

Town of Rothesay

Land Acknowledgement

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

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

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

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



2025 April 14 Open Session FINAL_001

ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, April 14, 2025
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>

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

4. ADOPTION OF MINUTES

- Regular Meeting 10 March 2025
- Special Session 31 March 2025

5. DECLARATION OF CONFLICT OF INTEREST

6. OPENING REMARKS OF COUNCIL

7. DELEGATIONS

7.1 2024 Audited Rothesay Financial Statements

Auditors Teed Saunders Doyle & Co.

Peter Logan, CPA, CA (*see item 13.1.1*)

- Presentation

Treasurer Doug MacDonald, CPA, CA

8. CONSENT AGENDA

- 8.1 24 March 2025 2025 NB Human Rights Awards – Call for Nominations
- 8.2 6 March 2025 Unsuccessful Housing Accelerator Fund (HAF) Application
- 8.3 4 April 2025 Thank you card from the KV Food Basket
- 8.4 10 April 2025 Letter to residents RE: Private Lanes Policy

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

10. CORRESPONDENCE FOR ACTION

- 10.1 26 March 2025 Invitation to 2025 Community Impact Showcase and Luncheon

Council to select representative

- 10.2 8 April 2025 Email from Riverside Country Club RE: In-kind support for 2025 Canadian Women's Amateur Championship

Authorize in-kind support

- 10.3 9 April 2025 Email from NB Chapter of Huntington Society of Canada RE: Illumination request

Approve request and refer to Communications staff for follow-up

11. REPORTS

11.0 April 2025

Report from Closed Session

- | | | |
|-------|------------------|--|
| 11.1 | 30 January 2025 | Fundy Regional Service Commission (FRSC) meeting minutes |
| | 6 February 2025 | FRSC meeting minutes |
| 11.2 | 26 February 2025 | Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes |
| | 19 March 2025 | KRJBPC Chief's Report |
| | January 2025 | KRPF Budget vs Actuals |
| 11.3 | 12 February 2025 | Kennebecasis Valley Fire Department (KVFD) Board meeting minutes |
| | 30 October 2024 | Memorandum of Understanding with Saint John Fire Department |
| | 31 December 2024 | Statement of Expense with Budget Variance |
| | 3 February 2025 | KVFD Compliance Report |
| | 12 February 2025 | KVFD Fire Chief's Report |
| | 12 February 2025 | KVFD 2024 Year End Response Report |
| | 12 February 2025 | KV EMO – Draft Emergency Management Program |
| 11.4 | 28 February 2025 | Draft unaudited Rothesay General Fund Financial Statements |
| | 28 February 2025 | Draft unaudited Rothesay Utility Fund Financial Statements |
| | 28 February 2025 | Donation Summary |
| | 1 April 2025 | Draft Finance Committee meeting minutes |
| | | ➤ NB Medical Education Foundation (NBMEF) |
| | | ➤ Royal Canadian Legion Branch 58 |
| | | ➤ You Can Ride Two |
| | | ➤ Debenture Financing |
| 11.5 | 18 March 2025 | Draft Age Friendly Advisory Committee meeting minutes |
| 11.6 | 18 March 2025 | Draft Parks and Recreation Committee meeting minutes |
| 11.7 | 18 March 2025 | Draft Climate Change Adaptation Committee meeting minutes |
| | | ➤ Brunswick News (Flyer By-law) |
| | | ➤ Pilot Program for Commuter Service in Kennebecasis Valley (<i>see Item 13.9</i>) |
| | | ➤ Greenhouse Gas Emissions Program |
| 11.8 | 19 March 2025 | Draft Works and Utilities Committee meeting minutes |
| | | ➤ Church Street/Grove Avenue/Hampton Road Traffic Lights |
| 11.9 | 19 March 2025 | Draft Heritage Preservation Review Board meeting minutes |
| 11.10 | 17 March 2025 | Draft Planning Advisory Committee meeting minutes |
| | 7 April 2025 | Draft Planning Advisory Committee meeting minutes |
| | | ➤ 6 Markton Drive (PIDs 30350763 & 30350771) – Subdivision (Public Street Vesting) |
| 11.11 | March 2025 | Monthly Building Permit Report |

12. UNFINISHED BUSINESS

TABLED ITEMS

12.1 Rothesay Arena Open House (Tabled September 2021)

No action at this time

12.2 Private Lanes Policy (Tabled July 2022)

No action at this time

ROTHESAY

Regular Council Meeting

Agenda

-3-

14 April 2025

12.3 Marr Road/Chapel Road signalization (Tabled April 2024)*No action at this time***12.4 Draft by-law amendments RE: Consumer Fireworks** (Tabled September 2024)*No action at this time*

13. NEW BUSINESS**13.1 BUSINESS ARISING FROM DELEGATIONS****13.1.1 2024 Audited Rothesay Financial Statements**

7 April 2025

Memorandum from Finance Committee

31 December 2024

Draft Rothesay Consolidated Financial Statements

ADMINISTRATION**13.2 Committee Appointments**

20 March 2025

Memorandum from the Nominating Committee

13.3 2024 Rothesay Hive Annual Report

18 March 2025

Memorandum from K. Duffley

2024

Rothesay Hive Annual Report

*Receive/file***13.4 Strategic Planning Consultant – Proposal Award**

8 April 2025

Report prepared by CAO McLean

13.5 IT Services

8 April 2025

Report prepared by CAO McLean

OPERATIONS**13.6 Street Lighting Installation – Hampton Road**

8 April 2025

Report prepared by CAO McLean

13.7 Contract T-2025-003: Tandem Truck with Plow

8 April 2025

Report prepared by DO Colwell

13.8 Truck Purchase – Works Department

8 April 2025

Report prepared by CAO McLean

13.9 Summer Daytime Shuttle Service – Kennebecasis Valley

8 April 2025

Report prepared by CAO McLean

ROTHESAY

Regular Council Meeting

Agenda

-4-

14 April 2025

RECREATION

13.10 Rothesay Common Roof Replacement

25 March 2025

Report prepared by R. Kincade

13.11 Rothesay Arena – Compressor Replacement

25 March 2025

Report prepared by R. Kincade

13.12 Wells Park Service Building

14 April 2025

Report prepared by DRP Jensen

14. NEXT MEETING

Regular meeting

Monday, May 12, 2025 at 7:00 p.m.

15. ADJOURNMENT

Consolidated Financial Statements Year Ended December 31, 2024

See Agenda item 9.1.3 for detailed financial statements



Overview

- ▶ Differences between final audited financial statements and monthly operating financial statements
 1. Consolidated – includes operating results and balance sheets of the Town general funds (capital and operating), water and sewer utility funds (capital and operating), reserve funds, and the proportionate share of the jointly controlled entities (KRJBPC, KVFD and KPL)
 2. Capital asset purchases are reflected as asset additions even if the expenditure is financed from operating revenue or Grants
 3. Government Grants are recorded as operating revenue resulting in reported surpluses
 4. Amortization is recorded on all capital assets except for land – asset disposals recorded as an expense
 5. Debt repayments are not reflected as an expense
 6. Liabilities are recognized for pension, sick leave and retirement allowances as determined by the actuary



Highlights

Jointly Controlled Entities

	2024	2023	2022
KRJBPC	39.75%	39.86%	40.05%
KVFD	40.60%	40.74%	40.93%
KPL	38.94%	38.96%	38.99%

Allocations are determined based upon funding formulas and contracts. 2024 change in ownership percentage = (\$13,877). Percentages on dissolution could vary.



Highlights

Reconciliation of Annual PSAS Surplus – FS Note26 (page 26)

	2024	2023
General Operating Fund	\$ 6,128,986	\$ 5,400,488
General Capital Fund	(1,749,678)	(3,222,349)
Utility Operating Fund	1,447,782	1,922,410
Utility Capital Fund	274,400	(1,420,504)
General Fund Reserves	323,372	329,774
Utility Fund Reserves	70,963	58,608
Jointly Controlled Entities	<u>446,114</u>	<u>1,150,619</u>
Total	<u>\$ 6,940,939</u>	<u>\$ 4,219,046</u>



Highlights

Reconciliation of 2024 Annual Operating Fund Surplus (Deficit)

	General	Utility
PSAS surplus	\$ 6,128,986	\$ 1,447,782
2 nd Previous year	128,845	33,993
Fund transfers	(5,343,546)	(883,732)
Pension liability adjustment	(88,000)	–
Loan principal repayment	<u>(714,000)</u>	<u>(565,708)</u>
Surplus for funding requirements	\$ <u>112,285</u>	\$ <u>32,335</u>



Highlights

Consolidated Financial Statements

Year Ended December 31, 2024

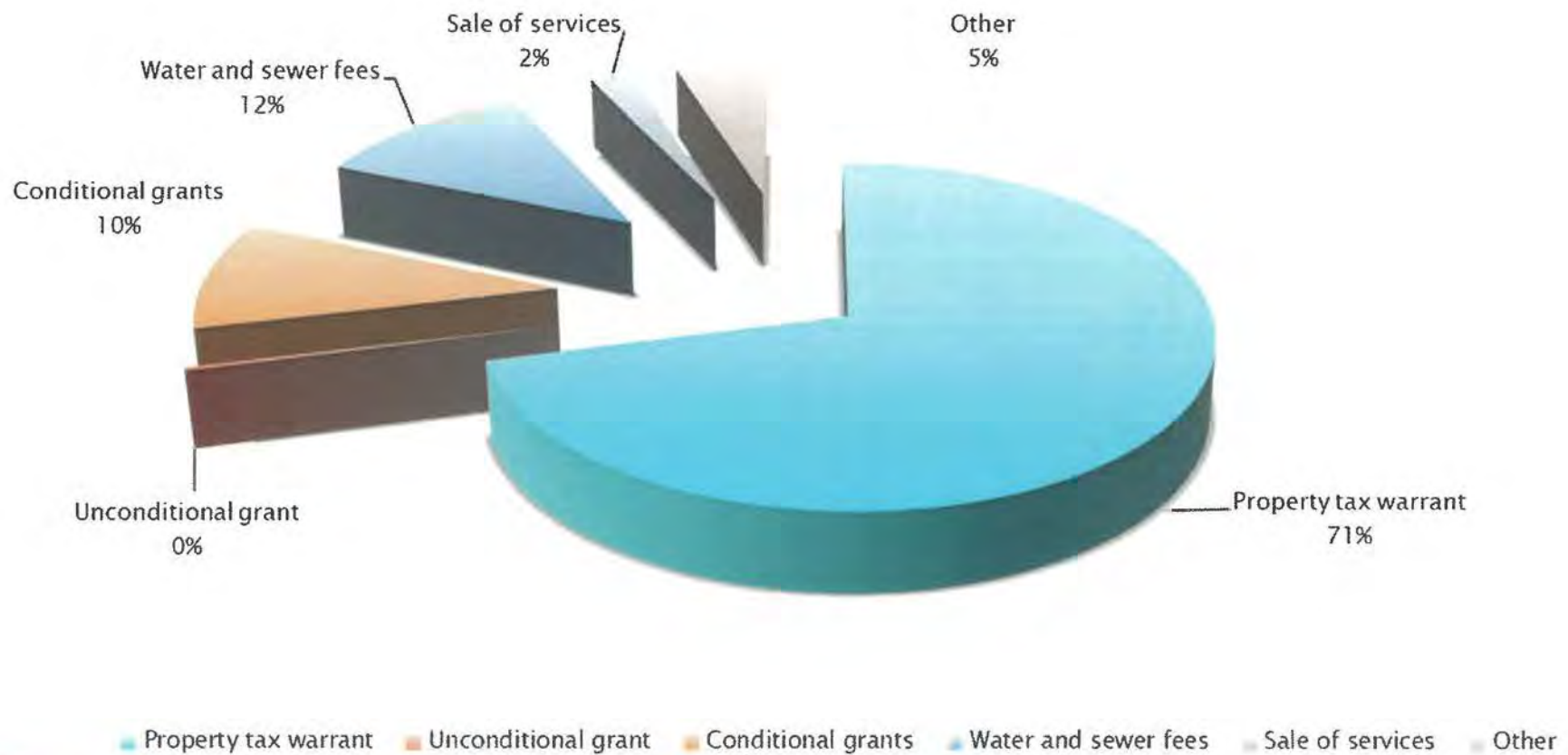
Revenue by source

	Actual			Budget
	2022	2023	2024	2024
Property tax warrant	\$ 18,181,510	\$ 20,123,774	\$ 22,262,389	\$ 22,262,389
Unconditional grant	130,972	104,782	78,584	78,584
Conditional grants	2,375,988	2,300,421	3,210,591	1,822,159
Water and sewer fees	3,163,226	3,360,101	3,618,999	3,526,007
Sale of services	557,516	634,864	707,435	554,300
Other	1,601,998	1,364,411	1,501,290	468,426
	\$ 26,011,210	\$ 27,888,353	\$ 31,379,288	\$ 28,711,865

Additional details – see Note 30 (page 32)

Highlights

Revenue by source



Highlights

- ▶ Comments re revenue
 - 10.63% increase in property tax warrant
 - 7.55% increase in utility revenue

	2024	2023	2022
Property tax rate	\$1.19	\$1.19	\$1.20
Municipal Tax base	\$1,851,402,500	\$1,672,864,300	\$1,515,125,800
Property tax warrant	\$22,262,389	\$20,123,774	\$18,181,510

	2024	2023	2022
Annual sewer rate	\$475	\$435	\$410
Base water rate per cm	\$1.29	\$1.24	\$1.18
Total revenue	\$3,618,999	\$3,365,101	\$3,163,226

Revenue Variances

- ▶ **Conditional Government Transfers**
 - Unbudgeted Grants received = \$1.2million (WWTF)
 - (Wells building); \$300,000
- ▶ **Other revenue vs budget**
 - Interest revenue (reserves) = \$650,000
 - RRJBPC – other revenue = \$290,000
 - Contribution by developers = \$295,000
 - Building permits = \$200,000
- ▶ **Water and sewer revenue**
 - New properties and volume – \$90,000
 - Connection fees = \$200,000



Highlights

Consolidated Financial Statements Year Ended December 31, 2024

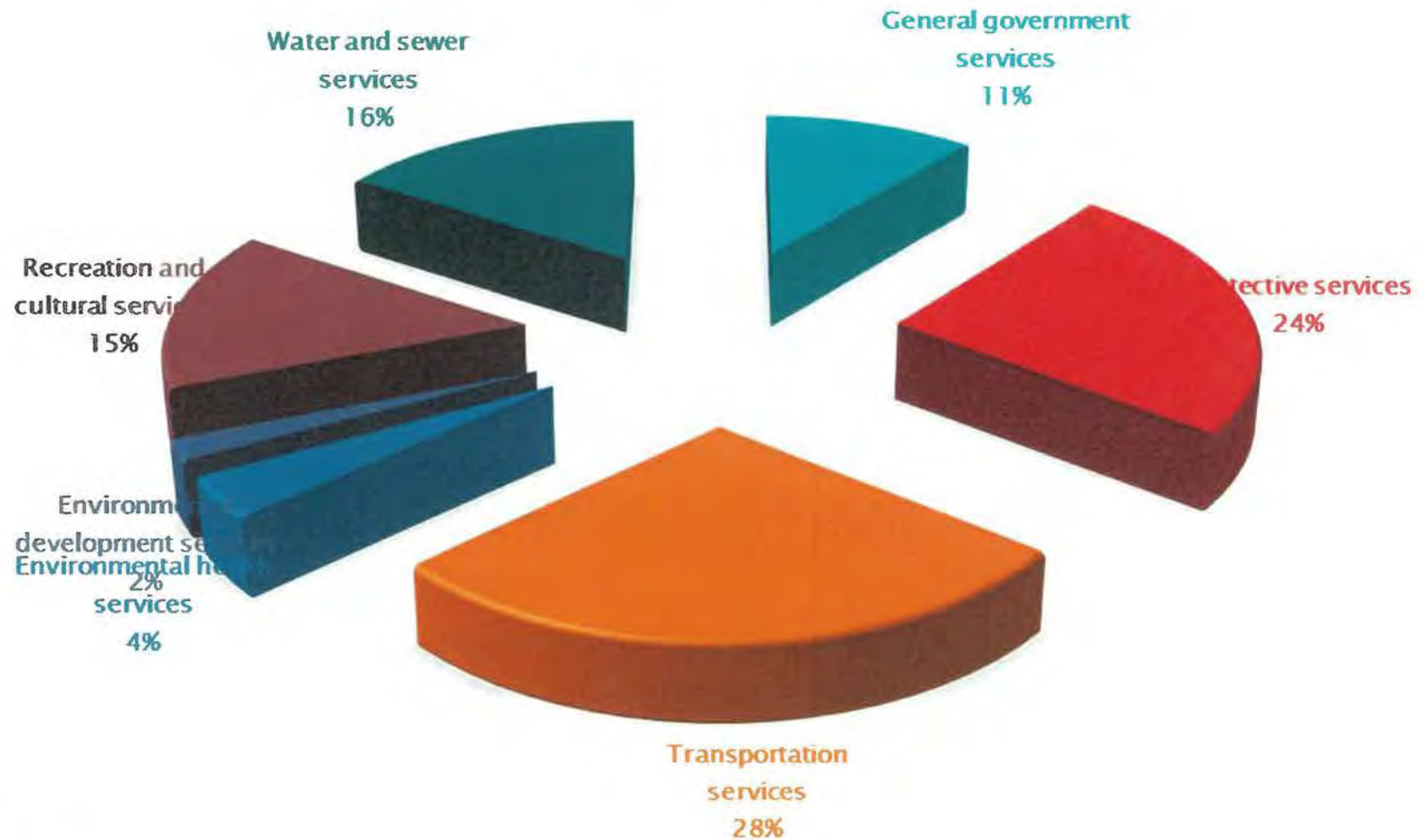
Expenses by function

	2022	Actual 2023	2024	Budget 2024
	\$	\$	\$	\$
General government services	2,329,502	2,357,830	2,659,822	2,884,438
Protective services	5,574,528	5,911,655	6,021,855	6,408,425
Transportation services	6,996,434	6,667,119	6,765,205	6,260,902
Environmental health services	962,281	951,525	948,109	1,032,360
Environmental development services	568,112	567,039	477,211	753,090
Recreation and cultural services	3,185,894	3,454,222	3,667,728	3,850,650
Water and sewer services	3,605,789	3,759,917	3,898,419	4,004,292
	\$ 23,222,540	\$ 23,669,307	\$ 24,438,349	\$ 25,194,157

Additional detail – see Note 30 (pages 32 to 36)

Highlights

EXPENSES BY FUNCTION



Expenditure variances

- ▶ **General Government (\$225,000)**
 - Professional fees – projects deferred
 - Community communications – project deferred
 - Insurance – fewer claims
- ▶ **Protective Services (\$380,000)**
 - Fire (\$170,000)
 - Police (\$160,000)
 - EMO (\$50,000)
- ▶ **Transportation \$500,000**
 - Assets written off = \$165,000
 - Workshop, yard, maintenance = \$75,000 (capital projects)
 - Amortization = \$330,000
- ▶ **Environmental Health**
 - Solid waste collection = \$(84,000) – recycling



Expenditure variances

- ▶ Environmental Development (\$280,000)
 - Planning projects and staff replacement
- ▶ Recreation and cultural services (\$180,000)
 - Amortization = (\$100,000)
 - RFC = (\$90,000)
- ▶ Water and sewer (minor differences)



Highlights

Capital Asset Continuity

	2024	2023
Opening NBV balance	\$99,519,875	\$96,348,925
Asset additions	12,608,332	8,362,647
Amortization	(5,157,418)	(5,021,096)
Asset disposals (net)	(218,877)	(155,129)
Change in ownership *	(13,832)	(15,472)
Closing NBV balance	\$106,738,080	\$99,519,875
Loss on disposal	\$178,877	\$155,129

* Jointly controlled entities

Highlights

2025April14OpenSessionFINAL_029

New Capital additions by major projects

	Additions	
Transportation		
Street surfacing (Cameron, Chatwin, Sprucewood,Riverview)	\$ 3,000,000	
Curbs and sidewalks	210,000	
Storm drainage	320,000	
Buildings	100,000	\$5,960,000
GPR intersection	680,000	
Fleet replacement	1,650,000	
Protective services		
Police station addition and equipment	\$860,000	\$860,000
Recreation		
Fleet and equipment	\$550,000	\$1,460,000
Wells recreation area	\$660,000	
Renforth Park	250,000	

Highlights

New Capital additions by major projects

	Additions	
Water utility		
Filtration building	\$ 500,000	\$800,000
Water lines	300,000	
Sewer utility		
Lagoon dredging	1,500,000	\$2,660,000
Sewer lines	430,000	
Treatment building	730,000	

Highlights

Statement of Financial Position

	2024	2023	2022
Non-financial assets	\$106,849,773	\$99,698,155	\$94,418,773
Net debt	\$7,777,469	\$7,552,913	\$8,477,848
Equity	\$99,072,304	\$92,145,242	\$87,940,925
Net debt per capita	\$648	\$631	\$728

Debt service cost

	General	Water & Sewer
Ratio of debt service costs to total expenses	3.57%	14.75%
Maximum allowable	20%	50%



Highlights

Long term debt

	2024	2023	2022
General fund	\$4,553,000	\$5,267,000	\$4,934,000
Utility	\$7,648,726	\$7,416,559	\$7,967,369
KRJBPC	\$ 39,353	\$ 99,643	\$158,598
Total	\$12,241,079	\$12,783,202	\$13,059,967

\$800,000 million new utility debt issued



Liz Hazlett

From: Liz Hazlett
Sent: Monday, March 24, 2025 10:09 AM
To: Liz Hazlett
Subject: FW: Appel de mises en candidature : Prix des droits de la personne du Nouveau-Brunswick 2025 / Call for nominations: 2025 New Brunswick Human Rights Awards
Attachments: Appel à candidatures_Prix des droits de la personne du N.-B 2025 (municipalités).pdf; Call to Nominations_2025 NB Human Rights Awards (Municipalities).pdf; Human Rights Award_Checklist (2025).docx; Human Rights Award_Nomination Form (2025).docx; Prix des droits de la personne_Formulaire de mise en candidature (2025).docx; Prix des droits de la personne_Liste de vérification (2025).docx; Affiche promotionnelle pour les Prix des droits de la personne 2025.pdf; 2025 NB Human Rights Award Promotional Poster.pdf

From: HRC-CDP (HRC/CDP) <HRC.CDP@gnb.ca>
Sent: Monday, March 24, 2025 9:56 AM
Subject: Appel de mises en candidature : Prix des droits de la personne du Nouveau-Brunswick 2025 / Call for nominations: 2025 New Brunswick Human Rights Awards

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

- The English version follows -

Bonjour,

L'honorable Louise Imbeault, lieutenante-gouverneure du Nouveau-Brunswick, et la Commission des droits de la personne du Nouveau-Brunswick vous invitent à soumettre la candidature de leaders communautaires qui font un travail exceptionnel pour promouvoir les droits de la personne et l'égalité dans notre province aux prochains **Prix des droits de la personne du Nouveau-Brunswick 2025**.

Vous trouverez en pièce jointe :

- Une lettre de la Commission contenant des renseignements sur la soumission d'une candidature ;
- Des documents de mise de candidature ;
- Des affiches promotionnelles à distribuer dans vos réseaux ; et.
- [Un message de l'honorable Louise Imbeault invitant les Néo-Brunswickois à proposer des leaders communautaires pour les prix de cette année.](#)

La date limite pour soumettre une candidature est le 31 mai 2025. Pour obtenir plus d'information, visitez le site Web de la Commission : <http://bit.ly/3LJ4GWA>

Nous attendons avec impatience vos candidatures!



Partagez les affiches promotionnelles sur les médias sociaux :



Good morning,

The **Honourable Louise Imbeault, Lieutenant Governor of New Brunswick**, and the New Brunswick Human Rights Commission invite you to nominate community leaders doing exceptional work in the promotion of human rights and equality in New Brunswick for the **upcoming 2025 New Brunswick Human Rights Awards**.

Attached to this email you will find:

- A letter from the Commission with information on submitting a nomination;
- A nomination package;
- Promotional posters to distribute to your networks; and,
- A [message from the Hon. Louise Imbeault inviting New Brunswickers to nominate community leaders for this year's awards](#)

The deadline to submit nominations is May 31, 2025. For more information, visit the Commission's website: <http://bit.ly/3ycnEkC>

We look forward to receiving your nominations!



Share the promotional posters on social media:



March 24, 2025

RE: Call for Nominations: 2025 New Brunswick Human Rights Awards

To whom it may concern,

Every year, the New Brunswick Human Rights Commission presents the **New Brunswick Human Rights Award** to New Brunswickers who have made exceptional contributions to advancing human rights, equality, diversity, and inclusion in the province. The Commission also celebrates the annual **Youth Human Rights Award** to recognize young New Brunswickers' commitment to building a better and more inclusive future for our province.

Our recipients are role models to New Brunswick citizens, as their commitments to equality and non-discrimination make lasting changes in the province's social fabric and create a welcoming and inclusive place for all New Brunswickers.

Your municipality can play a vital role in identifying and acknowledging local individuals who have significantly contributed to advancing human rights, and we request that you promote these awards within your community. You can participate in this process by nominating worthy individuals, groups, or organizations from your municipality for the upcoming **2025 New Brunswick Human Rights Awards**. Your participation will bring attention to the contributions of local human rights champions and inspire others to emulate their example, advancing the values of human rights and equality in your communities.

Attached with this letter, you will also find promotional posters, which you can display within your municipality to raise awareness about the **New Brunswick Human Rights Awards**. These promotional posters serve to foster conversations about human rights in your locality, and it will encourage people to come forward with nominations of local human rights defenders. By joining hands, we can honour those who are making a difference in the lives of New Brunswickers and create a more equitable and just province.

To nominate someone from your community, please review the attached nomination package. This year's deadline for submissions is **May 31, 2025**.

For more information, visit the Commission's website: www.gnb.ca/hrc-cdp. If you have questions or require assistance, contact our office at hrc.cdp@gnb.ca or 506-453-2653.

Sincerely,



New Brunswick Human Rights Commission

P.O. Box 6000 Fredericton, NB E3B 5H1
tel. 506.453.2301 (1-888-471-2233) fax. : 506.453.2653

C.P. 6000 Fredericton (N.-B.) E3B 5H1
tél. 506.453.2301 (1-888-471-2233) téléc. : 506.453.2653



The New Brunswick Human Rights Commission
is seeking nominations for the

2025 NEW BRUNSWICK HUMAN RIGHTS AWARDS



NOMINATION DEADLINE: MAY 31, 2025

Nominate individuals or organizations
doing exceptional work to promote
human rights in New Brunswick!

**To learn more about the awards and submit a
nomination, visit the Commission's website:**





Human Rights Award Checklist

Use the checklist below to ensure that your nomination form is complete. Please note that incomplete nomination forms may not be considered by the Selection Committee.

Have you...

- ☐ Filled out the NOMINEE INFORMATION section in its entirety?
- ☐ Selected the award category for which you are nominating the person or organization?
- ☐ Filled out the ELIGIBILITY section in its entirety?
- ☐ Answered all the questions in the spaces provided in the nomination form?
- ☐ Described and provided concrete examples of the nominee's achievements?
- ☐ Indicated the nominee's impact on the human rights landscape in New Brunswick ?
- ☐ Indicated how the nominee's leadership is exceptional or outstanding and how it is an example to all New Brunswickers?
- ☐ *If the nominee is an individual* > provided a short biography or resume?
- ☐ *If the nominee is a group* > provided a summary of the nominee's mission statement, objectives, and history?
- ☐ Enclosed two (2) letters of recommendation that support this nomination?
- ☐ Included any additional information that you feel supports this nomination (ex: news stories, brochures, posters, testimonials, etc.)?
- ☐ Ensured that the documentation provided does not exceed eight pages (plus letters of recommendation)?
- ☐ Filled out the NOMINATOR INFORMATION section in its entirety?

All nominations must be received by May 31 via email to hrc.cdp@gnb.ca or through regular mail to the Commission at 751 Brunswick Street, P.O Box 6000, Fredericton, N. B. E3B 5H1.



Human Rights Award Nomination Form

Nomination deadline: May 31

Every year, the New Brunswick Human Rights Commission recognizes individuals or organizations who have made exceptional contributions to advancing human rights, equality, diversity, and inclusion in the province. Our Human Rights Award recipients serve as examples to everyone in New Brunswick of the importance of making our province a welcoming, inclusive, and just place for all.

Along with this nomination form, please submit the following:

- **Two (2) letters of recommendation (one may be from the nominator themselves).**
- ***If the nominee is an individual > A short biography or résumé OR***
- ***If the nominee is a group > A summary of its mission, objectives, and history.***

You must complete the nomination form in its entirety, as incomplete forms may not be considered by the Selection Committee.

Where to send your nomination:

You can email the completed form and supporting documents to hrc.cdp@gnb.ca

Or you can mail your submission documents to:

N.B. Human Rights Commission
751 Brunswick Street
P. O. Box 6000
Fredericton, N. B. E3B 5H1

If you have any questions, please contact the New Brunswick Human Rights Commission at 1-888-471-2233 or email hrc.cdp@gnb.ca. More information on the awards, including the eligibility criteria and checklist, is also available at: [New Brunswick Human Rights Award \(gnb.ca\)](http://New Brunswick Human Rights Award (gnb.ca))

Please answer the questions in the space provided in this form. Where possible, include examples and specific details as to why you believe your nominee should receive this year's award.

The documentation submitted **MUST NOT EXCEED 8 PAGES** (plus the two letters or recommendation).

NOMINEE INFORMATION

Nominee's name (person or group being nominated):	Nominee's phone number:	Nominee's pronouns (if an individual):
Nominee's postal address:	Nominee's email address:	
	Date:	
Is the nominee aware of this nomination? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Does the nominee consent to being contacted by the Commission to update them on their nomination? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is the nominee available to attend an in-person award ceremony in Fredericton mid-September (typically around September 15)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you (the nominator) and the nominee consent to the New Brunswick Human Rights Commission retaining this nomination for consideration for the next three (3) years should their nomination be unsuccessful this year? Yes <input type="checkbox"/> No <input type="checkbox"/>		

AWARD CATEGORY

The Commission recognizes recipients in two (2) award categories. Please select the award category for your nominee below:

• Human Rights Award ☐

• Youth Human Rights Award ☐

Note: Nominee must be under the age of 25.

ELIGIBILITY

• The nominee lives and operates in New Brunswick. ☐

- The nominee is not a politician or political organization. ☐
- The nominee has not received the New Brunswick Human Rights Award OR New Brunswick Youth Human Rights Award in previous years. ☐
- The nominee's work promotes equality, diversity, and non-exclusionary practices, and does not discriminate against any person or group based on any of the protected grounds under the New Brunswick *Human Rights Act*. ☐

If nomination is for the Youth Human Rights Award:

- The nominee is under the age of 25 before the nomination deadline. ☐

ACHIEVEMENTS

How has the nominee contributed to the advancement of human rights in the province?

Please indicate the target demographic of the nominee's work (specify if the nominee's work is focused on one of the [protected grounds](#) under the New Brunswick *Human Rights Act*), and provide concrete examples of their successes, initiatives, and results. (500 words max)

IMPACT

How has the nominee impacted the human rights landscape in New Brunswick?

Please note the geographical area of their work (local, regional, or provincial); detail any sacrifices made or personal risks taken by the nominee to advance human rights in their area; and estimate the years of service and time expended on their human rights work. (500 words max)

LEADERSHIP

How is the nominee an example or role model for New Brunswickers with respect to the advancement of human rights and equality? How is their leadership exceptional or outstanding?

Please note any examples of co-operation fostered with other organizations, organizations or programs created, examples the nominee has set, innovations the nominee has undertaken, or inspiration/motivation they have given to others. (500 words max)

OPTIONAL

Include any additional information that you feel supports your nomination (like other awards received by the nominee).

Attach any other document that you feel supports your nomination. For example, you may wish to include brochures, posters, reports, videos, relevant web content, testimonials, etc.

NOMINATOR INFORMATION

Name (individual or group):	
Address:	Telephone:
	Email:
Your relationship with the nominee:	
Name of contact person if the nominator is a group:	
Telephone of contact person:	Email of contact person:
I have informed the nominee of this nomination: Yes <input type="checkbox"/> No <input type="checkbox"/>	

We encourage you to utilize the [Nomination Checklist](#) available on the Commission's website to ensure your nomination form is complete. If you have any questions, you can contact the Commission at 1-888-471-2233 or via email at hrc.cdp@gnb.ca.



Doug MacDonald

From: Malik Krey <mkrey@cmhc-schl.gc.ca>
Sent: March 6, 2025 9:30 AM
To: Doug MacDonald
Cc: Stephane Melanson
Subject: Update on your HAF2 application

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

Protected External-Protégé Externe

Hello Douglas,

I'm writing to follow up on your application to the second round of the Housing Accelerator Fund (HAF), and to inform you that Rothsay was not selected for funding.

Local governments from across Canada have been enthusiastic in their response to HAF. We want to thank you for your strong interest in the program as demonstrated by your application to this second round of funding. Unfortunately, with more than 200 applications received for HAF2, we were not able to support all applications with the funding available.

As a member of the Municipal Relations team, Stephane remains your local contact for CMHC. If you have any questions about HAF or other CMHC programs, please feel free to reach out to him or myself anytime.

Thank you for your interest in the Housing Accelerator Fund.

Regards,

Malik Krey

Specialist | Spécialiste
Operational Policy Analysis | Analyse de Politique Operationelle
902-426-5734 | Halifax, NS

Canada Mortgage and Housing Corporation
Société canadienne d'hypothèques et de logement
cmhc.ca | schl.ca

Creating a new generation of housing and giving more people living in Canada a place to call home.

Créer des logements novateurs et fournir un chez-soi à un plus grand nombre de personnes vivant au Canada.

NOTICE: This email message, including any attachments, is confidential, subject to copyright and may be privileged. Any unauthorized use or disclosure is prohibited.

AVIS: Le présent message, incluant toute pièce jointe, est confidentiel, protégé par des droits d'auteur et peut contenir des renseignements privilégiés. L'utilisation ou la communication non autorisée de ces renseignements est interdite.



Thank you for your financial donation
to help those facing food insecurity.
Your generous contribution helps to
relieve hunger today for those in our
community.

Your support is truly appreciated.

Kennebecasis Valley Food Basket

A handwritten signature in blue ink, appearing to read "K. Hoff", is positioned below the text of the Kennebecasis Valley Food Basket.



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothsay@rothesay.ca
www.rothesay.ca

April 10, 2025

RE: Draft Private Lanes Policy

Dear Resident of

This letter is intended as a follow up to the Works and Utilities Committee Meeting of March 19, 2025.

Although a discussion was held, the Committee did not have recommendations for action by Council at that time. The Committee did ask staff to come back to their next meeting scheduled for April 23rd with answers to specific questions. Therefore, the Draft Private Lanes Policy will **not** be discussed at the April 14th Council Meeting.

The agenda for the April 14th Council meeting will be posted to www.rothesay.ca on Friday April 11th and the full kit including all documentation for the meeting will be posted to www.rothesay.ca no later than noon on April 14th. The draft minutes for the Works & Utilities Committee meeting will be in that kit and as indicated, there are no recommendations for action by Council at this time.

You are still very welcome to attend the Council meeting on April 14th. However, the next discussion concerning the Draft Private Lanes Policy will be at the April 23rd Works and Utilities meeting and staff would urge you to attend that meeting. Recommendations from that meeting would go to the May 12th meeting of Council.

Regards,

Brett McLean, P.Eng
Chief Administrative Officer
Rothesay

From: Trisha Erb <trisha@sjfoundation.ca>
Sent: Wednesday, March 26, 2025 9:49:34 AM
To: Trisha Erb <trisha@sjfoundation.ca>
Subject: Invitation - 2025 Community Impact Showcase & Luncheon

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

Good morning,

We're excited to invite you to our annual Community Impact Showcase & Luncheon on Thursday, May 8th, at the **Delta Brunswick (*new location this year)!**

Please let us know if you'll be attending, whether you'll be bringing a guest, and if you have any dietary restrictions.

We look forward to seeing you there.

Thank you!



PLEASE BE OUR GUEST!

2025 COMMUNITY IMPACT SHOWCASE & LUNCHEON



\$662,000 in Community Impact Grants

Awarded to 22 local Charitable Organizations in 2024...

These organizations will proudly showcase their projects on Thursday, May 8, 2025, at the Delta Brunswick. This will be followed by lunch, where community impact stories and more information from the Community Foundation will be shared.

This event is FREE for guests to attend.



MAY 8, 2025

Trisha Erb
Director of Marketing & Events
The Community Foundation
506-343-5159

www.thecommunityfoundationsj.com

[THE COMMUNITY FOUNDATION E-NEWSLETTER SIGN UP](#)

The Community Foundation recognizes and respectfully acknowledges that our interactions take place on traditional lands of Wolastoqiyik

Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, April 8, 2025 1:46 PM
To: Liz Hazlett
Subject: FW: Request of help from Riverside in support of Canadian Amateur

From: Jason Doyle
Sent: April 8, 2025 11:14 AM
To: Nancy Grant <nancygrant@rothesay.ca>; Brett McLean <BrettMcLean@rothesay.ca>
Subject: Request of help from Riverside in support of Canadian Amateur
For Council please

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

Hi Nancy and Brett,

Thanks again for taking the time to meet with me today.

As discussed, Riverside is hosting the 2025 Canadian Women's Amateur Championship, July 21 to 25. We consider this one of the most significant women's sporting events to be hosted in New Brunswick. The tournament will attract a field of 150–160 elite amateur golfers from across Canada, as well as several international participants. This includes collegiate players and many on a journey to play professionally. We are thrilled by this prestigious opportunity for our club and community.

The reason for my reach-out is we are looking for help with a couple projects as we have a limited window to work on the course, and we don't have all the resources to support our identified projects. There are two things we are helping the Town can help with:

1. Grinding of a dozen stumps on the course. Once completed, our greens crew will follow behind to sod these areas so they're ready for play in July.
2. "Grubbing" with a mini excavator to help us clean-up a few areas alongside fairways. This includes removing rocks and stumps and other debris. We estimate three days of effort for a skilled operator.

I hope these are reasonable requests for help, and I appreciate the consideration.

Thank you,

Jason Doyle

President, The Riverside Country Club

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, April 9, 2025 3:26 PM
To: Liz Hazlett
Subject: FW: Illumination request

From: New Brunswick Chapter Huntington Society of Canada <hdnewbrunswick@gmail.com>
Sent: Wednesday, April 9, 2025 3:09:07 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Illumination request

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

Good afternoon,

I am currently recruiting participants for the annual #LightItUp4HD Campaign. A global campaign that aims to raise awareness for Huntington's Disease by having participants light up in blue and/or purple on any date(s) during the month of May.

Huntington's Disease is a rare neurodegenerative disorder. Approximately 1 in every 7,000 Canadian families is affected by HD, and roughly 30 of those families are located here in New Brunswick, including my own.

HD typically presents in a person's mid-40's and is progressive. The symptoms are likened to experiencing Alzheimer's, Parkinson's, and ALS simultaneously. There is currently no cure.

I am wondering if the Rothesay Town Hall, or perhaps any other places in Rothesay, have lighting capabilities and might be interested in supporting this campaign? I also have signage that I can mail to you, to go with the lighting.

Thank you so much for your time,

Kindest regards,

--

Keely McCoy,

Chapter President

New Brunswick Chapter

Huntington Society of Canada

The New Brunswick Chapter of the Huntington Society of Canada is a dedicated group of volunteers who aspire to end Huntington disease.

Would you like to be removed from this email list? Please reply to this email and request to be taken off our list, and we will remove your contact information



Regular Board Meeting Minutes

Meeting #: 2025-001
Date: January 30, 2025, 9:00 a.m.
Location: FRSC Office
20 Broadview Ave., Saint John

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

MEMBERS ABSENT Brittany Merrifield, Mayor, Grand Bay-Westfield

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

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

1. Closed Session

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

2. Order of Business

2.a Call to Order

Chair Bedford called the meeting to order at 10:20 a.m.

2.b Record of Attendance

The record shows that Director Merrifield is away, and her alternate, Councillor Keri Burpee is standing in her place for the meeting.

2.c Approval of Agenda

Chair Bedford called for a motion to approve the January 30, 2025, agenda.

Resolution Number: RM-2025-001

Moved by: Director Grant

Seconded by: Director O'Hara

THAT the Board approve the January 30, 2025, agenda as presented.

Motion Carried

Amendment:

Resolution Number: RM-2025-002

Moved by: Director Grant

Seconded by: Director O'Hara

THAT the Board amend the previous motion to add two items, being number 8. Nominations to the Regional Rail Working Group, and number 9. Building Inspection and Community Planning Capital Reserve Release.

Motion Carried

2.d Approval of Minutes

Chair Bedford called for approval of the minutes.

Resolution Number: RM-2025-003

Moved by: Director Burpee

Seconded by: Director Doucet

THAT the Board approve the meeting minutes as presented.

Motion Carried

2.d.1 December 12, 2024

Resolution Number: RM-2025-003

Moved by: Director Burpee

Seconded by: Director Doucet

THAT the Board approve December 12, 2024, the meeting minutes as presented.

Motion Carried

2.d.2 December 18, 2024

Resolution Number: RM-2025-003

Moved by: Director Burpee

Seconded by: Director Doucet

THAT the Board approve the December 18, 2024, meeting minutes as presented.

Motion Carried

2.e Disclosure of Conflict of Interest

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

3. CEO Verbal Update

CEO Ouellette gave a verbal update to the Board.

For more information, please see the recording on the website.

4. Consent Items

Chair Bedford called for a motion to approve all items under consent.

For more information on the reports associated or the discussion at the table, please see the recording on the website.

Resolution Number: RM-2025-004

Moved by: Director Grant

Seconded by: Director MacKenzie

THAT the Board approve all consent items as presented.

Motion Carried

4.a Planning & Building Inspection Monthly Report

Resolution Number: RM-2025-004

Moved by: Director Grant

Seconded by: Director MacKenzie

THAT the Board receive and file the Building and Planning Monthly Report as presented.

Motion Carried

4.b Tender 2025-02 Supply of Aggregate

Resolution Number: RM-2025-004

Moved by: Director Grant

Seconded by: Director MacKenzie

THAT the Board authorize the award of Tender 2025-02 Supply of Aggregate to the lowest bidder Keel Construction Limited at \$12.80 per metric tonne for the 2025 fiscal year.

Motion Carried

4.c Tender 2025-03 Leachate Hauling

Resolution Number: RM-2025-004

Moved by: Director Grant

Seconded by: Director MacKenzie

THAT the Board award tender 2025-03 Supply of Standby Collection and Haulage of Leachate to the lowest bidder Keel Construction Limited for the price of \$8.50 per metric tonne for the 2025 fiscal year.

Motion Carried

4.d Reassignment of \$100,000 initially earmarked for Harbour Station Commission

Resolution Number: RM-2025-004

Moved by: Director Grant

Seconded by: Director MacKenzie

THAT the Board directs each FRSC member to hold their proportional share of the \$100,000 initially earmarked to the Harbour Station Commission into their local regional facilities reserve fund to support future regional facilities capital expenditures.

Motion Carried

5. Reports/Presentations

5.a 2025 Municipal Capital Borrowing Board Application

Marc MacLeod, spoke about the MCBB application as laid out in the report.

For more information, please see the recording on the website.

Resolution Number: RM-2025-005

Moved by: Director MacKenzie

Seconded by: Director Doucet

BE IT RESOLVED THAT the Fundy Regional Service Commission submit to the Municipal Capital Borrowing Board an application for authorization to borrow \$1,100,000 for a capital expense for the following purpose, amount and term:

Purpose	Term
Amount	

NAME OF FUND: Solid Waste Services

TYPE: Environmental Health Services (General)

Maintenance Building	15 Years
\$1,100,000	

Total
\$1,100,000

Motion Carried

5.b 2025 FRSC Work Plan Development

CEO Ouellette spoke about the workplan development process, the anticipated progress of the workplan, as well as some key items that have been identified so far.

For more information, please see the recording on the website.

Resolution Number: RM-2025-006

Moved by: Director MacKenzie

Seconded by: Director O'Hara

THAT the Board adopts the outlined criteria, evaluation matrix and timeline to guide the development and evaluation of the 2025 FRSC work plan.

Motion Carried

5.c Solid Waste Strategy – Preliminary Presentation

Marc MacLeod, FRSC General Manager, presented on the first stage of the Solid Waste Strategy as presented in the report.

For more information, please see the recording on the website.

Resolution Number: RM-2025-007

Moved by: Director Doucet

Seconded by: Director MacKenzie

THAT the Board direct staff to proceed with the development of a draft solid waste strategy called STRIVE 2040 (or similar) using the principles of 'Net Zero Emissions' as the primary basis for future decisions on direction and actions for FRSC Solid Waste Services over the next fifteen years until 2040.

Motion Carried

5.d Newsletter and Website Update

Brenda MacCallum, and Maggie Mora presented on the Newsletter and Website that was included in the agenda kit.

For more information, please see the website.

On the question, Director Riddell wondered if the newsletter is sharable, this was confirmed.

Resolution Number: RM-2025-008

Moved by: Director O'Hara

Seconded by: Director Grant

THAT the Board receive and file this presentation as presented.

Motion Carried

6. Standing Items

6.a Regional Transportation Committee Update

Scott Borden, Senior Director of Planning and Transportation, spoke on the update for the Regional Transportation Committee.

For more information, please see the recording on the website.

Resolution Number: RM-2025-009

Moved by: Director Burpee

Seconded by: Director MacKenzie

THAT the Board receive and file the Regional Transportation Committee Update as presented.

Motion Carried

6.b Committee Agendas

Chair Bedford called for a motion to receive and file the committee agendas as presented.

Resolution Number: RM-2025-010

Moved by: Director MacKenzie

Seconded by: Director O'Hara

THAT the Board receive and file the committee agendas presented in items 6.2.a to 6.2.d.

Motion Carried

6.b.1 Public Safety Committee Meeting - October 29, 2024

6.b.2 Regional Facilities Committee Agenda - November 13, 2024

6.b.3 Regional Transportation Committee Meeting - November 13, 2024

6.b.4 Regional Transportation Committee Agenda - December 1, 2024

7. Correspondence

7.a Letter to Board and Aquatic Centre from Jillian Breen

Chair Bedford called for a motion to receive and file the correspondence as presented. Director Grant recommended that it go to the Regional Facilities Committee for review.

Resolution Number: RM-2025-011

Moved by: Director Doucet

Seconded by: Director MacKenzie

THAT the Board send this to the Regional Facilities Committee for consideration.

Motion Carried

8. Nominations to Regional Rail Working Group

Resolution Number: RM-2025-012

Moved by: Director O'Hara

Seconded by: Director MacKenzie

THAT the Board appoint the following individuals to uphold the terms of reference of the Regional Rail Working Group for a term of two years, starting on March 1st, 2025, until February 28th, 2027:

- Tim O'Reilly, Director of Public Works, City of Saint John representing the Regional Transportation Committee;
- Troy Gautreau, Fire Chief, Town of Grand Bay-Westfield representing the Public Safety Committee;
- Rob Nicol, Fire Chief, City of Saint John filling the role of staff representative from a local government;
- Arthur McCarthy, Director of Planning, Engineering & Development, Town of Hampton filling the role of staff representative from a local government;
- Robb Francis, Senior Rail Advisor, DTI filling the role of regulatory representative;
- Pat Beamish, Director of External Affairs, Port Saint John filling the role of regulatory representative.

Motion Carried

9. Building Inspection and Community Planning Capital Reserve Release

Scott Borden, Senior Director of Planning and Transportation, spoke about the late report that was given to the Board at the start of this meeting. The report will be added to the package post-meeting, and added to the website.

For more information, please refer to the website.

Resolution Number: RM-2025-013

Moved by: Director O'Hara

Seconded by: Director MacKenzie

THAT the Board release the total \$44,000 from the Building Inspection and Community Planning capital reserve, to finance the purchase of a new vehicle for FRSC's Building Inspection and Community Planning Service.

Against (1): Director Riddell

Absent (1): Director Merrifield

Voter Type: Majority (Present), Recorded

Motion Carried (6 to 1)

10. Adjournment

Chairperson Bedford called for a motion to adjourn.

Resolution Number: RM-2025-014

Moved by: Director MacKenzie

Seconded by: Director Doucet

THAT the Board adjourn the January 30, 2025, meeting at 11:34 p.m.

Motion Carried

Jim Bedford, Chairperson

Cassie Silhanek, Recording Secretary

Date



Special Board Meeting Open Minutes

Regular Meeting

2025-002

February 6, 2025, 8:45 a.m.

FRSC Office

20 Broadview Ave., Saint John

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

MEMBERS ABSENT Ray Riddell, Chair of Fundy Rural District

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

Meeting Minutes of the Open Session of the Special Meeting of the Board of Directors of Fundy Regional Service Commission.

1. Closed Session

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

2. Order of Business

2.a Call to Order

Chair Bedford called the meeting to order at 9:14 a.m.

2.b Record of Attendance

The record shows that Director Riddell is absent, and his alternate, Bruce Dryer, while present for the Closed Session portion of the meeting, left the meeting just before the Open Session meeting began at 9:14 a.m.

2.c Approval of Agenda

Chair Bedford called for a motion to approve the agenda.

Resolution Number: SM-2025-001

Moved by: Director Merrifield

Seconded by: Director Grant

THAT the Board approve the February 6, 2025, agenda as presented.

Motion Carried

2.d Disclosure of Conflict of Interest

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

3. Procedural By-Law

Chair Bedford introduced the report for this item stating that FRSC requested that its legal counsel complete a review of recently adopted Government of New Brunswick regulations and propose corresponding amendments to the existing FRSC Procedural Bylaw to ensure alignment. There are two attachments to this report, including a version of the previous version of the FRSC Procedural Bylaw with changes identified in red, and a new updated version without the identification of the changes (i.e. clean version).

Resolution Number: SM-2025-002

Moved by: Director Merrifield

Seconded by: Director O'Hara

THAT the Board adopts the amendments to the FRSC Procedural Bylaw as outlined in the attachment of the February 6, 2025, report, with a correction to section 4.5.1. as the dates should show Grand Bay-Westfield as Chair in 2029 and the following year should show Quispamsis as Chair in the year 2030.

Motion Carried

4. Adjournment

Chairperson Bedford called for a motion to adjourn.

Resolution Number: SM-2025-003

Moved by: Director O'Hara

Seconded by: Director MacKenzie

THAT the Board adjourn the meeting at 9:18 a.m.

Motion Carried

Jim Bedford, Chairperson

Cassie Silhanek, Recording Secretary

Date



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF FEBRUARY 26, 2025 @ 3:00 PM**

**MINUTES
REGULAR MEETING**

In Attendance:

BOARD MEMBER	POSITION
Kevin Darling	Chair/Provincial Representative
Kerrie Luck	Vice Chair/Quispamsis Representative
Vibhuti Harquail	Secretary/Quispamsis Representative
Mike Biggar	Quispamsis Representative
Tiffany Mackay French	Rothsay Representative
John Buchanan	Rothsay Representative
Robert Simonds	Rothsay Representative
Donald Shea	Rothsay Representative
Chief Steve Gourdeau	KRPF Chief of Police
DC Mary Henderson	KRPF Deputy Chief
Insp. Anika Becker	KRPF Inspector
Insp. Colin Flynn	KRPF Inspector
Rebecca Moore	KRJBPC Secretary
ABSENT	

Chairperson Kevin Darling called the meeting to and opened the Regular Meeting.

