

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 February 10 Open Session FINAL_001

ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, February 10, 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 13 January 2025

5. DECLARATION OF CONFLICT OF INTEREST

6. OPENING REMARKS OF COUNCIL

7. DELEGATIONS

8. CONSENT AGENDA

- | | | |
|-----|------------------|---|
| 8.1 | 23 December 2024 | Letter from Quispamsis to Kennebecasis Regional Joint Board of Police Commissioners RE: budget approval |
| 8.2 | 20 January 2025 | Letter from Quispamsis to Kennebecasis Public Library RE: budget approval |
| 8.3 | 20 January 2025 | Letter from Quispamsis to Kennebecasis Valley Fire Department Inc. RE: budget approval |
| 8.4 | 24 January 2025 | Information Letter from National Farmers Union – NB |
| 8.5 | February 2025 | Message from Minister Kennedy RE: Fiscal Reform Update |
| 8.6 | 3 January 2025 | Thank you letter from Junior Achievement New Brunswick |
| 8.7 | 17 January 2025 | Letter to sanitary sewer users RE: Wastewater Treatment Facility Upgrade |
| 8.8 | 5 February 2025 | Email from NB Power RE: Public Meeting |

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

10. CORRESPONDENCE FOR ACTION

- 10.1 31 January 2025 Correspondence from resident RE: Access to Renforth Ice Fishing
Refer to CAO for a response

- 10.2 16 January 2025 Letter from the Canadian Union of Postal Workers RE: Industrial Inquiry Commission Reviewing Canada Post
Refer to CAO for a response

- 10.3 4 February 2025 Email RE: World Hemophilia Day (April 17)
Add to social media annual messaging list

11. REPORTS**11.0 February 2025****Report from Closed Session**

- 11.1 27 November 2024 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting minutes
- 22 January 2025 KRJBPC Chief's Report
- December 2024 KRJBPC Budget vs. Actuals
- 11.2 31 December 2024 Draft unaudited Rothesay General Fund Financial Statements
- 31 December 2024 Draft unaudited Rothesay Utility Fund Financial Statements
- 23 January 2025 Draft Finance Committee meeting minutes
- KV Food Basket
- 11.3 21 January 2025 Draft Age Friendly Advisory Committee meeting minutes
- 11.4 21 January 2025 Draft Parks and Recreation Committee meeting minutes
- Parks and Recreation Update
- 11.5 22 January 2025 Draft Works and Utilities Committee meeting minutes
- 11.6 January 2025 Monthly Building Permit Report
- 11.7 5 February 2025 Capital Projects Summary

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***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**ADMINISTRATION/FINANCE****13.1 Local Improvement Levy – Kennebecasis Park**

- 1 February 2025 Memorandum from Town Clerk Banks
- 10 February 2025 Warrant of Assessment

13.2 Local Improvement Levy – Mulberry Lane

- 1 February 2025 Memorandum from Town Clerk Banks
- 10 February 20245 Warrant of Assessment

ROTHESAY

Regular Council Meeting
Agenda

-3-

10 February 2025

OPERATIONS

13.3 2025 Asphalt Resurfacing Program (Engineering)

29 January 2025 Report prepared by CAO McLean

13.4 Bedrock Well Investigation

29 January 2025 Report prepared by CAO McLean

13.5 Equipment Supply – Boom Flail Mower

29 January 2025 Report prepared by CAO McLean

13.6 Equipment Supply – Wood Chipper

3 February 2025 Report prepared by CAO McLean

13.7 Contract R-2025-002 Wells Park Roadway and Parking Lot Lighting

10 February 2025 Report prepared by DRP Jensen

13.8 Contract R-2025-003 Wells Park Softball Field Lighting

10 February 2025 Report prepared by DRP Jensen

COUNCIL REQUESTS

13.9 14-16 Watercrest Road

3 February 2025 Email and presentation

14. NEXT MEETING

Regular meeting Monday, March 10, 2025 at 7:00 p.m.

15. ADJOURNMENT

December 23, 2024

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

Dear Chief Gourdeau:

On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentation of the proposed 2025 Kennebecasis Regional Joint Board of Police Commissioners Budget to the Joint Quispamsis and Rothesay Finance Committee on September 26, 2024.

I am pleased to confirm the Quispamsis Town Council, at its December 10, 2024 Regular Meeting, approved the KRJBPC's 2025 Budget as part of its overall budget approval process. This included an allocation of \$5,181,660.00 as Quispamsis' proportionate share of the annual 2025 Police Budget.

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

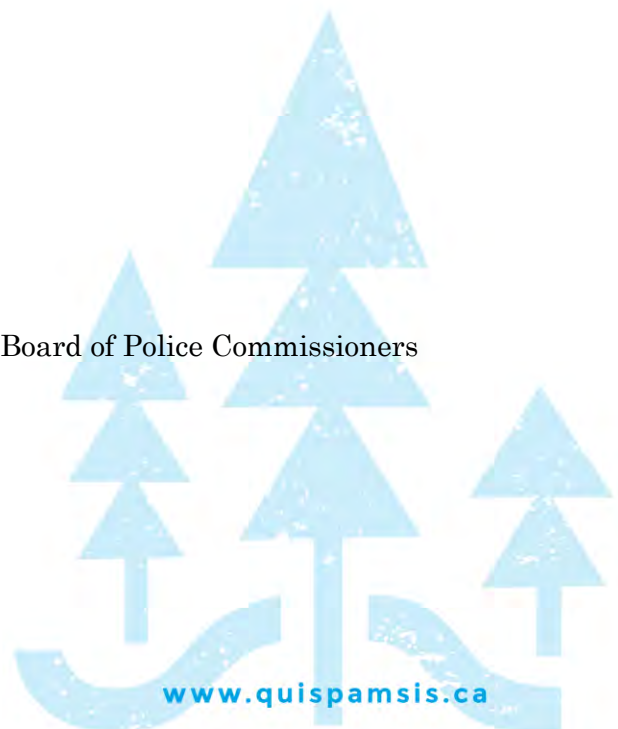
Trusting this meets with your approval and wishing you all the best in 2025!

Yours truly,



Lisa MacInnis
Town Clerk

cc: Chair Kevin Darling, Kennebecasis Regional Joint Board of Police Commissioners
Mayor & Council, Town of Rothesay



January 20, 2025

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

Dear Ms. Emerson:

On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentation of the proposed 2025 Kennebecasis Public Library Budget to the Joint Quispamsis and Rothesay Finance Committee on September 26, 2024.

I am pleased to confirm the Quispamsis Town Council, at its December 10, 2024 Special Meeting, approved the Kennebecasis Public Library's 2025 Budget as part of its overall budget approval process. This included an allocation of \$152,014 representing Quispamsis' proportionate share of the Annual 2025 Library budget.

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

Trusting this meets with your approval and wishing you all the best in 2025!

Yours truly,



Lisa MacInnis
Town Clerk

cc: Chair Crystal Hansen, Kennebecasis Public Library Board
Mayor & Council, Town of Rothesay



January 20, 2025

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

Dear Chief Boyle:

On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentation of the proposed 2024 Kennebecasis Valley Fire Department Inc.'s Budget to the Joint Quispamsis and Rothesay Finance Committee on September 26, 2024.

I am pleased to confirm the Quispamsis Town Council, at its December 10, 2024 Regular Meeting, approved the Kennebecasis Valley Fire Department Inc.'s 2025 Budget as part of its overall budget approval process. This included an allocation of \$4,121,499 representing Quispamsis' proportionate share of the 2025 annual operating Fire budget and \$71,002 representing Quispamsis' proportionate share of the 2025 annual capital Fire budget.

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

Trusting this meets with your approval and wishing you all the best in 2025!

Yours truly,



Lisa MacInnis
Town Clerk

cc: Chair Stephane Bolduc, Kennebecasis Valley Fire Department Board of Directors
Mayor & Council, Town of Rothesay



January 24, 2025

Rothesay

With many changes to municipalities, rural communities and cities in the last two years the National Farmers Union in New Brunswick wants to re-introduce ourselves and offer our support to you. Local government and other reforms have reshaped many communities and can greatly impact agriculture in our province. NB agriculture, agri-food and beverage production accounts for 3.5% of the provinces GDP (surpassed only by forestry), and we believe it's important to have consistent and open dialogue with all levels of government.

We work closely with the Department of Agriculture, Aquaculture and Fisheries, and want to offer our availability to support municipalities, rural communities and cities to ensure the longevity and prosperity of our sector. For example, we are actively involved in policy feedback at all government levels. We also encourage local governments to ensure they have representatives on their councils, boards, and committees with experience in the agricultural sector.

The NFU-NB is one of two accredited agricultural organizations in the province and represent all commodities from all areas of the province, and non-profit organization. We promote policies that aim to revitalize agriculture in New Brunswick by strengthening small and medium scale farms. Our goal is to work together to build a sustainable food system, and achieve agricultural policies which will ensure dignity and security of income for farm families while enhancing the land for future generations.

For over 50 years the National Farmers Union has been and continues to be committed to family and collective farms, promoting agroecology and food sovereignty. The NFU vision for farmers, consumers and the earth is embedded in social and economic justice both in Canada and internationally. On local, national and international levels, the NFU advocates alternative structures and government policies that resist corporate control of food.

You may be familiar with our work for New Brunswick's farmers' markets; we produce a bi-annual map of all NB farmers' markets that is distributed through all markets, tourism information centres and public libraries in the province. We also represent NB farmers' markets at the Canadian Farmers' Market coalition and will be hosting New Brunswick's first farmers' market conference this year.

After the formation of the Black, Indigenous, and People of Colour (BIPOC) Caucus in our National organization in 2021, the NFU-NB over the last two years has organized events and networking opportunities for people from the BIPOC communities who are interested in or actively involved in agriculture and food systems. We continue to strive to increase diversity, inclusion, and equality in farming.

We are particularly concerned and involved in projects that address:

- **Food Insecurity** - New Brunswick ranks as one of the three provinces with the highest levels of food insecurity in Canada.
- **Farmland Protection** - New Brunswick lost 18% of farmland from 2016 to 2021 and continues to lose farmland at an equal or increased rate. We suggest that policies to limit

Strong Communities. Sound Policies. Sustainable Farms.

Des communautés solidaires et des politiques sensées pour une agriculture durable.



- suburban sprawl and development of prime agricultural land, and identifying and developing marginal land are necessary to longevity of the sector.
- **Farm Income & Debt** - Despite record farm cash receipts and that NB agriculture, agri-food and beverage production accounts for 3.5% of the provinces GDP (surpassed only by forestry); New Brunswick farmers keep less than 10% of every dollar they earn after they pay their bills.
 - **Agroecology** - We advocate for agroecology, which is a holistic approach to food production that uses—and creates—social, cultural, economic and environmental knowledge to promote food sovereignty, social justice, economic sustainability, and healthy agricultural ecosystems. In part agroecology relies on adopting regenerative agriculture practices, which farms need ongoing government support to transition to.
 - **Local Procurement** – The Local Food and Beverage Strategy aims to increase opportunities for local food and beverages companies in the procurement of local food into provincial public institutions by working with other departments and promoting policies such as GNB Policy AD-1709.
 - **Rural Communities & Infrastructure** - The loss of family farms severely changes and impoverishes rural communities, the landscape, the biodiversity, and the environment. Infrastructure support is essential to the farming sector, needing to transport goods on NB roads and power their operations.
 - **Indigenous Stewardship** - The National Farmers Union has a long-standing commitment to act in solidarity with Indigenous Peoples.

We thank you for your time and look forward to working with you and your local government. We are always available to meet or discuss if you have any further questions.

Data Brainanta,
President - National Farmers Union in New Brunswick

Fiscal Reform

**Working in partnership for Viable
and Sustainable Communities**

February 2025

A MESSAGE FROM THE MINISTER

I am pleased to share our first update on fiscal reform! In the coming months we plan to provide on-going communication to keep our partners informed about our progress and key milestones on this initiative.

Having worked for the town of Quispamsis for more than a decade, I understand the challenges local governments and regional service commissions face and their important role in delivering services to New Brunswickers.

Our government recognizes the financial pressures related to planning and delivering services impacted by population growth, aging infrastructure, and growing deficits. We also understand that local governments are delivering new support services to citizens. These include such things as support for food banks, settlement services, support for homelessness and increased public safety services.

As you may know, the provincial government has been collaborating with local, rural, and regional partners as part of a fiscal reform working group. Members of this group, selected by your associations, have been sharing valuable on-the-ground insights to ensure priorities and challenges at the local and regional levels are raised and considered. Thank you to everyone who has taken the time to share their ideas and represent the diverse perspectives of your members.

I can assure you that fiscal reform remains a top priority for me and our government, and we are committed to delivering a fair funding model that ensures communities can plan and deliver services effectively into the future.

I look forward to continuing to engage with you on this very important initiative.

The Honourable Aaron Kennedy
Minister, Local Government



A LOOK BACK: EARLY STEPS TOWARDS FISCAL REFORM

In January 2023, changes to the property tax structure were made including local rate flexibility on non-residential properties and the introduction of rate flexibility on heavy industrial properties. Other property taxation adjustments benefitting local governments included:

- Variable tax rates within local governments to reflect different levels of service.
- A phase-in of any tax adjustments (increases or decreases) that were a result of the restructuring to minimize the impacts to property owners.

We are now working with our partners on more comprehensive fiscal reform.

WHY FISCAL REFORM?



Local government revenues have become increasingly reliant on property taxes, on average 84% compared to 60% in 1990.



Local governments are facing increased cost pressures due to inflation, aging infrastructure, rapid population growth and service delivery needs.



The Community Funding Grant does not meet the needs of the local governance structure.



Local governments are asking for diversification of funding to support predictability.

The goal of fiscal reform is to create a new funding model that meets the needs of the current local governance structure and achieves the following principles:

Fairness and Equity

The same rules should apply for all local governments while ensuring they can deliver services.

Simplicity

The funding model should be simple to apply and understand while achieving the desired outcomes.

Predictability & Stability

Funding should reflect a local government's annual need, while trying to avoid large fluctuations from year to year to ensure predictability for planning purposes.

Adequacy

The funding model must enable local governments to have access to sufficient revenues to permit them to provide reasonably comparable services at reasonably comparable levels of taxation.

Transparency

The funding model should be easy to understand how it works and should show how revenues tie to the expenditures.

Neutrality

The funding model should be formula driven and include factors over which the province or local governments have no influence and is not impacted by local government budget decisions.

WORKING IN PARTNERSHIP

In May 2024, GNB invited municipal associations, regional service commissions (RSCs) and rural districts (RDs) to partner on fiscal reform and help create a working group.

The fiscal reform working group is comprised of representatives from GNB, the municipal associations, local governments, RSCs and the RDs. Members representing local governments were selected by the municipal associations to reflect a range of experience and expertise in local governance and provide diverse perspectives from across the province. Two CEOs representing the views of the 12 RSCs were also engaged. RDs are represented internally through a rural district manager. Other GNB departments such as: Finance and Treasury Board, the Regional Development Corporation, Justice and Public Safety, Executive Council, Transportation and Infrastructure and Service New Brunswick participated as part of an internal steering committee to integrate organizational perspectives and ensure program alignment.

Together, we determined that local governments are facing a shortfall of approximately \$200 Million. We will continue to work in collaboration with our partners with the goal of introducing solutions in the Legislature by spring 2025 in time for 2026 budgets.

On December 18th, Premier Susan Holt hosted an engagement session with UMN and AFMN to hear their perspectives on several topics including fiscal reform.



OUR TIMELINE

**June – December
2024**



Working group engagement and internal data analysis.

**January - March
2025**



Identify, evaluate and test potential solutions.



Engage with broader local, regional and rural audiences.

**Spring
2025**

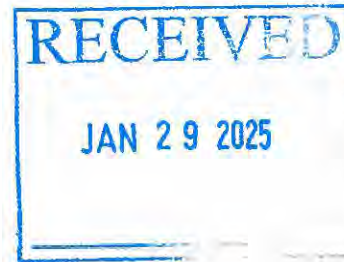


Propose solutions to government in time for 2026 municipal budgets

UPCOMING INFORMATION SESSIONS

Check your email in the coming weeks for an invitation to virtual information sessions to learn more about fiscal reform and the work that's being undertaken together!

For questions on fiscal reform, contact the GNB Local Government Division vibrantNBDynamique@gnb.ca or reach out to your municipal association.



January 3, 2025

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

Attention: Brent MacLean

Dear Brent,

On behalf of the Board of Directors of Junior Achievement New Brunswick, I would like to thank you for your investment in Junior Achievement Programs! Please find enclosed your charitable receipt.

Thanks in part to your support, more than 32,000 young New Brunswickers will be able to participate in life-changing programs centred around Financial Literacy, Work Readiness and Entrepreneurship completely free of charge. The Junior Achievement Digital Campus (www.jacampus.org), our state-of-the-art learning platform, houses our suite of enrichment programs for students in grades 3 – 12 and provides our young people with the skills and understanding they will need to succeed. We also have a suite of hands-on programs that hundreds of volunteers take into the classroom setting each year and also provide opportunities for mentorship.

JA looks primarily to community organizations and businesses to provide funding to our organization. It is through your belief in our programs that JA New Brunswick can continue our mission of preparing young people for a successful future, right here in New Brunswick!

We at JA New Brunswick hold our donors and external stakeholders in great esteem! Thank you for being a part of the JA community and ensuring the next generation of New Brunswick's leaders are prepared to succeed. Success Starts Here!

Sincerely,

Kristy MacKinnon
Program and Community Partners Manager
Junior Achievement New Brunswick

Thank you so much
for your generous
support!

All the best.
K



January 17, 2025

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothestay@rothesay.ca
www.rothesay.ca

Re: Town of Rothesay Wastewater Treatment Facility Upgrade Project, Rothesay, NB

This letter is intended to inform you that the town of Rothesay (the Town) has been approved for financial support under Infrastructure Canada's (INFC) Investing in Canada Infrastructure Program (ICIP) to conduct an upgrade of its wastewater treatment facilities. This letter will provide you with introductory information on the proposed Project.

The Town is proposing to upgrade its wastewater treatment system located in Rothesay, New Brunswick, which will see a new wastewater treatment facility (WWTF) constructed along the east side of the Kennebecasis River (**Figure 1**). The Town has retained Dillon Consulting Limited (Dillon), in partnership with Jacobs Engineering Group Inc. (Jacobs), for the design of a mechanical wastewater treatment facility to be constructed at the site of the existing Fairvale Lagoon (**Figure 1**). By upgrading to a new mechanical WWTF, the Town's objectives are to construct a facility that consistently meets minimum treatment requirements with the ability to meet stricter requirements in the future, accommodate municipal growth, and improve the quality of the treated effluent that is currently discharged to the Kennebecasis River. Once the new WWTF is operational, all wastewater collected by the Town sewer network will be directed to the new WWTF. The Fairvale Lagoons will no longer be used for routine treatment of wastewater, and two other existing lagoons serving the neighbourhoods of Renforth and Kennebecasis Park will be taken out of service.

