as the most cost-effective method of procurement.  Authority  Budgeted Expenditures  Staff are authorized to purchase goods and services for which funds have been included in operational or capital budgets.

# Unbudgeted Expenditures

Staff are authorized to purchase goods and services, for which funds have been included in operational or capital budgets, as follows:

Fire Chief: Up to \$10 000
Deputy Chief: Up to \$10 000
Division Chief Up to \$2500

# **Emergency Purchases**

True emergencies generally occur as a result of fire, flood, water breaks or equipment repairs. Notwithstanding the authorities outlined elsewhere in this policy, the Fire Chief, or in his or her absence the Deputy Fire Chief, or in his or her absence the Division Chief, is authorized to make any emergency expenditures deemed necessary in order to maintain services within the Fire Department. Such expenditures must be reported to the Fire Board at the next Regular Meeting of the Fire Board after which the expenditures became known. This reporting may be in the form of the regular monthly financial statements.

# Supply Agreements

In order that the department can guarantee continuous supply of various goods and services which are required on a day-to-day basis, while at the same time assuring that the competitive bidding system is followed, the Chiefs, where applicable and practical, may establish supply agreements.

A supply agreement is an arrangement between the department and a vendor/contractor which commits the seller to provide goods or services at a specific price for a specific period of time and commits the department to purchase from the seller during that period.

These agreements will reduce the number of individual bids for the same items which will result in lower costs due to higher volumes and less time required to process orders.

### Purchase Orders

Purchase orders may be used by the Chiefs as a means of internal control over purchases.

# Accounts Payables Vouchers

Each vendor's invoice, before it is submitted to the Finance Administrator for payment, shall be attached to an accounts payable voucher, which shall show:

- The vendor's name and account number;
- ii. The date of the invoice;
- iii. the amount of the invoice, with the HST broken out;
- iv. The general ledger code(s) to which the invoice is to be charged;
- v. The initials of the appropriate signing authorities and date authorized.

The Chief's initials on the Accounts Payable Voucher shall be evidence that the purchase was authorized, and billed correctly by the supplier, and that the guidelines in this policy were followed.

The Finance Administrator shall not pay any invoice for goods or services that have not been approved by the Chief, and/or his designate.

The proof of WSNB registration shall also be attached to the Accounts Payable Voucher, if applicable.

# Procurement Limits and Processes

The department follows a public procurement process which includes purchasing, renting, leasing or otherwise acquiring any goods, services or construction services for or on behalf of a public entity.

For the purpose of this policy, goods, services and construction services are defined as:

- Goods Moveable property, including the costs of installing, operating, maintaining or manufacturing that moveable property, and includes raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract.
- Services All services, including printing, but does not include construction services.
- Construction Services Refers to services relating to the construction, repair or alteration of land or structures.

Procurement for goods and services shall follow the New Brunswick Local Governance Act and the New Brunswick Procurement Act.

The department uses different procurement methods to meet its needs. Larger purchases are often made by issuing a Request for Tender or Request for Proposal which is posted on the New Brunswick Opportunities Network.

Smaller purchases are typically made through a Request for Quote where a limited number of suppliers are contacted directly. In a small percentage of cases, the department negotiates with specific suppliers based on clearly defined exemptions that are outlined within the procurement act and regulations.

The procurement method is determined by the dollar value for goods, services and constructions as determined by Service New Brunswick and is updated annually. These dollar values determine the needs for an informal quote, solicitation by invitation or public solicitation.

The department shall procure goods, services and construction services following the method and procedure as listed in the procurement act.

# WorkSafeNB

For all purchases that have a labour or service component, the department requires proof of registration with Worksafe New Brunswick (WSNB).

Proof of self-registration with WSNB must be supplied by the vendor.

The proof of registration shall be attached to the vendor invoice and the accounts payable voucher.

### Insurance

Where practical, for all purchases that have a significant labour or service component separately identified, the department requires proof of liability insurance before any work may commence on department property.

# Travel Expenses

This section applies to non-union personnel who are required to travel outside the coverage area for department business.

Whenever practical, the department will provide a department owned vehicle for travel. If personnel are required to use their personal vehicle for department business, they will be reimbursed at the current provincial travel rate. Changes to the travel rate may be approved by the Fire Chief.

To be reimbursed, an expense report must be submitted in addition to verification of actual kilometers travelled via a printed on-line mileage calculator (Google Maps, etc.) In most circumstances, travel expenses shall be pre-paid using the department credit card. Personnel may be reimbursed for meals and other out-of-pocket expenses by submitting an expense report including receipts.

Lodging shall be paid based on the lowest available rate for a standard room. Air fare shall be paid based on the lowest available economy fare on the most direct route.

# **Expense Statements**

Administrative staff may be reimbursed for personal funds used for departmental purchases by completing an expense statement form complete with receipts. All reimbursements are subject to the same approval process as all other expenditures.



# Kennebecasis Valley Fire Department Policies, Procedures and Guidelines

Section	Financial Management		
Subject	Credit Card Usage and Reporting		
Number	11 CCUS		
Туре	Policy		
Fire Chief Approval			
Date			

Purpose	To establish guidelines for credit card limits, purchasing and reporting.			
Scope	This applies to administration and command staff.			
Guideline, Process, or Policy	General  The department may issue credit cards to non-union, management staff for the sake of convenience and practicality when purchasing certain goods or services. Credit cards may be used for department purchases only and all purchases are subject to the same approval process as all other expenditures; credit cards are not to be used for personal expenses, cash advancements or to purchase any legally controlled substance.			
	The credit limit on the credit cards shall be as follows:			
	Fire Chief \$20,000     Deputy Chief \$15,000     Division Chief \$5,000     Division Chief \$5,000     Administration \$5,000  Changes to the individual credit limits can be approved by the Fire Chief provided that the department wide credit limit is not exceeded.			
	A receipt must be provided for all credit card purchases which indicates the sale price and the HST along with a credit card expense statement that lists the dates, account number and reason for purchase. Failure to provide a receipt with the HST amount prevents the department from recouping HST costs.			
	A "Missing Receipt" form must be submitted for any purchase for which a receipt was not issued, or if the receipt was lost or misplaced.			
	Security			
	The cardholder is responsible for maintaining the security of their card; a lost, stolen or compromised card must be reported to the Fire Chief or Deputy Chief			

-	immediately.	

# Credit Card Expense Form



# Kennebecasis Valley Fire Department Inc.

Chief Mike Boyle

Deputy Chief Shawn White

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

Name:	Date:	
Date of Purchase:		Credit Card (last 4 digits):
Account:		Account Number:
Description:		
Attach Receipt Below:		



# Kennebecasis Valley Fire Department Policies, Procedures and Guidelines

Section	Financial Management
Subject	Development and Management of Operating and Capital Budgets
Number	11 OPCB
Туре	Policy
Fire Chief Approval	
Date	

Purpose	To provide guidance on the development of annual operating and capital budgets.
Scope	This applies to chief officers and administrative members of the department.
Guideline, Process, or Policy	Policy Statement:  This policy outlines the procedures and guidelines for the development of the annual operating budget for the Kennebecasis Valley Fire Department Inc. The purpose of this policy is to ensure a transparent, accountable, and effective budgeting process that aligns with the department's goals, priorities, and financial constraints.  Budget Development Process  The budget development process shall commence as early as feasible for the Fire Chief and Finance Administrator with a draft budget prepared for the September meeting of the Joint Board of Fire Commissioners each fiscal year.  The Deputy Chief and division chiefs shall submit budget proposals to the Fire Chief before August 1st of each fiscal year.  The fire board shall have the budget approved and ready for the meeting of the Joint Finance Committee held on the fourth Thursday in September each year. This timeline allows for thorough planning, review, and approval before the commencement of the fiscal year.  The final budget, as approved by the Joint Finance Committee and endorsed by the Fire Chief, will be submitted to each municipal council for formal approval. The fire department will be notified in writing of the approval of the budget by each council.

#### Format and Documentation

Budget requests must be submitted in a standardized format, clearly outlining the purpose, justification, and anticipated outcomes of each expenditure.

Documentation should be comprehensive and support the requested funding.

The department shall maintain an ongoing capital plan outlining the anticipated needs for apparatus, equipment and facility maintenance.

# Monitoring and Reporting

The Finance Administrator will monitor credit card statements and report any discrepancies to the Fire Chief.

The Finance Administrator will prepare a financial report at each meeting of the Joint Board of Fire Commissioners including the current budget amounts YTD, a compliance letter and a variance report outlining any budget variances in excess of \$5,000.

The Fire Chief and Treasurer of the Joint Board of Fire Commissioners will both be required to sign for invoices or electronic fund transfers that are in excess of \$2500.

The fire department shall have an annual financial audit completed by an independent auditor with the report provided at the next regular meeting of the Joint Board of Fire Commissioners.

All financial records will be maintained as required by the New Brunswick Financial Administration Act.

In emergency situations requiring immediate financial action, the Fire Chief may propose budget amendments as required. Such proposals will be communicated promptly to the Joint Board of Fire Commissioners.



# Kennebecasis Valley Fire Department

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

#### Significant Incidents

#### May 25th

Around 10:30 am on Saturday, the Nauwigewauk Fire Department responded to a structure fire on the Bonney Road. A garage fire extended into the nearby home causing extensive damage to both. Mutual aid was requested from several fire departments, including a tanker from the KVFD.

At 11 pm, the KVFD received a call for a water rescue on the Kennebecasis River where a small vessel was reported to be taking on water. While the Kennebecasis Regional Police Force officers were using their drone to locate the vessel, Marine 1 responded to the area. The vessel and occupant made it on their own power to Long Island and did not need any assistance. Mutual aid was requested from the Saint John Fire Department and Peninsula Fire Department for their rescue boats.

#### May 4th

An employee arriving at work at Java Moose around 6 am discovered the store full of smoke and a small fire in a cabinet. The fire was extinguished quickly and damage was limited to the store. Firefighters spent approximately an hour removing the smoke and debris. The store reopened the following day.



#### April 23rd

Around 2 pm, firefighters were dispatched to a structure fire on Sleepy Hollow Lane in Quispamsis. A neighbour reported the fire and even with firefighters on scene in two minutes, the fire had extended up an outside wall and was through the roof on their arrival. The home suffered extensive damage and the cause is under investigation.

There were no injuries. Tankers were requested for water supply from Hampton Fire Rescue, Nauwigewauk Fire Department, Long Reach Fire Department, Peninsula Fire Department, Saint John Fire Department and Simonds Fire Rescue.



## April 23rd

Just after 5 am, the St. Martin's requested mutual aid for tankers for a structure fire on Route 111. In addition to the KVFD, tankers were sent from Simonds Fire Rescue, Nauwigewauk Fire Department and Upham Fire Department.

April 9<sup>th</sup>

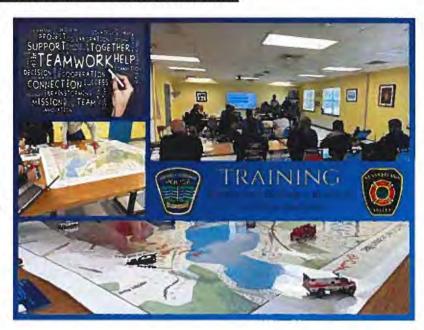
Around 1 pm, Hampton Fire Rescue was dispatched to a report of a fire on Route 121 in Bloomfield. Upon arrival, crews were met with a fully involved garage. While the garage was a total loss, no other buildings were damaged and there were no injuries. Several area departments, including the KVFD were requested for mutual aid; the KVFD sent a tanker truck and a chief officer.



# Coordinated Planning and Response for Critical Incidents

On April 18th, some of our firefighters along with members of the Kennebecasis Regional Police Force, CN Rail and New Brunswick EMO took part in an education and training day on planning and response for critical incidents, with a focus on rail safety and derailments.

This training will assist with planning for significant incidents, including railway incidents.



#### **Benchmark Drills**

Throughout the month of April, firefighters took part in National Fire Protection Association (NFPA) engine drills. These drills are the second in a series that are being completed twice annually, with the complexity increasing for each drill.

Not only are these drills good training, but they also help meet a requirement of the Commission on Fire Accreditation International (CFAI) process that requires



company level drills to be completed and measured.

# New Brunswick Fire Prevention/Investigation Summit

On May 22<sup>nd</sup> and 23<sup>rd</sup>, the KVFD hosted the New Brunswick Fire Prevention/Investigation Summit at the qplex that was organized by the New Brunswick Office of the Fire Marshal. During this two-day summit, fire prevention officers and fire investigators from across the province gathered for



educational seminars and presentations on all aspects of fire prevention. Division Chief Karen Trecartin and Fire Prevention Officer Art Willins presented on the fire prevention efforts of the KVFD focused on the apartment buildings in the area of Sierra Avenue in Rothesay following the fire from last December.

#### Swiftwater Rescue Training

In 2023, Captain Doug Barrett and Firefighter Andrew Steeves completed the Swiftwater Rescue "Train the Trainer" program in Maine. This program is a comprehensive course that prepares personnel to enter moving water to perform "go" rescues. It emphasizes identifying risks, self rescue, and the various options for rescuing others, as well as the decision-making process required to choose the most appropriate rescue approach. Captain Barrett and Firefighter Steeves delivered awareness level training to all firefighters throughout May and trained a group of firefighters to the technician level in late May.

#### Marine 1

In May, the department took delivery of its new rescue boat, Marine 1. This boat is a Highfield Patrol 700SB Response Vessel and will not only enhance the ability of the fire department to perform water rescues, but also adds to the safety of firefighters working off the boat. Members from the Canadian Coast Guard assisted with the training and orientation of members on the operation of the boat.



April 2024

Respons	e Type Description	2021	2022	2023	3 Year Average	2024
Alarm No F	ire - accidental miscellaneous	5	3	5	4.3	4
Alarm No F	Fire - detector activated	0	6	4	3.3	4
Alarm No F	Fire - miscellaneous	1	1	0	0.7	3
Alarm No F	ire - smoke or steam mistaken	1	1	0	0.7	1
Alarm No F	Fire - sprinkler surge or discharge	1	0	0	0.3	0
Alarm No F	Fire - unknown odours	1	0	0	0.3	0
Building Co		0	1	0	0.3	0
Chimney F		0	0	0	0.0	0
Explosion -		0	0	0	0.0	0
	n - miscellaneous	0	0	0	0.0	0
False Alarr	n - municipal alarm system	0	0	0	0.0	0
	n - verbal report to fire station	0	0	0	0.0	0
	ion - dollar loss	0	1	1	0.7	3
	miscellaneous	0	0	0	0.0	1
Gas Leak -	propane	1	0	1	0.7	0
	refrigerant	0	0	0	0.0	0
	response to carbon monoxide detector alarm	3	0	0	1.0	0
Home Acci		0	0	0	0.0	0
Incident Sit	tuation Unclassified	0	0	0	0.0	0
Industrial A	ccident	0	0	0	0.0	0
Public Haz	ard - gasoline or fuel spill	0	1	1	0.7	0
	ard - hazardous object removed	0	0	0	0.0	0
	ard - miscellaneous	0	0	0	0.0	0
Public Haz	ard - power line down	0	14	1	5.0	2
	ard - toxic chemical spill	1	0	0	0.3	0
	vice - animal rescue	0	0	0	0.0	0
Public Sen	vice - assist police or other agency	0	0	1	0.3	1
	vice - citizens locked in or out	0	0	1	0.3	2
Public Sen	vice - citizens trapped in elevators	0	0	0	0.0	1
	rice - first aid	46	41	41	42.7	57
Public Sen	vice - Flooding	0	0	0	0.0	0
	vice - mutual aid	3	1	0	1.3	4
Public Sen	vice- miscellaneous	1	1	1	1.0	0
Rescue - N	liscellaneous	0	0	0	0.0	1
Resuscitati	on Call - dead on arrival	0	0	1	0.3	0
Rubbish/gr	ass fire - no dollar loss	5	3	4	4.0	7
Rupture - v		0	0	0	0.0	0
Vehicle Ac		9	5	9	7.7	11
Total		78	79	71	76.0	102

# 2024October15OpenSessionFINAL\_084

May 2024

Response Type Description	2021	2022	2023	3 Year Average	2024
Alarm No Fire - accidental miscellaneous	0	1	2	1.0	1
Alarm No Fire - detector activated	3	3	4	3.3	3
Alarm No Fire - miscellaneous	0	0	0	0.0	0
Alarm No Fire - smoke or steam mistaken	0	1	2	1.0	1
Alarm No Fire - sprinkler surge or discharge	0	0	2	0.7	0
Alarm No Fire - unknown odours	0	1	0	0.3	0
Building Collapse	0	0	0	0.0	0
Chimney Fire	0	0	0	0.0	0
Explosion - no fire	0	0	0	0.0	0
False Alarm - miscellaneous	1	0	0	0.3	1
False Alarm - municipal alarm system	0	0	0	0.0	0
False Alarm - verbal report to fire station	0	1	0	0.3	0
Fire/explosion - dollar loss	5	4	2	3.7	2
Gas Leak - miscellaneous	0	0	0	0.0	0
Gas Leak - propane	0	0	0	0.0	0
Gas Leak - refrigerant	0	0	0	0.0	1
Gas Leak - response to carbon monoxide detector alarm	0	0	3	1.0	0
Home Accident	0	0	0	0.0	0
Incident Situation Unclassified	0	0	0	0.0	0
Industrial Accident	1	0	0	0.3	0
Public Hazard - gasoline or fuel spill	1	3	0	1.3	0
Public Hazard - hazardous object removed	0	0	0	0.0	0
Public Hazard - miscellaneous	0	0	2	0.7	0
Public Hazard - power line down	0	5	2	2.3	0
Public Hazard - toxic chemical spill	0	0	0	0.0	0
Public Service - animal rescue	0	0	0	0.0	0
Public Service - assist police or other agency	0	1	2	1.0	1
Public Service - citizens locked in or out	0	0	0	0.0	0
Public Service - citizens trapped in elevators	1	0	2	1.0	0
Public Service - first aid	44	51	43	46.0	61
Public Service - Flooding	1	0	0	0.3	0
Public Service - mutual aid	0	1	0	0.3	1
Public Service- miscellaneous	0	3	1	1.3	1
Rescue - Miscellaneous	1	2	0	1.0	2
Resuscitation Call - dead on arrival	0	0	0	0.0	0
Rubbish/grass fire - no dollar loss	9	3	3	5.0	9
Rupture - water pipes	0	0	0	0.0	0
Vehicle Accident	8	9	4	7.0	11
Total	75	89	74	79.3	95



# Kennebecasis Valley Fire Department

# Office of the Fire Chief

To: Joint Board of Fire Commissioners

From: Division Chief Karen Trecartin

Re: Fire Prevention Update

Date: June 12, 2024

#### **NB Fire Prevention Officers & Educators Seminar**

Division Chief Trecartin and Fire Prevention Officer (FPO) Willins were asked to provide a presentation on educational messaging and different methods the department uses to distribute smoke alarms to members of the community.

## Hosted Spring NB Inspectors & Investigators Summit

Division Chief Trecartin and FPO Willins were requested to present at the spring session on their approach and education methods used after a fire in an apartment building in December of 2023. Their efforts demonstrated that out of the 9 buildings they visited only 31% of tenants had working smoke alarms.

#### Commercial Inspections

Inspections have been completed on small businesses, restaurants, big-box stores and construction sites. Our FPO has been working closely with our town building inspectors as well as the provincial fire inspector. Often during renovations and/or construction both fire codes and building codes are used and maintaining close communication simplifies the process or contactors.

# Car Seat Education for Social Workers

FPO Willins hosted two days of car seat education for social workers who regularly transport children in their personal vehicles. The course covered essentials for proper car seat installations, education on industry best practices, and practical evolutions on harnessing, and different variations of installations.

## 2024October15OpenSessionFINAL 086

## Rothesay Age-Friendly Wellness Fair

The KVFD had a booth in Rothesay's Age-Friendly Wellness Fair providing information to citizens on home fire safety, our File of Life program, and our HomeSafe program.

# Car Seat Installation Inspections

So far in 2024 our technicians have inspected the installations of 41 car seats, helping protect the most vulnerable vehicle passengers.

# Grade 12 Presentation - Escaping & Preventing Fires

A local high school teacher requested fire safety education become a permanent part of the curriculum in her Adulting 120 class after FPO Willins presented on adult fire safety.

# Upcoming Jr. Firefighter Camp in July

Our camp for kids ages 10-12 is full (23) and includes an arson dog demo this year.

#### 2024October15OpenSessionFINAL 087

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB SEPTEMBER 4, 2024

Present: Chair Stéphane Bolduc

Treasurer Peter Lewis

Commissioner Dave Brown Commissioner Noah Donovan

Commissioner Patricia Murray

John Jarvie, Administrator

Chief Mike Boyle

Deputy Chief Shawn White Division Chief John Codling Division Chief Karen Trecartin

Carlene MacBean, Executive Assistant

Absent: Vice Chair Kirk Miller

# 1.0 Call to Order

Chair Bolduc called the meeting to order at 6:23 pm.

## 2.0 Chair's Remarks

Chair Bolduc welcomed everyone.

#### 3.0 Approval of Agenda

Moved by N. Donovan and seconded by P. Lewis, the agenda be approved as presented.

CARRIED

#### 4.0 Conflict of Interest

None

## 5.0 Approval of Previous Minutes

## 5.1 June 12, 2024

Moved by P. Lewis and seconded by D. Brown, that the minutes of June 12, 2024 be approved as presented.

CARRIED

## 6.0 Unfinished Business

#### 6.1 CFAI Applicant Agency Status

Chief Boyle updated the Board on the CFAI process. The department is working on the required paperwork in preparation of the site visit next Spring.

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

CARRIED

# 6.2 KV EMO Bylaw

Rothesay approved the bylaw in July.

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

CARRIED

# 6.3 Aerial Apparatus Update

- 6.3.1 Memo to both Councils re: Aerial Apparatus Replacement
- 6.3.2 Email to all KVFD Employees

A memo was sent to both Councils to advise them that an agreement has been signed with Fort Garry Fire Trucks, the Canadian representative of Sutphen Corporation, to purchase an SPH100 Aerial Ladder Platform Truck for the cost of \$2,938,902.48 (CAD) plus applicable taxes. Delivery will be within 36 months of the order but not before January 1, 2027.

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

CARRIED

## 6.4 Unit 52 Trailer Replacement Update

Deputy Chief White reported the new trailer has arrived, been used and the crews are really happy with the replacement trailer.

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

CARRIED

#### 7.0 Correspondence

#### 7.1 Letter from Quispamsis re: Final Inspection & Certificate of Occupancy

Moved by P. Lewis and seconded by P. Murray to receive and file.

CARRIED

# 8.0 New Business

#### 8.1 Software - First Due

In order to manage scheduling, records management and fire reporting, asset management and personnel files, the department uses three different software platforms. These include Vector Solutions (scheduling), FirePro (records and asset management), Who's Responding (pre-alerting) along with Microsoft Office products. None of these platform's interface with each other and require duplication of data input and overall leads to insufficient management of the fire department. In July of 2024, the department signed a half-year contract with First Due, a software company that provides an all-in-one solution for fire departments across North America

First Due is a comprehensive software platform designed specifically for fire departments and emergency response agencies to enhance their operational efficiency and overall effectiveness. It offers an all-in-one solution that integrates various aspects of fire department management, including incident reporting, preplanning, asset management, personnel scheduling, and community risk reduction. The platform is built with the needs of first responders in mind, providing them with the tools and data they need to make informed decisions quickly during emergencies and allocate resources to prevent incidents before they occur. Additionally, the software

facilitates better communication with the community through the "Community Connect" function that allows individual households to upload their own data to the software that can be used by firefighters.

From an accreditation perspective, First Due is much more user friendly and provides more accurate data on incident times and real-time tracking of performance.

Several fire departments in New Brunswick have moved or are moving to First Due including Saint John, Grand Bay, Fredericton and Moncton. The contract for 2024 was approximately \$6,000 and for 2025 will be between \$15,000 and \$18,000; this will only be slightly higher than current software costs as the other platforms are phased out.

Moved by N. Donovan and seconded by D. Brown, to receive and file.

CARRIED

# 8.2 By-Law Enforcement Officers - Rothesay

At their meeting on June 17, 2024, Rothesay Council approved the following:

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

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

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

CARRIED

# 9.0 Financial

# 9.1 Draft Financial Statements for the Month Ended July 31, 2024

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

CARRIED

# 9.2 <u>Budget Variance Analysis</u>

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

CARRIED

# 9.3 Compliance Report

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

CARRIED

# 10.0 Business Arising from Committee of the Whole

# 10.1 Approval of 2025 Operating Budget

Moved by N. Donovan and seconded by P. Lewis that the 2025 Operating Budget be approved as presented and submitted to the Joint Finance Committee.

CARRIED

# 10.2 Approval of 2025 Capital Budget

Moved by N. Donovan and seconded by D. Brown that the 2025 Capital Budget be approved as presented and submitted to the Joint Finance Committee.

CARRIED

## 11.0 Reports

# 11.1 Chief's Report

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

CARRIED

# 11.2 Response Summary

Moved by D. Brown and seconded by N. Donovan, to receive and file.

CARRIED

# 12.0 Adjournment

Moved by D. Brown that the meeting be adjourned at 6:40 pm.