1. APPROVAL OF AGENDA:

Chairperson Kevin Darling asked for an approval of the agenda.

*It was moved by Don Shea and seconded by Tiffany Mackay French that the Agenda for the Regular Meeting of February 26, 2025, be approved as presented. All in Favour. **MOTION CARRIED.***

2. LAND ACKNOWLEDGEMENT:

Land Acknowledgement read by Chief Gourdeau

3. APPROVAL OF MINUTES OF JANUARY 22, 2025, 2024, REGULAR MEETING:

Chairperson Kevin Darling asked for a motion to approve the Minutes of the January 22, 2025, Regular Meeting.

*It was moved by Tiffany Mackay French and seconded by Don Shea to accept the Minutes of the January 22, 2025; Regular Meeting as presented. All in Favour. **MOTION CARRIED.***

4. DECLARATION OF CONFLICT OF INTEREST:

None.

5. CHIEFS REPORT:

Chief Gourdeau let his report stand as presented and answered questions as they arose, highlighting the following:

- Insp. Becker advised there was an incident where our K9 Unit and drone were employed to find a missing person. The drone was able to detect heat signals and locate this individual who was laying down and had mild hypothermia. This could have been a tragic event had we not had these resources available to us. The K9 unit was searching on another trail so a lot of ground was being covered.
- Insp. Flynn provided an update on the work completed on the recently reported break & enters.
- Chief Gourdeau advised our K9 Handler attended K9 Use of Force training in Ontario. The training was focused on the use of K9. It has reinforced the type of training we chose for our K9.
- Discussion on the apartment building on Sierra Ave and the visit with NB Housing. Insp. Becker advised that there were issues with the new owner of the building evicting tenants and making drastic changes. The tenants reached out to Sgt. McIntyre and Insp. Becker, who spoke to NB Housing and have planned for NB Housing to visit and talk to the tenants about their rights and will inform the company that purchased the buildings that they are required to get approval from the province before they can evict tenants.
- Kevin Darling requested the 2024 Crime stats be included in the Chief's report to for comparison with 2025.

*It was moved by Mike Biggar and second by Rob Simonds to receive and file the Chief's report as presented. All in favour. **MOTION CARRIED.***

6. COMMITTEE REPORTS:

Finance Committee

Kevin Darling advised:

- There is no Finance Committee report because we do not have the month end numbers. We are in the middle of the 2024 audit, so our financial statements are being completed.
- We are approximately 1.35 million under budget on the expansion.

*It was moved by Don Shea and second by Tiffany Mackay French to receive and file the Chief's report as presented. All in favour. **MOTION CARRIED.***

Policy Committee

Vibhuti Harquail advised:

- Kerrie Luck has joined the Policy Committee
- The Hiring Committee will continue as an ad hoc HR Committee to develop a proposed Performance Review for the Chief. Laurie Young will be included in this committee

Building & Grounds/Transportation Committee

John Buchanan advised:

- There have been no issues with the building
- Thanked Deputy Chief Henderson for her work on the building

7. CORRESPONDENCE

- a. Building Expansion Update to Towns of Quispamsis and Rothesay

8. OLD BUSINESS:

Wellness Committee:

- Kevin Darling advised he spoke to Laurie Young in relation to a Board Member being on the Wellness Committee. As it is an internal committee Laurie would like to discuss this idea with the Wellness Committee and suggested Kevin Darling attend the April meeting to explain to the committee why a Board Member wants to be on the committee. Laurie suggested rather than having a board member on the committee perhaps they be invited to be on the agenda.

Marketing Plan

- It was decided the marketing plan will be put on hold during the leadership change.

Community Officer

- Due to our corporal promotion process the member identified to be the Community Officer was promoted and as a result we could not remove him from platoon. Chief Gourdeau advised that as soon as we can do the next corporal promotion process which will be in 2025, we will re-open

the competition for the Community Officer. The platoons have been continuing to do community relation projects.

9. NEW BUSINESS:

None

10. IN CAMERA SESSION:

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

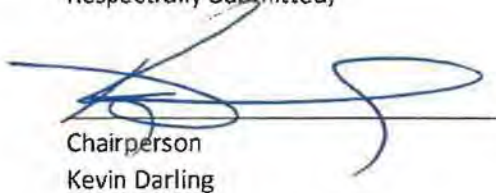
12. MOTION TO ADJOURN:

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


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

Adjourned 5:45 PM

Respectfully Submitted,



Chairperson
Kevin Darling



Executive Assistant to the Board
Rebecca Moore



KENNEBECASIS REGIONAL JOINT BOARD OF
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT
MARCH 19, 2025 @ 1500hrs

REGULAR MEETING

Training Report

March 2025

Dates	Course	Location	Member
March 5, 12, 19, and 26	K9 Training	Saint John	Cst. Chris McLeod
March 10	VTRA – Announcing New Guidelines for Neurodiverse	Fredericton	Cpl. Sebastien Lee
March 17-18	ETS Training	Saint John	Cpl. Mark Roberts Cst. Nick Dupuis
March 21	ETS Training – Sniper	Saint John	Cpl. Mark Roberts
March 24-April 2	Advanced Sexual Offense Investigators Course	CPC - Ottawa	Det./Cst. Jackie Curren
March 31	ETS Training – Range Day	Saint John	Cpl. Mark Roberts Cst. Nick Dupuis

2025 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	478	430										
TOTAL FILES CREATED	271	195										
POPA/M Tickets/E Tickets	252	217										
Bylaw Tickets	6	13										
Crimes Against Persons	2	6										
Property Crime	18	11										
Other CC	7	0										
Traffic Collisions (Non Injury)	51	29										
Fatal and Injury Traffic Collisions	3	2										
Intimate Partner Violence Files	22	20										
Impaired Driving (All categories)	11	9										
Mental Health Calls	13	18										

2024 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOTAL COMPLETED CALLS	388	417	407	389	480	452	456	534	490	467	398	439
TOTAL FILES CREATED	210	202	232	223	260	239	197	241	234	257	209	216
POPA/M Tickets/E Tickets	91	123	163	92	119	148	163	188	163	158	182	117
Bylaw Tickets	14	15	3	1	7	0	5	7	0	0	0	1
Crimes Against Persons	18	11	13	7	12	7	8	9	11	11	3	7
Property Crime	24	27	27	40	34	30	16	16	25	23	20	16
Other CC	6	6	7	8	6	7	7	7	8	4	2	3
Traffic Collisions (Non-Injury)	40	27	35	24	25	34	23	30	46	36	43	53
Fatal and Injury Traffic Collisions	0	2	1	5	6	7	5	3	4	4	2	4
Intimate Partner Violence Files	20	18	13	17	10	7	13	17	19	22	19	31
Impaired Driving (All categories)	5	4	9	14	8	5	11	8	9	7	2	1
Mental Health Calls	8	11	9	8	17	18	7	16	14	12	11	6

OUR STRATEGIC PRIORITIES

COMMUNITY SAFETY & CRIME PREVENTION

Due to recent promotions at the corporal rank, the position of Community Relations is vacant and will remain as such until further notice. This is the next vacancy to be filled. Key tasks usually performed by this unit are assigned to designated officers on each of the platoons.

Crime Prevention:

Officers along with KV Oasis organized and attended Pink Shirt Day at Fairvale Elementary School on Feb 26. There was an assembly about anti-bullying, a contest for "best spirit" for the day, and juice boxes and frozen pops were handed out to all students (Sgt. McIntyre, Cpl. Toner, Cst. Wolf, Cst. Walker, Insp. Becker)

In partnership with KV Oasis, KRPF hosted a Girls' Day at KRPF on March 7th for middle school aged girls in honor of International Women's Day. Participants got a tour of the station, they met female officers, got an internet safety presentation, enjoyed fun activities, and had lunch on us! (Cst. Curren, Sgt. McIntyre, DC Henderson, Insp. Becker, Ashley Wisted)

Traffic Safety:

- Operation Superbowl

February 2025 Traffic Report

	TOTAL	TRAFFIC	PATROL
TICKETS	237	160	77
COLLISIONS	30	22	8
IMPAIRED DRIVING	9	4	5
RIDE	4	3	1

Files Generated by Traffic Members: 42

KRPF Traffic Safety Blog with Higgins Insurance:

- Blog for February – Pedestrian Safety

EMPLOYEE ENGAGEMENT AND WELL-BEING

Workplace Procedures and Practices

1. Health and Wellness program – Launch Date – March 24th
2. Administrative processes and workload review
 - Hiring Process
 - i. Cadet Sponsorship – 4/17 remaining applicants
 - ii. Inventory Manager – Offer of Employment presented / Awaiting response
 - iii. July 2024 Cadet Sponsorship - OJT concludes March 2025/Graduation April 2025
3. Salary and Benefit Administration
 - Nothing to report
4. Health & Safety
 - Nothing to report

EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION**Criminal Investigation Division (CID)****Monthly Report***(March 2025)*

(CID) Sgt. Bennett, Cst. Lisson/Cst. Curren/Cst. MacDonald /vacant position				
Active Files (New this month)	On-going Files	Concluded and/or charged	Assist Patrol	Other
<ul style="list-style-type: none"> • 25-951 Historical Sexual Assault (Familia) • 25-976 Historical Sexual Assault (Dating relationship) 	<ul style="list-style-type: none"> • 25-160. Sexual Exploitation • 25-287 B&E New Construction apt. Bldg. (crime stoppers award post) • 25-342 B&E Residential • 25-346 B&E Residential • 25-471 B&E Residential • 25-467 B&E Residential • 25-556 Sexual Assault Historical • 25-654 Sexual Assault Historical • 25-686 Sexual Assault • 24-4909 Fraud of Cheque/\$37,000 dollars. • 24-4965 Theft of Jewellery/Money \$150,000 • 24-5130 Sexual Assault • 24-4313 Historical SXA/Adult victim(s)/known accused. SJPF also investigation male for SXA. • 24-4205 B&E new construction over \$10,000 (social media post done) • 24-4130 SXA/ Adult victim/ known accused. • 24-4118 Distribute obscene material. 7 youth victims. • 24-3802 Sexual Assault of youth/Accused arrested. • 24-3056 Aggravated Sexual Assault • 24-3618 Sexual Assault/victim 17 yr /suspect known 	<ul style="list-style-type: none"> • 24-3543/24-3476 B&E's x 2 Business/Vape Shop – two youth females arrested (13 years old) sent to alternative measures. 1 male adult still to be arrested and charged. • 25-237 Sexual Exploitation- awaiting for crown approval. • 24-233 Sexual Assault/Historical (familial) Victim did not wish to pursue. 	<ul style="list-style-type: none"> • 25-886 IPV threats file. Digital Forensics. 	<ul style="list-style-type: none"> • Cpl. Lisson assist SJPF in Critical Incident for Crisis Negotiations.

	<ul style="list-style-type: none"> 24-3124 Forcible Confinement/Assault with weapon (residence) victim Elderly male/suspect known, substance abuser, took advantage by cleaning house. Victim since died. Waiting on PM report. 24-3192 Fraud \$10,000 RBC scam 24-2768 B&E Residence/Home Invasion. Suspect entered home with knife looking for victim/slashed tires on car leaving. 24-1939 Break and Enter Residence/Suspect to be arrested. Currently living in NS. Child Pornography/was on hold due to recent case law involving IP addresses. 			
--	---	--	--	--

Intelligence Cst. Curren	
Provincial Intel	Local Intel
<ul style="list-style-type: none"> Federal Focus on Fentanyl and the Canada/US border. Involved with Metal Theft working group Weekly intel meeting/call with RCMP/Municipal agencies/Public Safety/CBSA (Provincial integrated intelligence) 	<ul style="list-style-type: none"> Community assessments team meetings with parole – biweekly General Intelligence file for patrol to add intel/street crime checks. Provincial and National Human Trafficking group.

Forensic Identification Section (FIS) Cpl. Roberts		
Active Files (New this month/March)	On-going Files	Assist other agency
<ul style="list-style-type: none"> 24-4003 processing file for submission and destruction of counterfeit money. (National Anti-Counterfeit Bureau. 	<ul style="list-style-type: none"> 25-287 B&E 25-342 B&E 25-70 Theft MV 25-253 Sudden Death 25-257 MVA Photos 25-266 Video Request 25-346 B&E 25-409 Sudden Death 	25-435 SJ/3 scan for Homicide Investigation. -preparing report for SJPF

	<ul style="list-style-type: none"> • 25-467 B&E • 25-160 Sexual Assault • 24-1939 (New exhibits to lab from older file) • 24-3056 Sexual Assault • 24-3124 Other CC • 24-3618 Sexual Assault • 24-3802 Sexual Assault • 24-5130 Sexual Assault • 24-5273 Sudden Death 	
--	--	--

Integrated Enforcement Unit (IEU) Cst. MacEachern		
Active Files (recent)	Assist Patrol	Assist CID
<ul style="list-style-type: none"> • Arrest adult male and female. Fentanyl, Cocaine, Crack Cocaine seized. Possession for the purpose of trafficking. The female also had a warrant. Adult male and female arrested. Cocaine, Crystall Meth, imitation revolver, dog spray seized. Possessions for the purpose of trafficking. Carrying concealed weapon, fail to attend. 	<ul style="list-style-type: none"> • 25-1401 – spotted vehicle with stolen license plate. Patrol conducted traffic stop. Male arrested with 20 grams of fentanyl and 4 grams of Meth. Possession for the purpose of trafficking. 	

K9 Unit:

- 3 Impaired driving related files (Jan 1 – March 5)
- 7 traffic tickets (Jan 1 – March 5)
- 4 K9 deployments
- 1 K9 use of force conference

Patrol Unit Service and Excellence:

Diversity, Equity and Inclusion:

- Insp. Becker chaired the first NBACP EDI committee meeting for 2025 on Feb 27. This committee is planning a EDI training workshop for the fall open to all ranks of police officer and staff in NB.
- Insp. Becker attended several meetings working on KRPF's anti-racism strategy.
- Members of D platoon plan to attend the Iftar event held at the Bill McGuire Center on March 16th, a multicultural get-together dedicated to unity, blessings, and togetherness as they break their fast and celebrate Ramadan.
- Insp. Becker went to the Rothesay HIVE to participate in panel discussion about women in non-traditional careers, exploring the challenges and successes they've encountered throughout their careers.
- On March 16th, Chief Gourdeau attended a special event at Bill McGuire Center organized by Bangladeshi Community Saint John Inc., Arab Culture, Palestine Community, NB Maghreb Community, and the Indonesian Community, to celebrate the end of Ramadan.

IT Update:

- Work continues with regular IT maintenance and building addition



Kennebecasis Regional Police Force Budget vs. Actuals: YTD January 2025

	YTD January 2025			2025
	Actual	Budget	over Budget	Annual Budget
Income				
Municipal Funding Rothesay	284,835.83	284,835.83	0.00	3,418,030.00
Municipal Funding Quispamsis	431,805.00	431,805.00	0.00	5,181,660.00
Prior Year Surplus	16,171.25	16,171.25	0.00	194,055.00
Other Primary Income	51,825.94	45,683.32	6,142.62	548,200.00
Total Income	784,638.02	778,495.40	6,142.62	9,341,944.80
EXPENSES				
Admin	84,738.89	87,554.43	-2,815.54	1,050,652.59
Building	30,831.45	39,759.93	-8,928.48	477,118.50
Crime Control	625,758.14	627,797.71	-2,039.57	7,533,573.70
Vehicles	32,192.06	23,383.33	8,808.73	280,600.00
Total Expenses	773,520.54	778,495.40	-4,974.86	9,341,944.80
Net Operating Income (Surplus/Deficit)	11,117.48	0.00	11,117.48	0.00

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
FEBRUARY 12, 2025 – PART ONE
(Prior to Committee of the Whole)**

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

Absent: Treasurer Peter Lewis

1.0 Call to Order

Chair Bolduc called the meeting to order at 0532 pm.

2.0 Chair's Remarks

The Regional Fire Protection Agreement has been agreed to by Quispamsis and Rothesay councils. This evening the Fire Board will be signing; however, there is business that must be attended to beforehand. At the first meeting of the year, the Fire Board must hold their election of officers in open session. This must take place before the signing of the Regional Fire Protection Agreement hence beginning with part of the Open session this evening.

3.0 Approval of Agenda

Moved by D. Brown and seconded by K. Miller, the agenda be approved as presented.
CARRIED

4.0 Conflict of Interest

None

5.0 New Business

5.1 Election of Officers

5.1.1 Chair

Commissioner Miller was nominated for the position of Chair and accepted the nomination. Upon three calls for nominations, no other nominations were made.

Moved by N. Donovan and seconded by D. Brown, that Commissioner Miller be elected as Chair for the 2025 term.

CARRIED

5.1.2 Vice Chair

Commissioner Brown was nominated for the position of Vice Chair and accepted the nomination. Upon three calls for nominations, no other nominations were made.

Moved by P. Murray and seconded by K. Miller, that Commissioner Brown be elected as Vice Chair for the 2025 term.

CARRIED

5.1.3 Secretary Treasurer

Commissioner Lewis was nominated for the position of Secretary Treasurer and, though not in attendance, had accepted a nomination if he was re-nominated. Upon three calls for nominations, no other nominations were made.

Moved by P. Murray and seconded by D. Brown, that Commissioner Lewis be elected as Secretary Treasurer for the 2025 term.

CARRIED

5.2 Fire Protection Agreement January 1, 2025 – December 31, 2039

The Fire Board signatories for the Fire Protection Agreement are the Chair and Secretary Treasurer, as the Secretary Treasurer is out of country another member of the Fire Board must be appointed to sign in his place.

Moved by N. Donovan and seconded by P. Murray, that Commissioner Dave Brown be appointed to execute the Regional Fire Protection Agreement with the Fire Board Chair.

CARRIED

5.2 Adjournment

Moved by D. Brown that the meeting be adjourned at 5:39 pm.

Respectfully submitted,


CHAIR


SECRETARY / TREASURER

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
FEBRUARY 12, 2025 – PART TWO**

Present: Chair Kirk Miller	John Jarvie, Administrator
Vice Chair Brown	Chief Mike Boyle
Commissioner Stéphane Bolduc	Deputy Chief Shawn White
Commissioner Noah Donovan	Division Chief John Codling
Commissioner Patricia Murray	Division Chief Karen Trecartin
	Carlene MacBean, Executive Assistant

Absent: Treasurer Peter Lewis

1.0 Call to Order

Chair Miller called the meeting to order at 6:44 pm.

2.0 Chair's Remarks

Chair Miller thanked all of the Commissioners for their work in 2024, especially Commissioner Bolduc for his time as Chair.

3.0 Approval of Agenda

Moved by D. Brown and seconded by N. Donovan, the agenda be approved as presented.

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 October 9, 2024

Moved by S. Bolduc and seconded by D. Brown, that the minutes of October 9, 2024 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 CFAI Applicant Agency Status

Chief Boyle that after nine years, the department has been assigned a Peer Team to review our application. An online presentation to the Peer Team will be done next week. Once the on-site dates for the Peer Team are determined they will fly in on a Saturday, Sunday will be a tour and a meal together. Monday, Tuesday and Wednesday will be interviews for each category. At the end of the visit the Peer Team will do an out-briefing, make recommendations and recommend the department for accreditation. This is the meeting for everyone to attend.

Once recommended for accreditation, Chief Boyle and Division Chief Trecartin will go to Colorado and present in front of the commission. When this happens, KVFD will be the first department in New Brunswick to do so.

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

CARRIED

6.2 Memo of Understanding with Saint John Fire Department

Moved by D. Brown and S. Bolduc to receive and file.

CARRIED

7.0 Correspondence

- 7.1 Letter from Quispamsis re: Administrator for KVFD
- 7.2 Letter from Rothesay re: KVFD Administrator
- 7.3 Letter from Rothesay re: Budget Approved
- 7.4 Email from Minister Kennedy re: KV EMO
- 7.5 Letter from Rothesay re: Reappointment of Representative
- 7.6 Letter from Quispamsis re: Fire Protection Agreement KVFD
- 7.7 Letter from Quispamsis re: Approval of KVFD Budget
- 7.8 Email from Regional Public Safety Committee

Moved by D. Brown and seconded by S. Bolduc to receive and file Items 7.1 to 7.8.

CARRIED

8.0 New Business

8.1 2025 Meeting Dates

According to the Regional Agreement, the Fire Board must meet a minimum of five (5) times per year. With our meeting schedule based on the second Wednesday, every two months they would be:

February 12, 2025

April 9, 2025

June 11, 2025

September 3, 2025

October 8, 2025 (RECOMMEND THIS BE OPTIONAL)

November 12, 2025

The October board meeting is scheduled for October 8th, 2025. Three board meetings are typically scheduled in the fall to manage any budget issues, however one of these meetings is considered optional and is usually canceled if compared to the experience of the last few years.

During that week in October, Chief Boyle has the opportunity to attend a professional conference for adult educators and requests that the October meeting be canceled

and be rebooked if needed for the week after in October (13-17). This would only be rescheduled if it is determined to be needed after the September board meeting.

The Fire Board meets every two months, on the second Wednesday, with the following exceptions:

- No scheduled meetings for July and August
- In order to meet the submission date for the Joint Finance Committee, the Fire Board meets the first week of September
- During the budget process in the Fall, the Fire Board plans on meeting each month if required

As always, should a special meeting be required on an issue one can be called within 48 hours' notice.

Moved by D. Brown and seconded by S. Bolduc to accept the 2025 meeting dates as listed without the October meeting, unless needed, and that they be sent as meeting requests via email.

CARRIED

8.2 Drones For First Responders

From March 17, 2025 to March 20, 2025, the department, along with Public Safety UAS will be hosting a Drones For First Responders course with Senior Firefighter Nick Arseneault; he is a certified trainer.

Moved by S. Bolduc and seconded by D. Brown to receive and file.

CARRIED

8.3 Tank 1 Highway Accident

On January 28, 2025, KVFD crews were dispatched for a motor vehicle accident involving a tractor trailer that was on fire with a person trapped. While parked in a fend-off position (pictured), Tank 1 was struck and damaged by a snow plow operated by Gateway Operations.

The damaged was minor and limited to the front passenger side. The RCMP were on scene and are aware of the incident. The Fire Department Administrator and insurance company were notified that day. Gateway has assumed liability and will be covering the repair costs.

Moved by N. Donovan and seconded by S. Bolduc to receive and file.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Month Ended December 31, 2024

Moved by S. Bolduc and seconded by D. Brown to receive and file.

CARRIED

9.2 Budget Variance Analysis

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

CARRIED

9.3 Compliance Report

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

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary – 2024 Year End

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

CARRIED

11.3 EMO Report

With the KV EMO bylaws in place, the first meeting of the KV EMO committee was held in January. During this meeting, representatives from NB EMO also attended as part of their provincial tour to meet with all municipal EMO members. The KV EMO committee will begin meeting on a monthly basis throughout 2025 as they work towards the completion of the emergency management program document and the goals of the KV EMO. As part of the reporting process, Chief Boyle will provide regular EMO updates at each board meeting which will then go to both Councils through the minutes. The most recent draft of the emergency management program document was shared with the board.

Moved by D. Brown and seconded by S. Bolduc to receive and file.

CARRIED

12.0 Adjournment

Moved by S. Bolduc that the meeting be adjourned at 7:15 pm.

Date of next meeting – April 9, 2025

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING made in duplicate

BETWEEN:

THE SAINT JOHN FIRE DEPARTMENT, hereinafter referred to as "SJFD";

-and-

ROYAL FIREFIGHTERS' ASSOCIATION ZONE 2, hereinafter referred to as "Zone 2";

BACKGROUND

This Memorandum of Understanding (MOU) outlines the terms and conditions under which the Zone 2 Fire Departments will accept the SJFD in the existing mutual aid agreement and with the agreed upon amendments to be implemented at the next renewal of the agreement. The goal of this agreement is to enhance the capacity and resources available to both parties in responding to emergency situations and ensuring the safety and well-being of the communities served. All parties agree to adhere to the existing Zone 2 Mutual Aid Agreement with the amendments listed in the agreement.

At a regular meeting of Zone 2 on September 18th, 2024, the SJFD presented in writing a request to join the Zone 2 Mutual Aid agreement. By a 2/3 vote of the membership of Zone 2, a motion was passed to accept the SJFD into the mutual aid agreement based on the terms of this MOU.

SCOPE

Mutual Aid Inclusion: The Saint John Fire Department will be formally included in the mutual aid agreement of Zone 2 upon signing of this MOU with the amendments listed below. The agreement will be updated with these amendments during the next renewal of the agreement.

Response Protocols: The Saint John Fire Department will adhere to the existing procedures outlined in the mutual aid agreement.

Resource Allocation: Both parties agree to share personnel, apparatus, and equipment as necessary to effectively respond to incidents within the coverage area of all fire departments signed on to the agreement.

Training and Exercises: The Saint John Fire Department will participate in any joint training and emergency preparedness exercises organized by Zone 2 to ensure interoperability and collaboration.

AMENDMENTS

All parties agree to adhere to the following amendments to the existing Zone 2 Mutual Aid Agreement:

Definitions

"Responding Department" means a Party providing Mutual Aid under this Agreement. (new)

Article 2 Implementation

2.7 The Requesting Department agrees to indemnify and hold harmless the Responding Departments, including their officers, agents, and employees, from any and all claims, liabilities, losses, damages, and expenses (including reasonable attorney fees) arising out of or related to the performance of duties under this Agreement. This obligation excludes any liabilities resulting from the negligence or willful misconduct of the Responding Departments, their officers, agents, or employees. This indemnification shall remain in effect even after the termination of this Agreement. (new)

Article 6 – Insurance

6.1 ~~Each fire department will maintain its own public liability and property damage insurance in an amount of not less than \$5 million for each occurrence and will ensure that it has the same coverage for any assistance provided to another fire department under the terms of this agreement each fire department will provide evidence of this insurance to any other department if requested.~~ Each fire department is required to maintain public liability and property damage insurance, with coverage not less than \$5 million for each occurrence. This coverage must also extend to any assistance provided to another fire department under the terms of this agreement. Upon request, each fire department must provide evidence of this insurance to any other department. (amended)

6.2 ~~Each fire department shall be responsible for providing WorkSafe (WSNB) coverage for its members.~~ Each fire department is responsible for ensuring that its members are covered by WorkSafe (WSNB) coverage. (amended)


TERM

This MOU will commence on the date of signing and will expire upon the signing of a new mutual aid agreement. Either party may terminate this MOU with 30 days' notice in writing.

DEPARTMENTAL REPRESENTATIVES

The following officials are designated as the departmental representatives for purposes of this MOU and any notices required under this MOU will be delivered as follows:


SAINT JOHN FIRE DEPARTMENT



Rob Nichol, Fire Chief, SJFD

Date: November 6, 2024

ROYAL FIREFIGHTERS' ASSOCIATION ZONE 2



Michael Boyle, Zone 2 Chair

Date: October 21st, 2024

**Statement of Expense with Budget Variance
For the 12-months ending December 31, 2024**

	BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2024
Line REVENUE:				
1 Members Contributions	\$6,421,590	\$6,421,873	\$283	\$6,421,590
2 Rebate of Property Tax (Miscellaneous Rev)	\$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	\$47,000	\$188,087	\$141,087	\$47,000
6 Interest Income C/A	\$25,000	\$34,439	\$9,439	\$25,000
7 Deficit 2nd previous year	(\$4,097)	(\$4,097)	\$0	(\$4,097)
8	\$6,562,917	\$6,724,302	\$161,385	\$6,562,917
EXPENSES:				
ADMINISTRATION:				
9 Admin. Wages and Benefits	\$711,300	\$706,526	(\$4,774)	\$711,300
10 Convention/dues/training	\$27,000	\$33,277	\$6,277	\$27,000
11 Administrative Agreement	\$12,000	\$12,000	\$0	\$12,000
12 Professional Services	\$39,108	\$42,860	\$3,752	\$39,108
13 CPSE Accreditation	\$3,000	\$16	(\$2,984)	\$3,000
14 Office supplies/Copy Machine/ S/C	\$13,000	\$7,775	(\$5,225)	\$13,000
15 Computer hardware/software/IT	\$50,540	\$29,335	(\$21,205)	\$50,540
16 Telephone/ Internet	\$16,800	\$16,034	(\$766)	\$16,800
17	\$872,748	\$847,822	(\$24,926)	\$872,748
FIREFIGHTING FORCE:				
18 Salaries Basic	\$3,079,000	\$2,904,285	(\$174,715)	\$3,079,000
19 Overtime	\$65,000	\$48,596	(\$16,404)	\$65,000
20 Force Benefits	\$804,300	\$743,894	(\$60,406)	\$804,300
21 Career Uniforms and maintenance	\$56,900	\$56,843	(\$57)	\$56,900
22 Medical and Fitness Testing	\$20,000	\$13,062	(\$6,938)	\$20,000
23 Employee Wellness	\$7,000	\$4,964	(\$2,036)	\$7,000
24 Career Recognition	\$3,000	\$6,210	\$3,210	\$3,000
25 Holiday Relief Wages and overtime	\$383,700	\$433,917	\$50,217	\$383,700
26 Holiday Relief Benefits	\$143,500	\$145,085	\$1,585	\$143,500
27	\$4,562,400	\$4,356,856	(\$205,544)	\$4,562,400

	BUDGET	ACTUAL	VARIANCES	BUDGET
	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	2024
TELECOMMUNICATIONS:				
28 Cellular Telephones	\$8,000	\$6,139	(\$1,861)	\$8,000
29 Communication Equipment	\$1,500	\$0	(\$1,500)	\$1,500
30 Maintenance / Repairs	\$700	\$714	\$14	\$700
31 Dispatch Service	\$244,248	\$251,747	\$7,499	\$244,248
32	\$254,448	\$258,601	\$4,152	\$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	\$61,000	\$29,860	(\$31,140)	\$61,000
36 Fire Prevention	\$8,000	\$6,686	(\$1,314)	\$8,000
37 Public Education	\$3,600	\$3,123	(\$477)	\$3,600
38 Training Supplies	\$5,000	\$3,906	(\$1,094)	\$5,000
39	\$77,600	\$43,575	(\$34,025)	\$77,600
FACILITIES:				
40 Station 1 Operating	\$223,800	\$217,185	(\$6,615)	\$223,800
41 Station 2 Operating	\$96,500	\$111,958	\$15,458	\$96,500
42 Station Supplies	\$15,000	\$16,935	\$1,935	\$15,000
43	\$335,300	\$346,078	\$10,777	\$335,300
FLEET:				
44 Fuel Vehicle	\$38,000	\$41,132	\$3,132	\$38,000
45 Registration Vehicle	\$650	\$402	(\$248)	\$650
46 Vehicle Maint. & Repairs	\$80,000	\$92,219	\$12,219	\$80,000
47	\$118,650	\$133,753	\$15,103	\$118,650
OPERATIONS:				
48 New Equipment	\$24,000	\$34,186	\$10,186	\$24,000
49 Maint. & Repairs Equip.	\$25,000	\$18,005	(\$6,995)	\$25,000
50 Maint. & Repairs Bunker Gear	\$6,500	\$5,367	(\$1,133)	\$6,500
51 Medical Supplies	\$12,000	\$12,170	\$170	\$12,000
52 Fire Fighting Supplies	\$7,000	\$4,456	(\$2,544)	\$7,000
53 H&S/Cause determination	\$6,000	\$2,341	(\$3,659)	\$6,000
54	\$80,500	\$76,525	(\$3,975)	\$80,500

		BUDGET	ACTUAL	VARIANCES	BUDGET
		YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	2024
EMO:					
55	EMO	\$101,020	\$3,365	(\$97,655)	\$101,020
		\$101,020	\$3,365	(\$97,655)	\$101,020
WATER COSTS:					
56	Water Costs - Quispamsis	\$5,722	\$5,727	\$6	\$5,721
57	Water Costs - Rothesay	\$29,734	\$29,763	\$29	\$29,734
58		\$35,456	\$35,490	\$35	\$35,455
OTHER:					
59	Miscellaneous	\$7,000	\$6,341	(\$659)	\$7,000
60	Retirement Allowance	\$69,800	\$69,800	\$0	\$69,800
61		\$76,800	\$76,141	(\$659)	\$76,800
62	Operating Cost Total	\$6,589,317	\$6,255,385	(\$333,933)	\$6,589,316
63	(DEFICIT) SURPLUS FOR THE PERIOD	(\$26,401)	\$468,917	\$495,318	(\$26,400)

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 12 months ending December, 2024

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
2	Property Tax Rebate	\$73,424	\$83,999	\$10,575	Larger rebate due to much higher than budgeted Station #2 property tax bill
5	Miscellaneous Revenue	\$47,000	\$188,087	\$141,087	\$160K WSNB refund + trailer sale
6	Interest Income	\$25,000	\$34,439	\$9,439	Higher than budgeted interest rate
10	Convention/dues/training	\$27,000	\$33,277	\$6,277	Finance conference/Admin course unbudgeted (FF training also under-budget)
14	Office Supplies/Copy Machine/S/C	\$13,000	\$7,775	(\$5,225)	As required
15	Computer hardware/software/IT	\$50,540	\$29,335	(\$21,205)	Lower software costs + less computer hardware purchased than budgeted
18	Salaries Basic	\$3,079,000	\$2,904,285	(\$174,715)	Employees on WSNB/Budgeted salary increase not yet included (No CBA)
19	Overtime	\$65,000	\$48,596	(\$16,404)	As required/Budgeted salary increase not yet included (No CBA)
20	Force Benefits	\$804,300	\$743,894	(\$60,406)	Employees on WSNB/Budgeted salary increase not yet included (No CBA)
25	Holiday Relief Wages & Overtime	\$383,700	\$433,917	\$50,217	As required/Budgeted salary increase not yet included (No CBA)
31	Dispatch Service	\$244,248	\$251,747	\$7,499	Actual cost greater than budgeted
35	Firefighter/Co. Officer Training	\$61,000	\$29,860	(\$31,140)	Anticipated new hiring due to expected retirements did not materialize
40	Station #1 Operating	\$223,800	\$217,185	(\$6,615)	Higher than budgeted maintenance costs YTD
41	Station #2 Operating	\$96,500	\$111,958	\$15,458	Property Tax much higher than estimated based on firehall reno/expansion
46	Vehicle Maint. & Repairs	\$80,000	\$92,219	\$12,219	As required
48	New Equipment	\$24,000	\$34,186	\$10,186	New trailer purchased with old trailer sale proceeds in Miscellaneous Revenue
49	Maintenance & Repair Equip.	\$25,000	\$18,005	(\$6,995)	As required
55	EMO	\$101,020	\$3,365	(\$97,655)	As required
	Material Variances	\$5,423,532	\$5,266,129	(\$157,403)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000

For the months of September to December 2024

Non-Recurring Monthly Invoices		Amount	Description
09-12-24	FCC Construction	\$15,241.74	Holdback payment for Station #2 renovation to close project
10-24-24	KV Auto	\$5,761.74	Q1 work
11-04-24	Windoor	\$5,222.75	Garage door inspections for both stations
11-21-24	Unitex	\$5,928.01	New bunker gear
11-21-24	Unitex	\$5,908.45	New bunker gear
12-23-24	Irving	\$5,361.13	Large propane bill Station #1



2025April14OpenSessionFINAL_098

Kennebecasis Valley Fire Department Inc.

9.3

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: February 3, 2025
RE: Compliance Report

The following Government remittances have been remitted for the months of January – December, 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 and, filed in early 2025)

WHSCC – remitted monthly –payment remitted

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

Ron Catchick
Finance Administrator



Kennebecasis Valley Fire Department

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

Significant Incidents

November 2nd

Just before 2 a.m. on Saturday, firefighters were dispatched to a structure fire on Lake Road in the Town of Quispamsis. A single-family home and two vehicles were fully involved in fire with a third vehicle starting to burn. An exposed 420 lb propane cylinder that was venting and downed power lines added to a challenging fire and resulted in the evacuation of neighbouring homes. Firefighters were able to extinguish the fire however the home and vehicles all suffered extensive damage. There were no injuries and the fire is under investigation.



Mutual aid for tanker trucks was provided by Nauwigewauk Fire Department, Hampton Fire Rescue, Simonds Fire Rescue, Peninsula Fire Department, Long Reach Fire Department. The Saint John Fire Department was placed on standby for managing any other emergency incidents.

Fire Chief's Report – February 12, 2025**November 15th**

At 3:20 pm on Thursday, the KVFD was dispatched to a structure fire at the Station House in Rothesay. When firefighters arrived, they found fire and smoke coming from a second-story window. An occupant of the apartment upstairs discovered the fire and called 911 after evacuating the building. Fortunately, with early discovery and a quick response time by firefighters, the damage was limited to a small portion of the home's exterior and one room inside.

**November 30th**

On Friday, just after 8 PM, firefighters responded to a structure fire at an apartment building on Rothesay Road in Rothesay. Upon arrival, they found a kitchen fire on the 4th floor and were able to quickly extinguish it limiting fire damage to the affected apartment. Residents were evacuated and sheltered in place in the lobby during the operation. Most were able to return to their apartments, however those living on the 4th floor are displaced due to smoke damage. There were no injuries and Hampton Fire Rescue provided mutual assistance with Ladder 4.

**December 4th**

At 6:15 pm on Tuesday, firefighters were dispatched to a garage fire on Squire Drive in the Town of Quispamsis after a neighbour called 911. The fire was contained to a detached garage and the nearby home was not damaged. Just over an hour later, firefighters were dispatched to a structure fire on the Quispamsis Road. A fire in the kitchen was quickly contained limiting damage to the rest of the home. There were no injuries at either incident.



Fire Chief's Report – February 12, 2025

December 8th

Firefighters responded to two fires from early morning and into mid-morning on Sunday. Just before 1 am, firefighters responded to a vehicle fire on Route 1. There were no injuries but the vehicle was significantly damaged. At 9:50 am, firefighters were dispatched to a structure fire on Grant Drive in the Town of Quispamsis. A fire in an attached garage caused damage to the garage and two vehicles however a quick knockdown of the fire by firefighters prevented any damage to the home.



December 11th

Just before 10 am on Wednesday, firefighters were dispatched to a structure fire on Meenan's Cove Road in the Town of Quispamsis. A two-story, two car garage was fully involved in fire when firefighters arrived on the scene and the initial focus was protecting the nearby home before moving on to fight the garage fire. The garage and one vehicle were totally destroyed, however the home had minimal exterior damage. Mutual aid for tanker trucks was provided by Hampton Fire Rescue, Nauwigewauk Fire Department, Long Reach Fire Department and Peninsula Fire Department.



Fire Chief's Report – February 12, 2025**Firefighter for a Day**

On Friday, December 6, firefighters welcomed Hunter, Kingsley, Kate, and Landon to the Kennebecasis Valley Fire Department as this year's Firefighter for a Day winners. These four students earned their spots by submitting completed fire escape plans for their homes as part of the grade 3 Firefighter for a Day competition.



Each school year, grade three students in our community are invited to participate in this contest. Firefighters provide English and French classes with home escape plan grids and instructions to complete them. Students are encouraged to work with their families to map out two ways out of every room, identify the location of smoke alarms, and designate a family meeting place. Once completed, they return the plans to their school for a chance to win. The winners of the contest experience a great day. They are picked up from school in a fire truck and spend the day as honorary firefighters at KVFD. Activities include tours of both fire stations, equipment demonstrations, a ride in the fire engine, and lunch with the crew. In November, firefighters spent the month visiting schools to educate grade 3 students about home escape planning, making the contest both educational and engaging.

Certificate of Appreciation

On December 18th, Fire Chief Mike Boyle presented a certificate of appreciation to Ethan Goldsmith, a resident of Low Wood Estates in Rothesay, for his actions on November 29th.

On November 29th in the evening, a fire occurred in a fourth-floor apartment, next to where Ethan lives with his partner Ari. They were alerted



Fire Chief's Report – February 12, 2025

to the smell of smoke and Ethan met the tenant of the involved apartment at their door, who evacuated the apartment. At the same time, Ethan took the hallway fire extinguisher, entered the apartment and discharged the extinguisher, knocking down a large kitchen fire. He and Ari assisted with evacuating other residents from the fire floor and down to safety in the lobby. Ethan remembered using the PASS (pull, aim squeeze, sweep) method of using a fire extinguisher from previous training at a summer camp as a teen. His quick actions assisted in preventing a larger fire in the building.



On hand for the presentation were members of the KVFD, Rothesay Chief Administrative Officer John Jarvie and Stephane Bolduc, Chair of the Joint Board of Fire Commissioners.

Master of Education in Adult Education

On October 24, 2024, Chief Boyle was presented with his Master of Education in Adult Education degree at the 70th Convocation for the University of New Brunswick in Fredericton.

**Project Management Professional**

Prompted by his involvement in the procurement of the ladder truck and especially with his involvement with the renovation of Station 2, Deputy Chief White is working towards achieving his project management professional (PMP) certification. He is currently enrolled in the Project Management Essentials program from the University of New Brunswick and will be challenging the PMP exam in the near future.

Fire Chief's Report – February 12, 2025

Certified Records Manager

Executive Assistant to the Fire Chief Carlene MacBean is working towards the professional designation of Certified Records Manager with the Institute of Certified Records Managers. In 2025, Carlene will complete the Fundamental of Records and Information Management program from the New Brunswick Community College. Upon completion of this course and with membership with the New Brunswick chapter of ARMA, Carlene will challenge the exam to become certified as a records manager.

Rapid Response Program: Leadership Development

As part of the Rapid Response Program in Leadership Development, Chief Boyle was the presenter for session 1, "Leading Self", which focused on leadership styles, leadership environments and developing as a leader. This 90 minute online presentation was attended by over 60 fire chiefs from across Canada.



Feedback he received after his presentation included:

"Chief Boyle, I sit on the Leadership Committee with you. I wanted to compliment you for an excellent workshop today and your courage to "go first". I think this was, as we had hoped, a great first module to set the stage for what is to come. Great slides, and great examples and explanations. I have one of my Assistant Chief taking the program, and he was impressed. Way to set the bar!"
Fire Chief Matt Furlot, Lekwungen Territory

"Dear Chief Boyle, Chief Jones, and Annabel, I hope you're all well. We just wanted to echo the huge thanks for kicking off the CAFC Leadership course today. I heard it went great." "I heard it stimulated great discussion and high sustained attendance. What a great gift to CAFC and your colleagues. So very much appreciated! Thank you!"
Tina Saryeddine, Executive Director, Canadian Association of Fire Chiefs

"Chief, Mike I had to leave to come in early to work and didn't get to stay for the QA portion of your lecture today. I really enjoyed it and I think you should hang a shingle out and speak on this in the future you did a great job."
Darren Milburn, SJFPF and BVFD

Fire Chief's Report – February 12, 2025

Joint Ladder Training

On November 30th, 2024, members from the KVFD and Hampton Fire Rescue spent the day reviewing ladder truck theory and practical scenarios for ladder truck operations. As Hampton is responding more frequently with the KVFD for larger structure fires, it was identified as a need to train together to better operate at incidents.



2024 Regional Summit

On November 28th, Chief Boyle, along with other fire chiefs, CAO's, mayors and other officials attended the first ever regional summit hosted by the Fundy Region Service Commission. In addition to keynote speakers and a panel discussion, all attendees took part in various workshops that focused on transportation, public safety and other areas of priority for the region.



Ladder Truck Pre-construction Trip

In early December, Chief Boyle, Division Chief Codling and Captain Verner travelled to Ohio to complete the pre-construction trip for the new ladder truck. This trip involved two days of reviewing and if necessary, adjusting, the hundreds of details that are needed to complete the final engineering drawings of the truck. The final engineering report should be provided by Sutphen in late February.



Fire Chief's Report – February 12, 2025

Long Service Awards

On November 21st, we were proud to honour some of our members with long service awards and welcome back retired members and others from the community to celebrate our century of service as a fire department with our 100th-anniversary open house which included a living museum in the Sayre Room. During the evening, we presented awards to the following members:

Federal Fire Services Exemplary Service Awards

Presented by: Chair Stéphane Bolduc, KVFD Joint Board of Fire Commissioners
The Fire Services Exemplary Service Medal, created on August 29, 1985, honours members of a recognized Canadian fire service who have completed 20 years or more of service, ten years of which have been spent performing duties involving potential risks. Exemplary service is characterized by good conduct, industry, and efficiency.

Service Medal (40 years)

- Captain William Gentleman
- Firefighter Eric Boyle (retired)

Service Medal (30 years)

- Lieutenant Grant Graham (not present)
- Firefighter Bruce LeBlanc

Service Medal (20 years)

- Firefighter Keith Scichilone
- Firefighter Paul Spinks



Provincial Fire Service Awards

The New Brunswick Fire Service Awards was introduced to show its sincere appreciation for the number of years a member has served courageously and faithfully protecting the citizens of the province of New Brunswick's lives and property from fire.

Provincial - Service Bar (35 years)

Presented by: Fire Marshal Michael Lewis and the Honourable Robert Gauvin, MLA,
Minister of Public Safety
Division Chief John Codling

Provincial - Service Medal (25 years)

Presented by: Fire Marshal Michael Lewis and The Honourable Robert Gauvin, MLA,
Minister of Public Safety

- Chief Michael Boyle
- Deputy Chief Shawn White

Fire Chief's Report – February 12, 2025

- Captain Doug Barrett
- Lieutenant Paul Nixon
- Senior Firefighter Michael Nixon

Provincial - Service Pin (15 years)

Presented by: Fire Marshal Michael Lewis and The Honourable Aaron Kennedy, MLA, Minister of Local Government

- Senior Firefighter Shane Day (not present)
- Firefighter Brian Hunter

Kennebecasis Valley Fire Department - 25 Year Shadow Box

Presented by: Fire Chief Michael Boyle

The 25-Year Shadow Box is presented to show appreciation for the long service of members with the KVFD.

- Division Chief John Codling
- Captain Reg Verner
- Captain Jim Leblanc (not present)
- Lieutenant Robert MacLeod
- Firefighter Dan Richard (not present)





Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Joint Board of Fire Commissioners
 From: Chief Mike Boyle
 Re: 2024 Year End Response Report
 Date: February 12, 2025

Total Incidents 2024

Response Type Description	2021	2022	2023	3 Year Average	2024
Alarm No Fire - accidental miscellaneous	48	40	39	42.33	45
Alarm No Fire - detector activated	43	60	54	52	36
Alarm No Fire - miscellaneous	7	24	26	19	33
Alarm No Fire - smoke or steam mistaken	6	10	5	7	7
Alarm No Fire - sprinkler surge or discharge	3	2	6	3.67	1
Alarm No Fire - unknown odours	6	10	5	7	4
Building Collapse	0	2	0	0.67	0
Chimney Fire	2	2	4	2.67	2
Explosion - no fire	0	1	0	0.33	0
False Alarm - miscellaneous	5	2	10	5.67	8
False Alarm - municipal alarm system	0	1	0	0.33	0
False Alarm - verbal report to fire station	0	2	1	1	0
Fire/explosion - dollar loss	36	33	29	32.67	36
Gas Leak - miscellaneous	2	0	2	1.33	4
Gas Leak - propane	10	9	6	8.33	4
Gas Leak - refrigerant	1	0	0	0.33	1
Gas Leak - response to carbon monoxide detector alarm	29	13	33	25	13
Home Accident	0	1	1	0.67	0
Incident Situation Unclassified	2	0	1	1	1
Industrial Accident	1	0	0	0.33	1
Public Hazard - gasoline or fuel spill	12	12	6	10	10
Public Hazard - hazardous object removed	0	1	0	0.33	0

Public Hazard - miscellaneous	10	9	14	11	13
Public Hazard - power line down	10	45	55	36.67	34
Public Hazard - toxic chemical spill	1	0	0	0.33	0
Public Service - animal rescue	0	1	1	0.67	2
Public Service - assist police or another agency	4	18	14	12	11
Public Service - citizens locked in or out	2	1	4	2.33	5
Public Service - citizens trapped in elevators	4	2	2	2.67	3
Public Service - first aid	492	644	548	561	630
Public Service - Flooding	3	5	3	3.67	5
Public Service - mutual aid	14	13	10	12.33	14
Public Service- miscellaneous	17	19	18	18	24
Rescue - Miscellaneous	6	9	6	7	14
Resuscitation Call - dead on arrival	0	0	1	0.33	0
Rubbish/grass fire - no dollar loss	28	30	32	30	50
Rupture - water pipes	0	1	3	1.33	2
Vehicle Accident	88	122	108	106	141
TOTAL INCIDENTS	892	1144	1047	1027	1154



Kennebecasis Valley Fire Department

Office of the Fire Chief

To: Joint Board of Fire Commissioners
From: Chief Mike Boyle
Re: KV EMO
Date: February 12, 2025

With the KV EMO bylaws in place, the first meeting of the KV EMO committee was held in January. During this meeting, representatives from NB EMO also attended as part of their provincial tour to meet with all municipal EMO members. The KV EMO committee will begin meeting on a monthly basis throughout 2025 as we work towards the completion of the emergency management program document and the goals of the KV EMO. As part of the reporting process, Chief Boyle will provide regular EMO updates at each board meeting. The most recent draft of the emergency management program document has been shared with the board.

KV EMO EMERGENCY MANAGEMENT PROGRAM



This page intentionally left blank

Table of Contents

Purpose and Profile

Abstract	Page 5
Introduction	Page 6
Geographical Profile	Page 7
Critical Infrastructure	Page
CSA Z1600 Emergency and Continuity Management	Page

Program Management

Collaborative Approach	Page 10
Emergency Management Legislation	Page 10
Objectives of Emergency Management	Page 12
Emergency Program Structure	Page 14

Planning

Program Objectives	Page
All Hazards Risk Assessment	Page 17
Hazard Mitigation	Page 31

Implementation

Theory of Operation	Page 32
Emergency Program Activation	Page 33
Emergency Communications	Page 38
Evacuation and Sheltering	Page 39

Exercises, Evaluations and Corrective Actions

Training	Page 42
Exercises	
Post Incident Analysis	
Corrective Action	

Appendices

Definitions
PPOST

SMART Objectives

Roles and Responsibilities

Facility Inventory

Staff, Training and Roles

Local State of Emergency

Critical Infrastructure

Business Impact Analysis/Continuity of Operations Programs

Hazard Mitigation Project Program

Contact Information

EOC Activation Checklist

Planning P

After Incident Review Template

Amendment List

Amendment No.	Revised By	Details	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Purpose and Profile

In 2022, with the hiring of a new fire chief, this position was also assigned the role of director of "KV EMO", an organization which did not formally exist prior to the development of this program. Besides the main goal of identifying, mitigating, responding to and recovering from disasters and significant incidents, this program is intended to formalize the relationship amongst the two municipalities, the fire department and the police department in jointly managing emergency measures in the Kennebecasis Valley.

While this program identifies and measures risk, it is cumbersome and unrealistic to attempt to identify every possible risk the community faces. Likewise, it is difficult to develop a program for every type of event that could happen in the community and it is important to avoid the trap of overplanning; there is an old military saying that goes "no program survives contact with the enemy".