The site of the Project is located on PID 00246504, which is owned by Rothesay. The footprint of the new Project will be located within the footprint of the current Fairvale Lagoon, which has been operating on its current site for over 40 years. The site is located adjacent to the Kennebecasis River, and the Project work area is located approximately 250 m from the river, and approximately 15 m from Salmon Creek. Salmon Creek is a small stream that was re-routed during the original construction of the Fairvale Lagoon. However, for clarity, there will be no in-water work associated with this Project. As part of the environmental impact assessment (EIA) being conducted, the Project is being assessed for potential impacts to wildlife/bird/fish habitats, wetlands, water quality, air quality, and vegetation. The project is located within the Town and impacts to natural habitats are thought to be low.

Because the Project is a sewage disposal/treatment facility, it requires an EIA registration under the New Brunswick *Environmental Impact Assessment Regulation*. Assessment work is currently underway. On April 29, 2024, the Project was registered for a provincial EIA review with the Minister of Environment and Climate Change. The EIA registration document is available to review on the NBDELG website using the following link:

<https://www2.gnb.ca/content/dam/gnb/Departments/env/pdf/EIA-EIE/Registrations-Engagements/documents/eia-registration-1629.pdf>

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

The Town would be pleased to provide a copy of the EIA registration document to interested parties upon request. At the end of the EIA review, the Minister of Environment and Climate Change will decide as to whether or not the Project may proceed and under what conditions. This decision would be based on subject matter experts reviewing the EIA, as well as feedback from the public and key stakeholders.

Prior to proceeding with this Project, we would like to know if you, a member of the community, have any questions or concerns regarding potential impacts of the proposed Project. To facilitate a coordinated discussion and response to your questions, the Town has asked its environmental consultant, Dillon Consulting, to be your initial point of contact for any inquiries related to this proposed Project.

Should you require additional information about the proposed Project or would like to have further discussions via an in-person or virtual meeting, please contact **Christine Gan** at Dillon by telephone at 603.329.0020, or by email at cgan@dillon.ca. We would appreciate hearing back from you by February 28th, 2025. If it is not possible to respond within this time frame, would you kindly advise of an acceptable timeframe that meets your needs.

Should you wish to see additional information related to this project, residents can use the QR code below to access the EIA documents that provides an update to the project based on preliminary engineering.

Thank you in advance for your consideration to this request and we look forward to hearing from you.

Sincerely,



Dr. Nancy Grant Mayor



Enclosure(s) or Attachment(s): Figure 1. Project Location



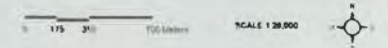
ROTHESAY WASTEWATER TREATMENT SYSTEM UPGRADE PROJECT

ENVIRONMENTAL IMPACT ASSESSMENT

PROJECT LOCATION

FIGURE 1

- Subject Property
- Lagoon (Not Decommissioned)
- Lagoon (To be Decommissioned)
- Mechanical Plant
- Cell 2 Upgrades



MAP CREATED BY: CHW
MAP CHECKED BY: BP
MAP PROJECTION: NAD 1983 CSRS NEW BRUNSWICK STEREOGRAPHIC



PROJECT 21-3099
STATUS: DRAFT
DATE: 2024-10-16

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, February 5, 2025 11:59 AM
To: Liz Hazlett
Subject: FW: Invitation to Rothesay Public Meeting – Feb. 11

From: Labbe, Nathalie <NLabbe@nbpower.com> on behalf of Poirier, Nicole <NPoirier@nbpower.com>
Sent: Wednesday, February 5, 2025 9:54:02 AM
To: Nancy Grant <nancygrant@rothesay.ca>; Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Bill McGuire <billmcguire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Don Shea <donshea@rothesay.ca>
Cc: Poirier, Nicole <NPoirier@nbpower.com>; Purcell, Kathy <KPurcell@nbpower.com>
Subject: Invitation to Rothesay Public Meeting – Feb. 11

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

Good morning,

We are pleased to announce the date for the Rothesay Public Meeting hosted by NB power to focus on power reliability in the area. We hope you can participate in this important event to encourage open dialogue with local residents and stakeholders. We are having a private session for the town council members before the residents meeting to allow you time to ask questions of the team if you wish.

Date: Tuesday, February 11, 2025

Time:

- Elected officials: 5:30 – 6:00 pm
- Residents: 6:00 – 8:00 pm

Location: Wells Community Centre, 75 French Village Road, Rothesay, NB

During the event, we will have stations set up with our team of experts available to have one-on-one discussions to answer questions regarding key topics of concern for area residents, including:

- The power grid
- A snapshot of the past year and reliability in Rothesay
- The restoration process
- Our vegetation management approach

Your participation is welcome as we work together to build trust and improve reliability of services in Rothesay. If you have questions or require more information, please feel free to reach out to me directly. We look forward to your participation and a productive session to address community needs and concerns.

Sincerely,
Nicole

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

Le présent courriel (y compris toute pièce jointe) s'adresse uniquement à son destinataire, qu'il soit une personne ou un organisme, et pourrait comporter des renseignements privilégiés ou confidentiels. Si vous n'êtes pas le destinataire du courriel, il est interdit d'utiliser, de revoir, de retransmettre, de distribuer, de disséminer, de copier ou d'imprimer ce courriel, d'agir en vous y fiant ou de vous en servir de toute autre façon. Si vous avez reçu le présent courriel par erreur, prière de communiquer avec l'expéditeur et d'éliminer l'original du courriel, ainsi que toute copie électronique ou imprimée de celui-ci, immédiatement. Nous sommes reconnaissants de votre collaboration.

From: [Nancy Grant](#)
To: [Brett McLean](#); [Mary Jane Banks](#)
Subject: Fwd: Access to Renforth Ice Fishing
Date: Friday, January 31, 2025 9:57:58 AM
Attachments: [Access to Renforth Ice Fishing – A Personal Perspective.pdf](#)

Dr. Nancy Grant
Mayor

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

From:
Sent: Friday, January 31, 2025 9:43:46 AM
To: Nancy Grant <nancygrant@rothesay.ca>; Matthew Alexander <matthewalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Bill McGuire <billmcguire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Don Shea <donshea@rothesay.ca>
Subject: Access to Renforth Ice Fishing

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

Dear Mayor Grant and Council,

I hope you're all doing well. I wanted to take a moment to share how the recent access changes at Renforth have impacted my family and the broader ice-fishing community. I've attached a short letter outlining my perspective.

I appreciate your time and consideration and hope we can find a balanced solution that works for everyone.

Best regards,

28 Allan Ave
Rothesay, NB

Jan 31, 2025

Mayor Grant and Members of the Council
Town of Rothesay

Subject: Access to Renforth Ice Fishing – A Personal Perspective

Dear Mayor Grant and Members of the Council,

One of the best things about living in Rothesay is our access to the outdoors—the river systems, parks, trails, and community spaces that make this such a great place to call home. In the winter, many of these activities become limited, but one thing we've always relied on is getting out on the ice.

For over a hundred years, Renforth has been a gathering place in the winter, with ice fishing shacks dotting the landscape—not just for the fishing itself, but for the sense of community it creates. In today's world, where mental health is an increasing concern, having a space where people can connect, share traditions, and combat the isolation of the shortest days of the year is invaluable.

I've been part of that community for over 30 years—fishing in all sorts of setups, bringing kids down to experience it for the first time and supporting events and fundraisers. More personally, my 80-year-old father can no longer walk out onto the ice, and our ability to drive out allowed him to continue participating in something he loves. With these new restrictions, that's no longer possible, and it's a loss that I deeply feel—not just for my family, but for so many others who relied on that access.

I understand that there have been challenges, and I respect the town's responsibility to address concerns. But instead of division, I believe there's an opportunity for a common-sense solution. Perhaps a proactive approach—simple signage, clear expectations, and some level of dedicated oversight—could help maintain both safety and access. Most people down there respect the space; it's just a matter of engagement and support.

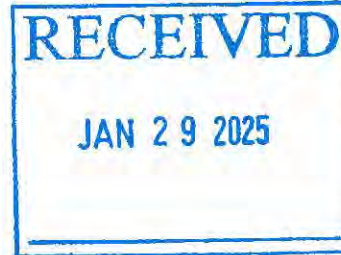
I don't write this to add to the frustration—I simply wanted to share the impact these changes have had on my family and many others. I appreciate your time and consideration and hope that, as a community, we can find a path forward that keeps Renforth the welcoming winter space it has always been.

Sincerely,

BY EMAIL AND MAIL

January 16, 2025

Nancy Grant, Mayor
Town of Rothesay
70 Hampton Rd
Rothesay, NB E2E 5L5



Dear Nancy Grant:

RE: Industrial Inquiry Commission Reviewing Canada Post

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

Upcoming Federal Election

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.

In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit deliveringcommunitypower.ca or contact Brigitte Klassen at bklassen@cupw-sttp.org.

Sincerely,



Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists



Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, February 4, 2025 10:26 AM
To: Liz Hazlett
Subject: FW: World Hemophilia Day
Attachments: WHD2025-website-header-EN.jpg; WHD2025-social-media-graphic-square-EN.jpg; WHD2025-social-media-graphic-EN.jpg; WHD2025-email-signature-EN.jpg; WHD2025-cover-x-EN.jpg; WHD2025-cover-facebook-EN.jpg

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Tuesday, February 4, 2025 9:55 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Fwd: World Hemophilia Day

Dr. Nancy Grant
Mayor

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

From: McKay, Shyane (HorizonNB) <Shyane.McKay@HorizonNB.ca>
Sent: Tuesday, February 4, 2025 9:46:21 AM
To: Nancy Grant <nancygrant@rothesay.ca>
Subject: World Hemophilia Day

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

Good Morning,

I am reaching out as the Nurse Coordinator from the bleeding disorder clinic at the Saint John Regional Hospital.

On April 17th, the bleeding disorder community will be celebrating World Hemophilia Day the theme of this year is "Access for all: Women and girls bleed too". Today women and girls with bleeding disorders are still under diagnosed and underserved. The global bleeding disorder community has the power and the responsibility to change this. Through recognition, treatment, and care the quality of life for these women will improve and the bleeding disorder community will become stronger.

World Hemophilia Day 2025 is a call to action for governments, healthcare providers and advocates worldwide to close the gaps in care for women and girls with bleeding disorders. This year's theme highlights the importance of equity in healthcare, shining a light on the strength, resilience and

contributions women and girls with bleeding disorders. Through global awareness efforts, we can break the stigma, improve education and foster better outcomes for all.

Let's join hands on April 17th , 2025 to ensure that women and girls with bleeding disorders are not left behind. Together we can create a future where Treatment for all is a reality and equity, care and empowerment define the lives of those living with bleeding disorders.

About Hemophilia and other bleeding disorders

In people with bleeding disorders, the blood clotting process doesn't work properly, with the result that they can bleed for longer than normal, and some people may experience spontaneous bleeding into joints, muscles, or other parts of their bodies which can lead to developmental and permanent mobility issues.

I have attached social media documents that can be used to spread awareness and support the bleeding disorder community.

Shyane McKay BSc, BN, RN

Nurse Coordinator / Infirmière coordinatrice

Bleeding Disorder Clinic / Clinique des troubles de saignements

Horizon Health Network / Réseau de santé Horizon

Tel : (506) 648-7286

Fax : (506) 649-2579

shyane.mckay@HorizonNB.ca

www.HorizonNB.ca



----- Horizon Health Network Disclaimer -----

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

Le présent courriel (y compris toute pièce jointe) est adressé uniquement à son destinataire, qu'il soit une personne ou un organisme, et pourrait comporter des renseignements privilégiés ou confidentiels. Si vous n'êtes pas le destinataire du courriel, il est interdit d'utiliser, de revoir, de retransmettre, de distribuer, de disséminer, de copier ou d'imprimer ce courriel, d'agir en vous y fiant ou de vous en servir de toute autre façon. Si vous avez reçu le présent courriel par erreur, prière de communiquer avec l'expéditeur et d'éliminer l'original du courriel, ainsi que toute copie électronique ou imprimée de celui-ci, immédiatement. Nous sommes reconnaissants de votre collaboration.



2025February10OpenSessionFINAL_034

**World
Hemophilia
Day** April 17
Recognizing all bleeding disorders

Women & Girls Bleed too



Access for all
wfh.org/whd



#WeBleedToo

#WHD2025



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF NOVEMBER 27, 2024 @ 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
Robert (Bob) McLaughlin p	Quispamsis Representative
John Buchanan P	Rothsay Representative
Tiffany Mackay French (Zoom)	Rothsay Representative
Robert Simonds P	Rothsay Representative
Donald Shea (Zoom)	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	KRJBPB Secretary
ABSENT	
Mike Biggar	Quispamsis Representative

Chairperson Kevin Darling called the meeting to order at 4:08 PM and opened the Regular Meeting.

1. APPROVAL OF AGENDA:

Chairperson Kevin Darling asked for an approval of the agenda.

*It was moved by Rob Simonds and seconded by Bob McLaughlin that the Agenda for the Regular Meeting of November 27, 2024, be approved as presented. All in Favour. **MOTION CARRIED.***

2. LAND ACKNOWLEDGEMENT:

Land Acknowledgement read by Insp. Anika Becker.

3. APPROVAL OF MINUTES OF OCTOBER 23, 2024, REGULAR MEETING:

Chairperson Kevin Darling asked for a motion to approve the Minutes of the October 23, 2024, Regular Meeting.

*It was moved by Bob McLaughlin and seconded by John Buchanan to accept the Minutes of the October 23, 2024; 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:

E-Bikes:

- Insp. Becker highlighted the E-Bikes and acknowledged that Insp. Flynn and Cst. Walker were the driving force behind the program. Many officers have expressed interest in the program. To date, 64 KM have been patrolled. The bikes were very effective on Halloween night and received a lot of positive feedback and comments. They will be used at the Christmas Parade for crime control and parade route security. Night shift patrols were able to be stealthy and come across some suspicious activities in various neighborhoods which has proved to be very helpful.
- Insp. Flynn presented the E-Bike and demonstrated some of its features. Kerrie Luck advised she would love to see us educate the community on how to properly use a bike on social media.

Anti-Racism Strategy:

- Insp. Becker is meeting with the Saint John Newcomers Association to finalize our anti-racism strategy.

Excellence in Investigation:

- Insp. Flynn highlighted how time-consuming fraud investigations are becoming. We are putting a lot of resources in education (seniors, high schools, etc.). We have had 42 fraud calls year to date where people have lost money. Due to how time consuming fraud investigations are some police forces are hiring outside agencies to follow the fraud and then present the package to police agencies and if it is deemed chargeable the police will act.
- Deputy Chief Henderson updated board on the restructuring of the traffic unit. Traffic members will be taken off shifts and will run with a shift but will focus on traffic calls which will better allow for joint traffic operations. Chief Gourdeau added we were able to create a corporal position within the traffic unit which will create a career path to sergeant.
- Deputy Chief Henderson updated board on the recent promotional process. Three sergeants and five corporals were promoted. To be promoted to any rank you must pass a test, write to competencies (8-10) which are evaluated. You must pass each competency to move forward, then there is an interview panel and then scoring.

Questions:

- Kerrie Luck inquired as to whether traffic complaints should still be forwarded. Deputy Chief Henderson advised they should be, and the traffic section will be able to focus more on traffic complaints.
- Kevin Darling inquired whether there was anything proactive we should be doing to prevent IPV and mental health calls. Insp. Becker advised there is public awareness work being done by Sgt. Kelley McIntyre on a continual basis at different levels. We are working on fine tuning our policy to incorporate some cultural sensitivities because the dynamics of the families we are dealing with are changing as well. It is a high liability topic, and we always want to make sure we are at the forefront of everything. The new Community Position will have a component that deals with youth and families.
- Health & Wellness Committee – discussion on having a board member on the committee. Kevin Darling advised he will speak to Laurie Young.

*It was moved by Vibhuti Harquail and seconded by Rob Simmonds to receive and file the Chief's Report as presented. All in favour. **MOTION CARRIED.***

Kevin Darling acknowledging that this will be Bob McLaughlin's last formal board meeting and thanked him for his dedication to the police force and all the extra work he does.

6. COMMITTEE REPORTS:

Finance Committee

Kevin Darling advised:

The Finance Committee did not meet as there were no issues to discuss. In summary:

- We are under budget in all major categories.
- Over budget on revenue by approximately \$30,000
- Current Operating surplus as of the end of October is \$498,000
- Went to the towns and suggested that rather than borrowing for the cost of equipment and furniture we take it out of this year's budget and eliminate the need for the loan, both towns are in support. There will be a surplus drop of approximately \$150,000 in next financials.
- Update on construction costs – approximately 1 million under budget. There have been no major surprises on Change Orders.
- Saving money on maintenance by keeping fleet current

- One of the grants we applied for in relation to the Wellness Structure was declined and there is a meeting on Friday, November 29th for the second grant.
- Kerrie Luck advised that two Scotia Bank employees attended Town Hall looking for her because they wanted Town Hall to change their banking to Scotia Bank.

Policy Committee

Vibhuti Harquail Advised:

Policy Committee did not meet.

The Committee has been working on policy updates. Committee will be meeting in January and will present to board in February.

Building & Grounds/Transportation Committee

Bob McLaughlin advised:

RATIFY EMAIL MOTION

It was moved by Bob McLaughlin and seconded by Rob Simonds to approve CCO #8 for Additional Attic Sprinklers required to meet code, total cost of CCO is \$44,808 as recommended by the Building Committee.

On the Question:

Kerrie Luck inquired how the sprinklers were missed and was advised that the original plans were changed. Originally the plan was for a flat roof and then the storage area was added.

All in favour. MOTION CARRIED

Deputy Chief Henderson provided update from Chandler on Security for building. The price altogether is approximately \$98,000 + tax, which includes:

- Video System
 - Access System
 - Intrusion and cards
 - New access to existing
 - Extra camera in Bond Room
-
- This was not included in initial contract with Homestar.
 - This will go to the security of the building to be in compliance with CPIC.
 - This will be a separate contract with Chandler and will not require a change order.

- We reached out to 4 companies for a quote and Chandler Sales was the only company to reply.

*It was moved by Bob McLaughlin and seconded by John Buchanan to approve \$98,000 plus tax to be included in the building funding. All in favour. **MOTION CARRIED.***

The sprinkler pump should be back by the first of the week. While the pump was out the shaft, and bearings were checked and replaced. The cost for this repair has been tracked in our budget.

*It was moved by Rob Simonds and seconded by Bob McLaughlin that we receive and file the Committee reports. All in favour. **MOTION CARRIED.***

7. CORRESPONDENCE

- a. November Building Expansion Update Letter to Town of Rothesay & Town of Quispamsis
- b. KRPF 2024 Surplus Email
- c. Budget approval letter from Town of Rothesay

8. OLD BUSINESS:

None

9. NEW BUSINESS:

Kevin advised he has asked Bob McLaughlin to sit on the Building Committee to see the building expansion project through until it is complete.

*It was moved by Rob Simonds and seconded by Kerrie Luck that the board approve Bob McLaughlin join the Building Committee as a non-sitting member for the duration of the building project effective January 1st, 2025. All in favour. **Motion carried.***

CAPC Governance Summit is taking place in January. If anyone is interested in attending please advise Kevin.