Date of next meeting - October 9, 2024

Respectfully submitted,

HAIR SECRETARY / TREASURE

Kennebecasis Valley Fire Department Inc. Statement of Expense with Budget Variance For the 7 months ending July 31, 2024

		BUDGET	ACTUAL	VARIANCES	BUDGET
		YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2024
				(Under Budget)	
Line	REVENUE:				
1	Members Contributions	\$3,951,748	\$3,952,033	\$285	\$6,421,590
2	Rebate of Property Tax (Misc Revenue)	\$73,424	\$83,999	\$10,575	\$73,424
3	Local Service Districts	\$0	\$0	\$0	\$0
4	Revenue Fee Structure	\$0	\$0	\$0	\$0
5	Misc. Revenue	\$27,417	\$25,190	(\$2,227)	\$47,000
6	Interest Income C/A	\$14,583	\$19,265	\$4,682	\$25,000
7	Deficit 2nd previous year	(\$4,097)	(\$4,097)	\$0	(\$4,097)
8		\$4,063,074	\$4,076,389	\$13,315	\$6,562,917
	EXPENSES:				
	ADMINISTRATION:				
9	Admin. Wages and Benefits	\$413,155	\$414,232	\$1,077	\$711,300
10	Convention/dues/training	\$15,750	\$24,196	\$8,446	\$27,000
11	Administrative Agreement	\$7,000	\$7,000	\$0	\$12,000
12	Professional Services	\$28,436	\$16,583	(\$11,853)	\$39,108
13	CPSE Accreditation	\$1,750	\$16	(\$1,734)	\$3,000
14	Office supplies/Copy Machine/ S/C	\$7,583	\$4,042	(\$3,542)	\$13,000
15	Computer hardware/software/IT	\$25,470	\$18,653	(\$6,817)	\$50,540
16	Telephone/ Internet	\$9,800	\$9,345	(\$455)	\$16,800
17		\$508,944	\$494,066	(\$14,878)	\$872,748
	FIREFIGHTING FORCE:				
18	Salaries Basic	\$1,776,346	\$1,671,184	(\$105,162)	\$3,079,000
19	Overtime	\$37,917	\$19,553	(\$18,364)	\$65,000
20	Force Benefits	\$497,750	\$469,047	(\$28,702)	\$804,300
21	Career Uniforms and maintenance	\$33,192	\$36,391	\$3,199	\$56,900
22	Medical and Fitness Testing	\$11,667	\$7,452	(\$4,215)	\$20,000
23	Employee Wellness	\$4,083	\$1,596	(\$2,487)	\$7,000
24	Career Recognition	\$1,750	\$1,873	\$123	\$3,000
25	Holiday Relief Wages and overtime	\$221,365	\$227,117	\$5,752	\$383,700
26	Holiday Relief Benefits	\$82,789	\$73,528	(\$9,261)	\$143,500
27		\$2,666,858	\$2,507,741	(\$159,117)	\$4,562,400

# 2024October15OpenSessionFINAL\_094

		BUDGET	ACTUAL	VARIANCES	BUDGET
		YEAR TO DATE Y	EAR to DATE	YEAR TO DATE	2024
	TELECOMMUNICATIONS:				
28	Cellular Telephones	\$4,667	\$3,618	(\$1,049)	\$8,000
29	Communication Equipment	\$875	\$0	(\$875)	\$1,500
30	Maintenance / Repairs	\$0	\$0	\$0	\$700
31	Dispatch Service	\$183,186	\$188,811	\$5,624	\$244,248
32		\$188,728	\$192,428	\$3,700	\$254,448
	INSURANCE:				
33	Insurance	\$74,395	\$77,180	\$2,785	\$74,395
34		\$74,395	\$77,180	\$2,785	\$74,395
	PREVENTION AND TRAINING:				
35	Firefighter / Co. Officer Training	\$33,273	\$4,020	(\$29,252)	\$61,000
36	Fire Prevention	\$4,667	\$2,024	(\$2,642)	\$8,000
37	Public Education	\$2,100	\$789	(\$1,311)	\$3,600
38	Training Supplies	\$2,917	\$1,509	(\$1,408)	\$5,000
39		\$42,956	\$8,343	(\$34,613)	\$77,600
	FACILITIES:				
40	Station 1 Operating	\$174,054	\$177,087	\$3,033	\$223,800
41	Station 2 Operating	\$64,128	\$84,132	\$20,004	\$96,500
42	Station Supplies	\$8,750	\$11,012	\$2,262	\$15,000
43		\$246,932	\$272,231	\$25,299	\$335,300
	FLEET:				
44	Fuel Vehicle	\$22,167	\$22,607	\$440	\$38,000
45	Registration Vehicle	\$400	\$361	(\$39)	\$650
46	Vehicle Maint. & Repairs	\$46,667	\$55,075	\$8,408	\$80,000
47		\$69,233	\$78,042	\$8,809	\$118,650
	OPERATIONS:				
48	New Equipment	\$14,000	\$26,258	\$12,258	\$24,000
49	Maint. & Repairs Equip.	\$14,583	\$6,285	(\$8,299)	\$25,000
50	Maint. & Repairs Bunker Gear	\$3,250	\$1,411	(\$1,839)	\$6,500
51	Medical Supplies	\$7,000	\$9,370	\$2,370	\$12,000
52	Fire Fighting Supplies	\$4,083	\$3,494	(\$589)	\$7,000
53	H&S/Cause determination	\$3,000	\$970	(\$2,030)	\$6,000
54		\$45,917	\$47,788	\$1,871	\$80,500

# $2024 October 15 Open Session FINAL\_095$

		BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE	BUDGET 2024
	EMO:				
55	EMO	\$58,928	\$538	(\$58,391)	\$101,020
		\$58,928	\$538	(\$58,391)	\$101,020
	WATER COSTS:				
56	Water Costs - Quispamsis	\$2,861	\$2,864	\$3	\$5,721
57	Water Costs - Rothesay	\$14,867	\$15,572	\$705	\$29,734
58		\$17,728	\$18,435	\$708	\$35,455
	OTHER:				
59	Miscellaneous	\$4,083	\$4,249	\$165	\$7,000
60	Retirement Allowance	\$40,717	\$40,717	\$0	\$69,800
61		\$44,800	\$44,965	\$165	\$76,800
62	? Operating Cost Total	\$3,965,419	\$3,741,758	(\$223,661)	\$6,589,316
63	3 (DEFICIT) SURPLUS FOR THE PERIOD	\$97,655	\$334,631	\$236,976	(\$26,400)

## Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000 For the 4 months ending April, 2024

ine #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
5	Miscellaneous Revenue	\$23,500	\$17,380	(\$6,120)	Toyota Tundra not being sold
10	Convention/dues/training	\$13,500	522 440	\$8,940	Most conference/dues completed
12	Professional Services	\$28,436	\$16,583	(\$11,853)	As required
15	Computer hardware/software/IT	\$25,470	\$18,653	(\$6,817)	Some hardware purchases not yet made
18	Salaries Basic	\$1,776,346	\$1,671,184	(\$105,162)	Graham LTD/Budgeted salary increase not yet included (No CBA)
19	Overtime	\$37,917	\$19.553	(\$18,364)	As required/Budgeted salary increase not yet included (No CBA)
20	Force Benefits	\$497 750	\$469 047	(\$28,702)	Graham LTD/Budgeted salary increase not yet included (No CBA)
25	Holiday Relief Wages & Overtime	\$221 365	\$227 117	\$5,752	As required/Budgeted salary increase not yet included (No CBA)
26	Holiday Relief Benefits	\$82,789	\$73.528	(\$9,261)	Budgeted salary increase not yet included (No CBA)
31	Dispatch Service	\$183,186	\$186.811	\$5,624	Actual cost greater than budgeted
35	Firefighter/Co. Officer Training	\$33,273	\$4,020	(\$29,252)	Some training not occurred yet
41	Station 2 Operating	\$64,128	\$84,132	\$20,004	Property Tax much higher than estimated based on firehall reno/expansion
46	Vehicle Maint. & Repairs	\$46,687	\$55,075	\$8,408	As required
48	New Equipment	\$14,000	\$26,258	\$12,258	Timing Most 2024 purchases already completed
49	Maintenance & Repair Equip.	\$14,583	\$6,285	(\$8,299)	As required
55	EMO	\$58,928	\$538	(\$58,391)	As required
	Material Variances	\$3,121,838	\$2,900,603	(\$221,236)	

## Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000 For the months of May - July 2024

Ion-Recurring Monthly Invoices	Amount	Description
95-01-24 Minister of Finance	\$49,691 15	Station #2 property tax bill
05-03-24 Lunenburg Country Shipyard	\$36,540,33	Rescue boat payment
05-03-24 Lunenburg Country Shipyard	\$48,720,44	Rescue boat payment
05-03-24 Telus Health	\$6,037.50	Sick Leave actuarial
05-06-24 Safety Source	\$19,067.00	Bunker suit capital item
05-13-24 BM Paving	\$74,750.00	Station paving capital item
05-16-24 Frontline Outfitters	\$26,730.61	New tunics capital item
07-22-24 The Power Store	\$8,244 00	New trailer imiscel aneous revenue reflects \$7,475 pld trailer sale revenue
07-31-24 Locality Media	\$6,000,00	New software payment

# 2024October15OpenSessionFINAL\_097



# Kennebecasis Valley Fire Department Inc.

Chief Michael Boyle

Deputy Chief Shawn White

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

TO: Finance Committee FROM: Ron Catchick DATE: September 4, 2024 RE: Compliance Report

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

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

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

WHSCC - remitted monthly -payment remitted

Ron Catchick Finance Administrator



# Kennebecasis Valley Fire Department

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

# Significant Incidents

# August 17th

Around 1:30 am, St. Martin's Fire Department responded to a structure fire on Old Gardner Creek Road and requested mutual aid from Kennebecasis Valley Fire Department, Simonds Fire Rescue and Upham Fire Department. The crew of Engine 2 and the on-duty chief officer assisted with firefighting efforts for over three hours.

# August 7th

Just after 1 am, firefighters were dispatched to a structure fire on Sugarmaple Lane in Quispamsis. On arrival, they found a single-family home fully involved, with fire through the roof. Firefighters worked for three hours to contain the fire. The homeowners were not at home at the time and there were no injuries.

Near lunchtime, firefighters were dispatched to a fire at Deluxe Restaurant, where they discovered an electrical fire in an HVAC unit.

And just after 6 pm, they were dispatched to a fire alarm at the senior's residence on Hovey Road in Quispamsis, where a fire in a dryer resulted in the temporary evacuation of all residents.



#### August 1st

Firefighters responded to a reported structure fire on King Richard Drive in Quispamsis for a fire. They found the basement of the home full of smoke and discovered a water pump that had burned in the basement.

# July 12th

Late morning on July 12th, firefighters were dispatched to a structure fire on Cliff Street in Quispamsis. A neighbour heard the smoke alarm in the home, and checked to find smoke coming from the house. The home suffered significant heat and smoke damage from a fire in the kitchen.



#### June 23rd

At 10:30 pm, firefighters responded to a residence on Carriage Way in Rothesay for a fire in a garage. A garbage can inside the garage caught on fire and caused smoke and fire damage inside the garage.

## Junior Firefighter Camp

Throughout the week of July 15h, 22 local children joined us for our 4th Junior Firefighter Camp. During this exciting program, participants learned about home escape planning, smoke alarms, hands-only CPR, safe cooking, and many aspects of firefighting.



This age group is starting to take on more responsibilities, such as staying home alone or cooking by themselves. Being part of the effort to teach this next generation these crucial life skills is a great opportunity for our department. The week was a lot of fun for both the firefighters and the campers, and we look forward to hosting the camp again.

#### **Red Knights Motorcycle Club**

On Sunday August 11<sup>th</sup>, the KVFD was happy to host the kick-off to the Red Nights NB Chapter 1 Memorial Ride, this year raising funds for the Atlantic Burn Camp with almost 80 bikes in attendance.

The Red Knights International Motorcycle Club is a global organization of current and former firefighters who share a passion for motorcycling, promoting safety, camaraderie, and charitable activities within their community.

#### Inclusion NB

On Monday, August 12<sup>th</sup>, we hosted Whyatt, a soon-to-be grade 11 student at Simonds High, who has always dreamed of working as a firefighter. Whyatt spent the day with firefighters and got wear bunker gear and practice using some firefighting equipment. We were pleased to be able to assist Inclusion NB in giving Whyatt exposure to the working life of a firefighter.



#### **Fire Cadet Training**

The KVFD is proud to be a teaching fire department. We welcome high school students doing co-op programs from both Kennebecasis Valley High and Rothesay High and also take on cadets from fire schools in New Brunswick, Nova Scotia and Prince Edward Island.

This summer, Cadet Chelsea Wilson spent six weeks with us completing her on-the-job training as a student from the New Brunswick Community College Firefighter Program.



#### **Car Seat Clinic**

On August 23<sup>rd</sup> and 24<sup>th</sup>, Fire Prevention Officer Art Willins delivered a car seat technician training course to firefighters from Hampton Fire Rescue, Simonds Fire Rescue, Sussex Fire Department and social workers from the Department of Social Development. As a qualified trainer with the Canadian Passenger Safety Association of Canada, (CPSAC) FPO Art Willins is able to train technicians to become certified with the CPSAC. The new car seat technicians completed their certification during a car seat clinic hosted by KVFD at station 1 on August 25<sup>th</sup>.



# **Swiftwater Rescue Training**

Throughout the month of May, several of our firefighters took part in an intensive swift and surface water rescue course. Firefighters took part in a day of theory, followed by two days of practical evolutions. A special thanks goes to the Quispamsis qplex for the use of their pool for our firefighters to train on some of these specialized techniques.



#### **ECFO Presentation**

As a volunteer assessor for the Executive Chief Fire Officer (ECFO) Council with the Canadian Association of Fire Chiefs (CAFC), Chief Boyle assessed Chief Marc Cormier, Dieppe Fire Chief, as he moved through the ECFO process. The ECFO program is professional development initiative designed to enhance the leadership and management skills of senior fire service officers. It focuses on strategic planning, financial management, human resources, and community risk reduction, among other key areas. The ECFO designation is a mark of excellence, recognizing individuals who have demonstrated the highest level of professional competence and leadership in the fire service. As Chief Cormier will not be able to attend the CAFC Conference in September, the Dieppe Town Council has requested that Chief Boyle present the ECFO certificate to Chief Cormier at their October meeting.

# Response Report

June 2024

Response Type Description	2021	2022	2023	3 Year Average	2024
Alarm No Fire - accidental miscellaneous	2	7	0	3	7
Alarm No Fire - detector activated	8	10	1	6.33	6
Alarm No Fire - miscellaneous	0	2	4	2	2
Alarm No Fire - smoke or steam mistaken	0	0	1	0.33	0
Alarm No Fire - sprinkler surge or discharge	0	0	0	0	0
Alarm No Fire - unknown odours	0	0	0	0	1
Building Collapse	0	0	0	0	0
Chimney Fire	0	0	0	0	0
Explosion - no fire	0	0	0	0	0
False Alarm - miscellaneous	0	1	2	1	1
False Alarm - municipal alarm system	0	0	0	0	0
False Alarm - verbal report to fire station	0	0	0	0	0
Fire/explosion - dollar loss	5	3	2	3.33	2
Gas Leak - miscellaneous	0	0	1	0.33	0
Gas Leak - propane	0	0	0	0	1
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide detector	1	3	3	2,33	0
Home Accident	0	0	0	0	0
Incident Situation Unclassified	0	0	1	0.33	1
Industrial Accident	0	0	0	0	0
Public Hazard - gasoline or fuel spill	1	1	0	0.66	3
Public Hazard - hazardous object removed	0	1	0	0.33	0
Public Hazard - miscellaneous	0	1	1	0.66	3
Public Hazard - power line down	1	3	1	1.67	3
Public Hazard - toxic chemical spill	0	0	0	0	0
Public Service - animal rescue	0	1	0	0.33	0
Public Service - assist police or other agency	0	1	1	0.66	0
Public Service - citizens locked in or out	0	0	0	0	0
Public Service - citizens trapped in elevators	0	0	0	0	0
Public Service - first aid	35	54	56	48	48
Public Service - Flooding	0	1	2	1	0
Public Service - mutual aid	0	1	0	0.33	0
Public Service- miscellaneous	2	1	1	1.33	1
Rescue - Miscellaneous	0	0	2	0.66	2
Resuscitation Call - dead on arrival	0	0	0	0	0
Rubbish/grass fire - no dollar loss	4	1	5	3.33	3
Rupture - water pipes	0	0	0	0	0
Vehicle Accident	6	9	19	11	18
Total	65	101	103	89	102

July 2024

Response Type Description	2021	2022	2023	3 Year Average	2024
Alarm No Fire - accidental miscellaneous	4	2	5	3.67	3
Alarm No Fire - detector activated	4	2	6	12	6
Alarm No Fire - miscellaneous	1	3	3	2.33	2
Alarm No Fire - smoke or steam mistaken	0	0	0	0	0
Alarm No Fire - sprinkler surge or discharge	1	0	0	0.33	0
Alarm No Fire - unknown odours	0	1	0	0.33	0
Building Collapse	0	0	0	0	0
Chimney Fire	0	0	0	0	0
Explosion - no fire	0	0	0	0	0
False Alarm - miscellaneous	1	0	4	1.67	1
False Alarm - municipal alarm system	0	0	0	0	1
False Alarm - verbal report to fire station	0	0	0	0	0
Fire/explosion - dollar loss	2	5	2	3	4
Gas Leak - miscellaneous	0	0	1	0.33	0
Gas Leak - propane	0	1	0	0.33	0
Gas Leak - refrigerant	0	0	0	0	0
Gas Leak - response to carbon monoxide detector alarm	0	0	3	1	3
Home Accident	0	1	0	0.33	0
Incident Situation Unclassified	0	0	0	0	0
Industrial Accident	0	0	0	0	0
Public Hazard - gasoline or fuel spill	1	1	0	0.66	0
Public Hazard - hazardous object removed	0	0	0	0	0
Public Hazard - miscellaneous	0	1	1	0.66	0
Public Hazard - power line down	1	3	0	1.33	0
Public Hazard - toxic chemical spill	0	0	0	0	0
Public Service - animal rescue	0	0	0	0	1
Public Service - assist police or other agency	0	0	1	0.33	0
Public Service - citizens locked in or out	0	0	1	0.33	0
Public Service - citizens trapped in elevators	0	0	0	0	0
Public Service - first aid	44	68	44	52	50
Public Service - Flooding	0	0	0	0	0
Public Service - mutual aid	0	2	1	1	0
Public Service- miscellaneous	4	2	2	2.66	2
Rescue - Miscellaneous	0	2	1	1	0
Resuscitation Call - dead on arrival	0	0	0	0	0
Rubbish/grass fire - no dollar loss	1	7	1	3	4
Rupture - water pipes	0	0	0	0	0
Vehicle Accident	6	13	12	10	13
Total	70	114	88	90	90



# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS BOARD MEETING OF JUNE 26, 2024 @ 3:00 PM

# MINUTES REGULAR MEETING

#### In Attendance:

Chair/Provincial Representative Vice Chair/Quispamsis Representative Secretary/Quispamsis Representative
Secretary/Quispamsis Representative
Quispamsis Representative
Quispamsis Representative
Rothesay Representative
Rothesay Representative
Rothesay Representative
Rothesay Representative
KRPF Chief of Police
KRJBPC Secretary

Chairperson Kevin Darling called the meeting to order at 5:28 PM and opened the Regular Meeting.

#### APPROVAL OF AGENDA:

Chairperson Kevin Darling asked for an approval of the agenda.

It was moved by Tiffany Mackay French and seconded by John Buchanan that the Agenda for the Regular Meeting of June 26, 2024, be approved as presented. All in Favour. **MOTION CARRIED.** 

#### 2. LAND ACKNOWLEDGEMENT:

Chief Gourdeau read the Land Acknowledgement.

#### 3. APPROVAL OF MINUTES OF MAY 22, 2024, REGULAR MEETING:

Chairperson Kevin Darling asked for a motion to approve the Minutes of the May 22, 2024, Regular Meeting.

#### Questions:

In relation to Committee Reports - Finance Committee & Building Committee - There was
discussion on whether NB Police Commission grant funding was discussed at the last meeting in
relation to the Wellness Structure. It was confirmed that there was discussion however it is not

necessarily the NB Police Commission but their fund.

 There was concern that what was said in the council meeting may have given the impression that the Wellness Structure was going to be funded completely by grant. Chief Gourdeau advised he told Council at the Council meeting we were looking at the structure as an operation issue and were looking at funding.

The wording of the motion in relation to the Wellness Structure in the May 22, 2024, minutes to be amended to reflect "grant funding and/or operating budget."

It was moved by Kerrie Luck and seconded by Mike Biggar to accept the Minutes of the May 22, 2024; Regular Meeting as presented. All in Favour. MOTION CARRIED.

#### 4. DECLARATION OF CONFLICT OF INTEREST:

None.

#### CHIEFS REPORT:

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

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

#### 6. COMMITTEE REPORTS:

Kevin Darling passed the chair to Kerrie Luck

#### Finance Committee

- A few of the larger items on budget vs. actual report will be broken down next month for clarity
- A 2023 comparable on the balance sheet will be added to the board package going forward

#### Questions:

Explanation of Sick Leave Investment - Kevin advised we have a sick and retirement fund that we
manage; to maintain the balance to match future liabilities we must contribute to that fund
every year. There is a surplus because we are making more money from that fund than we
budgeted.

 Explanation of Policing General - Kevin advised this category is an accumulation of items such as ETS, Ident Supplies, Canine, etc. Andrea will break this category down into subcategories.

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

#### **Policy Committee**

No updates.

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

Bob McLaughlin let the report stand and highlighted the following items:

- 1. Part for sprinkler pump system has not arrived
- Working on transferring maintenance agreement for Total Power to Cummings for the generator.
- Discussion on Solar Panel presentation. Chief Gourdeau advised when looking at the benefits of the solar panels it does not seem beneficial. Battery backup or smaller generator is needed with the expansion.
- 4. Discussion on Change Orders. We have not received the cost for these change orders.
  - a. Back-flow valve
  - Grade on sidewalk needs to be built up to accommodate current legislation and Accessibility Code that was changed.
- 5. Discussion on the noise complaint from neighbour. Kelly Peters will respond.

It was moved by Bob McLaughlin and seconded by John Buchanan to receive and file the Building Committee Report as presented. All in favour. **MOTION CARRIED**.

Kerrie Luck passed the Chair back to Kevin Darling.

#### 7. CORRESPONDENCE

Financial Review Process – A/DC Henderson submitted a report that explains revamp of financial review process. This report will be included with the report to the Towns.

#### 8. OLD BUSINESS:

None

#### 9. NEW BUSINESS:

Discussion on whether there was any truth to the statement that KRPF will be managing all background checks for all Atlantic Provinces. Chief Gourdeau advised this is not true at this time, however, we have been approached but we currently do not have the capacity.

#### 10. IN CAMERA SESSION

Chief Gourdeau and Rebecca Moore exited the board room.

#### 11. MOTION TO ADJOURN:

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

It was moved by Bob McLaughlin and seconded by Vibhuti Harquail to adjourn the Regular Meeting.

MOTION CARRIED.

Adjourned 6:00 PM

Respectfully Submitted,

Chairperson Kevin Darling Executive Assistant to the Board

Rebecca Moore



# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

CHIEF OF POLICE REPORT SEPTEMBER 25, 2024 @ 1500hrs

**REGULAR MEETING** 

# 2024October15OpenSessionFINAL\_111

# **Training Report**

# July 2024

	Course	Location	Member
July 8-9	ETS Training	Saint John	A/Sgt. Aaron Haines Cst. Nick Dupuis Cpl. Mark Roberts
July 10	First Aid Training	KRPF Boardroom	Cst. Nick Dupuis Cst. Justine Dow Chief Steve Gourdeau DC Mary Henderson
July 19	ETS Training	Saint John	A/Sgt. Aaron Haines
July 27	Anti-Racism Conference	Saint John	Ashley Wisted

# August 2024

Dates	Course	Location	Member
August 8-11	CAPG Conference	Halifax	Mike Biggar Kevin Darling
August 11-13	CACP Conference	Halifax	DC Mary Henderson Chief Steve Gourdeau Christian Brideau

# September 2024

Dates	Course	Location	Member
September 6	ETS Training	Saint John	Aaron Haines Mark Roberts
September 16-18	Disability Management Conference	8	Laurie Young
September 17-18	VTRA Level 1	Saint John	Justine Dow Shawn Toner
September 23	ETS Training	Saint John	Mark Roberts
September 30- October 1	ETS Training	Saint John	Aaron Haines Mark Roberts

# 2024 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	ε
TOTAL COMPLETED CALLS	888	417	407	389	480	A52	436	514				Г
TOTAL FILES CREATED	210	202	232	223	\$60	239	197	201				
POPA/M Tickets/E Tickets	91	123	163	92	119	148	163	182				
Bylaw Tickets	14	15	3	1	7	0	5	7				
Crimes Against Persons	18	11	13	7	12	7	8	9				
Property Crime	24	27	27	40	34	30	16	16				
Other CC	6	6	7	8	6	7	7	7				
Traffic Collisions (Non-Injury)	40	27	35	24	25	34	23	30				
Fatal and Injury Traffic Collisions	0	2	1	5	6	7	5	3				
Intimate Partner Violence Files	20	18	13	17	10	7	13	17				
Impaired Driving (All categories)	5	4	9	14	8	5	11	8				
Mental Health Calls	8	11	9	8	17	18	7	16				

# **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.

- Aug 23 Launch of "Get Mugged" campaign with Oldies 96 donations to KV Oasis enter you in a draw for the chance to "Get mugged" by the KRPF. This includes a visit to your business with KFPF/Oldies 96 mugs for your staff, and an entry to win a grand prize gift basket (Insp. Anika Becker)
- Aug 24 Donut Run in support of KV Oasis Many KRPF members volunteered and/or ran in the event (On planning committee A/Sgt. Kelley McIntyre & Cst. Sebastien Lee)
- Aug 30 School supply drive for vulnerable neighborhood lots of KRPF staff donated items (Organized by A/Sgt. McIntyre)
- Sept 11 Gender-Based Violence consultation with NB Multicultural Council Goal to develop culturally
  integrated training addressing the unique challenges and barriers of reporting domestic violence for immigrant
  women (Insp. Anika Becker & A/Sgt. Kelley McIntyre)
- Sept 19 Personal and Home Safety Presentation at the Rothesay HIVE (Cst. John Baxter)
- Sept 21 Culture Fest in the Valley Arts & Culture Park KPRF information and community relations booth (Cst. Owen Thompson)

#### TRAFFIC INITIATIVES

June - August 2024 Board Report (Traffic and Patrol Sections)

Tickets: 551
Collisions: 101
Impaired Driving: 21
RIDE: 32

#### KRPF Traffic Safety Blog with Higgins Insurance

#### June

- June Canada Day Blog for June 30/July 1st.
- June 1<sup>st</sup> MADD Strides for Change Event, Saint John Harbor Passage
- June 19<sup>th</sup> KVHS Safe Grad events, Q-Plex
- Tickets Issued 105
- RIDE road checks 12
- Impaired driving offences 4
- Files generated 42
- Twitter (X) 4

#### July

- Canada Day Blog for July 1st.
- Cst. Walker continuing his project regarding Bike Safety through social media.
- Sgt Scott continuing collaboration/s with Higgins Insurance on road safety blog. New blog to be released 1<sup>st</sup> of Aug regarding seatbelt safety.