The response portion of this program is generic; the approach to a flood, fire, storm or train derailment are all the same, just the variables change. However, this does not mean that each stakeholder in this document should not program and train to manage different types of events and emergencies. Emergencies and disasters can be sudden, dynamic and scary and following a rigid program can paradoxically make things worse. Solid training in incident command and emergency management is how emergencies are managed effectively. This program also assumes that each stakeholder is experts in their field; the program does not dictate how the police, works departments, water departments, fire department or others should manage their operations.

This program has been written with the capacity of the community in mind; it is unlikely that the KV EMO could support a fully functional and robust emergency operations centre that large municipalities could manage. It should also be noted that while this program will be implemented in 2023, it may take several years of testing, revision and practice for it to evolve into a fully functional program.

This program has been developed with the Canadian Standards Association (CSA) Z-6100 Emergency and Continuity Management Standard used as a starting point. This standard was developed in conjunction with Public Safety Canada and other stakeholders and is based on the National Fire Protection Association (NFPA) 1600 *Standard on Continuity, Emergency, and Crisis Management*.

Michael Boyle
KV EMO Director

Introduction

The development of the Kennebecasis Valley Emergency Measures Organization (KV EMO) is a joint effort between Rothesay and the Town of Quispamsis to identify, prevent and if needed, respond to large-scale emergency events that occur within the communities. The primary mission of the KV EMO is to keep people safe through preparation for, response to and recovery from emergencies and disasters that can impact the community. This collaborative approach to emergency management compliments the existing model of providing protective services and allows the participating municipalities to program, coordinate and pool resources on a regional basis in order to enable more effective responses to emergency situations.

The emergency management model is situated between the provincial and municipal levels of emergency management and allows for the development of emergency protocols which may specify mutual assistance agreements between communities, provide assistance in developing and maintaining local emergency measures programs and facilitating training initiatives for emergency responses. It also facilitates a better coordinated response in emergencies affecting more than one municipality.

The concept of emergency management for the KV EMO is one of a progressive and scalable approach:

- The individual has a primary responsibility to protect their life and property and to prepare for and manage events and emergencies that impact their home and personal safety;
- When the individual cannot help themselves, the public safety agencies and municipalities have a responsibility to intervene;
- When the public safety agencies and/or municipalities are unable to cope with an event or emergency, the KV EMO takes over management and coordination of the event or emergency and finally,
- When the KV EMO is overwhelmed, the provincial EMO engages

The purpose of this program is to provide for the needs our citizens whenever they are threatened or experience a catastrophic severe weather event or an incident resulting from flood, fire, spill or other emergency that places our citizens in danger.

The mission of the KV EMO is to keep people safe.

The vision of the KV EMO is:

- To fully understand the risks and hazards that could impact the Kennebecasis Valley
- To prevent or lessen the probability of an event and mitigate the effects of an event
- To provide for the earliest possible coordinated response in the event of an emergency or disaster which impacts or has the potential to impact both municipalities
- To provide for the safety, health or welfare of the population and the protection of property and the environment in the event of such an occurrence
- To align emergency management planning with a collaborative approach to providing protective services

"There are risks and costs to a program of action. But they are far less than the long-range risks and costs of comfortable inaction." – John F. Kennedy

Geographical Profile

Rothesay

Rothesay is situated along the Kennebecasis River and borders Saint John to the west and Quispamsis to the east. A major highway, part of the provincial highway system identified as Route 1 (known as the MacKay highway), runs alongside the community and separates the majority of the community from the French Village area of Rothesay. There is also a secondary rail line operated by CN Railway that runs through the heart of the community.

Rothesay is largely a residential community however it has seen increase in commercial properties over the past decade as well as the recent construction of several large apartment buildings and the construction of a large complex focused on older adults which includes apartments and garden homes. Between the 2011 and 2021 census' data, Rothesay has maintained a steady population of approximately 12 000.

The Rothesay town boundary is illustrated below:



Town of Quispamsis

The Town of Quispamsis is situated along the Kennebecasis River and borders Rothesay along the southwest, local service districts to the east, and the town of Hampton to the north. Similar to Rothesay, the MacKay highway intersects the town and the secondary rail line operated by CN Railway runs through the community near many residential areas.

The Hammond River, a tributary of the Kennebecasis River, runs through the northeast area and is crossed by bridge at 4 separate locations within the town.

Quispamsis has seen an increase in population changing from 15,239 in 2006, 18,245 in 2016 and 18,786 in 2021.



Critical Infrastructure

Critical infrastructure includes roadways, water systems, power and municipal facilities. The department has worked with both municipalities to identify critical infrastructure in the community. Roadways, water systems and municipal facilities are maintained by each town through their public works and facilities departments. The power infrastructure is maintained by the public entity NB Power.

There are several schools that are operated by the Anglophone South School District, one by the District scolaire francophone Sud and also some private schools. Major health care facilities include the Kingsway Nursing Home and Parkland in the Valley, a residential complex that ranges from independent senior's apartments to a nursing home.

Critical infrastructure in the Kennebecasis Valley can be categorized by type including transportation, utilities, communication, health care and government facilities.

Carpenter's Pond, treated at a microfiltration plant at McGuire Road and pumped through two water storage reservoirs, including water towers off of Route 1, to the distribution piping network. The town also has a significant hydrant network in its commercial areas. The fire hydrant network is discussed later in this document. Approximately 70% of Rothesay residents are connected to the town sewer system which conveys collected sewage to three lagoons, one at Maliseet Drive and two near Kennebecasis Park.

Power is supplied by the provincial power company, NB Power with home heating in the community supplied by power (baseboard, heat pump), propane, oil or wood heat. There is no natural gas in the community. NB Power has three large substations located on the Marr Road in Rothesay, and on the French Village Road and Meenan's Cove Road in Quispamsis.

The communication lines, including phone and internet, are maintained by Bell Aliant, a national communications company with a large substation on the Gondola Point Road in Rothesay and smaller ones throughout the community.

Health Care Infrastructure

There are no primary care health facilities in the community. Health care in southern New Brunswick is provided by Horizon Health, a provincially operated system. There is a clinic at a strip mall on the Hampton Road that provides diagnostic testing with the major health care center, the Saint John Regional Hospital, located in the north end of Saint John.

There are two major long-term care/assisted living facilities; Kingsway Nursing Home and Parkland in the Valley. Kingsway Care Centre, operated by the Kings Way LifeCare Alliance located on Route 119 in Quispamsis and Parkland in the Valley, located on Millennium Drive in Quispamsis. Parkland in the Valley consists of three buildings; independent living, assisted living and long-term care.



Kingsway Care Centre



Parkland in the Valley

Educational Infrastructure

There are several schools in both Rothesay and Quispamsis that include elementary, middle and high schools. The majority of these schools are operated by the provincial government with some private elementary schools. RCS Netherwood is private school with ages ranging from middle school to high school with a large campus in Rothesay.

Broadway Street	Rothsay	K Park Elementary School	132 Elementary School
Clermont Lane	Rothsay	Rothsay Elementary	132 Elementary School
Hampton Road	Rothsay	Touchstone Academy (Private)	132 Elementary School
Hampton Road	Quispamsis	Quispamsis Elementary	132 Elementary School
Hampton Road	Quispamsis	Kennebecasis Valley High School	133 High School
Hampton Road	Rothsay	Rothsay High School	133 High School
Hampton Road	Rothsay	Rothsay Park School	134 Junior High School
Hampton Road	Rothsay	Harry Miller Middle School	134 Junior High School
Kensington Avenue	Quispamsis	Lakefield Elementary	132 Elementary School
Pettingill Road	Quispamsis	Chris Saunders Elementary	132 Elementary School
Pettingill Road	Quispamsis	Quispamsis Middle School	134 Junior High School
Pettingill Road	Quispamsis	The Woods (Private)	132 Elementary School
Quispamsis Road	Quispamsis	Ecole des Pionners	132 Elementary School
School Avenue	Rothsay	Fairvale Elementary School	132 Elementary School
Vincent Road	Quispamsis	Valley Christian (Private)	132 Elementary School

Government and Community Infrastructure

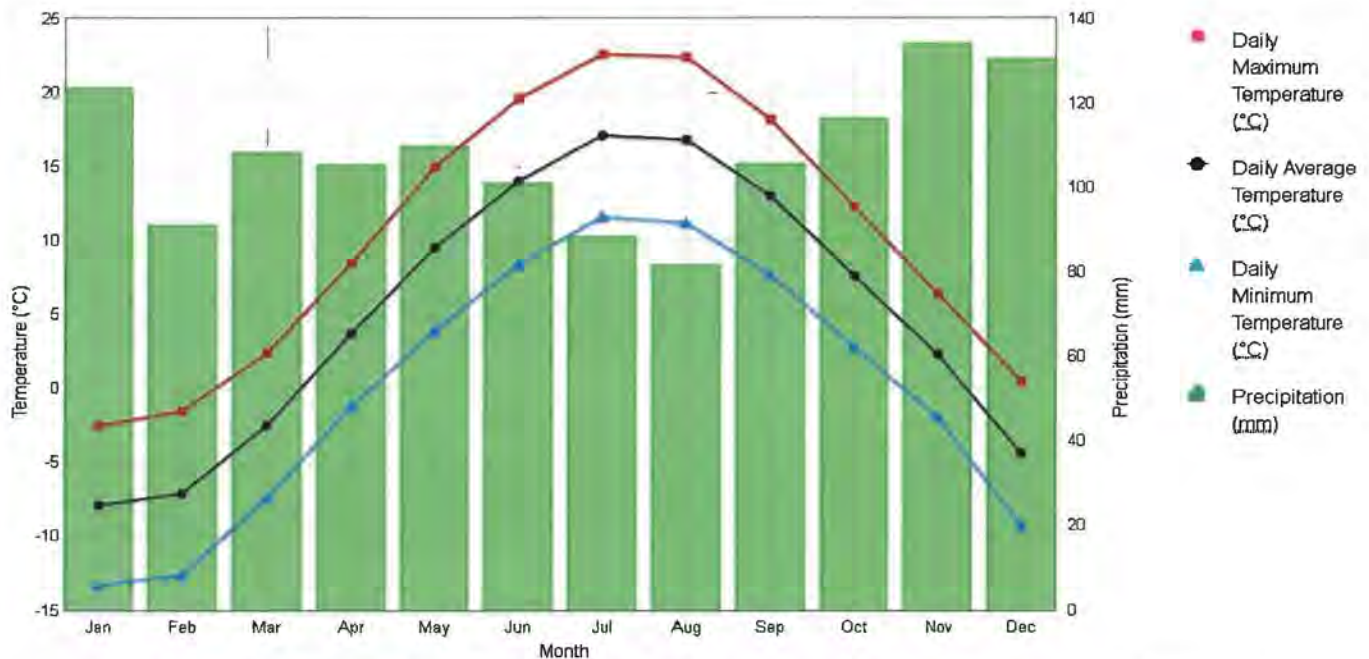
Both towns operate a town hall that includes the administration offices and council chambers for each. The Rothsay Town Hall is located on the Hampton Road and the Quispamsis Town Hall is located on Landing Court in Quispamsis. Each town has a hockey arena and community centers that include the Bill McGuire Centre and the Wells Community Building in Rothsay and the Meenan's Cove Beach House in Quispamsis. There is a works garage on Salmon Crescent in Rothsay and another on Municipal Drive in Quispamsis. A major sports and community

facility is the Qplex, located on Randy Jones Way in Quispamsis. In addition to a hockey arena, this facility also houses a day care center, community rooms and an outdoor pool.

Climate and Geography

The Kennebecasis Valley is located in southern New Brunswick and is situated along the Kennebecasis River, about 17 kilometers from the Bay of Fundy, with this proximity greatly impacting the weather of the area. The community is surrounded by heavily forested areas which are part of the Acadian Forest.

The surrounding area is mostly rolling hills with no true mountains although some areas do provide steep slopes. There are several bodies of water including lakes, rivers, and bogs and the community naturally slopes down towards the Kennebecasis River.



Clearly distinguishable seasons characterize the climate. Winters are snowy and cold, and summers are generally mild and pleasant. The area has a blend of climates typical of a coastal area. January is generally the coldest month and July is the warmest; however, influxes of moist Atlantic air produce mild spells in winter and periods of cool weather in summer.

The table above demonstrates the monthly average temperatures and precipitation however the daily temperature and rain/snowfall can vary greatly, particularly in the winter months. The average snowfall for the winter months is about 52 centimeters per month, but this can also vary greatly with some storms dropping as much as 40-50 centimeters in a single storm.

Program Management

CSA Z1600 Emergency and Continuity Management

This Standard is applicable, in whole or in part, regardless of an organization's size or purpose. This standard provides requirements for a continual improvement process to develop, implement, evaluate, maintain, and improve an emergency and continuity management program that addresses the components of prevention and mitigation, preparedness, response, and recovery.

Canadian public and private sector stakeholders have an interest in ensuring that emergency and continuity management programs evolve to be consistent and have the potential to be international in scope and application. This Standard, adapted from the NFPA 1600, *Standard on Disaster/Emergency Management and Business Continuity Programs*, remains consistent with the Government of Canada's, *An Emergency Management Framework for Canada*. This Standard grew out of the strong commitment of both CSA Group and the NFPA to work collaboratively to promote awareness, knowledge, and application of Standards and industry best practices in the community and the workplace. This Standard provides the requirements to develop, implement, evaluate, maintain, and continually improve an emergency and continuity management program for prevention and mitigation, preparedness, response, and recovery.

Collaborative Approach

All municipalities in New Brunswick have the potential to be affected by any number of both natural and human caused disasters or emergencies and that is the same for the Kennebecasis Valley. With the region's substantial transport network, susceptibility to river freshets and floods and abundant forested areas, both Rothesay and the Town of Quispamsis have agreed to a collaborative approach for their responses to disasters and emergencies. The coordinated approach allows for effective sharing of essential information with internal and external stakeholders, the community and the media to have a successful response and organized recovery from the disaster or emergency.

This Emergency Management Program was solely developed for the Kennebecasis Valley Emergency Measures Organization and is not intended, created or intended to replace protocols or procedures for managing the normal day to day common occurrences that are managed routinely by emergency services and/or municipal departments. The program does, however, outline the responsibilities, designates duties and directs the actions of key personnel.

Emergency Management Legislation

Federal

Public Safety Canada is responsible for the national emergency management system and in the event that there is a nationally declared emergency, the federal government may or will activate its Federal Emergency Response Plan and it will coordinate emergency management activities among government institutions and in cooperation with the provinces and territories through their regional offices.

Provincial

The Province of New Brunswick is responsible for provincial emergency management that ensures the safety of all New Brunswickers through the Emergency Measures Act. The Act

provides the Minister of Public Safety the authority over all matters respecting emergency planning, preparedness, response, mitigation, recovery for emergencies in the province. Subject to the approval of the Minister, the Emergency Measures Organization may do the following:

- (a) review and approve, or require modification to, Provincial and municipal emergency measures plans;
- (b) make surveys and studies to identify and record actual and potential hazards which may cause an emergency or disaster;
- (c) make surveys and studies of resources and facilities to provide information for the effective preparation of emergency measures plans;
- (d) conduct public information programs related to the prevention and mitigation of damage by disaster;
- (e) conduct training and training exercises for the effective implementation of emergency measures plans;
- (f) procure food, clothing, medicines, equipment and goods of any nature or kind for the purposes of emergencies and disasters; and
- (g) authorize or require the implementation of an emergency measures plan.

Additionally, the Minister may:

- (a) divide the province into districts and subdistricts for the purposes of this Act;
- (b) after consultation with a municipality, designate the boundaries of the municipality to include areas adjacent to it for the purposes of this Act;
- (c) require municipalities to prepare emergency measures plans, including mutual assistance programs, and to submit them to the Emergency Measures Organization for review for adequacy and integration with the Provincial emergency measures plans;
- (d) establish procedures for the prompt and efficient implementation of emergency measures plans; and
- (e) require any person to develop emergency measures plans in conjunction with the Emergency Measures Organization or the municipalities to remedy or alleviate any hazard to persons, property or the environment that is or that may be created by
 - (i) a condition that exists or may exist on the person's property,
 - (ii) the person's use of property,
 - (iii) an operation in which the person is or may be engaged, or
 - (iv) a process that the person is or may be utilizing.

Municipal

Within the Provincial Emergency Measures Act, each municipality:

- (a) shall establish and maintain a municipal emergency measures organization,
- (b) shall appoint a director of the municipal emergency measures organization and prescribe his or her duties, which shall include the preparation and coordination of emergency measures plans for the municipality,
- (c) shall appoint a committee consisting of members of its council to advise it on the development of emergency measures plans,
- (d) shall prepare and approve emergency measures plans,
- (e) may pay the expenses of members of the committee appointed under paragraph (c),
- (f) may enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency measures plans, and
- (g) may appropriate and expend sums approved by it for the purposes of this section.

Bylaws

Both Rothesay and the Town of Quispamsis have established bylaws in regard to the KV EMO.

See Appendix 0 *BY-LAW NO. 2-24 BY-LAW OF THE MUNICIPALITY OF ROTHESAY RESPECTING THE KENNEBECASIS VALLEY EMERGENCY MEASURES ORGANIZATION*

CSA Z1600 Emergency and Continuity Management



Plan-Do-Check-Act (PDCA) Continuous Improvement Model

In establishing and maintaining the Emergency Response Program, the “Plan-Do-Check-Act” (PDCA) model established by CSA Z1600 will be followed.

Plan

- Establish leadership and commitment – Towns have committed to the program through bylaws and financial commitment
- Program coordination and committee – fire chief acts as the KV EMO Director and will develop, implement, evaluate and maintain the program the KV EMO committee will be part of the governance structure

- Program administration – this document will serve as a guide to the EMO program and shall include a vision, scope, mission statement, roles and responsibilities and enabling authority for the program. It is approved by the senior management of the organization; and will be communicated to key stakeholders
- Laws and authorities – bylaws have been enacted to establish the KV EMO and will be updated as required
- Financial management – financial management of the KV EMO falls under the Director. The Director in turn reports to the Joint Board of Fire Commissioners
- Goals and Objectives – program plan identifies the goals, using broad general statements of desired accomplishments. The objectives developed from these goals include measurable activities that should be accomplished within identified time frames
- Records management – records shall be maintained for the implementation of the emergency and continuity management program, events and actions taken to prevent and mitigate, prepare for, respond to, and recover from an incident, training and monitoring activities, changes or improvements made to the prevention and mitigation, preparedness, response, continuity and recovery strategies
- Planning – establish a planning process to develop, implement, evaluate, and maintain its emergency and continuity management program
- Risk assessment and impact – identify sources of risk, areas of impact, events that have or could impact an organization, the surrounding area, or the critical infrastructure supporting the organization

DO

- Implement strategies – develop and implement response strategies with a focus on progression through activation levels and the responsibilities of each organization and key members
- Incident management team – identify IMT members and potential roles
- Communication and warning – implement communication plan and follow warning escalation plan
- Resource management – manage the annual EMO budget and ensure that required resources for KV EMO are available
- Training – identify required training for all members and develop training plan
- Operational procedures – develop operational procedures for each potential EOC/ICS team member for each activation level
- Facilities – conduct an audit of facilities and determine capability for use during EMO events as EOC or centre/shelter

Check

- Evaluation – conduct scheduled evaluations to validate conformance to strategies, plans, and procedures, and have the results documented
- Exercises and tests – conduct exercises to validate individual essential elements, interrelated elements or the entire plan and have the results documented
- Audit and review – conduct audits and reviews at planned intervals to determine conformance and effectiveness of the implementation and maintenance of the program and its component parts

- Corrective action – take corrective actions on deficiencies, gaps, and limitations identified and documented during the program evaluation, exercises, tests, and audit and review processes

Act

- Senior management review – senior management shall review the emergency and continuity management programs at planned intervals
- Continual improvement – ensure that the program review process incorporates ongoing analysis and evaluation, as well as corrective action planning and review

KV EMO Governance and Structure

The KV EMO Emergency Management Program was designed and developed in accordance with best practices provided by New Brunswick EMO and with assistance from the Colchester Emergency Measures Organization.

The Fire Chief (or designate) shall perform the role of Director of the KV EMO and fulfill the duties of the position in accordance with the position description attached as Appendix D. The Fire Chief, as KV EMO Director, will report to the Fire Department Administrator and Joint Board of Fire Commissioners. The Fire Chief/EMO Director will prepare and deliver regular updates to the municipal councils through the Fire Board at each board meeting.

When the KV EMO is activated, coordination of emergency response is delegated to the EMO director. The director or designate will act on behalf of both municipalities as coordinator of all emergency services and resources used in the emergency.

The KV EMO will maintain an EMO advisory committee that will be comprised of members from the Kennebecasis Valley Fire Department, Kennebecasis Regional Police Force and from each municipality. Each municipality will provide a deputy director and at minimum one additional committee member. Committee members will serve for two years as part of the committee with the terms of reference for the committee to be developed upon the formation of the committee.

Under this program, each municipality shall:

- Be responsible for the direction and control of the municipal emergency response unless the incident would be better managed as a coordinated EMO event;
- Appoint a deputy director as part of the KV EMO;
- Approve the emergency management program developed by KV EMO for their municipality;
- Jointly establish, equip and maintain an Emergency Operations Centre (EOC);
- Maintain an emergency preparedness team reporting to the deputy director of KV EMO for their municipality;
- Provide funding on an annual basis to support training, exercises and initiatives

Each municipality, the Kennebecasis Regional Police Force and Kennebecasis Valley Fire Department shall:

- Maintain a roster of qualified personnel with appropriate training;
- Develop a business impact analysis;
- Follow a hazard mitigation program;

- Develop a continuity of operations program.

Organizational Structure and Roles

EMO Director

- Fire Chief of KVFD; responsible for the overall management of KVEMO
- Reports to municipal councils through Joint Board of Fire Commissioners

Deputy EMO Director

- Responsible for managing their municipal emergency preparedness team; assuming EMO director duties in their absence

EMO Committee – (Recommendations and Long-Term Planning)

- Assist with evaluation of program
- Participate in ICS/EMO structure
- Responsible for continuously analyzing risks which expose the towns to the potential for extensive disruption of activities such as natural, technological, or human-caused or other
- Provide recommendations/updates to emergency preparedness and response programs;
- Review emergency response program every two years

Emergency Preparedness Team – (Preparation, Program Implementation)

- Collaborate on emergency preparedness strategies and initiatives designed to enhance preparedness and improve the ability to respond to emergencies
- Manage and mitigate the effects of an emergency or disaster within the town
- Review existing policies and procedures and implement changes to mitigate emergencies and disasters
- Prepare and annually review contingency programs and procedures
- Assist with hazard mitigation identification
- Develop and follow hazard mitigation project program



Theory of Operation

The KV EMO Emergency Management Program works on the theory that residents are responsible for their own safety and for protecting their property through maintenance, repair and preparation for disasters and emergencies. This is reiterated through the NB EMO message of residents being prepared to be self-sufficient during an emergency event for up to 72 hours.

For emergencies that are beyond the capacity of residents, there is an expectation that fire, police, works departments, etc. will be ready to respond and manage most emergency incidents and weather events. Examples may include:

- A fire in a home is managed by the fire department
- A winter storm is managed by town works departments
- A spring freshet is managed by the municipal emergency preparedness teams
- A significant social event is managed by the police department

These types of events may only require that the event is monitored by key personnel from police, fire, the municipalities and/or the KV EMO.

For events that are beyond the capability of any of these organizations, that has more than one site/location, or has the potential for becoming a significant event or emergency, the KV EMO will engage through either a partial or full activation of this program.

Presumptions

The Emergency Management Program must make some presumptions to be true for the program's execution.

Incident Presumptions

- a) An incident that affects one municipality is likely to impact the other, even if through a secondary impact where resources are pulled into one municipality impacting the service levels of the other.
- b) An emergency incident or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- c) Some community members who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the KV EMO.
- d) The sequence of events in an emergency incident or disaster is unpredictable, therefore, the program should be utilized as a guidance document and adapted accordingly for the specific needs of the emergency incident or event.
- e) The fundamental priorities for KV EMO during an emergency incident or disaster are:
 - The preservation of life and the protection of people
 - The protection and restoration of property and infrastructure
 - Stabilization of the emergency incident or disaster
 - Recovery fulfilled to pre-incident conditions
- f) During a large-scale event or disaster, operations will be coordinated through the either a partial or full activation of the Emergency Operations Centre (EOC).
- g) The greater the complexity, impact, and geographic scope of an emergency, the more likely a multi-agency response will be required.
- h) Extended incidents that require 24-hour operation will most likely be divided into two operational periods of shifts of 12 hours each. Staffing should be programmed accordingly.
- i) The program may be used for non-emergency events, such as large social gatherings e.g., high school proms, Canada Day.

Program Presumptions

- a) All municipal departments, police, and fire departments will be familiar with the program and their specific responsibilities within it.

- b) The Emergency Management Program will be reviewed and updated at least every two years by the KV EMO Committee. A record of changes will be maintained.
- c) The program will be exercised at least once annually through an in-person exercise or tabletop exercise. An in-person exercise will take place at least once every two years.

Financial Management

The KV EMO shall develop financial and administrative procedures to support the program before, during, and after an emergency or a disaster. These procedures will help ensure that financial decisions are expedited in accordance with authorization limits and fiscal policy.

These procedures shall include the following:

- Defined responsibilities for program finance authority
- Procurement procedures
- Accounting systems to track and document costs
- Management of funding from external sources

All Hazards Risk Assessment

Defining Risk

Risk can be defined as the likelihood of an event to occur and the impact it may have. Or simply, it is the questions for a community to ask itself: how likely is it that something could happen, how bad could it be and are we prepared to manage it? But even considering that, the real questions should be: how can we prevent it or minimize the damage if it happens?

A risk assessment includes defining the risks in the community and prioritizing them by the likelihood of the event or the impact it could have. Understanding the risks faced by a community is the first critical step in taking action to mitigate the effects of a significant event.

Risk can be considered the product of two factors; the probability or likelihood of an event and the impact or consequence of an event which can include loss of life, property or disruption to the community.

$$\text{Risk} = \text{Probability} \times \text{Consequence}$$

Risk is also relative to the size of a community and its capability to respond. Events in smaller communities may affect less people than a large city but the disruption to the community may be greater.



Risk Assessment Methodology

In order to identify and measure the risks in the community, this document uses a risk assessment process that includes elements from the National Fire Protection Association (NFPA), the Manitoba Office of the Fire Commissioner, and *Community Risk Assessment: Standards of Cover 6th Edition* from the Commission on Fire Accreditation International. This two-axis methodology measures risk by identifying the probability of an event versus the consequence (or impact) of the event. Risk can also be measured by the historical data of specific events to predict future events.

The probability of an event is the likelihood that a hazard will result in an incident, based on historical data and also by using the following scale:

Probability

Descriptor	Indicative Chance of Occurrence (5-year period)	Description
Unlikely	2%-25%	<ul style="list-style-type: none"> Not expected to occur and/or no recorded incidents No recent incidents in comparable organizations or communities May occur once every 100 years
Possible	26%-50%	<ul style="list-style-type: none"> Might occur at some time with few and/or infrequent events Very few incidents in comparable organizations or communities Likely to occur every 1 to 5 years
Probable	51%-75%	<ul style="list-style-type: none"> Regular recorded incidents and strong anecdotal evidence Incidents in comparable organizations or communities Likely to occur more than once annually
Highly Probable	76%-100%	<ul style="list-style-type: none"> Recurrent and regular incidents weekly/monthly incidents

The consequence of an event is the estimation of the loss that will be experienced by the community and/or its citizens. The consequence of events can be measured using the following table:

Descriptor	Description of Impact (May include one or more descriptors, but does not require all)
Minor	<ul style="list-style-type: none"> • Small number of people affected (<10) • Minor displacement of people for a short timeframe • Minor localized disruption to community service or infrastructure • Minor impact on environment
Moderate	<ul style="list-style-type: none"> • Limited number of people affected (11-50) • Medical treatment required and/or hospitalization • Few fatalities if any • Small number of people displaced for an extended period • Localized damaged that is mitigated by routine arrangements • Some short term/minor impacts on the environment • Normal community function with some short-term effects
Significant	<ul style="list-style-type: none"> • Significant number of people affected • Lifesaving intervention required • Multiple fatalities • Large number of people displaced for an extended period • External resources required to manage the incident • Community partially functioning; some services unavailable • Significant environmental impact with medium to long-term effects
Severe	<ul style="list-style-type: none"> • Very large number of people affected (>100) • Multiple fatalities, large number of people requiring medical treatment and hospitalization • General widespread displacement for a prolonged duration • Extensive damage to properties and infrastructure • Community unable to function without external support • Significant, long-term environmental impact

Risk Determination

Risks can be measured by comparing the probability versus the impact along with the historical data of incidents and the potential for future incidents. Based on these variables, risk can be measured as low, moderate, high, or maximum.

- **Maximum Risk** – These risks have the greatest community impact and may result in severe property damage to significant infrastructure and large residential buildings, large economic loss through loss of tax revenue, loss of community value, interest, or attraction, and significant emotional loss (community fear, sadness)
- **High Risk** – These risks are classed as significant either due to the potential for a large loss of life, property or community disruption.
- **Moderate Risk** – These risks are less significant, however may cause upset and inconvenience in the short-term. They are more likely to occur than high or maximum risk incidents but generally have less impact and are of a shorter duration.
- **Low Risk** – These risks are either unlikely to occur or are not significant in the amount of impact.

Risk Rating Matrix

Probability	Highly Probable	Moderate	High	Maximum	Maximum
	Probable	Low	Moderate	High	Maximum
	Possible	Low	Moderate	Moderate	High
	Unlikely	Low	Low	Moderate	Moderate
		Minor	Moderate	Significant	Severe
Consequence					

Natural Events

Natural events refer to any type of weather or atmospheric event. While there are many types of significant natural events, only those that are realistic to this community will be discussed. So, what is the likelihood of a naturally occurring event having a significant impact on the area?

One way to measure this is by the amount of disaster financial assistance (DFA) events that have occurred in the province over the last 30 years.

1990 – 1999

- Six natural disasters occurred
- 27.3 million was spent on disaster recovery activities



2000 – 2009

- Ten natural disasters occurred
- 50 million was spent on disaster recovery activities

2010 – 2017

- Ten natural disasters occurred
- 125 million was spent on disaster recovery activities

This trend highlights the fact that weather is changing and storms are happening more frequently and with greater severity. The Kennebecasis Valley is especially prone to significant snow, rain, and wind events. Most significant weather events that could impact the community come with advanced warning, sometimes hours and usually days before the event. The public relies heavily on first responders and town staff during emergencies, and the more substantial the incident or the disaster, the greater the need for assistance delivered by the municipalities and public safety organizations.



Significant Winter Storms

Probability	Impact	Risk Rating
Probable	Moderate	Moderate

The Kennebecasis Valley, due to its geography and with its proximity to the Bay of Fundy, is susceptible to many different types of winter storms. Although winter storms typically have not created a substantial challenge for the community, they can pose significant challenges, especially when snowfall amounts exceed 30 or more centimeters or meet blizzard criteria.

During heavy snowfall events, police, fire and EMS are challenged as the total time to complete an emergency call is increased due to road conditions; what may be an average demand for service during a significant winter storm could realistically be considered a higher demand when this is considered.

There is also the consideration that depending on the type and severity of an event, public works may focus on key roadways and in extreme circumstances, may temporarily cancel all road clearing activities.

**Maritime
Snowmageddon**

The winter of 2014/2015 set records in New Brunswick for snowfall and temperature. January, February and March were the coldest in 68 years. "Big storms" numbered seven or more with snowfall totals reaching almost 500 cm by mid-March whereas a typical season would feature two or three

Significant Rain and Wind Events

Probability	Impact	Risk Rating
Probable	Moderate	Moderate

In contrast to winter storms, powerful wind and rain events cause a significant increase in the demand for service for the fire and works departments.

Emergency calls for flooded basements, road closures, downed power lines, and for other damage caused from wind/rain events affect the operational readiness of the emergency services/works and there is a threshold where action is necessary to meet the demand for service while maintaining readiness for other emergencies.

Hurricane Arthur July 5, 2014

Hurricane Arthur transformed into a powerful post-tropical storm over the Maritime provinces. The storm brought powerful wind gusts and heavy rain to Quebec, New Brunswick, Nova Scotia and Prince Edward Island. The most amount of rain was received in St. Stephen, New Brunswick where it rained 143 mm. The powerful winds generated by the storm downed trees and power lines throughout the Maritimes causing power outages, property damage and infrastructure damage. The KVFD responded to 66 emergency calls in a 48-hour period during this storm, compared to what on average would be six calls in the same timeframe.

While some 911 calls during a storm may not be considered "emergencies", they could pose a threat to either homeowner, the general public, and first responders mostly from the threat of electrocution. Water in homes can impact electrical systems in the home and damaged power lines and poles can pose a significant threat to anyone nearby.

Major Flooding/Freshet

Probability	Impact	Risk Rating
Possible	Moderate	Moderate

Flooding is the most frequent natural hazard in Canada and the communities of the Kennebecasis Valley are not immune to this hazard. As discussed previously, the Kennebecasis River runs along both Rothesay and Quispamsis with several residential areas located near the water's edge.

Flood forecasting typically gives ample warning and in New Brunswick, the government provides a river watch program that gives current and forecasted levels on the river systems in the province.

2018 Spring Freshet

In 2018, the communities of the Kennebecasis Valley were impacted by some of the worst flooding in the history of the Province. Several areas of the community and dozens of homes were impacted by the flooding with some residents displaced for several days. The sewer system in Rothesay was disabled and raw sewage was directed into the river. The KVFD assisted with evacuating some residents by boat and responded to several service calls during the incident. A large volunteer effort was engaged to prepare sand bags to help protect area homes.

Significant flooding is unique in some ways to other types of hazards, mostly from the slow onset and long duration of the event.

Flooding also disproportionately affects a community; while part of a community is in crisis the other part is functioning normally meaning that the municipalities and public safety agencies must not only deal with a disaster but also needs to maintain its normal operations outside of the flood zone.

Flooding is generally accompanied by poor weather conditions. Significant flood events can be complex, and they can occur at any time day or night and last for an uncertain period of time. Responders may have to work in dangerous conditions, there may be considerable numbers of people displaced from their homes and there may be considerable business, infrastructure and utility interruption.

Major flooding can have major impacts on a community that vary throughout the different stages of the flooding. At the onset of flooding, residents may become trapped from the flood water either due to not evacuating when advised to do so or when the flooding is worse than predicted. Fire departments may be required to evacuate residents by boat and respond to safety issues such as floating propane cylinders or electrical issues in homes.

Human Caused Events

Human caused events refer to events that are caused either by accident, neglect or with intent; for example, an improperly discarded cigarette causing a forest fire or an individual intentionally causing harm to a large group of others. The potential for a disastrous event happening in the Kennebecasis Valley caused by people is best measured by identifying what events have impacted other communities in Canada.

Some of these include:

- 2001 – four children killed and several injured in a bus crash in Sussex
- 2008 – “Boys in Red” van crash killed seven and injured four in Bathurst
- 2013 – 47 killed in the Lac-Mégantic train derailment
- 2014 – five RCMP officers are shot and three killed during a shooting spree in Moncton
- 2016 – 88 000 residents are evacuated from Fort McMurray from a devastating wildfire
- 2018 – Four killed including two police officers at a shooting in Fredericton
- 2020 – 22 killed and three injured during shooting spree in rural Nova Scotia



Communications/Power Infrastructure

Probability	Impact	Risk Rating
Possible	Moderate	Moderate

The Kennebecasis Valley will often experience power outages but the extent of the outage typically depends on the cause. A transformer malfunction may affect a neighbourhood for less than a day while a major wind or ice storm can cause an outage that impacts a large part of the community for an extended period of time. The risk from a prolonged power outage is usually from the actions of residents themselves; using candles for lighting or unsafe use of generators and barbecues. During the January ice storm of 2017, where parts of New Brunswick were without power for nearly two weeks,

there were two deaths and 49 illnesses caused by carbon monoxide.

In August of 2017, a major cell network and internet outage affected Atlantic Canada after there was accidental damage done to fibre lines during a construction project.

The outage lasted almost five hours and there was confusion at the outset of the outage of what methods of communication worked and what did not; the radio system, landline system, and 911 network all remained intact but it took a process of trial and error to determine this.

CARBON MONOXIDE WARNING

FROM NEW BRUNSWICK'S FIRE MARSHAL AND ACTING CHIEF MEDICAL OFFICER OF HEALTH

- **Two people have died and over 30 others have been hospitalized** in recent days because of carbon monoxide poisoning.
- Carbon monoxide has **no smell, taste, or colour**. Unless you have a detector in your house, you might never know it is present until it could be **too late**.
- **Never** run a generator in your home, garage, or near a window or air intake outside of your house.
- **Never** BBQ, use a camping stove or a propane heater inside of your house or garage.
- There is **no safe way** to run a generator or cook with a camping stove in your home or garage. **Carbon monoxide poisoning can still occur if you have opened your window or garage door.**
- If you think you or a loved one have been affected by carbon monoxide, you should :
 - Immediately go outside
 - go to the nearest hospital or call 911

NEW BRUNSWICK
Fire Services
Emergency Services
Organisation

ORGANISATION
des services d'urgence
du Nouveau Brunswick

BRUNSWICK

Active Shooter/Violent Threat

Probability	Impact	Risk Rating
Rare-Probable	Moderate/Significant	High

Unfortunately, the likelihood of violence taking place in otherwise safe and quiet communities is becoming more and more a reality. It is difficult to assign an accurate "likelihood" rating to this type of event because the lack of any past violent incidents is not an accurate predictor of future events. The Kennebecasis Valley has never experienced a mass shooting event; but neither had Moncton, Fredericton, Mayerthorpe Alberta, La Roche Saskatchewan, or Quebec City, Quebec prior to the shootings in these communities.

Although these are all Canadian examples, there is one incident in the United States that stands out which is the Sandy Hook Elementary school shooting where 20 children, as well as six adult staff members were fatally shot. Newton, Connecticut, where this school is located, is a town with a population of 27 000 residents.

However, this does not mean that there have not been any potential or significant events in the Valley. In February of 2014 a man in his

2014 Moncton Shooting

In Moncton on June 4th 2014, a 24-year-old male from the city shot five officers from the Royal Canadian Mounted Police (RCMP), killing three and severely injuring two. A manhunt was launched and continued overnight and into June 5th. On June 6th, the male assailant was found and taken into custody, ending a manhunt that lasted over 28 hours. The shooting was the deadliest attack on the RCMP since the Mayerthorpe tragedy in 2005 that left four RCMP officers dead, and also Moncton's first homicide since 2010.

twenties was shot and killed by Kennebecasis Regional Police officers after he attacked officers with a knife.

In July of 2015, there was a report of a gunman in a wooded area between Fairvale Elementary School and Oakville Acres. And in April of 2020, a lone gunman killed 22 people including an RCMP officer during a shooting spree over a 13-hour period in several rural communities in Nova Scotia.

Aviation Accidents

Probability	Impact	Risk Rating
Unlikely	Significant	Moderate

In Canada, there are approximately 250 aircraft accidents annually with about 4.5 million hours of flying activity. Compared to other forms of transportation such as roadways and railways, aviation has a much smaller occurrence of accidents.

When aviation accidents do occur, more than 80 percent of happen within the first three minutes of takeoff or in the eight minutes before landing. Although the Kennebecasis Valley does not have an airport, the Saint John Airport is only ten kilometers from the center of the community, and certain approaches for the runways are directly over the valley.

This airport has two carriers that operate from it: Air Canada (and Air Canada Express) and Flair Airlines. More than 250 000 passengers fly through the airport annually. The airport also has a private flying club.

Aviation accidents can be many incidents rolled into one including fire, hazmat, confined spaces, and entrapment. And although the KVFD and KRPF are not a primary response agency for an accident at the airport, there is a high probability that they may be requested as mutual aid agencies, especially considering the proximity to the airport.

Air Canada Flight 646

In December of 1997, an Air Canada flight attempting a "go-around" crashed in poor weather conditions. While attempting the go-around, the aircraft stalled and impacted the runway and rolled off the runway into a ditch. A tree cut into the fuselage into the first five rows of seating. Although there were no fatalities, there were serious injuries and some passengers needed to be extricated with hydraulic rescue tools.



Pandemic/Communicable Disease

Probability	Impact	Risk Rating
Unlikely	Severe	Moderate

Prior to 2020, it is realistic that a pandemic would not be included as part of a risk assessment, mostly because of the relative infrequency of widespread disease events that would impact an entire community, province or country. Although there had been disease events in the past decades that have included swine flu, SARS, and other respiratory diseases a pandemic had not affected this community for many years, if ever. The COVID-19 pandemic impacted the operations of the municipalities, fire and police departments through staff illness, delivery of programs and significantly altered the protective equipment requirements for all staff and altered the medical protocols for the fire departments EMS program. Pandemics, as witnessed by recent outbreaks such as COVID-19, have the capacity to significantly disrupt social, economic, and healthcare systems.



The risk factors associated with a pandemic are manifold and must be considered comprehensively. Firstly, the transmissibility of the virus plays a crucial role in determining the scale and pace of the outbreak. Highly contagious viruses can spread rapidly within a community, leading to an exponential increase in cases. Secondly, the effectiveness of preventive measures, such as vaccination campaigns, social distancing, and personal hygiene practices, is crucial in limiting the transmission of the virus.

Identifying and addressing the needs of vulnerable population groups is paramount in pandemic preparedness. Certain individuals and communities may be more susceptible to severe illness or have limited access to healthcare services. These vulnerable groups may include the elderly, individuals with pre-existing medical conditions, immunocompromised individuals, low-income communities, and marginalized populations. Understanding the specific challenges faced by these groups and developing targeted interventions to protect and support them is crucial for equitable pandemic response.

Railway Accident

Probability	Impact	Risk Rating
Possible	Severe	High

In Canada, there are between 1000-1500 railway accidents annually. A railway accident has a defined definition, which includes the serious injury or death of a person or, where the train is involved in a grade-crossing collision, is involved in a collision or derailment carrying passengers, is involved in a collision or derailment carrying dangerous goods, an incident that causes a fire, or an incident that damages the train itself.



As previously discussed, the Kennebecasis Valley has a secondary rail line that runs east to west throughout the community. Although the schedule varies, there are typically at least two freight trains that pass through the community daily. The content of the freight cars also varies but considering the destination for the freight is industry in Saint John, it will often include crude oil, liquefied petroleum gas, and other industrial commodities.

A railway accident can be challenging in that the accident may not be the main problem for the community; it may result in a hazardous materials incident, fire, technical rescue, or restricted roadway access.

The primary example of the last point is the crossing leading into Kennebecasis Park, where an accident would cut off the main (and only) roadway into the neighbourhood. However, this only becomes an emergency if one of the previous problems is significantly impacting that part of the community. Otherwise, it becomes an issue of access for the residents and for works and emergency services to respond to any other emergencies in K-Park. The importance of size-up is again a crucial factor in response; non-intervention may be the preferred course of action when large volumes of flammable liquids are involved. Rail accidents involving flammable liquids on fire require a specialized response, a solid knowledge of the products involved, and a knowledge of the high-risk hazards and the firefighting techniques specific to such fires.

Wildland Fires

Probability	Impact	Risk Rating
Probable	Significant	High

The Kennebecasis Valley, like most of New Brunswick, is a heavily forested area, specifically on the outer boundaries of the community which are at a particular risk to a wildland fire. A wildland fire, often referred to as a brush, grass, or forest fire, for the purpose of this document, is meant to include any fire that occurs in nature and does not involve any type of structure.

Because of the geography of both Rothesay and Quispamsis each town can be considered a "wildland-urban interface community" (WUI) which is defined as areas where homes are built near or among lands prone to wildland fires.

The threat of a wildland fire (forest fire) in portions of the Kennebecasis Valley is significant. New Brunswick typically experiences 145 forest fires a year, however by mid-2023 had already surpassed the 10-year average for the number of fires provincially.

Wildland fires typically require more staffing and resources than a typical fire department would have available, so these fires require coordination and cooperation amongst a wide variety of agencies.

Historically, municipal fire departments have been specifically trained and equipped to suppress fires in structures but during a response to a wildfire most municipal fire departments are often overwhelmed by fires greater than an acre in size or when more than one structure is threatened.

The possibility of losing homes to a wildland fire can have as much of an impact on responders and the community as it does to the actual loss.

May 2023 Forest Fires

In the spring of 2023, a significant wildland fire occurred in the Halifax area of Nova Scotia. Fires destroyed about 200 buildings, including 151 homes, and forced the evacuation of more than 16,400 people. While this was happening, a wildland fire in the St. Andrews area of New Brunswick It burned more than 1,300 acres, or about 540 hectares, destroyed one home and forced the evacuation of about 300 others. Firefighters from across southern New Brunswick assisted with the firefighting efforts.



IT/Cyber Attack

Probability	Impact	Risk Rating
Possible	Significant	Moderate

Critical infrastructure is still a prime target for both cybercriminals and state-sponsored actors alike, often targeted through cyber-attacks. Cyber attacks can vary and may include malware, Denial-of-Service (DoS) and other means to paralyze or disrupt the IT systems of an organization. As organizations and governments continue to move to technology-based systems for everything from building security, payroll systems and traffic lights, the risk of cyber attacks rises.

The global threat landscape has altered in the past few years. There has been a significant increase in attacks on public infrastructure, healthcare systems, and educational institutions signaling the criminals' bold attempts at institutional-level disruption. Not only have criminals gotten more sophisticated and advanced, but they have also become more coordinated in their attacks on the system. Institutions must take proactive steps to secure their digital infrastructure to prevent, mitigate, and remediate such attacks.

2020 Cyber Attack

In November 2020, cybercriminals who unleashed a ransomware attack that forced the City of Saint John to disconnect itself from the rest of the online world. Rather than pay a ransom, the city opted to rebuild its cyber networks from scratch, a process which took over two years to complete.

Hazard Mitigation

Hazard mitigation is the action taken to prevent or reduce the long-term risk and effects of hazards, such as floods, earthquakes, wildfires, or pandemics. Hazard mitigation can include structural measures, such as building codes, levees, or firebreaks, or non-structural measures, such as land use planning, policy development, education, or insurance. Hazard mitigation can be applied at different levels, from individual properties to entire regions, and can involve different sectors, such as public, private or nonprofit. The main benefits of hazard mitigation are saving lives, reducing injuries, protecting assets, enhancing recovery and promoting sustainability.

Hazard mitigation is important because disasters can have devastating and lasting consequences for communities, especially for vulnerable and marginalized groups. Disasters can cause death, injury, displacement, disease, trauma, and economic loss and can undermine social cohesion and environmental quality. Hazard mitigation can help reduce these impacts by enhancing the resilience and adaptability of communities to cope with and recover from disasters. Hazard mitigation can also support the achievement of broader development goals, such as poverty reduction, climate change adaptation and disaster risk reduction.

There are different methods and tools for mitigating hazards, depending on the type, level, and context of the risk. Hazard mitigation involves evaluating the possible mitigation options in terms of feasibility, effectiveness, cost, benefits and trade-offs. Although the response to a disaster or large-scale incident is the major focus of this program, hazard mitigation is also

important and will be an ongoing process. Hazard mitigation for the KV EMO will be managed by each municipality through their emergency preparedness teams.

Implementation

Emergency Program Activation

Incidents that happen on a day-to-day occurrence in the community are usually handled by the police, fire department, ambulances, and local hospitals. These accidents and incidents may seem to be major emergencies to those individuals involved, but may not affect the safety, property, and environment of the surrounding community.

Should an incident occur where the size, potential hazard, or seriousness of the emergency appears beyond the capability of the responsibility of the first response agencies, or, if an event is planned that may overwhelm the towns or police/fire, then the senior officer (Incident Commander) or municipal senior staff may request the activation of this program.

There are no firm criteria for the implementation of the program, but it could generally be considered when the situation meets one or more the following criteria:

- a) There is a threat of significance to human health, property and/or the environment within the Kennebecasis Valley;
- b) Evacuation of all or part of the region is/may be required;
- c) The KV has an unusual requirement for volunteer, provincial or federal resources/services for emergency response;
- d) There is need to activate any agreement(s) negotiated by the KV EMO;
- e) Additional resources are needed to answer public/media inquiries;
- f) Any Provincial or Federal Emergency Response Plans(s) affecting the region have been activated.

If the magnitude of the emergency or disaster require actions beyond normal procedures, then the KV EMO Director or designate, with consultation with the Municipal CAO(s) may advise the municipalities that a Local State of Emergency be declared in accordance with the authority given to the KV EMO by provincial legislation. However, the EOC may activate without the need for a without a Declaration of a State of Local Emergency.

This program has three levels of activation, as demonstrated below:

Activation Phases



Level 1 – Monitoring

Monitoring means that the KV EMO is aware of a possible event, such as a threatened civil disruption, or an event that will happen but with minor impact, such as a severe storm warning. At this level, the focus is on information sharing which would include information on the predicted event and any operational changes from police, fire and the towns. There is typically no incident commander during this level and the information sharing is managed by the KV EMO Director or designate. Communication typically happens via email but may also take place through an in-person meeting or online video conference (Microsoft Teams).

The KV EMO would move to Level 1, Monitoring in the following examples:

- A small, localized incident
- All KV agencies involved in an incident
- A potential threat (storm warning, etc.)
- Where multi-agency cooperation is required
- KV EMO notified by NB EMO of an increase in status for an event that could also impact the community

It is expected that KV EMO will move to Level 1, Monitoring 5-10 times annually.

For a Level 1 (Monitoring) activation, the following should occur:

- When any member of the police, fire or municipalities become aware of an event that may require monitoring, they shall contact the KV EMO Director by phone or email
- The KV EMO Director or designate shall:
 - Gather as much information as possible on the event
 - Share information on event with program stakeholders via email, including town CAO's, fire/police chiefs, NB EMO

- Request information from stakeholders on operational changes (e.g., staffing changes)
- Request contact information for key personnel from stakeholders for time period of event
- Hold meetings as required, in-person or virtually
- Communicate operational periods for information updates (typically 12 or 24 hours)
- Share updates as applicable (EMO, weather, etc.)
- Utilize communications program as required for public information
- Communicate when Level 1 is deactivated

Note: ICS forms are typically not required during a Level 1 activation.

Level 2 Partial EOC Activation

A Level 2 Partial EOC activation falls between monitoring and a full EOC activation and can vary in size, complexity and location. The EOC may be at the established KV EMO EOC or a temporary EOC may be established at a suitable location or, a virtual EOC can be established. There should be an incident commander at the incident site and if there is more than one site, there should be an incident command for each. A partial EOC activation can be done pre-emptively or through an emergency activation. Staffing for a partial EOC activation will be dictated by the incident; the EOC Director will decide on the number of staff required and whether they fill EOC section roles or remain in their normal operational roles.

The KV EMO will move to Level 2, Partial Activation in the following examples:

- Several agencies, including external ones, involved in an incident
- An incident with two or more locations
- Evacuations of a small part of the community required
- Major scheduled event
- Discretion of KV EMO Director or designate

It is expected that KV EMO will move to Level 2, Partial Activation 1-3 times annually.