Bob McLaughlin has requested a ride along with a police officer before he leaves the board. D/C Henderson will set this up. Kevin opened this to all board members.

Christmas Luncheon – Rebecca will send out potential dates over the next couple of weeks.

10. IN CAMERA SESSION

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

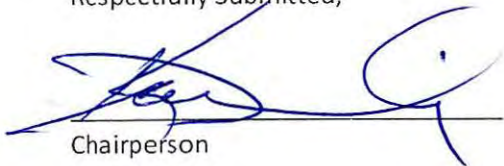
12. MOTION TO ADJOURN:

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

*It was moved by Kerrie Luck and seconded by Vibhuti Harquail to adjourn the Regular Meeting. All in favour. **MOTION CARRIED.***

Adjourned 5:02 PM

Respectfully Submitted,



Chairperson
Kevin Darling



Executive Assistant to the Board
Rebecca Moore



KENNEBECASIS REGIONAL JOINT BOARD OF
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT
JANUARY 22, 2025 @ 1500hrs

REGULAR MEETING

Training Report

December 2024

Dates	Course	Location	Member
October 21- December 13	Forensic Identification Course	Ottawa	Cst. Troy MacIntosh
December 3-4	ETS Training	Saint John	Cpl. Aaron Haines Cst. Nick Dupuis Cpl. Mark Roberts
December 4	Sgt. Workshop	KRPF	Sgt. Mark Ivey Sgt. Kelley McIntyre Sgt. Vern Saunders Sgt. Tom White Sgt. Kim Bennett Sgt. Evan Scott Sgt. Derrick Forret
December 4	K9 Training	Saint John	Cst. Chris McLeod
December 11	ETS Training	Saint John	Cpl. Aaron Haines Cst. Nick Dupuis Cpl. Mark Roberts
December 12	ETS Training – Sniper	Saint John	Cpl. Mark Roberts

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	436	534	490	467	398	439
TOTAL FILES CREATED	210	202	232	223	260	239	197	231	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

COMMUNITY SAFETY & CRIME PREVENTION

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

- Fill the Truck at KV Superstore – Dec 7 - Two SUVs filled with food for our local food bank, \$924.00 collected in cash and gift cards, toys collected for KVFD's annual toy drive (Organized by Cst. Sebastien Lee and B Platoon)
- B Platoon decorated a gingerbread house with students from Fairvale Elementary School
- Several members worked together to visit and deliver information to 78 low-income seniors on fraud prevention and to give them Christmas cookies and hot chocolate (Organized by Sgt. McIntyre)

Traffic Safety:

Traffic Services is now operating as an independent unit from patrol with strict focus on traffic safety priorities. The unit boosts very specific and complex technical training such as Collision Reconstruction, LEICA (3D scanner) operators, Drug Recognition Evaluation Officers, and Breathalyzer Technicians and Standard Field Sobriety Test officers. Further to this, our K9 unit is operating independent from patrol, and is an additional support to Traffic Services in achieving our traffic priorities. Sgt. Scott has a very specific comprehensive roadmap outlining the operational plan for traffic services' success in 2025.

Traffic Specific - December 2024 Board Report (Traffic and Patrol Sections)

Tickets:	Total 118
Collisions:	Total 52
Impaired Driving:	Total 1
RIDE:	Total 4

Traffic Section Only

- KRPF Traffic Safety Blog with Higgins Insurance – Holiday Driving Tips
- Tickets Issued – 43
- RIDE road checks – 3
- JFO with SJPD RIDE Program along with Justice and Public Safety Officers on December 19th and 20th
- Files generated - 44
- Twitter (X) 7

EMPLOYEE ENGAGEMENT AND WELL-BEING

Workplace Procedures and Practices

1. Health and Wellness program – To launch in February 2025
2. Administrative processes and workload review
 - Hiring Process
 - i. Cadet Sponsorship – Info session complete – January 14th, 2025
 - ii. July 2024 Cadet - OJT underway
 - iii. New Employee orientation process being piloted
3. Salary and Benefit Administration
 - Nothing to report
4. Health & Safety
 - Nothing to report

Criminal Investigation Division (CID)

Monthly Report

(December 2024)

(CID) Sgt. BennettCst. 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">24-4738 B&E Non Residence/Mischief/Theft of ATV.24-4909 Fraud of Cheque/\$37,000 dollars.24-4900 Report of Home Invasion/Stolen Vehicle.24-4919 Sexual Assault24-4965 Theft of Jewellery/Money \$150,00024-4986 Sexual Assault24-5130 Sexual Assault	<ul style="list-style-type: none">24-4312 Fraud over \$10.000/elderly victim24-4313 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.24-4348 SXA/Youth/known accused.24-4118 Distribute obscene material. 7 youth victims. Production Order drafted and approved by crown. Waiting IP information.24-3802 Sexual Assault of youth/Accused arrested.24-4130 Sexual Assault/Adult. Suspect known24-3056 Aggravated Sexual Assault24-3543/24-3476 B&E's x 2 Business/Vape Shop24-3618 Sexual Assault/victim 17 yr /suspect known24-3124 Forcible Confinement/Assault with weapon (residence) victim	<ul style="list-style-type: none">24-1691 Sexual Assault Historical. Victim no longer wished to pursue.	<ul style="list-style-type: none">24-4769 Theft/Fraud of bank card.24-5089 Prescription Fraud	<ul style="list-style-type: none">24-4923 Sexual Assault Historical (Assist RCMP with victim Statement as vic resides in KV Jurisdiction) offence occurred elsewhere.

	<p>Elderly male/suspect known, substance abuser, took advantage by cleaning house.</p> <ul style="list-style-type: none">• 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.• 24-72 Sexual Assault/Known girlfriend/boyfriend.• 24-1939 Break and Enter Residence/Suspect to be arrested. Currently living in NS.• 24-233 Sexual Assault/Historical (familial)• 24-203 Sexual Assault/known suspect• Child Pornography/was on hold due to recent case law involving IP addresses.• 23-3411Fraud over \$10,000. Known criminal.• 			
--	---	--	--	--

Intelligence Cst. Curren	
Provincial Intel	Local Intel
<ul style="list-style-type: none">Federal Focus on Fentanyl and the Canada/US border.Increase in Stolen Vehicles in New Brunswick.Continue to -Involved with Metal Theft working groupWeekly 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 – biweeklyGeneral 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)	On-going Files			Assist other agency
24-4900 Home Invasion/Mischief/Theft of Vehicle. 24-5130 Sexual Assault.	<ul style="list-style-type: none">24-3995 Sudden Death24-4575 Sudden Death24-4436 Sudden Death24-4306 SIRT investigation – performed IDENT services for RCMP in Long Reach. NB24-3124 Other CC/Forcible Confinement24-3618 Sexual Assault24-3802 Sexual Assault24-3799 Robbery24-3649 MVA/Injury24-3749 Possession of Stolen Property24-3543 B&E non residence24-3476 B&E non residence24-3056 Sexual Assault24-2837 Murder/Suicide24-2214 Found Firearms24-131 Medical Call			

Integrated Enforcement Unit (IEU) Cst. Moore/Cst. MacEachern					
Active Files (recent)			Assist Patrol		Assist CID
<ul style="list-style-type: none">Surveillance and Arrests x4 in SJPF Homicide Investigation.2 Ongoing projects			<p>24-9032 – IEU received source information on location of stolen vehicle on Dec 7. Information provided to patrol and vehicle recovered.</p> <p>24-9565 Assist MCU Hit and Run.</p> <p>24-5015 Assist KRPF with Canadian Tire Theft</p>		

K9 Unit:

2025February10OpenSessionFINAL_051

The K9 unit has completed 3 successful tracks in the last few weeks.

- Safely located an elderly man with dementia who wandered away from his home in the middle of the night in very cold weather.
- Tracked a youth to his residence who had just committed mischief in a neighborhood nearby.
- Confirmed the route of two individuals recently arrested for stealing a vehicle, fleeing from police and them abandoning the vehicle by linking the suspects arrest location to the location of the abandoned vehicle.

Patrol Unit Service and Excellence:

- During the execution of their duties, Platoon C, heroically saved another person's life in a motor vehicle accident. Despite the inherent risks, they remained calm and used their training instinctively to manage the situation. Their quick thinking and decisive actions ensured the safety of the individual involved. Their exceptional kindness, care, and humility throughout the incident were truly commendable.

Diversity, Equity and Inclusion:

- Anti-racism action plan complete and will begin in January 2025. Inspector Becker working on securing funding for the project.
- Insp. Becker was the recipient of the Cst. "Leo" Tyler Francis Memorial Award presented by the Crime Prevention Association of NB on Dec 4 for her EDI work.
- Mandatory training for all officers in 2025: "Training on Hate Crimes and Incidents for Frontline Officers in Canada"

IT Update:

- Work continues with regular IT maintenance and building addition

Miscellaneous

From: [Gourdeau, Steve \(KRP/SPR\)](#)
To: [Moore, Rebecca \(KRP/SPR\)](#)
Subject: FW: Application for funds for the KRP Wellness Centre Construction
Date: Monday, December 16, 2024 7:07:22 AM
Attachments: [POC Funding Application Form 2024.pdf](#)
[POCSMC - Application Instructions Ltr.pdf](#)
[image001.jpg](#)

Correspondence for next board meeting

*Steve Gourdeau, Chief
Kennebecasis Regional Police Force
126 Millennium Drive, Quispamsis NB E2E 6E6
Fax: (506) 847-6313*



From: PPOC-PPS (OAG/CPG) <PPOC-PPS@gnb.ca>
Sent: December 13, 2024 11:35 AM
To: Gourdeau, Steve (KRP/SPR) <steve.gourdeau@nbpolice.ca>
Cc: Henderson, Mary E. (KRP/SPR) <Mary.Henderson@nbpolice.ca>;
PPOC-PPS (OAG/CPG) <PPOC-PPS@gnb.ca>
Subject: Application for funds for the KRP Wellness Centre Construction

Dear Chief Steve Gourdeau,

I am writing to inform you of the decision reached by the Proceeds of Crime Strategic Management Committee regarding your recent application for funding for the Kennebecasis Regional Police Force Wellness Centre Construction. The committee carefully reviewed your proposal, and while we recognize the importance of a space that fosters the well-being of officers, we regret to inform you that we are unable to support this specific request through the Proceeds of Crime Trust Fund. The project does not align with the Justice mandate and is not within the scope of the fund as outlined in the Management of Seized and Forfeited Property Act. The fund is primarily designated for initiatives related to crime prevention, law enforcement, victim restitution, and the administration of criminal justice.

Should you have any questions regarding this decision or require further clarification, please do not hesitate to contact us at ppoc-pps@gnb.ca.

Should you choose to re-apply to us in the future, we have included an application and the application instructions with this response.

Thank you for your understanding and cooperation in this matter.

Yours sincerely,

Jill M. Knee

Co-Chair, Proceeds of Crime Strategic Management Committee

Public Prosecution Services

Saint John Law Courts

10 Peel Plaza, Room 2-062B

Saint John, NB E2L 3G6

(506) 658-2580

December 23, 2024

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

Dear Chief Gourdeau:

On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentation of the proposed 2025 Kennebecasis Regional Joint Board of Police Commissioners Budget to the Joint Quispamsis and Rothesay Finance Committee on September 26, 2024.

I am pleased to confirm the Quispamsis Town Council, at its December 10, 2024 Regular Meeting, approved the KRJBPC's 2025 Budget as part of its overall budget approval process. This included an allocation of \$5,181,660.00 as Quispamsis' proportionate share of the annual 2025 Police Budget.

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

Trusting this meets with your approval and wishing you all the best in 2025!

Yours truly,



Lisa MacInnis
Town Clerk

cc: Chair Kevin Darling, Kennebecasis Regional Joint Board of Police Commissioners
Mayor & Council, Town of Rothesay





ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothestay@rothesay.ca
www.rothesay.ca

November 26, 2024

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

RE: 2025 Budget – Kennebecasis Regional Police.

On behalf of Mayor Grant and members of Rothesay Council, please be advised Rothesay Council approved its General Operating Budget at its Council meeting on November 25, 2024.

Rothesay Council approved the Kennebecasis Regional Police Department budget for 2025, more specifically Rothesay's share in the amount of \$3,418,030.

Should you require further information please contact me at your convenience.

Sincerely,

Douglas A. MacDonald, CPA CA
Treasurer



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothestay@rothesay.ca
www.rothesay.ca

10 December 2024

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

Dear Chief Gourdeau:

RE: Rothestay Representative

On behalf of Mayor Nancy Grant, I am pleased to advise Rothestay Council reappointed John Buchanan to the Kennebecasis Regional Joint Board of Police Commissioners at the December 9, 2024 Council meeting.

The term of appointment is until December 31, 2026.

Please do not hesitate to contact the undersigned if you have any questions or require any further information.

Sincerely,

Mary Jane Banks
Town Clerk

Cc: John Buchanan



2025February10OpenSessionFINAL_057

ROTHESAY



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

Rothesay@rothesay.ca
www.rothesay.ca

10 December 2024

John Buchanan

Rothesay, New Brunswick

Dear Mr. Buchanan:

RE: Rothesay Committee Re-appointment

I am pleased you have agreed to continue serving the community by volunteering your time and knowledge to represent the residents of Rothesay as a member of the Kennebecasis Regional Joint Board of Police Commissioners. Your term of office is until December 31, 2026, at which time you will be eligible for reappointment.

Enclosed please find a copy of the new Rothesay Code of Ethics (2025), along with Rothesay Council Priorities 2021-2026, that are given to all Rothesay appointees. Please review and return the signed Member Statement to the Clerk's office (MaryJaneBanks@rothesay.ca).

Thank you again for your commitment to your community. I wish you and yours all the peace and joy of the holiday season, and all the best as we prepare for the new year.

Sincerely,

Dr. Nancy Grant
Mayor

Encl. Code of Ethics (2025)
Rothesay Council Priorities 2021-2026

Cc. Kennebecasis Regional Joint Board of Police Commissioners

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

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



2025February10OpenSessionFINAL_058

KENNEBECASIS REGIONAL POLICE FORCE/ FORCE DE POLICE RÉGIONALE KENNEBECASIS

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

STEVE GOURDEAU
CHIEF OF POLICE
CHEF DE POLICE

Tel: (506) 847-6300
Fax/Facsimile: (506) 847-6301
Admin: (506) 847-6313
E-mail/Courriel: krpfadmin@nbpolicy.ca
www.kennebecasisregionalpolice.com

Town of Quispamsis
12 Landing Ct, Quispamsis
NB E2E 4Z4

2025-01-14

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

Mayor and Council,

You will find attached to this correspondence an update on our construction project. The completion of the new addition portion is projected to be mid- February 2025.

Respectfully submitted

Steve Gourdeau, Chief
Kennebecasis Regional Police Force.



2025February10OpenSessionFINAL_059

KENNEBECASIS REGIONAL POLICE FORCE/ FORCE DE POLICE RÉGIONALE KENNEBECASIS

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

STEVE GOURDEAU
CHIEF OF POLICE
CHEF DE POLICE

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

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

2025-01-14

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

Mayor and Council,

You will find attached to this correspondence an update on our construction project. The completion of the new addition portion is projected to be mid- February 2025.

Respectfully submitted

Steve Gourdeau, Chief
Kennebecasis Regional Police Force.

2025February10OpenSessionFINAL_060

KRPF Building Project

Date: January 9, 2025

Item	Estimate approved by Province for Financing	Contract Price	Revised Estimated Project costs	Costs to Date Includes taxes	Estimated costs to complete	Under () / Over Budget Estimate	Comments
Project Manager	\$ 100,000.00		\$ 70,000.00	\$ 43,000.05	\$ 26,999.95	\$ (30,000.00)	No contract with fixed cost
Construction Costs	\$ 3,420,000.00	\$ 2,235,857.31	\$ 2,235,857.31	\$ 1,314,415.73	\$ 921,441.58	\$ (1,184,142.69)	Progress payment to contrator of \$186,181.99 since last update.
Change Order Costs for changes made at Contract signing - Exempt from the builders premium of 10%	\$ -	\$ 235,164.70	\$ 259,326.00	\$ 259,326.00	\$ -	\$ 259,326.00	Better floor and attic insulation, exisiting office renos, energy retrofit on lighting in existing build to match new construction.
Change Order Costs for changes made after signing -Subject to the builders premium of 10%		\$ 94,019.34	\$ 102,517.52	\$ 102,517.52	\$ -	\$ 102,517.52	Change order #6 - Paving adjustment needed due to foundation elevation - This is a building code imposed issue. Also includes assembly & installation of lockers in male & female locker rooms, additional electrical an network drops for building security.
Additional - Sprinklers		\$ 42,480.31	\$ 51,529.30	\$ 51,529.30	\$ -	\$ 51,529.30	Building code imposed issue
Equipment/Furnishings and IT costs	\$ 500,000.00		\$ 348,082.29	\$ 348,082.29	\$ 0.00	\$ (151,917.71)	Furnishings, gym equipment and IT completed - was funded from operational budget, as approved by both towns.
Interim Financing Costs	\$ 160,000.00		\$ 101,012.50	\$ 14,656.79	\$ 86,355.71	\$ (58,987.50)	Based on the RFP results Prime less 0.75% is lower than our initial estimate , prime rate has dropped by 1% since estmates were completed - Also reduced as Equip and Furnishing will no longer be financed - first draw July 15
Financing Costs	\$ 70,000.00		\$ 50,000.00	\$ -	\$ 50,000.00	\$ (20,000.00)	Projecting a lower Debenture draw in June 2025 which should lower the debenture issue costs
Total Project Costs	\$ 4,250,000.00	\$ 2,607,521.66	\$ 3,218,324.92	\$ 2,133,527.69	\$ 1,084,797.24	\$ (1,031,675.08)	



Kennebecasis Regional Police Force

Budget vs. Actuals: YTD (Draft) December 2024

	YTD (Draft) December 2024			2024
	Actual	Budget	over Budget	Annual Budget
Income				
Municipal Funding Rothesay	3,372,789.00	3,372,789.00	0.00	3,372,789.00
Municipal Funding Quispamsis	5,113,075.00	5,113,075.00	0.00	5,113,075.00
Prior Year Surplus	940.00	940.00	0.00	940.00
Other Primary Income	728,242.50	542,000.00	186,242.50	542,000.00
Total Income	9,215,046.50	9,028,804.00	186,242.50	9,028,804.00
EXPENSES				
Admin	856,830.52	1,106,100.00	-249,269.48	1,106,100.00
Building	794,369.18	393,253.00	401,116.18	393,253.00
Crime Control	7,057,445.50	7,219,451.00	-162,005.50	7,219,451.00
Vehicles	371,684.12	310,000.00	61,684.12	310,000.00
Total Expenses	9,080,329.32	9,028,804.00	51,525.32	9,028,804.00
Net Operating Income (Surplus/Deficit)	134,717.18	0.00	134,721.18	0.00