- Tickets Issued 90
- RIDE road checks 6
- Impaired driving offences 4
- Files generated 49
- Twitter (X) 6

#### August

- Aug Seatbelt Safety
- Tickets Issued 76
- RIDE road checks 4
- Impaired driving offences 5
- Files generated 40
- Twitter (X) 6

#### **Traffic Section Total**

Tickets – 329 RIDE – 42 Impaired Driving Offences – 16 Files generated - 193

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

#### Workplace Procedures and Practices:

- 1. Respectful Workplace and Wellness
  - Leadership Essentials for Everyone Workshop Completed June 4th
- 2. Administrative processes and workload review
  - Hiring Process
    - i. Cadet Sponsorship July Intake 1 Cadet Sponsoree identified
    - ii. Cadet Sponsorship Jan Intake 1 Cadet Sponsoree identified
  - Retirements D/Chief Jeff Giggey
  - Resignations Cst. Greg Murray
  - Promotions D/Chief Mary Henderson; Ins. Colin Flynn
- 3. Salary and Benefit Administration
  - Nothing to report
- 4. Health & Safety
  - Nothing to report

# **EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION**

(CID) Sgt. Bennett	Cst. Liss	on/Cst. Curren/vacant position/vacant position					
Active Files (recent)	On-going Files (more than 2 months old)	Concluded	Assist Patrol	Assist other agency			
<ul> <li>24-3056 Aggravated Sexual Assault/Matthews Cove/unknown</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</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>24-3105 Sexual Assault/known common law relationship.</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.</li> <li>24-2803 Sudden Death/Accidental Overdose involving Fentanyl</li> </ul>	<ul> <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> <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/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>23-3411Fraud 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>	Theft of trailer (Leisure Time) recovered by RCMP/2 person charged with possession. Theft of Motor Vehicle (Dolan Rd Irving) recovered by SJPF/1 charged with possession  Bomb Threat KVHS/not enough evidence to proceed.  Sexual Assault/familial charge approved  Criminal Harassment charge into crown.	Uttering Threats/Digital Forensics and Intel Bulletin Review complaint of criminal negligence Uttering Threats Review Judicial Authorization Structure Fire/Review and follow up with Fire Investigators. Not criminal Possible sexual assault. No offence	24-851 Fraud/Waterloo     Police. Relating to     UNBSJ/Unfounded.     Sexual Assault     Assist DSD.     Unfounded/No offence.			

Intelligence Cst. Curren					
Provincial Intel	Local Intel				
<ul> <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>	Community assessments team meetings with parole – biweekly     General Intelligence file for patrol to add intel/street crime checks.				

Forensic Identification Section (FIS) Cpl. Roberts					
Active Files (recent)	On-going Files (more than 2 months old)	Assist other agency			
Break and Enter/Business Sexual Assault Murder/Suicide Sudden Death Sudden Death Break and Enter/Residence Impaired Investigation Sudden Death	Found Firearms     Sudden Death	SIRT investigation/Elsipogtog Ident/3D scanning.			

Integrated Enforcement Unit (IEU) Cst. Moore/Cst. MacEachern					
Active Files (recent)	Assist Patrol	Assist CID			
CDSA Warrant/ 309 grams of Fentanyl (\$61,800)  264 grams of cocaine (\$26,400)  Arrest wanted person. Seized Fentanyl, Crystal Meth, Crack Cocaine  Surveillance on new targets	SIPF file -Surveillance of Grandparent Scam SIPF file -Stolen vehicle, intel on location passed on to patrol and arrest made/vehicle recovered. KRPF file spotted suspect in theft of welder (Canadian Tire) stopped and arrested.	Cst. Moore and MacEachern assisted CID with Murder/Suicide and Sexual Assault (Matthew's Cove)  Assist SJPF MCU with inte on homicide file			

#### K9 Unit:

Nineteen (19) K9 deployments since Jan 1st. Seven (7) were to assist other agencies

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

- Sept 3 Internal communications on monitor updated with National Truth and Reconciliation information, events and educational materials
- Sept 11 Gender-Based Violence consultation with NB Multicultural Council Goal to develop culturally
  integrated training addressing the unique challenges and barriers of reporting domestic violence for immigrant
  women (Insp. Anika Becker & A/Sgt. Kelley McIntyre)
- Sept 25 NBACP EDI committee meeting (Insp. Anika Becker)

#### IT Update:

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

#### Miscellaneous

Labor Management: New collective agreement signed on August 23rd, 2024

Human Rights and Office Language Complaints: Nothing to report

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



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

	YT	D August 2024		2024
	Actual	Budget	over Budget	Annual Budget
Income				
Municipal Funding Rothesay	2,248,526.00	2,248,526.00	0.00	3,372,789.00
Municipal Funding Quispamsis	3,408,720.00	3,408,720.00	0.00	5,113,075.00
Prior Year Surplus	626,64	626.64	0.00	940.00
Other Primary Income	486,107.24	361,333.36	124,773.88	542,000.00
Total Income	6,143,979.88	6,019,206.00	124,773.88	9,028,804.00
Expenses				
Admin	586,033.32	737,400.08	-151,366.76	1,106,100.00
Building	249,339.11	262,168.64	-12,829.53	393 253 00
Crime Control	4,690,133.32	4.812,967.36	-122,834.04	7,219,451.00
Vehicles	280,234.44	206,666.72	73,567.72	310,000 00
Total Expenses	5,805,740.19	6,019,206.00	-213,462.61	9,028,804.00
Net Income (Surplus/Deficit)	338,239.69	0.00	338,236.49	0.00

# Town of Rothesay

## **General Fund Financial Statements**

August 31, 2024

Attached	Кe	por	ts:
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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 8/31/2024

## **ASSETS**

Capital Assets - General Fund Land Improvements Capital Assets - General Fund Buildings Capital Assets - General Fund Vehicles Capital Assets - General Fund Equipment Capital Assets - General Fund Roads & Streets Capital Assets - General Fund Roads & Streets Capital Assets - General Fund Drainage Network Capital Assets - General Fund Drainage Network Capital Assets - Under Construction - General Capital Capital Capital Assets - Under Construction - General Capital C	Capital Assets - General Land		4,559,420	
Capital Assets - General Fund Vehicles Capital Assets - General Fund Equipment Capital Assets - General Fund Roads & Streets Capital Assets - General Fund Roads & Streets Capital Assets - General Fund Drainage Network Capital Assets - Under Construction - General Capital Capital Capital Capital Assets - Under Construction - General Capital Capita	Capital Assets - General Fund Land Improvements		9,589,049	
Capital Assets - General Fund Equipment Capital Assets - General Fund Roads & Streets Capital Assets - General Fund Drainage Network Capital Assets - General Fund Drainage Network Capital Assets - Under Construction - General Capital Capital Capital Assets - Under Construction - General Capital Ca	Capital Assets - General Fund Buildings		9,637,827	
Capital Assets - General Fund Roads & Streets Capital Assets - General Fund Drainage Network Capital Assets - Under Construction - General Capital Capital Capital Capital Assets - General Fund Land Improvements Capital C	Capital Assets - General Fund Vehicles		4,409,167	
Capital Assets - General Fund Drainage Network Capital Assets - Under Construction - General Capital Capital Capital Assets - Under Construction - General Capital Capit	Capital Assets - General Fund Equipment		4,292,506	
Capital Assets - Under Construction - General  Accumulated Amortization - General Fund Land Improvements  Accumulated Amortization - General Fund Buildings  Accumulated Amortization - General Fund Vehicles  Accumulated Amortization - General Fund Equipment  Accumulated Amortization - General Fund Equipment  Accumulated Amortization - General Fund Roads & Streets  Accumulated Amortization - General Fund Drainage Network  (2,704,325)  Accumulated Amortization - General Fund Drainage Network  (8,411,195)  (47,239,088)  \$ 54,326,363  LIABILITIES AND EQUITY  Gen Capital due to/from Gen Operating  Total Long Term Debt  \$ 5,322,500  Investment in General Fund Fixed Assets	Capital Assets - General Fund Roads & Streets		46,412,337	
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) (47,239,088)  LIABILITIES AND EQUITY  Gen Capital due to/from Gen Operating Total Long Term Debt 329,500  Total Liabilities \$ 5,322,500  Investment in General Fund Fixed Assets 49,003,863	Capital Assets - General Fund Drainage Network		21,775,730	
Accumulated Amortization - General Fund Land Improvements Accumulated Amortization - General Fund Buildings Accumulated Amortization - General Fund Vehicles Accumulated Amortization - General Fund Equipment Accumulated Amortization - General Fund Equipment Accumulated Amortization - General Fund Roads & Streets Accumulated Amortization - General Fund Drainage Network  (24,153,596) Accumulated Amortization - General Fund Drainage Network  (8,411,195)  (47,239,088)  \$ 54,326,363  LIABILITIES AND EQUITY  Gen Capital due to/from Gen Operating Total Long Term Debt  \$ 5,322,500  Investment in General Fund Fixed Assets  49,003,863	Capital Assets - Under Construction - General		889,415	
Accumulated Amortization - General Fund Buildings Accumulated Amortization - General Fund Vehicles 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) (47,239,088)  LIABILITIES AND EQUITY  Gen Capital due to/from Gen Operating Total Long Term Debt Total Liabilities \$ 5,322,500  Investment in General Fund Fixed Assets 49,003,863			101,565,450	
Accumulated Amortization - General Fund Vehicles Accumulated Amortization - General Fund Equipment Accumulated Amortization - General Fund Roads & Streets Accumulated Amortization - General Fund Drainage Network  (2,704,325) (24,153,596) (24,153,596) (8,411,195) (47,239,088)  LIABILITIES AND EQUITY  Gen Capital due to/from Gen Operating Total Long Term Debt  Total Liabilities  \$ 5,322,500  Investment in General Fund Fixed Assets  49,003,863	Accumulated Amortization - General Fund Land Improvements		(5,460,336)	
Accumulated Amortization - General Fund Equipment Accumulated Amortization - General Fund Roads & Streets Accumulated Amortization - General Fund Drainage Network  (2,704,325) (24,153,596) (8,411,195) (47,239,088)  LIABILITIES AND EQUITY  Gen Capital due to/from Gen Operating Total Long Term Debt  Total Liabilities  \$ 5,322,500  Investment in General Fund Fixed Assets  49,003,863	Accumulated Amortization - General Fund Buildings		(3,206,373)	
Accumulated Amortization - General Fund Roads & Streets Accumulated Amortization - General Fund Drainage Network  (8,411,195) (47,239,088)  LIABILITIES AND EQUITY  Gen Capital due to/from Gen Operating Total Long Term Debt  Total Liabilities  \$ 5,322,500  Investment in General Fund Fixed Assets	Accumulated Amortization - General Fund Vehicles		(3,303,261)	
Accumulated Amortization - General Fund Drainage Network  (8,411,195) (47,239,088)  \$ 54,326,363  LIABILITIES AND EQUITY  Gen Capital due to/from Gen Operating Total Long Term Debt  Total Liabilities  \$ 5,322,500  Investment in General Fund Fixed Assets  49,003,863	Accumulated Amortization - General Fund Equipment		(2,704,325)	
LIABILITIES AND EQUITY  Gen Capital due to/from Gen Operating Total Long Term Debt  Total Liabilities  \$ 54,326,363  329,500 4,993,000  Fotal Liabilities  \$ 5,322,500  Investment in General Fund Fixed Assets  49,003,863	Accumulated Amortization - General Fund Roads & Streets	(24,153,596)		
LIABILITIES AND EQUITY  Gen Capital due to/from Gen Operating Total Long Term Debt  Total Liabilities  \$ 54,326,363  329,500 4,993,000  Fotal Liabilities  \$ 5,322,500  Investment in General Fund Fixed Assets  49,003,863	Accumulated Amortization - General Fund Drainage Network		(8,411,195)	
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			(47,239,088)	
Gen Capital due to/from Gen Operating Total Long Term Debt 4,993,000  Total Liabilities \$ 5,322,500  Investment in General Fund Fixed Assets 49,003,863		\$	54,326,363	
Total Long Term Debt 4,993,000  Total Liabilities \$ 5,322,500  Investment in General Fund Fixed Assets 49,003,863	LIABILITIES AND EQUITY			
Total Liabilities \$ 5,322,500  Investment in General Fund Fixed Assets 49,003,863	Gen Capital due to/from Gen Operating		329,500	
Investment in General Fund Fixed Assets 49,003,863	Total Long Term Debt		4,993,000	
	Total Liabilities	\$	5,322,500	
\$ 54,326,363	Investment in General Fund Fixed Assets		49,003,863	
		\$	54,326,363	

# Town of Rothesay

Balance Sheet - General Fund Reserves 8/31/2024

### **ASSETS**

BNS Gas Tax Interest Account		4,713,061
BNS General Operating Reserve #214-15		991,396
BNS General Capital Reserves #2261-14		1,981,493
	\$	7,685,951
LIABILITIES AND EQUITY		
Def. Rev - Gas Tax Fund - General		3,817,004
Invest. in General Capital Reserve		1,808,715
General Gas Tax Funding		896,057
Invest. in General Operating Reserve		991,396
Invest. in Land for Public Purposes Reserve		172,778
	\$	7,685,951

Town of Rothesay
Balance Sheet - General Operating Fund
8/31/2024

# **CURRENT ASSETS**

Cash Receivables HST Receivable Inventory Gen Operating due to/from Util Operating	1,302,359 81,285 460,885 142,001 129,479
Total Current Assets	2,116,009
Other Assets:	
Projects	4,370,144
TOTAL ASSETS	6,486,153
CURRENT LIABILITIES AND EQUITY	
Accounts Payable	1,513,949
Other Payables	639,012
Gen Operating due to/from Gen Capital	(329,500)
Accrued Sick Leave Accrued Pension Obligation Y/E	22,100
Accrued Retirement Allowance	(31,900) 493,887
Def. Rev-Quispamsis/Library Share	17,710
TOTAL LIABILITIES	2,325,258
EQUITY	
Retained Earnings	166,373
Surplus/(Deficit) for the Period	3,994,522
	4,160,895
	6,486,153

# Town of Rothesay

Statement of Revenue & Expenditure 8 Months Ended 8/31/2024

_	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE # <sub>-</sub>	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,855,199	1,855,199	14,841,593	14,841,593	0		22,262,389
Sale of Services	33,655	34,475	393,699	306,800	86,899		474,300
Services to Province of New Brunswic	0	8,221	27,467	50,459	(22,992)		80,000
Other Revenue from Own Sources	23,110	11,375	296,659	96,508	200,151		142,008
CORE Equalization	6,549	6,549	52,389	52,389	0		78,583
Conditional Transfers	10,781	36,000	247,537	49,500	198,037		51,500
Other Transfers	45,719	45,719	1,244,595	494,595	750,000	_	677,470
<u> </u>	\$1,975,013	\$1,997,537	\$17,103,940	\$15,891,843	\$1,212,097		\$23,766,250
EXPENSES							
General Government Services	150,104	145,946	1,995,704	2,241,120	245,416		2,923,971
Protective Services	482,441	481,850	4,452,833	4,492,873	40,040		6,623,274
Transportation Services	188,460	226,450	2,666,358	2,868,993	202,635		4,210,726
Environmental Health Services	67,186	82,363	665,534	682,907	17,372		1,032,360
Environmental Development	36,463	46,604	332,015	552,513	220,498		753,090
Recreation & Cultural Services	280,753	282,754	1,878,739	1,939,665	60,925		2,884,957
Fiscal Services	1,004	500	1,118,235	363,808	(754,427)	_	5,337,872
	\$1,206,411	\$1,266,468	\$13,109,418	\$13,141,878	32,461		\$23,766,250
Surplus (Deficit) for the Year	\$768,602	\$731,070	\$3,994,522	\$2,749,965	\$1,244,557	•	\$ (0)

Town of Rothesay
Statement of Revenue & Expenditure
8 Months Ended 8/31/2024

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	6,750	2,083	44,763	16,667	28,096	1	25,000
Wells Canopy revenue	500	0	5,625	0	5,625		0
Town Hall Rent	9,402	8,333	75,219	66,667	8,552		100,000
Community Garden revenue Fox Farm Rental revenue	0 1,950	0 1,750	1,020 15,600	900 14,000	120 1,600		900 21,000
Arena Revenue	1,950	433	152,981	111,467	41,515	2	214,900
Recreation Programs	15,053	21,875	98.491	97,100	1,391	2	112,500
necreation rogiums	33,655	34,475	393,699	306,800	86,899	_	474,300
Other Revenue from Own Sources		•			·	_	, ,
Licenses & Permits	12,771	6,875	147,773	55,000	92,773	3	82,500
KVFD Admin Penalties	0	0	1,225	0	1,225	3	0
Recycling Dollies & Lids	0	0	467	800	(333)		800
Interest & Sundry	9,239	2,667	85,487	21,333	64,154	4	32,000
Miscellaneous	100	833	48,998	6,667	42,332	5	10,000
Fire Dept. Administration	1,000	1,000	8,000	8,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0	_	4,708
-	23,110	11,375	296,659	96,508	200,151	_	142,008
Conditional Transfers							
Canada Day Grant	0	0	2,400	1,500	900		1,500
Grant - Other	0	0	231,062	0	231,062	6	0
Grant - Students	10,781	36,000	14,076	48,000	(33,924)	7 _	50,000
-	10,781	36,000	247,537	49,500	198,037	_	51,500
Other Transfers							
Surplus of 2nd Previous Year	0	0	128,845	128,845	0		128,845
Utility Fund Transfer	45,719	45,719	365,750	365,750	0		548,625
Transfer from Capital Reserve	0	0	750,000	0	750,000	8 _	0
-	45,719	45,719	1,244,595	494,595	750,000	_	677,470
EXPENSES General Government Services							
Legislative	4,177	5,000	36,049	40,000	3,951		60,000
Mayor Councillors	4,177 17,392	12,999	117,517	103,989	(13,528)	9	155,983
Regional Service Commission 9	2,326	2,326	18,610	18,610	(13,328)	9	27,915
Other	2,320	1,958	2,950	15,667	12,717	10	23,500
- Caller	23,895	22,283	175,126	178,265	3,139		267,398
·	,	,	,	·	,	_	
Administrative							
Administration - Wages & Benefits	85,801	90,109	735,731	740,948	5,217		1,193,550
Office Building	9,786	10,531	134,648	137,847	3,199		180,871
Supplies Solicitor	10,290 2,236	13,333 0	112,433 30,053	115,667	3,233 19,947	11	184,000 50,000
Professional Fees	2,236 8,825	0	27,770	50,000 110,000	82,230	12	110,000
Other	7,699	8,898	85,655	96,186	10,531	13	122,779
-	124,637	122,872	1,126,291	1,250,648	124,357		1,841,200
Other Canaral Causerment Services							
Other General Government Services Website/Other	0	0	1,434	3,000	1,566		3,000
Community Communications (Team)	321	708	2,593	60,667	58,074	14	63,500
Civic Relations	0	83	1,714	667	(1,047)		1,000
Insurance	0	0	297,334	330,201	32,867	15	330,201
Donations	1,250	0	12,472	36,500	24,028	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
-	1,571	792	694,287	812,206	117,919	_	815,373
Total General Government Services	150,104	145,946	1,995,704	2,241,120	245,416	_	2,923,971
•							

	202.	0 010 001 10	Оролюос				
Protective Services							
Police Police Protection	281,066	281,066	2,248,526	2,248,526	0		3,372,789
Crime Stoppers	281,000	281,000	2,248,320	2,248,320	0		2,800
<u> </u>	281,066	281,066	2,251,326	2,251,326	0	_	3,375,589
Fire							
Fire Fire Protection	200,576	200,576	1,862,513	1,854,880	(7,633)	17	2,860,185
Water Costs Fire Protection	0	0	335,000	335,000	0		335,000
	200,576	200,576	2,197,513	2,189,880	(7,633)		3,195,185
For any and Management							
Emergency Measures EMO Director/Committee	0	0	0	50,000	50,000	18	50,000
	0	0	0	50,000	50,000		50,000
Other Animal & Pest Control	800	208	3,590	1,667	(1,923)		2,500
Other	0	0	404	0	(404)		2,300
<u> </u>	800	208	3,994	1,667	(2,327)	_	2,500
	***	404.050				_	
Total Protective Services	482,441	481,850	4,452,833	4,492,873	40,040	_	6,623,274
Transportation Services Common Services							
Administration (Wages & Benefits)	121,745	129,200	1,011,807	1,088,056	76,249	19	1,648,000
Workshops, Yards & Equipment	32,525	58,458	580,478	579,228	(1,250)		824,261
Engineering	0	0	0	7,500	7,500	_	7,500
	154,270	187,658	1,592,285	1,674,784	82,499	_	2,479,761
Roads & Streets	5,915	9,167	44,104	53,173	9,070		77,000
Crosswalks & Sidewalks	519	5,000	21,828	22,705	877		35,570
Culverts & Drainage Ditches	8,518	10,000	75,834	77,500	1,666		100,000
Street Cleaning & Flushing Snow & Ice Removal	46 0	0	14,013 688,660	10,000 807,000	(4,013) 118,340	20	10,000 1,172,000
	14,998	24,167	844,440	970,378	125,939		1,394,570
						_	
Street Lighting	13,848	12,500	107,185	100,000	(7,185)		150,000
Traffic Services							
Street Signs	2,013	250	8,378	10,000	1,622		15,000
Traffic Lanemarking	2,497	0	36,864	35,000	(1,864)		35,000
Traffic Signals Railway Crossing	688 0	1,667 0	14,957 20,696	13,333 19,383	(1,624) (1,313)		20,000 25,000
	5,197	1,917	80,896	77,717	(3,179)	_	95,000
						_	
Public Transit	0	0	40.205	44.440	4.063		00.005
Public Transit - Comex Service Public Transit - Other	0 146	0 208	40,385 1,168	44,448 1,667	4,062 499		88,895 2,500
	146	208	41,553	46,114	4,561	_	91,395
						_	
Total Transportation Services	188,460	226,450	2,666,358	2,868,993	202,635	_	4,210,726
<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill garbage	19,923	20,697	186,426	165,573	(20,853)	21	248,360
Solid Waste Disposal Landfill Compost Solid Waste Collection Fero	3,542 43,617	3,333 58,333	27,205 436,332	26,667 466,667	(538) 30,335	22	40,000 700,000
Solid Waste Recycling bins	43,017	0	430,332	4,000	4,000	22	4,000
Clean Up Campaign	0	0	8,480	20,000	11,520	23	40,000
Food Cycler	104	0	7,091	0	(7,091)	_	0
Total Environmental Health Services	67,186	82,363	665,534	682,907	17,372	_	1,032,360
<b>Environmental Development Services</b>							
Planning & Zoning	24.740	22.047	225 702	205 452	140.661	24	F2F 000
Administration (Wages and benefits) Administration	24,740 132	33,847 1,167	235,793 3,358	385,453 39,333	149,661 35,976	24 25	535,000 44,000
Planning Projects	0	0	100	25,000	24,900	26	25,000
Heritage Committee	0	0	0	5,000	5,000	27	5,000
	24,873	35,013	239,251	454,787	215,536	_	609,000
Envision Saint John	11,591	11,591	92,727	92,727	(0)		139,090
Tourism	0	0	38	5,000	4,963	28	5,000
	11,591	11,591	92,764	97,727	4,962	_	144,090
Total Environmental Development Services	36,463	46,604	332,015	552,513	220,498	_	753,090
	-3,100	.0,00 .	,			_	. 55,550

Recreation & Cultural Services							
Administration (wages and benefits)	30,122	29,844	263,351	251,687	(11,664)	29	384,000
Administration	1,817	2,000	52,875	47,500	(5,375)		55,500
Rothesay Arena	26,168	20,645	248,485	248,496	11		380,500
Parks & Gardens	90,728	99,070	576,078	604,393	28,315	30	868,000
Playgrounds and Fields	19,720	19,583	93,382	105,667	12,284	31	134,000
Rothesay Common Rink	1,154	717	58,415	70,883	12,468	32	96,150
Memorial Centre	8,310	5,333	57,060	51,317	(5,743)		72,850
Train Station	4,027	0	4,027	29,600	25,573	33	29,600
Wells Building	2,147	3,292	41,058	31,333	(9,725)	34	44,500
James Renforth	197	0	1,066	0	(1,066)		0
Beaches	21,391	23,000	52,678	57,000	4,322		64,000
Summer Programs	30,914	34,042	81,896	85,833	3,937		98,000
The Hive expenses	375	1,208	7,660	9,667	2,007		14,500
Regional Facilities Commission	27,890	27,890	223,117	223,117	(0)		334,675
Kennebecasis Public Library	8,250	8,250	65,996	65,996	0		98,994
Regional Facilities Commission Capital	5,381	5,381	14,676	14,676	0		157,688
Special Events	2,163	2,500	29,421	34,500	5,079		44,000
PRO Kids	0	0	7,500	7,500	0		7,500
Rothesay Living Museum	0	0	0	500	500		500
<b>Total Recreation and Cultural Services</b>	280,753	282,754	1,878,739	1,939,665	60,925		2,884,957
	280,753	282,754	1,878,739	1,939,665	60,925	•	2,884,957
Fiscal Services	280,753	282,754	1,878,739	1,939,665	60,925	-	2,884,957
Fiscal Services Debt Charges	·	·	, ,		· · ·	-	
Fiscal Services Debt Charges Interest	1,004	500	94,235	89,808	(4,427)	-	223,872
Fiscal Services Debt Charges	1,004 0	500 0	94,235 274,000	89,808 274,000	(4,427) 0	-	223,872 714,000
Fiscal Services Debt Charges Interest	1,004	500	94,235	89,808	(4,427)	-	223,872
Fiscal Services Debt Charges Interest	1,004 0	500 0	94,235 274,000	89,808 274,000	(4,427) 0	-	223,872 714,000
Fiscal Services Debt Charges Interest Debenture Payments Transfers To:	1,004 0 1,004	500 0 500	94,235 274,000 368,235	89,808 274,000 363,808	(4,427) 0 (4,427)	-	223,872 714,000 937,872
Fiscal Services Debt Charges Interest Debenture Payments  Transfers To: Capital Fund for Capital Expenditures	1,004 0 1,004	500 0 500	94,235 274,000 368,235	89,808 274,000 363,808	(4,427) 0 (4,427)	-	223,872 714,000
Fiscal Services Debt Charges Interest Debenture Payments Transfers To:	1,004 0 1,004	500 0 500	94,235 274,000 368,235	89,808 274,000 363,808	(4,427) 0 (4,427)	35	223,872 714,000 937,872 4,250,000
Fiscal Services Debt Charges Interest Debenture Payments  Transfers To: Capital Fund for Capital Expenditures Capital Projects Funded by reserves	1,004 0 1,004	500 0 500	94,235 274,000 368,235 0 750,000	89,808 274,000 363,808 0 0	(4,427) 0 (4,427) 0 (750,000)	35	223,872 714,000 937,872 4,250,000 0
Fiscal Services Debt Charges Interest Debenture Payments  Transfers To: Capital Fund for Capital Expenditures Capital Projects Funded by reserves	1,004 0 1,004	500 0 500	94,235 274,000 368,235 0 750,000	89,808 274,000 363,808 0 0	(4,427) 0 (4,427) 0 (750,000)	35	223,872 714,000 937,872 4,250,000 0 150,000
Fiscal Services Debt Charges Interest Debenture Payments  Transfers To: Capital Fund for Capital Expenditures Capital Projects Funded by reserves	1,004 0 1,004	500 0 500	94,235 274,000 368,235 0 750,000	89,808 274,000 363,808 0 0	(4,427) 0 (4,427) 0 (750,000)	35	223,872 714,000 937,872 4,250,000 0 150,000