For a Level 2 (Partial) activation, the following should occur:

- When an incident commander or any member of the police, fire or municipalities become aware of an event that may require a partial activation of the EOC, they shall contact the KV EMO Director or designate by phone
- The KV EMO Director or designate shall:
 - Gather as much information as possible on the event
 - Assume or assign the role of EOC director
 - Assign section chief/operational roles as required
 - With information from incident commander and EOC staff, identify main problems and develop priorities. See Appendix B "PPOST"
 - Develop incident objectives using "SMART" characteristics. See Appendix C.
 - Develop strategies and tactics for managing the incident
 - Communicate operational periods for information updates (typically 12 or 24 hours but may vary based on incident dynamics)

- At a minimum, utilize ICS forms 201 (Incident briefing) and 202 (Incident Objectives). Other forms may be used as needed
- Utilize communications program as required for public information
- Communicate when Level 2 is deactivated

Level 3 Full EOC Activation

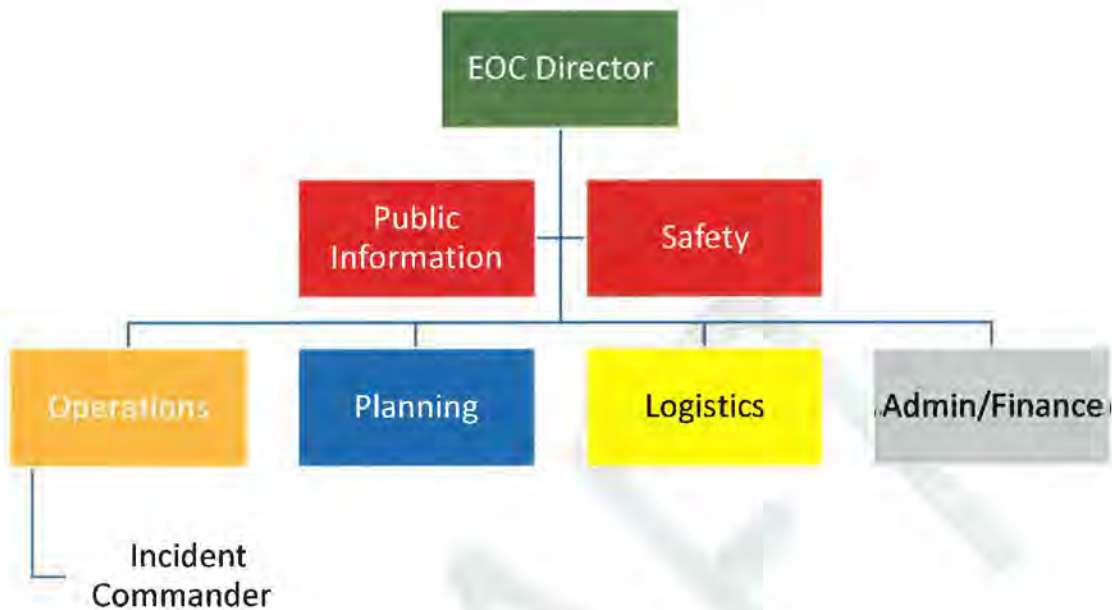
A Level 3 Full Activation is the highest level of activation and will involve several members from each stakeholder in this program. The EOC will be established at the main EOC at Municipal Drive in Quispamsis. There should be an incident commander at the incident site and if there is more than one site, there should be an incident command for each. A full EOC activation can be done pre-emptively or through an emergency activation. Staffing for a full EOC activation will at a minimum include an EOC Director, operations section chief, planning section chief, logistics section chief and finance section chief. Other roles, such as safety, PIO and roles under each section will be filled as required.

The KV EMO will move to Level 3, Full Activation in the following examples:

- Several agencies, including external ones, involved in a major incident
- An incident with multiple locations
- Evacuations of a large part of the community
- Major incident/disaster at the regional level
- When a state of local emergency has been declared for any reason
- Discretion of KV EMO Director or designate

It is expected that KV EMO will move to Level 3, Full Activation once every 2-5 years. The infrequency of a full activation requires regular training and exercises.

The EOC staffing and hierarchy is demonstrated below:



For a Level 3 (Full) activation, the following should occur:

- When an incident commander or any member of the police, fire or municipalities become aware of an event that may require a full activation of the EOC, they shall contact the KV EMO Director or designate by phone
- The KV EMO Director or designate shall:
 - Gather as much information as possible on the event
 - Notify EMO committee, municipal EPT
 - Report to the EOC and assume the role of EOC director
 - Assign section chief roles
 - With information from incident commander and EOC staff, identify main problems and develop priorities. See Appendix B "PPOST"
 - Follow "Planning P" (Appendix M)
 - Develop incident objectives using "SMART" characteristics. See Appendix C
 - Develop strategies and tactics for managing the incident
 - Utilize ICS forms 201 (Incident briefing) and 202 (Incident Objectives)
 - Ensure operational program is being developed by operations section using ICS form 215, Operational Planning
 - Ensure ICS form 215A, Incident Safety Analysis is being developed (Operations or safety)
 - Prepare for and hold planning meeting
 - Develop incident action plan
 - Communicate operational periods for information updates (typically 12 or 24 hours)
 - Execute plan and evaluate progress

- Utilize communications plan as required for public information
- See Appendix D for EOC staffing responsibilities

Deactivation

The EOC Director is responsible for the EOC deactivation. The director considers the requirements of termination from the beginning of the event. Criteria for terminating EOC operations may include:

- Individual EOC functions are no longer required;
- State of Local Emergency is lifted;
- Coordination of response activities and/or resources is no longer required; and
- Incident has been contained and emergency personnel have returned to regular duties.

The Planning Section will supervisor and coordinate the demobilization process, under the direction of the EOC Director.

Communications Plan

The communications plan has two main goals; to educate the internal stakeholders on their role within the KV EMO and to ensure effective, timely, and coordinated communications before or during an emergency to protect public safety and provide clear, accurate information to the residents of the Kennebecasis Valley. Communications from an EMO standpoint has varying layers of communication:

- Issues management – can include preventative messaging (e.g., 72-hour preparedness) or includes a situation that has arisen and from which there is the potential for escalation into a larger emergent situation. However, there is no need to execute widespread crisis communications at this time e.g., a storm warning is in effect
- Risk communications - escalation of an event has occurred, rising the level of communications required from issues management to risk communications. This requires a higher level of communications output, though still not to the extent of a full crisis. This often requires preparatory communications; in case the situation continues to worsen. For example, the storm is significant, and there are elements present that could further escalate weather to a point where residents and response agencies need to take action
- Crisis Communications – a clear and imminent danger is occurring, for example evacuations are required due to a wildfire or an active, violent threat is occurring that could impact a large number of individuals. This flow of issue-risk-crisis communication is a typical path for a developing crisis, though not all crises progress in the same manner. There are times at which an unanticipated event results in the issues and/or risk phases being skipped, though this is not particularly common

Key Roles and Responsibilities

- KV EMO Director – overall responsibility for KV EMO communications. Will coordinate ongoing issues management communication and manage risk/crisis communications for full-activation EMO events
- KV EMO Deputy Director – responsible for developing and delivering risk/crisis communications for monitoring/partial activation events that impact their municipality
- Emergency Operations Centre (EOC) Communications Officer – as part of EOC staff, coordinates all communications efforts, acts as the primary spokesperson, and liaises with media.
- Public Information Officer (PIO) – as part of EOC staff, develops and disseminates information to the public, manages social media accounts

Audiences

Internal

- Rothesay Town Council
- Quispamsis Town Council
- Kennebecasis Valley Fire Department
- Kennebecasis Regional Police Force
- Rothesay staff
- Quispamsis staff

External

- Residents and General Public
- New Brunswick EMO
- Business and Commercial Entities
- Media
- Non-Governmental Organizations (NGOs) and Community Groups
- Schools and district

Challenges

Emergency public information is different than routine communications that are often released by municipal units. The release of emergency public information has a specific purpose and that is to prompt a specific response for risk and crisis communication, rather than raising awareness through preventative messaging.

This type of communication often encounters challenges and barriers. The barriers can be formed as it can be difficult for people to process the messages during an emergency. The challenges can be from the stress of the event and changes to people's routines. Language and literacy barriers need to be overcome when crafting a message. Some populations may have English as their second language and unfortunately, there are people in the community that may have some obstacles with literacy comprehension.

Emergency communications must be timely and appropriate. If official answers are not available, rumour and speculation quickly fill the void. The void then becomes filled with whomever chooses to provide it and the emergency management team must disseminate correct information and counter any misinformation that has been circulated.

Communication Tools

As the emergency information strategy is being developed, the KV EMO Director and Emergency Preparedness Team(s) will evaluate all the available communication options for the message delivery based on the level of the event (issues management, risk, crisis).

- In-person events – these events such media briefings can be used to provide information to the public and the media. Briefings are a powerful tool to communicate and distribute emergency information
- Print media – print media is a communication platform that is experiencing some significant changes as the physical printed page is transitioning to websites. Regardless of the method of how the information is distributed, it is not a good tool if the emergency information is time critical. It can be a good tool if in-depth information needs to be circulated that is not time sensitive
- Broadcast media – television and radio can be used to present information quickly through the Alert Ready Emergency Alert System, public service announcements (PSA) and news programming
- Social media and Internet – these mediums can provide immediate message delivery over a wide range of formats. Websites can deliver many types of media and accessibility features, but the public needs to access the site. Social media includes web-based and mobile technologies that can deliver instantaneous messaging to those who have access

General Communication Guidelines

Timeliness

- Deliver information as quickly as possible to ensure public safety
- Provide frequent updates as new information becomes available

Accuracy

- Ensure all information is accurate and verified before dissemination; generally, information will be relayed from NB EMO
- Correct any misinformation or inaccuracies promptly

Clarity

- Use clear, simple language that can be easily understood by the general public
- Avoid jargon, technical terms, and acronyms unless they are explained

Consistency

- Ensure all messages are consistent across all communication channels
- Coordinate with other agencies and departments to align messaging
- Once the KV EMO is established, any messaging from the towns, fire or police should follow the EMO model

Actionable Information

- Provide clear, actionable instructions that the public can follow to ensure their safety
- Include details on what actions are required, when they should be taken, and how to perform them

Develop and maintain pre-written templates and key messages that can be quickly adapted during an emergency.

Emergency Messaging Guidelines

- Provide a brief summary of the current situation
- Include essential details such as the type of emergency, affected areas, and immediate risks
- Clearly outline what the public needs to do to stay safe
- Include instructions for shelter-in-place or other protective actions, to the extreme of evacuation
- Provide information on available resources such as shelters, medical assistance, and emergency supplies
- Include contact information for further assistance
- Regularly update the public with new information as the situation evolves
- Use a consistent schedule for updates whenever possible
- Include statements from key officials to provide authoritative information
- Ensure these statements are aligned with the overall communication strategy

Evacuation and Sheltering

Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.

The community must be prepared to conduct both small-scale (e.g., single facility or limited local) and large-scale (e.g., extensive local and regional) evacuations at all times of the day both from known hazard areas and from unexpected incident locations.

Pre-Emptive Evacuation

- Given adequate warning about a hazard, sufficient resources, and a likely threat, it will be advisable to conduct pre-emptive evacuations
- A pre-emptive evacuation may be undertaken when if delayed, conditions (weather or other hazard) would impede evacuation

No Notice Evacuations

- It may be advisable to carry out an evacuation even while a threat is facing a community
- With an evacuation of this type, decision may need to be made with limited information
- Decision-makers, such as the Incident Commander, must be willing to make decisions with whatever information is available at the time. They may have little or no time to wait for additional information because any delay may have a significant impact on public safety
- Evacuations of this nature are done when life safety is at extreme risk. Such an evacuation poses increased risk to all involved
- To acquire resources and expedite the evacuation normally requires extraordinary measures (i.e., a State of Local Emergency has been declared)
- Emergency responders may require personal protective equipment, as responder safety will be critical
- Provincial or Federal assets may be required to facilitate an evacuation of this type

Post Incident Evacuations

- After a threat has already impacted a community (i.e., flooding), it may be necessary to:
- Remove residents from an environment that is no longer able to support them, or
- Prevent or mitigate the onset of additional consequences leading to a prolonged or new emergency.

Partial Evacuations

- Partial evacuations typically are localized to a specific area of a municipality and may be caused by fires, hazardous material incidents, etc.
- There is often on-scene activity by emergency response personnel who may direct the evacuation.

Shelter In-Place

- This is a precaution aimed to keep residents safe while remaining indoors.
- Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building.

When considering the decision-making process as it relates to evacuations, the following factors need to be evaluated:

Risk analysis of the underlying cause of the incident such as toxicity of substances, explosive characteristics of substance(s), reactivity characteristics of substance(s), wind direction, topography, fire.

- The number of persons to be evacuated.
- The approximate number of persons requiring special assistance to evacuate.
- Debris and damaged infrastructure.
- Egress routes.
- Time of day.
- Available lead time.
- Safety of emergency workers.

- Potential risk to evacuees during movement.
- Availability of resources to support the movement of evacuees.

Facilities

At first, residents are encouraged to seek shelter with friends, family, hotels or other alternate accommodations. There are three types of emergency facilities that may be established:

Comfort Centres

Comfort Centres, sometimes known as Warming or Cooling Centres, are primarily used for residents who are remaining in their homes but do not have full services such as electricity, heat, water etc. The centre can provide a place to go to get light meals, pick up small amounts of needed items and attend to personal hygiene matters. Comfort Centres are normally operated by the municipality.

Reception Centres

During an evacuation situation, residents can use a reception centre to provide a safe area of refuge to assess their individual situation and make temporary programs. In a reception centre, displaced residents can meet with evacuation officials to discuss personal needs and other issues such as security of the evacuation area, re-entry procedures, etc. It is normally at a reception centre that a determination is made on how many residents do not have alternate temporary housing arrangement. If there are enough residents needing overnight accommodation, an emergency shelter may be set up. A reception centre may be open overnight, but by its definition, it does not offer sleeping accommodations. It is normally only used at the beginning of an event and sometimes it may turn into a shelter if the facility it is in meets the needs of the evacuees. There is no requirement to have the reception centre and the emergency shelter in the same facility.

Emergency Shelters

When enough residents are unable to remain in their homes and no other source of temporary housing, an emergency shelter may be established. The Shelter is provided by the municipality and is managed through agreement with the Canadian Red Cross. It operates on a 24/7 basis and provides all emergency social services including overnight sleeping arrangements. Essentially, the shelter turns into the evacuated resident's home. Therefore, more attention is placed on security and issues around comfort and personal services that will be needed over the time the shelter is operational. Shelters have more requirements for personal space, washrooms, expanded personal hygiene areas, as well as feeding. Food preparation may be done on site if the facility is properly equipped or may be prepared off-site and served at the shelter. A designated emergency shelter will also have to meet the applicable fire codes and requirements by the Canadian Red Cross.

Re-Entry Decision

The decision of when to permit residents to return to the affected area will be made cooperatively between the EOC and municipalities in the impacted areas based upon the three scenarios above. The decision to allow re-entry will be based on an overall evaluation of the situation, including the following major factors:

- Access – Following a major event a survey (ground or aerial) of the impacted areas should be conducted immediately to identify and prioritize the most seriously damaged areas of the locality. This can determine the level of damage to major routes into the area and help to determine the time needed for debris clearance from those routes.
- Essential Emergency Services – Emergency Service agencies that have been moved to safety prior to an evacuation need to return to their service areas.
- Water Levels – Floodwaters have receded from most of the area.
- Wildfire Areas – Wildfire activity is controlled and no longer a threat to the public.
- Public Health – Water and sewer services are operating, or reasonable accommodations are in place or available.
- Subsistence – Food is available or made available in the impacted area.
- Utilities – Electricity, water, telephone, and propane services are operating, or information is available about when they will be available in the affected area or reasonable accommodations are in place or available.
- Existing services can support the people already in the impacted area as well as an additional influx of people.

Exercises, Evaluations and Corrective Actions

Training

The KV EMO Director is responsible for coordinating annual training including staff training, tabletop and in-person exercises and scenarios. A minimum of one training exercise shall be conducted annually with an in-person exercise happening every two years. An after-action review will be conducted after each training exercise or activation at any level.

Each stakeholder, including both municipalities, police and fire departments are responsible for ensuring they have adequate staff trained to the appropriate ICS level, EOC training and other training courses. The KV EMO Director will coordinate training of individuals with assistance by the deputy directors.

Program Evaluation

The program will be reviewed and updated every two years by the KV EMO Director and with input from the EMO committee and municipal EPT. The program will also be updated as required as discrepancies, errors or omissions are noted when the program is used for a real-world event or during training exercises.

A copy of the program will be sent to each municipality and the police and fire departments. Revised programs will be sent as needed.

Appendix A Definitions

Change management — the application of a structured process and set of tools for leading the people side of change to achieve a desired outcome.

Note: Change management can also be understood as the process by which organizations minimize resistance to change through the involvement of all impacted stakeholders.

Continuity management — an integrated process involving the development and implementation of activities that provides for the continuation and/or recovery of critical service delivery and business operations in the event of a disruption.

Continuity plan — documented collection of procedures and information that is developed, compiled, and maintained in readiness for use in an incident to enable an organization to continue to deliver its critical activities at an acceptable pre-defined level.

Crisis management — the ability of an organization to manage incidents that have the potential to cause significant security, financial, or reputational impacts.

Disaster recovery plan — the document that defines the resources, actions, tasks, and data required to manage the technology recovery effort.

Emergency management — an ongoing process to prevent, mitigate, prepare for, respond to, and recover from an incident.

Evacuation — an emergency response procedure for the movement of people, animals, and/or materials from dangerous or potentially dangerous areas to a safe place.

Note: During a fire scene, "evacuation" refers to the emergency evacuation of firefighters due to unsafe conditions. "Remove" is the command given in reference to removing occupants from a building or hazard area.

Hazard — a potentially damaging physical event, phenomenon, or human activity that could cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation.

Impact analysis — the process of analyzing activities and the effect that a disruption might have upon them.

Incident — a situation that might be or could lead to, a disruption, loss, emergency, or crisis.

Incident management system — a standardized way to manage events or incidents through the combined use of personnel, facilities, equipment, procedures, and communications operating within a common organizational structure.

Infrastructure — a system of facilities, equipment, and services needed for the operation of an organization.

Lockdown — an emergency response procedure used in a serious emergency situation where the threat is inside the building, or on or very near to the property, and results in a state of containment or restriction. A lockdown minimizes access and visibility in an effort to shelter individuals present in the facility in secure locations.

Maximum tolerable period of disruption (MTPD) — the time it would take for adverse impacts, which might arise as a result of not providing a product/service or performing an activity, to become unacceptable.

Note: MTPD is also referred to as “maximum allowable outage” (MAO) and “maximum tolerable outage” (MTO) as related in best practice and standards documents.

Minimum continuity objective (MCO) — the minimum level of activities that are acceptable to the organization to achieve its objectives during a disruption.

Mitigation — the actions taken pro-actively to reduce the risks and impacts posed by incidents.

Mutual aid/mutual assistance agreement — a pre-arranged agreement developed between two or more organizations to render assistance to the parties of the agreement.

Note: The term “mutual aid/mutual assistance agreement” includes cooperative agreements, partnership agreements, memoranda of understanding, intergovernmental compacts, and other terms commonly used to describe the sharing of resources.

Preparedness — the measures taken in advance of an incident to ensure an effective response and recovery.

Prevention — the measures taken to avoid an incident or stop it from occurring.

Recovery — the activities and programs designed to return conditions to a level that is acceptable to the organization following an incident.

Recovery point objective (RPO) — the point to which the information used by an activity must be restored to enable the activity to operate on resumption.

Recovery time objective (RTO) — the time goal set for the restoration and recovery of functions or resources based on the acceptable down time in case of a disruption of operations.

Note: It is less than the maximum tolerable period of disruption. It can be applied to target time sets such as

- a) resumption of product or service delivery after an incident;*
- b) resumption of performance of an activity after an incident;*
- c) resumption of an operational process crucial to the organization's delivery of goods and services; and) recovery of an IT system or application after an incident.*

Response — the actions taken immediately before, during, or after an incident to manage its consequences.

Resilience — the adaptive capacity of an organization in a complex and changing environment.

Risk — the combination of the likelihood and the consequence of a specified hazard(s) being realized, with reference to the vulnerability, proximity, or exposure to the hazards, which affects the likelihood of adverse impact.

Risk assessment — the overall process of risk identification, risk analysis, and risk evaluation.

Shelter (sheltering) — an emergency response procedure used by people to take cover from a threat (i.e., severe weather, seismic events, or other natural hazards).

Shelter-in-place (SIP) — an emergency response procedure used in situations where the threat or incident is internal or external to a facility or location and the people use the space(s) within the facility or location as an “insulator” against the threat.

Note: The threat can be safety (i.e., chemical spill, airborne hazardous material, etc.), security/human-related (i.e., active assailant, protest, etc.), or animal.

Situational analysis — the process of evaluating the severity and consequences of an incident.

Situational awareness — the continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to prepare and respond appropriately.

Supply chain — a network of individuals, entities, activities, information, resources, and technology involved in creating and delivering a product or service from supplier to end user.

Threat — the presence of a hazard and an exposure pathway.

Note: Threats could be natural, human caused (intentional or non-intentional), or technological.

Vulnerability — the conditions determined by physical, social, economic, and environmental factors or processes, which increase the susceptibility of an organization to the impact of hazards.

Note: It is a measure of how well prepared and equipped an organization is to minimize the impact of or cope with hazards.

Appendix B PPOST

P P O S T	PRIORITIES	LIFE SAFETY, INCIDENT STABILIZATION, P&E CONSERVATION
	PROBLEMS	WHAT YOU KNOW AND OBSERVE OF INCIDENT?
	OBJECTIVES	WHAT YOU ARE GOING TO DO?
	STRATEGIES	HOW (METHODS) YOU ARE GOING TO DO IT?
	ACTIONS	RESOURCES ASSIGNED TO TASKS



Appendix C SMART Objectives

S.M.A.R.T.

OBJECTIVES

SPECIFIC

Is the wording precise and unambiguous?

MEASURABLE

How will achievements be measured?

ACTION ORIENTED

Is an action verb used to describe expected accomplishments?

REALISTIC

Is the outcome achievable with given available resources?

TIME SENSITIVE

What is the timeframe? (if applicable)



Appendix D Roles and Responsibilities

EMO Director

- Fire Chief of KVFD; responsible for the overall management of KVEMO

Deputy EMO Director

- Responsible for managing their municipal emergency preparedness team; assuming EMO director duties in their absence

EMO Committee – (Governance, Oversight and Long-Term Planning)

- Provide advice and recommendations to the KV EMO
- Advise on emergency plans and policies
- Promote community engagement and awareness
- Provide input on risk assessment and hazard mitigation
- Support public communication
- Assist with post incident evaluation and program evaluation
- Assist with evaluation of program
- Responsible for continuously analyzing risks which expose the towns to the potential for extensive disruption of activities such as natural, technological, or human-caused or other
- Provide recommendations/updates to emergency preparedness and response programs;
- Review emergency response program every two years

Emergency Preparedness Team – (Preparation, Program Implementation)

- Collaborate on emergency preparedness strategies and initiatives designed to enhance preparedness, improve the ability to respond to emergencies, and mitigate the effects of an emergency or disaster within the towns
- Review existing policies and procedures and implement changes to mitigate emergencies and disasters
- Prepare and annually review contingency programs and procedures
- Assist with hazard mitigation identification
- Develop and follow hazard mitigation project program

Most incidents or events require a division of labour to accomplish these tasks. The organization of the Incident Command system is built around five major management activities.

Command

- Sets objectives and priorities, has overall responsibility at the incident or event

Operations

- Conducts tactical operations to carry out the program develops the tactical objectives, organization, and directs all resources

Plan

- Develops the action plan to accomplish the objectives, collects and evaluates information. Maintains resource status

Logistics

- Provides support to meet incident needs, provides resources and all other services needed to support the incident

Finance / Administration

- Monitors costs related to incident, provides accounting, procurement, time recording, and cost analyses.

EOC Commander

This position is filled by the KV EMO Director or designate, and has overall authority and responsibility for the activities of the EOC which include:

- Assess the Situation – Gather information about the emergency. Assess the magnitude and severity of the situation to determine the appropriate level of EOC activation.
- Support Site(s) – Provide support to Incident Commanders and Support Agencies, and ensure that all actions are coordinated within the established priorities.
- Develop / Approve Action Programs – Prepare EOC action plan based on an assessment of the situation and available resources. Set priorities and response objectives for affected areas.
- Inform Others – In consultation with the Information Officer, assist emergency information actions using the best methods of dissemination. Approve press releases and other public information materials.
- Manage the EOC – Establish the appropriate EOC staffing level and continuously monitor organizational effectiveness.
- Liaise with the Incident Commander - Confirm the geographical boundaries of the emergency area.
- Confirming the adequacy of the expenditure limits.

Safety Officer

- Ensures good risk management practices are applied throughout the response and recovery and that every function within the ECC considers the management of risk.
- Identifies liability and loss exposures to personnel and property.
- Provides informed opinion on probabilities and potential consequences of future events and matters related to legal obligations and how they may be applicable to the actions of KV EMO during an emergency
- Provides advice on health and safety issues and if required.

Public Information Officer

- Establishes and maintains media contacts.
- Prepares news/social media releases, coordinating interviews, news conferences, and/or media briefings.
- Develops public information materials, providing messaging for use by EOC staff.
- Establishes communications strategies for internal and external purposes.
- Monitors media and information source
- Liaises and coordinates messages with other internal and external Public Information Officers
- Ensures public safety information is provided in accessible formats as required by provincial legislation.

Operations Section Chief

The EOC Operations Section Chief coordinates resource requests, resource allocations, and response operations in support of Incident Commanders at one or more sites.

- Maintain Communications – Establish communication links with incident command posts and the ECC if activated
- Participate in ECCMT Meetings – Prepare section objectives for presentation at meetings, at least once in each operational period
- Coordinate Response – Direct the coordination of operations in cooperation with other Support Agencies
- Coordinate Resource Requests – Collect and coordinate resource requests from site(s), working with the EOC Logistics Section
- Share Operational Information – Collect and distribute operational information to the planning section, the EOC Information Officer, and other EOC Section
- Manage the Operations Section – Establish the appropriate Operations Section or divisions and continuously monitor organizational effectiveness

Planning Section Chief

The Planning Section is responsible to:

- Assess the Situation – Gather information about the emergency. Collect, analyze, and display situation information. Prepare periodic situation reports
- Manage the Planning Section – Establish the appropriate PlanningSection Unit and continuously monitor organizational effectiveness
- Participate in Meetings – Prepare section objectives for presentation meetings, at least once in each operational period
- Managing Display Boards - Ensure that the situation unit is maintaining current information for the situation report
- Anticipate Future Events – Conduct advance planning activities to forecast possible events and requirements beyond the current operational period.
- Track Resources – Track resources assigned to the EOC and to the Incident Commanders through the EOC and mutual aid
- Keep Records – Document and maintain paper and electronic files on all EOC activities.
- Plan for EOC Demobilization – Set out a schedule for demobilization and assist Section Chiefs in debriefing EOC personnel as they leave
- Plan for Recovery – Initiate recovery efforts at the earliest time and develop planning for short-term and long-term recovery appropriate to the needs
- Coordinate Technical Specialists – Provide technical support services to sections and branches, as required
- Prepare After Action Report – Coordinate the assembly of lessons learned from contributions from staff and from Support Agency representatives

Logistics Section Chief

- Manage the Logistics Section – Establish the appropriate Logistics Section Units and continuously monitor organizational effectiveness

- Provide Telecommunication and Information Technology Services – Support use of telecommunication and information technology in EOC.
- Support EOC – Provide and maintain EOC facilities, including all utilities, food, water, and office supplies
- Supply Equipment and Material Resources to Sites – Coordinate all requests for resources from initiation to delivery to support operations section
- Participate in ECCMT Meetings – Prepare section objectives for presentation at meetings, at least once in each operational period
- Coordinate Personnel – Acquire and assign personnel with the appropriate qualifications to support site requests. Develop systems to manage convergent volunteers
- Arrange Transportation – Coordinate transportation requests in support of response operations.

Finance and Administration Section Chief

- Record Personnel Time – Collect and process on-duty time for all EOC personnel, including volunteers and Support Agency representatives. Ensure uninterrupted payrolls for all employees.
- Coordinate Purchasing – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts
- Coordinate Compensation and Claims – Process workers' compensation claims within a reasonable time.
- Participate in Meetings – Prepare section objectives for presentation at meetings, at least once in each operational period
- Record Costs – Maintain financial records for response and recovery throughout the event. Keep the EOC Commander, staff and elected officials aware of the current fiscal situation
- Maintain Records – Ensure that all financial records are maintained throughout the event or disaster

Appendix E Facility Inventory

Facility	Address	Shelter Type (Comfort, Reception, Emergency)	Capacity	Generator/ Emergency Power	EOC Capable
KVFD Station 1	7 Campbell Drive, Rothesay	Comfort	40	Yes	Yes
KVFD Station 2	12 Civic Drive, Quispamsis	N/A	NIL	Yes	Yes

Appendix F Staff, Training and Roles

Name	Organization	Role/Title	ICS Training	EMO/EOC Potential Role
Aaron Kennedy	Quispamsis	CAO	ICS 300	EOC Director/EOC Deputy Director/Information Officer
Barry Brown	Quispamsis	Facilities Manager	ICS 300	Logistics Chief
Cathy Snow	Quispamsis	Town Clerk	ICS 300	Liaison Officer
Chris Lawrence	Quispamsis	Arenas Manager	ICS 300	Logistics Chief
Dana Purton Dickson	Quispamsis	Director Community Services	ICS 300	EOC Director/EOC Deputy Director
Debbie Allen	Quispamsis	Community Services Manager	ICS 300	Logistics Chief
Dwight Colbourne	Quispamsis	Planning Officer	ICS 300	Planning Chief
Gary Losier	Quispamsis	Engineering Director	ICS 300	EOC Director/EOC Deputy Director/Information Officer
Jill Wood	Quispamsis	Facilities Coordinator	ICS 300	Logistics
Lisa MacInnis	Quispamsis	Asst Town Clerk	ICS 300	Liaison Officer
Mark Morrison	Quispamsis	Engineering Manager	ICS 300	Planning Chief Chief/Operations/Engineering
Sherri Levesque	Quispamsis	Administration Services Coordinator	ICS 300	Operations/IT/Liaison Officer
Steve Cross	Quispamsis	Utilities Manager	ICS 300	Operations Chief
Jennifer Jarvis	Quispamsis	Planning Technologist	ICS 200	Planning
Bruce Roberts	Quispamsis	Operations Supervisor, Works	ICS 200	Operations
Cheryl Emmerson	Quispamsis	HR Manager	ICS 200	Human Resources
Jason McCarthy	Quispamsis	Works Superintendent	ICS 200	Operations Chief
Jeff Rogers	Quispamsis	Engineering Technologist	ICS 200	Planning Operations/Engineering
Krista Brandon	Quispamsis	Treasurer	ICS 200	Finance Chief
Les Vanderbeck	Quispamsis	Engineering Technologist	ICS 200	Operations/Engineering
Nancy Young	Quispamsis	Accountant	ICS 200	Finance

[illegible]

Appendix G Local State of Emergency

The New Brunswick Emergency Measures Act provides municipalities with the authority to declare a state of local emergency when extraordinary powers are required to effectively respond to an emergency. Following the declaration, the local authority may authorize selected persons or agencies to use the extraordinary powers. The most common powers used include ordering a mandatory evacuation and obtaining access to private property where public safety is the issue

The New Brunswick Emergency Measures Act states:

Declaration

10(1) When the Minister is satisfied that an emergency exists or may exist, the Minister may declare a state of emergency at any time with respect to all or any area of the Province.

10(2) When a municipality is satisfied that an emergency exists or may exist in all or any area of the municipality, it may declare a State of Local Emergency in respect of the municipality or the area of the municipality.

10(3) A declaration under this section shall identify the nature of the emergency and the area in which it exists. 1978, c.E-7.1, s.11

The Minister of Justice and Public Safety may at any time, when satisfied that an emergency exists or may exist, declare a *state of emergency* in respect to all or any area of the Province for a maximum of **14 days**.

The Mayor and Council of a municipality may, under similar circumstances, declare a Local State of Emergency in respect of that municipality or part of that community for a maximum of **7 days**.

When a state of emergency or a state of local emergency has been declared under this Act, the Minister or the municipality, as the case may be, shall immediately cause the details of the declaration to be communicated or published by those means that the Minister or municipality considers the most likely to make the contents of the declaration known to the civil population of the area affected.

On a state of emergency being declared in respect to the Province or an area of the Province, or on a state of local emergency being declared in respect to a municipality or an area of a municipality, the Minister may, during the state of emergency, in respect of the Province or an area of the Province, or the municipality may, during the state of local emergency, in respect of the municipality or an area of the municipality, as the case may be, do everything necessary for the protection of property, the environment and the health or safety of persons therein, including:

- a. To cause an emergency measures plan to be implemented;
- b. To acquire or utilize or cause the acquisition or utilization of any personal property by confiscation or by any means considered necessary;
- c. To authorize or require any person to render the aid that the person is competent to provide;
- d. To control or prohibit travel to or from any area or on any road, street or highway;
- e. To provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social and other essential services;
- f. To cause the evacuation of persons and the removal of livestock and personal property threatened by a disaster or emergency, and make arrangements for the adequate care and protection of them;

- g. To authorize any person properly identified as authorized by the Minister, by the Emergency Measures Organization or by the municipal emergency measures organization to enter into any building or on any land without warrant;
- h. To cause the demolition or removal of any building, structure, tree or crop if the demolition or removal is necessary or advisable for the purposes of reaching the scene of a disaster, of attempting to forestall its occurrence or of combating its progress;
- i. To procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources or equipment; and
- j. To order the assistance, with or without remuneration, of persons needed to carry out the provisions mentioned in this section.

Appendix H Goals and Objectives

Objective	Key Tasks	Timeline	Status
Complete KV EMO Emergency Program document	<ul style="list-style-type: none"> • Complete purpose/profile/introduction • Geographic profile • Critical infrastructure • Program management • Continuous improvement model • Organizational structure and roles • Risk assessment • Implementation/activation • Communications plan • Evacuations • Shelters • Exercises, evaluations 	Q1 2025	Ongoing
Deliver EMO presentation to fire board	<ul style="list-style-type: none"> • Summarize work and recommendations of EMO steering committee • Develop briefing document and presentation for board • Deliver presentation 	Q2 2023	Completed
Deliver EMO presentation to town councils	<ul style="list-style-type: none"> • Schedule presentation date with town clerks for council meeting • Submit KV EMO briefing paper • Deliver presentation to each council 	Q3 2023	Completed
Present KV EMO bylaw to councils	<ul style="list-style-type: none"> • Schedule presentation date with town clerks for council meeting • Submit draft KV EMO bylaw to each town • Present KV EMO bylaw to each council 	Q2 2024	Completed
Have EMO program approved by towns	<ul style="list-style-type: none"> • Program to be presented to councils fall 2023 • Bylaws passed 	Q4 2023	Completed
Assign KV EMO Deputy Directors	<ul style="list-style-type: none"> • Meet with town CAO to discuss role and responsibilities • Discuss and implement EPT for each town 	Q1 2025	Planned

Identify critical infrastructure	<ul style="list-style-type: none"> Identify infrastructure by type Include in risk assessment 	Q3 2024	Completed
Update municipal bylaws and have adopted by towns	<ul style="list-style-type: none"> Draft bylaw and present to fire board Present draft bylaw to each town through council meeting presentation Have bylaws adopted by towns 	Q2 2024	Completed
Prepare for EMO expenses in municipal budgets	<ul style="list-style-type: none"> Budget presented and accepted for 2024 budget 2025 budget presented at JFC 	Q4 2024	Ongoing
Compile list of facilities to be used for shelters and capabilities/limitations	<ul style="list-style-type: none"> Complete audit of municipal facilities Determine Red Cross certified facilities Determine limitations/resources required 	Q2 2024	Planned
Compile list of existing community resources/partners			
Compile list of existing procurement agreements			
Identify training levels of all employees who will engage in EMO activities			
Merge municipal contact lists			
Deliver presentation to staff (KRPF, KVFD, town staff)	<ul style="list-style-type: none"> Develop presentation that outlines staff role within the KV EMO Schedule and deliver presentations to each organization 	Q2 2025	In progress
Conduct ICS-402 training for council members and senior staff	<ul style="list-style-type: none"> Schedule training for each council and senior staff 	Q2 2025	Planned
Initiate public facing EMO communications	<ul style="list-style-type: none"> Develop KV EMO key messages Develop social media presence and guidelines Prepare media release introducing KV EMO 	Q3 2025	Planned

Develop issues management, risk and crisis communications process	<ul style="list-style-type: none"> • Develop emergency contact lists • Develop template press/social media release templates • Develop emergency notification process for KV EMO staff and council members, including EOC activation • Update existing guidelines for pre-alerting issues, risk and crisis communications • Solicit feedback from the community to gauge the effectiveness of the communication and identify areas for improvement 	Q4 2025	Planned
Maintain ongoing communications and updates with fire board and councils	<ul style="list-style-type: none"> • Deliver EMO update at each scheduled fire board meeting • Present to town councils in writing or in person as required 	Ongoing	In progress

Appendix I Business Impact Analysis/Continuity of Operations Plan

Rothsay

Town of Quispamsis

KVFD

KRPF

DRAFT

Appendix J Hazard Mitigation Project Plan

DRAFT

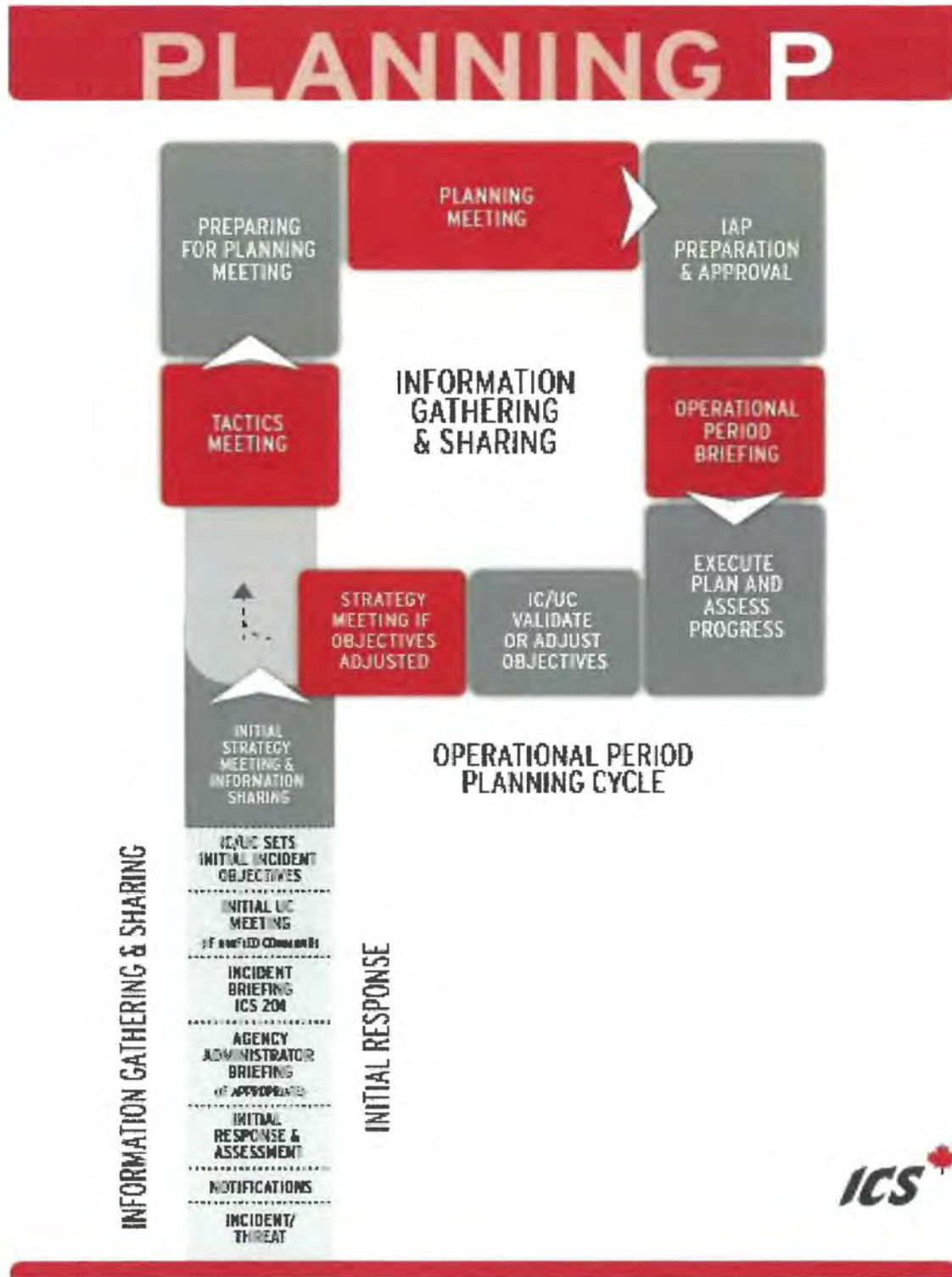
Appendix K Contact Information

DRAFT

Appendix L EOC Activation Checklist

DRAFT

Appendix M Planning P



Appendix N After Incident Review

Title Page
Signature Page (signatory will be determined by after action review profile and cost)
Executive Summary Report objectives and scope Short description of event (include EM stakeholders involved) Summary including high level findings and recommendations
Main Body Introduction Report objectives and scope Description of the debrief process Detailed event chronology including timelines where appropriate Description of EM stakeholders that were involved Key readiness activities (where relevant) Key response activities Key recovery activities (where relevant) Discussion of any mitigation work that is required and/or being undertaken Recommendations and key findings What went well and how to build on this success What went wrong and how to improved Roll up of successes and challenges to determine high level recommendations Conclusion
Appendices (copies of task summary reports, debrief reports and other supporting material)

Appendix O

DRAFT

Town of Rothesay

General Fund Financial Statements

February 28, 2025

Attached Reports:

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

Town of Rothesay

Balance Sheet - Capital General Fund

2/28/2025

ASSETS

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

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

\$ 54,326,363

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	329,500
Total Long Term Debt	4,553,000

Total Liabilities	\$ 4,882,500
-------------------	--------------

Investment in General Fund Fixed Assets	49,443,863
---	------------

\$ 54,326,363

2025April14OpenSessionFINAL_185

Town of Rothesay

Balance Sheet - General Fund Reserves
2/28/2025

ASSETS

BNS CCBF Interest Account	3,631,238
BNS General Operating Reserve #214-15	381,726
BNS General Capital Reserves #2261-14	2,167,589
Gen Reserves due to/from Gen Operating	582,669
	<u>\$ 6,763,223</u>

LIABILITIES AND EQUITY

Def. Rev -CCBF Fund - General	2,897,035
Invest. in General Capital Reserve	1,713,302
General CCBF Funding	734,203
Invest. in General Operating Reserve	1,011,726
Invest. in Land for Public Purposes Reserve	177,852
Invest. in Regional Facilities	229,105
	<u>\$ 6,763,223</u>

2025April14OpenSessionFINAL_186

Town of Rothesay

Balance Sheet - General Operating Fund

2/28/2025

CURRENT ASSETS

Cash	1,041,483
Receivables	325,865
HST Receivable	260,646
Inventory	53,389
Gen Operating due to/from Util Operating	2,155,052
Total Current Assets	<u>3,836,436</u>
Other Assets:	
Projects	<u>342,270</u>
TOTAL ASSETS	<u><u>4,178,706</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,375,472
Other Payables	714,964
Gen Operating due to/from Gen Reserves	582,669
Gen Operating due to/from Gen Capital	(329,500)
Accrued Sick Leave	50,200
Accrued Pension Obligation Y/E	(31,900)
Accrued Retirement Allowance	543,187
Def. Rev-Quispamsis/Library Share	35,420
TOTAL LIABILITIES	<u><u>2,940,512</u></u>

EQUITY

Retained Earnings	169,043
Surplus/(Deficit) for the Period	<u>1,069,151</u>
	<u><u>1,238,193</u></u>
	<u><u>4,178,706</u></u>

2025April14OpenSessionFINAL_187

Town of Rothesay

Statement of Revenue & Expenditure

2 Months Ended 2/28/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,971,283	1,971,283	3,942,566	3,942,566	0		23,655,395
Sale of Services	54,128	54,087	115,759	116,625	(866)		568,750
Services to Province of New Brunswic	0	0	0	0	0		80,000
Other Revenue from Own Sources	(17,109)	9,125	59,669	18,392	41,277		114,350
CORE Equalization	4,366	4,366	8,732	8,732	0		52,389
Conditional Transfers	0	0	0	0	0		46,750
Other Transfers	50,000	50,000	209,616	209,616	(0)		709,616
	<u>\$2,062,667</u>	<u>\$2,088,861</u>	<u>\$4,336,341</u>	<u>\$4,295,930</u>	<u>\$40,411</u>		<u>\$25,227,250</u>
EXPENSES							
General Government Services	309,154	297,374	758,404	759,915	1,511		3,161,057
Protective Services	502,835	502,780	1,002,975	1,003,760	785		6,651,330
Transportation Services	434,892	461,784	880,345	912,510	32,164		4,402,284
Environmental Health Services	71,968	79,583	151,367	160,167	8,800		995,000
Environmental Development	37,093	50,282	77,165	102,065	24,899		723,872
Recreation & Cultural Services	152,898	167,133	394,540	421,967	27,427		3,017,766
Fiscal Services	1,547	625	2,394	1,250	(1,144)		6,275,941
	<u>\$1,510,388</u>	<u>\$1,559,561</u>	<u>\$3,267,191</u>	<u>\$3,361,633</u>	<u>94,443</u>		<u>\$25,227,250</u>
Surplus (Deficit) for the Year	<u>\$552,279</u>	<u>\$529,300</u>	<u>\$1,069,151</u>	<u>\$934,297</u>	<u>\$134,854</u>		<u>\$ 0</u>

2025April14OpenSessionFINAL_188

Town of Rothesay

Statement of Revenue & Expenditure
2 Months Ended 2/28/2025

	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	1,561	2,333	2,850	5,667	(2,817)		40,000
Wells Canopy revenue	489	1,000	1,902	2,000	(98)		12,000
Town Hall Rent	9,805	10,133	19,610	20,267	(656)		121,600
Community Garden revenue	0	0	0	0	0		1,000
Fox Farm Rental revenue	1,950	1,950	3,900	3,900	0		23,400
Arena Revenue	37,453	35,358	77,903	70,767	7,136		245,500
Recreation Programs	2,870	3,313	9,594	14,025	(4,431)		125,250
	54,128	54,087	115,759	116,625	(866)		568,750
Other Revenue from Own Sources							
Licenses & Permits	(21,185)	4,792	(20,442)	9,683	(30,126)	1	57,600
Recycling Dollies & Lids	0	0	0	42	(42)		42
Interest & Sundry	1,963	2,500	5,027	5,000	27		30,000
Miscellaneous	1,112	833	73,084	1,667	71,418	2	10,000
Fire Dept. Administration	1,000	1,000	2,000	2,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	0	0	0		4,708
	(17,109)	9,125	59,669	18,392	41,277		114,350
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,750
Grant - Students	0	0	0	0	0		45,000
	0	0	0	0	0		46,750
Other Transfers							
Surplus of 2nd Previous Year	0	0	109,616	109,616	(0)		109,616
Utility Fund Transfer	50,000	50,000	100,000	100,000	0		600,000
	50,000	50,000	209,616	209,616	(0)		709,616
EXPENSES							
General Government Services							
Legislative							
Mayor	4,167	4,583	8,434	9,167	732		55,000
Councillors	13,625	12,884	27,323	25,768	(1,555)		154,610
Regional Service Commission 9	3,825	3,825	7,649	7,649	0		45,895
Other	0	3,108	325	6,217	5,892		37,301
	21,616	24,401	43,732	48,801	5,069		292,806
Administrative							
Administration - Wages & Benefits	115,712	109,790	217,699	214,881	(2,818)		1,397,409
Office Building	17,355	12,417	51,896	25,833	(26,063)	3	203,500
Supplies	133,655	126,050	144,902	138,100	(6,802)		210,600
Solicitor	0	0	730	4,167	3,437		50,000
Professional Fees	0	0	0	0	0		100,000
Other	15,674	18,383	40,580	42,766	2,187		116,598
	282,396	266,640	455,807	425,747	(30,060)		2,078,107
Other General Government Services							
Website/Other	0	1,000	902	1,000	98		3,000
Community Communications (Team)	142	333	1,153	2,167	1,013		65,500
Civic Relations	0	0	0	0	0		1,500
Insurance	0	0	251,510	272,900	21,390	4	272,900
Donations	5,000	5,000	5,300	5,300	0		36,500
Cost of Assessment	0	0	0	0	0		388,127
Property Taxes - L.P.P.	0	0	0	0	0		18,617
Fox Farm Rental Expenses	0	0	0	4,000	4,000		4,000
	5,142	6,333	258,865	285,367	26,501		790,144
Total General Government Services	309,154	297,374	758,404	759,915	1,511		3,161,057
Protective Services							
Police							
Police Protection	284,836	284,836	569,672	569,672	0		3,418,030
Crime Stoppers	2,800	2,800	2,800	2,800	0		2,800
	287,636	287,636	572,472	572,472	0		3,420,830
Fire							
Fire Protection	214,769	214,769	429,539	429,539	0		2,890,000
Water Costs Fire Protection	0	0	0	0	0		335,000
	214,769	214,769	429,539	429,539	0		3,225,000
Emergency Measures							
EMO Director/Committee	0	0	0	1,000	1,000		1,000
	0	0	0	1,000	1,000		1,000
Other							
Animal & Pest Control	430	292	965	583	(382)		3,500
Other	0	83	0	167	167		1,000
	430	375	965	750	(215)		4,500
Total Protective Services	502,835	502,780	1,002,975	1,003,760	785		6,651,330
Transportation Services							
Common Services							
Administration (Wages & Benefits)	112,691	132,981	242,268	266,961	24,693	5	1,723,500
Workshops, Yards & Equipment	53,216	62,000	103,946	118,350	14,404	6	801,261
Engineering	0	0	0	0	0		7,500
	165,907	194,981	346,214	385,311	39,098		2,532,261
Roads & Streets	38	0	1,135	1,000	(135)		67,000
Crosswalks & Sidewalks	656	670	1,006	1,032	26		36,850
Culverts & Drainage Ditches	4,797	5,000	4,797	5,000	203		100,000
Street Cleaning & Flushing	0	0	0	0	0		10,000
Snow & Ice Removal	240,790	236,535	459,119	458,071	(1,048)		1,267,000
	246,280	242,205	466,056	465,103	(953)		1,480,850
Street Lighting	14,085	15,833	28,035	31,667	3,631		190,000
Traffic Services							
Street Signs	0	0	0	0	0		20,000
Traffic Lanemarking	0	0	0	0	0		40,000
Traffic Signals	918	1,000	19,791	10,000	(9,791)	7	20,000
Railway Crossing	0	0	4,846	4,900	54		26,000
	918	1,000	24,637	14,900	(9,737)		106,000