Town of Rothesay

General Fund Financial Statements

December 31, 2024

Attached Reports:

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

Town of Rothesay

Balance Sheet - Capital General Fund 12/31/2024

ASSETS

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

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

\$ 54,326,363

LIABILITIES AND EQUITY

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

Total Liabilities \$ 4,882,500

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

\$ 54,326,363

Town of Rothesay

Balance Sheet - General Fund Reserves

12/31/2024

ASSETS

BNS CCBF Interest Account	3,424,228
BNS CCBF Reserve #214-15	1,006,546
BNS General Capital Reserves #2261-14	2,155,146
Gas tax receivable	435,344
Gen Reserves due to/from Gen Operating	(47,331)
	<u>\$ 6,973,933</u>

LIABILITIES AND EQUITY

Def. Rev -CCBF Fund - General	2,707,004
Invest. in General Capital Reserve	1,703,247
General CCBF Funding	1,152,568
Invest. in General Operating Reserve	1,006,546
Invest. in Land for Public Purposes Reserve	176,809
Invest. in Regional Facilities	227,760
	<u>\$ 6,973,933</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 12/31/2024

CURRENT ASSETS

Cash	453,524
Receivables	106,851
HST Receivable	527,141
Inventory	53,389
Gen Operating due to/from Util Operating	2,406,480
Total Current Assets	<u>3,547,385</u>

Other Assets:

TOTAL ASSETS	<u><u>3,547,385</u></u>
--------------	-------------------------

CURRENT LIABILITIES AND EQUITY

Accounts Payable	2,083,857
Other Payables	929,931
Gen Operating due to/from Gen Reserves	(47,331)
Gen Operating due to/from Gen Capital	(329,500)
Gen Operating due to/from Gas Tax Reserves	10,000
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>3,243,864</u>

EQUITY

Retained Earnings	166,373
Surplus/(Deficit) for the Period	137,148
	<u>303,521</u>
	<u><u>3,547,385</u></u>

2025February10OpenSessionFINAL_066

Town of Rothesay

Statement of Revenue & Expenditure

12 Months Ended 12/31/2024

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,855,199	1,855,199	22,262,389	22,262,389	0		22,262,389
Sale of Services	49,261	50,450	617,041	474,300	142,741		474,300
Services to Province of New Brunswic	21,885	20,327	90,394	80,000	10,394		80,000
Other Revenue from Own Sources	10,313	11,375	377,788	142,008	235,780		142,008
CORE Equalization	6,548	6,549	78,584	78,583	1		78,583
Conditional Transfers	51,864	0	329,389	51,500	277,889		51,500
Other Transfers	45,719	45,719	1,427,470	677,470	750,000		677,470
	<u>\$2,040,787</u>	<u>\$1,989,619</u>	<u>\$25,183,054</u>	<u>\$23,766,250</u>	<u>\$1,416,804</u>		<u>\$23,766,250</u>
EXPENSES							
General Government Services	217,894	196,812	2,749,867	2,923,971	174,104		2,923,971
Protective Services	658,738	684,852	6,557,560	6,623,274	65,714		6,623,274
Transportation Services	611,918	502,956	4,190,389	4,210,726	20,337		4,210,726
Environmental Health Services	66,440	82,363	948,078	1,032,360	84,282		1,032,360
Environmental Development	38,367	47,434	484,251	753,090	268,839		753,090
Recreation & Cultural Services	336,540	358,873	2,927,015	2,884,957	(42,058)		2,884,957
Fiscal Services	7,131,059	4,926,115	7,188,747	5,337,872	(1,850,874)		5,337,872
	<u>\$9,060,955</u>	<u>\$6,799,405</u>	<u>\$25,045,907</u>	<u>\$23,766,250</u>	<u>(1,279,656)</u>		<u>\$23,766,250</u>
Surplus (Deficit) for the Year	<u>-\$7,020,168</u>	<u>-\$4,809,787</u>	<u>\$137,148</u>	<u>-\$0</u>	<u>\$137,148</u>		<u>\$ (0)</u>

Town of Rothesay
Statement of Revenue & Expenditure
12 Months Ended 12/31/2024

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better/Worse	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	-3,683	2,083	56,523	25,000	31,523		25,000
Wells Canopy revenue	453	0	9,685	0	9,685		0
Town Hall Rent	9,805	8,333	114,437	100,000	14,437		100,000
Community Garden revenue	0	0	1,020	900	120		900
Fox Farm Rental revenue	1,950	1,750	23,400	21,000	2,400		21,000
Arena Revenue	38,539	35,933	282,861	214,900	67,961		214,900
Recreation Programs	2,101	2,350	129,115	112,500	16,615		112,500
	49,261	50,450	617,041	474,300	142,741		474,300
Other Revenue from Own Sources							
Licenses & Permits	3,640	6,875	202,700	82,500	120,200		82,500
KVFD Admin Penalties	0	0	1,225	0	1,225		0
Recycling Dollies & Lids	0	0	467	800	-333		800
Interest & Sundry	3,778	2,667	104,025	32,000	72,025		32,000
Miscellaneous	1,694	833	52,663	10,000	42,663		10,000
Fire Dept. Administration	1,000	1,000	12,000	12,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	10,313	11,375	377,788	142,008	235,780		142,008
Conditional Transfers							
Canada Day Grant	0	0	2,400	1,500	900		1,500
Grant - Other	51,864	0	282,926	0	282,926		0
Grant - Students	0	0	44,064	50,000	-5,936		50,000
	51,864	0	329,389	51,500	277,889		51,500
Other Transfers							
Surplus of 2nd Previous Year	0	0	128,845	128,845	0		128,845
Utility Fund Transfer	45,719	45,719	548,625	548,625	0		548,625
Transfer from Capital Reserve	0	0	750,000	0	750,000		0
	45,719	45,719	1,427,470	677,470	750,000		677,470
EXPENSES							
General Government Services							
Legislative							
Mayor	4,706	5,000	53,476	60,000	6,524		60,000
Councillors	13,698	12,999	173,446	155,983	-17,463		155,983
Regional Service Commission 9	2,326	2,326	27,915	27,915	0		27,915
Other	125	1,958	6,180	23,500	17,320		23,500
	20,855	22,283	261,018	267,398	6,380		267,398
Administrative							
Administration - Wages & Benefits	212,035	152,524	1,252,761	1,193,550	-59,211		1,193,550
Office Building	21,324	10,981	203,274	180,871	-22,403		180,871
Supplies	5,408	4,333	178,367	184,000	5,633		184,000
Solicitor	6,367	0	49,686	50,000	314		50,000
Professional Fees	0	0	27,994	110,000	82,006		110,000
Other	57,959	5,898	51,560	122,779	71,219		122,779
	187,178	173,737	1,763,641	1,841,200	77,559		1,841,200
Other General Government Services							
Website/Other	0	0	1,434	3,000	1,566		3,000
Community Communications (Team)	2,842	708	7,215	63,500	56,285		63,500
Civic Relations	0	83	2,318	1,000	-1,318		1,000
Insurance	343	0	300,219	330,201	29,982		330,201
Donations	6,250	0	27,372	36,500	9,128		36,500
Cost of Assessment	0	0	359,172	359,172	0		359,172
Property Taxes - L.P.P.	0	0	18,618	18,000	-618		18,000
Fox Farm Rental Expenses	425	0	8,860	4,000	-4,860		4,000
	9,861	792	725,209	815,373	90,164		815,373
Total General Government Services	217,894	196,812	2,749,867	2,923,971	174,104		2,923,971
Protective Services							
Police							
Police Protection	281,066	281,066	3,372,789	3,372,789	0		3,372,789
Crime Stoppers	0	0	2,800	2,800	0		2,800
	281,066	281,066	3,375,589	3,375,589	0		3,375,589
Fire							
Fire Protection	377,458	403,578	2,841,698	2,860,185	18,487		2,860,185
Water Costs Fire Protection	0	0	335,000	335,000	0		335,000
	377,458	403,578	3,176,698	3,195,185	18,487		3,195,185
Emergency Measures							
EMO Director/Committee	0	0	0	50,000	50,000		50,000
	0	0	0	50,000	50,000		50,000
Other							
Animal & Pest Control	215	208	4,870	2,500	-2,370		2,500
Other	0	0	404	0	-404		0
	215	208	5,274	2,500	-2,774		2,500
Total Protective Services	658,738	684,852	6,557,560	6,623,274	65,714		6,623,274

Transportation Services

Common Services						
Administration (Wages & Benefits)	133,871	129,569	1,550,489	1,648,000	97,511	1,648,000
Workshops, Yards & Equipment	98,699	61,358	882,124	824,261	57,863	824,261
Engineering	0	0	3,151	7,500	4,349	7,500
	<u>232,571</u>	<u>190,927</u>	<u>2,435,763</u>	<u>2,479,761</u>	<u>43,998</u>	<u>2,479,761</u>
Roads & Streets	8,329	3,327	71,607	77,000	5,393	77,000
Crosswalks & Sidewalks	8,980	1,020	57,144	35,570	21,574	35,570
Culverts & Drainage Ditches	4,115	0	121,947	100,000	21,947	100,000
Street Cleaning & Flushing	0	0	14,282	10,000	4,282	10,000
Snow & Ice Removal	314,597	269,000	1,112,626	1,172,000	59,374	1,172,000
	<u>336,021</u>	<u>273,347</u>	<u>1,377,606</u>	<u>1,394,570</u>	<u>16,964</u>	<u>1,394,570</u>
Street Lighting	21,075	12,500	169,951	150,000	18,951	150,000
Traffic Services						
Street Signs	0	0	22,806	15,000	7,806	15,000
Traffic Lanemarking	0	0	38,670	35,000	3,670	35,000
Traffic Signals	2,108	1,667	36,930	20,000	16,930	20,000
Railway Crossing	700	2,083	28,118	25,000	3,118	25,000
	<u>2,808</u>	<u>3,750</u>	<u>126,525</u>	<u>95,000</u>	<u>31,525</u>	<u>95,000</u>
Public Transit						
Public Transit - Comex Service	19,110	22,224	78,604	88,895	10,291	88,895
Public Transit - Other	146	208	1,752	2,500	748	2,500
	<u>19,256</u>	<u>22,432</u>	<u>80,356</u>	<u>91,395</u>	<u>11,039</u>	<u>91,395</u>
Total Transportation Services	611,731	502,956	4,190,201	4,210,726	20,525	4,210,726

Environmental Health Services

Solid Waste Disposal Land Fill garbage	19,913	20,697	280,179	248,360	31,819	248,360
Solid Waste Disposal Landfill Compost	3,167	3,333	41,721	40,000	1,721	40,000
Solid Waste Collection Fero	43,256	58,333	610,190	700,000	89,810	700,000
Solid Waste Recycling bins	0	0	0	4,000	4,000	4,000
Clean Up Campaign	0	0	8,480	40,000	31,520	40,000
Food Cycler	104	0	7,509	0	7,405	0
Total Environmental Health Services	66,440	82,363	948,078	1,032,360	84,282	1,032,360

Environmental Development Services

Planning & Zoning						
Administration (Wages and benefits)	25,832	33,635	282,353	422,000	139,647	422,000
Administration	944	2,208	62,670	157,000	94,330	157,000
Planning Projects	0	0	100	25,000	24,900	25,000
Heritage Committee	0	0	0	5,000	5,000	5,000
	<u>26,776</u>	<u>35,843</u>	<u>345,123</u>	<u>609,000</u>	<u>263,877</u>	<u>609,000</u>
Envision Saint John	11,591	11,591	139,090	139,090	0	139,090
Tourism	0	0	38	5,000	4,962	5,000
	<u>11,591</u>	<u>11,591</u>	<u>139,128</u>	<u>144,090</u>	<u>4,962</u>	<u>144,090</u>
Total Environmental Development Service	38,367	47,434	484,251	753,090	268,839	753,090

Recreation & Cultural Services

Administration (wages and benefits)	31,058	30,632	398,095	384,000	14,095	384,000
Administration	3,593	2,000	72,648	55,500	17,148	55,500
Rothsay Arena	39,221	42,268	417,433	380,500	36,933	380,500
Parks & Gardens	56,393	65,247	848,374	868,000	19,626	868,000
Playgrounds and Fields	3,270	4,583	131,179	134,000	2,821	134,000
Rothsay Common Rink	5,151	22,017	74,774	96,150	21,376	96,150
Memorial Centre	9,558	5,433	118,515	72,850	45,665	72,850
Train Station	0	0	4,027	29,600	25,573	29,600
Wells Building	2,769	3,292	51,168	44,500	6,668	44,500
James Renforth	2,229	0	10,048	0	10,048	0
Beaches	0	0	57,173	64,000	6,827	64,000
Summer Programs	28	42	93,147	98,000	4,853	98,000
The Hive expenses	1,645	1,208	12,227	14,500	2,273	14,500
Regional Facilities Operating	27,890	27,890	334,675	334,675	0	334,675
Kennebecasis Public Library	8,218	8,250	98,963	98,994	31	98,994
Regional Facilities Capital	143,373	143,012	158,049	157,688	361	157,688
Special Events	2,146	3,000	38,916	44,000	5,084	44,000
PRO Kids	0	0	7,500	7,500	0	7,500
Rothsay Living Museum	0	0	104	500	396	500
Total Recreation and Cultural Services	336,540	358,873	2,927,015	2,884,957	42,066	2,884,957

Fiscal Services

Debt Charges						
Interest	70,287	120,115	179,975	223,872	43,897	223,872
Debt Payments	406,000	406,000	714,000	714,000	0	714,000
	<u>476,287</u>	<u>526,115</u>	<u>893,975</u>	<u>937,872</u>	<u>43,897</u>	<u>937,872</u>
Transfers To:						
Capital Fund for Capital Expenditures	5,544,772	4,250,000	5,544,772	4,250,000	1,294,772	4,250,000
Capital Projects Funded by Gas Tax	1,110,000	0	0	0	0	0
Capital Projects Funded by reserves	0	0	750,000	0	750,000	0
Reserve Funds	0	150,000	0	150,000	150,000	150,000
	<u>6,654,772</u>	<u>4,400,000</u>	<u>6,294,772</u>	<u>4,400,000</u>	<u>1,894,772</u>	<u>4,400,000</u>
Total Fiscal Services	7,131,059	4,926,115	7,188,747	5,337,872	1,850,874	5,337,872
	9,060,788	6,799,405	25,045,719	23,766,250	1,279,469	23,766,250

2025February10OpenSessionFINAL_069

Town of Rothesay

Variance Report - General Fund

Note #	Revenue	Actual	month ending Budget	12/31/2024 Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	\$ 56,523	\$ 25,000	\$ 31,523	Budget allocated over year
2	Wells Canopy revenue	\$ 9,685	\$	\$ 9,685	Revenue not budgeted for
3	Town Hall Rent	\$ 114,437	\$ 100,000	\$ 14,437	Rent renewal higher than budgeted
4	Arena Revenue	\$ 282,861	\$ 214,900	\$ 67,961	Revenue higher than budgeted
5	Recreation Programs	\$ 129,115	\$ 112,500	\$ 16,615	Hiva \$5K higher than budgeted, Winterfest sponsorship \$2K
6	Licenses & Permits	\$ 202,700	\$ 82,500	\$ 120,200	Conservative budget estimate
7	Interest & Sundry	\$ 104,025	\$ 32,000	\$ 72,025	Conservative budget estimate
8	Miscellaneous	\$ 52,663	\$ 10,000	\$ 42,663	Sale of sweeper \$40k
9	Grant - Other	\$ 283,968	\$	\$ 283,968	Wells building
10	Transfer from Capital Reserve	\$ 750,000	\$	\$ 750,000	Reserve funds for vacuum truck
Expenses					
<i>General Government</i>					
11	Councillors	173,446	155,983	\$(17,463)	Budget didn't have increase in per diem
12	Other	6,180	23,500	\$ 17,320	Developmental seminars
13	Administration - Wages & Benefits	1,252,761	1,193,550	\$(59,211)	Sick leave and pension accrual higher than anticipated and raises that
14	Office Building	203,274	180,871	\$(22,403)	Upstairs tenants renovations
15	Professional Fees	27,994	110,000	\$ 82,006	\$75K Head hunter fees
16	Other	50,913	122,779	\$ 71,866	WorksafeNB reimbursement
17	Community Communications (Team)	7,215	63,500	\$ 56,285	\$55K budgeted for communications study
18	Insurance	300,219	330,201	\$ 29,982	Budget higher than actual
19	Donations	27,372	36,500	\$ 9,128	Donation budget remaining
<i>Protective Services</i>					
20	Fire Protection	2,841,698	2,860,185	\$ 18,487	Ppty tax estimate too low, allocation from capital not yet made
21	EMO Director/Committee	0	50,000	\$ 50,000	EMO Plan
<i>Transportation</i>					
22	Administration (Wages & Benefits)	1,550,489	1,648,000	\$ 97,511	Vacant position
23	Workshops, Yards & Equipment	882,124	824,261	\$(57,863)	\$50K Gondola pt drainage upgrades
24	Crosswalks & Sidewalks	57,144	35,570	\$(21,574)	Town Hall crosswalk
25	Culverts & Drainage Ditches	121,947	100,000	\$(21,947)	Additional drain covers purchased
26	Snow & Ice Removal	1,112,626	1,172,000	\$ 59,374	Budget set by past usage, 2024 less storms
27	Street Lighting	169,951	150,000	\$(19,951)	Expenses higher than anticipated
28	Traffic Signals	36,930	20,000	\$(16,930)	\$10K Marr/Campbell repairs - accident, cost will be recouped
<i>Environmental Health</i>					
29	Solid Waste Disposal Land Fill garbage	280,179	248,360	\$(31,819)	More landfill than previous year
30	Solid Waste Collection Fero	610,865	700,000	\$ 89,135	\$44K Fuel escalation in budget
31	Clean Up Campaign	8,480	40,000	\$ 31,520	Lower cost than anticipated
<i>Environmental Development</i>					
32	Administration (wages and benefits)	282,353	422,000	\$ 139,647	Vacant positions
33	Administration	62,670	157,000	\$ 94,330	Annual budget for bylaw enforcement \$30K + \$20K software
34	Planning Projects	100	25,000	\$ 24,900	Annual budget for planning projects
35	Heritage Committee	-	5,000	\$ 5,000	Annual budget for Heritage Committee
36	Tourism	38	5,000	\$ 4,963	Annual budget for Tourism
<i>Recreation & Cultural Services</i>					
37	Administration (wages and benefits)	398,095	384,000	\$(14,095)	Pay raise after annual budget
38	Administration	72,648	55,500	\$(17,148)	Ppty tax higher than budgeted by \$11K
39	Rothesay Arena	417,433	380,500	\$(36,933)	R&M to condenser
40	Parks & Gardens	848,374	868,000	\$ 19,626	Vacant position, leased less vehicles than anticipated
41	Rothesay Common Rink	74,774	96,150	\$ 21,376	Casual wages lower than anticipated and shorter season
42	Memorial Centre	118,515	72,850	\$(45,665)	Heat pump and installation
43	Train Station	4,027	29,600	\$ 25,573	Annual budgt for train station 2023 YE no accrual was set up for cleaning, supplies and hydro higher than budgeted, Ppty tax \$5K higher than budget
44	Wells Building	51,168	44,500	\$(6,668)	
45	James Renforth	10,048	0	\$(10,048)	Unbudgeted bldg acquisition, security and repairs
<i>Fiscal Services</i>					
46	Interest	\$ 179,975	\$ 223,872	\$ 43,897	\$50K budgeted for Interim borrowing which wasn't need
47	Capital Projects Funded by reserves	\$ 750,000	\$	\$(750,000)	Reserve funds for vacuum truck
48	Reserve Funds	\$	\$ 150,000	\$ 150,000	No money transferred to Reserve