(750,000) Reserve funds for vacuum truck

35 Capital Projects Funded by reserves

To	wn of Rothesay				Variance Report - Gen	eral Fund
	•		month ending		8/31/2024	
Note #	<b>!</b>	Actual	Budget		Better/(Worse)	Description of Variance
	Revenue		Ü		,, ,	•
1	Bill McGuire Memorial Centre	\$ 44,763	\$ 16,667	\$	28,096	Budget allocated over year
2	Arena Revenue	\$ 152,981	\$ 111,467	\$	41,515	Revenue higher than budgeted
3	Licenses & Permits	\$ 147,773	\$ 55,000	\$	92,773	Conservative budget estimate
4	Interest & Sundry	\$ 85,487	\$ 21,333	\$	64,154	Conservative budget estimate
5	Miscellaneous	\$ 48,998	\$ 6,667	\$	42,332	Sale of sweeper \$40k
6	Grant - Other	\$ 231,058	\$ -	\$	231,058	Wells building
7	Grant - Students	\$ 14,076	\$ 48,000	\$	(33,924)	Timing
8	Transfer from Capital Reserve	\$	\$ -	\$		Reserve funds for vacuum truck
	<u>.</u>					
	Expenses					
	General Government					
9	Councillors	117,517	103,989	\$	(13,528)	Budget didn't have increase in per diem
10	Other	2,950	15,667	\$	12,717	Developmental seminars - timing
11	Solicitor	30,053	50,000	\$	19,947	Expenses not yet incurred
12	Professional Fees	27,770	110,000			\$75K Head hunter fees
13	Other	85,655	96,186		10,531	
14	Community Communications (Team)	2,593	60,667			\$55K budgeted for communications study
15	Insurance	297,334	330,201	\$		Budget higher than actual
16	Donations	12,472	36,500	\$	24,028	Donation budget remaining
					·	
	Protective Services					
17	Fire Protection	1,862,513	1,854,880	\$	(7,633)	Ppty tax estimate too low
18	EMO Director/Committee	0	50,000			EMO Plan
	·				·	
	Transportation					
19	Administration (Wages & Benefits)	1,011,807	1,088,056	\$	76,249	Vacant position
20	Snow & Ice Removal	688,660	807,000	\$	118,340	Budget set by past usage, 2024 less storms
	Environmental Health					
21	Solid Waste Collection Fero	186,426	165,573	\$	(20,853)	\$34K Fuel escalation in budget
22	Solid Waste Collection Fero	436,332	466,667	\$		Fero no longer picking up recycling
23	Clean Up Campaign	8,480	20,000			Lower cost than anticipated
	· · · · ·					·
	Environmental Development					
24	Administration (wages and benefits)	235,793	385,453	\$	149,661	Vacant positions
25	Adminsitration	3,358	39,333			Annual budget for bylaw enforcement \$30K
26	Planning Projects	100	25,000			Annual budget for planning projects
27	Heritage Committee	-	5,000			Annual budget for Heritage Committee
28	Tourism	38	5,000			Annual budget for Tourism
			•		,	
	Recreation & Cultural Services					
29	Administration (wages and benefits)	263,351	251,687	\$	(11,664)	Pay raise after annual budget
30	Parks & Gardens	576,078	604,393			Vacant position of \$10K, leased less vehicles than anticipated
31	Playgrounds and Fields	93,382	105,667	\$		Less mtce than anticipated to date
32	Rothesay Common Rink	58,415	70,883			Casual wages lower than anticipated and shorter season
33	Train Station	4,027	29,600			Annual budgt for train station
		,-	,	•	,	2023 YE no accrual was set up for cleaning, supplies and
1						hydro higher than budgeted, Ppty tax \$5K higher than
34	Wells Building	41,058	31,333	\$	(9,725)	budget
	<del>-</del>	,	- ,	•	(-,)	-
	Fiscal Services					

750,000 \$

Town of Rothesay
Capital Projects 2024
General Fund 8 Months Ended 8/31/2024

	ANNUAL BUDGET	CURRENT Y-T-D		Remaining Budget	
	DODGET	110		Dauget	
General Government					
G 202* 00* IT	15,000	0		15,000	
G-2024-00* Train Station building	350,000	0		350,000	
145 James Renforth	0	270,163		(270,163)	
Total General Government	365,000	270,163	0	94,837	
Protective Services					
P-202*-0** Protective Serv. Equipment Purchases	200,000	175,005		24,995	
Total Protective Services	200,000	175,005		24,995	
Transportation					
T-2024-001 Asphalt	3,395,000	2,614,242		780,758	
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	347,760	750,000	777,240	
Unassigned:	0	0		0	
Total Transportation	7,830,000	2,962,002	750,000	4,117,998	
Recreation					
R-202*-00* Recreation Equipment	145,000	84,127		60,873	
R-2022-004 Wells Bldg	50,000	18,776		31,224	
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	
Total Recreation	1,015,000	280,388		734,612	
Carryovers					
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	619,914		(619,914)	
R-2022-002 Recreation Pickle Ball	0	785		(785)	
R-202*-00* Recreation Master Plan	0	32,543		(32,543)	
	0	682,586		(682,586)	
Total	\$ 9,410,000	\$ 4,370,144	\$ 750,000 \$	4,289,856	
		202	4 Budget and Fur	nding Allocation	
Funding	2024	Operating	Reserve	Gas Tax	
General Government	365,000	15,000	350,000	Gus Tax	_
ocherar oovermillent	303,000	13,000	330,000		

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

# Town of Rothesay

# **Utility Fund Financial Statements**

August 31, 2024

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

# Town of Rothesay Capital Balance Sheet

As at 8/31/2024

## <u>ASSETS</u>

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
	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)
	(22,011,108)
TOTAL ASSETS	39,737,726
<u>LIABILITIES</u>	
Current:	
Util Capital due to/from Util Operating	(285,000)
Total Current Liabilities	(285,000)
Long-Term:	
Long-Term Debt	8,201,558
Total Liabilities	7,916,558
<u>EQUITY</u>	
Investments:	
Investment in Fixed Assets	31,821,168
Total Equity	31,821,168
TOTAL LIABILITIES & EQUITY	39,737,726

Town of Rothesay
Balance Sheet - Utilities Fund Reserves 8/31/2024

## **ASSETS**

BNS Utility Capital Reserve # 00241 12	1,438,917
	\$ 1,438,917
LIABILITIES AND EQUITY	
Invest. in Utility Capital Reserve	943,391
Invest. in Utility Operating Reserve	117,831
Invest. in Sewerage Outfall Reserve	377,695
	\$ 1,438,917

Town of Rothesay
Utilities Fund Operating Balance Sheet
As at 8/31/2024

# **ASSETS**

Current assets:	
Accounts Receivable Net of Allowance	723,701
Total Current Assets	723,701
Other Assets:	
Projects	1,964,861
	1,964,861
TOTAL ASSETS	\$ 2,688,562
<u>LIABILITIES</u>	
Accrued Payables	16,263
Due from General Fund	129,479
Due to Capital Fund	285,000
Deferred Revenue	10,677
Total Liabilities	441,419
<u>EQUITY</u>	
Surplus:	
Opening Retained Earnings	40,521
Profit (Loss) to Date	2,206,621
	2,247,143
TOTAL LIABILITIES & EQUITY	\$ 2,688,562

# Town of Rothesay

Utilities Operating Income Statement 8 Months Ended 8/31/2024

	CURRENT	BUDGET FOR	CURRENT	BUDGET	VARIANCE	NOTE #	ANNUAL
	MONTH	MONTH	YTD	YTD	Better(Worse)	NO	BUDGET
RECEIPTS					Ì		
Sale of Water	56	0	593,964	603,500	(9,536)	1	1,165,000
Meter and non-hookup fees	13	0	31,198	31,750	(552)		63,500
Water Supply for Fire Prot.	0	0	335,000	335,000	0		335,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	1,663	0	2,185,397	2,154,283	31,114	2	2,154,283
Connection Fees	2,600	6,250	124,650	50,000	74,650	3	75,000
Developers' Share	0	0	18,355	0	18,355	4	0
Interest Earned	12,212	7,500	77,773	60,000	17,773	5	90,000
Misc. Revenue	625	769	4,963	6,149	(1,187)		9,224
Infrastructure Grants	0	0	378,486	0	378,486	6	0
Surplus - Previous Years	0		33,993	33,993	0		33,993
TOTAL RECEIPTS	17,168	14,519	3,842,659	3,333,675	508,984		3,985,000
WATER SUPPLY							
Share of Overhead Expenses	18,288		146,300	146,300	0		219,450
Wages	15,353		147,398	154,663	7,265		240,000
Audit/Legal/Training	2,447		11,418	7,833	(3,584)		8,500
Other Water	434		461	5,000	4,539		7,500
Purification & Treatment	46,192		464,613	462,333	(2,279)		568,000
Transmission & Distribution	2,571		45,982	63,333	17,351	7	130,000
Power & Pumping	3,793		37,178	37,333	155		56,000
Billing/Collections	60		1,706	3,333	1,628		5,000
Water Purchased	0		833	800	(33)		1,200
Misc. Expenses	0	,	7,777	20,333	12,556	8	32,000
McGuire Road Operating	156		9,397	13,333	3,936		20,000
TOTAL WATER SUPPLY	89,294	99,660	873,063	914,596	41,533		1,287,650
SEWERAGE COLLECTION & DISPOS							
Share of Overhead Expenses	27,431		219,450	219,450	0		329,175
Wages	30,000		240,000	240,000	0		360,000
Audit/Legal/Training	0		8,768	12,000	3,232		15,000
Collection System Maintenance	18,412		27,893	52,000	24,107	9	85,000
Sewer Claims	0		16,234	15,000	(1,234)		20,000
Lift Stations	3,600		78,962	54,833	(24,128)	10	82,500
Treatment/Disposal	6,621		70,469	85,000	14,531	11	121,000
Misc. Expenses	74		5,181	18,667	13,485	12	28,000
TOTAL SWGE COLLECTION & DISPO	86,138	82,431	666,957	696,950	29,993		1,040,675
EICCAL CEDIMORC							
FISCAL SERVICES	0	0	0	0	0		2.026
Interest on Bank Loans	0		01.010	106.010	25,000	12	2,026
Interest on Long-Term Debt	0		81,018	106,018	25,000	13	263,941
Principal Repayment	0		15,000	15,000	0		565,708
Transfer to Reserve Accounts	0		0	0	0		75,000
Capital Fund Through Operating	0		0 0 0 1 0	121.010	25,000		750,000
TOTAL FISCAL SERVICES	0	0	96,018	121,018	25,000		1,656,675
TOTAL EXPENSES	175,433	182,091	1,636,038	1,732,564	96,526		3,985,000
NET INCOME (LOSS) FOR THE PER	(158,265)	(167,573)	2,206,621	1,601,111	605,510		(0)
• /		,			-		

# Town of Rothesay

Variance Report - Utility Operating 8/31/2024

Note				Variance	
#	Account Name	Actual YTD	Budget YTD	Better(worse)	Description of Variance
	Revenue				
1	Sale of Water	593,964	603,500	(9,536)	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	124,650	50,000	74,650	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	77,773	60,000	17,773	Conservative budget
6	Infrastructure Grants	378,486	0	378,486	WWTF grant
7	7/31/2024 Water Transmission & Distribution	45,982	63,333	17 251	Fire hydrant repairs
7		4E 002	62 222	17 251	Fire hydrant renairs
8	Misc. Expenses	7,777	20,333		New water meters have yet to be purchased
	Sewer				
9	Collection System Maintenance	27,893	52,000	24,107	timing
10	Lift Stations	78,962	54,833	(24,128)	replacement of VFD at FV lagoon
11	Treatment/Disposal	70,469	85,000	14,531	timing
12	Misc. Expenses	5,181	18,667	13,485	timing
	Fiscal Services				
13	Interest on Long-Term Debt	81,018	106,018	25,000	Budgeted for interim interest

Town of Rothesay
Capital Projects 2024
Utility Fund 8 Months Ended 8/31/2024

	Original CURRE BUDGET Y-T-D	•
		•
WATER		
W-2022-003 Filtration Bldg Water	,	0,769 400,000 354,23
W-2024-00* Production Wells TH90-1	65,000	400 64,60
W-2024-00* Storage bldg renovations	55,000	- 55,00
W-2024-00* Shadowhill water line	250,000	- 250,00
W-2024-00* Treatment effluent tank re-lining	30,000	- 30,00
W-2024-00* Filter Bldg heat system upgrade	40,000	2,397 37,60
W-2024-00* Transfer switch VDF Wells 1 & 2	50,000	- 50,00
W-2024-00* Large scale tapping machine	40,000	- 40,00
	\$ 1,305,000 \$ 23	3,566 \$ 400,000 \$ 881,43
SEWER		
T-202*-001 Sewer work in Ashphalt contract	100,000 \$	- 100,00
S-2023- 004 WWTF Plant	, ,	5,867 1,854,13
S-2024-00* Frances Ave lift station replacement	120,000 \$	- 120,00
S-2023-002 Lagoon Dredging		3,511 576,48
Unbudgeted items:	_,,,	.,
Emergency sewer repair Rothesay Rd	0 \$ 40	0,049 -40,04
	3,720,000 1,109	
Total Approved	5,025,000 1,132	2,993 400,000 3,492,00
Carryovers		
Funded from Reserves		
W-2021-004 Well Development - Quality	- 4	1,649 -4,64
S-2021-001 Turnbull Court Sewer		7,219 -827,21
5 2021 001 Furtibuli court Sewel		1,868 0 -831,86
	5,025,000 1,964	4,861 400,000 2,660,13°

	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
	\$ 5,025,000	\$	750,000	\$ 2,875,000	\$	525,000	\$ 875,000

# Town of Rothesay

2024-08-31

Budget			219500-60	
NB Medical Education Trust       5,000.00       5,000.00       \$7,300.46 in Sep         KV Food Basket       5,000.00       2,000.00       \$7,300.46 in Sep         Fairweather Scholarship       1,000.00       1,000.00         Saint John Theatre Company       1,000.00       2,000.00         Symphony NB       2,500.00       2,000.00         Other:       19,500.00         Portage       500.00         KVBA U14       250.00         Police/Fire Hockey       472.00         Refund from Big Brother/Big Sister       - 500.00         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         sub       19,500.00       2,472.00	Donations/Cultural Support	Budget	Paid to date	
NB Medical Education Trust       5,000.00       5,000.00       \$7,300.46 in Sep         KV Food Basket       5,000.00       2,000.00       \$7,300.46 in Sep         Fairweather Scholarship       1,000.00       1,000.00         Saint John Theatre Company       1,000.00       2,000.00         Symphony NB       2,500.00       2,000.00         Other:       19,500.00         Portage       500.00         KVBA U14       250.00         Police/Fire Hockey       472.00         Refund from Big Brother/Big Sister       - 500.00         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         sub       19,500.00       2,472.00				
NB Medical Education Trust       5,000.00       5,000.00       \$7,300.46 in Sep         KV Food Basket       5,000.00       2,000.00       \$7,300.46 in Sep         Fairweather Scholarship       1,000.00       1,000.00         Saint John Theatre Company       1,000.00       2,000.00         Symphony NB       2,500.00       2,000.00         Other:       19,500.00         Portage       500.00         KVBA U14       250.00         Police/Fire Hockey       472.00         Refund from Big Brother/Big Sister       - 500.00         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         sub       19,500.00       2,472.00				
KV Food Basket 5,000.00 2,000.00 \$7,300.46 in Sep Fairweather Scholarship 1,000.00 1,000.00 Saint John Theatre Company 1,000.00 Symphony NB 2,500.00 2,000.00  Other: 19,500.00 Portage 500.00 KVBA U14 250.00 Police/Fire Hockey 472.00 Refund from Big Brother/Big Sister 500.00 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 Sub 19,500.00 12,472.00  36,500.00 12,472.00			-	
Fairweather Scholarship 1,000.00 1,000.00 Saint John Theatre Company 1,000.00 Symphony NB 2,500.00 2,000.00  Other: 19,500.00  Portage 500.00  KVBA U14 250.00 Police/Fire Hockey 472.00 Refund from Big Brother/Big Sister  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 Sub 19,500.00 2,472.00		•	5,000.00	
Saint John Theatre Company       1,000.00         Symphony NB       2,500.00         sub       17,000.00         10,000.00         Other:       19,500.00         Portage       500.00         KVBA U14       250.00         Police/Fire Hockey       472.00         Refund from Big Brother/Big Sister       - 500.00         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         sub       19,500.00       2,472.00	KV Food Basket	5,000.00	2,000.00	\$7,300.46 in Sep
Symphony NB     2,500.00     2,000.00       Sub     17,000.00     10,000.00       Other:     19,500.00       Portage     500.00       KVBA U14     250.00       Police/Fire Hockey     472.00       Refund from Big Brother/Big Sister     - 500.00       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       sub     19,500.00     2,472.00	Fairweather Scholarship	1,000.00	1,000.00	
Sub     17,000.00       Other:     19,500.00       Portage     500.00       KVBA U14     250.00       Police/Fire Hockey     472.00       Refund from Big Brother/Big Sister     - 500.00       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       sub     19,500.00     2,472.00	Saint John Theatre Company	1,000.00		
Other: 19,500.00  Portage 500.00  KVBA U14 250.00  Police/Fire Hockey 472.00  Refund from Big Brother/Big Sister - 500.00  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  sub 19,500.00 12,472.00	Symphony NB	2,500.00	2,000.00	
Other: 19,500.00  Portage 500.00  KVBA U14 250.00  Police/Fire Hockey 472.00  Refund from Big Brother/Big Sister - 500.00  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  sub 19,500.00 12,472.00		47.000.00	40.000.00	-
Portage	su	ıb 17,000.00	10,000.00	
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Other:	Other:			
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PRO Kids 7,500.00 7,500.00 Recreation				
10,300.00 10,300.00			·	-

# TOWN OF ROTHESAY

FINANCE COMMITTEE September 25, 2024

In attendance:
Mayor Nancy Grant
Deputy Mayor Matt Alexander, Chairman
Councillor Helen Boyle
Councillor Don Shea
Town Manager John Jarvie
Treasurer Doug MacDonald
Financial Officer Laura Adair

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

The agenda was accepted (DS/HB)

#### **Review of Minutes**

The minutes of August 22, 2024 were accepted as presented (DS/HB)

#### **August Internal Financial statements**

General - financial statements and variance reports were reviewed. There are no significant changes from prior months. Miscellaneous revenue variance is due to sale of street sweeper. Some expenses such as Communication study and EMO will likely have positive variances as no indication that these projects have been initiated. Positive variances in wages for vacant positions will persist as they haven't been filled. Excess funds from operation will be used to fund capital projects.

Councillor Don Shea inquired about variance on pg13 for "Other". Treasurer, Doug MacDonaold will follow up.

Utilities – financial statements and variance reports were reviewed with no major updates. Expenses are on budget and better indication of variance for water revenue will be known in next month.

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

### **Donation Requests**

#### **Gala Ballet Productions**

Moved by Councillor Don Shea and Mayor Nancy Grant to donate \$600 APPROVED

#### **Regional Budgets:**

Draft budget submissions were reviewed to provide guidance to committee members prior to the Joint Finance meeting with Quispamsis.

#### A) KVFD – Kennebecasis Valley Fire Department

Consensus the budget request was reasonable. Increase in budget of 7.64%, approx. \$2.8M from Rothesay. The committee noted salary costs are dependent upon labour negotiations as the current agreement expires December 31, 2024. An additional training/EMO officer will be hired. Capital requests are minimal for 2025 although a new Fire Truck has been approved and likely received in 2026.

#### B) KFPD – Kennebecasis Valley Police Department

Council were pleased with the additional detail provided compared to previous year. Salary costs are more precise and accurate. Overall increase compared to prior year is 1.3% (increase of approx. \$113K) Treasurer Doug MacDonald noted that depending on the timing of receiving the debenture, interest of \$102K may not be included in 2025 budget. Treasurer Doug MacDonald cautioned that although the increase in funding is low, a \$194K surplus in revenue is being carry forward.

Councillors noted Donations/Gifts as a line item, a new procurement officer is being budgeted for, travel and training costs have increased.

Mayor Nancy Grant noted that with the responsibility for social services being pushed on communities whether Police would be trying to recuperate costs from Social Development as it's a Provincial responsibility not a municipal one.

#### C) KRL – Kennebecasis Regional Library

Requested funding indicates a 3% decrease in the KPL operating budget. Building maintenance lower compared to previous year due to exterior painting. Budgeted expenses increased by 6% however the surplus carried forward offset the amount requested from the towns.

#### D) FRSC (Including RFC) Fundy Regional Service Commission

Treasurer Doug MacDonal provided summary of costs on pg 92 broken down into 4 categories.

Landfill - tonnage is increasing from by \$4/ton. Residents should be encouraged to compost and recycle to reduce costs.

Other Services – Increased by approx. \$28K

Regional Facilities Commission – Capital should be kept separate and submitted for funding from other regions when expenses have been incurred.

Envision (plus corporate) – Town Manager, John Jarvie indicated that future funding formula to allocate costs will solely on tax assessments.

Overall increase of \$84K

#### For Information:

Town manager John Jarvie circulated memo to be presented to Town of Quispamsis regarding spending authority of Joint Agencies(Fire, Police & Library). Clarification between all agencies of when special authorization is required for items outside the approved budget.

#### a) KRPF Bldg Expansion update –

Chief of Police Steve Gourdeau responded to the request for more information regarding furnishings/equipment and interest costs associated with building expansion along with an updated version of the cost incurred to date.

#### b) Housing Accelerator Fund Program -

Town Manager, John Jarvie has submitted application for funding. If successful, Council will need to approve whether to accept conditions to receive funding.

#### c) RDC Wells building Funding -

Town Manager, John Jarvie informed the board that RDC has approved funding for the generator at the new Wells Canopy building in the amount of \$51,864

#### d) UMNB Fiscal Report -

"Toward a New Fiscal Framework for New Brunswick Municipalities" outlines a strategy for improving the financial health and governance of municipalities in New Brunswick. It emphasizes the need for a more sustainable and equitable fiscal framework that supports local governments in meeting their responsibilities. Key recommendations may include:

- 1. **Revenue Diversification**: Encouraging municipalities to explore new revenue sources beyond property taxes.
- 2. **Provincial Support**: Advocating for enhanced provincial funding and support to address fiscal disparities among municipalities.
- 3. **Cost-Effectiveness**: Promoting efficiency in municipal operations to better utilize resources.
- 4. **Public Engagement**: Encouraging community involvement in fiscal decision-making to ensure transparency and accountability.

The framework aims to create a balanced approach that strengthens local governance and fosters economic development while addressing the unique challenges faced by municipalities in the region.

e) August remittance report – all items filed.

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

#### **Next Meeting**

The next meeting is set for Thursday October 24, 2024.	The meeting adjourned at 10:30am.
Deputy Mayor Matt Alexander, Chairman	Financial Officer Laura Adair



# MEMORANDUM



TO : Mayor and Council FROM : Finance Committee DATE : October 7, 2024

RE : Donation Recommendations

The finance committee recommends the following motion re donation request:

Council approve the request for a sponsorship request from Gala Ballet Productions Inc. in the amount of \$600.

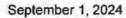


### Gala Ballet Productions Inc. P.O. Box 4431

Rothesay, New Brunswick

E2E 5X2

RECEIVED
SEP 18 2024



Dear Sir/Madam,

Gala Ballet Productions Inc. is a not-for-profit organization committed to promoting opportunities for young performers to work with professionals, and to provide outstanding performing arts productions that enrich the cultural climate in the community. We are run entirely by volunteers and based at Rothesay Ballet School. Along with various public performances, our annual production of "The Nutcracker" ballet is a classic that brings the holiday magic to life on the Imperial Theatre stage each year.

Local dancers of all ages have the unique opportunity of sharing the stage with principal dancers from companies such as the National Ballet of Canada, Canada's Royal Winnipeg Ballet, and the Atlantic Ballet Theatre Company. These world-class principals will dazzle and amaze audiences this year with an exceptionally magical performance!

We are currently looking for sponsorship for our 2024 season, our 20th season performing "The Nutcracker" on the Imperial Theatre stage. This year's performances will be held on Friday. December 13th, Saturday. December 14th, and Sunday. December 15th at the Imperial Theatre, and we would like to ask if you or your company would consider being either a Silver, Gold or Platinum sponsor or perhaps a Patron of Gala Ballet Productions Inc. With a Community Gift Sponsorship one can also sponsor individuals who would not ordinarily be able to afford the price of a ticket. If you are interested, we ask that you send us a quick message by email, then complete the attached form and return it by mail or email, along with your contribution to Gala Ballet Productions Inc. by cheque or email transfer. Alternatively, we would be happy to come pick it up! We will reply immediately and let you know about your complimentary tickets to the show and/or your acknowledgments in our programs, other print materials, and social media channels.

On behalf of all the performers and the board of directors, we wish to thank you for your support of the arts in our community. We hope you enjoy the magic of "The Nutcracker" this year and in years to come!