2025April14OpenSessionFINAL_189

Public Transit						
Public Transit - Comex Service	7,556	7,556	15,112	15,112	0	90,673
Public Transit - Other	146	208	292	417	125	2,500
	<u>7,702</u>	<u>7,764</u>	<u>15,404</u>	<u>15,529</u>	<u>125</u>	<u>93,173</u>
Total Transportation Services	434,892	461,784	880,345	912,510	32,164	4,402,284
Environmental Health Services						
Solid Waste Disposal Land Fill garbage	18,718	25,000	40,938	50,000	9,062	300,000
Solid Waste Disposal Landfill Compost	1,425	3,333	3,845	6,667	2,822	40,000
Solid Waste Collection Fero	46,216	51,250	100,453	102,500	2,048	615,000
Clean Up Campaign	5,610	0	6,131	1,000	(5,131)	40,000
Total Environmental Health Services	71,968	79,583	151,367	160,167	8,800	995,000
Environmental Development Services						
Planning & Zoning						
Administration (Wages and benefits)	22,994	34,418	48,481	68,836	20,355	449,000
Administration	1,818	2,583	4,122	6,667	2,544	115,500
Planning Projects	0	833	0	1,667	1,667	10,000
	<u>24,812</u>	<u>37,835</u>	<u>52,603</u>	<u>77,169</u>	<u>24,566</u>	<u>574,500</u>
Envision Saint John	12,281	12,281	24,562	24,562	0	147,372
Tourism	0	167	0	333	333	2,000
	<u>12,281</u>	<u>12,448</u>	<u>24,562</u>	<u>24,895</u>	<u>333</u>	<u>149,372</u>
Total Environmental Development Services	37,093	50,282	77,165	102,065	24,899	723,872
Recreation & Cultural Services						
Administration (wages and benefits)	32,257	31,993	69,368	63,986	(5,382)	423,000
Administration	1,774	3,175	5,271	7,850	2,579	70,600
Rothsay Arena	30,095	32,117	71,383	66,733	(4,650)	409,500
Parks & Gardens	38,951	51,051	82,966	100,576	17,610	865,250
Playgrounds and Fields	2,908	6,250	4,911	12,500	7,589	149,000
Rothsay Common Rink	16,285	22,250	35,835	47,500	11,665	102,500
Memorial Centre	7,567	5,471	10,471	12,442	1,970	76,000
Wells Building	3,256	3,417	6,021	8,334	2,313	54,505
James Renforth	113	67	215	133	(82)	2,225
Beaches	295	0	295	0	(295)	66,500
Summer Programs	0	42	28	83	55	101,225
The Hive expenses	1,200	1,554	2,008	3,108	1,100	18,650
Regional Facilities Operating	0	0	79,227	79,227	0	329,491
Kennebecasis Public Library	8,080	8,080	16,161	16,161	0	96,963
Regional Facilities Capital	0	0	0	0	0	199,357
Special Events	10,116	1,667	10,379	3,333	(7,046)	45,500
PRO Kids	0	0	0	0	0	7,500
Total Recreation and Cultural Services	152,898	167,133	394,540	421,967	27,427	3,017,766
Fiscal Services						
Debt Charges						
Interest	1,547	625	2,394	1,250	(1,144)	204,941
Debt Payments	0	0	0	0	0	671,000
	<u>1,547</u>	<u>625</u>	<u>2,394</u>	<u>1,250</u>	<u>(1,144)</u>	<u>875,941</u>
Transfers To:						
Capital Fund for Capital Expenditures	0	0	0	0	0	5,400,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,400,000</u>
Total Fiscal Services	1,547	625	2,394	1,250	(1,144)	6,275,941
	1,510,388	1,559,561	3,267,191	3,361,633	94,443	25,227,250

2025April14OpenSessionFINAL_190

Town of Rothesay

Variance Report - General Fund

Note #		Actual	month ending Budget	2/28/2025 Better/(Worse)	Description of Variance
Revenue					
1	Licenses & Permits	\$ (20,442)	\$ 9,683	\$ (30,126)	Refunded builder permit
2	Miscellaneous	\$ 73,084	\$ 1,667	\$ 71,418	Sale of equipment
Expenses					
<i>General Government</i>					
3	Office Building	51,896	25,833	\$ (26,063)	Renovations to offices
4	Insurance	251,510	272,900	\$ 21,390	Lower than expected
<i>Protective Services</i>					
<i>Transportation</i>					
5	Administration (Wages & Benefits)	242,268	266,961	\$ 24,693	Vacant position
6	Workshops, Yards & Equipment	103,946	118,350	\$ 14,404	timing
7	Traffic Signals	19,791	10,000	\$ (9,791)	New LED audible signals at Hampton/Marr
<i>Environmental Health</i>					
<i>Environmental Development</i>					
8	Administration (wages and benefits)	48,481	68,836	\$ 20,355	Vacant position
<i>Recreation & Cultural Services</i>					
9	Parks & Gardens	82,966	100,576	\$ 17,610	Vacant position and timing
10	Rothesay Common Rink	35,835	47,500	\$ 11,665	Wages and expenses lower than anticipated
<i>Fiscal Services</i>					

2025April14OpenSessionFINAL_191

Town of Rothesay

Capital Projects

General Fund

2 Months Ended 2/28/2025

	ANNUAL BUDGET	CURRENT Y-T-D	Remaining Budget
General Government			
G 202*-001 Town Hall Improvements	85,000	0	85,000
G 202*-00* IT	21,500	0	21,500
Total General Government	106,500	0	0
Transportation			
T-2025-001 Asphalt (13)	2,398,000	0	2,398,000
Designated Highway - Hampton Road Paving	903,000	0	903,000
T-2024-00* Wiljac Improvements	1,700,000	0	1,700,000
T-202*-00* Fleet Replacement	866,000	157,129	708,871
T-202*-00* Buildings	71,000	0	71,000
T-2025-00* Renforth Property study	50,000	13,036	36,964
T-202*-00* Salt Storage Facility	185,000	153,913	31,087
Total Transportation	6,173,000	324,078	0
Recreation			
R-202*-00* Synthetic Turf	1,500,000	11,479	1,488,521
Wells Recreation Park Tennis court conversion	80,000	0	80,000
R-2022-004 Wells Bldg	60,000	0	60,000
Wells lighting	565,000	889	564,111
R-202*-00* Recreation Equipment	60,000	0	60,000
R-202*-00* Arena Renovation	105,000	0	105,000
R-2023-005 McGuire Centre Repairs	20,000	0	20,000
R-20**-00* Jordan Miller Park	15,000	0	15,000
R-2014-019 Wells Trail	2,800,000	0	2,800,000
Total Recreation	5,205,000	12,368	0
Carryovers			
R-202*-00* Recreation Master Plan	0	5,824	(5,824)
	0	5,824	(5,824)
Total	\$ 11,484,500	\$ 342,270	\$ -

Budget and Funding Allocation

Funding	Total	Operating	Borrow	CCBF	Reserve	Grant
General Government	106,500	106,500				
Transportation	6,173,000	3,738,500	752,500	820,000	185,000	677,000
Recreation	5,205,000	1,555,000	2,800,000		200,000	650,000
	11,484,500	5,400,000	3,552,500	820,000	385,000	1,327,000

Town of Rothesay

Utility Fund Financial Statements

February 28, 2025

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 2/28/2025

ASSETS

Assets:

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

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

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

LIABILITIES

Current:

Util Capital due to/from Util Operating	<hr/>
	1,208,934
Total Current Liabilities	<hr/>
	1,208,934

Long-Term:

Long-Term Debt	<hr/>
	7,648,725
Total Liabilities	<hr/>
	8,857,659

EQUITY

Investments:

Investment in Fixed Assets	<hr/>
	30,880,067
Total Equity	<hr/>
	30,880,067

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

2025April14OpenSessionFINAL_194

Town of Rothesay

Balance Sheet - Utilities Fund Reserves
2/28/2025

ASSETS

BNS Utility Capital Reserve # 00241 12	1,656,972
	<u>\$ 1,656,972</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	1,145,254
Invest. in Utility Operating Reserve	120,366
Invest. in Sewerage Outfall Reserve	391,352
	<u>\$ 1,656,972</u>

2025April14OpenSessionFINAL_195

Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 2/28/2025

ASSETS

Current assets:

Accounts Receivable Net of Allowance	654,004
Accounts Receivable - Misc.	127,813
Total Current Assets	<u>781,817</u>

Other Assets:

Projects	803,892
	<u>803,892</u>

TOTAL ASSETS	<u><u>\$ 1,585,708</u></u>
--------------	----------------------------

LIABILITIES

Accrued Payables	15,664
Due from General Fund	2,155,052
Due to Capital Fund	(1,208,934)
Deferred Revenue	8,007
Total Liabilities	<u>969,789</u>

EQUITY

Surplus:

Opening Retained Earnings	32,335
Profit (Loss) to Date	583,584
	<u>615,919</u>

TOTAL LIABILITIES & EQUITY	<u><u>\$ 1,585,708</u></u>
----------------------------	----------------------------

2025April14OpenSessionFINAL_196

Town of Rothesay
Utilities Operating Income Statement
2 Months Ended 2/28/2025

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	(8)	0	(8)		1,160,000
Meter and non-hookup fees	0	0	0	0	0		62,000
Water Supply for Fire Prot.	0	0	0	0	0		335,000
Local Improvement Levy	0	0	1,335	0	1,335		59,000
Sewerage Services	0	0	0	0	0		2,400,000
Connection Fees	0	0	0	0	0		75,000
Interest Earned	8,116	8,750	17,441	17,500	(59)		105,000
Misc. Revenue	300	600	825	1,100	(275)		6,479
Infrastructure Grants	601,146	0	601,146	0	601,146	1	0
Transfer from Reserves	250,000	0	250,000	0	250,000	2	0
Surplus - Previous Years	0	0	40,521	40,521	0		40,521
TOTAL RECEIPTS	859,562	9,350	911,261	59,121	852,140		4,243,000
WATER SUPPLY							
Share of Overhead Expenses	20,000	20,000	40,000	40,000	0		240,000
Wages	18,806	20,833	38,945	41,667	2,722		250,000
Audit/Legal/Training	0	500	0	3,000	3,000		14,000
Other Water	(315)	167	(630)	333	963		2,000
Purification & Treatment	38,220	17,650	54,340	74,150	19,810	3	615,000
Transmission & Distribution	1,124	10,833	1,379	21,667	20,288	4	130,000
Power & Pumping	6,890	5,417	14,478	10,833	(3,644)		65,000
Billing/Collections	60	260	118	520	401		3,118
Water Purchased	0	0	140	292	152		1,750
Misc. Expenses	0	1,667	1,322	3,333	2,012		35,000
McGuire Road Operating	778	875	1,695	3,125	1,430		16,000
TOTAL WATER SUPPLY	85,563	78,202	151,787	198,920	47,133		1,371,868
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	30,000	30,000	60,000	60,000	0		360,000
Wages	31,250	31,250	62,500	62,500	0		375,000
Audit/Legal/Training	510	750	1,085	1,500	415		15,000
Collection System Maintenance	3,389	3,500	3,389	3,500	111		75,000
Sewer Claims	0	0	5,669	5,750	81		23,000
Lift Stations	7,677	9,250	32,978	33,500	522		85,000
Treatment/Disposal	4,010	14,667	7,837	22,333	14,496	5	125,000
Misc. Expenses	263	2,525	2,431	7,400	4,969		35,000
TOTAL SWGE COLLECTION & DISPO	77,098	91,942	175,890	196,483	20,593		1,093,000
FISCAL SERVICES							
Interest on Bank Loans	0	0	0	0	0		75,000
Interest on Long-Term Debt	0	0	0	0	0		260,532
Principal Repayment	0	0	0	0	0		592,600
Transfer to Reserve Accounts	0	0	0	0	0		75,000
Capital Fund Through Operating	0	0	0	0	0		775,000
TOTAL FISCAL SERVICES	0	0	0	0	0		1,778,132
TOTAL EXPENSES	162,661	170,143	327,676	395,403	67,727		4,243,000
NET INCOME (LOSS) FOR THE PER	696,900	(160,793)	583,584	(336,282)	919,866		0

2025April14OpenSessionFINAL_197

Town of Rothesay

Variance Report - Utility Operating

2/28/2025

Note				Variance	
#	Account Name	Actual YTD	Budget YTD	Better(worse)	Description of Variance
Revenue					
1	Infrastructure Grants	601,146	0	601,146	WWTP
2	Transfer from Reserves	250,000	0	250,000	Gas Tax capital
Water					
3	Purification & Treatment	54,340	74,150	19,810	Timing
4	Transmission & Distribution	1,379	21,667	20,288	Timing
Sewer					
5	Treatment/Disposal	7,837	22,333	14,496	Timing

2025April14OpenSessionFINAL_198

Town of Rothesay

Capital Projects
Utility Fund
2 Months Ended 2/28/2025

	Original BUDGET	Current Y-T-D	Remaining Budget	
WATER				
W-2022-003 Filtration Bldg Water	375,000	240,053		134,947
W-2024-00* Treatment effluent tank re-lining	100,000	9,847		90,153
W-2024-00* Filter Bldg heat system upgrade	40,000	27,776		12,224
W-2025-00* Turnbull Court water	300,000	-		300,000
W-2025-00* Wiljac Improvement	800,000	-		800,000
	<u>\$ 1,615,000</u>	<u>\$ 277,676</u>	<u>\$ -</u>	<u>\$ 1,337,324</u>
SEWER				
S-2023- 004 WWTF Plant	10,000,000	\$ 246,514		9,753,486
S-2024-00* Frances Ave lift station replacement	120,000	\$ -		120,000
Unbudgeted items:				
	<u>10,120,000</u>	<u>246,514</u>	<u>-</u>	<u>9,873,486</u>
Total Approved				
	<u>11,735,000</u>	<u>524,190</u>	<u>-</u>	<u>11,210,810</u>
Carryovers				
Funded from Reserves				
W-2024-00* Production Wells TH90-1	-	40,331		(40,331)
W-2024-00* Storage bldg renovations	-	8,149		(8,149)
W-2022-001 Water Quantity/Quality	-	231,206		(231,206)
S-2021-008 WWTP Design Phase II	-	15		(15)
	<u>0</u>	<u>279,701</u>	<u>0</u>	<u>(279,701)</u>
	<u>11,735,000</u>	<u>803,892</u>	<u>-</u>	<u>10,931,108</u>
Funding:				
	Total	Operating	Borrow	CCBF
Water	1,615,000	655,000	\$ 410,000	550,000
Sewer	10,120,000	120,000	\$ 2,667,000	-
	<u>\$ 11,735,000</u>	<u>\$ 775,000</u>	<u>\$ 3,077,000</u>	<u>\$ 550,000</u>

Town of Rothesay

2025-02-28

219500-60

Donations/Cultural Support

Budget

Paid to date

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

sub	17,000.00	5,000.00
-----	-----------	----------

Other:	19,500.00	
Junior Achievement NB		300.00
RES - 50th Anniversary		300 March

sub	19,500.00	300.00
-----	-----------	--------

36,500.00	5,300.00
-----------	----------

G/L Balance	5,300.00
-------------	----------

Other:		
Kennebecasis Crimestoppers	2,800.00	Protective Service
PRO Kids	7,500.00	Recreation
	10,300.00	-

TOWN OF ROTHESAY

FINANCE COMMITTEE

April 1, 2025

In attendance:

Mayor Nancy Grant

Councillor Don Shea

Councillor Helen Boyle

Town Manager Brett McLean

Treasurer Doug MacDonald

Financial Officer Laura Adair

Absent:

Deputy Mayor Matt Alexander, Chairman

The meeting was called to order at 10:00am.

The agenda was accepted with the addition to Donations – g. Pro Kids (NG/HB)

Review of Minutes

The minutes of February 20, 2025 were accepted as presented (HB/NG)

February Financial Statements

- a) **General Fund** –Not much activity has been incurred yet. \$70K in unbudgeted revenue is related to sale of equipment. Building permits has a negative variance due to an error in calculating the value of the permit which was refunded to the developer. Town hall expenses are higher than budgeted due to renovations.
- b) **Utility Fund** – pg 18. Large surplus is related to grants received for Waste Water Treatment Plant and \$250k from the CCBF reserve for Water Plant upgrades.

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

Debenture Application

Motion brought forward to be passed by council. Transportation (Gondola Intersection) and Utility (Lagoon Dredging) projects which were financed internally, now seeking debenture money.

Motion to **recommend to Council to accept debenture application. (HB/NG)**

Donation Requests

Red Triangle Dinner - To purchase 1 ticket for \$125 from Mayor- Other account

NB Med Scholarship - Motion to **recommend to Council to donate \$5,000. (HB/NG)**

Royal Canadian Legion - Motion to **recommend to Council to donate \$1,000. (HB/NG)**

You Can Ride Two - Motion to **recommend to Council to donate \$500. (NG/HB)**

SJ Regional Hospital Foundation – \$1,000 donation has already been provided. Treasurer Doug MacDonald to respond that not interested in attending the dinner.

Kennebecasis Rowing Club - \$3000 - **Table** until April 1st, 2025 when Canada Summer Games is announced

Pro Kids – Agreed to purchase 2 tickets for \$250 (HB/NG)

For Information

2024 CCBF reports – Annual report filed

Actuarial Reports - Every 3 years, CPA Canada Public Sector Accounting requires actuarial valuations to be done be completed for sick leave and retirement allowance

Remittance report – all items filed.

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

Next Meeting

The next meeting is set for April 28, 2025.

The meeting adjourned at 10:45am.

Councillor Don Shea, Chairman

Laura Adair, Recording Secretary



2025 April 14 Open Session FINAL_202

ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	April 7, 2025
RE	:	Donation Recommendations

The finance committee recommends the following motion re donation request:

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

Council approve a donation to Royal Canadian Legion Branch 58 for 2025 in the amount of \$1,000.

Council approve a donation to You Can Ride Two for 2025 in the amount of \$500.



New Brunswick Medical Education
Foundation
95 James Renforth Drive
Rothesay, New Brunswick E2H 1K7
Canada
natalie.boyce@nbmeded.ca
Phone: + 506-848-0036
Company ID: 810513523RR0001

Invoice #0000067

Issue Date: 2025-03-03
Due Date: 2025-05-31

Customer Info:
Town of Rothesay
doug.macdonald@rothesay.ca

Product or Service	Price	Quantity	Line Total
Town of Rothesay Medical Education Scholarship	CA\$5,000.00	1	CA\$5,000.00
Subtotal			CA\$5,000.00
Taxes			CA\$0.00
Invoice Total			CA\$5,000.00
Amount Paid			CA\$0.00
Balance Due			CA\$5,000.00

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: March 12. 2025



Applicant: Royal Canadian Legion Kennebecasis Br 58

Address: 8 River Rd. Rothesay NB E2E 2C4

Contact: Brian Eisan

Tel. (506) 898-0770

Email: rclkvbr58@bellaliant.net

Organization Description:

The Legion promotes Remembrance to the younger generation and works with schools and youth organizations to keep the memories of our Fallen Veterans alive. The Legion also supports youth leadership programs and activities such as cadets, youth programs, and youth sports, helping build the next generation of leaders.

Amount Requested: \$ 2,000.00

Descriptions of proposed event or activity:

Every two years, The Royal Canadian Legion, Provincial Command, holds a Provincial Convention. This year it will be held on the weekend of 19-21 September 2025. And this year it is being hosted, for the first time, by our Branch # 58. This is a very large event, attracting 100-200 delegates, observers, etc., with business meetings, a banquet/dance and elections. The participants will be from mainly from the province of New Brunswick but will also include guests from Atlantic Canada, Quebec and Ontario.

Project costs: _____

over \$5000.00

Benefits to town of Rothesay:

The delegates, observers and guest will shop, stay (accommodations) and eat in Rothesay. This event will be a great show case for the town of Rothesay.

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

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

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: Jan 29, 2025

Applicant: You Can Ride Two

Address: _____

Contact: Susan Lawton

Tel. _____

Email: susanlawton@archstonephysio.com

Organization Description:

You Can Ride 2 is a Not-for-Profit program run entirely by volunteers in our community. We teach children 8 years and older with coordination challenges how to ride a 2-wheeled bike. It is our mission to make cycling accessible for all.

Amount Requested: \$1,000.00

Descriptions of proposed event or activity:

2025 will mark our 5th annual YCR2 clinic. Over 7 weeks in May and June, we will host 14 -16 children who have not previously been successful in learning to ride. Led by paediatric physiotherapist Sue Lawton, the children receive 1-to-1 or 2-to-1 coaching support to help them learn to ride. On the final night we host a Trail Ride where they can put their new skills to use in this celebration event. The program is hosted at Rothesay Arena Parking Lot and on the grounds of Rothesay High School. We aim to offer our program free-of-charge to our participants.

Project costs:

\$4000, plus over 300 community volunteer hours.

Benefits to town of Rothesay:

This program enhances the quality of life and promotes physical and social well-being in our community. It offers a recreational opportunity that is inclusive to individuals with physical challenges who might not otherwise have the chance to learn to ride a bike. Children gain self-esteem and are able to have fun and learn in a peer environment where they know they are not alone in their challenges. The families of the children also benefit as now they have an activity they can enjoy together. In addition, we have up to 30 volunteers who help to run our program. These individuals also benefit greatly from the opportunity to participate in this rewarding and impactful community service project.

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

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

YCR2 2025 Budget

As of Mar 3, 2025:

Expenses	Budgeted	Notes
Rider Insurance (VeloNB)	\$800	20 Riders Plus Coach
Not for Profit Registration	\$350	
Room Rental	\$200	To rent an indoor venue for Intake Evening
Supplies	\$400	Cones, ropes, chalk, bells, gloves, chain lube, bike pump
Mechanic - 6 hours	\$400	
Advertising	\$600	sign + stickers + posters
Volunteer Token (30x\$5)	\$150	
Rider Loot Bags	\$140	
Accounting/admin	\$500	
Contingency Fund	\$500	
Bank fees	\$45	\$3.75/month
Total Expenses	\$4,085.00	

Income/Donations	Budgeted	Notes
City of Saint John Grant	\$3,000	
Town of Rothesay Grant	\$1,000	Plus in kind use of property - Rothesay Arena Parking Lot
Superstore	N/A	Donation of food for Trail Ride Celebration
Millenium Cycle and Sport	N/A	20% discount on equipment purchased
Crescent Valley Resource Centre	N/A	Community Collaboration
Archstone Physio	N/A	Administration Assistance
Community Centre for Autism	N/A	Administration assistance
Velo NB	N/A	Administration assistance



ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald
DATE : April 7, 2025
RE : Debenture Financing

The Finance Committee recommends the following motion:

RESOLVED THAT the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of Rothesay debenture in the principal amount of **\$1,950,000.00** on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of Rothesay agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

Background

As part of the 2023 and 2024 Capital Budgets, we budgeted for renovations to the intersection of Clark Road and Gondola Point Road as well as the first phase of development related to the new sewer treatment facility.

The intersection project was completed in fiscal 2024 with the expected aggregate cost being financed from operating funds and debt. We recommend obtaining a debenture in an amount (\$450,000) sufficient to finance the cash flow requirements associated with the project.

The first component of the sewer treatment project (specifically related to dredging of the existing lagoon and design components) were completed in early 2025. The aggregate costs are being financed with a contribution from the Federal and Provincial Governments as well as long term debt. We recommend obtaining a debenture in the amount of \$1,500,000 sufficient to finance the cash flow requirements associated with this component of the project.

To: THE NEW BRUNSWICK MUNICIPAL FINANCE CORPORATION
Re: APPLICATION FOR FINANCING

OIC/O.M. No.	Date of OIC/O.M.	Date of Council's Resolution authorizing Application to the MCBB	Purpose by Function	Amount in Dollars	Term for each Amount
General Revenue Fund					
23-0015	March 13. 2023	Feb. 14, 2023	Transportation	\$220,000	5 years
23-0015	March 13, 2023	Feb. 14, 2023	Transportation	\$230,000	15 years
Water & Sewer Fund					
23-0068	Oct. 23, 2023	March 13, 2023	Sewer Utility	\$1,500,000	20 years



ROTHESAY

AGE-FRIENDLY ADVISORY COMMITTEE
2025 April 14 Open Session FINAL 2025
Rothesay Town Hall Common Room
Tuesday, March 18, 2025 at 10 am



PRESENT: MAYOR NANCY GRANT, *ex-officio member*
DIANE O'CONNOR, CHAIRPERSON
WILLA MAVIS, VICE CHAIRPERSON
NANCY HASLETT
DR. SHAWN JENNINGS
JILL JENNINGS
DOAA HIGAZY

DRAFT

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

ABSENT: COUNCILLOR HELEN BOYLE
DIANNE TAYLOR
ROBERT TAYLOR
ANGELA MORSE
CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
HIGH SCHOOL REPRESENTATIVE (Vacant)

Chairperson O'Connor called the meeting to order at 10:00 am.

1. APPROVAL OF AGENDA

MOVED by N. Haslett and seconded by Vice Chairperson Mavis the agenda be approved as circulated.
CARRIED.

2. APPROVAL OF MINUTES

2.1 Meeting minutes of January 21, 2025

MOVED by J. Jennings and seconded by Dr. Jennings the minutes of January 21, 2025, be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS AND PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

6.1 2025 – 2027 Age-Friendly Community Action Plan

➤ Accessible Parking & Signage

K. Duffley reminded the Committee members that they will have the Action Plan before them at each Age Friendly Advisory Committee meeting. She mentioned that in their package she included an email

from last year. Chairperson O'Connor explained to the Committee members that we have accessible parking spots across the way in the parking lot with the decal on the pavement. We have one out in back Town Hall parking lot. She said that one of the things that we are looking to do is to have more signage that is more visible. Such as the post with the actual sign on the top because when it is in the wintertime you cannot see the decal on the pavement, and it is difficult to determine which one is the accessible parking space. She emphasized that we need more visible signage so that people can find very quickly and easily where the accessible parking spaces are. She added that we also have accessible parking spaces that are made available to Rothesay HIVE at Touchstone Academy. K. Duffley indicated that the installation of the crosswalk helped tremendously. However, she received a few complaints regarding the accessible parking spots. They are used by Town Hall visitors, Rothesay HIVE members, Archstone Physiotherapy patients and those two spots are often full even when there is no event at Rothesay HIVE. She added that she also heard people saying at town facilities it is always just a marker on the ground, which can be very easy to miss, especially because we do have long winters and there is no permanent signage. Chairperson O'Connor pointed out that we were supposed to have an additional accessible parking in the Rothesay Town Hall parking lot, and it has not been done yet. K. Flood said that they repaved the lines in the spring. She will highlight this to the Works Department for them to do it again and to repaint the crosswalk lines.

Chairperson O'Connor said that there is no sign for the push button to open the outside Town Hall doors.

K. Duffley resumed the action plan and the tasks that are accomplished. The Committee would like to extend the signage for the outdoor push button in the action plan.

MOVED by N. Haslett and seconded by Vice Chairperson Mavis that Kerri Flood or Kirstin Duffley will contact the Works Department about ensuring that the lines are repainted and the improvements in the signage.

CARRIED

7. NEW BUSINESS

7.1 Rothesay HIVE 2024 Annual Report

K. Duffley mentioned to the Committee member that she included the 2024 Rothesay HIVE Annual Report in this meeting package. She went over some of the key highlights. In 2024, the membership grew by 26% compared to 2023. The total number of members by the end of 2024 were 205. The e-mail contract distribution list grew by 27%. The Facebook page grew by 40%. We had some new things added to our scheduled events, such as the Grief Café. Brought back potlucks which have become a crowd favourite. Rothesay HIVE turned 5, which we celebrated with a potluck. The first ever Rothesay Wellness Fair was held last year, which was a grand success. We had our virtual programs as well and managed by Chairperson O'Connor. The most watched was Vice Chairperson Mavis for our Fall Speaker Series with 812 views. Mindful Moments was held almost every month. Our amazing sponsor Parkland in the Valley continues to support Rothesay HIVE café. We worked with many community partners and three of our volunteers who won volunteer awards. Without all the volunteers, there would be a lot of programs that would not happen.

Chairperson O'Connor described to the Committee all her outreach that she has done recently to promote Rothesay Hive and to be a model for other communities. She thanked Keri Flood and Kirstin Duffley for all their work they have done in the past five years.

7.2 2025 Age Friendly Wellness Fair

K. Duffley announced to the Committee members that we will be hosting the Wellness Fair again this year. We will have 30 information booths, health checks, donations being accepted for gift basket for raffle draw to support the school. It will be held at Rothesay High School gymnasium for a second time on Monday, June 2nd from 6 to 8 pm. She indicated that she already has 16 booths confirmed. Once she receives the promotion material, she will inform the Committee at her earliest convenience.

7.3 Age-Friendly Programming Update

Rothesay HIVE Programming

- Exercise classes remain popular, exercise classes on Monday are full for the month of March. Exercise classes on Wednesdays now have more availability due to the addition of the Bee Mobile class. Latin Line Dancing is also full for the month.
- Book Club is still going strong with some new members.
- The Grief Café is still being held monthly, sometimes with Winnie the Therapy Dog, depending on scheduling. Reminder that the Grief Café is not just those who are grieving over the loss of spouse or loved one but any type of grief/loss. It was a good turnout last week.
- Hivers enjoyed a very lovely Valentine's Day Potluck in February.
- Presentations: In February we hosted a presentation on Tax and Estate Planning and this week we have a presentation with Nursing Homes without Walls.
- The Rothesay HIVE March calendar will come out at the end of this week.

Rothesay HIVE Members

Rothesay HIVE Facebook Group: 1,173 members

Rothesay HIVE Members as of now in 2025: 160 members

Rothesay HIVE Members in 2024: 205 members

Rothesay HIVE Members in 2023: 162 members

Rothesay HIVE Members in 2022: 126 members

Renforth Seniors Exercise Classes

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

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. Contact: Fouzia Bouazzaoui: (506) 721-1325 / fouzia.bouazzaoui@sjnewcomers.ca

Chairperson O'Connor expressed that Fouzia Bouazzaoui is doing a great job. She is very organized and helpful.

Chairperson O'Connor informed the Committee of the following events held at Rothesay HIVE:

February

- Interview with Susan White, a local author from Kingston Peninsula. She will also do a similar interview with the author Carol Taylor in May.
- Travel Through My Eyes – Algeria

March

- International Women's Day with the following speakers: Doctor Kerrie Luck, Hebatalla Mohamed and Inspector Anika Becker.
- Ramadan Crafts
- Speed Chat with Touchstone Academy Grade 4 and special guest Amel Chtara

Chairperson O'Connor announced that Jim Nelson will be coming on April 3rd to speak about the wildlife in the Kennebecasis Valley and will be looking at Easter crafts. She said that if anyone has ideas to please share with her.

Chairperson O'Connor mentioned that we are looking at intergenerational activities and normally would do this with Future Engage. She informed that she has a new possible opportunity coming with Rothesay High School students and teacher Todd Ross regarding Walking and Gardening Clubs.

8. CORRESPONDENCE FOR ACTION**8.1 February 27, 2025 – Communities in Bloom**

Mayor Grant informed the Committee members that the Council received an email from Communities in Bloom and they referred to Age Friendly Advisory Committee. She said that the Committee or the Gardening Club might be interested in participating.

K. Duffley mentioned that she did some research and the deadline is March 31st which is a very short notice for a response. She explained the program and the costs to the Committee. She gave some examples of the cities that participated in the program in 2024: Woodstock, New Maryland and Miramachi. Vice Chairperson Mavis recalled that Saint John also participated in the past.

The Committee members agreed not to participate in the program due to the short notice and the expensive costs. K. Duffley recommended to the Committee to bring this topic next year to the Committee.

A discussion took place regarding different options to how beautify the Town and do it on our own, such as community clean-up, encouraging residents to plant flowers and perennials and perhaps get more people involved in the Marigold Project.

K. Duffley added that another group that might be interested in Communities in Bloom because they do gardening tours is "East Coast Green Thumbs".

9. CORRESPONDENCE FOR INFORMATION

9.1 March 4, 2025 - Application Age-Friendly Community Recognition Status Maintenance

K. Duffley informed the Committee members that she had sent an email to GNB to ask for a status update on our designation because she did not hear from them after she submitted it. She received an email back from Helen Frigault on March 4, 2025, to confirm that they did receive it and will review over the next few weeks. They apologize for the delay. K. Duffley will inform the Committee once she receives an update.

9.2 March 10, 2025 - Invitation to NB Age-Friendly Communities Committee Quarterly Meetings

K Duffley mentioned to the Committee members that she included an email from Brenda Lee from Age-Friendly Communities of New Brunswick with all the dates of the upcoming Zoom meetings. She will send the meeting invitations to the Committee members. The participation is optional.

Chairperson O'Connor informed that she has been approached by Brenda Lee for Rothesay promotional video footage for things that Rothesay HIVE has done in our community to make it more age friendly and accessible. K. Duffley mentioned that she has one video she took during the Wellness fair. She will also take videos of the crosswalk; East Riverside Park bathrooms, benches and bulletin board; Walking Club and Town Hall bathrooms; and upcoming Wellness Fair in June. N. Haslett suggested to video all the different age groups that are attending the Rothesay HIVE. Chairperson O'Connor will reach out to Fouzia Bouazzaoui from Future Engage to ask her to film a little clip this Thursday during Speed Chat.

Mayor Grant added to new business. She announced to the Committee that something very exciting is going to happen this week. She invited the Committee members to attend an event in the Rothesay Arena parking lot this Thursday, March 20th at 10 am. An email with the details will be sent to all the members.

K. Flood updated the Committee members regarding the Winterfest. She said that it went very well. Most of our events went off without a hitch. The snowshoe rentals from River and Trail Outdoor Co. were great for a total of 51 rentals. Over 70 people participated in "Where is Winter Waldo & Woof" in our trails. Our Moonlight Snowshoe Hike and Astronomy Observation was well attended and drew between

75 to 100 attendees. The Ice Dance International two shows were also very well attended. The Winter Carnival saw over 100 people estimated. Two special skating events on the Common: costume and Saint John Sea Dogs. Due to weather conditions, the other two special skating events, the Glow in the Dark and DJ Steve were postponed, combined both together and held at the arena. Over 300 people attended. K. Flood added that she got a lot of community partners who sponsored and covered a lot of the costs. She will have a debriefing meeting with the other five communities this afternoon. The Committee members applauded K. Flood for all her great work regarding the Winterfest.

N. Haslett asked if she could obtain a copy of the Dental Program presentation. K. Duffley said she will get it for her. She added that the presenter will be coming also to our Wellness Fair.

D. Higazy invited the Committee members to attend an evening of Inclusion, Conversation and Connection for International Day for Elimination of Racial Discrimination at Saint John Newcomers Community Hub on Friday, March 21st. She will send the invitation with all the details to the Committee members today.

K. Flood invited the Committee members to join the community clean-up on Earth Day after the next Committee meeting on April 22nd. She just got confirmation from JTR Services that they are going to provide a dumpster in the arena parking lot. She will send more details to the Committee after this meeting.

10. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, April 22, 2025th at 10 am.

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 10:49 am.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
PARKS AND RECREATION COMMITTEE

Meeting Minutes
Rothesay Town Hall Common Room
Tuesday, March 18, 2025, at 6:30 p.m.



DRAFT

PRESENT: COUNCILLOR BILL McGUIRE
COUNCILLOR HELEN BOYLE, CHAIRPERSON
DR. SHAWN JENNINGS
PAULA MAGUIRE
NORA GALLAGHER

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

ABSENT: DR. JEAN-FRANCOIS LEGARE
COLIN BOYNE, VICE-CHAIRPERSON
DANIELLE BOURQUE
SEAN MILLER

Chairperson Counc. Boyle called the meeting to order at 6:32 p.m.

1. APPROVAL OF AGENDA

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

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of January 21, 2025

MOVED by Counc. McGuire and seconded by P. Maguire meeting minutes of January 21, 2025, be approved as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

4. DELEGATIONS

5. REPORTS & PRESENTATIONS

6. UNFINISHED BUSINESS

7. CORRESPONDENCE FOR ACTION

8. NEW BUSINESS

8.1 Parks and Recreation Update

21 January 2025 Report from Staff

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

- **Rothesay Arena:** Spring ice schedule. The Adult Co-Ed Tournament was last weekend from Thursday to Sunday.
- **Arthur Miller Upper Field Replacement Project:** Tender was awarded at the March Council meeting. Project to start the end of May, approximately 8-10 weeks to complete. Starting with the civil drainage work before replacing the turf surface. The project is expected to be completed by mid- August.
- **Wells Softball Field Lighting Project:** Project will start as soon as weather permits. A small building for the lights and parks equipment also needs to be built in order for this

project to be completed. Parking lot lights will be done as well. This project is expected to be completed by mid to late summer.

- **Summer Student Employment:** Parks and Recreation Summer Student Employment opportunities have been posted to our website. The application deadline is April 1st, 2025. For more information visit: <https://www.rothesay.ca/town-hall/employment/>. It is expected to have some turn over of students from last year.

K. Flood gave a verbal update regarding Recreation Programing.

- **Fundy Winterfest** Fundy Winterfest 2025 was a great success! Thousands of people participated in the fun winter activities over 7 weeks that were hosted in the 6 communities. We look forward to growing this event even more in 2026! The snowshoe rentals were very popular with 51 rentals of child and adult snowshoes. 70 people found Winter Waldo and Woof in the trails. Approximately 100 people attended the Moonlight Snowshoe Hike. Ice Dance International had their Currier Vintage Ice Dancers perform twice on the Rothesay Common Ice Surface on March 8. Celebrated 80 years of Winter Carnivals on the Common. Around 500 people attended the Winter Carnival on the Common. Special skating events were popular with the Saint John Seadogs, Costume Skate, and the last two skating events were combined indoors at the Rothesay Arena due to the weather and ice conditions at the Rothesay Common. Approximately 300 people attended the Glow in the Dark and DJ Skate.
- **Community Garden** We're collaborating with community garden members to coordinate the administrative details for the 2025 gardening season. We will be having a spring garden meeting Thursday, April 11th to discuss plans and preparations for the season ahead!
- **Community Clean-Up:** The Earth Day community clean-up will be held from Saturday, April 19 to Tuesday, April 22.

Dr. S. Jennings shared that when he was a child his favourite winter activity was to go sliding with his friends. This was also a favourite activity for his children when they were growing up. He inquired if there is a spot in Rothesay where families can take their kids sliding or sliding events.

K. Flood agreed that sliding is a favourite past time for many, however, in the debrief meeting with the other municipalities for Fundy Winterfest sliding was brought up. Due to the high risk and likelihood of injury, municipalities have found that the best practice is to only encourage people to go sliding at their favourite spots and not host organized activities due to insurance and liability.

K. Duffley gave a verbal update on Age-Friendly Programming and the 2024 Rothesay HIVE Annual Report.

- **Rothesay HIVE:** Rothesay HIVE is busy with programs and events every day of the week. For more information about the Rothesay HIVE including the calendar, newsletter, and more visit: <https://www.rothesay.ca/recreation/rothesay-hive/>.
 - **Rothesay Hive Facebook Group:** 1,173 members
 - **Rothesay Hive Registered Members**
 - **Past: 2022:** 124 Members, **2023:** 162 Members, **2024:** 205 Members
 - **Current: 2025:** 160 Members (as of March)
- **SJNC Programs at the Rothesay HIVE:** Saint John Newcomers Centre continues to offer Future Engage at the Rothesay HIVE on Thursdays from 10am-12pm. They also have their Conversational English Chats on Wednesdays from 3pm-4pm. These are intergenerational programs, free of charge.

- **Renforth Senior 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:** UNB CELLAB continue to offer Zoomers in Balance program at the Bill McGuire Centre on Tuesday & Friday mornings. There are two sessions of classes to help meet the demand.
- **Age Friendly Wellness Fair:** Work is underway for the 2nd Annual Age Friendly Wellness Fair which will be held again at the Rothesay High School Gymnasium on Monday, June 2, 2025. More details to come!

K Duffley also gave an update on the Rothesay HIVE 2024 Annual Report. She went over some of the key highlights. In 2024, the membership grew by 26% compared to 2023. The total number of members by the end of 2024 were 205. The e-mail contract distribution list grew by 27%. The Facebook page grew by 40%. We had some new things added to our scheduled events, such as the Grief Café. Brought back potlucks which have become a crowd favourite. Rothesay HIVE turned 5, which we celebrated with a potluck. The first ever Rothesay Wellness Fair was held last year, which was a grand success.

8.2 Upcoming Announcement

CAO McLean informed the Committee that there would be a special announcement on Thursday, March 20th at 10:00am in the Arena Parking lot that the members of the Committee will be interested in attending. He informed the Committee that as they know Rothesay needs a new arena as the current arena is reaching its end of life. The vision that Rothesay has for the new space is the Rothesay Intergenerational Community Centre that will house a fieldhouse, the Rothesay HIVE, and community space, as well as the new arena surface with ample seating, dressing rooms, and allow Rothesay to continue to meet the needs of recreation and sport in the community. The new arena will need to be built before the current arena is retrofitted to being a Fieldhouse with a walking track and court space for activities such as pickleball. The location of the project is key as it is close to the schools, heart of the community, priority neighbourhoods, and near the apartment buildings and complexes that older adults live in. Centre for the Community in the centre of the community. The announcement on Thursday will be the first of many announcements hopefully to come for this project.

9. CORRESPONDENCE FOR INFORMATION

10. DATE OF NEXT MEETING

Tuesday, April 22, 2025, at 6:30pm

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:55 p.m.

CHAIRPERSON

Councillor Helen Boyle

RECORDING SECRETARY

Kirstin Duffley



ROTHESAY
~~2025 April 14 Open Session FINAL 218~~
CLIMATE CHANGE ADAPTATION COMMITTEE
Rothsay Town Hall Common Room
Tuesday, March 18th, 2025 at 3:30 pm



PRESENT: MAYOR NANCY GRANT
DEPUTY MAYOR MATT ALEXANDER, CHAIRPERSON
COLLEEN LANG
ANN MCALLISTER
KORY NIXON

DRAFT

CHIEF ADMINISTRATIVE OFFICER BRETT MCLEAN
RECORDING SECRETARY DEBBIE KEYES

ABSENT: LORRAINE PETERS (*resigned*)

Chairperson Alexander called the meeting to order at 3:36 p.m.

1. ELECTION OF OFFICERS (CHAIR AND VICE-CHAIR)

CAO McLean called three times for nominations from the floor for Chairperson. Mayor Grant nominated Deputy Mayor Alexander as Chairperson, seconded by A. McAllister. There being no other nominations, Deputy Mayor Alexander was elected Chairperson by acclamation.

CAO McLean called three times for nominations from the floor for Vice-Chairperson. Mayor Grant nominated Kory Nixon as Vice-Chairperson, seconded by A. McAllister. There being no other nominations, Kory Nixon was elected Vice-Chairperson by acclamation.

2. APPROVAL OF AGENDA

MOVED by C. Lang and seconded by A. McAllister the agenda be approved, as circulated.

CARRIED.

3. ADMINISTRATION

3.1 Code of Ethics

Deputy Mayor Alexander reminded the Committee to sign back page and hand in to be put on file.

3.2 Committee Mandate

RECEIVED FOR INFORMATION

4. APPROVAL OF MINUTES

4.1 Regular Climate Change Adaptation Committee meeting of September 26, 2023.

MOVED by A. McAllister and seconded by C. Lang the minutes of September 26, 2023 be adopted, as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

N/A

6. DELEGATIONS

N/A

7. REPORTS & PRESENTATIONS

N/A

8. UNFINISHED BUSINESS**8.1 Flyers Distribution (John Jarvie)**

The Committee discussed that there are still a few issues with the flyers being delivered since the by-law was put in place. The flyers are being thrown in driveways instead of being put on the doorstep or mailbox, left at end of driveways for weeks at a time.

The Committee suggested putting a notice on Rothesay Insider reminding residents to contact Brunswick News with any discrepancies with the flyers.

The Committee suggested enforcing the by-law by fining Brunswick News for violating the By-Law.

CAO McLean explained Brunswick News needs to take accountability for the drivers who are not delivering the flyers as the By-Law states.

The By-Law stipulates under Offences:

No distributor shall distribute or cause to be distributed any flyers on residential property other than:

- i. In a mail box;*
- ii. In a mail slot;*
- iii. In a tube or other receptacle designated for this purpose; or*
- iv. On a doorstep*

The minimum fine for an offence committed under this by-law is \$150.00 in the maximum fines is \$2100 and if it continues for more than one day, the minimum fining is imposed established by this by-law is multiplied by the number of days during which the offence continues.

Under administrative penalties. Any person violating any provision of this bylaw may pay an administrative amount of \$100.

K. Nixon made a motion to recommend to Council that the penalty be levied against Brunswick News For the inappropriate delivery of flyers.

MOVED by K. Nixon and seconded by Mayor Grant recommend to Council that the penalty be levied against Brunswick News For the inappropriate delivery of flyers.

CARRIED.

8.2 Idling Reduction Policy (John Jarvie)

CAO McLean stated there is no bad feedback from staff.

A. McAllister asked about the possibility of tracking fuel consumption. CAO McLean replied that tracking it in relation to idling is challenging, as it fluctuates year to year due to weather conditions

like heavy snowfall, freezing rain, hot summers, and so on. Additionally, it depends on the type of work employees are doing. A. McAllister asked if there is an audit process whereby operations can track any reductions in fuel consumption or cost savings from fuel savings.

CAO McLean stated the Town does have the ability to audit vehicle usage since all the vehicles are GPS monitored. This allows the staff to monitor and determine if the vehicle is idling. The Town would need a baseline comparison data in order to assess corporate behavior. Staff can identify the impact of idling in terms of cost, but cannot compare the difference in idling costs before and after the policy was implemented without the baseline comparison data.

The Committee suggested putting signage around Rothesay to remind residents of the idling policy especially near parks and schools.

8.3 FoodCycler Pilot Program (*John Jarvie*)

CAO McLean stated lots of feedback from residents that are amazed at how well the FoodCycler works.

8.4 Corporate GHG Action Plan - Project Portfolio *previously distributed* (*John Jarvie*)

CAO McLean stated in a 2018 study, there were several targets set, and while there was some monitoring systems in place, one of the main issues that came up at the time was the high electricity consumption of Town hall, a large office space which used more electricity than the arena across the street. As a result, numerous retrofits are needed to reduce the energy footprint of the building.

CAO McLean explained the Town does not have many large energy consumers in the community, and the wastewater system has only a few pump stations. The water treatment plant relies mostly on gravity fed systems, with just two pumps that push water into the distribution system. During this period, all of these pumps were equipped with variable frequency drives, allowing them to run at 30% capacity when needed and ramp up as demand increases, instead of running at full power all the time. These upgrades have already been implemented.

The arena is old and continues to be a major energy consumer. Significant capital investments will be needed to reduce the energy usage. The Town has a plan in place to renovate and expand the arena as part of its priority projects. The funding for this has been pursued, and once secured, it should address the energy issues. The renovation will transform the old arena into an intergenerational indoor sports complex. This project is part of the GICB (Green Inclusive Community Buildings) fund, which includes energy efficiency requirements such as installing solar panels on the roof. These measures will significantly impact the reduction of GHG emissions in the short term. While funding has not yet been secured, we're optimistic that the project will be completed by 2028.

McGuire Centre has changed in terms of energy efficiency also.

At the Town garage, the oil heating was taken out, now it has an electric boiler. The cooling for the garage is done with heat pumps and the building itself has been converted to electric heat.

The Committee agreed to include a section in the next e-newsletter and call it "Rothesay's Climate Change Update" which would include the Town properties that have been upgraded for greater cost efficiency and a reduced energy footprint.

8.5 Community GHG/Energy Action Plan - Project Portfolio (as found in the Action Plan of June 2018) *previously distributed (John Jarvie)*

A. McAllister stated that in the corporate sector, buildings were the primary source, whereas in the community, it was transportation, this is where an anti-idling policy works well. Extending this into the community could start with something as simple as a signage campaign and an educational initiative followed by a structured model.

CAO McLean mentioned the Town and Quispamsis are in talks about starting a pilot program for a commuter service in the two towns. The idea is to help reduce vehicle congestion. One potential solution is a community shuttle in the KV area, providing transportation between venues throughout the day. It wouldn't follow a fixed schedule just yet, but it would align with Comex stops, allowing people to take the bus from the city and then transfer to a local shuttle for travel around town. The proposal suggests a 12-passenger van operating between Rothesay and Quispamsis during the summer, from June 15th to September 1st.

The Town's are looking at the actual costs, whether it's leasing or purchasing a small vehicle for transportation. The plan is to share this service with Quispamsis.

The Committee supports this initiative and encourages Council to move forward with the pilot program for a commuter service.

MOVED by K. Nixon and seconded by A. McAllister recommends to Council move forward with the pilot program for a commuter service.

CARRIED.

8.6 2022-2027 New Brunswick's Climate Change Action Plan *previously distributed (John Jarvie)*
RECEIVED FOR INFORMATION

9. NEW BUSINESS

9.1 Green House Gas Emissions – Target Date

CAO McLean suggested to the Committee to make a motion to Council that staff be directed to update the status of the current greenhouse gas emissions program and look to expand that to carry through to 2030.

MOVED by C. Lang and seconded by A. McAllister to recommend to Council that staff be directed to update the status of the current greenhouse gas emissions program and look to expand that to carry through to 2030.

CARRIED.

DATE OF NEXT MEETING

The next meeting is Tuesday April 22nd, 2025.

10. ADJOURNMENT

MOVED by A. McAllister and seconded by K. Nixon the meeting be adjourned.

CARRIED.

The meeting adjourned at 4:35 pm.

CHAIRPERSON

RECORDING SECRETARY



2025 April 14 Open Session FINAL_223

ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Climate Change Adaptation Committee
DATE	:	March 18 th , 2025
RE	:	Flyer By-Law Offence by Brunswick News

Background:

Please be advised the Climate Change Adaptation Committee passed the following motion at its regular meeting on Tuesday, March 18th, 2025:

MOVED by K. Nixon and seconded by Mayor Grant recommend to Council that the penalty be levied against Brunswick News For the inappropriate delivery of flyers.

CARRIED.



2025 April 14 Open Session FINAL_224

ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Climate Change Adaptation Committee
DATE	:	March 18 th , 2025
RE	:	Pilot Program for Commuter Service in KV Area

Background:

Please be advised the Climate Change Adaptation Committee passed the following motion at its regular meeting on Tuesday, March 18th, 2025:

MOVED by K. Nixon and seconded by A. McAllister recommends to Council move forward with the pilot program for a commuter service.

CARRIED.



2025 April 14 Open Session FINAL_225

ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Climate Change Adaptation Committee
DATE	:	March 18 th , 2025
RE	:	Greenhouse Gas Emissions Program

Background:

Please be advised the Climate Change Adaptation Committee passed the following motion at its regular meeting on Tuesday, March 18th, 2025:

MOVED by C. Lang and seconded by A. McAllister to recommend to Council that staff be directed to update the status of the current greenhouse gas emissions program and look to expand that to carry through to 2030.

CARRIED.

ROTHESAY

Works and Utilities Committee 2025 April 14 Open Session FINAL_226

Minutes

-1-

19 March 2025



ROTHESAY

WORKS AND UTILITIES COMMITTEE MEETING

Rothesay Town Hall Common Room

Wednesday, March 19th, 2025

5:30 p.m.



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

DRAFT

CHIEF ADMINISTRATIVE OFFICER BRETT MCLEAN
ADMINISTRATIVE ASSISTANT DEBBIE KEYES

ABSENT:

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

1. ELECTION OF OFFICERS

➤ Deferred to next meeting of April 23rd, 2025.