Town of Rothesay

Capital Plan Summary

General Fund

Services

2024 Proposed Actual Funding (Draft)

	2024 Budget	Revised Oct Actual	2024 Projected	Operating	Reserve	Gas Tax	Grants	Borrow	to utility
GENERAL GOVERNMENT									
Building (Train Station)	350,000	-	-	-	-	-	-	-	-
IT (software upgrades)	15,000	-	13,418	13,418	-	-	-	-	-
Unbudgeted:									
145 James Renforth		244,552	244,056	244,056					
Land purchase Wells extender		25,859	26,355	26,355					
	<u>365,000</u>	<u>270,411</u>	<u>283,829</u>	<u>283,829</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
PROTECTIVE (Fire Dept)	<u>200,000</u>	<u>176,882</u>	<u>176,882</u>	<u>176,882</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>200,000</u>	<u>176,882</u>	<u>176,882</u>	<u>176,882</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TRANSPORTATION									
Street surfacing (per approved list)	3,325,000	4,446,785	3,790,043	2,034,384		1,020,659		-	735,000
Storm sewer			320,000	320,000					
Wiljac improvements	2,500,000							-	
Clark/GPR intersection		626,150	493,720	493,720				-	
Intersection sidewalk			190,000	190,000				-	
Curb & Sidewalks	70,000		210,000	110,000		100,000			
Buildings (Grove)	60,000	292	53,576	53,576			-		
Fleet / Equipment	1,125,000	798,106	910,213	910,213	-		-		
Vacuum Truck	750,000	750,000	750,000		750,000				
Salt storage building			85,677	85,677					
	<u>7,830,000</u>	<u>6,621,333</u>	<u>6,803,229</u>	<u>4,197,570</u>	<u>750,000</u>	<u>1,120,659</u>	<u>-</u>	<u>-</u>	<u>-</u>
RECREATION									
Parks Equipment	70,000	91,427	91,427	91,427					
Arena Condenser	105,000	111,696	111,696	111,696					
Wells Parking Lot	500,000		400,000	400,000					
Cathodic protection	75,000	70,735	70,735	70,735					
Zamboni	140,000	122,950	122,950	122,950					
Truck (cfwd)	75,000			-					
Wells building generator	50,000	13,822	130,016	130,016	-				
Wells parking lot lighting			220,000	70,000		150,000			
Recreation Master Plan		32,543	35,477	35,477					
Misc carry forwards		30,633	31,071	31,071					
	<u>1,015,000</u>	<u>473,806</u>	<u>1,213,372</u>	<u>1,063,372</u>	<u>-</u>	<u>150,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Expenditures	<u>\$ 9,410,000</u>	<u>\$ 7,542,432</u>	<u>\$ 8,477,312</u>	<u>\$ 5,721,653</u>	<u>\$ 750,000</u>	<u>\$ 1,270,659</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				\$ 5,200,000					
				5,544,771					

Town of Rothesay

Utility Fund Financial Statements

December 31, 2024

Attached Reports:

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

Town of Rothesay

Capital Balance Sheet

As at 12/31/2024

ASSETS

Assets:

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

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)
	<u>(22,011,108)</u>

TOTAL ASSETS	<u><u>39,737,726</u></u>
--------------	--------------------------

LIABILITIES

Current:

Util Capital due to/from Util Operating	<u>1,445,624</u>
Total Current Liabilities	<u>1,445,624</u>

Long-Term:

Long-Term Debt	<u>7,648,725</u>
Total Liabilities	<u>9,094,349</u>

EQUITY

Investments:

Investment in Fixed Assets	<u>30,643,377</u>
Total Equity	<u>30,643,377</u>

TOTAL LIABILITIES & EQUITY	<u><u>39,737,726</u></u>
----------------------------	--------------------------

Town of Rothesay

Balance Sheet - Utilities Fund Reserves
12/31/2024

ASSETS

BNS Utility Capital Reserve # 00241 12	1,647,421
	<u>\$ 1,647,421</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	1,138,653
Invest. in Utility Operating Reserve	119,672
Invest. in Sewerage Outfall Reserve	389,097
	<u>\$ 1,647,421</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 12/31/2024

ASSETS

Current assets:

Accounts Receivable Net of Allowance	931,092
Accounts Receivable - Misc.	<u>127,813</u>
Total Current Assets	<u>1,058,905</u>

Other Assets:

-

TOTAL ASSETS	<u><u>\$ 1,058,905</u></u>
--------------	----------------------------

LIABILITIES

Accrued Payables	15,664
Due from General Fund	2,406,480
Due to Capital Fund	(1,445,624)
Deferred Revenue	<u>10,677</u>
Total Liabilities	<u>987,196</u>

EQUITY

Surplus:

Opening Retained Earnings	40,521
Profit (Loss) to Date	<u>31,187</u>
	<u>71,709</u>

TOTAL LIABILITIES & EQUITY	<u><u>\$ 1,058,905</u></u>
----------------------------	----------------------------

Town of Rothesay
Utilities Operating Income Statement
12 Months Ended 12/31/2024

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	270,080	268,750	1,161,550	1,165,000	(3,450)		1,165,000
Meter and non-hookup fees	16,492	15,875	64,512	63,500	1,012		63,500
Water Supply for Fire Prot.	0	0	335,000	335,000	0		335,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	0	0	2,183,893	2,154,283	29,610		2,154,283
Connection Fees	0	6,250	180,525	75,000	105,525		75,000
Developers' Share	259,777	0	291,166	0	291,166		0
Interest Earned	9,095	7,500	114,183	90,000	24,183		90,000
Misc. Revenue	1,050	769	8,563	9,224	(662)		9,224
Infrastructure Grants	739,138	0	1,226,785	0	1,226,785		0
Surplus - Previous Years	0	0	33,993	33,993	0		33,993
TOTAL RECEIPTS	1,295,631	299,144	5,659,050	3,985,000	1,674,050		3,985,000
WATER SUPPLY							
Share of Overhead Expenses	18,288	18,288	219,450	219,450	0		219,450
Wages	18,201	17,105	230,905	240,000	9,095		240,000
Audit/Legal/Training	0	625	11,418	14,000	2,582		14,000
Other Water	365	167	1,319	2,000	681		2,000
Purification & Treatment	19,197	26,417	625,369	568,000	(57,369)		568,000
Transmission & Distribution	1,276	42,917	57,387	130,000	72,613		130,000
Power & Pumping	4,705	4,667	51,633	56,000	4,367		56,000
Billing/Collections	72	417	1,956	5,000	3,044		5,000
Water Purchased	0	0	1,311	1,200	(111)		1,200
Misc. Expenses	1,125	3,667	22,786	32,000	9,214		32,000
McGuire Road Operating	2,064	1,667	10,867	20,000	9,133		20,000
TOTAL WATER SUPPLY	65,295	115,934	1,234,400	1,287,650	53,250		1,287,650
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	27,431	27,431	329,175	329,175	0		329,175
Wages	30,000	30,000	360,000	360,000	0		360,000
Audit/Legal/Training	0	750	9,471	15,000	5,529		15,000
Collection System Maintenance	380	6,250	41,788	85,000	43,212		85,000
Sewer Claims	0	0	21,645	20,000	(1,645)		20,000
Lift Stations	4,482	7,167	104,498	82,500	(21,998)		82,500
Treatment/Disposal	6,809	9,000	89,036	121,000	31,964		121,000
Misc. Expenses	1,586	2,333	8,780	28,000	19,220		28,000
TOTAL SWGE COLLECTION & DISPC	70,689	82,931	964,392	1,040,675	76,283		1,040,675
FISCAL SERVICES							
Interest on Bank Loans	0	2,026	0	2,026	2,026		2,026
Interest on Long-Term Debt	105,473	80,009	264,631	263,941	(690)		263,941
Principal Repayment	209,000	209,000	565,708	565,708	0		565,708
Transfer to Reserve Accounts	186,211	75,000	186,211	75,000	(111,211)		75,000
Capital Fund Through Operating	1,185,735	750,000	1,185,735	750,000	(435,735)		750,000
Capital Fund Paid by Grants	1,226,785	0	1,226,785	0	(1,226,785)		0
TOTAL FISCAL SERVICES	2,913,204	1,116,035	3,429,070	1,656,675	(1,772,395)		1,656,675
TOTAL EXPENSES	3,049,187	1,314,900	5,627,862	3,985,000	(1,642,862)		3,985,000
NET INCOME (LOSS) FOR THE PER	(1,753,556)	(1,015,756)	31,187	(0)	31,188		(0)

2025February10OpenSessionFINAL_076

Town of Rothesay

Variance Report - Utility Operating

2024-12-31

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	1,161,550	1,165,000	(3,450)	Lower usage, Apt fixed underground leak
2	Sewerage Services	2,183,893	2,154,283	29,610	New Apartment buildings not factored into budget
3	Connection Fees	180,525	75,000	105,525	Budgeted amts allocated based on prior year revenue
4	Developers' Share	159,203	0	159,203	Cost shared for sidewalk on Hampton rd
5	Interest Earned	114,183	90,000	24,183	Conservative budget
6	Infrastructure Grants	1,226,785	0	1,226,785	WWTF grant
Water					
7	Wages	230,905	240,000	9,095	Less OT than expected
8	Purification & Treatment	625,369	568,000	(57,369)	Hydrostrata - Addition of Deepening wells
9	Transmission & Distribution	57,158	130,000	72,842	
10	Misc. Expenses	22,786	32,000	9,214	New meters not purchased
11	McGuire Road Operating	10,867	20,000	9,133	lower repairs than anticipated
Sewer					
12	Collection System Maintenance	41,788	85,000	43,212	Flushing and mtce lower than anticipated
13	Lift Stations	104,498	82,500	(21,998)	replacement of VFD at FV lagoon
14	Treatment/Disposal	88,994	121,000	32,006	\$10K less in power, \$12K less in repairs
15	Misc. Expenses	8,780	28,000	19,220	
Fiscal Services					
16	Interest on Bank Loans	-	2,026	2,026	Interim loan not used
17	Transfer to Reserve Accounts	186,211	75,000	(111,211)	Connection fees higher than anticipated
18	Capital Fund Through Operating	-	750,000	750,000	Allocation not yet made

Rothesay

UTILITY CAPITAL PLAN - 2024			Original Budget	Actual December, 2024	Projected	Reserves	Grants	Gas Tax Infrastructure	Operating	Borrow				
WATER CAPITAL PLAN - 2024														
Filter building treatment train addition (carry forward from 2023)	\$	400,000	\$	400,000	400,000			\$	400,000	\$	-			
Upgrade to support Filter building treatment train addition		375,000		311,095	311,095	-		-		71,465	239,630			
Production wells - exploration of bedrock well TH 90-1		65,000		69,445	69,445					69,445				
				6,766	6,766					6,766				
Storage Building renovations		55,000		50,442	50,442					50,442				
ShadowHill water line repalcement (shared LIL)		250,000									-			
Treatment Effluent Tank re-lining		30,000		66	66					66				
Filter Building Heat system upgrade		40,000		2,397	2,397					2,397				
Transfer switch VFD Wells 1 and 2		50,000								-				
Large scale tapping machine - watermain connections		40,000								-				
Asphalt related water work				305,000	305,000					305,000				
	\$	1,305,000	\$	1,145,211	\$	1,145,211		400,000	\$	505,581	239,630			
SEWER CAPITAL PLAN - 2024														
Asphalt related sewer work	\$	100,000	\$	430,000	430,000			-		430,000				
WWTF Phase 2 design and construction		2,000,000		732,676	732,676		-	-		6,682	725,994			
WWTF Lagoon dredging		1,500,000		1,458,875	1,458,875		965,709	-		13,166	480,000			
Frances Avenue Lift Station replacement		120,000			-			-		-				
Rothsay Road sewer				40,049	40,049					40,049				
Turnbull Court carry forward from 2024				836,335	836,335		261,076	100,000		190,259	285,000			
	\$	3,720,000	\$	3,497,935	\$	3,497,935	-	1,226,785	100,000	680,156	1,490,994			
	\$	5,025,000	\$	4,643,146	\$	4,643,146	\$	1,226,785	\$	500,000	\$	1,185,737	\$	1,730,624
Available											750,000			
											\$	435,737		

TOWN OF ROTHESAY

FINANCE COMMITTEE

January 23, 2025

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander, Chairman

Councillor Helen Boyle

Town Manager Brett McLean

Treasurer Doug MacDonald

Financial Officer Laura Adair

Absent:

Councillor Don Shea

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

Councillor Matt Alexander was elected as Chair of the Finance Committee

The agenda was accepted with the addition to information Property Tax Assessments (NG/HB)

Review of Minutes

The minutes of November 19, 2024 were accepted as presented (HB/NG)

Donation Requests

Chinese Cultural Association – Mayor Nancy Grant to respond that tickets would be purchased but no sponsorship will be provided

NBYO – Treasurer Doug MacDonald to follow up that no sponsorship to be made

RHS Basketball \$300 - Mayor Nancy Grant to fund with her personal budget

Kennebecasis Rowing Club \$3,000 - Table until April 1st, 2025 when Canada Summer Games is announced

MOVED to approve to **KV Food Bank of \$5,000** (NG/HB)

CARRIED

For Information

Compliance report – all items filed.

Credit Card policy – Town currently has 1 credit card in Treasurer Doug MacDonald's name. CAO Brett McLean has requested 7 new cards be issued to individuals that use it most frequently and hold them responsible for their purchases.

Property Tax Assessments – The aggregate tax assessment base increase by 1.6%. However, one a property in French Village has decreased significantly from \$1.5M to \$990k which brings down that average. If this property was excluded, the average assessed tax base has increased 4.2%

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

Next Meeting

The next meeting is set for February 20, 2025.

The meeting adjourned at 8:43am.

Deputy Mayor Matt Alexander, Chairman

Laura Adair, Recording Secretary



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	February 3, 2025
RE	:	Donation Recommendations

The finance committee recommends the following motion re donation requests:

Council approve a donation to the Kennebecasis Valley Food Basket Inc. to support 2025 operating costs in the amount of \$5,000.00.

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: August 21, 2024

Applicant: Kennebecasis Valley Food Basket Inc.

Address: 346 Old Hampton Road Quispamsis NB E2E 4S9

Contact: Cathy Rignanesi

Tel.

Email:

Organization Description:

The KVFB is a registered charity who's vision is "A community where hunger does not exist, where all citizens have access to an adequate and nutritious supply of food. The Mission of the KVFB is that "We provide temporary food and essentials to individuals and families of our community who are in need." The KVFB has a core group of about 40 volunteers who help to shop for, receive, sort and store food donations, stock shelves, fridges and freezers and prepare food hampers for monthly distribution.

Amount Requested: \$ 5,000.00

Descriptions of proposed event or activity:

The Kennebecasis Valley Food Bank is in the process of planning for the expansion and renovation of its current facilities. Funding received would be used to support that expansion. The KVFB is currently located in an old, very small, two-story building which is leased from the Town of Quispamsis. The layout of this facility does not support the efficient operations of the Food Bank. It is difficult to greet and service clients, receive, store and prepare food hampers for distribution and limits our ability to provide services to our clients. Over the past 2 years, the Board of Directors of the KVFB have been exploring options to improve our space by expanding and renovating the building. In order to move forward with this project, we need to raise the funds to support our expansion plans. The KVFB intends to offer supporting workshops to our clients in such areas as financial literacy, budgeting, tax clinic, nutrition, meal planning, healthy eating, cooking classes, newcomer support and job fairs. An architect has provided renderings of the renovation and estimated costs. KVFB continues to meet with the Town of Quispamsis as we proceed with our plans. The Town of Quispamsis has been supportive of the KVFB and we are grateful for the support.

Project costs:

\$500,000 - \$600,000

Benefits to town of Rothesay:

The KVFB provides food security for families in need

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).

Doug MacDonald

From: Cathy Rignanesi
Sent: August 26, 2024 10:44 AM
To: Doug MacDonald
Cc: 'Kevin Darling'
Subject: RE: Donation Request
Attachments: Estimated Cost Impact of Expansion.xlsx

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

Hi Doug. Thanks again for considering the grant application submitted by the Kennebecasis Valley Food Basket. The following information is provided in response to the request from Rothesay's Finance Committee for additional information:

- The preliminary estimate from the architect for the building expansion costs is \$595,000. This, as can be expected, is subject to some change as we get closer to the actual expansion date and as slight revisions may need to be made to plans to accommodate zoning, hydro by-law requirements. The existing building is being transferred to the KVFB at a cost of \$1.00.
- We anticipate that we will incur costs of approximately \$75,000 to fund new fridge, freezer, shelving purchases.
- KVFB has accumulated approximately \$680,000 to fund the expansion.
- Based on information we have received from the towns for current utility and grounds maintenance costs, the KVFB has estimated that its annual operating costs will increase by approximately 34,000 (see attached spreadsheet).
- A Fundraising committee has recently been established to help raise funds needed to support the increased annual operating costs. The specific fundraising goals for this committee have yet to be set, but we anticipate setting a target in the range of \$30-\$40K annually.

Please let me know if the committee requires any additional information

From: Doug MacDonald <DougMacDonald@rothesay.ca>
Sent: Thursday, August 22, 2024 1:44 PM
To: Cathy Rignanesi
Subject: RE: Donation Request

Good morning Cathy, our finance committee met this morning and discussed your request. Our donation policy includes a provision whereby donations will generally be provided once during any calendar year to an organization. Council has provided funding to the Food Basket in March and generally contributed to the building operating costs incurred by Quispamsis. Therefore, your request will be considered as part of the budget process for 2025. However, prior to doing so the committee has requested additional information. In order to consider the request the finance committee would like to review the detailed financial plans associated with the building purchase, renovations, operating costs, etc, including proposed funding sources for the expenditures.

Should you require further clarification please contact me at your convenience.

Doug MacDonald, CPA CA
Treasurer - Rothesay

Direct line – 506-848-6663

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

From: Cathy Rignanesi
Sent: Wednesday, August 21, 2024 11:55 AM
To: Doug MacDonald <DougMacDonald@rothesay.ca>
Subject: RE: Donation Request

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

Thanks Doug – yes, we submitted a request for \$5,000. For some reason it changed it to 5.00 – maybe it didn't like the comma that I inserted. – Hopefully this works

From: Doug MacDonald <DougMacDonald@rothesay.ca>
Sent: Wednesday, August 21, 2024 10:30 AM
To:
Subject: Donation Request

Hi Cathy, your form requests an amount of \$5.00. I assume this is an error and you may wish to send me a corrected version.