Best regards,

Linda

Linda Yang Poirier

Board of Directors Gala Ballet Productions Inc. Rothesay Ballet School

E-mail: galaballetproductions@gmail.com

Tel: (506) 721-4900

Gala Ballet Productions Inc.
Sponsorship Commitment Form

	1
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	1

	*As it will appear in print. Send logo to: galaballetoroductions@gmail.com
Company:	As a war appear in print. Sone rego to.
Address: City: Province: Postal Code:	
Website Address:	
Key Contact Name and Title:	
Email:	
Phone:	
Amount:	

Please indicate your sponsorship level and amount:

Please check sppropriate Box	Sponsorship Level	Amount	Our Commitment
	Patron	\$5,000 and up	Company name will appear on Imperial Theatre Marquis Company name will appear on printed tickets Company name and logo will appear on sponsor banner in the Imperial Theatre Lobby prior to each performance (*) Company will have a Full Page colour ad (5" wide x 7.75" high) in program (*)  tickets for sponsoring organization
	Partner	\$3000 and up	Company name and logo will appear on sponsor banner in the Imperial Theatre Lobby prior to each performance (*)     Company will have a Half Page colour ad (5" wide x 3.75" high) in program (*)     6 tickets for sponsoring organization
	Platinum Sponsor	\$1,500 and up	Company name and logo will appear on sponsor banner in the imperial Theatre Lobby prior to each performance (*)     Company will have a Quarter Page colour ad (2.375" wide x 3.75" high) in program (*)     4 tickets for sponsoring organization
	Gold Sponsor	\$600 and up	Company name and logo will appear on sponsor banner in the Imperial Theatre Lobby prior to each performance (*)     Company will have name and a medium-sized logo (approx. 1.5"x1.5") in program (*)     2 tickets for sponsoring organization
	Silver Sponsor	\$300 and up	Company name and logo will appear on sponsor banner in the Imperial Theatre Lobby prior to each performance (*)     Company will have name a small-sized logo (approx. 1"x1") in program (*)
	Donation	Under \$300	Company name will appear in donor list in program.
	Community Gift Sponsor		This program encourages companies to purchase tickets to be donated to community members who, otherwise, would be unable to attend the performance.  Company will be acknowledged based on value of contribution following above guidelines (*)
	Donation In-Kind		Value of services or items to be used either for the production, or which will return a level of fundraising dollars as auction items, raffle prizes, etc.     Company will be acknowledged based on value of contribution following above guidelines (*)

Please remit Sponsorship Commitment Form with payment by cheque made payable to "Gala Ballet Productions Inc." or by email transfer to galaballetproductions@gmail.com:

Gala Ballet Productions Inc. P.O. Box 4431, Rothesay, New Brunswick E2E 5X2

### SCHEDULE A

# Application for Rothesay Municipal Grant

	: Rothesay Ball	Rothesay, NB E2E 5	Y2	
Address:_	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	No. of the last of		FOR 704 4000
Contact:_	Linda Yang Po	oirier	•Tel	506-721-4900
Email: _	galaballetproduc	tions@gmail.com / r	othesayballetschool@	gmail.com
Organizat	ion Description	:_ Registered Not-Fo community performa	or-Profit organization nce group dedicated performances to da	consisting of our school of dance and to providing quality dance education incers of all ages.
Amount I	Requested: \$	1000.00	_	
00,00		i, and local hursing if		
receive	nplish this. We have ents, and along wit	grow these programs e invited former Princ	. We rely on countles cipal dancer, Frank Au ssionals, require a high	s volunteer hours and local sponsors gustyn, and his wife, Carolyn, to tea
receive accon stud Project co	nplish this. We have ents, and along wit	grow these programs e invited former Princ th other former profes For Nutcracker alor Advertisin	. We rely on countles cipal dancer, Frank Au ssionals, require a hig ne	s volunteer hours and local sponsors gustyn, and his wife, Carolyn, to tea ther rate of pay than other local teach likets, sponsor board and
Project co	ents, and along witests: \$40,000  to town of Rothers and families recase well as performs	grow these programs e invited former Prince th other former profes  For Nutcracker alor  Advertisin esay: social materials and presentation	We rely on countlescipal dancer, Frank Aussionals, require a higher require a higher require a higher region our program bookedia pages, plus free and wellness benefit on skills. The Town's of	s from physical activity, music and contributions will be well noted and
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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).





AGE CERITENDE Y 5 AD DIESORY COMMITTEE

Rothesay Town Hall Common Room Tuesday, September 17, 2024 at 10 am



**PRESENT:** DIANE O'CONNOR, CHAIRPERSON

WILLA MAVIS, VICE CHAIRPERSON

ROBERT TAYLOR NANCY HASLETT DR. SHAWN JENNINGS

JILL JENNINGS DOAA HIGAZY

RECREATION COORDINATOR KERI FLOOD

AGE-FRIENDLY COMMUNITY COORDINATOR KIRSTIN DUFFLEY

RECORDING SECRETARY ELIANE KNOX

**ABSENT:** MAYOR NANCY GRANT, ex-officio member

COUNCILLOR HELEN BOYLE

DIANNE TAYLOR ANGELA MORSE

TOWN MANAGER JOHN JARVIE

HIGH SCHOOL REPRESENTATIVE (Vacant)

Chairperson O'Connor called the meeting to order at 10:05 am.

#### 1. APPROVAL OF AGENDA

**MOVED** by N. Haslett and seconded by J. Jennings the agenda be approved as circulated.

CARRIED.

#### 2. APPROVAL OF MINUTES

2.1 Meeting minutes of May 21, 2024

**MOVED** by Vice Chairperson Mavis and seconded by Dr. Jennings the minutes of May 21, 2024, be adopted as circulated.

CARRIED.

#### 3. DECLARATION OF CONFLICT OF INTEREST

N/A

#### 4. **DELEGATIONS**

N/A

#### 5. REPORTS AND PRESENTATIONS

N/A

#### 6. CORRESPONDENCE FOR ACTION

N/A

DRAFT

Age Friendly Advisory Committee Minutes

tes -2- 17 September 2024

#### 7. CORRESPONDENCE FOR INFORMATION

## 7.1 2024 August 16 Letter to Hon. Hugh J.A. Flemming K.C.

Chairperson O'Connor indicated to the Committee members that in their meeting package they will find a letter that was sent to Minister Flemming. She explained that a while ago Mayor Nancy Grant, Robert Taylor, Dianne Taylor and herself met with Minister Flemming and about the Intergenerational Community Centre because the Rothesay Hive is growing out of space. It has become so popular and so well used that eventually we are going to need a new space. She indicated that she spoke with Mayor Grant, and said that the plan to get a new arena has been in the books for a long time. Therefore, why we do not approach this as a problem of Rothesay Hive as a starting point. She mentioned that we have a plan, which is now revised, to make a new facility. The original plan was prepared around 15 years ago. Thus, Chairperson O'Connor asked Mayor Grant how to get this moving. Subsequently, they approached Minister Flemming to meet with him and he gladly accepted their invitation. They met with him to discuss how they can get this off the ground. Minister Flemming told them that he has always been a supporter of a new arena and facility. Minister Flemming instructed them to get also the federal government onboard. They contacted Wayne Long, MP for Saint John – Rothesay and on which he was also in agreement. Following the meeting, Mayor Grant wrote a letter to Minister Flemming to ask him to put his remarks in writing. Chairperson O'Connor added she asked Wayne Long to send her an email with his statements. She read to the Committee members the email that she received from his assistant, Jim Hennessy, as follows:

"...speaking with Wayne in relation to your conversation with him this week. Essentially the GNB government, when and if prepared to move forward with the proposal, are required to apply the federal government for funding from a specific department that lines up with the realities and parameters of said proposal.

The proposal is then reviewed, and discussion takes place between the federal and provincial governments, along with the municipality, if applicable and other vested parties in line with the proposal. So, all three parties have to be in agreement, and it seems right now that all three are incumbent on each party.

Finalized documentation for final presentation and review with departments at all three levels of government.

When consensus has been reached by all parties and amounts have been agreed upon, final review proceeds with advocation from all three levels of government to federal and provincial departments. Depending on the size and scope of the proposal, the municipality and any third party are required to bring forward.

The proposal to the federal and provincial governments for review to determine if proposal is best suited for location, population and other factors.

MP's, MLA's and ministers, where applicable, can advocate on behalf of the proposal with the department staff and ministers and he said as main when, as Wayne mentioned as well, Rothesay, Town Manager John Jarvie, can provide background from the municipality's perspective as they have brought forward many different proposals to both levels of government."

Age Friendly Advisory Committee Minutes

-3- 17 September 2024

Chairperson O'Connor pointed out that this is a brand-new proposal. These are the things that we could do with the new facility, not just Rothesay Hive. It is a combination of multiple groups that would really enhance an age friendly community and partnership.

Due to an election coming soon, it will be put on paused. Wayne Long told her there are two more chances for infrastructure funding. One in October and the other in March. Chairperson O'Connor suggested to the Committee to prepare for March 2025.

Chairperson O'Connor emphasized that a new facility would solve the parking issue, would be located between the three schools, intergenerational opportunities, such as four seasons walking track, intergenerational teaching kitchen and reading room, multisport arena, and more for the whole community.

Chairperson O'Connor mentioned to the members that even Minister Flemming did not yet reply to Mayor Grant letter, the Committee should keep pursuing this project.

- N. Haslett asked about the location of the new facility. Chairperson O'Connor replied that it would be where the old arena is located. N. Haslett indicated that the location would solve one of the major issues, which is the accessibility for so many groups.
- R. Taylor questioned the status of the Quispamsis Memorial Arena (QMA). N. Haslett described the renovations that were done to the QMA. K. Flood explained that Quispamsis just did a recreation masterplan a year before Rothesay. She believes it was listed in their plan. She knows that there has been talk about twinning the Qplex but does not know where they stand.

Chairperson O'Connor expressed that we want something for our community, and we certainly would want Quispamsis and Hampton residents to be able to access the new facility as well. Rothesay Hive is for the greater communities, not limited to Rothesay residents only. They want to enhance our community. She added that being in the middle of all the schools, it is a perfect location for intergenerational connections with so many children and seniors. There is currently numberless conversation related to the need to connect with all those generations and how to rebuild the communities with families.

Chairperson O'Connor mentioned that she is part of the Intergenerational Network of New Brunswick in Fredericton and there is a symposium coming up at the end of the month. She will be representing Rothesay Hive along with Dianne Taylor and Councillor Helen Boyle.

J. Jennings queried if the Town plans to tear down the old rink and build it again. K. Flood explained that the most recent plans have been to build a new arena with a walking track, then retrofit the old rink into a field house with court space multipurpose space and connect the two buildings. Therefore, it would probably be a multi-phase project.

A discussion took place regarding the increase in the hockey female programs and the lack of ice time in all arenas province wide. N. Haslett pointed out that one of her contacts in Fredericton region was meeting with their City Council this week and wanted to know if other regions around the province have already got their ice allocations for the winter and not one association or one region could answer yes. She said that her contact thought she was in that battle alone and came to realize

Age Friendly Advisory Committee

Minutes -4- 17 September 2024

that everyone is in that same situation. She added that two rinks are closing in Saint John.

- N. Haslett indicated that K. Flood asked her about the Fourplex, a facility that has four ice surfaces and the one thing that does not have is meeting rooms.
- N. Haslett noted why Moncton gets all the major events. It is the only location in the province that can accommodate them. If we had a triplex or fourplex in Rothesay we could hold more events and would help our economy.

Chairperson O'Connor summarized that the Minister Flemming, Town Council and Town Manager John Jarvie are onboard. The project needs to obtain approval from the three levels of government. We will wait until November to pursue the project. K. Flood added the way she understood is that province is onboard. There is no funding program available right now for recreation infrastructure. Therefore, when that program becomes available then we must apply for it with the support of the provincial and federal governments.

Chairperson O'Connor proposed to the members to keep them updated on the project at every committee meeting.

#### 8. UNFINISHED BUSINESS

- 8.1 2024 Rothesay Age Friendly Community Designation Renewal
- Community Survey Review

K. Duffley provided the Committee members with the results from the survey. She asked them to take the time to review it at their leisure at home. She indicated that they do not have enough time to hold a forum before they submit the application. Subsequently, she thought this is a plan moving forward in September, get the results and come back in October to decide the action plan to move forward from their conversations. Whether it is three or five things, there is no minimum and maximum for the action plan for the designation. Next step, the Committee will have a discussion of what they would like to see in the action plan to move it forward. The last item on the agenda, is going to be the top one is to get an Age Friendly Community Center. The plan is to use the survey results to guide the Committee towards what they think they want to work towards. She pointed out that some of the pieces that people submitted are not part of the municipality responsibilities. However, their ideas can always drive the Committee into different ways.

K. Duffley added that in October she will bring to the Committee a draft application. Afterwards in November they will finalize the application at the meeting so it can be presented to the Town Council to obtain their approval. Subsequently, it will be submitted to the province. Then the three-year action plan, should we decide that any of those pieces need a forum to get further information from the community to attain their feedback.

K. Duffley explained to the Committee members her report that she prepared from the survey results that she received. These results are to help the Committee and where they want to focus on as well. Before the next meeting she will take them all and combine them together to show what the Committee is thinking. She asked the members to send her their three to five top items that they want to move forward via email before the next Age Friendly Advisory Committee meeting scheduled for October 22<sup>nd</sup>, 2024. She reminded the Committee that the deadline to submit the designation is in December.

#### **ROTHESAY**

#### 2024October15OpenSessionFINAL 148

Age Friendly Advisory Committee Minutes

-5-

17 September 2024

#### 8.2 Rothesay Age Friendly Community Wellness Fair

Report on June 2024 and Plan for 2025

K. Duffley updated the Committee members on the Rothesay Age Friendly Community Wellness Fair. It was a very successful event. We had over 300 attendees. Some comments and suggestions received were for things in the future, such as: the gymnasium was hot, more garbage cans, more signage for the doors, more seating, they liked the location, and it was the best fair they ever went to. She thanked Chairperson Diane O'Connor, Nancy Haslett and Keri Flood for their help. Looking forward to hosting this event held annually and most likely always in the spring.

Chairperson O'Connor concurred with K. Duffley that it was a successful event with all the positive comments that she also received.

K. Flood added that Rothesay High School and Nicole Erving were a great help with the setup and tear down.

K. Duffley announced that the amount they raised from the raffle draw for "Adopt a Red Hawk Program" is \$570. Chairperson O'Connor mentioned that Kennebecasis Valley Food Basket collected a full cart of items.

#### 9. NEW BUSINESS

### 9.1 Age-Friendly Programming Update

### **Rothesay Hive Programming**

#### What's Going On:

- Since our last meeting in May, we have had many successful events, including potlucks, speed chatting with Touchstone, movie matinees, guest speakers, and more. We will be offering in October for the first time ever a Grief Café with Winnie! and it will be a drop-in.
- Now that we are in September, classes and programs are in full swing and very busy. There are a lot of new faces in the Rothesay Hive.
- Rothesay Hive Garden Club is having a successful season. They have donated 85 lbs. of tomatoes.

### **Rothesay Hive Members**

Rothesay Hive Facebook Group: 1,037 members

Rothesay Hive Members as of now in 2024: 170 members

Rothesay Hive Members in 2023: 162 members Rothesay Hive Members in 2022: 126 members

#### ROTHESAY

#### 2024October15OpenSessionFINAL 149

Age Friendly Advisory Committee Minutes

-6-

17 September 2024

#### **Renforth Seniors Exercise Classes**

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

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

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

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

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

Chairperson O'Connor provided update on past and upcoming Future Engage events.

- Picnic and yoga on the grass was held this summer.
- Intergenerational sessions from the Saint John Newcomers Center were also held this summer.
- Nora Emerson from the Kennebecasis Public Library came to talk about "The Libby Program" and other services through the library.
- Dr. Helen Reese, podiatrist from Atlantic Podiatry, came to talk about feet. They had 33 attendees. It was a remarkably successful event.
- This week coming up Constable Baxter from Kennebecasis Regional Police Force will be talking about property and person protection.
- Travel Through My Eyes China was also popular event. They danced, sang and served Chinese food.
- Upcoming more sessions of speed chat in partnership with Touchstone Academy.
- Cribbage with Rothesay High School and including more newcomers.

D. Higazy expressed that it is difficult for a lot of newcomers to attend the daytime sessions because they are working. Chairperson O'Connor explained that some Rothesay Hive members do not drive in the dark, especially in the winter, and the sessions are held during Town Hall business hours. Furthermore, with the new facility could accommodate in the evening and join other groups.

#### **Canadian Health Solutions Wellness55**

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

#### 2024October15OpenSessionFINAL 150

Age Friendly Advisory Committee Minutes

-7-

17 September 2024

K. Duffley announced to the members that Cyber Seniors sessions will start in November with the inperson program and will be held at the library after school hours. The library graciously offered to find a volunteer coordinator for the program. Computers will be available for those who does not have one. They will have a website offering the online sessions for those who cannot attend in-person. The date is to be confirmed.

Chairperson O'Connor informed the Committee that Dr. David Elias is going to come to talk about memory on October 17<sup>th</sup> at 1:30 pm. What is normal and abnormal to forget. It is an in-person session and participants must register.

D. Higazy communicated that a mini–Culture Fest Saint John will be held on two days, September 21<sup>st</sup> and 22<sup>nd</sup>, at Quispamsis Arts and Culture Park. There will be performances from diverse cultures. Chairperson O'Connor said that Rothesay Hive will have a table during the event.

Chairperson O'Connor congratulated The Saint John Newcomers Centre for the fantastic job they do. She received so many positive comments about it.

Chairperson O'Connor said she will be attending a conference at the end of the month, if anyone has anything they want to say positive, concerns or issues to email her.

#### 10 DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, October 22<sup>nd</sup> at 10 am.

#### 11 ADJOURNMENT

**MOVED** by N. Haslett and seconded by Vice Chairperson Mavis the meeting be adjourned.

The meeting adjourned at 11:02 am.	
CHAIRPERSON	RECORDING SECRETARY



## PARKS AND RECREATION COMMITTEE

Meeting Minutes Rothesay Town Hall Common Room Tuesday, September 17, 2024, at 6:30 p.m.



**PRESENT:** COUNCILLOR BILL McGUIRE (remote)

COUNCILLOR HELEN BOYLE HOLLY YOUNG, CHAIRPERSON

**COLIN BOYNE** 

DANIELLE BOURQUE DR. SHAWN JENNINGS **NORA GALLAGHER** 

**SEAN MILLER** 

DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN

FACILITIES COORDINATOR RYAN KINCADE

AGE FRIENDLY & COMMS. COORDINATOR KIRSTIN DUFFLEY

TOWN MANAGER JOHN JARVIE

**ABSENT:** DR. JEAN-FRANCOIS LEGARE

RECREATION & COMMS. COORDINATOR KERI FLOOD

Chairperson H. Young called the meeting to order at 6:30 p.m.

#### APPROVAL OF AGENDA

**MOVED** by C. Boyne and seconded by Counc. Boyle the agenda be approved as circulated.

CARRIED.

#### 2. **APPROVAL OF MINUTES:**

Meeting minutes of May 21, 2024 2.1

**MOVED** by S. Miller and seconded by Dr. S. Jennings meeting minutes of May 21, 2024, be approved as circulated.

CARRIED.

- DECLARATION OF CONFLICT OF INTEREST 3.
- **DELEGATIONS** 4.
- **REPORTS & PRESENTATIONS** 5.
- 6. **UNFINISHED BUSINESS**
- **CORRESPONDENCE FOR ACTION** 7.

#### 8. **NEW BUSINESS**

#### Parks and Recreation Update 8.1

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

- The Rothesay Arena will open for season number fifty-three on Sunday, October 6th.
- Wells Recreation Park parking lot is nearly complete. Pathway from the road and building has just finished. There is some tidying up to do and then our crews will be able to complete the landscaping and hydroseeding. The location is becoming a highly requested spot for softball and baseball events, will be hosting the NBIAA baseball regional and provincials there.
- The Playground Program Counselors and Lifeguards finished on Friday, August 23rd. It was a very successful summer and are hoping to have many staff return next year.

Parks and Recreation Commanded October 15 Open Session FINAL\_152 Minutes -2-



17 September 2024

- Scribner Park Community Garden is having another great season! Plots are to be harvested and cleared by October 31st, 2024, when we will close the garden for the winter. All plots were used this year.
- The three Sunset Yoga sessions were very successful with over 150 people attending each one.
- The three Playground Programs were a success this year. Over 330 kids registered and attended the programs throughout the summer. The new Wells building was a great upgrade for the Wells program this summer.
- KPark and Renforth Beaches closed on Friday, August 23rd, 2024. The cottage property near the beach was purchased by the Town. The cottage was used by the lifeguards for breaks and storage.
- We will be once again hosting our Halloween Skating Paty event on Sunday, October 27th, 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.
- The 26th Annual KV Santa Claus Parade will take place on Saturday, November 30th, 2024. The theme will be "Christmas Treasures". We will be encouraging groups, businesses, and community members to start planning their floats.
- S. Miller inquired about the lighting at Wells Recreation Park. DPR Jensen reported that the lighting of the softball field would be in the capital budget for 2025, and the cost would be split between the Town and the KV Girls Softball Association. The lighting for the parking lots would also be in the capital budget for next year,
- Dr. S. Jennings inquired about water quality testing for the beaches. DPR Jensen reported that the provincial government used to conduct water quality testing on an as needed basis, however, it has not been done in some time. Rothesay does not test for water quality at the beaches as it is a provincial responsibility.
- K. Duffley gave a verbal update regarding Age Friendly programming.
  - The Rothesay Hive has a membership of 170 (total in 2023 was 162). The Rothesay Hive is kicking off the Fall season with many new programs and events, including a new Grief Café! The Rothesay Hive will have a booth at the upcoming community events:
    - o SJNC Second Annual Culturefest in the Valley at the Arts and Culture Park on Saturday, September 21st from 12pm-3pm
    - o Quispamsis 50+ Expo at the qplex on October 1st from 6:30pm-8:30pm
  - The Rothesay Hive Garden Club has planted and harvested again this summer with all their produce being donated to the KV Food Basket. They had a very successful summer, not all the amounts are in yet, but so far, they have donated over 85 pounds of tomatoes!
  - The Renforth Senior Exercise Classes returned on September 4th and remain popular at the Bill McGuire Centre.
  - The 11th Annual Through the Lens Photo Contest received 56 spectacular photos of various places in Rothesay. Voting took place from August 23rd to September 3rd 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.

Parks and Recreation Commanded October 15 Open Session FINAL\_153
Minutes -3-



17 September 2024

#### 8.2 Draft Parks and Recreation Budgets

DPR Jensen provided a verbal update regarding the budget process for 2025. At the next meeting an Operating Budget and Capital Budget would be presented for 2025. He noted that the operating budget only fluctuates slightly, however, there would be multiple items on the capital budget. There would be a new facility to add to the operating costs, the Renforth Beach property. C. Boyne inquired on the condition of the building. DPR Jensen reported that it was a seasonal cottage that was not insulated. It required cleanup and some minor repairs, and a new hot water tank was purchased and installed. As of its current condition, it is only going to be used for the lifeguards and not the public. However, a plan will need to be made for the future use of the property.

Counc. Boyle inquired about the janitorial fees for the Rothesay Arena and Wells. DPR Jensen reported that janitorial duties are carried out by contractors for the arena offices, the washrooms in the Wells building are cleaned daily, and the rental space at Wells is cleaned between each rental. The cost for the janitorial fees is based on the commitments.

A few items are being considered for the 2025 Capital Budget, including the resurfacing of the Arthur Miller Upper Field, converting the Wells tennis courts to four pickleball courts, lighting for the softball field and parking lot at Wells, replacing the granite benches at the Rothesay Common with wood, banner arms for Hampton Road, as well as some equipment for parks maintenance. The Rothesay Arena remains in the capital budget should provincial and federal funding come in place. Staff will be consulted on which items will be moved forward for 2025.

The committee discussed the costs and benefits of doing plexipave vs leaving the courts as asphalt for the conversion of the pickleball courts at Wells. Counc. McGuire noted that if this project were to move forward for the 2025 Capital Budget it should be to be done properly and not halfway.

The committee also discussed that with the addition of parking and surfaces to be maintained at Wells there could be additional costs there for the fuel budget.

DPR Jensen advised the committee to bring any ideas, comments, or suggestions to him.

#### 9. CORRESPONDENCE FOR INFORMATION

#### 10. DATE OF NEXT MEETING

Tuesday, October  $22^{nd}$  at 6:30pm

#### 11. ADJOURNMENT

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

The meeting adjourned at 7:00 p.m.	
CHAIRPERSON Holly Young	RECORDING SECRETARY  Kirstin Duffley



## Parks & Recreation Committee

#### **September Update for Committee**

September 17 <sup>th</sup> , 2024	
Rothesay Arena	Arena will open for season number fifty-three on Sunday, October 6 <sup>th</sup> .
Wells Recreation Park	The parking lot paving is nearly complete. Pathway from road and building still have to be finished.
Rec Summer Students	The Playground Program Counselors and Lifeguards finished on Friday, August 23 <sup>rd</sup> . We had a very successful summer and are hoping to have many staff return again next year.
Scribner Park Community Garden	The 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.
Sunset Yoga	We had 3 very successful Sunset Yoga sessions with over 150 people attending each one.
Playground Programs	Our 3 playground programs were a success this year. We had over 330 kids register and attend the programs throughout the summer. The new Wells building was a great upgrade for the Wells program this summer.
Beaches	KPark and Renforth Beaches closed on Friday, August 23rd, 2024.
Halloween Event	We will be once again hosting our Halloween Skating Paty event on Sunday, October 27th, 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.
KV Santa Claus Parade	The 26th Annual KV Santa Claus Parade will take place on Saturday, November 30th, 2024. The theme will be "Christmas Treasures". We will be encouraging groups, businesses, and community members to start planning their floats.
Rothesay Hive	Rothesay Hive Registered Members 2024: 167 Members (total in 2023 was 162)  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> .  The Rothesay Hive will have a booth at the upcoming community events:



	<ol> <li>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>Quispamsis 50+ Expo at the qplex on October 1<sup>st</sup> from 6:30pm-8:30pm</li> </ol>
Rothesay Hive Garden Club	The Rothesay Hive Garden Club has planted and harvested again this summer with all their produce being donated to the KV Food Basket.
Renforth Senior Exercise Classes	The Renforth Senior Exercise Classes returned on September 4 <sup>th</sup> and remain popular at the Bill McGuire Centre.
11 <sup>th</sup> Annual Through the Lens Photo Contest	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.
Other	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 2024October15OpenSessionFINAL 156 WORKS AND UTILITIES COMMITTEE MEETING

### Rothesay Town Hall Common Room

Wednesday, September 18<sup>th</sup>, 2024 **5:30 p.m.** 



PRESENT: DEPUTY MAYOR ALEXANDER, CHAIRPERSON

SHAWN CARTER, VICE CHAIRPERSON

COUNCILLOR DAVE BROWN

SARAH RICHARDS

CYNTHIA VANBUSKIRK STEPHEN ROSENBERG

TOWN MANAGER JOHN JARVIE

DIRECTOR OF OPERATIONS BRETT MC LEAN RECORDING SECRETARY DEBBIE KEYES

**ABSENT:** GEORGE THAMBI

Vice Chairperson Alexander called the meeting to order at 5:36 p.m.

#### 1. APPROVAL OF AGENDA

**MOVED** by S. Carter and seconded by S. Richards the agenda be approved with the following additions:

- ➤ Item 7.2.1 2024Sept13 Email from Resident RE: Unsafe Traffic Concerns on Highland Avenue (Petition from Residents)
- ➤ Item 9.1.1 List of Roadways Designated as "Lanes" in Rothesay
- ➤ Item 9.2 Potential Capital Projects for 2025

CARRIED.