2. APPROVAL OF AGENDA

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

CARRIED.

3. APPROVAL OF MINUTES

3.1 Regular Works and Utilities Committee meeting of January 22nd, 2025.

MOVED by S. Carter and seconded by S. Richards the minutes of January 22nd, 2025 be adopted as circulated.

CARRIED.

4. DECLARATION OF CONFLICT OF INTEREST

N/A

5. DELEGATIONS

5.1 Private Lanes Policy:

- Randy Robichaud, 8 Golden Pond Lane (*see Item 9.2 and 9.2.1*)
- James and Sherry Robichaud, 6 Golden Pond Lane (*see Item 9.3*)
- Sharon and John Batten, 12 Golden Pond Lane (*see Item 9.4*)
- Michelle Cook, Fairweather Lane (*see Item 9.5 and 9.5.1*)
- Robert Kane, Fairweather Lane (*see Item 9.6*)
- Elizabeth & Tim Muir, 5 Madill Lane
- Nancy Patterson, 50 Appleby Drive
- Don & Liz Townsend, 60 Appleby Drive
- Jerry Jamer, Dayspring Lane
- Jack Zhao, Fairweather Lane

DM Alexander began by explaining the origins of the private lanes policy. It was a document drafted by the Committee several years ago, following extensive work and discussion. The policy was created in response to the existence of private lanes within the Town, some of which received services while others did not. Over time, as new lanes were developed, residents started requesting services for their lanes, that it was only fair since other private lanes in the town received them. However, the Town had denied these requests because the private lanes were privately owned and did not meet Town standards.

The Committee dedicated considerable time to exploring different options and ultimately developed the policy with the goal of fairness and equity across the Town. The policy is still in draft form and has not been passed by Council. The Committee forwarded the draft policy to the Council for review, and Council asked to send an information letter to those who may be affected, seeking their feedback. The Committee has been asked information and to report back to Council.

CAO McLean clarified what constitutes a private lane. The classification of a lane as private or publicly owned (meaning owned by the municipality) is not determined by the number of homes on it, it depends on the ownership of the right of way. The draft policy for providing services to private lanes does depend in part, on the number of properties. The draft policy states that if a lane does not belong to the Town and has four or more properties, it will continue to receive services. However, if the lane has three or fewer properties, it will not receive services from the Town. This policy does not apply to public streets. Public streets, regardless of whether there is one house or 25 houses, are always serviced by the Town.

Private lanes are essentially shared driveways used by multiple residents. These lanes do not belong to the Town, it is not the Town's responsibility to provide services to roads, that are essentially driveways, owned by a resident.

Members of the gallery voiced their concerns about the potential loss of services on the private lanes. The main concerns raised by residents were:

- Senior and on a fixed income
- Long time residents
- Discrimination
- Pay taxes
- No emergency services
- The number of residents living on a private lane should not matter.
- They want to be treated the same as other residents in Rothesay.

The residents of 50 and 60 Appleby Drive had concerns regarding the easement in between the two properties. There could be some flooding if snow is not removed from the easement between their homes. They have documents stating the land was turned over to the village of East Riverside before amalgamation.

CAO McLean gave an update on that easement between the properties of 50 Appleby Drive and 60 Appleby Drive that belongs to the estate of a resident and was not transferred to the Town, CAO McLean forwarded it on to the Town's development

officer for further investigation. The online version of the provincial registry indicated that the property was listed as belonging to an estate. To confirm this, the development officer was sent to check the records at the Registry office in Hampton. However, the records are now only done in St. Stephen. Unfortunately, to access the records in St. Stephen, an appointment is required, and the person responsible for scheduling is currently on vacation. As a result, this matter is still pending.

CAO McLean stated the private lanes draft policy aligns with the municipal plan adopted by Council in 2020, which specifies that every dwelling must have a driveway fronting on a public street, and every property must have minimum frontage on a public street with the exception of “flag lots” which allow for up to three dwellings to share a common driveway with no services from the Town. This change in 2020 from previous plans reflects the growing demand for smaller homes and less property to maintain. The policy aligns with the municipal plan's provision for up to three residences to share a private driveway, which was never allowed before.

Prior to 1998, 19 private lanes were receiving services, and these 19 private lanes continue to have service. Since then, 27 new private lanes have been created. Residents of these new lanes have raised the question of why they have to share the cost of services, while 19 other private lanes do not have to pay.

CAO McLean thanked everyone for coming and giving their feedback.

The Committee will discuss various options at a later date, carefully weighing each one to determine the best course of action.

The options include:

- Keep services the same, what is the cost to keep?
- Have no services, what is the cost saving?
- Keep maintenance only?
- Keep garbage collection only?

The Committee will also consider the impact of modifying the scope of service provision, such as including only three houses instead of four, or expanding the coverage to include the remaining 27 private lanes.

Several residents asked to be kept abreast of changes to the policy as they occur and to be invited to participate in any deliberation and/or approval of the policy regardless of the final content.

6. REPORTS & PRESENTATIONS

N/A

7. UNFINISHED BUSINESS

7.1 Capital Projects Summary

RECEIVED FOR INFORMATION

7.2 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION

7.3 Speed Radar Signs Report
RECEIVED FOR INFORMATION

7.4 Council Priorities 2021-2026
RECEIVED FOR INFORMATION

8. CORRESPONDENCE FOR INFORMATION

8.1 17 February 2025 Private Lanes Policy - Letter to residents

MOVED by S. Carter and seconded by G. Thambi the Private Lanes Policy - Letter to residents dated 17 February 2025 be received and filed.

CARRIED.

8.1.1 27 February 2025 Private Lanes Policy Follow-Up Letter to residents

MOVED by S. Carter and seconded by G. Thambi the Private Lanes Policy Follow-Up Letter to residents dated 27 February 2025 be received and filed.

CARRIED.

9. CORRESPONDENCE FOR ACTION

9.1 25 February 2025 Letter from resident RE: Church Street, Grove Avenue and Hampton Road Traffic Lights

CAO McLean explained due to land constraints, it would be impossible to install a left turn pocket onto Grove Avenue from Hampton Road.

MOVED by S. Carter and seconded by G. Thambi a letter will be sent to the resident in response to their request for a left-turn pocket on Grove Avenue from Hampton Road, explaining that the implementation is not possible due to land constraints.

CARRIED.

9.2 26 February 2025 Letter from resident RE: Services on Golden Pond Lane

MOVED by S. Carter and seconded by G. Thambi the Letter from resident RE: Services on Golden Pond Lane dated 26 February 2025 be received and filed.

CARRIED.

9.2.1 26 February 2025 Email from resident RE: Services on Golden Pond Lane

MOVED by S. Carter and seconded by G. Thambi the Letter from resident RE: Services on Golden Pond Lane dated 26 February 2025 be received and filed.

CARRIED.

9.3 28 February 2025 Email from resident RE: Services on Golden Pond Lane

MOVED by S. Carter and seconded by G. Thambi the Letter from resident RE: Services on Golden Pond Lane dated 28 February 2025 be received and filed.

CARRIED.

9.4 03 March 2025 Email from resident RE: Services on Golden Pond Lane

MOVED by S. Carter and seconded by G. Thambi the Letter from resident RE: Services on Golden Pond Lane dated 03 March 2025 be received and filed.

CARRIED.

ROTHESAY

Works and Utilities Committee 2025 April 14 Open Session FINAL_230

Minutes

-5-

19 March 2025

9.5 02 March 2024 Email from resident RE: Services on Fairweather Lane
MOVED by S. Carter and seconded by G. Thambi the Letter from resident RE: Services on
Fairweather Lane dated 02 March 2025 be received and filed.

CARRIED.

9.5.1 02 March 2024 Response to resident RE: Services on Fairweather Lane
MOVED by S. Carter and seconded by G. Thambi the Letter from resident RE: Services on
Fairweather Lane dated 02 March 2025 be received and filed.

CARRIED.

9.6 10 March 2024 Email from resident RE: Services on Fairweather Lane
MOVED by S. Carter and seconded by G. Thambi the Letter from resident RE: Services on
Fairweather Lane dated 10 March 2025 be received and filed.

CARRIED.

10 NEW BUSINESS
N/A

11 DATE OF NEXT MEETING:
Wednesday, April 23rd, 2025.

12 ADJOURNMENT
MOVED by S. Carter and seconded by S. Rosenberg the meeting be adjourned.

CARRIED.

The meeting adjourned at 8:05 p.m.

CHAIRPERSON

RECORDING SECRETARY



2025 April 14 Open Session FINAL_231

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : March 19th, 2025
RE : Church Street, Grove Avenue and Hampton Road Traffic Lights

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, March 19th, 2025:

MOVED ... and seconded ...:

MOVED by S. Carter and seconded by G. Thambi a letter will be sent to the resident in response to their request for a left-turn pocket on Grove Avenue from Hampton Road, explaining that the implementation is not possible due to land constraints.

CARRIED.



ROTHESAY
HERITAGE PRESERVATION REVIEW BOARD MEETING
Town Hall Sayre Room
Wednesday, March 19, 2025
7:00 p.m.



DRAFT

PRESENT: SHAWN CARTER, CHAIRPERSON
RHEAL GUIMOND, VICE-CHAIRPERSON
DREW MACARTNEY
CATHARINE MACDONALD

DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE
RECORDING SECRETARY LIZ HAZLETT

ABSENT: COUNCILLOR TIFFANY MACKAY FRENCH
JON LEHEUP
HOWARD PEARNS

The meeting was called to order at 7:00 p.m.

1. ELECTION OF OFFICERS (CHAIR & VICE-CHAIR)

DPDS Reade called three times for nominations from the floor for Chairperson. R. Guimond nominated S. Carter as Chairperson. There being no other nominations, S. Carter was elected Chairperson by acclamation.

DPDS Reade called three times for nominations from the floor for Vice-Chairperson. S. Carter nominated R. Guimond as Vice-Chairperson. There being no other nominations, R. Guimond was elected Vice-Chairperson by acclamation.

2. APPROVAL OF THE AGENDA

MOVED by R. Guimond and seconded by D. Macartney the agenda be approved as circulated.

CARRIED.

3. ADMINISTRATION

- 3.1 Code of Ethics
- 3.2 Council Priorities
- 3.3 Board Mandate
- 3.4 2025 Meeting Schedule

RECEIVED FOR INFORMATION.

4. ADOPTION OF MINUTES

- 4.1 Regular Meeting of May 22, 2024

MOVED by D. Macartney and seconded by C. MacDonald the minutes of May 22, 2024 be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

N/A

6. DELEGATIONS

N/A

7. REPORTS AND PRESENTATIONS

N/A

8. NEW BUSINESS**8.1 18 Hampton Road****Pieter Van Schaick**

OWNER:

Pieter Van Schaick

PID:

30322358

PROPOSAL:

Heritage Permit – Roof

The applicant, Mr. Van Schaick was in attendance. DPDS Reade noted the application is to replace the asphalt shingles with a metal roof. He reviewed the recommendation.

Mr. Van Schaick asked about colour, noting he has no issue with the recommendation but would prefer to mirror the dark brownish/bronzed colour of the roof at 2 Grove Avenue. The Committee was amenable, citing it would be compatible with the adjacent property – which is also in the Heritage Zone – and the uncertainty of what materials were originally on the building. Discussion ensued on cost of materials, colour/design features of the house and roof – the colour of the house will remain the same (white), and Mr. Van Schaick's interest in using the same materials on the accessory building. When questioned, the Board agreed it was not necessary for Mr. Van Schaick to return to provide the specific colour, but rather to allow staff to confirm that it aligns with what has been discussed.

MOVED by R. Guimond and seconded by D. Macartney the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit (Certificate of Appropriateness) for the replacement of existing roof cladding at 18 Hampton Road (PID 30322358), subject to the following conditions:

- a) The colour of the metal roof must be similar to the roof at 2 Grove Avenue;
- b) The metal roof cladding must not be curved corrugated, round or pencil ribbed;
- c) The metal roof cladding must have standing seams spaced approximately 10 to 20 inches apart.

CARRIED.

The Board thanked Mr. Van Schaick. Mr. Van Schaick thanked the Board and left the meeting.

9. OLD BUSINESS

N/A

10. CORRESPONDENCE FOR INFORMATION

N/A

11. DATE OF NEXT MEETING(S)

The next meeting will be held on Wednesday, April 23, 2025.

12. ADJOURNMENT

MOVED by R. Guimond and seconded by C. MacDonald the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:15 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2025 April 14 Open Session FINAL_235
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Monday, March 17, 2025 at 5:30 p.m.



PRESENT: COUNCILLOR DON SHEA
KELLY ADAMS
TYLER DAVIS
MATTHEW GRAHAM, VICE-CHAIRPERSON
RHEAL GUIMOND, CHAIRPERSON

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE
TOWN CLERK MARY JANE BANKS
RECORDING SECRETARY LIZ HAZLETT

ABSENT: COUNCILLOR TIFFANY MACKAY FRENCH
JON LEHEUP
RALPH FORTE

The meeting was called to order at 5:30 p.m. CAO McLean introduced himself and DPDS Reade.

1. ELECTION OF OFFICERS (CHAIR & VICE-CHAIR)

DPDS Reade called three times for nominations from the floor for Chairperson. Counc. Shea nominated Rheal Guimond as Chairperson. There being no other nominations, Rheal Guimond was elected Chairperson by acclamation.

Chairperson Guimond called three times for nominations from the floor for Vice Chairperson. Counc. Shea nominated Matthew Graham. There being no other nominations, Matthew Graham was elected Vice Chairperson by acclamation.

2. APPROVAL OF THE AGENDA

MOVED by Counc. Shea and seconded by T. Davis the agenda be approved as circulated.

CARRIED.

3. ADMINISTRATION

3.1 Code of Ethics

All members were asked to review the document, sign the Member Statement and return it to Town Hall.

3.2 Council Priorities

Town Clerk Banks advised the document was provided so that the Committee can familiarize itself with the direction of Council.

3.3 Committee Mandate

Town Clerk Banks advised there are updates owing to the new Procedural By-law 5-24. The document will be updated and brought back to the Committee next month.

3.4 2025 Meeting Schedule

Town Clerk Banks highlighted that meetings on statutory holidays will be moved to the following Tuesday.

4. ADOPTION OF MINUTES**4.1** Regular Meeting of December 2, 2024

MOVED by M. Graham and seconded by T. Davis the Planning Advisory Committee meeting minutes of December 2, 2024 be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

Counc. Shea declared a conflict of interest for Item 7.2 Mixed-Use Development Millennium Drive/Campbell Drive.

6. OLD BUSINESS

TABLED ITEMS

6.1	4 Grove Avenue	Curtis and Diane Baldwin
	OWNER:	Linda Tobias
	PID:	00258376
	PROPOSAL:	Setback variances

The applicants were not in attendance. DPDS Reade explained that late this afternoon the applicants requested the item be removed from the table for discussion and then tabled again. This will allow concerns to be shared so that the plan may be modified and brought back to the Committee. He relayed that the applicants were encouraged to reach out to adjacent property owners to discuss their concerns.

MOVED by Counc. Shea and seconded by M. Graham the Planning Advisory Committee remove the application for 4 Grove Avenue (PID 00258376) from the table.

CARRIED.

DPDS Reade reviewed the variances requested. He noted the side yard variances for the main building are not problematic. However, staff do not recommend granting the variances for the driveway or the accessory building. While the size of the lot provides some design constraints, it is possible to narrow the driveway and relocate the accessory structure. DPDS Reade and CAO McLean indicated that upholding by-law requirements for driveway width is a firm condition as it is important for pedestrian safety. While more so for larger commercial or multi-unit projects, it is still a concern for single-family homes. When questioned, DPDS Reade confirmed that the applicants were provided with a copy of the report.

Janelle Simpson Finnegan, 6 Grove Avenue, voiced her opposition to the project, citing concerns that the project does not meet by-law requirements, and questions of who owns/what will happen to the vegetation between 4 and 6 Grove Avenue. She mentioned that the applicants had not reached out to her, and she was unaware that the project was to be tabled tonight. There was a brief discussion about public comments, highlighting that a notification will be sent to nearby property owners regarding the application's return to the Committee. Ms. Simpson Finnegan asked who is responsible for the trees. DPDS Reade advised that would be a property law matter, and in response to a follow-up question, agreed to provide Ms. Simpson Finnegan with a list of legal contacts.

MOVED by Counc. Shea and seconded by K. Adams the application for 4 Grove Avenue (PID 00258376) be tabled pending receipt of a revised plan.

CARRIED.

7. NEW BUSINESS**7.1 110-112 Hampton Road Keel Property Holdings Ltd.**

OWNER: Keel Property Holdings Ltd.

PID: 30350912

PROPOSAL: Conditional Use – Restaurant (Drive-Through)

Applicants, Ankit Amin and Mark Greatorex were in attendance. DPDS Reade explained that prior approval for a different restaurant (drive-through), and layout, was granted in 2022. Discussion ensued, highlighting the following:

- Site Plan:
 - o Drive-through design seeks to mitigate queuing on adjacent roadways
 - Overall queuing greater than usual but manageable
 - o Pedestrian access from Hampton Road via a walkway
 - o Landscaping and interest in retention of a long-standing tree
 - o Plan to uphold stormwater management, sanitary sewer, and water connection requirements
 - o Inclusion of slip lane into the plan (Rosedale Avenue to Hampton Road)
 - o Parking located on the side, not the front
- Polling was not required
- Proximity/impact to adjacent properties
 - o 106 Hampton Road (market/grocery store) – traffic impact would be negligible (peak hours)
 - o 114 Hampton Road (daycare) – distance, landscaping, and the daycare building would act as buffers to the play areas
- Peaked roof (recommended by staff)
 - o Functional and compatible with neighbourhood/other restaurants – ex. Cask and Kettle (Rothsay); North Conway, New Hampshire Wendy's (design example)
 - o Land elevations create a clear view of the roof for uphill properties
- Traffic
 - o A study was not conducted as traffic generation for Hampton Road is estimated to be negligible
 - o Marginal increase to traffic flow around 106 Hampton Road
 - o Two entrances/exits on the property both with access and egress lanes
 - o Placement of Hampton Road entrance permits queuing of 3-4 cars in turning lane without traffic interruption
 - o The franchise does not generate as much traffic as other popular fast-food chains

When asked, the applicants had nothing further to add.

T. Davis raised concerns that the restaurant should be designed with walkability in mind especially along the commercial corridor – for instance, the front of the building should be closer to the road. He spoke of the rationale for having parking behind buildings – to reduce visibility, which does not occur with parking on the side of the property. He raised further concerns regarding drive-through's, more specifically, idling cars near a daycare. CAO McLean advised rear-lot parking would not allow drive-through circulation behind the building. T. Davis responded that he would prefer if there was no drive-through on the property.

When questioned, Mr. Amin mentioned the building will be 2500 sq. ft. and seat 30. He added based on a study, it was determined a drive-through restaurant would be preferable for this location.

MOVED by Counc. Shea and seconded by M. Graham the Planning Advisory Committee hereby approves the Conditional Use application for the drive through restaurant at 110-112 Hampton Road (PID 30350912), subject to the following terms and conditions:

1. That the proponent prepares a detailed landscaping plan showing the proposed landscaping for the subject site including the location and species of all proposed plantings and existing trees to be retained. This landscaping plan is subject to the approval of the Development Officer and is to be included with the Building Permit application.
2. That a pedestrian walkway accessing the site from Hampton Road is provided, along with signage and pavement markings where the walkway crosses the drive through lane and that these elements be maintained by the proponent.
3. That the proponent provides drawings detailing the exterior design and elevations of the building for the review and approval of the Development Officer and that these drawings be submitted with the application for the required building permit. The exterior design of the building must incorporate a peaked roof.

ON THE QUESTION:

K. Adams asked if staff were confident that pedestrian safety across the property would not be a concern. CAO McLean noted, with signage, it would be less dangerous than crossing the street.

NAY vote recorded from T. Davis.

CARRIED.

Chairperson Guimond thanked the applicants, and they left the meeting.

Counc. Shea declared a conflict of interest and left the meeting.

7.2 Millennium Dr./Campbell Dr.	zzap Consulting Inc.
OWNER:	Scott Brothers Ltd. (PID 30227086)
	Sandra Jean Shea (PID 00173443)
PID:	30227086 & 00173443 (portion)
PROPOSAL:	Mixed-Use Development

Greg Zwicker was in attendance on behalf of zzap Consulting Inc., and Ali Kamkar on behalf of Landmark 661 Ltd.

DPDS Reade highlighted the following:

- Development agreement required under Section 131 of the Community Planning Act
- Proposal
 - o Mixed-use development (1277 residential units)
 - Single-family homes
 - Stacked townhouses
 - Multi-unit dwellings
 - Commercial units (area of 93,801 sq. ft.)
 - o Focus on density transitioning – single family homes adjacent to existing single-family homes, followed by townhouses (medium density), and then multi-unit/commercial buildings (closer to Campbell Dr./Millennium Dr.)
 - o Ground floor commercial (ex. grocery), upper levels residential – not to exceed four storeys in total
- Environmental approvals are required for any development within the confirmed wetland

- Municipal Plan & Zoning
 - o Municipal Plan Designation – medium density residential (PID 00173443), commercial (PID 30227086)
 - o Zoning – Millennium Park (MP), subject to public presentation and development agreement
- Further review is needed regarding:
 - o Density – development near a wetland; stacked townhouses vs. row
 - o Traffic – revisions to engineering assessment required; traffic study recommended
 - o Parking – details on underground and surface parking
 - o Buffering – development agreement should state that single units will be adjacent to single units
- Development agreement
 - o Need input from the Committee
 - o Infrastructure servicing – water, sanitary sewer, stormwater management
 - o Building Height, setbacks, architectural elements (ex. materials)
 - o Site circulation – pedestrian and vehicle flow
 - o Landscaping
 - o Parking – underground and surface
 - o Subdivision considerations – cash in lieu of land for public purposes
 - o Environmental approvals (wetland and Carpenter Pond Watershed)
 - o KVFD generally in support of concept but need to understand maintenance of private fire hydrants and privately owned water mains
 - o Other items relevant by staff, the Committee or Council
- Next steps include direction from the Committee, discussions with staff/design refinement, and draft agreement

CAO McLean mentioned: there will be two public streets intersecting between the four quadrants on the site plan; details will be ironed out regarding traffic circulation; building height will not exceed four storeys; density transition is similar to areas like Scribner Crescent; the site plan denotes the phases of the project (ex. 1.1 – First Phase, First Building); no issues are expected for water supply (including fire protection), and storm sewer infrastructure, however sanitary sewer infrastructure requires further review; the plan suggests residential tenants will be sought prior to an anchor tenant.

T. Davis noted it is an exciting proposal on a suitable portion of land for a mixed-use development such as this. He appreciated the different types of housing, noting this would be beneficial for an aging population.

Mr. Zwicker introduced himself and his business partners. Mr. Zwicker gave a presentation, highlighting the following:

- Site – location and size (56.3 acres)
- Wetland confirmation (light blue) which differs from the provincial estimate (darker blue)
 - o Further land acquisition in progress but not finalized
 - o There are constraints but development can occur on the portions of the site that are within the Provincially regulated watershed and wellfield that supplies drinking water, with proper approvals for suitable projects (ex. fuel or fertilizer storage not permitted)
- Site constraints
 - o Wetland, existing neighbourhood, road access only available from Millennium Drive (near back entrance to Kent) not Campbell Drive

ROTHESAY

Planning Advisory Committee 2025 April 14 Open Session FINAL_240

Minutes

-6-

17 March 2025

- Building types
 - o Single Family lots roughly 700 sq. m.
 - o Stacked Townhouses – single unit below, two-unit above with separate entrances
 - o Multi-unit dwellings with some over commercial properties
- Urban design with ground floor street facing commercial units
- Review of Phases 1-5
 - o Phase 1 - six buildings roughly 400 units – aligns with municipal service connections
 - o whole project to occur over a 15–20-year period
 - o Phases will not get built if there is no interest
- Neighbourhood vision – examples were provided which align with the focus on community, walkability, courtyards, street grid, trail system, greenspace, safety and lighting, tenant needs (ex. possible playground), building design (lighter materials on top).

Mr. Zwicker responded to inquiries stating the type of occupancy has not been confirmed – it could be a mix of rentals and privately owned units; there will be a combination of underground and surface parking; high-end materials will be used for construction; and the plan to start as soon as possible, once municipal approvals are granted, and land acquisition is finalized. There was general discussion of the housing market and rising challenges of constructing single family homes in a feasible manner. Next steps were reviewed including Committee discussion on a draft development agreement, polling, public presentation, and review by Council.

Chairperson Guimond thanked the applicants, and they left the meeting

There was consensus that the item be received for information.

8. CORRESPONDENCE FOR INFORMATION N/A

9. DATE OF NEXT MEETING(S) The next meeting will be held on **Monday, April 7, 2025.**

10. ADJOURNMENT **MOVED** by M. Graham and seconded by T. Davis the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:00 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2025 April 14 Open Session FINAL_241

PLANNING ADVISORY COMMITTEE MEETING Rothesay Town Hall Common Room Monday, April 7, 2025 at 5:30 p.m.



DRAFT

PRESENT: COUNCILLOR TIFFANY MACKAY FRENCH
COUNCILLOR DON SHEA
KELLY ADAMS
RALPH FORTE
MATTHEW GRAHAM, VICE-CHAIRPERSON
RHEAL GUIMOND, CHAIRPERSON

CHIEF ADMINISTRATIVE OFFICER (CAO) BRETT McLEAN
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES (DPDS) MARK READE
TOWN CLERK MARY JANE BANKS
RECORDING SECRETARY LIZ HAZLETT

ABSENT: TYLER DAVIS
JON LEHEUP

The meeting was called to order at 5:28 p.m.

1. APPROVAL OF THE AGENDA

MOVED by R. Forte and seconded by Counc. Mackay French the agenda be approved as circulated.
CARRIED.

2. ADMINISTRATION

2.1 Committee Mandate

RECEIVED FOR INFORMATION.

3. ADOPTION OF MINUTES

3.1 Regular Meeting of March 17, 2025

MOVED by M. Graham and seconded by K. Adams the Planning Advisory Committee meeting minutes of March 17, 2025 be adopted as circulated.

CARRIED.

4. DECLARATION OF CONFLICT OF INTEREST

N/A

5. NEW BUSINESS

5.1 6 Markton Drive

Don-More Surveys/KV Properties Ltd.

OWNER:

KV Properties Ltd.

PID:

30350763 & 30350771

PROPOSAL:

Subdivision (Public Street Vesting)

The applicant, Brett Taylor, was in attendance on behalf of KV Properties Ltd. DPDS Reade summarized the report, highlighting that polling was conducted, staff recommend approval, and there are minor revisions required for the Final Plan of Subdivision, included in the recommendation.

MOVED by Counc. Mackay French and seconded by K. Adams the Planning Advisory Committee recommend that Council assent to the Tentative Subdivision Plan with respect to the vesting of a 124 square meter portion of PIDs 30350763 and 30350771 as shown on the subdivision plan titled KV Properties Ltd. Subdivision, prepared by Don-More Surveys & Engineering Ltd., dated February 10, 2025 (Dwg: 21262SDT2), subject to the incorporation of the following amendments on the Final Plan of Subdivision to the satisfaction of the Development Officer:

- A) Denoting that Parcel A and Parcel B are to be vested as a Public Street
- B) Differentiating between two Public Streets, Woodland Avenue and Markton Drive.

CARRIED.

5.2 36 Burpee Avenue MCL Construction Ltd.

OWNER: Carrie Vaughan

PID: 00233312

PROPOSAL: Flankage Yard Variance (Porch)

The property owners, and Bob McLaughlin of MCL Construction Ltd., were in attendance. DPDS Reade advised the request is to permit a variance for a reduced flankage yard setback from 6.5 meters to 0 meters to accommodate a porch and entry steps fronting on Brittain Lane. He noted polling was conducted, and staff recommend conditional approval subject to receipt of a Surveyor's Location Certificate. Chairperson Guimond mentioned he looked at the site and does not think the project will be problematic in terms of sightlines.

MOVED by R. Forte and seconded by K. Adams the Planning Advisory Committee hereby grants a variance from the Rothesay Zoning By-law No. 2-10 allowing for a reduction in the required flankage yard setback for the property at 36 Burpee Avenue (PID 00233312) from 6.5 meters to zero meters. This variance is subject to the following conditions:

- a) The applicant is required to submit to the Development Officer the following:
 - i. A Surveyor's Location Certificate to confirm compliance with the building's required setbacks, the certificate shall:
 - 1. Be based on an actual site inspection and measurements
 - 2. Verify the siting of the building foundation wall, setback from property boundary(s) for the proposed addition; and
 - 3. Be prepared by personnel qualified to practice Land Surveying in New Brunswick
 - ii. The Surveyor's Location Certificate shall be provided to the Development Officer prior to any backfilling of the foundation excavation.

ON THE QUESTION:

Mr. McLaughlin apologized, noting he intended to provide a Surveyor's Location Certificate but hasn't done so yet.

CARRIED.

The applicants left the meeting.

5.3 44 Frances Avenue**Keith and Melissa McArthur**

OWNER:

Keith McArthur

PID:

00245084

PROPOSAL:

Accessory Structure Variance (Garage)

The property owner, Keith McArthur, was in attendance. DPDS Reade summarized the report by reviewing the variances requested, and noting polling was conducted, and the project is for a new build on a vacant lot. K. Adams asked if the garage would be accessed from Christopher Lane. DPDS Reade advised it would not. He noted this will be included, by the Development Officer, as a condition on the building permit. Mr. McArthur confirmed that access would only be from Frances Avenue. R. Forte asked why the recommendation does not include a Surveyor's Location Certificate like other similar items on the agenda. DPDS Reade advised that this could be added as a condition but it is usually done for new build projects. R. Forte inquired if the garage would have aluminum siding. DPDS Reade advised materials for construction would be dealt with during the building permit process.

MOVED by Counc. Mackay French and seconded by Counc. Shea the Planning Advisory Committee hereby grants a maximum accessory building size variance of 48.5% for a maximum of 104m² for the property at 44 Frances Avenue (PID 00245084).

CARRIED.

MOVED by Counc. Mackay French and seconded by Counc. Shea the Planning Advisory Committee hereby grants a side yard setback variance of 39% to allow for an accessory structure minimum side yard setback to be 2.44 meters for the property at 44 Frances Avenue (PID 00245084).

CARRIED.

MOVED by Counc. Mackay French and seconded by Counc. Shea the Planning Advisory Committee hereby grants a rear yard setback variance of 39% to allow for an accessory structure minimum rear yard setback to be 2.44 meters for the property at 44 Frances Avenue (PID 00245084).

CARRIED.

Mr. McArthur left the meeting.

5.4 21 Calistoga Road**Scott McIsaac**

OWNER:

Scott McIsaac

PID:

00236489

PROPOSAL:

Side Yard Variance (Addition & Garage)

The property owner, Scott McIsaac, was in attendance. DPDS Reade mentioned that the request has been revised to reduce the minor side yard setback from 1.16 meters to 0.91 meters for better alignment with the house and shed. He noted staff have no issue with the revised request. In response to an inquiry, he confirmed that the photograph in the report is not the property. It was meant to show the neighbourhood context of attached garages. When questioned, DPDS Reade explained that the revision was requested after polling was conducted so the applicant was asked to discuss the new request with the adjacent property owner. Mr. McIsaac confirmed he spoke with the property owner and no objections were raised.

MOVED by R. Forte and seconded by Counc. Mackay French the Planning Advisory Committee grants variances from the Rothesay Zoning By-law No. 2-10 allowing for a reduced minor setback of 0.91 meters for a proposed attached garage and living space for the property at 21 Calistoga Road (PID 00236489). This variance is subject to the following conditions:

- a) The applicant is required to submit the following:
 - i) A Surveyor's Location Certificate to confirm compliance with the building's required setbacks, the certificate shall:
 - 1. Be based on an actual site inspection and measurements
 - 2. Verify the siting of the building foundation wall, setback from property boundary(s) for the four corners of the proposed building; and
 - 3. Be prepared by personnel qualified to practice Land Surveying in New Brunswick
 - 4. The Surveyor's Location Certificate shall be provided to the Development Officer prior to any backfilling of the foundation excavation.

CARRIED.

Mr. McIsaac thanked the Committee left the meeting.

5.5 3 Kildare Court	Manchester Enterprises 2023 Ltd.
OWNER:	Daryl Ritchie
PID:	00236539
PROPOSAL:	Side Yard Variance (Garage)

The applicant was not in attendance. DPDS Reade summarized the report, noting polling was conducted and staff recommend approval subject to the condition presented. R. Forte mentioned that the Committee was provided with a recent email thread between the property owner and adjacent property owner. He asked if the request for the removal of trees (to be replaced with either a fence or hedge) needs to be included in the recommendation. DPDS Reade offered that it does not need to be included.

MOVED by K. Adams and seconded by M. Graham the Planning Advisory Committee grants variances from the Rothesay Zoning By-law No. 2-10 allowing for a reduced minor setback of 1 meter for a proposed attached two-car garage at 3 Kildare Court (PID 00236539). This variance is subject to the following conditions:

- a) The applicant is required to submit the following:
 - i) A Surveyor's Location Certificate to confirm compliance with the building's required setbacks, the certificate shall:
 - 1. Be based on an actual site inspection and measurements
 - 2. Verify the siting of the building foundation wall, setback from property boundary(s) for the four corners of the proposed building; and
 - 3. Be prepared by personnel qualified to practice Land Surveying in New Brunswick
 - 4. The Surveyor's Location Certificate shall be provided to the Development Officer prior to any backfilling of the foundation excavation.

CARRIED.

6. OLD BUSINESS

TABLED ITEMS

- 6.1 4 Grove Avenue (PID 00258376) – Setback Variance**
No action at this time
-

7. CORRESPONDENCE FOR INFORMATION
N/A

8. DATE OF NEXT MEETING(S)
The next meeting will be held on **Monday, May 5, 2025.**

9. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 5:50 p.m.

CHAIRPERSON

RECORDING SECRETARY



2025 April 14 Open Session FINAL_246
ROTHESAY
MEMORANDUM



TO : Mayor Grant and Council
FROM : Planning Advisory Committee
DATE : 8 April 2025
RE : 6 Markton Drive (PIDs 30350763 & 30350771)
Subdivision (Public Street Vesting)

Recommendation:

- Council assent to the Tentative Subdivision Plan with respect to the vesting of a 124 square meter portion of PIDs 30350763 and 30350771 as shown on the subdivision plan titled KV Properties Ltd. Subdivision, prepared by Don-More Surveys & Engineering Ltd., dated February 10, 2025 (Dwg: 21262SDT2), subject to the incorporation of the following amendments on the Final Plan of Subdivision to the satisfaction of the Development Officer:
 - A) Denoting that Parcel A and Parcel B are to be vested as a Public Street
 - B) Differentiating between two Public Streets, Woodland Avenue and Markton Drive.

Background:

The Planning Advisory Committee passed the following motion at its regular meeting of Monday, April 7, 2025.

MOVED by Counc. Mackay French and seconded by K. Adams the Planning Advisory Committee recommend that Council assent to the Tentative Subdivision Plan with respect to the vesting of a 124 square meter portion of PIDs 30350763 and 30350771 as shown on the subdivision plan titled KV Properties Ltd. Subdivision, prepared by Don-More Surveys & Engineering Ltd., dated February 10, 2025 (Dwg: 21262SDT2), subject to the incorporation of the following amendments on the Final Plan of Subdivision to the satisfaction of the Development Officer:

- A) Denoting that Parcel A and Parcel B are to be vested as a Public Street
- B) Differentiating between two Public Streets, Woodland Avenue and Markton Drive.

CARRIED.



To: Chair and Members of the Rothesay Planning Advisory Committee
From: Mark Reade, P.Eng., RPP, MCIP – Director of Planning and Development Services
Date: Monday, March 31, 2025
Subject: Subdivision (Public Street Vesting) – 6 Markton Drive

Applicant/owner:	Don-More Surveys on behalf of KV Properties Ltd.	Applicant/owner:	KV Properties Ltd.
Mailing Address:	520 Somerset Street, Saint John NB E2K 2Y7	Mailing Address:	1 Magnolia Lane PO Box 100 Rothesay, NB E2E 3L2
Property Location:	Woodland Avenue / Markton Drive	PIDs:	30350763, 30350771
Plan Designation:	Commercial & High Density	Zone:	Multi-Unit Residential (R4) (PID 30350763) & Central Commercial (CC) (PID 30350771)
Application For:	Subdivision – Public Street Vesting		
Input from Other Sources:	CAO / Acting Director of Operations, Bell Aliant, Rogers, KVFD, Polling		

ORIGIN:

During their June 13, 2022, meeting, Rothesay Council gave Third Reading to the rezoning of the property at 95 Hampton Road, allowing for the Markton project which has since been constructed.

BACKGROUND:

Access to the site from Hampton Road and the possible extension of Woodland Avenue, a dead-end street, was an issue that was reviewed during the rezoning process. Through discussions between Staff and the Developer, an access design was developed which balances the need to provide access to the building while mitigating traffic on Woodland Avenue.

The approved and constructed access design has a Public Street cul-de-sac, Markton Drive, developed from Hampton Road to access the development. The bulk of this new cul-de-sac was developed along the existing undeveloped Woodland Avenue Public Street right-of-way. The cul-de-sac design provides a maneuvering area allowing large vehicles, such as fire apparatus and maintenance vehicles, easier access.

A portion of the cul-de-sac is located on land to be transferred (vested) to the Town as a Public Street. This requires a recommendation from PAC and the assent of Rothesay Council.

ANALYSIS:

The proponent's surveyor has prepared a Tentative Plan of Subdivision showing the areas (Parcel A and Parcel B) to be vested as Public Street.

The proposed area to be vested as Public Street has been reviewed by the CAO / Acting Director of Operations, KVFD, and Director of Planning and Development and is acceptable. Staff note there are minor revisions required for incorporation on the Final Plan of Subdivision to:

- Specifically denote that Parcel A and Parcel B are to be vested as Public Street.
- Specifically differentiate between the two Public Streets, Woodland Avenue and Markton Drive.



Figure 1 – View of site

POLLING

Polling was conducted. Any written correspondence received from the polling has been provided in the agenda packet.

SUMMARY

Staff recommend Rothesay Council assent to the Tentative Subdivision Plan for the proposed Public Street vesting, subject to the incorporation of amendments the subdivision plan to the satisfaction of the Development Officer.

RECOMMENDATION:

It is recommended THAT the Planning Advisory Committee:

Recommend that Council assent to the Tentative Subdivision Plan with respect to the vesting of a 124 square meter portion of PIDs 30350763 and 30350771 as shown on the subdivision plan titled KV Properties Ltd. Subdivision, prepared by Don-More Surveys & Engineering Ltd., dated February 10, 2025 (Dwg: 21262SDT2), subject to the incorporation of the following amendments on the Final Plan of Subdivision to the satisfaction of the Development Officer:

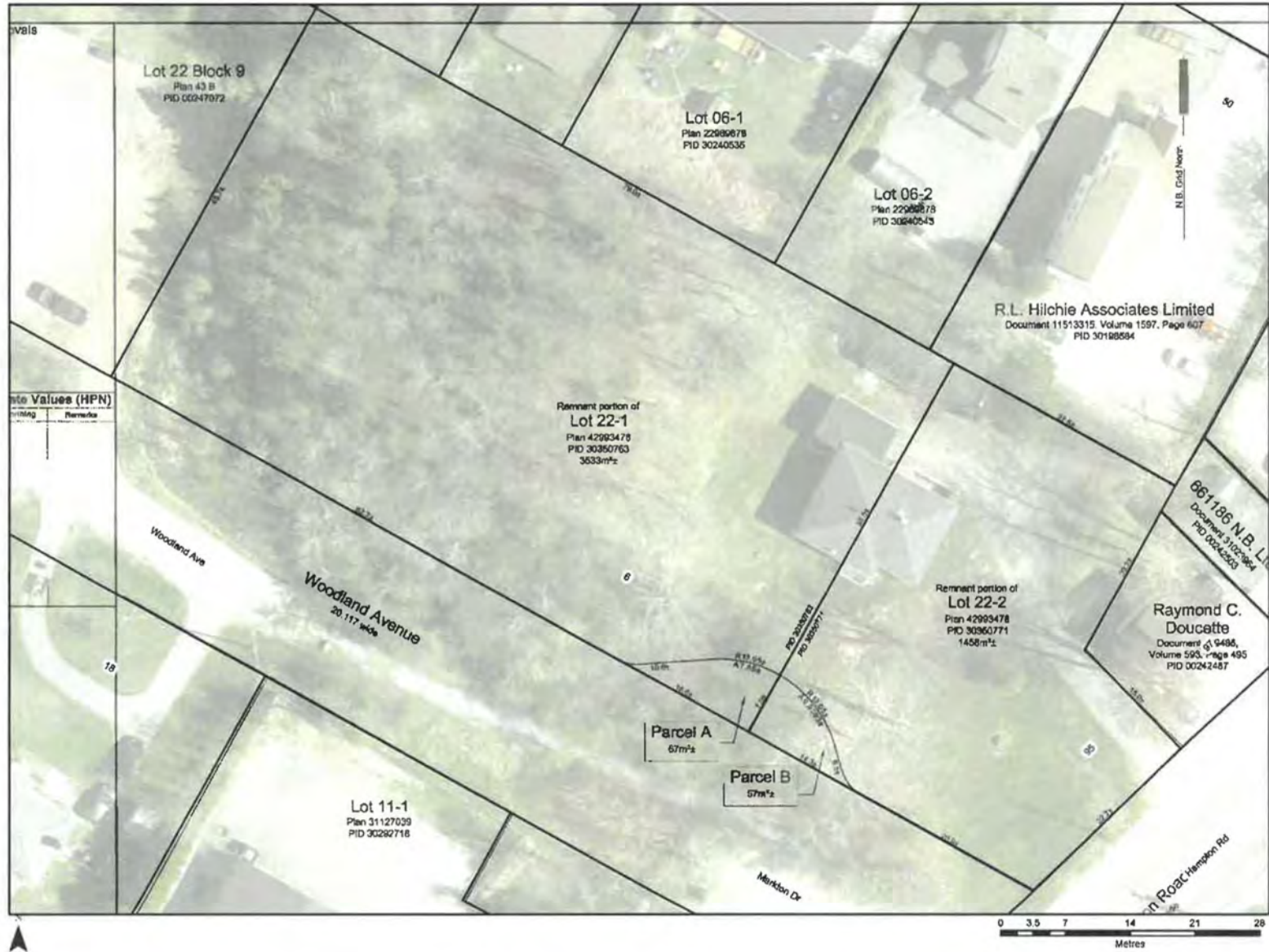
- a) Denoting that Parcel A and Parcel B are to be vested as Public Street.
- b) Differentiating between the two Public Streets, Woodland Avenue and Markton Drive.



Report Prepared by: Mark Reade, P.Eng., RPP, MCIP

ATTACHMENT A – Tentative Subdivision Plan

ATTACHMENT B – Tentative Subdivision Plan with Air photo Overlay





ROTHESAY

2025April14OpenSessionFINAL_252

BUILDING PERMIT REPORT

3/1/2025 to 3/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
03/03/2025	BP2025-00003	111 FRENCH VILLAGE RD	STORAGE SHED	\$5,000.00	\$36.25
03/06/2025	BP2025-00011	23 BROADWAY ST	ELECTRICAL UPGRADE	\$35,794.00	\$261.00
03/07/2025	BP2025-00012	14 GREENBRIER ST	SINGLE FAMILY	\$1,100,000.00	\$7,975.00
03/26/2025	BP2025-00013	60 PARK DR	SINGLE FAMILY	\$750,000.00	\$5,437.50
03/03/2025	BP2025-00014	30 GROVE AVE	WINDOWS	\$25,000.00	\$181.25
03/12/2025	BP2025-00016	34 BALLPARK AVE	FENCE	\$5,000.00	\$36.25
03/13/2025	BP2025-00017	2278 ROTHESAY RD	DECK	\$41,500.00	\$304.50
03/13/2025	BP2025-00018	30 HUTSON ST	FENCE	\$1,500.00	\$20.00
03/28/2025	BP2025-00019	37 CHANTALE ST	ATTACHED GARAGE	\$40,000.00	\$290.00
03/26/2025	BP2025-00022	165 GONDOLA POINT RD	RENOVATION	\$120,000.00	\$870.00



ROTHESAY

2025 April 14 Open Session FINAL 253

BUILDING PERMIT REPORT

3/1/2025 to 3/31/2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$2,123,794.00	\$15,411.75
Summary for 2025 to Date:				\$2,443,658.13	\$17,744.50

2024 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$2,102,862.00	\$15,254.00
Summary to Date:	\$3,706,262.00	\$26,890.25



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	April 7, 2025
RE	:	Audited Financial Statements

The draft audited consolidated financial statements for the year-ended December 31, 2024 are enclosed for your consideration

The committee recommends the following motions to Council:

Council approves Rothesay's 2024 audited financial statements and authorizes the Mayor and Treasurer to sign the financial statements.

Council authorize the Mayor and Treasurer to sign the audit communication letter from Teed Saunders Doyle & Co.

Council appoints Teed Saunders Doyle & Co to complete the audit of Rothesay's 2025 financial statements at a fee to be negotiated.

DRAFT

ROTHESAY
CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2024

ROTHESAY
2025April14OpenSessionFINAL_256
DECEMBER 31, 2024

CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	1 - 2
FINANCIAL STATEMENTS	
Consolidated Statement of Operations	3
Consolidated Statement of Financial Position	4
Consolidated Statement of Changes in Net Debt	5
Consolidated Statement of Cash Flows	6
Notes to Consolidated Financial Statements	7 - 36

INDEPENDENT AUDITORS' REPORT

To Her Worship The Mayor and Members of Council
Rothesay, New Brunswick

Opinion

We have audited the consolidated financial statements of Rothesay (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

(continues)

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements (cont'd)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicated with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB
April 14, 2025

ROTHESAY
2025April14OpenSessionFINAL_259
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2024

	<u>2024</u> Budget (Note 29)	<u>2024</u> Actual	<u>2023</u> Actual
REVENUE			
Property tax warrant	\$ 22,262,389	\$ 22,262,389	\$ 20,123,774
Unconditional grant	78,584	78,584	104,782
Conditional government transfers (Note 30)	1,822,159	3,210,591	2,300,421
Services other governments	80,000	90,394	85,362
Sale of services (Note 30)	474,300	617,041	549,502
Other own source (Note 30)	98,007	512,929	312,954
Water and sewer user fees	3,526,007	3,618,999	3,365,101
Sundry income	<u>370,419</u>	<u>988,361</u>	<u>1,046,457</u>
	<u>28,711,865</u>	<u>31,379,288</u>	<u>27,888,353</u>
EXPENDITURE (Note 30)			
General government services	2,884,438	2,659,822	2,357,830
Protective services	6,408,425	6,021,855	5,911,655
Transportation services	6,260,902	6,765,205	6,667,119
Environmental health services	1,032,360	948,109	951,525
Environmental development services	753,090	477,211	567,039
Recreation and cultural services	3,850,650	3,667,728	3,454,222
Water and sewer services	<u>4,004,292</u>	<u>3,898,419</u>	<u>3,759,917</u>
	<u>25,194,157</u>	<u>24,438,349</u>	<u>23,669,307</u>
ANNUAL SURPLUS FOR THE YEAR	\$ <u><u>3,517,708</u></u>	6,940,939	4,219,046
ACCUMULATED SURPLUS - BEGINNING OF YEAR		92,145,242	87,940,925
CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES (Note 2)		<u>(13,877)</u>	<u>(14,729)</u>
ACCUMULATED SURPLUS - END OF YEAR		\$ <u><u>99,072,304</u></u>	\$ <u><u>92,145,242</u></u>

ROTHERSAY
2025April14OpenSessionFINAL_260
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
FINANCIAL ASSETS		
Cash and cash equivalents (Note 4)	\$ 9,680,097	\$ 11,224,515
Accounts receivable (Note 5)	2,223,753	2,303,966
Investments (Note 11)	323,297	365,807
Accrued pension asset (Note 17)	<u>259,481</u>	<u>73,098</u>
	<u>\$ 12,486,628</u>	<u>\$ 13,967,386</u>
LIABILITIES		
Short term loan (Note 8)	\$ 537,221	\$ -
Accounts payable and accrued liabilities (Note 10)	3,214,122	3,710,330
Deferred revenue (Note 9)	3,058,039	3,845,393
Long term debt (Note 12)	12,241,079	12,783,202
Accrued sick leave (Note 16)	99,077	102,652
Accrued retirement allowance (Note 17)	<u>1,114,559</u>	<u>1,078,722</u>
	<u>20,264,097</u>	<u>21,520,299</u>
NET DEBT	<u>(7,777,469)</u>	<u>(7,552,913)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 23)	183,660,209	172,578,784
Accumulated amortization (Note 23)	<u>(76,922,129)</u>	<u>(73,058,909)</u>
	106,738,080	99,519,875
Inventory	53,389	142,001
Prepaid expenses	58,011	35,518
Unamortized debenture costs	<u>293</u>	<u>761</u>
	<u>106,849,773</u>	<u>99,698,155</u>
ACCUMULATED SURPLUS	<u>\$ 99,072,304</u>	<u>\$ 92,145,242</u>
CONTINGENT LIABILITY (Note 18)		
COMMITMENTS (Note 19)		

APPROVED BY:

_____ Mayor

_____ Town Treasurer

ROTHESAY
2025April14OpenSessionFINAL_261
CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT
AS AT DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
Annual surplus	\$ 6,940,939	\$ 4,219,046
Acquisition of tangible capital assets	(12,608,332)	(8,362,647)
Proceeds on disposal of tangible capital assets	52,961	11,782
Amortization of tangible capital assets	5,157,418	5,021,096
Change in ownership of tangible capital assets	13,832	15,472
Loss on disposal of tangible capital assets	<u>165,916</u>	<u>143,347</u>
	(277,266)	1,048,096
Acquisition of inventories	(53,389)	(142,001)
Acquisition of prepaid assets	(58,011)	(35,518)
Acquisition of unamortized debenture costs	(293)	(761)
Consumption of inventories	142,001	35,691
Use of prepaid assets	35,518	32,923
Consumption of unamortized debenture costs	<u>761</u>	<u>1,234</u>
	(210,679)	939,664
Change in ownership of controlled entities	<u>(13,877)</u>	<u>(14,729)</u>
Decrease (increase) in net debt	(224,556)	924,935
Net debt - beginning of year	<u>(7,552,913)</u>	<u>(8,477,848)</u>
Net debt - end of year	<u>\$ (7,777,469)</u>	<u>\$ (7,552,913)</u>

APPROVED BY:

_____ Mayor

_____ Town Treasurer

ROTHERSAY
2025April14OpenSessionFINAL_262
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus	\$ 6,940,939	\$ 4,219,046
Loss on disposal of tangible capital assets	165,916	143,347
Amortization of tangible capital assets	5,157,418	5,021,096
Accounts receivable	80,213	(753,807)
Accounts payable and accrued liabilities	(496,208)	877,560
Deferred revenue	(787,354)	252,838
Accrued sick leave	(3,575)	(39,722)
Change in accrued pension obligation	(186,383)	(83,250)
Change in accrued retirement allowance	35,837	19,202
Change in inventory/prepaid expenses/unamortized debenture costs	<u>66,587</u>	<u>(108,432)</u>
	<u>10,973,390</u>	<u>9,547,878</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(12,608,332)	(8,362,647)
Change in ownership of capital assets	13,832	15,472
Proceeds on disposal of tangible capital assets	<u>52,961</u>	<u>11,782</u>
	<u>(12,541,539)</u>	<u>(8,335,393)</u>
FINANCING TRANSACTIONS		
Short term loan	537,221	-
Long term debt (net)	<u>(542,123)</u>	<u>(276,765)</u>
	<u>(4,902)</u>	<u>(276,765)</u>
INVESTING TRANSACTION		
Increase (decrease) in investments	<u>42,510</u>	<u>(20,580)</u>
CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES	<u>(13,877)</u>	<u>(14,729)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(1,544,418)	900,411
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>11,224,515</u>	<u>10,324,104</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u><u>\$ 9,680,097</u></u>	<u><u>\$ 11,224,515</u></u>

ROTHESAY
2025April14OpenSessionFINAL_263
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2024

1. PURPOSE OF THE ORGANIZATION

Rothesay ("the Town") was incorporated as a town by the Province of New Brunswick Municipalities Act on January 1, 1998 and was approved for status as a Municipality effective January 1, 1998 by an amendment of New Brunswick Regulation 85-6 under the Municipalities Act. As a municipality, Rothesay is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting Standards ('PSAS') financial statements is on the financial position of the Town and the changes thereto. The consolidated statement of financial position includes all of the assets and liabilities of the Town and its jointly controlled entities.