Doug MacDonald, CPA CA
Treasurer - Rothesay

Direct line – 506-848-6663

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

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

	Facility Costs currently paid for by Rothesay and Quispamsis	Facility Costs currently paid for by KVFB	Expected cost increase due to Expansion	Total additional costs expected to be incurred by KVFB
Electricity	3,306.81		5,000.00	8,306.81
Furnace Fuel	3,494.24		5,000.00	8,494.24
Grounds M&R	6,171.65		2,000.00	8,171.65
Property Tax	475.92		-475.92	0.00
Insurance		3,200.00	2,500.00	5,700.00
Cleaning		3,659.00	4,000.00	7,659.00
Repairs and Maintenance		100.00	2,000.00	2,100.00
Pest Control	750.00		750.00	1,500.00
Rent		1,200.00	-1,200.00	0.00
Total:	14,198.62	8,159.00	19,574.08	41,931.70
Costs currently paid by KVFB				8,159.00
Potential increase in annual costs				33,772.7

KVFB should qualify under the NB Property Tax
Assessment Reduction program for reduced
KVFB currently pays only for Liability and D&O
Insurance

Doug MacDonald

From: Doug MacDonald
Sent: April 22, 2024 8:16 AM
To: John Jarvie; Laura Adair; Nancy Grant; Don Shea; Helen Boyle; Matthew Alexander
Subject: FW: Financial Statements for Kennebecasis Valley Food Basket
Attachments: KV Food Basket Inc 12312023 - Financial Statements - Client Final.pdf

FYI, financial statements and comments below from the KV Food Basket.

Doug

From: Cathy Rignanesi
Sent: Wednesday, April 17, 2024 11:57 AM
To: Rothesay Info <rothesay@rothesay.ca>
Cc:
Subject: Financial Statements for Kennebecasis Valley Food Basket

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

At the request of Doug MacDonald, I am forwarding the 2023 annual financial statements for the Kennebecasis Valley Food Basket.

A couple of items to note when reviewing these statements:

- The surplus cash and short term investments have been accumulated to finance the cost of the planned building expansion and renovation, which we expect to be in the \$550K to \$650K range;
- Inflation and increased demand on the KVFB services is impacting our costs. As an example, Food costs in the first quarter of 2024 have increased 22% compared to the first quarter of 2023.
- The annual operating costs reported in the income statement are expected to increase substantially once the renovation is complete. As illustrated in the table below, KVFB is anticipating increased facility costs in the range of \$30,000 after the expansion
-

	Facility Costs paid for by Rothesay and Quispamsis	Facility Costs currently paid for by KVFB	Expected cost increase due to Expansion	Total : ex inci
Electricity	3,306.81		5,000.00	
Furnace Fuel	3,494.24		5,000.00	
Grounds M&R	6,171.65		2,000.00	
Property Tax	475.92		-475.92	
Insurance		3,200.00	2,500.00	
Repairs and Maintenance		100.00	2,000.00	
Pest Control	750.00		750.00	
Rent		1,200.00	-1,200.00	
Total:	14,198.62	4,500.00	15,574.08	

Costs currently paid by KVFB _____
Potential increase in annual costs _____

In addition to increased facility costs, the KVFB intends to host a variety of workshops at its expanded location to help our clients with financial literacy, budgeting, healthy food planning, etc. These workshops are expected to add an additional \$15K- \$20K to our annual operating costs.

The KVFB is very appreciative of the support we receive from Rothesay and Quispamsis and hope that we can continue to count on your support.

Please feel free to reach out to me if you have any questions.

Cathy Rignanesi
Treasurer, KVFB

KENNEBECASIS VALLEY FOOD BASKET INC.

Financial Statements
December 31, 2023

Kennebecasis Valley Food Basket Inc.

Contents

December 31, 2023 (With comparative figures for 2022)

	Page
INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT	1
FINANCIAL STATEMENTS	
Statement of Operations and Changes in Net Assets	2
Statement of Financial Position	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 7

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the members of Kennebecasis Valley Food Basket Inc.

We have reviewed the accompanying financial statements of Kennebecasis Valley Food Basket Inc. that comprise the statement of financial position as at December 31, 2023, and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

As is common with many charitable organizations, the Kennebecasis Valley Food Basket Inc. derives revenue principally from donations, the completeness of which is not susceptible to satisfactory verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Kennebecasis Valley Food Basket Inc. and we were not able to determine whether any adjustments might be necessary to contributions, excess of revenues over expenses, assets or net assets.

Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Kennebecasis Valley Food Basket Inc. as at December 31, 2023, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Jamieson Mullin Chartered Professional Accountants Inc.

Jamieson Mullin Chartered Professional Accountants Inc.

Quispamsis, NB

March 18, 2024

Kennebecasis Valley Food Basket Inc.
Statement of Operations and Changes in Net Assets
 For the year ended December 31, 2023 (With comparative figures for 2022)

	<u>2023</u>	<u>2022</u>
Revenues		
Donations	\$ 234,833	\$ 216,921
Interest income	13,023	3,960
Other revenue	<u>7,364</u>	<u>26,477</u>
	<u>255,220</u>	<u>247,358</u>
Expenditures		
Food costs	82,125	70,685
Subcontract	20,800	5,600
Garbage removal and operating supplies	8,141	9,828
Amortization	5,443	4,830
Professional fees	3,843	2,475
Insurance	3,169	2,771
Transportation	3,061	4,093
Telephone	1,338	1,173
Rent	1,308	1,283
Dues, fees and memberships	500	500
Interest and bank charges	266	355
Donations	50	-
Repairs and maintenance	<u>-</u>	<u>108</u>
	<u>130,044</u>	<u>103,701</u>
Excess of revenues over expenditures	125,176	143,657
Net assets - beginning of year	<u>567,088</u>	<u>423,431</u>
Net assets - end of year	<u>\$ 692,264</u>	<u>\$ 567,088</u>

The notes are an integral part of these financial statements

Kennebecasis Valley Food Basket Inc.**Statement of Financial Position**

As at December 31, 2023 (With comparative figures for 2022)

	<u>2023</u>	<u>2022</u>
Assets		
Current		
Cash	\$ 204,247	\$ 190,648
Term deposits	467,173	354,351
Prepaid expenses	1,538	1,416
Public service body rebate receivable	<u>1,214</u>	<u>2,850</u>
	674,172	549,265
Other assets		
Property, plant and equipment (Note 3)	<u>20,841</u>	<u>26,285</u>
Total Assets	<u>\$ 695,013</u>	<u>\$ 575,550</u>
Liability		
Current		
Accounts payable and accrued liabilities	\$ 2,749	\$ 8,462
Net Assets		
Unrestricted	<u>692,264</u>	<u>567,088</u>
Total Liabilities and Net Assets	<u>\$ 695,013</u>	<u>\$ 575,550</u>

APPROVED BY:

Member_____
Member

Kennebecasis Valley Food Basket Inc.
Statement of Cash Flows

For the year ended December 31, 2023 (With comparative figures for 2022)

	<u>2023</u>	<u>2022</u>
Operating activities		
Excess of revenues over expenditures	\$ 125,176	\$ 143,657
Adjustment for Amortization	<u>5,443</u>	<u>4,830</u>
	130,619	148,487
Change in non-cash working capital items		
Term deposits	(112,822)	(103,759)
Prepaid expenses	(122)	(265)
Public service body rebate	1,636	(1,890)
Accounts payable and accrued liabilities	<u>(5,712)</u>	<u>1,409</u>
	13,599	43,982
Investing activity		
Purchase of property, plant and equipment	<u>-</u>	<u>(23,991)</u>
Increase in cash	13,599	19,991
Cash - beginning of year	<u>190,648</u>	<u>170,657</u>
Cash - end of year	<u>\$ 204,247</u>	<u>\$ 190,648</u>

The notes are an integral part of these financial statements

Kennebecasis Valley Food Basket Inc.**Notes to Financial Statements**

As at December 31, 2023 (With comparative figures for 2022)

1. Nature of The Business Activities

Kennebecasis Valley Food Basket Inc. (the "Organization") is a not-for-profit organization located in Quispamsis, New Brunswick. It was incorporated on May 29, 1985 under the New Brunswick Companies Act and is a registered charity under the Income Tax Act and exempt from income taxes.

2. Summary Of Significant Accounting Policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

(a) Revenue recognition

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable when the amount to be received can be reasonably estimated and collection is reasonably assured.

(b) Contributed services

Contributions of materials and services are recognized in the financial statements at fair value at the date of contribution, but only when a fair value can be reasonably estimated and when the materials and services are used in the normal course of operations, and would otherwise have been purchased.

Directors and volunteers assist in the Organization's activities. While these services benefit the Organization considerably, a reasonable estimate of their amount and fair value cannot be made and, accordingly, these contributed services are not recognized in the financial statements.

(c) Cash

Cash includes balances with banks.

(d) Property, plant and equipment

Property, plant and equipment are recorded at cost. The Organization provides for amortization using the declining balance method at rates designed to amortize the cost of the property, plant and equipment over their estimated useful lives. The annual amortization rates are as follows:

Equipment	20%
Leasehold improvements	4%
Computer equipment	55%

Property, plant and equipment are reviewed for impairment whenever events or changes in the circumstances indicate that the carrying value may not be recoverable. If the total of the estimated undiscounted future cash flows is less than the carrying value of the asset, an impairment loss is recognized for the excess of the carrying value over the fair value of the asset during the year the impairment occurs.

Kennebecasis Valley Food Basket Inc.**Notes to Financial Statements**

As at December 31, 2023 (With comparative figures for 2022)

2. Summary Of Significant Accounting Policies, continued**(e) Financial instruments****(i) Measurement of financial instruments**

The Organization initially measures its financial assets and liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate.

The Organization subsequently measures all its financial assets and financial liabilities at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in excess of revenues over expenditures in the period incurred.

Financial assets measured at amortized cost on a straight line basis include cash and term deposits.

Financial liabilities measured at amortized cost on a straight-line basis include accounts payable and accrued liabilities .

(ii) Impairment

For financial assets measured at cost or amortized cost, the Organization determines whether there are indications of possible impairment. When there is an indication of impairment, and the Organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in excess of revenues over expenditures. A previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess of revenues over expenditures.

(iii) Transaction costs

Transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in net income in the period incurred. Transaction costs related to financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in net income over the life of the instrument using the straight-line method.

(f) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the balance sheet date and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

Kennebecasis Valley Food Basket Inc.**Notes to Financial Statements**

As at December 31, 2023 (With comparative figures for 2022)

3. Property, Plant and Equipment

	<u>2023</u>		<u>2022</u>	
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Cost</u>	<u>Accumulated amortization</u>
Equipment	\$ 34,823	\$ 14,221	\$ 34,823	\$ 9,070
Leasehold improvements	3,205	3,205	3,205	3,205
Computer equipment	<u>1,544</u>	<u>1,305</u>	<u>1,544</u>	<u>1,012</u>
	<u>39,572</u>	<u>18,731</u>	<u>39,572</u>	<u>13,287</u>
Net book value	<u>\$ 20,841</u>		<u>\$ 26,285</u>	

4. Financial Instruments

It is management's opinion that the Organization is not exposed to any significant risks arising from these financial instruments.



ROTHESAY

AGE-FRIENDLY ADVISORY COMMITTEE

2025 February 10 Open Session FORMAL_096
Common Room, Rothesay Town Hall
Tuesday, January 21, 2025 at 10 am



DRAFT

PRESENT: MAYOR NANCY GRANT, *ex-officio member*
COUNCILLOR HELEN BOYLE
DIANE O'CONNOR
WILLA MAVIS
NANCY HASLETT
DIANNE TAYLOR
ROBERT TAYLOR
ANGELA MORSE
JILL JENNINGS
DR. SHAWN JENNINGS

CHIEF ADMINISTRATIVE OFFICER BRETT MCLEAN
RECREATION & COMMUNICATIONS COORDINATOR KERI FLOOD
AGE-FRIENDLY & COMMUNICATIONS COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY ELIANE KNOX

ABSENT: DOAA HIGAZY
HIGH SCHOOL REPRESENTATIVE (Vacant)

The meeting was called to order by K. Duffley at 10:04 a.m. and welcomed Brett McLean, the new Rothesay Chief Administrative Officer, to the Committee.

1. ELECTION OF OFFICERS

1.1 Election of Chair

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

1.2 Election of Vice Chair

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

2. APPROVAL OF AGENDA

K. Flood asked to add under New Business the following item: "9.2 Rothesay Winterfest".

MOVED by R. Taylor and seconded by N. Haslett the agenda be approved with the addition of the item 9.2 Rothesay Winterfest.

CARRIED.

3. ADMINISTRATION

3.1 Code of Ethics

The new 2024 Committee Code of Ethics was circulated to the Committee Members. Chairperson O'Connor asked the members to sign the form and return it to K. Duffley.

3.2 Committee Mandate

The Committee Mandate was circulated to the Committee Members.

3.3. Council Priorities

The Council priorities was circulated to the Committee Members.

3.4 2025 Meetings Schedule

The Committee 2025 Meetings Schedule was circulated to the Committee Members.

4. APPROVAL OF MINUTES**4.1 Meeting minutes of November 19, 2024**

MOVED by N. Haslett and seconded by Dr. Jennings the minutes of November 19, 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. UNFINISHED BUSINESS**8.1 2025-2027 Age-Friendly Community Action Plan**

K. Duffley circulated the 2025-2027 Age-Friendly Community Action Plan infographic to the Committee members. She requested Committee members to not take them home. The infographic will be circulated at every meeting moving forward. She explained to the members that on one side is the action plan and the other side has the eight domains of the Age-Friendly Community as well as the Committee mandate.

Chairperson O'Connor updated the Committee on the first item of the action plan. She said that the Rothesay Intergenerational Community Centre is going forward and would be the major project for this Committee for the next few years. She informed that she met with Mayor Grant and CAO McLean to discuss the provincial and federal fundings. Mayor Grant and CAO McLean met with MLA Alyson Townsend last week. She will also meet with her assistant, Jim Hennesy, this week or next week. Mayor Grant, CAO McLean and herself will be meeting with MP Wayne Long tomorrow. The reason they are meeting with MP Long is because of his knowledge and experience with the federal government. She mentioned that the Town already has an existing rink, but in the plan, it will be changed to a multipurpose centre with a new rink being built. This will add to the Community and hopefully we will have more people coming, including The Saint John Newcomers. Rothesay Hive is a vital part of this Community and wants to be involved in the entire project. The lack of space is continuing to increase within all Rothesay Hive activities. Once Rothesay Hive started the ball rolling, they will be talking with Age-Friendly Active Communities across New Brunswick to get more ideas.

Chairperson O'Connor asked the Committee members if anyone wants to join or has ideas to please email her.

Dr. Jennings questioned are we that far yet to have a design. K. Duffley replied that there were previous designs for the arena. She does not know if there is one that encompasses all these ideas yet.

Dr. Jennings asked if the cost was compared, new building vs. repairing the old arena. N. Haslett also questioned whether there is a proposal for two ice surfaces or just one. Chairperson O'Connor answered just one ice surface. N. Haslett recommended two ice surfaces since there is no facility between St. Stephen to Sussex. She added it would attract more events in our community. She reiterated to the Committee members that it needs eight dressing rooms to provide accommodation for two of the teams so they can leave their equipment there. Furthermore, if we are trying to draw more events, we really need two ice surfaces for hockey, ringette, lacrosse, ball hockey, rollerblading, etc. Chairperson O'Connor mentioned that hockey ice time is a major issue in the Valley and Saint John. This is something worth looking into. This would be added to the cost. Furthermore, the Committee would have to see how big we want this facility, and it also means giving up spaces for other things to have another rink. Nonetheless part of the thing from Rothesay Hive point of view is not only just a bigger space for us, but we also want to be able to have other partnerships, such as having the Saint John Newcomers Centre satellite there since we partner with them so well and possibly to have it open in the evening. She suggested hosting a public presentation to obtain input from the Community. K. Flood mentioned to the Committee that Rothesay went through the whole exercise of doing the Recreation Master Plan last year and they did an assessment of the needs, population and surrounding communities. They indicated that Rothesay only needs one ice surface, and it is sufficient for the demands of the Valley and Greater Saint John. Additionally, Rothesay contributes to the TD Centre for the ice surface as well. CAO McLean added that the Council's position is looking only to service the needs of Rothesay and the Valley. The sport tourism destination aspect was not factored in the Recreation Master Plan. Rothesay also looked as far as renovating the old versus the new. It was cost prohibitive to renovate the old building as a new ice surface, but there is a plan to renovate the old building without the ice plan and ice floor into some type of court space, i.e. pickleball and basketball. The new rink would be built further down on the vacant land where the apartment building used to be and then connected. Therefore, the view right now is that Rothesay Hive would be in the connective portion. Those spaces have not been laid particularly yet, but it has been allocated within that area to connect the two. With the typography, it would be a two-story building that would allow connector along with a ramping structure to get on to a walking track. It would be too small for two ice rinks.

N. Haslett pointed out it is not only for hockey or other activities. She spoke with Louis Gaudette from the 4Plex, one of the things that the facility is missing is meetings rooms. There are so many groups that could use that meeting space could have a designated area, such as KV Oasis Youth Centre and Saint John Newcomers Centre. When she says we need two ice surfaces, it allows us to grow and try to meet the needs not only for Rothesay, but also the surrounding communities of Saint John. She added that if New Brunswick is hosting the Summer Games 2029, there is an opportunity that we could have the infrastructure. It could be a source of funding. Mayor Grant updated the Committee members regarding the Summer Games 2029 with the information that she has as of now. She indicated that as far as she heard regarding funding it will not be for building new facilities in Saint John but renovating the old ones.

D. Taylor asked K. Flood in the Recreation Master Plan if there was any identification of pool. K. Flood replied that Trace done the study with the index of population and surrounding communities. They

indicated that Canada Games Aquatic Centre, Hampton and Qplex pools are suffice for Rothesay needs. Mayor Grant reminded the Committee members that Rothesay is paying annually 10% of the debts of Canada Games Aquatic Centre. K. Flood will send the Recreation Master Plan to all Committee members.

Dr. Jennings questioned about splash pad. CAO McLean said it is in discussion. It would be located where the old Wells Community Centre building used to be. He mentioned that there are currently tenders for the Wells softball field lighting.

R. Taylor pointed out the lack of parking spaces at Canada Games Aquatic Centre for so many years.

Chairperson O'Connor concluded that the main focus is to obtain the support of the project in writing from all the government levels and how to get started to attain the funds with a viable plan.

Counc. Boyle emphasized that the Committee should stay focused on the needs and not necessarily on their wants to get the funding.