#### 2. APPROVAL OF MINUTES

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

**MOVED** by Councillor Brown and seconded by S. Rosenberg the minutes of July 17<sup>th</sup>, 2024 be adopted as circulated.

CARRIED.

### 3. DECLARATION OF CONFLICT OF INTEREST

N/A

#### 4. **DELEGATIONS**

N/A

#### 5. REPORTS & PRESENTATIONS

N/A

#### **6. UNFINISHED BUSINESS:**

6.1 Capital Projects Summary

DO McLean clarified there are two separate projects on the status report that were budgeted in two different years:

Minutes -2- 18 September 2024

- ➤ 2023 Water Treatment Train Expansion is the tank and micro filter membranes that treat the water.
- ➤ 2024 Upgrade the Water Treatment Plant which was a tender that was approved by Council September 9<sup>th</sup>, 2024 to upgrade the pumps and piping in the plant to bring the new treatment tank online.

#### 6.2 Solid Waste Tonnage Report

Town Manager Jarvie started the discussion speaking about Saint John's experience with implementing bag limits for garbage collection and how it has positively impacted both waste reduction and Saint John's budget. By requiring residents to use a specific container and purchase tags for additional bags, Saint John has seen a significant decrease in landfill weight and generated revenue from tag sales. Saint John has successfully reduced its landfill tipping fees by approximately \$250,000 through the implementation of a bag limit system, which has also led to a decrease in the weight of garbage sent to the landfill. Additionally, the revenue generated from bag tags has resulted in an overall financial benefit of around \$500,000. This strategy not only promotes waste reduction but also has a positive impact on Saint John's budget. Given the success of the bag limit system in Saint John, the Solid Waste Commission is encouraging other communities to consider adopting similar strategies. With the current Rothesay waste collection contract set to expire at the end of next year, it's crucial for the Town to explore the options now, as preparations typically take over six months.

If changes to the waste collection process are to be implemented, the Town needs to account for the lead times for purchasing equipment, which can take up to a year, and engage with various contractors early in the process. Keeping options open now will allow for a smoother transition and ensure that any new systems can be effectively integrated.

The bag limit system has encouraged composting and recycling, shifting costs away from traditional garbage disposal. Since recycling is funded by others, it alleviates financial pressure on residents. While such a penalty-based system can lead to illegal dumping, so far, Saint John reports that there haven't been significant issues with improper disposal. The pilot program, which has been running for over a year, has generally been successful, and Saint John is pleased with its evolution and outcomes. Two thirds of the waste that goes into the landfill is not residential waste, it's what's referred to as ICI (Institutional, Commercial, Industrial). The main goal behind these initiatives is to extend the lifespan of the landfill. Finding a new site for a landfill is a challenging and contentious process, often met with significant community resistance. Recently, the province approved plans to expand the existing landfill by constructing additional cells on top of the current site, which will allow for at least another 20 years of operation without the need for extensive new infrastructure. This approach aims to minimize costs and extend the life of the landfill, ensuring that waste management remains sustainable for the community.

The Town is in talks with Quispamsis about whether there are any advantages in running the tender together with Quispamsis for solid waste collection. As the Town prepares for the upcoming solid waste collection contract renewal, the Town is considering the viability of similar bag limit strategies. The region can't mandate bag limits, they can only encourage them.

Overall, it seems there will be discussions in the spring about options for solid waste collection, including potential changes that might affect how residents manage their waste. The Town will need

Works and Utilities Commit@24October15OpenSessionFINAL\_158

Minutes -3- 18 September 2024

to weigh the benefits against public acceptance and consider the diverse needs of households, especially those generating more waste.

#### 6.3 Speed Radar Sign Report

Councillor Brown asked if the data from the speed radar signs shows any issues and asked if the information is being sent to KRPF. DO McLean explained, the data is only sent to KRPF if there are speeding issues.

#### 7. CORRESPONDENCE FOR ACTION

7.1 2024Aug15 Email from Resident RE: 24 Meadow Drive Drainage Concerns DM Alexander visited the property and stated the drainage issue is more related to the topography of the property rather than an issue with the Town. Since the property is low-lying and has a bowl shape, it seems the drainage challenges stem from the natural layout rather than any fault on the town's infrastructure. There is an existing drainage easement nearby, the resident could explore connecting to that, although it would be at the homeowner's expense.

The design was meant to allow for proper drainage between properties, and any modifications made have disrupted that flow. Given that the drainage easement and system were set up for the benefit of the local properties, it's essential for the current homeowner to either:

- Install an inlet into the existing swale drainage pipe to allow water to flow properly, or
- Remove any modifications (like the berm and solid piping) that prevent drainage as it was originally intended.

The way the drainage system was designed, grading between properties to direct water flow to the back is essential for proper drainage. If the current homeowner or a previous owner modified the setup by installing piping between the homes and creating a berm, that could disrupt the intended flow and cause the issues the homeowner has been experiencing. The best course of action for the homeowner would be to either install an inlet into the drainage pipe under the berm between the homes or remove the modifications that prevent water from flowing into the designated drainage area.

Since the Town's role in this matter is limited to public property, it is reasonable that neighbor-to-neighbor issues must be resolved privately. Also, encouraging the homeowner to have a conversation with the neighbor about the changes made might also be beneficial. If there's a willingness to work together, they might find a mutually beneficial solution to restore the proper drainage flow.

**MOVED** by S. Carter and seconded by S. Rosenberg to send a letter to the resident letting them know that drainage issues at 24 Meadow Drive are the responsibility of the homeowner, and they can drain surface water runoff from their property to the Town drainage easement.

Works and Utilities Commit@24October15OpenSessionFINAL\_159

Minutes -4- 18 September 2024

- 7.2 2024Sept13 Email from Resident RE: Unsafe Traffic Concerns on Highland Avenue **Meeting Addendum:**
- 7.2.1 2024Sept13 Email from Resident RE: Unsafe Traffic Concerns on Highland Avenue (Petition from Residents).

The Committee discussed traffic management options for Highland Avenue and Crosswinds Crescent, particularly regarding the potential for a three-way stop. Since the intersection with Eriskay Drive isn't aligned, implementing a three-way stop is not feasible, as it could create confusion for drivers. A police presence in the area should slow down drivers also.

**MOVED** by S. Carter and seconded by Councillor Brown to send a letter to the resident letting them know the Town will be installing a speed radar sign on Highland Avenue to measure travelling speed. Also the KRPF will be asked to monitor traffic on Highland Avenue.

CARRIED.

#### 8. NEW BUSINESS:

N/A

#### 9. CORRESPONDENCE FOR INFORMATION

9.1 Update – Private Lanes

#### **Meeting Addendum:**

9.1.1 List of Roadways Designated as "Lanes" in Rothesay

DO McLean had some important points about the designated speed limits for various lanes. The Town should review the possibility of lower speed limits on these lanes, particularly given their shorter lengths.

The Committee suggested:

- **Evaluate Existing Speed Limits**: Consider proposing a review of speed limits on all roadways designated as lanes.
- > Update Traffic Bylaws: Advocate for amendments to the traffic bylaws to establish lower speed limits for roadways designated as lanes.
- ➤ Consider Future Developments: If new developments lead to the creation of unnamed lanes, ensure that planning requirements include the designation of these roads as lanes with appropriate speed limits from the outset.

DO McLean stated changing the speed limit cannot be established unless a revision to the Traffic By-law is submitted, and approved by, the Registrar of Motor Vehicles. DO McLean explained this is a long process and current revisions must be approved before further revisions are submitted.

#### **Meeting Addendum:**

9.2 Potential Capital Projects for 2025

DO McLean explained a few of the items on the list:

➤ Water Plant Expansion - To fully develop the new capacity that the Town has from the additional withdrawal rate we have from the province, the existing oxidation and chlorination must be increased in size. There's no space in the building to add second tanks or put in larger tanks. The Town will have to build a small extension on the building and place new tanks in that area. The new tanks must be covered and placed in

Works and Utilities Commit@24October15OpenSessionFINAL\_160

Minutes -5- 18 September 2024

- a heated area to ensure proper functioning. While this expansion is not urgent due to current demand, it is part of the three to five-year plan to ensure future capacity and efficiency.
- ➤ James Renforth Drive Waterline This is in support of redevelopment of the work area with the purchase of the cottage.
- ➤ **Dobbin Street Sidewalk** This was in the budget last year but was deferred because the construction wasn't completed on the Serenity neighborhood.
- ➤ Vincent Road Intersection This is related to traffic into and out of Fairvale Elementary School and the issues that arise. Isaac Street and Gondola Point Road intersection is a symptom of the problem which originates at Vincent Road intersection, so that's the project that we'd like to move on sooner than later.
- ➤ Wells Trail Connector project DO McLean would like to continue to seek funding for this project. The Town can use this part of the budget for Vincent Road Intersection.

The 2025 budget will be put together before the next meeting.

#### **10. DATE OF NEXT MEETING:**

The next meeting is scheduled on Wednesday, October 23<sup>rd</sup>, 2024.

#### 11. ADJOURNMENT

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

The meeting adjourned at 6:30 p.m.	
CHAIRPERSON	RECORDING SECRETARY



# 2024 CO 11 CO 11 CO 15 F NAL\_161 MEMORANDUM



TO : Mayor and Council

FROM : Works & Utilities Committee

DATE: September 18<sup>th</sup>, 2024

RE : 24 Meadow Drive Drainage Concerns

#### **Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 18<sup>th</sup>, 2024:

**MOVED** by S. Carter and seconded by S. Rosenberg to send a letter to the resident letting them know that drainage issues at 24 Meadow Drive are the responsibility of the homeowner, and they can drain surface water runoff from their property to the Town drainage easement.

#### **Liz Hazlett**

From: Liz Hazlett

Sent: Tuesday, September 3, 2024 9:50 AM

To: Liz Hazlett

**Subject:** FW: 24 Meadow Dr

From:

Date: August 15, 2024 at 3:16:55 PM ADT

To: Matthew Alexander < MatthewAlexander@rothesay.ca >

Subject: 24 Meadow Dr

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

Good afternoon Dr Alexander,

My name is my family and I live at 24 Meadow Dr. Rothesay. After repeated attempts to create a dialogue with Mr McLean I am left messaging you, the Deputy Mayor of Rothesay. I have been inquiring about the storm infrastructure project that took place in my backyard years ago. I would love to chat with you about this, given your background in civil engineering. All I'm looking for is an answer. I hope to hear from you, you can call me at or email.

Thank you,

#### **Liz Hazlett**

From: Mary Jane Banks

Sent: Tuesday, September 3, 2024 9:33 AM

To: Liz Hazlett; Liz Hazlett
Cc: Brett McLean; John Jarvie
Subject: FW: 24 Meadow Dr

#### Mary Jane

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: Matthew Alexander < MatthewAlexander@rothesay.ca>

Sent: Saturday, August 31, 2024 8:20 PM

To: Mary Jane Banks < Mary Jane Banks@rothesay.ca>

Subject: Fwd: 24 Meadow Dr

Second email.

#### Matt Alexander

Deputy Mayor, Rothesay

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

Begin forwarded message:

From:

Date: August 19, 2024 at 10:23:31 AM ADT

To: Matthew Alexander < <a href="MatthewAlexander@rothesay.ca">MatthewAlexander@rothesay.ca</a>>

Subject: 24 Meadow Dr

CAUTION: This email originated to the possing attachments or clicking links, especially from unknown senders.

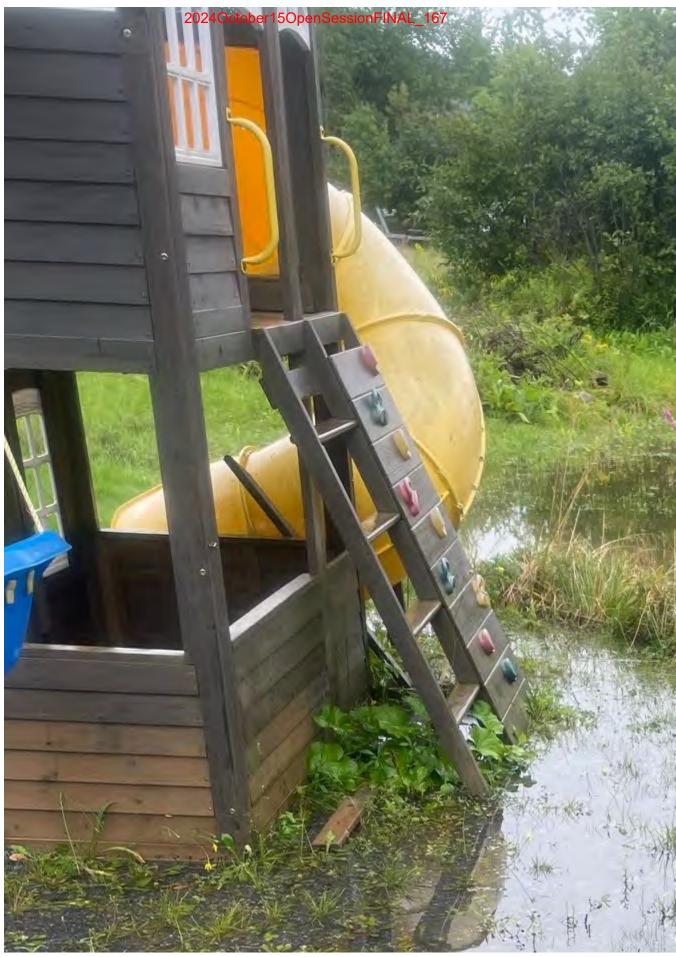
#### Hi Matt,

I must have missed you this weekend. Here are a couple photos over the years, these rain events are now normal in our area. Also, seems to be getting closer to our house each year. Hope to hear from you soon.

Thanks,











# 20240 DO 11 COMPANDIAL 169 MEMORANDUM



TO: Mayor and Council

FROM : Works & Utilities Committee

DATE: September 18<sup>th</sup>, 2024

RE : Unsafe Traffic Concerns on Highland Avenue

#### **Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 18<sup>th</sup>, 2024:

**MOVED** by S. Carter and seconded by Councillor Brown to send a letter to the resident letting them know the Town will be installing a speed radar sign on Highland Avenue to measure travelling speeds. Also the KRPF will be asked to monitor traffic on Highland Avenue.

#### 2024October15OpenSessionFINAL 170

From: Rothesay Info
To: Debbie Keyes

Subject: FW: Request for Works and Utilities Committee re: Unsafe traffic concerns on Highland Avenue

**Date:** September 13, 2024 1:51:45 PM

Attachments: Highland Ave Map.png

From:

**Sent:** September 13, 2024 1:50 PM

**To:** Rothesay Info <rothesay@rothesay.ca>

Subject: Request for Works and Utilities Committee re: Unsafe traffic concerns on Highland Avenue

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

Good afternoon, Debbie. Thank you for taking time to discuss how to submit concerns to the Works and Utilities Committee.

We are concerned residents living adjacent to Highland Avenue on Crosswind Crescent. We have lived in the community for more than three years and have two young boys.

Between the intersections of Grove Avenue and Highland Avenue, and Highland Avenue and (at least) Crestwood Drive, **vehicles** travel well in excess of the posted speed limits and regularly ignore pedestrians and bikers at designated crosswalks.

On a regular basis, we observe vehicles we believe to be travelling more than 70 km/h on Highland Avenue, in particular by a marked crosswalk at the corner of Highland Avenue and Crosswind Crescent.

Vehicles are driving at speeds dangerous for pedestrians, cyclists and other drivers. This is especially concerning given the high number of young families and grandparents living in the area, as well as the close proximity of Rothesay Elementary School.

We are asking the Works and Utilities Committee to take immediate, permanent steps to address these concerns before an otherwise avoidable accident occurs. Previously, a temporary flashing sign was posted at the corner of Highland Avenue and Crosswind Crescent. While this sign appeared to be a somewhat effective deterrent, speeding quickly resumed once it was removed. We would also support speed bumps as a solution, which we know to be effective in parts of Fredericton where we lived previously.

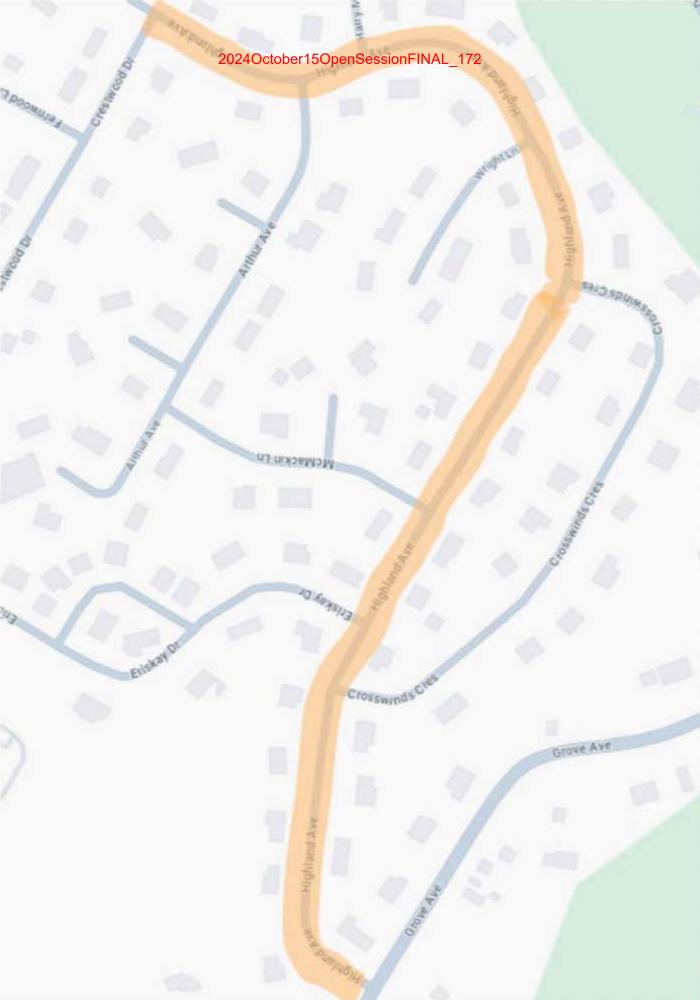
Thank you for your attention to this important matter. We would be pleased to discuss our concerns further with you in person. You can contact us at or by phone at

We have also discussed this matter with several other residents in the area and will be collecting signatures in support of these concerns to share ahead of the Committee meeting on September 18th.

Sincerely,

#### 2024October15OpenSessionFINAL\_171

5 Crosswind Crescent Rothesay, NB E2E0P6





# 2024October15OpenSessionFINAL\_173 BUILDING PERMIT REPORT

#### 9/1/2024 to 9/30/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/16/2024	BP2024-00027	66 DOBBIN ST	MULTI-DWELLING BUILDING	\$4,000,000.00	\$29,000.00
09/03/2024	BP2024-00035	4 ROBIN LN	ATTACHED GARAGE	\$45,000.00	\$326.25
09/16/2024	BP2024-00058	22 ROTHESAY PARK RD	DECK	\$2,500.00	\$21.75
09/16/2024	BP2024-00073	29 CHAPEL RD	FENCE	\$7,389.00	\$58.00
09/06/2024	BP2024-00090	8 ALLISON DR	IN GROUND POOL	\$150,000.00	\$1,087.50
09/20/2024	BP2024-00114	20 1/2 SHIPYARD RD	SINGLE FAMILY	\$389,000.00	\$2,820.25
09/13/2024	BP2024-00141	117 WILJAC ST	ATTACHED GARAGE	\$120,000.00	\$870.00
09/11/2024	BP2024-00144	19 ALMON LN	DEMOLITION	\$0.00	\$500.00
09/03/2024	BP2024-00145	21 WEDGEWOOD DR	WINDOWS	\$6,547.00	\$50.75
09/05/2024	BP2024-00146	2658 ROTHESAY RD	DETACHED GARAGE	\$30,000.00	\$217.50
09/05/2024	BP2024-00147	24 ISLAY DR	DECK	\$2,100.00	\$21.75
09/17/2024	BP2024-00150	4 BROCK CRT	FENCE	\$10,000.00	\$72.50
09/18/2024	BP2024-00151	14 JOHN ST	ACCESSORY STRUCTURE	\$50,000.00	\$362.50



## 2024October15Open Pts in TOTAL OF PERMIT REPORT

#### 9/1/2024 to 9/30/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/17/2024	BP2024-00152	103 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$2,000.00	\$20.00
09/19/2024	BP2024-00154	61 MARR RD	INTERIOR RENOVATIONS - COMMERCIAL	\$5,000.00	\$36.25
09/26/2024	BP2024-00155	26 CHANTALE ST	DETACHED GARAGE	\$25,000.00	\$181.25
09/25/2024	BP2024-00156	61 PARK DR	WINDOWS	\$8,000.00	\$58.00
09/27/2024	BP2024-00157	1930 ROTHESAY RD	INTERIOR RENOVATIONS - COMMERCIAL	\$10,000.00	\$72.50
			Totals:	\$4,862,536.00	\$35,776.75
			Summary for 2024 to Date:	\$23,340,493.35	\$171,504.25

#### 2023 Summary

Value of Construction Building Permit Fee

Montlhy total: \$2,015,913.41 \$15,217.00

Summary to Date: \$16,869,699.98 \$126,355.50



#### 2024October15OpenSessionFINAL\_175

## **ROTHESAY**



#### INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council

FROM: John Jarvie
DATE: 10 October 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
20	Water Treatment Train expansion	630,000	<mark>60%</mark>	Treatment Train on order with expected delivery in late November.
	WWTP Phase II design	\$4M	2%	Agreement signed, design underway.
	2024 Street Resurfacing inc C&S	\$3.5M	<mark>80%</mark>	Project underway with Oct. 31 completion date.
	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	<mark>70%</mark>	Work underway with October 31st projected completion date.
	Water quantity	60,000		EIA determination underway.
	Frances Avenue Lift Station	100,000		Deferred to 2025
4	Utility Building Renovations	100,000		Storage bldg. underway, heating system deferred
2024	IT plan	15,000		new equipment and phones
N	KVFD Capital	203,700	85%	(Fleet -118,400, Equip -44,600, Facilities -40,700)
	Town Hall	37,000		HVAC, Windows, painting doors, etc.
	Upgrade to water treatment plant	405,000		Contractor engaged, work to be completed by Feb 15, 2025.
	Grove Bldg. Security Fence	60,000	33%	Approved, work scheduled for October completion.
	Works Fleet	\$1.13M	60%	Sidewalk plow delivery scheduled for late September.
	Recreation Facilities	500,000		Wells Parking substantially complete, Wells Shed pending.
	Parks Equipment	140,000	60%	Zamboni (October delivery), mower in service.

<sup>\*</sup> Funds paid to this date.

#### 2024October15OpenSessionFINAL 176



70 Hampton Road Rothesay, NB E2E 5L5 Canada

> Rothesay Council October 15, 2024

TO:

Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

John Japvie, Town Manager

DATE:

October 10, 2024

SUBJECT:

Strong Court Sidewalk

#### RECOMMENDATION

It is recommended that that the item "Strong Court Sidewalk" be removed from Section 8 of the Council Agenda and from the monthly Status Report.

#### ORIGIN

A project was proposed to connect two (2) discontinuous sections of sidewalk along Strong Court to complete the sidewalk network in that area. The item was tabled owing to negotiations with the Anglophone South School District regarding location of the proposed sidewalk.

#### BACKGROUND

The sidewalk along Strong Court extends from Gondola Point Road to the driveway at Fairvale Elementary School. There is discontinuity in the sidewalk network along the entire frontage of the school. The sidewalk resumes on School Street. The majority of school staff park along Strong Court in the area where the sidewalk discontinuity exists. Town staff have had several discussions with the Anglophone South School District regarding the hazard created for pedestrians by having to walk behind the parked cars of school staff and essentially in the street through the area where the sidewalk discontinuity exists. The District has been unwilling to work with Town staff on a solution, designed by the Town, that would have maintained the number of parking spaces for school staff and connected the sidewalk network along the frontage of the school.

#### DISCUSSION

Given the unwillingness of the District to work with the Town on the proposed solution, the Town moved forward with an alternative option which involved moving the sidewalk to the opposite side of the street along the frontage of the school property. This alternative requires pedestrians to make one (1) extra crossing (in possible conflict with vehicular traffic), however it is much safer for pedestrians than the previously existing condition whereby the sidewalk ended and pedestrians had to walk into the street behind the parked cars of school staff. The project is now complete.

Report Prepared by: Brett McLean, Director of Operations

Report Reviewed by: Doug MacDonald, Treasurer

#### 2024October15OpenSessionFINAL 178



PO Box / CP 3032, Grand Bay-Westfield NB E5K 4V3
T. 506 738-1212 • F. 506 738-1207
hotline@fundyrecycles.com

September 18, 2024

Mary Jane Banks, Common Clerk Town of Rothesay 70 Hampton Road, Rothesay NB E2E 5L5

Subject: Submission of draft 2025 Fundy Regional Service Commission budget

Dear Ms. Banks,

At the September 5, 2024, meeting of the Fundy Regional Service Commission ("Commission") Board of Directors, the following resolutions were adopted:

#### RM-2024-062

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.

#### RM-2024-063

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.

#### RM-2024-064

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

The Government of New Brunswick's Regional Service Delivery Act stipulates parameters in the budget approval process for regional service commissions under Article 28:

A Board shall not vote on a budget for the Commission, borrow money or set fees for services unless the Commission has given written notice of the vote and a copy of the proposed budget, borrowing or fees to its members that are local governments and to the Minister at least 45 days before the vote.

#### 2024October15OpenSessionFINAL 179

Accompanying this letter is a draft copy of the Commission's 2025 budget (we are included the original draft budget as well as version #2 of the 2025 budget, which has changed due to funding accessed from the Regional Development Corporation and a small adjustments in the community planning and building inspection department) as well as the staff report that was shared with the Board of Directors on September 5, 2024. We request that any feedback on this draft budget be shared with the Commission prior to October 16<sup>th</sup>, 2024, in order to give sufficient time to make necessary adjustments before the budget is presented for adoption to the Commission's Board of Directors on October 24<sup>th</sup>, 2024.

We intend to present to the Rothesay Common Council on Tuesday, October 15, 2024, to run through this budget proposal.