Significant aspects of the accounting policies adopted by the Town are as follows:

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Town and which are owned or jointly controlled by the Town.

The entities included in the consolidated financial statements are as follows:

- Rothesay
- Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)
- Kennebecasis Valley Fire Department Inc. (KVFD)
- Kennebecasis Public Library

Interdepartmental and organizational transactions and balances are eliminated.

The jointly controlled entities have been proportionately consolidated at the following rates:

	<u>2024</u>	<u>2023</u>
Kennebecasis Regional Joint Board of Police Commissioners	39.750%	39.857%
Kennebecasis Valley Fire Department Inc.	40.605%	40.742%
Kennebecasis Public Library	38.940%	38.960%

Changes in ownership percentages have been accounted for as an adjustment to accumulated surplus.

Ownership percentages on any dissolution of the controlled entity may vary from the above depending upon the terms of the agreements.

ROTHESAY
2025April14OpenSessionFINAL_264
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Budget

The budget figures contained in these consolidated financial statements were approved by Council on November 15, 2023 and the Director of Community Finances on December 7, 2023.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains losses reported in annual surplus. All other financial instruments are reported at amortized costs, and tested for impairment at each reporting date. Transactions costs on the acquisition, sale or issue of financial instruments are expensed when incurred.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks and short term deposits with original maturities of three months or less.

Revenue Recognition

Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Other revenue is recorded when it is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from those estimates.

Examples of significant estimates include:

- the allowance for doubtful accounts;
- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets; and
- post employment benefits liability.

Inventories

Inventories are valued at the lower of cost and net realizable value with cost being determined on the first in, first out basis.

ROTHESAY
2025April14OpenSessionFINAL_265
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Capital Reserves

The use of the Capital Reserve Funds is restricted to capital acquisitions. The intention is to use these funds for future capital acquisitions and reduce future borrowing requirements.

Operating Reserves

The use of these funds is restricted to payment of operating expenses.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital asset, less any residual value when applicable, is amortized on a straight-line basis over the estimated useful lives as follows:

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	10-75 years
Buildings and leasehold improvements	20-40 years
Vehicles	3-25 years
Machinery and equipment	3-20 years
Roads and streets	5-75 years
Storm sewer	25-60 years
Water and wastewater networks	30-60 years

Assets under construction are not amortized until the asset is available for productive use.

Segmented Information

The Town is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Town's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

General Government Services

This department is responsible for the overall governance and financial administration of the Town. This includes Council functions, general and financial management, legal matters and compliance with legislation, as well as civic relations.

Protective Services

This department is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

Transportation Services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related functions.

Environmental Health Services

This department is responsible for the provision of waste collection and disposal.

ROTHESAY
2025April14OpenSessionFINAL_266
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2024

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Segmented Information (cont'd)

Environmental Development Services

This department is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

Recreation and Cultural Services

This department is responsible for the maintenance and operation of recreational and cultural facilities including arena, parks and playgrounds and other recreational and cultural facilities.

Water and Sewer Services

This department is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

The Town has documented a schedule of segmented disclosure in Note 25.

Post Employment Benefits

The Town recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Town has a sick leave benefit as documented in Note 16 and a pension plan and retirement allowance as documented in Note 17.

Asset Retirement Obligations

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Consolidated Statement of Operations. As at December 31, 2024, no asset retirement obligations have been identified by management.

3. FINANCIAL INSTRUMENTS

The Town is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Town's risk exposure and concentration as of December 31, 2024:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Town is exposed to credit risk from its accounts receivable. The Town minimizes credit risk through ongoing credit management.

ROTHESAY
2025April14OpenSessionFINAL_267
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

3. FINANCIAL INSTRUMENTS (cont'd)

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Town is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long term debt, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the company's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Town is not exposed to foreign currency risk as it does not hold foreign currencies.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Town manages exposure through its normal operating and financing activities. The Town is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

4. CASH

	<u>2024</u>	<u>2023</u>
Unrestricted	\$ 1,127,113	\$ 1,407,263
Restricted - reserve funds (Note 27)	8,233,341	9,555,732
Restricted - controlled entities	<u>319,643</u>	<u>261,520</u>
	<u>\$ 9,680,097</u>	<u>\$ 11,224,515</u>

5. ACCOUNTS RECEIVABLE

	<u>2024</u>	<u>2023</u>
Due from the Federal Government and its agencies (Note 6)	\$ 1,023,140	\$ 727,757
Due from the Province of New Brunswick (Note 7)	91,814	501,246
Water and sewer	1,058,905	895,981
Arena	16,077	67,523
Other	<u>33,817</u>	<u>111,459</u>
	<u>\$ 2,223,753</u>	<u>\$ 2,303,966</u>

6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2024</u>	<u>2023</u>
Canada Revenue Agency (HST refund)	\$ 597,796	\$ 691,266
RCMP Secondments	-	36,491
Canada Community Building Fund	<u>425,344</u>	<u>-</u>
	<u>\$ 1,023,140</u>	<u>\$ 727,757</u>

ROTHESAY
2025April14OpenSessionFINAL_268
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

7. DUE FROM PROVINCE OF NEW BRUNSWICK

	<u>2024</u>	<u>2023</u>
Department of Transportation and Infrastructure	\$ -	\$ 500,000
Regional Development Corporation	51,864	-
Department of Justice and Public Safety	<u>39,950</u>	<u>1,246</u>
	<u><u>\$ 91,814</u></u>	<u><u>\$ 501,246</u></u>

8. SHORT TERM LOAN

The Kennebecasis Regional Joint Board of Police Commissioners arranged a non-revolving loan bearing interest at the Bank of Nova Scotia's prime lending rate from time to time, minus 0.75% per annum. The facility is used to provide bridge financing for the building expansion project and is expected to be repaid in full by June 30, 2025. The Commission has received approval from the Municipal Capital Borrowing Board for financing to be received in 2025 and will be secured by Rothesay and Quispamsis.

9. DEFERRED REVENUE

	<u>2024</u>	<u>2023</u>
Government transfers - Gas Tax	\$ 3,013,277	\$ 3,817,006
Deferred revenue - Quispamsis	35,420	17,710
Deferred revenue - K-Park Levy (Note 15)	<u>9,342</u>	<u>10,677</u>
	<u><u>\$ 3,058,039</u></u>	<u><u>\$ 3,845,393</u></u>

10. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2024</u>	<u>2023</u>
Accounts payable - trade	\$ 2,314,971	\$ 1,565,730
Bid deposits	154,050	129,050
Accrued interest	15,664	25,972
Accrued liabilities	<u>729,442</u>	<u>1,989,578</u>
	<u><u>\$ 3,214,122</u></u>	<u><u>\$ 3,710,330</u></u>

11. INVESTMENTS

The investments represent the Town's proportionate share of the investments of the KRJBPC. The investments consist of short term notes, canadian equities and foreign equities and are recorded at fair market value. The unrealized gain (loss) on the investments at December 31, 2024 was \$30,731; 2023 - (\$1,415). The investments are restricted for future payment of retirement benefits.

ROTHESAY
2025April14OpenSessionFINAL_269
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

12. LONG TERM DEBT

(a) General Capital Fund

	Balance January 1, <u>2024</u>	Issued during <u>year</u>	Redeemed during <u>year</u>	Balance December 31, <u>2024</u>
New Brunswick Municipal Financing Corporation				
Debentures:				
CD13 4.048% - 5.115%, due 2043, OIC # 22-0018	\$ 1,000,000	\$ -	\$ 32,000	\$ 968,000
BG18 1.65% - 3.80%, due 2027, OIC # 10-12, 11-71, 99-77	14,000	-	1,000	13,000
BL26 1.2% - 3.7%, due 2034, OIC # 03-88, 11-71, 13-08	1,797,000	-	207,000	1,590,000
BN17 1.05% - 3.15%, due 2025, OIC # 10-12, 13-08	404,000	-	199,000	205,000
B019 1.45% - 3.50%, due 2031, OIC # 13-08	910,000	-	205,000	705,000
BX18 0.90% - 2.95%, due 2040, OIC # 19-0020	894,000	-	36,000	858,000
BY23 0.50% - 1.80%, due 2030, OIC # 19-0020	<u>248,000</u>	<u>-</u>	<u>34,000</u>	<u>214,000</u>
	<u>\$ 5,267,000</u>	<u>\$ -</u>	<u>\$ 714,000</u>	<u>\$ 4,553,000</u>

Principal payments required during the next five years for the General Capital Fund are as follows:

2025 - \$671,000; 2026 - \$475,000; 2027 - \$330,000; 2028 - \$330,000; 2029 - \$340,000

In 2025, debenture BN17 will mature with a final amount due of \$205,000.

ROTHESAY
2025April14OpenSessionFINAL_270
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

12. LONG TERM DEBT (cont'd)

(b) Water and Sewer Capital Fund

	Balance January 1, 2024	Issued during year	Redeemed during year	Balance December 31, 2024
New Brunswick Municipal Financing Corporation				
Debentures:				
CA20 0.855% - 2.378%, due 2031, OIC # 00-0018	\$ 777,000	\$ -	\$ 91,000	\$ 686,000
CF8 4.151% - 4.911%, due 2044, OIC # 21-0061	-	800,000	-	800,000
BG19 1.65 - 3.80%, due 2027, OIC # 11-0045	365,000	-	15,000	350,000
BH23 1.35 - 3.80%, due 2032, OIC # 00-0018	374,000	-	36,000	338,000
BL27 1.2% - 3.7%, due 2034, OIC # 11-0045	783,000	-	28,000	755,000
BN18 1.05% - 3.15%, due 2025, OIC # 15-38	77,000	-	38,000	39,000
BP21 1.20% - 3.80%, due 2036, OIC # 18-0020	709,000	-	22,000	687,000
BR22 1.65% - 3.30%, due 2037, OIC # 15-0069	1,115,000	-	33,000	1,082,000
BU21 2.55% - 3.7%, due 2038, OIC # 15-0069, 96-006, 96-0072	986,000	-	88,000	898,000
BY24 0.50% - 2.60%, due 2040, OIC # 19-0020	<u>690,000</u>	<u>-</u>	<u>20,000</u>	<u>670,000</u>
	<u>5,876,000</u>	<u>800,000</u>	<u>371,000</u>	<u>6,305,000</u>

Canada Mortgage and Housing Corporation

CMHC 3.70%, due 2030 OIC # 09-119, 09-139, 10-012	<u>1,540,559</u>	<u>-</u>	<u>196,833</u>	<u>1,343,726</u>
	<u>\$ 7,416,559</u>	<u>\$ 800,000</u>	<u>\$ 567,833</u>	<u>\$ 7,648,726</u>

Approval of the Municipal Capital Borrowing Board has been obtained for the long term debt.

The Water and Sewer Capital Fund contains long term debt of \$336,305 (2023 - \$374,640) issued to fund local improvement projects. The debt will be repaid over a period of time through the collection of local improvement levies.

Principal payments required during the next five years for the Water and Sewer Capital Fund are as follows: 2025 - \$593,035; 2026 - \$574,639; 2027 - \$892,528; 2028 - \$592,715; 2029 - \$590,209

In 2025, debenture BN18 will mature with a final amount due of \$39,000. In 2027, debenture BG19 will mature with a final amount due of \$303,000, however it is expected that \$303,000 of this payment will be refinanced during that year for an additional ten years.

ROTHESAY
2025April14OpenSessionFINAL_271
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

12. LONG TERM DEBT (cont'd)

(c) Jointly Controlled Entity - KRJBPC (proportionate share)

	Balance January 1, 2024	Issued during year	Redeemed during year	Balance December 31, 2024
New Brunswick Municipal Financing Corporation				
Debentures:				
BL45 1.2% - 3.1%, due 2024, OIC # 02-66, 03-53	\$ 22,130	\$ -	\$ 22,130	\$ -
BN35 1.05% - 3.15%, due 2025, OIC# 03-53	<u>77,513</u>	<u>-</u>	<u>38,160</u>	<u>39,353</u>
	<u>\$ 99,643</u>	<u>\$ -</u>	<u>\$ 60,290</u>	<u>\$ 39,353</u>

Principal payment required during the next year is \$39,353.

Total Long term debt:

	2024	2023
General Capital Fund	\$ 4,553,000	\$ 5,267,000
Water and Sewer Capital Fund	7,648,726	7,416,559
Jointly Controlled Entity - KRJPC	<u>39,353</u>	<u>99,643</u>
	<u>\$ 12,241,079</u>	<u>\$ 12,783,202</u>

13. LAND FOR PUBLIC PURPOSES

In accordance with the Community Planning Act, the Town has the authority to set aside up to 10% of any land subdivided, or up to 8% of the monetary value of such land, as a reserve. As well, any proceeds on the sale of public lands must be reserved. These funds can only be used for the purchase or development of public lands and are included in the Reserve Funds (Note 27).

14. SEWER OUTFALL RESERVE

In accordance with an agreement with the Municipality of Quispamsis, Rothesay and the Municipality of Quispamsis are required to fund, on an annual basis, an amount to cover the operating and maintenance costs associated with the shared sewer effluent line and outfall pipe. The contributions are made on a per unit basis, with Rothesay contributing \$1 per unit and the Municipality of Quispamsis contributing \$2 per unit. Any accumulated amounts are transferred to the Water and Sewer Capital Reserve Fund for future capital expenditures. At December 31, 2024, the balance in this reserve was \$389,097 (2023 - \$353,430).

15. DEFERRED REVENUE

In 2002, the Town issued a special warrant of assessment to the residents of Kennebecasis Park for local improvements made to the area. The assessment will be invoiced annually over a period of 30 years. A number of residents paid the entire levy amount in the first year, and as a result, the prepayment has been recorded as deferred revenue to be amortized over 29 years.

ROTHESAY
2025April14OpenSessionFINAL_272
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

16. ACCRUED SICK LEAVE

Rothestay provides non-unionized employees sick leave that accumulates at a rate of 18 hours per month and a rate of 1.5 days per month of service for unionized employees. Non-union employees can accumulate to a maximum of 2,400 hours and can take leave with pay for an amount of time equal to the accumulated sick leave. Unionized employees can accumulate up to 150 days of sick leave.

KVFD provides sick leave that accumulates at a rate of 18 hours per month while the employees sick bank is below 1,000 hours, and at 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 sick leave hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

An actuarial valuation in accordance with PSA 3255, was performed for each plan, the 43 employee plan for Rothestay and the 38 employee plan for KVFD. The actuarial method used was the Projected Unit Credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Town's and KVFD's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3% for Rothestay and 3.50% for KVFD;
- the discount rate used to determine the accrued benefit obligations is 2.54% for Rothestay and 4.25% for KVFD;
- retirement age is 65 for Rothestay and 60 for KVFD; and
- estimated net excess utilization of rate of sick leave varies with age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of general revenue as they come due.

The consolidated unfunded liability consist of:

	Estimated 2024	2023
Rothestay	\$ 50,200	\$ 22,100
KRJBPC	6,876	6,895
KVFD	<u>42,000</u>	<u>73,657</u>
	<u>\$ 99,076</u>	<u>\$ 102,652</u>

ROTHESAY
2025April14OpenSessionFINAL_273
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

17. POST EMPLOYMENT BENEFITS PAYABLE

Retirement Allowance Program

Rothesay's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks. The employee must be 55 years of age to receive the benefit.

The accrued liability is based on an actuarial valuation as at December 31, 2021, which used a discount rate of 2.54% and an annual salary increase rate of 3%. The liability was determined using the projected unit credit method pro-rated on service to the date the maximum benefit is earned.

KVFD's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks based on a minimum of ten years service. The employee must be of retirement age of 50.

The accrued liability is based on an actuarial valuation as at December 31, 2022, which used a discount rate of 4.52% and an annual salary increase rate of 3%.

KRJBPC's retiring employees are entitled to accumulate the greater of fifty percent of unused sick leave credits or one month's standard salary for every five years, or any part thereof, of service to a maximum of 6 months. The employee must be of retirement age of 60 years old for police officers and 62 years old for civilian members.

The accrued liability is based on an actuarial valuation as at July 31, 2022, which used a discount rate of 3.96% and an annual salary increase rate of 1.75% for one year, 6% for the next year and 2% thereafter.

The consolidated unfunded liability consist of:

	<u>2024</u>	<u>2023</u>
Rothesay	\$ 543,187	\$ 493,887
KVFD	273,783	246,269
KRJBPC	<u>297,589</u>	<u>338,566</u>
Balance at end of year	<u><u>\$ 1,114,559</u></u>	<u><u>\$ 1,078,722</u></u>

KVFD and KRJBPC have internally restricted funds for their liabilities.

Pension Obligation

Employees of Rothesay, KVFD and KRJBPC participate in the New Brunswick Municipal Employees Pension Plan (NB MEPP). The NB MEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Local Governance Act of New Brunswick. The NB MEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NB MEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2022 and resulted in an overall NB MEPP accrued benefit obligation of \$148,620,600 based on the accounting basis.

ROTHESAY
2025April14OpenSessionFINAL_274
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

17. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2023:

- the expected inflation rate is 2.10% (prior 2.10%);
- the discount rate used to determine the accrued benefit obligation is 6.05% (prior 6.15%);
- the expected rate of return on assets is 6.05% (prior 6.15%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARS�) is 14.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2022 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$12,228,600, a change of \$13,522,700 from the December 31, 2021 surplus of \$1,294,100. Based on the assumptions as at December 31, 2022, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2022, the NB MEPP provides benefits for 325 retirees. Total benefits payments to retirees and terminating employees during 2024 are estimated to be approximately \$5,440,900 (actual 2023, \$7,516,800) in totality for the NB MEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.95%. Each participating body contributes an amount that equals their employees' contributions amounts. Pension fund assets are invested in short term securities, bonds, Canadian equities, real estate, infrastructure and foreign equities. Combined employees and participating bodies' contributions for 2024 are estimated to be approximately \$9,335,000 (actual 2023, \$9,159,600) in totality for the NB MEPP.

The following summarizes the NB MEPP data as it relates to Rothesay:

- The average age of the 44 active employees covered by the NB MEPP is 46.4 (as at Dec 31, 2022);
- benefit payments were \$301,500 in 2023 and were estimated to be \$239,200 in 2024; and
- combined contributions were \$486,500 in 2023 and were estimated to be \$500,600 in 2024.

The following summarizes the NB MEPP data as it relates to KVFD:

- The average age of the 43 active employees covered by the NB MEPP is 44 (2023- 44.3);
- benefit payments were \$613,200 in 2023 and were estimated to be \$613,200 in 2024; and
- combined contributions were \$643,600 in 2023 and were estimated to be \$663,000 in 2024.

The following summarizes the NB MEPP data as it relates to KRJBPC:

- The average age of the 51 active employees covered by the NB MEPP is 43.7 (2023 - 44.3);
- benefit payments were \$959,400 in 2023 and were estimated to be \$518,800 in 2024; and
- combined contributions were \$922,600 in 2023 and were estimated to be \$948,400 in 2024.

ROTHESAY
2025April14OpenSessionFINAL_275
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

17. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

In addition to determining the position of the NB MEPP as it relates to Rothesay and the other controlled entities as at December 31, 2022 and December 31, 2023, NB MEPP's actuary performed an extrapolation of the December 31, 2023 accounting valuation to determine the estimated position as at December 31, 2024. The extrapolation assumes assumptions used as at December 31, 2024 remain unchanged from December 31, 2023. The extrapolation also assumes assets return 6.05%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Accrued Benefit Asset		
Accrued benefit liability at beginning of period	\$ (73,098)	\$ 10,152
Change in ownership percentage	137	(201)
Adjustment to actual	(48,930)	32,221
Pension expense for the year	435,810	452,169
Employer contributions	<u>(573,400)</u>	<u>(567,439)</u>
Accrued benefit asset at end of period	<u>\$ (259,481)</u>	<u>\$ (73,098)</u>

In summary, the consolidated accrued benefit asset is estimated to be \$259,481 as at December 31, 2024. The December 31, 2023 asset was estimated in the prior year. The actual asset was calculated to be \$122,028. The difference of \$48,930 has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Rothesay	\$ (119,900)	\$ (31,900)
KVFD	46,330	18,986
KRJBPC	<u>(185,911)</u>	<u>(60,184)</u>
	<u>\$ (259,481)</u>	<u>\$ (73,098)</u>

The financial position as it relates to the accrued benefit liability is shown as follows and illustrates the unamortized amounts being recognized in pension expense over time:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 23,275,478	\$ 21,858,971
Plan assets	<u>(22,128,265)</u>	<u>(20,463,624)</u>
Plan deficit	1,147,213	1,395,347
Adjustment to actual	-	48,930
Unamortized experience gains	<u>(1,406,694)</u>	<u>(1,517,375)</u>
Accrued benefit liability at end of period	<u>\$ (259,481)</u>	<u>\$ (73,098)</u>

ROTHESAY
2025April14OpenSessionFINAL_276
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

17. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 21,858,971	\$ 20,563,681
Change in ownership	(39,464)	(58,865)
Current service cost	826,336	770,952
Benefits payments	(694,413)	(933,718)
Interest for period	1,324,048	1,256,039
Experience gain during period	<u>-</u>	<u>260,882</u>
Accrued benefit obligation at end of period	<u><u>\$ 23,275,478</u></u>	<u><u>\$ 21,858,971</u></u>

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	Estimated Jan 1, 2024 to Dec 31, 2024	Jan 1, 2023 to Dec 31, 2023
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 20,463,624	\$ 18,616,154
Change in ownership	(37,181)	(53,960)
Employer contributions	573,400	558,109
Employee contributions	573,400	558,327
Benefit payments	(694,413)	(933,718)
Return on plan assets during period	<u>1,249,435</u>	<u>1,718,712</u>
Plan assets at end of period	<u><u>\$ 22,128,265</u></u>	<u><u>\$ 20,463,624</u></u>

Total expense related to pensions include the following components:

	Estimated Jan 1, 2024 to Dec 31, 2024	Actual Jan 1, 2023 to Dec 31, 2023
Pension Expense		
Employer current service cost	\$ 252,936	\$ 212,625
Interest on accrued benefit obligation	1,324,048	1,256,039
Expected return on assets	(1,249,434)	(1,147,193)
Amortization of unrecognized balances		
Experience loss	<u>108,260</u>	<u>130,698</u>
Pension expense	<u><u>\$ 435,810</u></u>	<u><u>\$ 452,169</u></u>

The pension expense is included in the statement of operations.

ROTHESAY
2025April14OpenSessionFINAL_277
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

18. CONTINGENT LIABILITY

In the normal course of operations, the Town becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2024 cannot be predicted with certainty, it is the opinion of management and Council that resolution of these matters will not have a material adverse effect.

19. COMMITMENTS

Solid Waste Collection, Transportation and Recycling Services

The Town has a two year contract for solid waste services. The contract expires on December 31, 2025. The minimum annual commitment for the next year is \$469,200.

Snow Clearing Contract

During the year, the Town entered into a contract for snow clearing services from November 2023 to April 15, 2027. The minimum annual commitment for the next three years are as follows:

2025	\$874,365
2026	\$874,365
2027	\$874,365

20. SHORT TERM BORROWING

Operating Borrowing

As prescribed in the Local Governance Act, borrowing to finance General Operating Fund operations is limited to 4% of the Municipality's budget. Borrowing to finance Utility Fund operations is limited to 50% of the operating budget for the year. In 2024, the Town has complied with these restrictions.

Capital Funds

At December 31, 2024, there was \$329,500 short term funds (2023 - \$329,500) borrowed from other funds and no short-term funds (2023 - nil) borrowed from a financial institution to provide interim funding for capital projects in the General Capital Fund.

At December 31, 2024, there was \$1,208,934 short-term funds (2023 - \$515,000) borrowed from other funds and no short-term funds (2023 - nil) borrowed from a financial institution to provide interim funding for capital projects in the Utility Capital Fund.

ROTHESAY
2025April14OpenSessionFINAL_278
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

20. SHORT TERM BORROWING (cont'd)

Interim Borrowing Capital Funds

The Town has remaining outstanding authority for short-term borrowings as follows:

General Capital Fund, OIC # 22-0018	\$ 250,000
General Capital Fund, OIC # 23-0015	<u>2,400,000</u>
	<u>\$ 2,650,000</u>
 Utility Capital Fund, OIC # 23-0068	 <u>\$ 10,000,000</u>

Inter-fund Borrowing

The Local Governance Act requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

Amounts outstanding at year end are inter fund regular payables or in some cases, a short term loan may exist from the reserve account. Where a loan is in place, interest is paid to the reserve account at a rate that equates what the account would have earned had it been in the bank. These loan amounts are paid off within the following year and Council is given a summary at year end to be fully informed of these transactions.

21. UTILITY FUND SURPLUS

The Local Governance Act requires Utility Fund surplus amounts to be absorbed into one or more of four Operating Budgets commencing with the second next ensuing year; the balance of the surplus at the end of the year consists of:

	<u>2024</u>	<u>2023</u>
2024 Surplus	\$ 32,335	\$ -
2023 Surplus	40,521	40,521
2022 Surplus	<u>-</u>	<u>33,993</u>
	<u>\$ 72,856</u>	<u>\$ 74,514</u>

22. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

ROTHESAY
2025 April 14 Open Session FINAL_279
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

23. SCHEDULE OF TANGIBLE CAPITAL ASSETS

			Buildings and		Machinery	Infrastructure					Assets		
	Land	Land	Leasehold	Vehicles	and	Roads and	Storm	Water	Sewer	Subtotal	Under	2024	2023
		Improvements	Improvements		Equipment	Streets	Sewer				Construction	Total	Total
COST													
Balance - beginning of year	\$ 4,929,082	\$ 9,862,231	\$ 17,441,764	\$ 6,408,920	\$ 6,202,603	\$ 46,632,348	\$ 21,775,729	\$ 29,927,286	\$ 27,631,289	\$ 170,811,252	\$ 1,767,427	\$ 172,578,679	\$ 164,706,278
Change in ownership	(412)	(409)	(13,305)	(6,055)	(2,797)	-	-	-	-	(22,978)	-	(22,978)	(28,414)
Add: Net additions during the year	270,411	638,378	181,355	1,885,383	480,649	5,023,178	135,000	305,000	1,266,335	10,185,689	2,422,643	12,608,332	8,362,647
Less: Disposals during the year	-	-	-	(61,732)	(210,651)	(1,186,167)	(34,624)	-	(10,650)	(1,503,824)	-	(1,503,824)	(461,727)
Balance - end of year	<u>5,199,081</u>	<u>10,500,200</u>	<u>17,609,814</u>	<u>8,226,516</u>	<u>6,469,804</u>	<u>50,469,359</u>	<u>21,876,105</u>	<u>30,232,286</u>	<u>28,886,974</u>	<u>179,470,139</u>	<u>4,190,070</u>	<u>183,660,209</u>	<u>172,578,784</u>
ACCUMULATED AMORTIZATION													
Balance - beginning of year	-	5,596,383	6,166,865	4,411,701	3,858,062	24,181,457	8,411,196	10,089,628	10,343,512	73,058,804	-	73,058,804	68,357,353
Change in ownership	-	(104)	(4,077)	(3,393)	(1,572)	-	-	-	-	(9,146)	-	(9,146)	(12,942)
Add: Amortization during the year	-	324,813	430,149	720,498	559,841	1,619,544	349,303	653,285	499,985	5,157,418	-	5,157,418	5,021,096
Less: Accumulated amortization on disposals	-	-	-	(50,114)	(196,473)	(1,010,744)	(20,039)	-	(7,577)	(1,284,947)	-	(1,284,947)	(306,598)
Balance - end of year	<u>-</u>	<u>5,921,092</u>	<u>6,592,937</u>	<u>5,078,692</u>	<u>4,219,858</u>	<u>24,790,257</u>	<u>8,740,460</u>	<u>10,742,913</u>	<u>10,835,920</u>	<u>76,922,129</u>	<u>-</u>	<u>76,922,129</u>	<u>73,058,909</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 5,199,081</u>	<u>\$ 4,579,108</u>	<u>\$ 11,016,877</u>	<u>\$ 3,147,824</u>	<u>\$ 2,249,946</u>	<u>\$ 25,679,102</u>	<u>\$ 13,135,645</u>	<u>\$ 19,489,373</u>	<u>\$ 18,051,054</u>	<u>\$ 102,548,010</u>	<u>\$ 4,190,070</u>	<u>\$ 106,738,080</u>	<u>\$ 99,519,875</u>
Consists of:													
General Fund													
Assets	\$ 4,829,831	\$ 4,455,376	\$ 6,296,902	\$ 2,261,395	\$ 1,547,105	\$ 25,486,952	\$ 13,135,645	\$ (348,287)	\$ -	\$ 57,664,919	\$ 2,665,955	\$ 60,330,874	\$ 54,326,355
Utility Fund													
Assets	119,971	-	1,015,923	58,724	347,509	192,150	-	19,837,660	18,051,054	39,622,991	878,012	40,501,003	39,737,726
Controlled Entities	<u>249,279</u>	<u>123,732</u>	<u>3,704,052</u>	<u>827,705</u>	<u>355,332</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,260,100</u>	<u>646,103</u>	<u>5,906,203</u>	<u>5,455,794</u>
	<u>\$ 5,199,081</u>	<u>\$ 4,579,108</u>	<u>\$ 11,016,877</u>	<u>\$ 3,147,824</u>	<u>\$ 2,249,946</u>	<u>\$ 25,679,102</u>	<u>\$ 13,135,645</u>	<u>\$ 19,489,373</u>	<u>\$ 18,051,054</u>	<u>\$ 102,548,010</u>	<u>\$ 4,190,070</u>	<u>\$ 106,738,080</u>	<u>\$ 99,519,875</u>

ROTHESAY
2025April14OpenSessionFINAL_280
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

24. SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR JOINTLY CONTROLLED ENTITIES

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Assets Under Construction</u>	<u>2024 Total</u>	<u>2023 Total</u>
COST								
Balance - beginning of year	\$ 249,691	\$ 231,151	\$ 5,800,327	\$ 1,886,751	\$ 1,096,476	\$ -	\$ 9,264,396	\$ 8,078,637
Change in ownership	(412)	(409)	(13,305)	(6,055)	(2,797)	-	(22,978)	(28,414)
Add: Net additions during the year	-	-	42,856	147,584	31,410	646,103	867,953	1,308,382
Less: Disposals during the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>(61,732)</u>	<u>-</u>	<u>-</u>	<u>(61,732)</u>	<u>(94,209)</u>
Balance - end of year	<u>249,279</u>	<u>230,742</u>	<u>5,829,878</u>	<u>1,966,548</u>	<u>1,125,089</u>	<u>646,103</u>	<u>10,047,639</u>	<u>9,264,396</u>
ACCUMULATED AMORTIZATION								
Balance - beginning of year	-	94,016	1,972,803	1,054,159	687,624	-	3,808,602	3,557,346
Change in ownership	-	(104)	(4,077)	(3,393)	(1,572)	-	(9,146)	(12,942)
Add: Amortization during the year	-	13,098	157,100	138,191	83,705	-	392,094	343,663
Less: Accumulated amortization on disposals	<u>-</u>	<u>-</u>	<u>-</u>	<u>(50,114)</u>	<u>-</u>	<u>-</u>	<u>(50,114)</u>	<u>(79,465)</u>
Balance - end of year	<u>-</u>	<u>107,010</u>	<u>2,125,826</u>	<u>1,138,843</u>	<u>769,757</u>	<u>-</u>	<u>4,141,436</u>	<u>3,808,602</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 249,279</u>	<u>\$ 123,732</u>	<u>\$ 3,704,052</u>	<u>\$ 827,705</u>	<u>\$ 355,332</u>	<u>\$ 646,103</u>	<u>\$ 5,906,203</u>	<u>\$ 5,455,794</u>

ROTHESAY
2025April14OpenSessionFINAL_281

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

25. SCHEDULE OF SEGMENT DISCLOSURE

	<u>General</u>	<u>Protective</u>	<u>Transportation</u>	<u>Environmental Health</u>	<u>Environmental Development</u>	<u>Recreation and Culture</u>	<u>Water and Sewer</u>	<u>2024 Consolidated</u>	<u>2023 Consolidated</u>
REVENUE									
Property tax warrant	\$ 3,498,674	\$ 8,010,537	\$ 5,094,308	\$ 1,247,142	\$ 926,558	\$ 3,485,170	\$ -	\$ 22,262,389	\$ 20,123,774
Sale of service	131,567	-	-	-	-	485,474	-	617,041	549,502
Services provided to other governments	-	-	90,394	-	-	-	-	90,394	85,362
Other own source	308,082	1,225	4,708	-	198,914	-	-	512,929	312,954
Unconditional grant	12,350	28,277	17,982	4,402	3,271	12,302	-	78,584	104,782
Conditional government transfers	986,173	-	1,110,000	-	-	692,958	421,460	3,210,591	2,300,421
Water and sewer user fees	-	-	-	-	-	-	3,618,999	3,618,999	3,365,101
Sundry and interest	<u>104,025</u>	<u>306,800</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,803</u>	<u>566,733</u>	<u>988,361</u>	<u>1,046,457</u>
	<u>5,040,871</u>	<u>8,346,839</u>	<u>6,317,392</u>	<u>1,251,544</u>	<u>1,128,743</u>	<u>4,686,707</u>	<u>4,607,192</u>	<u>31,379,288</u>	<u>27,888,353</u>
EXPENDITURE									
Salaries and benefits	1,273,859	5,006,178	1,529,422	-	275,313	1,380,827	591,092	10,056,691	9,477,678
Goods and services	1,242,409	672,910	2,318,205	948,108	201,898	1,468,475	1,711,158	8,563,163	8,541,770
Interest	12,103	43,847	51,622	-	-	72,404	262,506	442,482	430,697
Other	52,679	(1,344)	164,187	-	-	-	3,073	218,595	198,067
Amortization	<u>78,773</u>	<u>300,264</u>	<u>2,701,769</u>	<u>-</u>	<u>-</u>	<u>746,022</u>	<u>1,330,590</u>	<u>5,157,418</u>	<u>5,021,095</u>
	<u>2,659,823</u>	<u>6,021,855</u>	<u>6,765,205</u>	<u>948,108</u>	<u>477,211</u>	<u>3,667,728</u>	<u>3,898,419</u>	<u>24,438,349</u>	<u>23,669,307</u>
Surplus (deficit) for the year	<u>\$ 2,381,048</u>	<u>\$ 2,324,984</u>	<u>\$ (447,813)</u>	<u>\$ 303,436</u>	<u>\$ 651,532</u>	<u>\$ 1,018,979</u>	<u>\$ 708,773</u>	<u>\$ 6,940,939</u>	<u>\$ 4,219,046</u>

ROTHESAY
2025 April 14 Open Session FINAL_282
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

26. RECONCILIATION OF ANNUAL SURPLUS

	General Operating Fund	General Capital Fund	Utility Operating Fund	Utility Capital Fund	General Operating Reserve Fund	General Capital Reserve Fund	Utility Operating Reserve Fund	Utility Capital Reserve Fund	Jointly Controlled Entities	Total
2024 annual surplus (deficit)	\$ <u>6,128,986</u>	\$ <u>(1,749,678)</u>	\$ <u>1,447,782</u>	\$ <u>274,400</u>	\$ <u>50,075</u>	\$ <u>272,297</u>	\$ <u>5,859</u>	\$ <u>65,104</u>	\$ <u>446,114</u>	\$ <u>6,940,939</u>
Adjustments to annual surplus										
Surplus (deficit) for funding requirements										
Second previous year's surplus (deficit)	128,845	-	33,993	-	-	-	-	-	(1,189)	161,649
Transfers between funds										
Transfer elimination	(1,247)	-	-	-	-	1,247	-	-	-	-
Transfer elimination	(850,687)	-	-	-	-	850,687	-	-	-	-
Transfer elimination	1,270,659	-	-	-	-	(1,270,659)	-	-	-	-
Transfer elimination	750,000	-	-	-	-	(750,000)	-	-	-	-
Transfer elimination	(143,012)	-	-	-	-	143,012	-	-	-	-
Transfer elimination	-	-	(180,525)	-	-	-	-	180,525	-	-
Transfer elimination	-	-	500,000	-	-	(500,000)	-	-	-	-
Transfer elimination	-	-	(5,686)	-	-	-	-	5,686	-	-
Transfer elimination	-	-	(11,786)	-	-	-	-	11,786	-	-
Transfer elimination	(5,565,530)	5,565,530	(1,185,735)	1,185,735	-	-	-	-	-	-
Long term debt principal repayment	(714,000)	714,000	(565,708)	565,708	-	-	-	-	-	-
Provision for retirement allowance	-	-	-	-	-	-	-	-	(13,665)	(13,665)
Provision for pension asset	(88,000)	-	-	-	-	-	-	-	(98,480)	(186,480)
Provision for sick leave accrual	-	-	-	-	-	-	-	-	(31,409)	(31,409)
Accumulated amortization on disposal of capital assets	-	(1,227,256)	-	(7,577)	-	-	-	-	(50,114)	(1,284,947)
Deferred CCBF revenue	(803,729)	-	-	-	-	-	-	-	-	(803,729)
Unrealized gain on investments	-	-	-	-	-	-	-	-	(30,731)	(30,731)
Amortization expense	-	<u>3,434,734</u>	-	<u>1,330,590</u>	-	-	-	-	<u>392,094</u>	<u>5,157,418</u>
Total adjustments to 2024 annual surplus (deficit)	<u>(6,016,701)</u>	<u>8,487,008</u>	<u>(1,415,447)</u>	<u>3,074,456</u>	<u>-</u>	<u>(1,525,713)</u>	<u>-</u>	<u>197,997</u>	<u>166,506</u>	<u>2,968,106</u>
2024 annual surplus (deficit) for funding requirements	\$ <u><u>112,285</u></u>	\$ <u><u>6,737,330</u></u>	\$ <u><u>32,335</u></u>	\$ <u><u>3,348,856</u></u>	\$ <u><u>50,075</u></u>	\$ <u><u>(1,253,416)</u></u>	\$ <u><u>5,859</u></u>	\$ <u><u>263,101</u></u>	\$ <u><u>612,620</u></u>	\$ <u><u>9,909,045</u></u>

ROTHESAY
2025 April 14 Open Session FINAL_283
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

27. STATEMENT OF RESERVES

	<u>General Operating Reserve</u>	<u>General Capital Reserve</u>	<u>Utility Operating Reserve</u>	<u>Utility Capital Reserve</u>	<u>Land for Public Purpose</u>	<u>2024 Total</u>	<u>2023 Total</u>
ASSETS							
Cash and short term investments	\$ 1,006,546	\$ 5,579,374	\$ -	\$ 1,647,421	\$ -	\$ 8,233,341	\$ 9,555,732
Accounts receivable from other funds	-	(176,809)	119,672	(119,672)	176,809	-	-
Due from (to) other funds	-	<u>388,010</u>	-	-	-	<u>388,010</u>	-
	<u>\$ 1,006,546</u>	<u>\$ 5,790,575</u>	<u>\$ 119,672</u>	<u>\$ 1,527,749</u>	<u>\$ 176,809</u>	<u>\$ 8,621,351</u>	<u>\$ 9,555,732</u>
ACCUMULATED SURPLUS	<u>\$ 1,006,546</u>	<u>\$ 5,790,575</u>	<u>\$ 119,672</u>	<u>\$ 1,527,749</u>	<u>\$ 176,809</u>	<u>\$ 8,621,351</u>	<u>\$ 9,555,732</u>
REVENUE							
Other government transfers	\$ -	\$ 850,687	\$ -	\$ -	\$ -	\$ 850,687	\$ 876,461
Transfers from Operating Funds	-	143,012	-	197,997	3,353	344,362	1,200,257
Interest	<u>50,075</u>	<u>313,715</u>	<u>5,859</u>	<u>65,104</u>	<u>5,913</u>	<u>440,666</u>	<u>388,382</u>
	<u>50,075</u>	<u>1,307,414</u>	<u>5,859</u>	<u>263,101</u>	<u>9,266</u>	<u>1,635,715</u>	<u>2,465,100</u>
EXPENDITURES							
Transfers to General Operating Fund	-	2,070,096	-	-	-	2,070,096	19,550
Transfer to General Capital Fund	-	-	-	-	-	-	640,000
Transfer to Water and Sewer Capital Fund	-	<u>500,000</u>	-	-	-	<u>500,000</u>	-
	<u>-</u>	<u>2,570,096</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,570,096</u>	<u>659,550</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ 50,075</u>	<u>\$ (1,262,682)</u>	<u>\$ 5,859</u>	<u>\$ 263,101</u>	<u>\$ 9,266</u>	<u>\$ (934,381)</u>	<u>\$ 1,805,550</u>

Included in the General Capital Reserve Fund is \$3,424,228 of gas tax funds to be used for capital projects that meet the criteria of the Agreement on the Gas Tax Fund with Local Governments. Included in the General Capital Reserve Fund is \$277,377 of Regional Facility Commission funds to be used for capital projects.

ROTHESAY
2025April14OpenSessionFINAL_284
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

27. STATEMENT OF RESERVES (cont'd)

Council Resolutions regarding transfers to and from reserves:

Date Enacted December 9, 2024

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire that \$1,247.40 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for contribution received in 2024.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea that CCBF Funding in the amount of \$850,687.00 for the year 2024 be transferred to the General Capital Reserve Fund (CCBF).

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis that the sum of \$1,270,659.00 be transferred from the General Capital Reserve Fund (CCBF) to the General Operating Fund to cover the costs of 2024 Capital projects.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle that the sum of \$750,000.00 be transferred from the General Capital Reserve to the General Operating Fund to cover the costs of 2023 Capital projects carried forward to 2024.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea that the sum of \$143,012.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of 2024 Regional Facility Capital Expenditures.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis that the sum of \$277,377.00 be transferred from the General Capital Reserve Fund to the General Capital Reserve Fund (RFC) to cover the costs of future Regional Facility Capital expenditures.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Shea that \$180,525.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. Boyle that the sum of \$500,000.00 be transferred from the General Capital Reserve Fund (CCBF) to the Utility Operating Fund to cover the costs of Capital projects.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire that \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

CARRIED.

ROTHESAY
2025April14OpenSessionFINAL_285
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

27. STATEMENT OF RESERVES (cont'd)

MOVED by Deputy Mayor Alexander and seconded by Counc. Lewis that \$11,786.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

CARRIED.

I hereby certify that the above are true and exact copies of resolutions adopted at the regular meeting of Council on December 9, 2024.

Town Clerk

Date

ROTHESAY
2025April14OpenSessionFINAL_286
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

28. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS

	<u>KV Fire</u>	<u>Police</u>	<u>Library</u>	<u>2024 Total</u>	<u>2023 Total</u>
ASSETS	\$ <u>3,697,415</u>	\$ <u>2,657,287</u>	\$ <u>1,292,229</u>	\$ <u>7,646,931</u>	\$ <u>6,872,914</u>
LIABILITIES	\$ <u>437,929</u>	\$ <u>1,253,773</u>	\$ <u>22,229</u>	\$ <u>1,713,931</u>	\$ <u>1,359,099</u>
ACCUMULATED SURPLUS	\$ <u>3,259,486</u>	\$ <u>1,403,514</u>	\$ <u>1,270,000</u>	\$ <u>5,933,000</u>	\$ <u>5,513,815</u>
REVENUE	\$ 2,798,667	\$ 3,663,557	\$ 109,756	\$ 6,571,980	\$ 7,109,732
EXPENDITURES	<u>2,583,335</u>	<u>3,339,536</u>	<u>202,995</u>	<u>6,125,866</u>	<u>5,961,268</u>
	215,332	324,021	(93,239)	446,114	1,148,464
CHANGE IN OWNERSHIP	<u>(10,271)</u>	<u>(2,906)</u>	<u>(700)</u>	<u>(13,877)</u>	<u>22,437</u>
ANNUAL SURPLUS (DEFICIT)	\$ <u>205,061</u>	\$ <u>321,115</u>	\$ <u>(93,939)</u>	\$ <u>432,237</u>	\$ <u>1,170,901</u>

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Rothesay's proportionate share.