J. Jennings expressed the importance of parking spaces. More people would attend Rothesay Hive programs.

9. NEW BUSINESS

9.1 Age-Friendly Programming Update

Rothesay Hive Programming

- Exercise classes remain popular, exercise classes on Monday are full for the month of January. 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.
- Seventeen people attended the January movie matinee; this program is growing in popularity, especially in the winter months.
- Book Club is still going strong with some new members, books are back to being available to borrow at the KV Library now that the Canada Post strike is over.
- 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 for those who are grieving over the loss of a spouse or loved one but any type of grief/loss.
- Presentations: Since our last meeting we have hosted two presentations that were very popular. In December we hosted the Accessing Health Care & My Health NB APP which had about 20 people attending. In November, we had around ten people attend the Canadian Dental Care Plan presentation. This week we will have a presentation on Financial Literacy.
- Potlucks: We host regular potlucks for special events, in December we hosted a Holiday Potluck where attendees wore holiday attire, which was very popular. The next Potluck will be on Friday, February 14th for Valentine's Day.

- The Rothesay Hive February calendar will come out at the end of this week.

Rothesay Hive Members

Rothesay Hive Facebook Group: 1,154 members

Rothesay Hive Members as of now in 2025: 111 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 pm-4 pm that will be starting back up in October.

New Contact: Hiba Hachicha is on maternity leave, the new contact for Future Engage and English Conversations is: Fouzia Bouazzaoui – (506) 721-1325 / fouzia.bouazzaoui@sjnewcomers.ca.

Chairperson O'Connor informed the Committee members that they started back the program on January 9th with a welcome back Tea and Conversation. Last week, they had Willa Mavis as guest speaker. She talked about Maritimes dishes, in particular Crosby molasses and their history. This week they will host Service Canada to talk about Canada Dental Care Program. On January 30th, Travel Through My Eyes – Philippines. In February, they will have a Valentine craft with Touchstone Academy and Travel Through My Eyes - Nigeria. In April, Jim Wilson will be coming back to talk about one of the following topics: birds, animals, butterflies or leaves. Mohammed was interviewed on Information Morning this morning. He talked about the cutback in the number of newcomers to Canada.

9.2 Rothesay Winterfest

K. Flood announced to the Committee members that the Fundy Winterfest is a seven-week event from January 18th until March 9th with a variety of different activities taking place in six different communities, Rothesay, Quispamsis, Saint John, Hampton, Grand Bay-Westfield and Fundy-St. Martins. She described the activities that will be held in Rothesay. The main event will be Family Day/Winter Carnival on the Common on Saturday, February 8th from 2 to 4 pm. For more information, please visit Rothesay website.

10. CORRESPONDENCE FOR ACTION

N/A

11. CORRESPONDENCE FOR INFORMATION**11.1 December 17, 2024 – Age Friendly Active Community New Brunswick**

K. Duffley informed the members that last December she received an email from Brenda Lee, Community Coordinator, from Age Friendly Active Communities New Brunswick. They are a group that serves arm's length from the government that is bringing together all the age friendly communities in New Brunswick to share ideas. If they wish to give their email address to receive emails and information, her email address is on the last page of this meeting package. They can send her an email to indicate that they want to receive these emails moving forward and mention that they are members of Rothesay Age Friendly Advisory Committee. K. Duffley added that they also have a Facebook page. Chairperson O'Connor informed the Committee that there is an information session via Zoom coming up and members can register by sending an email to Brenda Lee.

K. Duffley will send to Committee members all the links.

12. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, February 18, at 10 am.

13. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 10:54 am.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2025 February 10 Open Session FINAL 102
PARKS AND RECREATION COMMITTEE



Meeting Minutes
Rothesay Town Hall Common Room
Tuesday, January 21, 2025, at 6:30 p.m.

DRAFT

PRESENT: COUNCILLOR BILL McGUIRE (remote)
COUNCILLOR HELEN BOYLE, CHAIRPERSON
COLIN BOYNE, VICE-CHAIRPERSON
DANIELLE BOURQUE
DR. SHAWN JENNINGS
PAULA MAGUIRE
SEAN MILLER

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
NORA GALLAGHER

DPR Jensen called the meeting to order at 6:32 p.m.

1. ELECTION OF OFFICERS

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

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

2. APPROVAL OF AGENDA

MOVED by C. Boyne and seconded by Dr. S. Jennings the agenda be approved as circulated.

CARRIED.

3. ADMINISTRATION

3.1 Code of Ethics

The Code of Ethics was circulated to the committee. DPR Jensen noted to the committee that the form for the Code of Ethics must be signed by all committee members for 2025 and returned.

3.2 Council Priorities

The Council Priorities were circulated to the committee. DPR Jensen noted that there are multiple recreation priorities on the list, and one item was completed – the Recreation Master Plan.

Dr. S. Jennings inquired about the Wells Connector Road and where the connections would be made. DPR Jensen explained the project scope to connect the end of the trail that is near service road across from the Bi-Centennial Ball Field to come across from the arterial at grade with stop lights. This would also involve closing the entrance to the Ball Field and making a new entrance on Dolan Road. The trail would go across the highway to connect towards Hillside / Fire Station.

Town Manager McLean noted that the project was on hold until the land required was declared surplus by the Province and turned over to the Town. The Province has now declared the land surplus and is in the process of transferring the land to Rothesay. An easement for the NB Power powerlines also needs to be completed. It is currently with the surveyors. Funding was approved for the project in Rothesay's 2025 Capital Budget. However, now that the project is "shovel ready" the Town will approach funding partners to determine if any funding is available to assist with the costs. If no funding is available, the Town will fund the project.

3.3 Committee Mandate

The Committee Mandate was circulated to the committee.

3.4 2025 Meeting Schedule

The 2025 Meeting Schedule was circulated to the committee. DPR Jensen noted that the committee does not meet if there are no agenda items, which results in no meetings typically occurring in the summertime or December.

4. APPROVAL OF MINUTES:

4.1 Meeting minutes of October 22, 2024

MOVED by C. Boyne and seconded by D. Bourque meeting minutes of October 22, 2024, be approved as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

6. DELEGATIONS

7. REPORTS & PRESENTATIONS

8. UNFINISHED BUSINESS

9. CORRESPONDENCE FOR ACTION

10. NEW BUSINESS

10.1 Parks and Recreation Update

21 January 2025 Report from Staff

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

- **Rothesay Arena:** Regular schedule. Busy with the ice booked up completely during primetime. There will be an Old Timers Tournament on March 15th.
- **Arthur Miller Upper Field:** Tender for project to go out this month. This project was budgeted for in 2025 for the Upper Field (\$1.5M). The timeline of this project is the first six months of 2025.
- **Wells Softball Field and Parking Lot Lighting:** Tenders for projects to go out this month, closing on January 30th. The lighting for the softball field is in partnership with the KV Softball Association who have raised over \$105,000 for the project.
- **Wells Trails:** The Groomed trails at Wells are busy this season, although snow has come and gone a couple of times, when the trails are groomed there are many users enjoying them. The new building at Wells is a draw for the community to this park.
- **Rothesay Common Rink:** The rink was busy over the holidays. Ice will be maintained until the end of March break, weather permitting. During the warm weather before Christmas the ice was lost and had to be rebuilt, however, now that we are in the midst of winter the ice is staying well and keeps well even in plus 7 or 8 degrees should there be no rain. Schools also use the Common, including RPS 4-5 times a week.

K. Flood gave a verbal update regarding Recreation Programing.

- **Rothesay Common Rink Special Events:** We are planning some special skating events including the following:
 - Saturday, January 18: Pond Hockey with the SJ Vito's Hockey Team
 - Wednesday, February 5: Costume Skate – Celebrating over 80+ Years of Winter Fun
 - Wednesday, February 12: Skate with the Saint John Sea Dogs
 - Wednesday, February 19: Glow in the Dark Skate
 - Wednesday, February 26: DJ Skate Night with DJ Steve
- **Fundy Winterfest 2025:** Fundy Winterfest is a regional event from January 18 to March 9, 2025, where people celebrate and embrace winter as an opportunity to connect across generations, communities, classes and cultures. The 6 communities of Rothesay, Quispamsis, Hampton, Saint John, Grand Bay-Westfield and Fundy-St. Martins welcome you to participate in winter initiatives that empower everyone, including our most vulnerable residents, to be active in winter! Find your hats and mitts– you won't want to miss out on this Greater Saint John Winter experience! This year in Rothesay we will be hosting the following programs, events and activities:
 - **KV Brewskis & Frostbites** – Food and Drink Winter Adventure (Partnership with the Town of Quispamsis)
 - **Free Snowshoe rentals** from River and Trail Outdoor Company
 - **Where's Winter Waldo & Winter Woof** – on Rothesay Trails
 - **Frozen Moments Photo Contest**
 - **Wine & Cheese Tasting** with Craig Pinhey – Feb 6th – SOLD OUT
 - **Moonlight Snowshoe, Hike, & Astronomy Observation** at Wells Recreation Park – February 12 at 7PM
 - **NEW Ice Dance International presents:** Winter Tidings in Rothesay – Sat, Feb 8th 6pm Experience the magic of winter as Ice Dance International's Currier and Ives Vintage Skaters take to the ice with their enchanting performance of Winter Tidings! For over 11 years, this talented group of professional and enthusiast skaters has delighted audiences at the Strawberry Banke Museum's Candlelight Stroll in Portsmouth, New Hampshire. Choreographed by IDI's Artistic Director, Douglas Webster, this 13-minute masterpiece celebrates the beauty and joy of skating, bringing the spirit of winter alive.
 - **Celebrating over 80 years of Winter Fun:** Rothesay's Winter Carnival on the Common – Saturday, February 8 from 2-4pm at the Rothesay Common. Activities we are planning to include: face painting, balloon animals, coloring, Heritage Walk N Talk with David Goss (topic includes winter in Greater Saint John from 1783-2025, Ice Dance International performance and public skate on the common, try snowshoeing, tractor and trolley rides, S'more making, music, and more!
 - **For more information visit:** <https://www.rothesay.ca/fundy-winterfest-in-rothesay/>

K. Duffley gave a verbal update on Age-Friendly Programming.

- **Rothesay Hive:** The Rothesay Hive is busy this new year with all regular scheduled programs. For more information including the calendar, newsletter, and more visit: <https://www.rothesay.ca/recreation/rothesay-hive/>.
 - Rothesay Hive Facebook Group: 1,153 Members
 - Rothesay Hive Registered Members 2022: 122 Members
 - Rothesay Hive Registered Members 2023: 162 Members
 - Rothesay Hive Registered Members 2024: 205 Members
 - Rothesay Hive Registered Members 2025: 111 Members

Counc. Boyle informed the committee that during the Age Friendly Advisory Committee (AFAC) that morning they discussed the Rothesay Intergenerational Community Centre, which includes the new ice surface for the Rothesay Arena. The AFAC is working on getting funding to be able to complete this project and grow the space for the Rothesay HIVE. They are meeting with MP Wayne Long tomorrow to discuss this opportunity.

11. CORRESPONDENCE FOR INFORMATION**12. DATE OF NEXT MEETING**

Tuesday, February 18, 2025, at 6:30pm

13. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:51 p.m.

CHAIRPERSON

Councillor Helen Boyle

RECORDING SECRETARY

Kirstin Duffley

Parks & Recreation Committee

January Update for Committee

January 21st, 2025

Rothersay Arena	Regular schedule.
Arthur Miller Upper Field	Tender for project to go out this month.
Wells Softball Field and Parking Lot Lighting	Tenders for projects to go out this month.
Rothersay Common Rink	<p>The rink was busy over the holidays. Ice will be maintained until the end of March break, weather permitting.</p> <p>We are planning some special skating events including the following:</p> <ul style="list-style-type: none"> • Saturday, January 18: Pond Hockey with the SJ Vito's Hockey Team • Wednesday, February 5: Costume Skate – Celebrating over 80+ Years of Winter Fun • Wednesday, February 12: Skate with the Saint John Sea Dogs • Wednesday, February 19: Glow in the Dark Skate • Wednesday, February 26: DJ Skate Night with DJ Steve
Fundy Winterfest 2025	<p>Fundy Winterfest is a regional event from January 18 to March 9, 2025, where people celebrate and embrace winter as an opportunity to connect across generations, communities, classes and cultures. The 6 communities of Rothersay, Quispamsis, Hampton, Saint John, Grand Bay-Westfield and Fundy-St. Martins welcome you to participate in winter initiatives that empower everyone, including our most vulnerable residents, to be active in winter! Find your hats and mitts– you won't want to miss out on this Greater Saint John Winter experience!</p> <p>This year in Rothersay we will be hosting the following programs, events and activities:</p> <ul style="list-style-type: none"> • KV Brewskis & Frostbites – Food and Drink Winter Adventure • Free Snowshoe rentals from River and Trail Outdoor Company • Where's Winter Waldo & Winter Woof – on Rothersay Trails • Frozen Moments Photo Contest • Wine & Cheese Tasting with Craig Pinhey – Feb 6th

	<ul style="list-style-type: none"> • Moonlight Snowshoe, Hike, & Astronomy Observation at Wells Recreation Park – February 12 at 7PM • Ice Dance International presents: Winter Tidings in Rothesay – Sat, Feb 8th 6pm <i>Experience the magic of winter as Ice Dance International's Currier and Ives Vintage Skaters take to the ice with their enchanting performance of Winter Tidings! For over 11 years, this talented group of professional and enthusiast skaters has delighted audiences at the Strawberry Banke Museum's Candlelight Stroll in Portsmouth, New Hampshire. Choreographed by IDI's Artistic Director, Douglas Webster, this 13-minute masterpiece celebrates the beauty and joy of skating, bringing the spirit of winter alive.</i> • Celebrating over 80 years of Winter Fun: Rothesay's Winter Carnival on the Common – Saturday, February 8 from 2-4pm at the Rothesay Common. Activities we are planning to include: face painting, balloon animals, coloring, Heritage Walk N Talk with David Goss, Ice Dance International performance and public skate on the common, try snowshoeing, tractor and trolley rides, S'more making, music, and more! <p>For more information visit: https://www.rothesay.ca/fundy-winterfest-in-rothesay/</p>
Rothesay Hive	<p>The Rothesay Hive is busy this new year with all regular scheduled programs. For more information including the calendar, newsletter, and more visit: https://www.rothesay.ca/recreation/rothesay-hive/.</p> <p>Rothesay Hive Facebook Group: 1,153 Members</p> <p>Rothesay Hive Registered Members 2022: 122 Members</p> <p>Rothesay Hive Registered Members 2023: 162 Members</p> <p>Rothesay Hive Registered Members 2024: 205 Members</p> <p>Rothesay Hive Registered Members 2025: 99 Members (As of January 13)</p>
Other	<p>Subscribe to our quarterly e-newsletter for Rothesay news, events, and more directly to your inbox by following this link and providing your information: https://mailchi.mp/rothesay/r-insider</p>



ROTHESAY
~~2025 February 10 Open Session FINAL 108~~
WORKS AND UTILITIES COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, January 22, 2025
5:30 p.m.



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

DRAFT

CHIEF ADMINISTRATIVE OFFICER BRETT McLEAN
ADMINISTRATIVE ASSISTANT DEBBIE KEYES

ABSENT: STEPHEN ROSENBERG
GEORGE THAMBI
SARAH RICHARDS

Chairperson Alexander called the meeting to order at 5:51 p.m.

1. ELECTION OF OFFICERS

➤ Deferred to next meeting of February 19th, 2025.

2. APPROVAL OF AGENDA

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

3. ADMINISTRATION

3.1 Code of Ethics

DM Alexander reminded the Committee to read and sign off on the Code of Ethics and pass it in to be put on file.

3.2 Council Priorities 2021-26

The Committee discussed the idea of having a copy of this at each meeting as a helpful reminder of the Council's priorities. Staff will laminate copies and distribute them at the monthly meetings.

3.3 WUC Mandate

RECEIVED FOR INFORMATION

3.4 2025 WUC Meeting Schedule

RECEIVED FOR INFORMATION

4. APPROVAL OF MINUTES

4.1 Regular Works and Utilities Committee meeting of November 20th, 2024.

MOVED by S. Carter and seconded by Counc. Brown the minutes of November 20th, 2024 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 Capital Projects Summary**

CAO McLean mentioned the 2025 projects will be added to the summary for next month's meeting.

8.2 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION

8.3 Speed Radar Signs Report

RECEIVED FOR INFORMATION

9. CORRESPONDENCE FOR ACTION
N/A**10. NEW BUSINESS**
N/A**11. CORRESPONDENCE FOR INFORMATION****11.1 Discussion - Private Lanes**

CAO McLean stated the letters can now be sent to residents on private lanes, with distribution beginning in the next couple of weeks. The service will conclude at the end of the plowing season on April 15th, 2025.

11.2 Discussion – New sidewalk plan (criteria)

CAO McLean mentioned the sidewalk policy states that the Town provides lighting at intersections of two or more streets, as well as on any street with a sidewalk. An audit was conducted, revealing that there are not many additional lights required to meet the policy requirements. The plan is to install additional lighting throughout Rothesay where required by the policy, starting with Sierra Avenue, using solar-powered lights as there is no domestic power available along the street on Sierra Avenue. CAO McLean stated Carriage Way be added to the list of 2025 sidewalks.

11.3 Discussion – “Link” across highway

CAO McLean stated that the project is included in the 2025 capital budget as a borrowed funds project. An application for additional funding has been submitted through RDC. The project will link the trail system from one side of the highway to the other, passing underneath the off-ramp, and involve reconfiguring the Dolan Road intersection to include traffic lights and a crosswalk, which will enhance safety. More details will be provided as they become available.

11.4 Discussion – Membrane installation @ WTP

CAO McLean explained the installation was very cumbersome. The tank was shipped, but the membranes couldn't be sent until the tank was installed and all the piping was in place. Once the membranes arrived, Town staff had 12 hours to get the membranes out of the packaging and into the cassette. This tank is massive, with two levels, and each membrane slides into a frame individually. The process had to be done indoors because freezing temperatures would damage the membranes. To unpack each 7-foot long, 2-foot wide, and 1-foot deep membrane, wrapped in plastic and vacuum-sealed in liquid glycerin, there are steps to take:

- Drain the glycerin,
- Bath the membrane to remove the glycerine,
- Air-test membrane to ensure it's undamaged,
- Hang in cassette frame inside the tank

This had to be done 64 times within 12 hours.

Town staff finished before the deadline. The team really stepped up to the challenge.

12. DATE OF NEXT MEETING:

Wednesday, February 19th, 2025.

13. ADJOURNMENT

MOVED by S. Carter and seconded by C. VanBuskirk the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:42 p.m.

CHAIRPERSON

RECORDING SECRETARY



2025February10OpenSessionFINAL_111

BUILDING PERMIT REPORT

Wednesday, January 1, 2025 To Friday, January 31, 2025

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
01/29/2025	BP2024-00180	2 EDMONT LN	ADDITION	\$57,502.13	\$420.50
01/17/2025	BP2024-00183	135 HAMPTON RD	ADDITION	\$30,000.00	\$217.50
01/07/2025	BP2024-00185	61 HAMPTON RD	STORAGE SHED	\$3,000.00	\$21.75
01/16/2025	BP2025-00001	1 LUCKY LN	FENCE	\$10,000.00	\$72.50
Totals:				\$100,502.13	\$732.25



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : Brett McLean
DATE : 5 February 2025
RE : Capital Project – Status Report

The following is a list of 2025 capital projects, holdover 2019 and 2023 capital projects and the status of each along with a continuing project from 2016.