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

Sincerely,

Phil Ouellette Chief Executive Officer

Enclosures: September 5, 2024, FRSC Staff Report FRSC Draft 2025 Budget V4 attached

September 5, 2024, FRSC Draft 2025 Budget (10 October 2024)

Edit by Mary Jane Banks 10/10/24

CC: Mayor Nancy Grant

John Jarvie

Chair Jim Bedford

### 2024October15OpenSessionFINAL\_180

# Fundy Regional Service Commission Operating Fund Budget Corporate Services

	Budget 2024		Budget 2025	
REVENUE			•	
GOVERNMENT TRANSFER				
Regional Services Support Fund	\$	-	\$	-
Community Funding & Equalization Grant		-		-
Special Transfer from Province of NB		24,750		-
Total Revenue		24,750		-
EXPENDITURES				
Governance		94,102		144,210
Administration				
CEO Office/Human Resources/Financial				
Management/Other Administrative Services		1,314,389		1,530,760
Capital Expenditures		35,000		
Total Corporate Services		1,443,491		1,674,970
NET CORPORATE EXPENDITURES	\$	1,418,741	\$	1,674,970
Allocation to Funds:				
Cooperative & Regional Planning Services	\$	21,061	\$	33,061
Local Planning Service	Ψ.	98,599	Ψ	134,088
Solid Waste Services		362,524		478,806
Electrical Generation		12,509		15,110
Regional Tourism Promotion	•	66,975		87,644
Regional Economic Development		111,120		103,972
Community Development		275,941		296,351
Regional Transportation		137,539		155,033
Regional Public Safety		138,976		128,459
Regional Sport, Recreation & Cultural		193,497		242,446
Other Services				
	\$	1,418,741	\$	1,674,970

## **Fundy Regional Service Commission**

### **Operating Fund Budget**

## **Cooperative & Regional Planning Services**

	Budget		Budget	
		2024	2025	
REVENUE				
MEMBER CHARGES GOVERNMENT TRANSFERS	\$	763	\$	44,020
Regional Services Support Fund SALE OF SERVICE		_	\$	12,500
SECOND PREVIOUS YEAR SURPLUS		20,298		1,541
		21,061		58,061
EXPENDITURES				
ALLOCATION FROM CORPORATE SERVICES		21,061		33,061
REGIONAL PLANNING		-		25,000
REGIONAL POLICING COLLABORATION		-		-
REGIONAL EMERGENCY MEASURES PLANNING		-		-
OTHER SERVICES PROVIDED TO ALL MEMBERS		-		-
FISCAL SERVICES		-	-	-
		21,061		58,061
BUDGETED SURPLUS < DEFICIT>	\$		\$	-

# Fundy Regional Service Commission Operating Fund Budget Local Planning Service

		Budget 2024		Budget 2025	
MEMBER CHARGES FEES AND SERVICES GOVERNMENT TRANSFER EXPANDED PLANNING AND BUILDING SERVICES SECOND PREVIOUS YEAR SURPLUS	\$	448,842 - - - - <b>448,842</b>	\$	476,838 - - 62,894 - <b>539,732</b>	
EXPENDITURES					
ALLOCATION FROM CORPORATE SERVICES		98,599		134,088	
OTHER ADMINISTRATION		42,665		70,952	
PLANNING SERVICES		154,200		182,410	
INSPECTION SERVICES		144,980		149,190	
FISCAL SERVICES		2,500		3,000	
SECOND PREVIOUS YEAR DEFICIT		5,898		92	
		448,842		539,732	
BUDGETED SURPLUS <deficit></deficit>	\$	-	\$	-	

# **Fundy Regional Service Commission CAPITAL PLAN FOR 2025**

		CAPITAL		TRANSFER	
		FROM	LONG	FROM	
	TOTAL	<b>OPERATING</b>	TERM	<b>RESERVE</b>	Trade-In
Local Planning	COST	FUND	DEBT	FUND	
Vehicle	44,000	)	-	44,000	
			-		
			-		
			-		
	44,000	) -	-	44,000	-

# Fundy Regional Service Commission Operating Fund Budget Electrical Generation

	Budget 2024		Budget 2025	
REVENUE	Φ	404 400	Φ.	
SALE OF SERVICE - SAINT JOHN ENERGY	\$	131,400	\$	-
SECOND PREVIOUS YEAR SURPLUS		- 102 702		- 225 240
TRANSFER FROM SOLID WASTE OPERATING FUND	Ф.	193,783	Ф.	235,219
TOTAL REVENUE	\$	325,183	\$	235,219
EXPENDITURES				
ALLOCATION FROM CORPORATE SERVICES		12,509		15,110
OTHER ADMINISTRATION		10,650		13,101
PERSONNEL		101,330		62,230
MACHINERY & EQUIPMENT		77,672		77,672
FISCAL SERVICES		116,216		63,853
SECOND PREVIOUS YEAR DEFICIT		6,806		3,253
TOTAL ELECTRICAL GENERATION		325,183		235,219
BUDGETED SURPLUS <deficit></deficit>	\$	_	\$	-

# Fundy Regional Service Commission Operating Fund Budget Regional Tourism Promotion

	Budget 2024		Budget 2025	
REVENUE				
MEMBER CHARGES	\$	57,149	68,105	
FEES AND SERVICES		339,171	355,403	
2% CONTRACT ADMIN FEE		15,010	15,969	
GOVERNMENT TRANSFER				
REGIONAL SERVICES SUPPORT FUNDING (RSSF)		411,329	443,047	
SECOND PREVIOUS YEAR SURPLUS		-	 3,570	
		822,659	886,094	
EXPENDITURES				
ALLOCATION FROM CORPORATE SERVICES		66,975	87,644	
OTHER ADMINISTRATION		750,500	798,450	
FISCAL SERVICES		-	0	
SECOND PREVIOUS YEAR DEFICIT		5,184	0	
		822,659	886,094	
BUDGETED SURPLUS <deficit></deficit>	\$	-	\$ -	



## Fundy Regional Service Commission Operating Fund Budget Economic Development Services

	Budget 2024	Budget 2025
REVENUE		
MEMBER CHARGES MEMBER CHARGES FOR ENVISION CONTRACT	\$ 71,274 1,067,598	\$ 59,005 1,145,689
2% CONTRACT ADMIN FEE GOVERNMENT TRANSFER	45,030	47,907
REGIONAL SERVICES SUPPORT FUNDING (RSSI SECOND PREVIOUS YEAR SURPLUS	1,183,902 -	 1,249,661 -
	2,367,804	 2,502,262
EXPENDITURES  ALLOCATION FROM CORPORATE SERVICES OTHER ADMINISTRATION FISCAL SERVICES SECOND PREVIOUS YEAR DEFICIT	111,120 2,251,500 - 5,184 2,367,804	 103,972 2,395,350 - 2,940 2,502,262
BUDGETED SURPLUS <deficit></deficit>	\$ 	\$ -

### Fundy Regional Service Commission Operating Fund Budget Community Development Services

	Budget 2024		Budget 2025
REVENUE			
MEMBER CHARGES	\$ 134,688	\$	234,178
FEES AND SERVICES	-		-
GOVERNMENT TRANSFERS			
LGR Implementation Support Fund	-		70,000
NB Economic and Social Inclusion Corporation	68,684		69,023
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	205,231		245,594
SECOND PREVIOUS YEAR SURPLUS	1,860		11,415
	410,463	-	630,210
EXPENDITURES			
ALLOCATION FROM CORPORATE SERVICES	275,941		296,351
OTHER ADMINISTRATION	134,522		333,859
FISCAL SERVICES	-		-
SECOND PREVIOUS YEAR DEFICIT			
	 410,463		630,210
BUDGETED SURPLUS <deficit></deficit>	\$ 	\$	

## Fundy Regional Service Commission Operating Fund Budget Regional Transportation Services

	Budget 2024	E	Budget 2025
REVENUE			
MEMBER CHARGES	\$ 60,512	\$	138,246
FEES AND SERVICES	-		-
GOVERNMENT TRANSFERS			
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	110,511		159,477
<b>ECONOMIC &amp; SOCIAL INCLUSION CORPORATION</b>	50,000		50,000
EXPANDED PLANNING AND BUILDING SERVICE	-		22,533
SECOND PREVIOUS YEAR SURPLUS	-		-
	221,023		370,256
EXPENDITURES			
ALLOCATION FROM CORPORATE SERVICES	137,539		155,033
OTHER ADMINISTRATION	78,300		213,920
FISCAL SERVICES	-		-
SECOND PREVIOUS YEAR DEFICIT	5,184		1,303
	221,023		370,256
BUDGETED SURPLUS <deficit></deficit>	\$ -	\$	-

## Fundy Regional Service Commission Operating Fund Budget Regional Public Safety Committee Services

	Budget 2024	Budget 2025
REVENUE		
MEMBER CHARGES	\$ 74,580	\$ 86,246
FEES AND SERVICES	-	-
GOVERNMENT TRANSFERS		
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	74,580	93,930
SECOND PREVIOUS YEAR SURPLUS	-	7,683
	149,160	187,859
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	138,976	128,459
OTHER ADMINISTRATION	5,000	59,400
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	5,184	-
	149,160	187,859
BUDGETED SURPLUS <deficit></deficit>	\$ -	\$ -



# Fundy Regional Service Commission Operating Fund Budget Regional Sport, Recreation and Cultural Infrastructure Support and Development Services

		Budget 2024	Budget 2025
REVENUE			_
MEMBER CHARGES	\$	212,682	\$ 140,212
MEMBER CHARGES FOR REGIONAL FACILITIES		4,559,109	4,750,035
GOVERNMENT TRANSFERS		-	-
REGIONAL SERVICES SUPPORT FUNDING (RS	SF)		140,723
SECOND PREVIOUS YEAR SURPLUS		-	511
		4,771,791	5,031,481
EXPENDITURES  ALLOCATION FROM CORPORATE SERVICES  OTHER ADMINISTRATION		193,497 4,573,109	242,446 4,789,035
FISCAL SERVICES		-	-
SECOND PREVIOUS YEAR DEFICIT		5,185	-
		4,771,791	5,031,481
BUDGETED SURPLUS < DEFICIT>	\$	-	\$ _

#### **Fundy Regional Service Commission**

#### **Operating Fund Budget**

#### **Other Services**

		idget 024	Budget 2025
REVENUE	MEMBER CHARGES SALE OF SERVICE GOVERNMENT TRANSFERS REGIONAL SERVICES SUPPORT FUNDING (RSSF)	\$ -	\$ 96,358 - 96,358
	SECOND PREVIOUS YEAR SURPLUS	 -	192,716
EXPENDITURES	ALLOCATION FROM CORPORATE SERVICES OTHER SERVICES PROVIDED TO MEMBERS FISCAL SERVICES	 - - -	- 192,716 - 192,716
BUDGETED SURF	PLUS <deficit></deficit>	\$ -	\$ 