ROTHESAY
2025 April 14 Open Session FINAL_287
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

29. OPERATING BUDGET TO PSA BUDGET

	Operating Budget <u>General</u>	Operating Budget <u>Water and Sewer</u>	Amortization <u>TCA</u>	Controlled Entities	<u>Transfers</u>	<u>Total</u>
REVENUE						
Property tax warrant	\$ 22,262,389	\$ -	\$ -	\$ -	\$ -	\$ 22,262,389
Unconditional transfers from other governments	78,584	-	-	-	-	78,584
Conditional transfers from Federal or Provincial governments	51,500	-	-	-	1,770,659	1,822,159
Services other governments	80,000	-	-	-	-	80,000
Other own source	110,007	-	-	-	(12,000)	98,007
Sale of services	474,300	-	-	-	-	474,300
Other transfers	548,625	-	-	-	(548,625)	-
Water and sewer user fees	-	3,861,007	-	-	(335,000)	3,526,007
Sundry income	32,000	90,000	-	248,419	-	370,419
Surplus of second previous year	<u>128,845</u>	<u>33,993</u>	<u>-</u>	<u>-</u>	<u>(162,838)</u>	<u>-</u>
	<u>23,766,250</u>	<u>3,985,000</u>	<u>-</u>	<u>248,419</u>	<u>712,196</u>	<u>28,711,865</u>
EXPENDITURES						
General government services	2,896,135	-	110,000	-	(121,697)	2,884,438
Protective services	6,630,969	-	300,263	(569,653)	46,846	6,408,425
Transportation services	4,216,970	-	2,370,000	-	(326,068)	6,260,902
Environmental health services	1,032,360	-	-	-	-	1,032,360
Environmental development services	766,987	-	-	-	(13,897)	753,090
Recreation and cultural services	2,884,957	-	871,831	3,799	90,063	3,850,650
Fiscal services						
Long term debt repayments	714,000	565,435	-	-	(1,279,435)	-
Interest	223,872	266,240	-	-	(490,112)	-
Transfer from General Operating Fund to General Operating Reserve Fund	150,000	-	-	-	(150,000)	-
Transfer from General Operating Fund to General Capital Fund	4,250,000	-	-	-	(4,250,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Capital Reserve Fund	-	75,000	-	-	(75,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Operating Capital Fund	-	750,000	-	-	(750,000)	-
Water and Sewer	<u>-</u>	<u>2,328,325</u>	<u>1,410,000</u>	<u>-</u>	<u>265,967</u>	<u>4,004,292</u>
	<u>23,766,250</u>	<u>3,985,000</u>	<u>5,062,094</u>	<u>(565,854)</u>	<u>(7,053,333)</u>	<u>25,194,157</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (5,062,094)</u>	<u>\$ 814,273</u>	<u>\$ 7,765,529</u>	<u>\$ 3,517,708</u>

ROTHESAY
2025April14OpenSessionFINAL_288
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

30. REVENUE AND EXPENDITURES SUPPORT

	2024 Budget	2024 Actual	2023 Actual
REVENUE			
Sale of services			
Community Centre	\$ 25,900	\$ 67,228	\$ 44,175
Rental revenue	121,000	137,837	130,742
Recreational programs	316,400	394,846	362,162
HIVE programs	<u>11,000</u>	<u>17,130</u>	<u>12,423</u>
	<u>\$ 474,300</u>	<u>\$ 617,041</u>	<u>\$ 549,502</u>
Other own source			
Permits and fines	\$ 82,500	\$ 200,139	\$ 252,160
Contributions by developers	-	294,952	48,255
Local improvement levy	4,708	4,708	4,708
Miscellaneous	<u>10,799</u>	<u>13,130</u>	<u>7,831</u>
	<u>\$ 98,007</u>	<u>\$ 512,929</u>	<u>\$ 312,954</u>
Conditional government transfers			
Government of Canada	\$ 50,000	\$ 686,802	\$ 62,196
Atlantic Canada Opportunities Agency	-	50,000	366,803
Province of New Brunswick	-	816,972	1,229,502
CCBF revenue	1,770,659	1,654,417	640,000
Canada Day grants	<u>1,500</u>	<u>2,400</u>	<u>1,920</u>
	<u>\$ 1,822,159</u>	<u>\$ 3,210,591</u>	<u>\$ 2,300,421</u>
EXPENDITURE			
General government services			
Legislative			
Mayor	\$ 60,000	\$ 53,476	\$ 41,143
Councilors	155,983	173,446	132,458
Fundy Regional Service Commission	27,915	27,915	15,076
Other	<u>23,500</u>	<u>6,180</u>	<u>8,793</u>
	<u>267,398</u>	<u>261,017</u>	<u>197,470</u>
Administrative			
Administration	1,193,550	1,227,654	1,161,466
Office building	180,871	198,696	207,059
Solicitor	50,000	49,686	38,525
Supplies	34,000	36,094	31,007
Information systems	140,000	145,226	114,665
Other	132,779	62,026	126,814
Share of overhead	<u>(164,588)</u>	<u>(164,588)</u>	<u>(313,500)</u>
	<u>1,566,612</u>	<u>1,554,794</u>	<u>1,366,036</u>
Financial management			
Professional fees	<u>110,000</u>	<u>27,994</u>	<u>11,732</u>

ROTHESAY
2025April14OpenSessionFINAL_289
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

30. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2024</u> Budget	<u>2024</u> Actual	<u>2023</u> Actual
General government services (cont'd)			
Other			
Civic relations	1,000	2,318	2,026
Community communications	66,500	8,582	6,310
Insurance	330,201	300,219	278,436
Property tax - land for public purposes	18,000	18,618	17,410
Grants to organizations	36,500	27,372	22,703
Fox Farm Road rental expenses	4,000	8,860	13,297
Cost of assessment	359,172	359,172	324,536
Interest	15,055	12,103	6,909
Amortization	<u>110,000</u>	<u>78,773</u>	<u>110,965</u>
	<u>940,428</u>	<u>816,017</u>	<u>782,592</u>
	<u>\$ 2,884,438</u>	<u>\$ 2,659,822</u>	<u>\$ 2,357,830</u>
Protective services			
Fire			
Administration	\$ 358,767	\$ 396,052	\$ 427,530
Firefighting force	1,864,020	1,696,094	1,657,272
Telecommunications	103,319	105,005	94,610
Insurance	30,208	31,339	27,682
Prevention and training	31,509	17,694	41,605
Facilities	106,335	106,417	85,109
Fleet	48,178	53,882	55,395
Operations	32,687	31,073	29,486
Water costs	14,397	14,411	14,038
Retirement allowance	14,677	14,677	(27,284)
Emergency management operations	41,019	1,366	-
Other	2,842	2,574	1,410
Loss (gain) on disposal of tangible capital assets	(9,126)	(9,126)	4,680
Amortization	<u>169,283</u>	<u>169,283</u>	<u>133,303</u>
	<u>2,808,115</u>	<u>2,630,741</u>	<u>2,544,836</u>
Crimestoppers	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
Police			
Crime Control	2,632,713	2,562,675	2,329,403
Vehicle Fleet	102,158	93,091	82,785
Property	97,835	120,377	92,842
Administration	390,156	301,861	563,369
Retirement allowance	38,542	34,819	35,238
Communications	121,034	118,340	116,946
Unrealized loss on investments	(30,731)	(30,731)	1,415
Gain on disposal of tangible capital assets	7,782	7,782	(1,717)
Amortization	<u>130,980</u>	<u>130,981</u>	<u>117,581</u>
	<u>3,490,469</u>	<u>3,339,195</u>	<u>3,337,862</u>

ROTHESAY
2025April14OpenSessionFINAL_290
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

30. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2024</u> Budget	<u>2024</u> Actual	<u>2023</u> Actual
Protective services (cont'd)			
Other			
Emergency measures	50,000	-	-
Animal control	2,500	4,870	3,665
Interest	54,541	43,847	22,492
Other	<u>-</u>	<u>402</u>	<u>-</u>
	<u>107,041</u>	<u>49,119</u>	<u>26,157</u>
	<u>\$ 6,408,425</u>	<u>\$ 6,021,855</u>	<u>\$ 5,911,655</u>
Transportation services			
Common			
Wages and benefits	\$ 1,648,000	\$ 1,523,208	\$ 1,355,027
Workshop, yard and equipment maintenance	824,261	950,868	840,000
Engineering	7,500	3,151	17,841
Share of overhead	<u>(384,037)</u>	<u>(384,037)</u>	<u>(209,000)</u>
	<u>2,095,724</u>	<u>2,093,190</u>	<u>2,003,868</u>
Roads and Streets			
Roadway surfaces	77,000	71,607	71,547
Designated highway surfacing	-	-	695,000
Crosswalks and sidewalks	35,570	57,144	16,075
Culverts and drainage ditches	40,000	50,016	37,698
Storm sewers	60,000	71,931	67,828
Street cleaning	10,000	14,282	17,611
Snow and ice removal	1,172,000	1,112,626	864,561
Street lighting	150,000	169,951	151,763
Street signs	15,000	22,806	9,361
Traffic lane marking	35,000	38,670	32,120
Traffic signals and signs	20,000	36,930	23,325
Railway crossing signals	25,000	28,118	22,167
Public transit - Comex Service	91,395	80,356	76,692
Flood costs	-	-	2,586
Interest	64,213	51,622	67,135
Loss on disposal of tangible capital assets	-	164,187	140,384
Amortization	<u>2,370,000</u>	<u>2,701,769</u>	<u>2,367,398</u>
	<u>4,165,178</u>	<u>4,672,015</u>	<u>4,663,251</u>
	<u>\$ 6,260,902</u>	<u>\$ 6,765,205</u>	<u>\$ 6,667,119</u>

ROTHESAY
2025April14OpenSessionFINAL_291
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

30. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2024</u> Budget	<u>2024</u> Actual	<u>2023</u> Actual
Environmental health services			
Solid waste disposal	\$ 248,360	\$ 280,179	\$ 235,704
Solid waste compost	40,000	41,721	32,067
Solid waste collection	700,000	610,221	647,103
Curbside recycling	4,000	-	-
Clean up campaign	<u>40,000</u>	<u>15,988</u>	<u>36,651</u>
	<u>\$ 1,032,360</u>	<u>\$ 948,109</u>	<u>\$ 951,525</u>
Environmental development services			
Environmental planning and zoning	\$ 609,000	\$ 338,083	\$ 360,407
Envision SJ	139,090	139,090	191,576
Tourism	<u>5,000</u>	<u>38</u>	<u>15,056</u>
	<u>\$ 753,090</u>	<u>\$ 477,211</u>	<u>\$ 567,039</u>
Recreation and cultural services			
Administration	\$ 439,500	\$ 499,729	\$ 446,319
Beaches	64,000	57,173	59,872
Rothesay Arena	380,500	395,236	404,921
Memorial Centre	72,850	118,515	90,068
Summer programs	98,000	93,147	81,385
Rothesay Common	96,150	74,774	73,095
Parks and gardens	868,000	848,374	679,071
Regional Facilities Commission	492,363	395,795	376,800
Kennebecasis Public Library Inc	102,793	111,174	88,557
Special events	44,000	39,083	40,557
HIVE programs	14,500	12,227	10,133
Playgrounds and fields	134,000	131,228	126,775
Living museum	500	104	315
PRO Kids	7,500	7,500	7,500
Wells canopy	44,500	51,168	4,655
James Renforth	-	10,048	-
Train station	29,600	4,027	-
Interest	90,063	72,404	82,906
Amortization	<u>871,831</u>	<u>746,022</u>	<u>881,293</u>
	<u>\$ 3,850,650</u>	<u>\$ 3,667,728</u>	<u>\$ 3,454,222</u>

ROTHERSAY
2025April14OpenSessionFINAL_292
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

30. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2024</u> Budget	<u>2024</u> Actual	<u>2023</u> Actual
Water and sewer services			
Water System			
Administration	\$ 308,000	\$ 262,030	\$ 244,134
Purification maintenance and treatment	568,000	704,042	547,287
Source of supply - purchase of water	1,200	1,311	785
Transmission and distribution	130,000	57,387	83,477
Power and pumping	56,000	51,633	53,208
Billing and collecting	5,000	1,956	2,123
Share of overhead	<u>219,450</u>	<u>219,450</u>	<u>209,000</u>
	<u>1,287,650</u>	<u>1,297,809</u>	<u>1,140,014</u>
Sewer System			
Administration	403,000	378,250	375,023
Sewer collection system	105,000	103,482	89,274
Sewer lift stations	82,500	104,498	62,037
Treatment and disposal	121,000	89,036	118,258
Share of overhead	329,175	329,175	313,500
Loss on disposal of tangible capital asset	<u>-</u>	<u>3,073</u>	<u>-</u>
	<u>1,040,675</u>	<u>1,007,514</u>	<u>958,092</u>
Interest	265,967	262,506	251,255
Amortization	<u>1,410,000</u>	<u>1,330,590</u>	<u>1,410,556</u>
	<u>1,675,967</u>	<u>1,593,096</u>	<u>1,661,811</u>
	<u>\$ 4,004,292</u>	<u>\$ 3,898,419</u>	<u>\$ 3,759,917</u>



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	20 March 2025
RE	:	Committee Appointments

RECOMMENDATION:

- Council appoint Gary Myles to the Climate Change Adaptation Committee for a term to expire 31 December 2026
- Council appoint D. J. Allison Maxwell to the Kennebecasis Public Library Board for a term to expire 31 December 2026

BACKGROUND:

The Clerk's office received two Committee resignations. Mr. Myles was provided a copy of the mandate of the Climate Change Adaptation Committee and expressed an interest in joining the Committee. Mr. Maxwell previously served on the Kennebecasis Public Library Board but had reached the six year service maximum. The new Procedural By-law has removed the maximum service term, with appointees serving at the pleasure of Council. Mr. Maxwell has indicated a willingness to be re-appointed to the Library Board.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
2 April 2025

TO: Town Clerk, Mary Jane Banks

SUBMITTED BY: Kirstin Duffley

DATE: 2 April 2025

SUBJECT: Rothesay HIVE Annual Report

SUMMARY

The Rothesay HIVE's Annual Report outlines the continues growth and success of Rothesay's Age-Friendly Community Centre and recreational programming for older adults. The Rothesay HIVE is a key component of the Recreation Department's intergenerational programs and events.

2024 Highlights: In 2024, the Rothesay HIVE Membership grew by 26% compared to 2023. The total number of members by the end of 2024 was 205. The e-mail contract distribution list grew by 27%. The Rothesay HIVE Facebook page grew by 40%. New programs were added to the schedule, including the Grief Café, Potluck events, the borrowing of Pickleball equipment, and the Bee Mobile exercise class. The Rothesay HIVE turned 5 in 2024, which was celebrated with a birthday potluck. The inaugural Rothesay Age-Friendly Wellness Fair was held last year at Rothesay High School's Gymnasium, which was a grand success with over 30 information booths and 300+ people attending. Many community partners come together to make events, programs, and more possible at the Rothesay HIVE. The Rothesay HIVE's Café is sponsored by Parkland in the Valley. Programs such as our Garden Club, Bridge Lessons, Mahjong Lessons, Walking Club, Grief Café, and more would not be possible without the support and dedication of volunteers. In 2024, three of the Rothesay HIVE's volunteers won volunteer awards, demonstrating the major impact that these volunteers are making in the greater community.

For more information, please see the full Rothesay HIVE Annual Report for 2024.

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

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



Annual Report - 2024 -



Rothesay HIVE







March 18, 2025

Age Friendly Community Centre

Address: 70 Hampton Road, Rothesay NB

Website: www.rothesay.ca/recreation/rothesay-HIVE/

TABLE OF CONTENTS

2024 IN REVIEW	3
Mission	3
Growth	3
Looking Ahead	3
GROWTH 	4
Rothesay HIVE Members	4
Drop-In Visitors	4
E-Mail Contacts	4
Facebook Group Members	4
PROGRAMS & ACTIVITIES 	5
Highlights	5
Growth in Programs	6
NEW: Grief Café	8
Coffee & Chats	9
Speed Chatting with Touchstone Academy	9
Fashion Show	9
COMMUNITY CONNECTIONS 	10
File of Life	10
Community Events	10
Rothesay's Age-Friendly Wellness Fair	11
Garden Club	11
SJNC: Future Engage	11
Age-Friendly Advisory Committee	12
VIRTUAL PROGRAMS 	14
2024 Rothesay Hive Virtual Fall Speaker Series	14
Mindful Moments Video Series	14
COMMUNICATIONS 	15
Print Communications	15
Digital Communications	15
In the Community	15
Types of Communications Used	15
GIVING THANKS 	16
2024 Sponsors	16
2024 Community Partners	16
2024 Instructors & Volunteers	16

2024 IN REVIEW

Throughout 2024, the Rothesay HIVE provided many opportunities for older adults in our community to thrive. We are proud to present this 2024 Annual Report to outline the highlights of the past year.

Mission

The Rothesay HIVE's mission is to be a gathering place to nurture the health and well-being of adults (50+) through a hub of activities that focus on socialization, connection, health and wellness, intergenerational programming, lifelong learning, and outreach.

Growth

The Rothesay HIVE had another successful year of growth in programs, members, and reach. Not only is the Rothesay HIVE membership growing, but the number of residents who are older adults will continue to grow as well. Based on the 2021 Statistics Canada report, 22.8% of New Brunswickers are aged 65 years and older, which is higher than Canada overall. However, that number is expected to continue to grow. The Government of New Brunswick noted that within 10 years, over 28% of New Brunswick's population will be over the age of 65. Please see further details on page 4.

"I have used and enjoyed various exercise classes at the Rothesay HIVE during this past year. The classes and Instructors are finely tuned to us "older adults" thus making these sessions very enjoyable and beneficial."

– Mary, Rothesay HIVE Member

Looking Ahead

We are always striving to add new programs and activities that will benefit our members. By connecting with community organizations, we can create lasting connections between older adults, future generations, and community supports.

GROWTH

We are excited to report that the Rothesay HIVE has seen growth over the course of 2024.

Rothesay HIVE Members

The Rothesay HIVE membership grew by **↑ 26%** since 2023. This growth demonstrates that age-friendly programming is critical to the needs of our community.

Memberships are valid from January 1st - December 31st and cost \$25. The fee is prorated so that members do not pay for months that have passed (-\$2.00 per month passed). We also offer a 3 Visit Trial for those who want to test out the Rothesay HIVE before becoming a member.

Total Number of Members in 2024: 205

Drop-In Visitors

Over the course of 2024, we have organized various programs that offer a drop-in option versus having to register, including our Coffee & Chats and Card & Board Games sessions.



E-Mail Contacts

The Rothesay HIVE uses e-mail to send information to members and anyone who wishes to receive the monthly calendar, newsletter, and information about events and programs at the Rothesay HIVE. At the end of 2023 we had **328** email contacts, and by the end of 2024 we had **417**. In one year, the email distribution list grew by **↑ 27%**!

Total Number of E-Mail Contacts: +417

Facebook Group Members

The Rothesay HIVE has a Facebook Group where information about all types of programs, services, events, and information is posted. At the end of 2023 we had **824** group members, and by the end of 2024 we had **1,160**. In one year, the Facebook Group grew by **↑ 40%**!

Number of NEW Facebook Group Members in 2024: +336

PROGRAMS & ACTIVITIES

Highlights

The Rothesay HIVE hosted many programs and activities in 2024. Here is the list of all programs and activities that were offered throughout the year. ★ = Newly added in 2024

In-Person Activities

- Book Club
- Garden Club
- Card & Board Games
- Mahjong & Bridge Games
- Mahjong & Bridge Lessons
- Coffee & Chats
- Lending Libraries:
 - Books
 - Puzzles
 - Pickleball Equipment ★
- Movie Matinees
- Special Events:
 - Leap Day Potluck ★
 - Hive Turns Five Potluck ★
 - Speed Chatting with Touchstone Academy ★
 - Summer Potluck ★
 - Friendsgiving Potluck ★
 - Fashion Show ★
 - Holiday Potluck ★
- Grief Café ★
- Trivia

Presentations & Information Sessions

- Presentations:
 - Urban/Rural Rides ★
 - Nursing Homes without Walls ★
 - CMHA NB: Depression in Older Adults ★
 - Leveraging a Total Wealth Approach for a Successful Retirement ★
 - Meals on Wheels Saint John ★
 - Dalhousie Medicine New Brunswick - Volunteer Patient Program ★
 - Memory & Wellness with Dr. David Elias ★
 - Canadian Dental Care Plan ★
 - Accessing Health Care & My Health NB APP ★
- Virtual Fall Speaker Series
- Mindful Moments Video Series

In-Person Fitness Classes

- 50+ Fitness Class
- Chair Yoga
- Bee Mobile ★
- Flex & Flow
- Sittercise
- Walkie Talkies: Walking Group
- Latin Line Dancing

Programs Offered by Other Organizations

- Saint John Newcomers Centre:
 - Future Engage Program
 - English Conversations
- Canadian Health Solutions:
 - Wellness 55+

Growth in Programs

Here is a comparison to show the growth in programs offered at the Rothesay HIVE that occurred between 2021, 2022, 2023, and 2024.

January 2021 Calendar

MONDAY's with Sharon	TUESDAY CLOSED	WEDNESDAY's with Deby	THURSDAY CLOSED	FRIDAY
4 10:00AM Older Adult Fitness 12:30PM Chair Yoga	5 <i>Closed</i>	6 10:00AM Flex & Flow 12:30PM Sittercise	7 <i>Closed</i>	8 12:00PM Beginners Latin Line Dancing
11 10:00AM Older Adult Fitness 12:30PM Chair Yoga	12 <i>Closed</i>	13 10:00AM Flex & Flow 12:30PM Sittercise	14 <i>Closed</i>	15 12:00PM Beginners Latin Line Dancing
18 10:00AM Older Adult Fitness 12:30PM Chair Yoga	19 <i>Closed</i>	20 10:00AM Flex & Flow 12:30PM Sittercise	21 <i>Closed</i>	22 12:00PM Beginners Latin Line Dancing
25 10:00AM Older Adult Fitness 12:30PM Chair Yoga	26 <i>Closed</i>	27 10:00AM Flex & Flow 12:30PM Sittercise	28 <i>Closed</i>	29 12:00PM Beginners Latin Line Dancing

January 2022 Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 <i>Closed for the Holidays</i>	4 10AM Bridge Lessons @ 1:30PM Coffee & Chat 2:30PM Card/Board Games	5 11AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat	6	7 11AM Latin Line Dancing @ \$5
10 9:30AM 50+ Fitness @ \$5 11AM Chair Yoga @ \$5 11:30AM Seniors Hockey 12:45PM Seniors Skate	11 10AM Bridge Lessons @ 1:30PM Coffee & Chat 2:30PM Card/Board Games	12 11AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat	13 10AM Mahjong Lessons @ 2:00PM Résumé Writing Workshop @	14 11AM Latin Line Dancing @ \$5
17 9:30AM 50+ Fitness @ \$5 11AM Chair Yoga @ \$5 11:30AM Seniors Hockey 12:45PM Seniors Skate	18 10AM Bridge Lessons @ 1:30PM Coffee & Chat 2:30PM Card/Board Games	19 11AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat	20 10AM Mahjong Lessons @	21 11AM Latin Line Dancing @ \$5
24 9:30AM 50+ Fitness @ \$5 11AM Chair Yoga @ \$5 11:30AM Seniors Hockey 12:45PM Seniors Skate 1:30PM Hive Book Club @	25 10AM Bridge Lessons @ 1:30PM Coffee & Chat 2:30PM Card/Board Games	26 11AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat	27 10AM Mahjong Lessons @ 2:00PM Résumé Writing Workshop @	28 11AM Latin Line Dancing @ \$5
31 9:30AM 50+ Fitness @ \$5 11AM Chair Yoga @ \$5 11:30AM Seniors Hockey 12:45PM Seniors Skate	Rothesay HIVE Membership 2022 - \$25 prorated In order to participate in all Rothesay Hive activities please complete the Membership Form (available on our website or at the Rothesay HIVE). <i>Unsure about a membership?</i> Test it out with our 3-visit trial! Contact us to learn more.			

January 2023 Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Notice: Renew your Hwa Membership for 2023! Pick up a form during your next visit. \$25 for the entire year!	3 NO ACTIVITIES	4 NO ACTIVITIES	5 10:00AM Future Engage @	6 NO LATIN LINE DANCING 3:00PM Tai Chi @ \$5
9 9:30AM 50+ Fitness @ \$5 11:00AM Chair Yoga @ \$5 2:00PM Mahjong Games @	10 1:30PM Coffee & Chat 2:30PM Card/Board Games	11 11:00AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat	12 10:00AM Future Engage @	13 11AM Latin Line Dancing @ \$5 3:00PM Tai Chi @ \$5
16 9:30AM 50+ Fitness @ \$5 11:00AM Chair Yoga @ \$5 2:00PM Mahjong Games @	17 1:30PM Coffee & Chat 2:30PM Card/Board Games	18 11:00AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat	19 10:00AM Future Engage @ 1:30PM Movie Matinee: You've Got Mail @	20 11AM Latin Line Dancing @ \$5 3:00PM Tai Chi @ \$5
23 9:30AM 50+ Fitness @ \$5 11:00AM Chair Yoga @ \$5 2:00PM Mahjong Games @	24 1:30PM Coffee & Chat 2:30PM Card/Board Games	25 11:00AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat	26 10:00AM Future Engage @ 1:30PM Book Club @	27 11AM Latin Line Dancing @ \$5 3:00PM Tai Chi @ \$5
30 9:30AM 50+ Fitness @ \$5 11:00AM Chair Yoga @ \$5 2:00PM Mahjong Games @	31 1:30PM Coffee & Chat 2:30PM Card/Board Games			

January 2024 Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Happy New Year!	2 Closed	3 Closed	4 Closed	5 Closed
8 9:30AM 50+ Fitness @ \$5 11AM Chair Yoga @ \$5 2PM Mahjong & Bridge	9 1:30PM Coffee & Chat 2:30PM Card/Board Games	10 11AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat 3PM English Conversation@	11 10AM Future Engage: Seniors Community (50+) @ 2PM Trivia with Kelly: Furry Friend Trivia with Winnie! @	12 9:30AM Walking Club @ 11AM Latin Line Dancing @ \$5
15 9:30AM 50+ Fitness @ \$5 11AM Chair Yoga @ \$5 2PM Mahjong & Bridge	16 1:30PM Coffee & Chat 2:30PM Card/Board Games	17 11AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat 3PM English Conversation@	18 10AM Future Engage: Seniors Community (50+) @ 1:30PM Movie Matinee: Elvis @	19 9:30AM Walking Club @ 11AM Latin Line Dancing @ \$5
22 9:30AM 50+ Fitness @ \$5 11AM Chair Yoga @ \$5 2PM Mahjong & Bridge	23 1:30PM Coffee & Chat 2:30PM Card/Board Games	24 11AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat 3PM English Conversation@	25 10AM Future Engage: Seniors Community (50+) @ 1:30PM Book Club @	26 9:30AM Walking Club @ 11AM Latin Line Dancing @ \$5
29 9:30AM 50+ Fitness @ \$5 11AM Chair Yoga @ \$5 2PM Mahjong & Bridge	30 1:30PM Coffee & Chat 2:30PM Card/Board Games	31 11AM Flex & Flow @ \$5 12:30PM Sittercise @ \$5 1:30PM Coffee & Chat 3PM English Conversation@		

Rothsay HIVE Turned Five

In 2024, the Rothsay HIVE celebrated its 5th Birthday on May 23rd! To mark this milestone, we hosted a Potluck to celebrate among friends and enjoy some great food and cake. Also, a BIG thank you to everyone who has helped make the Rothsay HIVE the special place that it is - each and every person who enters the space has been part of our journey.



New: Potlucks

Throughout 2024 the Rothsay HIVE brought back the special event potlucks that have been a missing piece since before COVID. Five Potlucks were held: Leap Day Potluck, Hive Turns Five Potluck, Summer Potluck, Friendsgiving Potluck, and Holiday Potluck. These special events have become a member favourite and are always buzzing with conversation between new and old friends over delicious food.



NEW: Grief Café

The Rothsay HIVE hosted the first-ever monthly Grief Café on Thursday, October 10, 2024. This monthly program is possible thanks to our volunteers, Jennifer, Kerrie, Sean, and of course Winnie, the Pet-Therapy Dog. Each month members can drop-in to talk with others on their grief journey in a safe and comfortable environment.

Meet Winnie: Winnie is a mild-mannered, 3-year-old Havanese, weighing about 12 pounds (small package with a BIG heart!). Havanese are known for being “velcro dogs”, so she likes to ALWAYS be with her Humans! She loves to get her belly rubbed (as well as any other body part) and to do tricks & entertain.



Coffee & Chats

We are fortunate at the Rothesay HIVE to offer a weekly Coffee & Chat on Tuesday afternoons from 1:30pm – 2:30pm, following which is our Cards & Board Games session which have grown to be our most popular drop-in program. Thank you to Parkland in the Valley for sponsoring the beverages to fuel our Coffee & Chats!

Speed Chatting with Touchstone Academy

Rothesay Hivers had an absolute blast on May 30th with the Grade 3 Class from Touchstone Academy for the first Speed Chatting event at the Rothesay HIVE. They learned about the similarities & differences between generations and childhoods! They also enjoyed the social gathering afterwards and checking out all the interesting "artifacts" that the older adults brought for show and tell.



Fashion Show

On Saturday, December 7th, 2024, we proudly hosted the a Fashion Show at the Rothesay HIVE, "Fashion After 50: New Year! New You!". This inspiring event celebrated the beauty, resilience, and empowerment of women over 50, showcasing their strength and grace in style.



Thank you to Lorraine Peters, Certified Stylist & Image Consultant, for providing the clothing for the Fashion Show. Kudos to all the models for taking the leap to "strut their stuff". As well, thank you to the attendees - including Mayor Dr. Nancy Grant and the Honourable Minister Alyson Townsend for attending, cheering, and bringing donations for the Kennebecasis Valley Food Basket.

Walkie Talkies

The Walkie Talkies began in May 2023 with our volunteer leader Diane. The walking group is active in all four seasons! The weekly walking group explores the nearby community on foot for some low impact physical activity and social connection with other members. Walks range between 45 minutes to 1 hour in length. The weekly walks start and end at the Rothesay HIVE and members are encouraged to stay afterwards for tea or coffee.



COMMUNITY CONNECTIONS

File of Life

The Rothesay HIVE's mission is to be a gathering place to nurture the health and well-being of adults (50+) through a hub of activities that focus on socialization, connection, health and wellness, intergenerational programming, lifelong learning, and outreach.

The File of Life is a free resource for all residents of the Kennebecasis Valley. This program benefits everyone as medical emergencies can happen at any time to anyone. The File of Life is placed on your fridge for first responders to have instant access to invaluable information that could help save critical time during an emergency.

"Saving Time – Saving Lives"



Thanks to the support of the Kennebecasis Regional Police Force and the Kennebecasis Valley Fire Department for purchasing additional File of Life kits in 2024 to keep the program going. The File of Life packets can be picked up at the Rothesay HIVE.

"The File for Life was so useful for the paramedics and emergency staff. My medications and past history were immediately available. So easy for my wife too. No repetition of the same questions to me. I hope you never need it, but it is so valuable if you do. Pick one up today!"

– Shawn, Rothesay HIVE Member

Community Events

The Rothesay HIVE had information booths the following community events in 2024:

- Rothesay's Canada Day Event
- Rothesay's Age-Friendly Wellness Fair
- Quispamsis' Enjoy Life Expo for 50+



Rothesay's Age-Friendly Wellness Fair

Rothesay hosted the inaugural Rothesay Age-Friendly Community Wellness Fair on June 3, 2024. Attendees were able to take steps toward a better lifestyle by stopping by one of the 30+ information booths including a health check (Glucose Screening Test & Blood Pressure Test).



With over 300 participants coming to the Wellness Fair, it was a very successful event. Thank you to the sponsors, booths, and volunteers who made this community event happen. Thanks to the generosity of the many who attended, the raffle draw raised over \$570 for the Rothesay High School Adopt a Redhawk Program. Thank you to all the businesses and organizations who donated items for the amazing raffle basket. Rothesay looks forward to bringing this amazing wellness focused event back to Rothesay in 2025!

Garden Club

The Garden Club began in 2022 and runs from April until October each year. The Garden Club had seven members and had a plot at the Scribner Community Garden. The Garden Club members grew and delivered the following vegetables to the KV Food Basket:

- Beans: 19.4 pounds
- Carrots: 40.54 pounds
- Tomatoes: 100.61 pounds

A special thank you to the Garden Club's Worker Bee, Krisann, who volunteered their time to lead the Garden Club. We are excited to have the Garden Club start up again in April 2025!



SJNC: Future Engage

Future Engage is a program offered at the Rothesay HIVE by the Saint John Newcomers Centre. The program began in May 2022 and has continued ever since! Offering a different weekly activity on Thursdays from 10am – 12pm, including card games, chess competitions, digital literacy training, craft sessions, painting classes, historical trips, dance lessons, and much

more. The program is free and open to everyone of all ages, newcomers, and locals! The program's objective is to connect youth with seniors in a flexible virtual or in-person environment where they can share each other's culture, learn skills from one another and socially connect. We look forward to having more Future Engage sessions in 2025.



Age-Friendly Advisory Committee

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

1. Recommendations to Council and other Town Committees with regard to opportunities and initiatives for the eight domains of an age-friendly community (outdoor spaces and buildings, transportation, housing, social participation, respect and social inclusion, civic participation and employment, communication and information, community support, and health services).
2. Promotion of the concept of age-friendliness and identifying opportunities for collaboration with community partners, including in the private, non-profit, and public sectors.
3. Re-assessment of the Age-Friendly Action Plan every three years to maintain the provincial Age Friendly designation.
4. Oversight of the Rothesay Hive Age Friendly Community Centre.

5. The establishment of working groups as deemed necessary by the Committee to fulfill its mandate.
6. Such other matters as may arise from time to time related to age-friendly activities in the community.

In May 2024, Rothesay's Age-Friendly Advisory Committee created and distributed a survey questionnaire with the support of Rothesay Staff. The survey was open from May 22, 2024, until June 28, 2024, for Rothesay residents who are 50 years of age or older. Residents were able to complete the survey online or by requesting a paper copy. Input was received from 143 older adults in Rothesay.

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

Overall, older adults in Rothesay expressed a strong desire for more age-friendly housing options that prioritize accessibility, affordability, and low-maintenance living, transportation options that allow them to age in place, improved infrastructure and facilities, improved communications of programs and services, and more.

Since the beginning of 2024, the Age-Friendly Advisory Committee (AFAC) worked on the required documentation that must be submitted to the Province of New Brunswick to maintain Rothesay's Age-Friendly Community Status with the support of the Age-Friendly & Communications Coordinator. The results of the survey were used to help direct the Age-Friendly Community Action Plan for 2025-2027.

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

VIRTUAL PROGRAMS

2024 Rothesay Hive Virtual Fall Speaker Series

In November, we offered the 2024 Virtual Fall Speaker Series interviews with interesting New Brunswickers. Interviews were pre-recorded and posted each week to the Rothesay HIVE Facebook Group from November 7th to 28th. The following were the topics, speakers, and number of views for each session.

NAME & TITLE	DATE POSTED	VIEWS
JOAN HALL HOVEY, <i>Author</i>	November 7	444
LINCOLN BELL, <i>Beekeeper & Entrepreneur</i>	November 14	742
JIM WILSON, <i>Birder & Naturalist</i>	November 21	172
WILLA MAVIS, <i>Entrepreneur, TV Cooking Show Host, & Author</i>	November 28	812

Mindful Moments Video Series

Throughout the year, videos are posted to the Rothesay HIVE Facebook Group that discuss a mindfulness practice that can help older adults adjust to change, bring more mindfulness into their daily lives, and find ways to improve their mental health and wellbeing. In 2024, we posted 11 Mindful Moments videos compared to 10 in 2023.

VIDEO TITLE	DATE POSTED	VIEWS
Hope in 2024	January 22, 2024	466
Music Therapy	March 25, 2024	1.2K
National Volunteer Week	April 19, 2024	1.1K
SPRING - Nature's Renewal	May 31, 2024	641
Summer of Wellbeing	June 24, 2024	1K
National Ice Cream Day	July 21, 2024	1.2K
National Relaxation Day	August 15, 2024	766
Intergenerational Programs	September 9, 2024	786
all Mood Boosting Activities	October 7, 2024	1.2K
Embrace the Chill	November 18, 2024	784
Holiday Tips & Tricks	December 23, 2024	920

COMMUNICATIONS

Print Communications

At the Rothesay HIVE, older adults can find information on many services and programs that will help them age-in-place. The bulletin board and pamphlet library offer information on a wide range of services accessible to them. Printed copies of *The Buzz* monthly newsletter and monthly activities calendar are available.

Digital Communications

The monthly newsletter is sent by e-mail to community organizations, partners, older adults, and the Age-Friendly Advisory Committee to keep everyone informed about what age-friendly initiatives are happening in Rothesay, New Brunswick, and across Canada. The monthly activities calendar and registration are sent by e-mail to all members and participants. The Rothesay HIVE Facebook Group and Webpage are updated regularly with information on programs and activities. Information is also shared through the town of Rothesay's digital platforms.

In the Community

Information about the Rothesay HIVE is posted on the town of Rothesay's electronic sign on Rothesay Road near the Bill McGuire Centre and on the bulletin board located at East Riverside-Kingshurst Park and Rothesay Town Hall. Information about the Rothesay HIVE is also included in the R-Insider, which is the Rothesay e-newsletter. As well, we cannot underplay the importance of 'word of mouth'. The more people we have sharing information about the Rothesay HIVE with family, friends, neighbours, and community members the better! We often have members bringing their friends and family to the Rothesay HIVE and introducing them to our programs and activities.

Types of Communications Used

- E-mails
- Phone Calls
- Webpage
- Facebook Group
- "The Buzz" Monthly Newsletter
- HIVE Monthly Activities Calendar
- HIVE Bulletin Board
- HIVE Pamphlet Library
- Rothesay Bulletin Boards
- Rothesay Electronic Sign
- Rothesay R-Insider
- Word of Mouth

GIVING THANKS

The success of 2024 is due to the amazing sponsors, community partners, instructors, and volunteers who make up the Rothesay HIVE. We look forward to the opportunity of working with them again in 2025.

2024 Sponsors

Thank you to our generous sponsor of the Rothesay HIVE Café: **Parkland in the Valley**. Their support directly helps keep our programming affordable for seniors on fixed incomes. This allows us to further the Rothesay HIVE's mission to nurture the well-being of seniors in our community. With an ever-growing membership, the Rothesay HIVE is helping seniors improve their physical, emotional, and social well-being thanks to their support.

2024 Community Partners

Thank you to all the community partners who were part of the Rothesay HIVE in 2024:

- Rothesay High School
- Rothesay Elementary School
- Touchstone Academy
- Kennebecasis Valley Fire Department
- Kennebecasis Regional Police Department
- Saint John Newcomers Centre
- Parkland in the Valley
- Kennebecasis Public Library

They have directly helped create a more age-friendly community here in Rothesay by supporting programs, services, or activities at the Rothesay HIVE.

2024 Instructors & Volunteers

Thank you to our instructors and volunteers who run our programs. Without these dedicated people to lead the various classes, we would not be able to offer so many beneficial programs to older adults in the Kennebecasis Valley. We welcomed a new instructor, Catt, with the Bee Mobile exercise class which started in November 2024, and has become a member favourite. This addition has greatly improved the waitlist length and increased capacity for exercise classes. Three of our volunteers received Volunteer Recognition Awards in 2024; Congratulations to Diane, Anne, and Lynne.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: April 8, 2025

SUBJECT: Strategic Planning Consultant – Proposal Award

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award the Strategic Planning project to *Thinkwell Research and Strategy*, at a cost of \$42,250 plus HST, and further that the CAO be authorized to issue a purchase order in that regard.

ORIGIN

The 2025 General Fund Capital Budget includes funding for the engagement of a consultant to create a strategic plan for the town.

BACKGROUND

During the recruitment process to hire a new Chief Administrative Officer for the Town it became evident that a strategic plan, a guiding principles document, was required. The strategic planning consultant will work closely with Council and Staff to create a vision and a direction for the Town complete with measurable action plans. The resulting long-range plan will detail how Council will realize their priorities and move the Town forward through the next five (5) years.

DISCUSSION

A public Request For Proposals (RFP) was advertised on the New Brunswick Opportunities Network (NBON) on March 13, 2025. The RFP closed on March 25, 2025. In response to this proposal call, five (5) compliant submissions were received from consulting firms. Proposals were received from the following firms:

- Thinkwell
- Porter O'Brien
- Dillon
- Portfolio
- Harborlink

The proposals were submitted in sealed envelopes with the Technical and Financial Proposals being submitted under separate cover. The Technical Proposals were reviewed and individually ranked by the Proposal Evaluation Committee that included:

- CAO Brett McLean,
- Treasurer Doug MacDonald,
- Director of Development Mark Reade.

Subsequent to the Technical Proposal Analysis, the Committee opened the sealed envelopes containing the Financial Proposals for each submission. The upset price contained in each proposal was evaluated, ranked and combined with the scores from the technical evaluation.

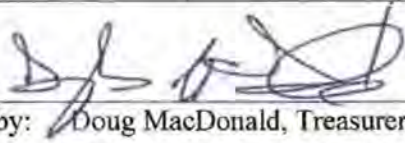
The result of this process was to obtain the highest-ranking proposal for recommendation to Mayor and Council for award. The *Thinkwell* proposal ranked highest overall.

The submission from *Thinkwell* met the requirements of the proposal call, in a manner acceptable to the committee, with a cost-effective bid for the project.

FINANCIAL IMPLICATIONS

The 2025 General Fund Capital Budget included \$25,000.00 for the strategic planning exercise. The net cost of the *Thinkwell* proposal will be \$44,061.68 including the Town's eligible HST rebate. The cost is significantly higher than budget, however the proposal includes the creation of an internal and external communications plan which was budgeted separately in the General Fund in the amount of \$50,000.00.

	Total incl HST	HST rebate	Subtotal	Budget	Budget Variance
<i>Thinkwell</i> Proposal	\$48,587.50	\$4,525.82	\$44,061.68	\$75,000.00	\$30,938.32

Report Reviewed by:  Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

Brett McLean, CAO

DATE: April 8, 2025

SUBJECT: IT Services

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award a service contract to *ispire* to handle the Town's IT requirements. The service contract pricing is provided in a "per month" format and the term will be 12 months, renewable each year on May 1st. The monthly contract price for the 2025-2026 year will be \$7,141.50 per month including HST.

ORIGIN

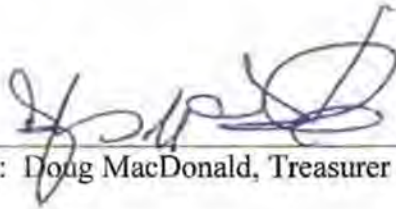
Council has expressed interest in outsourcing Town IT services which include server maintenance, workstation maintenance for the entire organization, firewall services and general IT support.

DISCUSSION

Staff vetted a number of firms capable of providing IT services to the Town and are recommending sole source procurement from *ispire*. Among their many qualifications, *ispire* provides IT services to Hampton, Quispamsis and Grand Bay Westfield. Staff are of the opinion that this firm is imminently qualified to provide IT service to Rothesay.

FINANCIAL IMPLICATIONS

The 2025 General Fund Budget does not include funding to outsource the Town's IT services. The net cost for the remainder of 2025 will be \$51,810.28 which will be funded from the General Fund Operating Reserve. The ongoing cost of an IT service contract, regardless of the service provider, will be included as a standard line item in future operating budgets.



Report Reviewed by: Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: April 8, 2025

SUBJECT: Street Lighting Installation – Hampton Road

RECOMMENDATION

It is recommended that Council accept the submission from Morehouse Electrical to supply and energize four (4) new double-armed, overhead lights in the crosswalk islands along Hampton Road in the amount of \$60,420.33 plus HST, and further that the CAO be authorized to issue a purchase order in that regard.

ORIGIN

The Town routinely receives complaints regarding the lighting levels at the crosswalks along Hampton Road.

BACKGROUND

When Hampton Road was redeveloped in 2015 the design included two (2) signalized pedestrian crossings, one at Marr Road and one at Oakville Lane, and 4 unsignalized crossings. The unsignalized crossings, with the exception of the one at Parkdale, are not coincident with street intersections and therefore have little or no light from the South side of the street. The decorative lighting of the north side of the street does not cast light across the entire width of the street. The

Works and Utilities Committee has dealt with several requests for additional lighting at these crossings.

DISCUSSION

Lighted crosswalks in Rothesay generally include RA-5 type flashing beacon signals with audible controls. The inclusion of RA-5 crossing infrastructure along Hampton Road given the proximity of crosswalks, coupled with the two (2) signalized intersections already in existence, is not recommended. Staff are of the opinion that a centre mounted pole, contained within each traffic island and equipped with an LED light head mounted on a pole arm that extend to the centre of each travelling lane is the best solution to maintain traffic flow and improve visibility for pedestrians and motorists.

QUOTATIONS

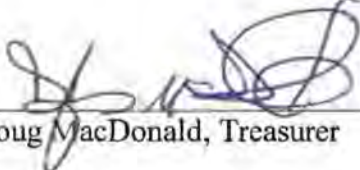
A quote to supply and energize the four (4) pedestrian lights was received from the following qualified supplier:

Morehouse Electrical \$60,420.33 plus HST

FINANCIAL IMPLICATIONS

The 2025 General Fund Operating Budget does not include a line item to cover the cost of the pedestrian lighting. Staff are of the opinion that the lighting is necessary given the number of complaints received and recommend award of the project to be funded from the General Fund Capital Reserve. If approved by Council the completed cost of the project, including net HST, will be \$63,011.15

Item	Total including HST	HST rebate	Subtotal
4 Lights	69,483.37	6,472.22	63,011.15

Report Reviewed by:  _____
Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: April 8, 2025

SUBJECT: Contract T-2025-003: Tandem Truck with Plow

RECOMMENDATION

It is recommended that:

- 1) Equipment Supply Tender T-2025-003: Tandem Truck with Plow, be awarded to the low tenderer, Universal Truck and Trailer, at the tendered price of \$239,475.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard; and
- 2) The installation of Tenco plow rigging be awarded to Applied Pressure Inc., in the amount of \$73,649.04 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2025 General Fund Capital Budget included funds to purchase and rig (as required for winter maintenance) a Tandem Truck with Plow to serve the Rothesay Public Works Department.

BACKGROUND

The 2025 General Fund Capital Budget included funding for the purchase of a Tandem Truck with Plow to replace a resource that is currently 16 years old. A tender call for the supply of this truck was issued through the New Brunswick Opportunities Network on March 11, 2025.

All plow trucks owned by the Town are equipped with Tenco plows and rigging. The Town's mechanic is familiar with the installation and repair of this type of equipment and the Town's entire parts inventory is for this type of equipment. For these reasons, the plow rigging was previously approved by council and pre-ordered in the amount of \$117,000 plus tax from Parts for Trucks Inc., who is the local distributor for Tenco equipment.

TENDER RESULTS

Tenders for the Tandem Dump Truck closed on April 7, 2025, with the following results:

1. Universal Truck and Trailer, Saint John, NB \$239,475.00 plus HST

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

FINANCIAL IMPLICATIONS

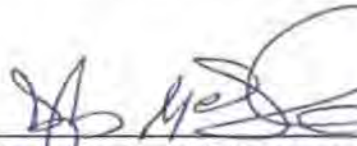
The tender includes the supply of equipment that will be charged against the 2025 General Fund Capital Budget. Assuming award of the contract to the low tenderer, a budget analysis has been completed.

The analysis concludes that a total amount of \$440,000.00 was provided in the General Fund Capital Budget for the purchase a tandem truck with and associated plow equipment. The delivered cost of the 2025 Freightliner plow truck package will be \$249,743.69, factoring in the Town's eligible HST rebate.

Equipment	Total (incl. HST)	HST Rebate	Net Town	Budget	Difference
Tandem Dump Truck	\$275,396.25	\$25,652.56	\$249,743.69		
Plow Installation	\$84,696.40	\$7,889.29	\$76,807.11		
Plow rigging	\$134,550.00	\$12,533.04	\$122,016.96		
Total	\$494,642.65	\$46,074.89	\$448,567.76	\$440,000.00	(\$8,567.76)

The cost overrun of \$8,567.76 will be managed within the overall approved 2025 General Fund Capital Budget envelope.


Report Prepared by: Tim Colwell, Director of Operations


Report Reviewed by: Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: April 8, 2025

SUBJECT: Truck Purchase- Works Department

RECOMMENDATION

It is recommended that Council accept the submission from MacDonald GMC for the purchase of a 2500 series Truck, 8-cylinder diesel, automatic transmission, 4x4, with A/C, and required safety features for the purchase price of \$74,723.50 plus HST for the Rothesay Works Department and further that the CAO be authorized to issue a purchase order in that regard.

ORIGIN

The 2025 General Fund Capital Budget included an amount of \$70,000 for the purchase of a crew truck for the Rothesay Works Department.

BACKGROUND

Several vehicle retailers were contacted and asked to submit quotes. The following quotes were submitted:

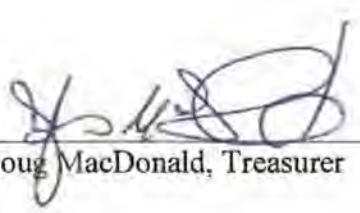
Dobson Chrysler Dodge	\$86,304.68 incl HST
MacDonald GMC	\$86,132.03 incl HST

FINANCIAL IMPLICATIONS

The 2025 General Fund Capital Budget included an amount of \$70,000 for the purchase of a crew truck for the Rothesay Works Department. The delivered cost of the 2025 GMC 4WD Truck will be \$78,109.01 including the Town's eligible HST rebate. The budget variance will be managed within the overall 2025 approved General Fund Capital Budget envelope.

Total incl HST	HST Rebate	Subtotal	Budget	Variance
\$86,132.03	\$8,023.02	\$78,109.01	\$70,000	\$8,109.01

Report Reviewed by:


Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: April 8, 2025

SUBJECT: Summer Daytime Shuttle Service – Kennebecasis Valley

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the CAO to enter into an agreement with Quispamsis to cost share a summer daytime shuttle service, to operate seven days a week serving recreation and shopping destinations with connections to the Comex Bus service, in an amount not to exceed \$125,000 in total.

ORIGIN

Staff have been in conversation, (with the consent of Council provided at their meeting of February 10, 2025), with Quispamsis staff regarding a potential KV shuttle service to be provided throughout the summer months.

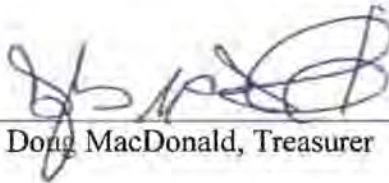
DISCUSSION

The shuttle would have an equal number of stops (yet to be defined) in Rothesay and Quispamsis therefore the proposal is to equally share the cost of the service. The projected cost of \$125,000 is based on the daily rate charged by local suppliers to supply a driver and a 16 passenger mini bus

multiplied by 90 days of service from June to September. Staff from both towns have broached the subject of a summer shuttle service with members of the Fundy Region Service Commission (FRSC) in attempt to procure funding as a regional transportation pilot project. The FRSC was interested in the idea and convened meetings with Saint John Transit to explore the possibility. It became clear to staff that providing the daytime shuttle service through such a partnership with FRSC and Saint John Transit would be much more complex than originally anticipated and would also be extremely costly.

FINANCIAL IMPLICATIONS

The 2025 General Fund Budget does not include funding for Rothesay's share of the proposed daytime shuttle service. Staff believe there is valuable data to be collected from such a project; data that may allow both towns to present a more compelling case to the FRSC for funding of this, or an expanded service, in the future. The total cost to Rothesay is expected be in the order of \$62,500 and, if approved by Council, will be funded from the General Fund Operating Reserve.



Report Reviewed by: Doug MacDonald, Treasurer

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




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
14-April-2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: March 25th, 2025

SUBJECT: Rothesay Common Roof Replacement

RECOMMENDATION

It is recommended that Mayor and Council approve the bid submitted by Dugay Roofing in the amount of \$22,752.75 including HST for the supply and installation of new roof shingles for the Rothesay Common Skatehouse.

ORIGIN

Weather conditions combined with the use of a lower-quality product, have caused the roof shingles on the Rothesay Common Skatehouse to deteriorate much faster than expected.

BACKGROUND

The Rothesay Common opened in 2015, and despite being only 10 years old, the asphalt shingles have deteriorated significantly faster than expected. High winds and exposure to the elements have caused many of the shingles to blow off, leaving large sections of the roof unprotected. Given the extent of the damage, replacement is necessary to prevent further

deterioration and other potential issues. Warranty claim has been pursued and denied by manufacturer.

BID RESULTS


Dugay Roofing	\$19,785.00 plus HST
DOWD Roofing	\$19,950.00 plus HST
Fundy Roofing	\$21,500.00 plus HST

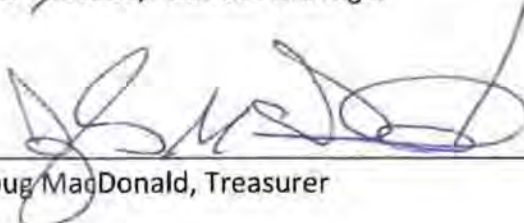
ANALYSIS

The bids and specifications were reviewed by staff and were found to be formal in all respects. Staff believes the Dugay Roofing has fully met all requirements and specifications outlined in the request for quotations and recommends acceptance of their bid.

FINANCIAL IMPLICATIONS

The 2025 capital budget did not include funding for replacement of the roof at the Rothesay Common Skatehouse. It is recommended that, if approved by Council, the project will be funded from the 2025 General Fund Reserve Account

Report Prepared by: 
Ryan Kincade, Facilities Manager

Report Reviewed by: 
Doug MacDonald, Treasurer

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




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
14-April-2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: March 25th, 2025

SUBJECT: Rothesay Arena -Compressor replacement

RECOMMENDATION

It is recommended that Mayor and Council accept the bid submitted by CIMCO in the amount of \$102,062.50 including HST for the supply and installation of the replacement compressor at the Rothesay Arena

ORIGIN

The 2025 General Fund Budget included funds to replace the 36-year-old compressor that serves the ice plant at the Rothesay Arena.

BACKGROUND

The 2025 General Fund Capital budgeted included funding to replace the compressor at the Rothesay Arena. The scope will include the supply and installation of a belt-driver Mycom

N6WA reciprocating compressor packet. The current equipment has reached its lifespan and is no longer reliable.

BID RESULTS

CIMCO	\$88,750.00 Plus HST
Black & MacDonald	\$94,675.00 Plus HST

ANALYSIS

The bid and specifications were reviewed by staff and were found to be formal in all respects. Staff believes the lowest bidder has fully met all requirements and specifications outlined in the request for quotations and recommends the acceptance of their tender.


FINANCIAL IMPLICATIONS

The bid includes the supply and installation of equipment that will be charged against the 2025 General Fund Capital Budget. Assuming awarded to the low bidder; a budgeted analysis has been completed.

The analysis concluded that a total amount of \$100,000.00 was provided in the General Fund Capital Budget for the replacement of a compressor that serves the Rothesay Arena. The completed cost of the lowest bid CIMCO, will be \$92,555.60 including the Town's HST rebate.

Total Incl. HST	HST Rebate	Subtotal	Budget	Variance
\$102,062.50	\$9,506.90	\$92,555.60	\$100,000.00	\$7,444.40

Report Prepared by: 
Ryan Kincade, Facilities Manager

Report Reviewed by: 
Doug MacDonald, Treasurer



70 Hampton Road 14
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 14, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: April 14, 2025

SUBJECT: Wells Park Service Building

RECOMMENDATION

It is recommended that Mayor and Council award contract: Wells Park Service Building in the amount of \$56 500.00(plus hst) to Ramsay Construction and further that the Director of Parks and Recreation be authorized to issue a purchase order in that regard.

ORIGIN

The 2025 General Fund Capital Budget included an amount of \$60.000 for the construction of a small (24' x 28') service building for Wells Park.

BACKGROUND

As part of the ongoing development of the park, which includes a dog park, playground, tennis/pickleball courts, trail system, new recreation building, and three playing fields, staff have identified the need for a small storage building to support the operations and maintenance of these facilities. The service building will provide space for lighting controls for the softball field and safe and secure storage for maintenance equipment for the park.

Local contractors were contacted to submit quotes. Results included below:

Ramsay Construction		\$56 500. 00 plus HST
Mitchell McLean Contracting		\$71 835.00plus HST


Financial Implications

The 2025 Recreation Capital Budget included funding relating to this project in the amount of \$60 000


After deducting the HST rebate payable to the Town the net cost of the project, should the proposal be accepted, is \$58,925 or \$1,075 less than budgeted.

FINANCIAL IMPLICATIONS

Report Prepared by:


Charles Jensen, Director of Parks and Recreation

Report Reviewed by:


Doug MacDorjald, Treasurer

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