#### **Fundy Regional Service Commission**

### Operating Fund Budget Solid Waste Services

TIPPING FEES	Olid Waste Gervices	Budget 2024		Budget 2025
MEMBERS         \$ 2,426,200         \$ 2,445,020         \$ 2,445,020         \$ 2,445,020         \$ 2,450,000         \$ 2,700,000         <	REVENUE	 2024		2020
MITERNATIONAL SHIP'S WASTE   600   70,000   70	MEMBERS INDUSTRIAL, COMMERCIAL & INSTITUTIONAL	\$ 6,439,499	\$	7,006,390
### CEYCLING OTHER OPERATIONAL REVENUE 419.000 1439.000 OTHER OPERATIONAL REVENUE 449.000 1439.000 1439.000 040.00				
COMERNIANE TRANSFERS   155,000   1				,
REGIONAL SERVICES SUPPORT FUNDING (RSSE)				
NUMESTMENT INCOME   40,000   10,000				455.000
SURPLUS OF SECOND PREVIOUS YEAR		40 000		
ADMINISTRATION	SURPLUS OF SECOND PREVIOUS YEAR	6,291		-
ADMINISTRATION				
ALLOCATION FROM CORPORATE SERVICES   362,524   478,806     DIRECTORS OFFICE   11,000   14,000     TRAVEL   11,000   14,000     TRAVEL   11,000   14,000     TRANINIOS & DEVELOPMENT   10,500   16,500     TRANINIOS & DEVELOPMENT   10,500   16,500     TRANINIOS & DEVELOPMENT   10,500   26,420     ADVERTISING   31,600   296,420     PROFESSIONAL SERVICES   150,335   366,000     LEGAL SERVICES   5,000   10,000     OFFICE EQUIPMENT & SUPPLIES   45,300   49,350     PRINTINOS & COPYING   33,000   33,000   33,000     TELECOMMUNICATIONS   12,500   13,000     TELECOMMUNICATIONS   12,500   13,000     TELECOMMUNITY ENDANCEMENT FUND   -5,58   98,875     HOST COMMUNITY ENDANCEMENT FUND   -6,57,000     HOST COMMUNITY ENDANCEMENT FUND   -6,57,000     HOST COMMUNITY ENDANCEMENT FUND   -6,57,000     TERSONNEL & OTHER ADMINISTRATIVE   117,340   133,130     ADVERTISING, TOURS & PROMOTIONAL   41,950,742   1394,817     TOTAL ADMINISTRATION   14,950,742   1394,817     OPERATIONS   STATION & BUILDINGS   14,950,742   1394,817     TOTAL ADMINISTRATION   14,950,742   1394,817     OPERATIONS   14,950,742   1394,817     OPERATIONS   269,803   261,257     REPAIRS & MAINTENANCE   46,000   8,000     ELECTRICITY   9,000   15,127     PROPERTY TAXES   269,803   261,257     ENVIRONMENT AT HEALTH & SAFETY   169,250   118,110     MACHINERY & COLUMBANT   130,000   150,200     FUEL RESONNEL   13,410   11,550,200   118,110     RESPONSE   1,941,400   11,550,200   118,110     RESPONSE   1,941,400   11,550,200   11,500,200     COVER MATERIAL   239,284   29,200     LEACHATE & SILTATION MANAGEMENT   129,100   34,033     SPECIAL WASTE HANDLING   26,300   25,000     COVER MATERIAL   290,284   29,200     SAFETY EQUIPMENT & SUPPLIES   29,000   29,350     SCALEHOUSE   19,000   19,630     STES EQUIRITY AND SAFETY   122,00   34,033     SPECIAL WASTE HANDLING   29,950   29,350     SCALEHOUSE   19,000   19,630   314,000     PERSONNEL   RECYCLING   773,629   870,511     RECYCLING FACILITY   18,000   11,000     TOTAL OPERATIONS   59,600   3316,829     TOTAL OPERATIONS				
TRAVEL TRAINING & DEVELOPMENT OTHER ADMINISTRATION ADVERTISING LABILITY INSURANCE LABILITY INSURANCE LEGAL SERVICES PROFESSIONAL SERVICES 150,355 366,000 CFICE COUPMENT & SUPPLIES 45,000 PRINTING & COPYING TELECOMMUNICATIONS TELECOMMUNICATIONS TELECOMMUNICATIONS TELECOMMUNITY ECONOMICAL FUND CMEI HOST COMMUNITY ECONOMICAL FUND HOST COMMUNITY ECONOMICAL FUND HOST COMMUNITY ENHANCEMENT FUND TOTAL ADMINISTRATION PERSONNEL & OTHER ADMINISTRATIVE ADVERTISING, TOURS & PROMOTIONAL ADVERTISING, TOURS & PROMOTIONAL TOTAL ADMINISTRATION PERSONNEL & OTHER ADMINISTRATIVE TOTAL ADMINISTRATION PERSONNEL & OTHER ADMINISTRATIVE TOTAL ADMINISTRATION PERSONNEL & OTHER ADMINISTRATIVE TOTAL ADMINISTRATION OPERATIONS STATION & BUILDINGS REPAIRS & MAINTENANCE ELECTRICITY PROPERTY TAXES ENVIRONMENTAL HEALTH & SAFETY FOR ELECTRICITY PROPERTY TAXES ENVIRONMENTAL HEALTH & SAFETY FULL SMALL EQUIPMENT SMALL EQUIPMENT FULL SMALL EQUIPMENT ADD SAFETY FURL SMALL EQUIPMENT ADD SAFETY FURL SMALL EQUIPMENT ADD SAFETY FURL SMALL EQUIPMENT ADD SAFETY SMALL EQUIPMENT ADD SAFETY SMALL EQUIPMENT ADD SAFETY SMALL EQUIPMENT ADD SAFETY SPECIAL WASTE HANDLING COVER MATERIAL LEACHATE & SILTATION MANAGEMENT 1.293,170 1,546,070 SPECIAL WASTE HANDLING COVER MATERIAL LEACHATE & SILTATION MANAGEMENT 1.293,284 29.00 COVER MATERIAL LEACHATE & SILTATION MANAGEMENT 1.293,690 PERSONNEL PERSONNEL PERSONNEL PERSONNEL RECYCLING PERSONNEL PERSONNEL RECYCLING PERSONNEL PERSONNEL PERSONNEL PERSONNEL SOURCE PERSONNEL SOURCE PROCESSING SOURCE OFFICE TO SAFETY FURL SOURCE PROCESSING SOURCE FURL SOURCE PROCESSING SOURCE FURL S	ALLOCATION FROM CORPORATE SERVICES	362,524		478,806
TRAINING & DEVELOPMENT 10,500 16,500 OTHER ADMINISTRATION ADVERTISING 1 LIBILITY INSURANCE 1318,080 296,420 PROFESSIONAL SERVICES 150,335 366,000 OFFICE EQUIPMENT & SUPPLIES 45,300 19,000 OFFICE EQUIPMENT & SUPPLIES 45,300 19,000 OFFICE EQUIPMENT & SUPPLIES 45,300 13,000 3,300 TELECOMMUNICATIONS 12,500 13,000 A9,350 OFFICE EQUIPMENT & SUPPLIES 45,300 13,000 A9,350 OFFICE EQUIPMENT & SUPPLIES 45,500 13,000 A9,350 OFFICE EQUIPMENT & SUPPLIES 45,500 13,000 A9,350 OFFICE EQUIPMENT & SUPPLIES 45,500 A9,350				,
OTHER ADMINISTRATION         318.06         296.42           LIABILITY INSURANCE         318.06         296.42           PROFESSIONAL SERVICES         5.000         10.000           OFFICE EQUIPMENT & SUPPLIES         45.300         49.350           PRINTING & COPYING         3.300         3.300           CMEI         12.500         13.000           CMEI         97.558         88.875           HOST COMMUNITY ECNOMICAL FUND         - 67.000           HOST COMMUNITY ENHANCEMENT FUND         26.765         27.126           PUBLIC EDUCATION           PERSONNEL & OTHER ADMINISTRATIVE         117.340         133.130           ADVERTISING, TOURS & PROMOTIONAL         81.200         128.600           ADVERTISING, TOURS & PROMOTIONAL         81.200         128.600           PERSONNEL & OTHER ADMINISTRATIVE         46.000         8.000           PERSONICE & SAMINITENANCE         29.903         261.287           REPAIRS & MAINTENANCE         29.903         261.287           PERSONICE & SAMINITENANCE         13.000         19.000           FUEL         313.000         297.400           REPAIRS & MAINTENANCE         12.00         152.100           LEACHALE & SECULITY AND SASETY				
PROFESSIONAL SERVICES	OTHER ADMINISTRATION	-		-
LEGAL SERVICES         5,000         10,000           OFFICE EQUIPMENT & SUPPLIES         45,300         49,350           PRINTING & COPYING         3,300         3,300           CMEI         97,558         88,875           HOST COMMUNITY ECONOMICAL FUND         -         67,000           HOST COMMUNITY ENHANCEMENT FUND         26,765         27,126           PUBLIC EDUCATION           PUBLIC EDUCATION         117,340         133,130           ADVERTISING, TOURS & PROMOTIONAL         81,200         128,600           ADVERTISING, TOURS & PROMOTIONAL         81,200         128,600           PUBLIC EDUCATION         1,490,742         1,949,817           OPERATIONS           STATION & BUILDINGS           REPAIRS & MAINTENANCE         46,000         8,000           ELECTRICITY         9,000         15,127           MACHINER & BUILDINGS         80,803         291,287           ENVIRONMENT & HEALTH & SAFETY         169,250         118,110           MACHINER & SAMINENANCE         133,100         130,000         29,7400           REPAIRS & MAINTENANCE         123,100         152,100         172,20				
OFFICE EQUIPMENT & SUPPLIES         45,300         49,350           PRINTING & COPYING         3,300         3,300           TELECOMMUNICATIONS         12,500         13,000           CMEI         97,558         98,875           HOST COMMUNITY ECONOMICAL FUND         - 67,000           HOST COMMUNITY ENHANCEMENT FUND         26,765         27,126           PUBLIC EDUCATION           PERSONNEL & OTHER ADMINISTRATIVE         117,340         133,130           ADVERTISING, TOURS & PROMOTIONAL         81,200         128,600           TOTAL ADMINISTRATION         1,499,742         1,949,817           OPERATIONS           REPAIRS & MAINTENANCE         46,000         8,000           ELECTRICITY         9,000         15,127           PROPERTY TAKES         269,803         261,287           ENVIRONMENTAL HEALTH & SAFETY         19,250         118,110           MACHINERY & EQUIPMENT         313,000         297,400           FUEL         313,000         297,400           REPAIRS & MAINTENANCE         1,043,160         1,159,262           SITE & ROAD MAINTENANCE         59,200         77,200           LANDFILL OPERATIONS         1,000         1,150,00				
TELECOMMUNICATIONS	OFFICE EQUIPMENT & SUPPLIES	45,300		49,350
CMEI				
HOST COMMUNITY ECONOMICAL FUND   C8,765   C7,126				
PUBLIC EDUCATION   PERSONNEL & OTHER ADMINISTRATIVE   117,340   133,130   ADVERTISING, TOURS & PROMOTIONAL   81,200   128,600   1,490,742   1,949,817   1,490,742   1,949,817   1,490,742   1,949,817   1,490,742   1,949,817   1,490,742   1,949,817   1,490,742   1,949,817   1,490,742   1,949,817   1,490,742   1,949,817   1,490,742   1,949,817   1,490,742   1,949,817   1,490,742   1,490,817   1,490,742   1,490,817   1,490,742   1,490,817   1,490,742   1,490,817   1,490,81				,
PERSONNEL & OTHER ADMINISTRATIVE		26,765		27,126
1,490,742		117,340		133,130
STATION & BUILDINGS		 		
STATION & BUILDINGS   REPAIRS & MAINTENANCE   46,000   8,000   ELECTRICITY   9,000   15,127   PROPERTY TAXES   269,803   261,287   ENVIRONMENTAL HEALTH & SAFETY   169,250   1118,110   MACHINERY & EQUIPMENT   13,000   297,400   TOTAL OPERATIONS   123,100   133,000   297,400   TOTAL OPERATIONS   123,100   152,100   TOTAL OPERATIONS   123,100   152,100   TOTAL OPERATIONS   124,100   1,159,262   1315		 1,490,742		1,949,617
ELECTRICITY				
PROPERTY TAXES   ENVIRONMENTAL HEALTH & SAFETY   169,250   118,110		,		-,
ENVIRONMENTAL HEALTH & SAFETY   169,250				
SMALL EQUIPMENT   13,000   13,000   FUEL   313,000   297,400   REPAIRS & MAINTENANCE   123,100   152,100	ENVIRONMENTAL HEALTH & SAFETY	,		
FUEL REPAIRS & MAINTENANCE 123,100 152,100 REPAIRS & MAINTENANCE 123,100 152,100 LANDFILL OPERATIONS PERSONNEL 1,043,160 1,159,262 SITE & ROAD MAINTENANCE 59,200 77,200 MONITORING 67,650 74,820 SITE & ROAD MAINTENANCE 59,200 34,033 SPECIAL WASTE HANDLING 26,300 25,000 COVER MATERIAL 239,284 29,200 LEACHATE & SILTATION MANAGEMENT 1,293,170 1,540,677 SAFETY EQUIPMENT & SUPPLIES 53,690 63,300 SCALEHOUSE PERSONNEL 29,900 29,350 WASTE DIVERSION 29,900 29,350 WASTE DIVERSION 773,629 870,511 RECYCLING FACILITY 182,160 192,674 COMPOSTING PROGRAM PERSONNEL 305,830 314,000 PROCESSING 595,040 76,800 HAZARDOUS HOUSEHOLD WASTE COLLECTION 2,000 76,800 HAZARDOUS HOUSEHOLD WASTE COLLECTION 2,000 2,000 DISPOSAL 45,000 50,000 OTHER 5,000 11,000 TOTAL OPERATIONS 5,960,806 6,316,829  FISCAL SERVICES  DEBENTURE ISSUE COSTS 12,100 11,000 BANK SERVICE CHARGES 17,000 17,000 INTEREST - CURRENT OPERATIONS 62,000 34,000 DISPOSAL 45,000 50,000 OTHER 5,000 11,000 INTEREST - CURRENT OPERATIONS 62,000 34,000 INTEREST - CURRENT OPERATIONS 62,000 34,000 DEFICIT OF SECOND PREVIOUS YEAR - 96,732 TRANSFER TO RESERVE FUNDS 20,000 22,000 DEFICIT OF SECOND PREVIOUS YEAR - 96,732 TRANSFER TO RESERVE FUNDS 20,000 20,000 TOTAL FISCAL SERVICES 20,000 32,500 TOTAL FISCAL SERVICES 20,000 32,500 TRANSFER TO RESERVE FUNDS 20,000 32,500 TOTAL FISCAL SERVICES 30,939 INVESTMENT MANAGEMENT FEES 20,000 20,000 TOTAL FISCAL SERVICES 30,939,620 11,759,833		13 000		13 000
REPAIRS & MAIN ENANCE   123,100   152,100				
PERSONNEL   1,043,160   1,159,262   SITE & ROAD MAINTENANCE   59,200   77,200   MONITORING   67,650   74,820   SITE & SECURITY AND SAFETY   12,200   34,033   SPECIAL WASTE HANDLING   26,300   22,5000   COVER MATERIAL   239,284   29,200   LEACHATE & SILTATION MANAGEMENT   1,293,170   1,540,677   SAFETY EQUIPMENT & SUPPLIES   53,690   63,300   SCALEHOUSE   PERSONNEL   207,640   195,630   SUPPLIES   29,900   29,350   WASTE DIVERSION   PERSONNEL - RECYCLING   773,629   870,511   RECYCLING FACILITY   182,160   192,674   COMPOSTING PROGRAM   PERSONNEL   305,830   314,000   PROCESSING   595,040   776,630   A76,800		123,100		152,100
SITE & ROAD MAINTENANCE   59,200   77,200   MONITORING   67,650   74,820   34,033   SPECIAL WASTE HANDLING   26,300   25,000   COVER MATERIAL   239,284   29,200   LEACHATE & SILTATION MANAGEMENT   1,293,170   1,540,677   SAFETY EQUIPMENT & SUPPLIES   53,690   63,300   SCALEHOUSE   PERSONNEL   207,640   195,630   SUPPLIES   29,900   29,350   WASTE DIVERSION   PERSONNEL - RECYCLING   773,629   870,511   RECYCLING FACILITY   182,160   192,674   COMPOSTING PROGRAM   PERSONNEL   305,830   314,000   PROCESSING   595,040   766,348   CART & BIN PURCHASES   76,800   76,800   HAZARDOUS HOUSEHOLD WASTE   COLLECTION   2,000   2,000   DISPOSAL   45,000   50,000   OTHER   5,000   11,000   TOTAL OPERATIONS   5,960,806   6,316,829   FISCAL SERVICES   17,000   17,000   INTEREST - CURRENT OPERATIONS   50,960,806   6,316,829   FISCAL SERVICE CHARGES   17,000   17,000   INTEREST - CURRENT OPERATIONS   50,000   34,000   INTEREST - CURRENT OPERATIONS   50,000   828,400   DEFICIT OF SECOND PREVIOUS YEAR   96,732   78,498,FET TO GENERATION   50,000   193,783   235,219   ASSET RETIREMENT OBLIGATION   641,213   99,039,620   11,759,833   TOTAL EXPENDITURES   2,488,072   3,493,187   TOTAL EXPENDITURES   2,488,072		1 043 160		1 159 262
SITE SECURITY AND SAFETY   12,200   34,033   SPECIAL WASTE HANDLING   26,300   25,000   COVER MATERIAL   239,284   29,200   LEACHATE & SILTATION MANAGEMENT   1,293,170   1,540,677   SAFETY EQUIPMENT & SUPPLIES   53,690   63,300   SCALEHOUSE   PERSONNEL   207,640   195,630   SUPPLIES   29,900   29,350   WASTE DIVERSION   PERSONNEL - RECYCLING   773,629   870,511   RECYCLING FACILITY   182,160   192,674   COMPOSTING PROGRAM   PERSONNEL   305,830   314,000   PROCESSING   595,040   706,348   CART & BIN PURCHASES   76,800   76,800   HAZARDOUS HOUSEHOLD WASTE   COLLECTION   2,000   2,000   DISPOSAL   45,000   50,000   OTHER   5,000   11,000   TOTAL OPERATIONS   5,960,806   6,316,829   FISCAL SERVICES   12,100   11,000   INTEREST - CURRENT OPERATIONS   62,000   34,000   INTEREST - CURRENT OPERATIONS   50,000   34,000   INTEREST - CURRENT OPERATIONS   62,000   34,000   INTEREST - CURRENT OPERATIONS   62,000   34,000   INTEREST - CURRENT OPERATIONS   62,000   34,000   11,000				
SPECIAL WASTE HANDLING				
COVER MATERIAL   239,284   29,200   LEACHATE & SILTATION MANAGEMENT   1,293,170   1,540,677   3,6757   EQUIPMENT & SUPPLIES   53,690   63,300   SCALEHOUSE   PERSONNEL   207,640   195,630   SUPPLIES   29,900   29,350   WASTE DIVERSION   PERSONNEL - RECYCLING   773,629   870,511   RECYCLING FACILITY   182,160   192,674   COMPOSTING PROGRAM   PERSONNEL   305,830   314,000   PROCESSING   595,040   706,348   CART & BIN PURCHASES   76,800   76,800   HAZARDOUS HOUSEHOLD WASTE   COLLECTION   2,000   2,000   DISPOSAL   45,000   50,000   OTHER   5,000   11,000   TOTAL OPERATIONS   5,960,806   6,316,829   FISCAL SERVICES   12,100   17,000   INTEREST - CURRENT OPERATIONS   62,000   34,000   INTEREST - LONG TERM DEBT   145,976   184,897   PRINCIPAL - LONG TERM DEBT   45,976   184,897   PRINCIPAL - LONG TERM DEBT   47,000   1,115,000   CAPITAL EXPENDITURES FROM OPERATIONS   500,000   3,400   DEFICIT OF SECOND PREVIOUS YEAR   - 96,732   TRANSFER TO RESERVE FUNDS   25,000   - 1,124,121   3,525   TERM DEBT   193,783   235,219   ASSET RETIREMENT OBLIGATION   641,213   960,939   INVESTMENT MANAGEMENT FEES   20,000   20,000   TOTAL EXPENDITURES   2,488,072   3,493,187   TOTAL EXPENDITURES   3,493,187   TOTAL EXPENDITURES   3,493,187   TOTAL EXPENDITURES   3,493,187   TOTAL EXPENDITURES   3,493,187   3,493,187   TOTAL EXPENDITURES   3,493,187   3,493,18				
LEACHATE & SILTATION MANAGEMENT   1,293,170   1,540,677   SAFETY EQUIPMENT & SUPPLIES   53,690   63,300   63,300   SCALEHOUSE				
SCALEHOUSE	LEACHATE & SILTATION MANAGEMENT			
PERSONNEL SUPPLIES   29,900   29,350		53,690		63,300
SUPPLIES   29,900   29,350   WASTE DIVERSION   PERSONNEL - RECYCLING   773,629   870,511   RECYCLING PACILITY   182,160   192,674   COMPOSTING PROGRAM   PERSONNEL   305,830   314,000   PROCESSING   595,040   706,348   CART & BIN PURCHASES   76,800   76,800   HAZARDOUS HOUSEHOLD WASTE   COLLECTION   2,000   2,000   DISPOSAL   45,000   50,000   OTHER   5,000   11,000   TOTAL OPERATIONS   5,960,806   6,316,829   FISCAL SERVICES   12,100   11,000   BANK SERVICE CHARGES   17,000   17,000   INTEREST - LONG TERM DEBT   145,976   184,897   PRINCIPAL - LONG TERM DEBT   871,000   1,115,000   CAPITAL EXPENDITURES FROM OPERATIONS   500,000   828,400   DEFICIT OF SECOND PREVIOUS YEAR   96,732   TRANSFER TO GENERATION FACILITY FUND   193,783   235,219   ASSET RETIREMENT OBLIGATION   641,213   950,939   INVESTMENT MANAGEMENT FEES   2,000   20,000   TOTAL FISCAL SERVICES   2,488,072   3,493,187   TOTAL EXPENDITURES   2,48		207 640		195 630
PERSONNEL - RECYCLING RECYCLING FACILITY         773,629         870,511           RECYCLING FACILITY         182,160         192,674           COMPOSTING PROGRAM         305,830         314,000           PERSONNEL         305,830         314,000           PROCESSING         595,040         706,348           CART & BIN PURCHASES         76,800         76,800           HAZARDOUS HOUSEHOLD WASTE         2,000         2,000           DISPOSAL         45,000         50,000           OTHER         5,000         11,000           TOTAL OPERATIONS         5,960,806         6,316,829           FISCAL SERVICES           DEBENTURE ISSUE COSTS         12,100         11,000           BANK SERVICE CHARGES         17,000         17,000           INTEREST - CURRENT OPERATIONS         62,000         34,000           INTEREST - LONG TERM DEBT         145,976         184,897           PRINCIPAL - LONG TERM DEBT         871,000         1,115,000           CAPITAL EXPENDITURES FROM OPERATIONS         500,000         282,400           DEFICIT OF SECOND PREVIOUS YEAR         -         96,732           TRANSFER TO RESERVE FUNDS         25,000         -           TRANSFER TO GENERATION FACILITY FUND				
RECYCLING FACILITY				
COMPOSTING PROGRAM				
PERSONNEL PROCESSING CART & BIN PURCHASES         305,830         314,000           PROCESSING CART & BIN PURCHASES         76,800         76,800           HAZARDOUS HOUSEHOLD WASTE COLLECTION         2,000         2,000           DISPOSAL OTHER         45,000         50,000           OTHER         5,000         11,000           TOTAL OPERATIONS         5,960,806         6,316,829           FISCAL SERVICES         12,100         11,000           BANK SERVICE CHARGES         17,000         17,000           INTEREST - CURRENT OPERATIONS         62,000         34,000           INTEREST - LONG TERM DEBT         145,976         184,897           PRINCIPAL - LONG TERM DEBT         871,000         1,115,000           CAPITAL EXPENDITURES FROM OPERATIONS         500,000         828,400           DEFICIT OF SECOND PREVIOUS YEAR         -         96,732           TRANSFER TO RESERVE FUNDS         25,000         -           TRANSFER TO GENERATION FACILITY FUND         193,783         235,219           ASSET RETIREMENT OBLIGATION         641,213         950,939           INVESTMENT MANAGEMENT FEES         20,000         2,488,072         3,493,187           TOTAL EXPENDITURES         9,939,620         11,759,833		102,100		102,014
CART & BIN PURCHASES         76,800         76,800           HAZARDOUS HOUSEHOLD WASTE         2,000         2,000           DISPOSAL         45,000         50,000           OTHER         5,000         11,000           TOTAL OPERATIONS         5,960,806         6,316,829           FISCAL SERVICES           DEBENTURE ISSUE COSTS         12,100         11,000           BANK SERVICE CHARGES         17,000         17,000           INTEREST - CURRENT OPERATIONS         62,000         34,000           INTEREST - LONG TERM DEBT         145,976         184,897           PRINCIPAL - LONG TERM DEBT         871,000         1,115,000           CAPITAL EXPENDITURES FROM OPERATIONS         500,000         828,400           DEFICIT OF SECOND PREVIOUS YEAR         -         96,732           TRANSFER TO RESERVE FUNDS         25,000         -           TRANSFER TO GENERATION FACILITY FUND         193,783         235,219           ASSET RETIREMENT OBLIGATION         641,213         950,939           INVESTMENT MANAGEMENT FEES         20,000         20,000           TOTAL FISCAL SERVICES         2,488,072         3,493,187           TOTAL EXPENDITURES	PERSONNEL			
HAZARDOUS HOUSEHOLD WASTE				
COLLECTION DISPOSAL OTHER         2,000 45,000 50,000 11,000           TOTAL OPERATIONS         5,960,806         6,316,829           FISCAL SERVICES           DEBENTURE ISSUE COSTS         12,100         11,000           BANK SERVICE CHARGES         17,000         17,000           INTEREST - CURRENT OPERATIONS         62,000         34,000           INTEREST - LONG TERM DEBT         445,976         184,897           PRINCIPAL - LONG TERM DEBT         871,000         1,115,000           CAPITAL EXPENDITURES FROM OPERATIONS         500,000         828,400           DEFICIT OF SECOND PREVIOUS YEAR         -         96,732           TRANSFER TO RESERVE FUNDS         25,000         -           TRANSFER TO GENERATION FACILITY FUND         193,783         235,219           ASSET RETIREMENT OBLIGATION         641,213         950,939           INVESTMENT MANAGEMENT FEES         20,000         20,000           TOTAL FISCAL SERVICES         2,488,072         3,493,187           TOTAL EXPENDITURES         9,939,620         11,759,833		76,800		76,800
OTHER         5,000         11,000           TOTAL OPERATIONS         5,960,806         6,316,829           FISCAL SERVICES           DEBENTURE ISSUE COSTS         12,100         11,000           BANK SERVICE CHARGES         17,000         17,000           INTEREST - CURRENT OPERATIONS         62,000         34,000           INTEREST - LONG TERM DEBT         145,976         184,897           PRINCIPAL - LONG TERM DEBT         871,000         1,115,000           CAPITAL EXPENDITURES FROM OPERATIONS         500,000         828,400           DEFICIT OF SECOND PREVIOUS YEAR         -         96,732           TRANSFER TO RESERVE FUNDS         25,000         -           TRANSFER TO GENERATION FACILITY FUND         193,783         235,219           ASSET RETIREMENT OBLIGATION         641,213         950,939           INVESTMENT MANAGEMENT FEES         20,000         20,000           TOTAL FISCAL SERVICES         2,488,072         3,493,187           TOTAL EXPENDITURES		2,000		2,000
TOTAL OPERATIONS         5,960,806         6,316,829           FISCAL SERVICES           DEBENTURE ISSUE COSTS         12,100         11,000           BANK SERVICE CHARGES         17,000         17,000           INTEREST - CURRENT OPERATIONS         62,000         34,000           INTEREST - LONG TERM DEBT         145,976         184,897           PRINCIPAL - LONG TERM DEBT         871,000         1,115,000           CAPITAL EXPENDITURES FROM OPERATIONS         500,000         828,400           DEFICIT OF SECOND PREVIOUS YEAR         -         96,732           TRANSFER TO RESERVE FUNDS         25,000         -           TRANSFER TO GENERATION FACILITY FUND         193,783         235,219           ASSET RETIREMENT OBLIGATION         641,213         950,939           INVESTMENT MANAGEMENT FEES         20,000         20,000           TOTAL FISCAL SERVICES         2,488,072         3,493,187           TOTAL EXPENDITURES	DISPOSAL	45,000		50,000
DEBENTURE ISSUE COSTS         12,100         11,000           BANK SERVICE CHARGES         17,000         17,000           INTEREST - CURRENT OPERATIONS         62,000         34,000           INTEREST - LONG TERM DEBT         145,976         184,897           PRINCIPAL - LONG TERM DEBT         871,000         1,115,000           CAPITAL EXPENDITURES FROM OPERATIONS         500,000         828,400           DEFICIT OF SECOND PREVIOUS YEAR         -         96,732           TRANSFER TO RESERVE FUNDS         25,000         -           TRANSFER TO GENERATION FACILITY FUND         193,783         235,219           ASSET RETIREMENT OBLIGATION         641,213         950,939           INVESTMENT MANAGEMENT FEES         20,000         20,000           TOTAL FISCAL SERVICES         2,488,072         3,493,187           TOTAL EXPENDITURES				
DEBENTURE ISSUE COSTS         12,100         11,000           BANK SERVICE CHARGES         17,000         17,000           INTEREST - CURRENT OPERATIONS         62,000         34,000           INTEREST - LONG TERM DEBT         145,976         184,897           PRINCIPAL - LONG TERM DEBT         871,000         1,115,000           CAPITAL EXPENDITURES FROM OPERATIONS         500,000         828,400           DEFICIT OF SECOND PREVIOUS YEAR         -         96,732           TRANSFER TO RESERVE FUNDS         25,000         -           TRANSFER TO GENERATION FACILITY FUND         193,783         235,219           ASSET RETIREMENT OBLIGATION         641,213         950,939           INVESTMENT MANAGEMENT FEES         20,000         20,000           TOTAL FISCAL SERVICES         2,488,072         3,493,187           TOTAL EXPENDITURES	FISCAL SERVICES		-	
BANK SERVICE CHARGES         17,000         17,000           INTEREST - CURRENT OPERATIONS         62,000         34,000           INTEREST - LONG TERM DEBT         145,976         184,897           PRINCIPAL - LONG TERM DEBT         871,000         1,115,000           CAPITAL EXPENDITURES FROM OPERATIONS         500,000         828,400           DEFICIT OF SECOND PREVIOUS YEAR         -         96,732           TRANSFER TO RESERVE FUNDS         25,000         -           TRANSFER TO GENERATION FACILITY FUND         193,783         235,219           ASSET RETIREMENT OBLIGATION         641,213         950,939           INVESTMENT MANAGEMENT FEES         20,000         20,000           TOTAL FISCAL SERVICES         2,488,072         3,493,187           TOTAL EXPENDITURES		12,100		11,000
INTEREST - LONG TERM DEBT				
PRINCIPAL - LONG TERM DEBT         871,000         1,115,000           CAPITAL EXPENDITURES FROM OPERATIONS         500,000         828,400           DEFICIT OF SECOND PREVIOUS YEAR         -         96,732           TRANSFER TO RESERVE FUNDS         25,000         -           TRANSFER TO GENERATION FACILITY FUND         193,783         235,219           ASSET RETIREMENT OBLIGATION         641,213         950,939           INVESTMENT MANAGEMENT FEES         20,000         20,000           TOTAL FISCAL SERVICES         2,488,072         3,493,187           TOTAL EXPENDITURES         9,939,620         11,759,833				
CAPITAL EXPENDITURES FROM OPERATIONS         500,000         828,400           DEFICIT OF SECOND PREVIOUS YEAR         -         96,732           TRANSFER TO RESERVE FUNDS         25,000         -           TRANSFER TO GENERATION FACILITY FUND         193,783         235,219           ASSET RETIREMENT OBLIGATION         641,213         950,939           INVESTMENT MANAGEMENT FEES         20,000         20,000           TOTAL FISCAL SERVICES         2,488,072         3,493,187           TOTAL EXPENDITURES				
TRANSFER TO RESERVE FUNDS         25,000         -           TRANSFER TO GENERATION FACILITY FUND         193,783         235,219           ASSET RETIREMENT OBLIGATION         641,213         950,939           INVESTMENT MANAGEMENT FEES         20,000         20,000           TOTAL FISCAL SERVICES         2,488,072         3,493,187           TOTAL EXPENDITURES         9,939,620         11,759,833				
TRANSFER TO GENERATION FACILITY FUND         193,783         235,219           ASSET RETIREMENT OBLIGATION         641,213         950,939           INVESTMENT MANAGEMENT FEES         20,000         20,000           TOTAL FISCAL SERVICES         2,488,072         3,493,187           TOTAL EXPENDITURES         9,939,620         11,759,833				96,732
ASSET RETIREMENT OBLIGATION 641,213 950,939 INVESTMENT MANAGEMENT FEES 20,000 20,000 TOTAL FISCAL SERVICES 2,488,072 3,493,187  TOTAL EXPENDITURES 9,939,620 11,759,833				-
INVESTMENT MANAGEMENT FEES   20,000   20,000   TOTAL FISCAL SERVICES   2,488,072   3,493,187     TOTAL EXPENDITURES   9,939,620   11,759,833				
TOTAL EXPENDITURES 9,939,620 11,759,833	INVESTMENT MANAGEMENT FEES	20,000		20,000
SURPLUS (DEFICIT)	IOIAL EXPENDITURES	9,939,620		11,759,833
	SURPLUS (DEFICIT)	\$ -	\$	0

### Fundy Regional Service Commission CAPITAL PLAN FOR 2025

	_	CAPITAL		<b>TRANSFER</b>	
		FROM	LONG	FROM	
	TOTAL	<b>OPERATING</b>	TERM	RESERVE	Trade-In
Solid Waste	COST	FUND	DEBT	FUND	
Aeration for Leachate Pond	100,000	100,000	=		
Excavator	360,000	360,000	-		
Rolloff Truck Rebuild	85,000	85,000	-		
Site Water Truck	60,000	60,000	-		
Maintenance Shop	1,100,000	-	1,100,000		
LF 1/2 Tonne Truck #2	40,000	40,000	-	•	
4 Roll off Boxes (PDO) @ 20	33,400	33,400	-		
Scales (40 MT Outbound)	150,000	150,000	- <		
	1,928,400	828,400	1,100,000	-	-
			2		
		Capital from	Long	Transfer from	
	Total	Operating	Term	Reserve	Trade-In
		Fund	Debt	Fund	

FUNDY REGIONAL S 2025 MEMBER FEES								Existing	RSSF applied to		Existing	RSSF applied to					Existing	045	2025 TOTAL	2024 TOTAL	INCREASE
	POP.	2024 <u>TAX BASE</u>	CRP	<u>LP</u>	<u>SW</u>	<u>T</u>	<u>P</u>	contract <u>TP</u>	educe exisitng contract	<u>ED</u>	contract <u>ED</u>	reduce exisitng contract	CD	<u>RT</u>	<u>PSC</u>	SRC	Contract <u>SRC</u>	Other <u>Services</u>	MEMBER <u>FEES</u>	MEMBER <u>FEES</u>	(REDUCTION) IN 2025
Fundy-St. Martins	5,225	\$ 417,597,559	\$ 1,460 \$	174,262		\$	1,728	\$ 20,602	\$ (11,432) \$	1,497	\$ 61,807	y \$ (32,245)	\$ 7,769	\$ 4,586	\$ 2,861	\$ 4,652	\$ 157,582		\$ 395,129	\$ 367,562	\$ 27,567
Hampton	9,345	1,010,813,910	\$ 2,965			\$	4,182	49,268	\$ (27,338) \$	\$ 3,623	147,803	3 \$ (77,109)	\$ 15,772	\$ 9,311	\$ 5,809	\$ 9,443	\$ 319,914	\$ 24,705	\$ 488,348	419,528	\$ 68,820
Quispamsis	18,780	2,538,306,363	\$ 6,636			\$ 1	10,501	113,500	\$ (62,979) \$	9,098	340,500	\$ (177,640)	\$ 35,301	\$ 20,840	\$ 13,001	\$ 21,136	\$ 716,044	\$ 5,688	\$ 1,051,626	946,857	\$ 104,769
Rothesay	11,975	1,859,971,342	\$ 4,554			\$	7,695	70,750	\$ (39,258) \$	6,666	212,250	\$ (110,731)	\$ 24,227	\$ 14,302	\$ 8,923	\$ 14,506	\$ 491,413	\$ 3,990	\$ 709,286	659,368	\$ 49,918
Saint John	69,875	9,302,474,710	\$ 24,500			\$ 3	88,483	475,000	\$ (263,570) \$	\$ 33,341	1,425,000	\$ (743,427)	\$ 130,337	\$ 76,944	\$ 48,002	\$ 78,038	\$ 2,643,732	\$ 54,249	\$ 4,020,630	3,782,110	\$ 238,520
Grand Bay-Westfield	5,880	608,560,831	\$ 1,829			\$	2,518	33,203	\$ (18,424) \$	\$ 2,181	99,608	3 \$ (51,966)	\$ 9,729	\$ 5,743	\$ 3,583	\$ 5,825	\$ 197,333	\$ 7,726	\$ 298,888	259,776	\$ 39,112
Fundy Rural District	6,410	725,088,171	\$ 2,076 \$	302,576		\$	3,000	36,127	\$ (20,046) \$	2,599	108,382	2 \$ (56,543)	\$ 11,044	\$ 6,520	\$ 4,067	\$ 6,613	\$ 224,017		\$ 630,432	591,167	\$ 39,265
	127,490	\$ 16,462,812,886	\$ 44,020 \$	476,838	\$ -	\$ 6	88,107	\$ 798,450	\$ (443,047) \$	\$ 59,005	\$ 2,395,350	\$ (1,249,661)	\$ 234,179	\$ 138,246	\$ 86,246	\$ 140,213	\$ 4,750,035	\$ 96,358	\$ 7,594,339	\$ 7,026,368	\$ 567,971
									\$ -			\$ -							\$ 7,594,339		

Tax base for LP calculation

\$ 1,142,685,730



#### ROTHESAY



#### INTEROFFICE MEMORANDUM

TO FROM Council

DATE

John Jarvie October 9, 2024

RE :

PMHP Program 2027 to 2031

#### Recommendation:

It is recommended Council pass the following motion:

"that the document entitled <u>Rothesay Provincial -Municipal Highway Partnership Program</u>
<u>Five Year Plan 2027 - 2031</u> be adopted".

#### Background

The Provincial-Municipal Highway Partnership (PMHP) Program, formerly known as the Municipal Designated Highway (MDH) Program, was created in the 1970's to provide financial assistance to municipalities for capital upgrades to provincial-municipal highways (excludes bypass highways). Over 1,400 km of provincial-municipal highways are eligible for funding under the PMHP Program.

Staff have prepared the attached Rothesay Provincial -Municipal Highway Partnership Program Five Year Plan 2027 - 2031 that is recommended for submission to the Department of Transportation and Infrastructure under the Program. This has been done with an eye to the existing conditions of the roads and previous years' funding. It is interesting to note the Department is requesting an indication of projects starting more than 2 years away.

Town of Rothesay PMHP Program 2027 - 2031										
	Measurement	Total	Provincial Share at 75%	Rothesay Share at 25%						
2027 Campbell Drive										
PMHP 2027:			-							
Asphalt Surface Course, resurfacing Campbell Drive between Marr Road and Route 111 (1130 x 9.0)	10170	\$ 589,860	442,395	147,465						
Total PMHP Program 2027:		\$ 589,860	442,395	147,465						
2028 Hampton Road PMHP 2028:				*						
Asphalt Surface Course, resurfacing Hampton Road between Quispamsis Town Boundary near civic # 163 and Rothesay Town Hall Town Hall civic #70 (1400	16800	\$ 974,400	730,800	243,600						
Total PMHP Program 2028:		\$ 974,400	730,800	243,600						
2029 Hampton Road				-						
PMHP Program 2029:				1.4						
Asphalt Surface Course, resurfacing Hampton Road between Rothesay Town Hall civic #70 and Rothesay Road intersection(1120 x 9.5) Concrete Curb		\$ 617,120 \$ 336,000	462,840 252,000	154,280 84,000						
Total PMHP Program 2029:		\$ 953,120	714,840	238,280						
2030 Rothesay Road PMHP Program 2030:			:							
Asphalt Surface Course, resurfacing Rothesay Road between Hampton Road and East Riverside Kinghurst Park (1920 x 10)	19200	\$1,113,600	835,200	278,400						
Total PMHP Program 2030:		\$1,113,600	835,200	278,400						
2031 Rothesay Road PMHP Program 2031:										
Asphalt Surface Course, resurfacing Rothesay Rd between East Riverside Kinghurst Park and Fox Farm Road (1710 x 9.5) Concrete Curb		\$ 942,210 \$ 513,000	706,658 384,750	235,555 128,250						
Total PMHP Program 2031:		\$1,455,210	1,091,408	363,803						
Total	1	\$5,086,190	3,814,643	1,271,54						



File No. 32-93-2

July 9, 2024

Nancy Grant Mayor of Rothesay 70 Hampton Road Rothesay NB E2E 5L5

Mayor Grant:

The Department of Transportation and Infrastructure recently released an update to the Road Ahead Plan outlining our three-year capital plan for the period of 2024 to 2026.

To facilitate the preparation of the 2027 Provincial-Municipal Highway Partnership (PMHP) Program, municipalities are requested to submit funding applications including updated five-year plans for improvements to their provincial-municipal highways.

The PMHP Program funding application form along with other related information is now available to download from our web page at the following address: https://www2.gnb.ca/content/gnb/en/departments/dti/highways\_roads.html

Funding applications are to be submitted exclusively to the following email address:

PMHP-PRPM@gnb.ca. The deadline to submit your application is September 27, 2024. Applications received after the deadline may not be considered. Please do not send a paper copy in the mail.

I hope that this initiative will be well received and thank you for your continued cooperation.

Sincerely,

Corey White, P. Eng, PMP

Director, Capital Planning Branch

c.c. Mike Rosehart, Acting District Engineer – Saint John Hon. Hugh J.A.(Ted) Flemming, K,C., Attorney General and Minister of Justice Clerk