	PROJECT	BUDGET	\$ TO 31/12/24*	COMMENTS
2024	Water Treatment Train expansion	375,000		
	Wiljac Improvements	\$2.5M		Included with 2025 General Fund Capital Budget
	Frances Avenue Lift Station	120,000		Deferred to 2025
	Upgrade to water treatment plant	405,000		Project in progress, work to be completed by Feb 15, 2025.
2025	Town Hall Building	85,000		
	IT equipment	21,500		
	Transportation			
	Street surfacing	1,888,000		
	Curb and sidewalk	380,000		
	Storm drainage	130,000		
	Buildings	256,000		
	Rothsay Road PHMP	903,000		
	Fleet plan	866,000		
	Recreation			
	Arthur Miller Field replacement	\$1.5M		
	Parks equipment	260,000		
	Wells Park lighting	565,000		
	Wells connector trail	\$2.8 M		Subject to grants; estimate revised to current – land acquisition with Province underway
	Water			
	Treatment effluent tank re-lining	100,000		
	Wiljac Utility improvements	800,000		
	Turnbull Court water	300,000		
	Sewer			
	Design and the construction component relating to a new Wastewater Treatment Facility on Maliseet Drive	\$10 M		

* Funds paid to this date.



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	February 1, 2025
RE	:	Local Improvement Levy

In accordance with By-Law 3-00, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2025. The full Assessment Roll is available in the Treasurer's Office for examination.

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



ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothestay@rothesay.ca
www.rothesay.ca

Warrant of Assessment

MOVED by _____ and seconded by Councillor _____

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2025 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 3-00.

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

Dated: _____

Mayor

Clerk

Schedule D.
For the year 2025FORM OF LOCAL IMPROVEMENT ASSESSMENT ROLL
Town of Rothsay Local Improvement By-Law # 4-00

Assessment Account Number	PAN of Assessed Property	Civic Address of Assessed Property	Frontage (m)	Frontage (m) reduced or exempted	Net Frontage (m)	\$ per meter Frontage	Total Assessment (\$)	Annual Assessment (\$)
122795	1227956	Re: 3 Bayley Road	76.2	38.1	38.1	\$6.32	\$3,445.40	\$240.64
122811	1228114	Re: 1 Bayley Road	104.6	56.1	48.5	\$6.32	\$4,385.87	\$306.32
122646	1226463	Re: 10 Broadway		70	159	\$6.32	\$14,378.45	\$1,004.23
122866	1228669	Re: 15 Broadway	41.9	0	41.9	\$6.32	\$3,789.03	\$264.64
122864	1228643	Re: 17 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122862	1228627	Re: 19 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122655	1226552	Re: 20 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122860	1228601	Re: 21 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122654	1226544	Re: 22 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122889	1228897	Re: 23 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122653	1226536	Re: 24 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122859	1228596	Re: 25 Broadway	32	0	32	\$6.32	\$2,893.77	\$202.11
122855	1228554	Re: 27 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122651	1226510	Re: 28 Broadway	30.8	0	30.8	\$6.32	\$2,785.26	\$194.53
122853	1228538	Re: 29 Broadway	31.7	0	31.7	\$6.32	\$2,866.64	\$200.21
122650	1226502	Re: 30 Broadway	30.8	0	30.8	\$6.32	\$2,785.26	\$194.53
122851	1228512	Re: 31 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122971	1229712	Re: 32 Broadway	30.2	0	30.2	\$6.32	\$2,731.00	\$190.74
122849	1228499	Re: 33 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122970	1229704	Re: 34 Broadway	30.2	0	30.2	\$6.32	\$2,731.00	\$190.74
122847	1228473	Re: 35 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122969	1229699	Re: 36 Broadway	30.9	0	30.9	\$6.32	\$2,794.30	\$195.16
122845	1228457	Re: 37 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122968	1229681	Re: 38 Broadway	30.9	0	30.9	\$6.32	\$2,794.30	\$195.16
122843	1228431	Re: 39 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122649	1226497	Re: 40 Broadway	42.4	0	42.4	\$6.32	\$3,834.25	\$267.80
122841	1228415	Re: 41 Broadway	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122840	1228407	Re: 43 Broadway	47.5	0	47.5	\$6.32	\$4,295.44	\$300.01
122879	1228790	Re: 9 Calistoga Road	76.2	27.4	48.8	\$6.32	\$4,413.00	\$308.22
122880	1228805	Re: 11 Calistoga Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122665	1226659	Re: 12 Calistoga Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122664	1226641	Re: 14 Calistoga Road	45.6	12.1	33.5	\$6.32	\$3,029.42	\$211.58
122881	1228813	Re: 15 Calistoga Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122897	1228978	Re: 16 Calistoga Road	34.4	6.9	27.5	\$6.32	\$2,486.84	\$173.69
122882	1228821	Re: 17 Calistoga Road	28.4	0	28.4	\$6.32	\$2,568.22	\$179.37
122663	1226633	Re: 18 Calistoga Road	31	0	31	\$6.32	\$2,802.34	\$195.79
		Re: 19 Calistoga Road		0	8	\$6.32	\$723.44	\$50.53
122883	1228839	Re: 21 Calistoga Road	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122902	1229021	Re: 23 Calistoga Road	36.6	0	36.6	\$6.32	\$3,309.75	\$231.16
122835	1228350	Re: 14 Crescent Drive	56.1	18.9	37.2	\$6.32	\$3,364.01	\$234.95
122796	1227964	Re: 15 Crescent Drive	30.4	0	30.4	\$6.32	\$2,749.08	\$192.00
122834	1228342	Re: 16 Crescent Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122797	1227972	Re: 17 Crescent Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122833	1228334	Re: 18 Crescent Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122796	1227980	Re: 19 Crescent Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122832	1228326	Re: 20 Crescent Drive	30.3	0	30.3	\$6.32	\$2,740.04	\$191.37
122799	1227998	Re: 21 Crescent Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122800	1228009	Re: 23 Crescent Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122830	1228300	Re: 24 Crescent Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122801	1228017	Re: 25 Crescent Drive	33.5	0	33.5	\$6.32	\$3,029.42	\$211.58
122829	1228295	Re: 26 Crescent Drive	39.6	0	39.6	\$6.32	\$3,581.04	\$250.11
122817	1228172	Re: 27 Crescent Drive	44.2	0	44.2	\$6.32	\$3,997.02	\$279.16
122933	1229330	Re: 28 Crescent Drive	34.7	0	34.7	\$6.32	\$3,137.93	\$219.16
122816	1228164	Re: 29 Crescent Drive	36.6	0	36.6	\$6.32	\$3,309.75	\$231.16
122828	1228287	Re: 30 Crescent Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122815	1228156	Re: 31 Crescent Drive	41.3	0	41.3	\$6.32	\$3,734.77	\$260.85
122827	1228279	Re: 32 Crescent Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122814	1228148	Re: 33 Crescent Drive	41.1	0	41.1	\$6.32	\$3,716.69	\$259.58
122826	1228261	Re: 34 Crescent Drive	87.6	51.1	36.5	\$6.32	\$3,300.71	\$230.53
122932	1229322	Re: 35 Crescent Drive	36.6	0	36.6	\$6.32	\$3,309.75	\$231.16
122813	1228130	Re: 37 Crescent Drive	42.7	0	42.7	\$6.32	\$3,861.38	\$269.69
122673	1226730	Re: 38 Crescent Drive	44.2	0	44.2	\$6.32	\$3,997.02	\$279.16
122812	1228122	Re: 39 Crescent Drive	106.7	71.1	35.6	\$6.32	\$3,219.32	\$224.85

2025February10OpenSessionFINAL_116

122674	1226748	Re: 1 Crestline Road	59.8	29.9	29.9	\$6.32	\$2,703.87	\$188.85
122987	1229877	Re: 3 Crestline Road	36.9	0	36.9	\$6.32	\$3,336.88	\$233.06
122825	1228253	Re: 4 Crestline Road	32	0	32	\$6.32	\$2,893.77	\$202.11
122985	1229851	Re: 5 Crestline Road	36.9	0	36.9	\$6.32	\$3,336.88	\$233.06
122824	1228245	Re: 6 Crestline Road	88.5	53.3	35.2	\$6.32	\$3,183.15	\$222.32
122906	1229063	Re: 7 Crestline Road	35.4	0	35.4	\$6.32	\$3,201.24	\$223.58
122903	1229039	Re: 8 Crestline Road	61.3	31	30.3	\$6.32	\$2,740.04	\$191.37
122999	1229990	Re: 9 Crestline Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122943	1229437	Re: 10 Crestline Road	37.8	0	37.8	\$6.32	\$3,418.27	\$238.74
122944	1229445	Re: 12 Crestline Road	36.6	0	36.6	\$6.32	\$3,309.75	\$231.16
123000	1230006	Re: 13 Crestline Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122945	1229453	Re: 14 Crestline Road	37.6	0	37.6	\$6.32	\$3,400.18	\$237.48
123001	1230014	Re: 15 Crestline Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122946	1229461	Re: 16 Crestline Road	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122998	1229982	Re: 17 Crestline Road	29.1	0	29.1	\$6.32	\$2,631.52	\$183.79
122947	1229479	Re: 18 Crestline Road	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122973	1229738	Re: 19 Crestline Road	29.1	0	29.1	\$6.32	\$2,631.52	\$183.79
122948	1229487	Re: 20 Crestline Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122975	1229754	Re: 21 Crestline Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122974	1229746	Re: 23 Crestline Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122976	1229762	Re: 25 Crestline Road	41.1	0	41.1	\$6.32	\$3,716.69	\$259.58
122778	1227786	Re: 53 Elizabeth Parkway	44.2	0	44.2	\$6.32	\$3,997.02	\$279.16
122777	1227778	Re: 55 Elizabeth Parkway	44.2	0	44.2	\$6.32	\$3,997.02	\$279.16
122779	1227794	Re: 57 Elizabeth Parkway	43.6	0	43.6	\$6.32	\$3,942.76	\$275.37
122780	1227809	Re: 59 Elizabeth Parkway	43.8	0	43.8	\$6.32	\$3,960.85	\$276.64
122810	1228106	Re: 60 Elizabeth Parkway	42.4	0	42.4	\$6.32	\$3,834.25	\$267.80
122781	1227817	Re: 61 Elizabeth Parkway	45.1	0	45.1	\$6.32	\$4,078.41	\$284.85
122809	1228091	Re: 62 Elizabeth Parkway	42.2	0	42.2	\$6.32	\$3,816.16	\$266.53
122783	1227833	Re: 63 Elizabeth Parkway	44.8	0	44.8	\$6.32	\$4,051.28	\$282.95
122808	1228083	Re: 64 Elizabeth Parkway	43.7	0	43.7	\$6.32	\$3,951.81	\$276.01
122782	1227825	Re: 65 Elizabeth Parkway	44.6	0	44.6	\$6.32	\$4,033.39	\$281.69
122807	1228075	Re: 66 Elizabeth Parkway	40.5	0	40.5	\$6.32	\$3,662.43	\$255.79
122784	1227841	Re: 67 Elizabeth Parkway	44.1	0	44.1	\$6.32	\$3,987.98	\$278.53
122806	1228067	Re: 68 Elizabeth Parkway	41.1	0	41.1	\$6.32	\$3,716.69	\$259.58
122785	1227859	Re: 69 Elizabeth Parkway	44.2	0	44.2	\$6.32	\$3,997.02	\$279.16
122805	1228059	Re: 70 Elizabeth Parkway	44.2	0	44.2	\$6.32	\$3,997.02	\$279.16
122786	1227867	Re: 71 Elizabeth Parkway	39.4	0	39.4	\$6.32	\$3,562.96	\$248.85
122787	1227875	Re: 73 Elizabeth Parkway	35.8	0	35.8	\$6.32	\$3,237.41	\$226.11
122788	1227883	Re: 75 Elizabeth Parkway	57.8	0	57.8	\$6.32	\$5,226.88	\$365.06
122739	1227891	Re: 77 Elizabeth Parkway	73.9	35.8	38.1	\$6.32	\$3,445.40	\$240.64
122657	1226578	Re: 15 Forest Road	36.6	0	36.6	\$6.32	\$3,309.75	\$231.16
122865	1228651	Re: 16 Forest Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122658	1226586	Re: 17 Forest Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122863	1228635	Re: 18 Forest Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122659	1226594	Re: 19 Forest Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122861	1228619	Re: 20 Forest Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122660	1226609	Re: 21 Forest Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122858	1228588	Re: 22 Forest Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122661	1226617	Re: 23 Forest Road	34.6	0	34.6	\$6.32	\$3,128.89	\$218.53
122857	1228570	Re: 24 Forest Road	32.6	0	32.6	\$6.32	\$2,948.03	\$205.90
122662	1226625	Re: 25 Forest Road	74.7	44.2	30.5	\$6.32	\$2,758.13	\$192.64
122856	1228562	Re: 26 Forest Road	32.6	0	32.6	\$6.32	\$2,948.03	\$205.90
122854	1228546	Re: 28 Forest Road	32.6	0	32.6	\$6.32	\$2,948.03	\$205.90
122884	1228847	Re: 29 Forest Road	80.6	41	39.6	\$6.32	\$3,581.04	\$250.11
122852	1228520	Re: 30 Forest Road	33.5	0	33.5	\$6.32	\$3,029.42	\$211.58
122867	1228677	Re: 31 Forest Road	70.4	27.7	42.7	\$6.32	\$3,861.38	\$269.69
122850	1228504	Re: 32 Forest Road	33.8	0	33.8	\$6.32	\$3,056.55	\$213.48
122848	1228481	Re: 34 Forest Road	32	0	32	\$6.32	\$2,893.77	\$202.11
122818	1228180	Re: 35 Forest Road	96.2	55.1	41.1	\$6.32	\$3,716.69	\$259.58
122846	1228465	Re: 36 Forest Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122836	1228368	Re: 37 Forest Road	53.4	0	53.4	\$6.32	\$4,828.98	\$337.27
122844	1228449	Re: 38 Forest Road	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122842	1228423	Re: 40 Forest Road	54.1	20.4	33.7	\$6.32	\$3,047.50	\$212.85
122868	1228685	Re: 14 Holiday Drive	26.3	0	26.3	\$6.32	\$2,378.32	\$166.11
122869	1228693	Re: 16 Holiday Drive	29.7	0	29.7	\$6.32	\$2,685.78	\$187.58
122900	1229005	Re: 17 Holiday Drive	39.6	0	39.6	\$6.32	\$3,581.04	\$250.11
122870	1228708	Re: 18 Holiday Drive	25.8	0	25.8	\$6.32	\$2,333.10	\$162.95
122819	1228198	Re: 19 Holiday Drive	39.1	0	39.1	\$6.32	\$3,535.83	\$246.95

2025February10OpenSessionFINAL_117

122871	1228716	Re: 20 Holiday Drive	27.4	0	27.4	\$6.32	\$2,477.79	\$173.06
122820	1228203	Re: 21 Holiday Drive	34.5	0	34.5	\$6.32	\$3,119.85	\$217.90
122872	1228724	Re: 22 Holiday Drive	27.4	0	27.4	\$6.32	\$2,477.79	\$173.06
122821	1228211	Re: 23 Holiday Drive	32	0	32	\$6.32	\$2,893.77	\$202.11
122905	1229055	Re: 24 Holiday Drive	32.9	0	32.9	\$6.32	\$2,975.16	\$207.79
122822	1228229	Re: 25 Holiday Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122896	1228960	Re: 26 Holiday Drive	35.9	0	35.9	\$6.32	\$3,246.45	\$226.74
122823	1228237	Re: 27 Holiday Drive	32	0	32	\$6.32	\$2,893.77	\$202.11
122899	1228994	Re: 28 Holiday Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122936	1229364	Re: 29 Holiday Drive	32	0	32	\$6.32	\$2,893.77	\$202.11
122898	1228986	Re: 30 Holiday Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122935	1229356	Re: 31 Holiday Drive	33.5	0	33.5	\$6.32	\$3,029.42	\$211.58
122894	1228944	Re: 32 Holiday Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122934	1229348	Re: 33 Holiday Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122940	1229403	Re: 34 Holiday Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
123005	1230056	Re: 35 Holiday Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122941	1229411	Re: 36 Holiday Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122942	1229429	Re: 38 Holiday Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122885	1228855	Re: 1 Kildare Court	76.2	30.5	45.7	\$6.32	\$4,132.67	\$288.64
122876	1228766	Re: 2 Kildare Court	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122888	1228889	Re: 3 Kildare Court	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122875	1228758	Re: 4 Kildare Court	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122890	1228902	Re: 5 Kildare Court	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122874	1228740	Re: 6 Kildare Court	29.8	0	29.8	\$6.32	\$2,694.82	\$188.21
122920	1229209	Re: 7 Kildare Court	67.35	24.6	42.75	\$6.32	\$3,865.90	\$270.01
122873	1228732	Re: 8 Kildare Court	29.9	0	29.9	\$6.32	\$2,703.87	\$188.85
122964	1229649	Re: 9 Kildare Court	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122922	1229225	Re: 10 Kildare Court	29.9	0	29.9	\$6.32	\$2,703.87	\$188.85
122965	1229657	Re: 13 Kildare Court	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122959	1229592	Re: 12 Kildare Court	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122958	1229584	Re: 14 Kildare Court	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122918	1229186	Re: 15 Kildare Court	83.1	37.9	45.2	\$6.32	\$4,087.45	\$285.48
122919	1229194	Re: 16 Kildare Court	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122917	1229178	Re: 17 Kildare Court	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122957	1229576	Re: 18 Kildare Court	29	0	29	\$6.32	\$2,622.48	\$183.16
122966	1229665	Re: 19 Kildare Court	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122956	1229568	Re: 20 Kildare Court	25.5	0	25.5	\$6.32	\$2,305.97	\$161.06
122955	1229550	Re: 22 Kildare Court	25.6	0	25.6	\$6.32	\$2,315.02	\$161.69
122954	1229542	Re: 24 Kildare Court	33.5	0	33.5	\$6.32	\$3,029.42	\$211.58
122953	1229534	Re: 26 Kildare Court	33.5	0	33.5	\$6.32	\$3,029.42	\$211.58
122952	1229526	Re: 28 Kildare Court	35.4	0	35.4	\$6.32	\$3,201.24	\$223.58
123007	1230072	Re: 3 McHarg Place	38.1	0	38.1	\$6.32	\$3,445.40	\$240.64
122939	1229398	Re: 53 Park Drive	100.3	52.8	47.5	\$6.32	\$4,295.44	\$300.01
122938	1229380	Re: 55 Park Drive	36.6	0	36.6	\$6.32	\$3,309.75	\$231.16
		Re: 56 Park Drive		0	220	\$6.32	\$19,894.68	\$1,389.50
122937	1229372	Re: 57 Park Drive	86.1	36	50.1	\$6.32	\$4,530.56	\$316.43
122656	1226560	Re: 59 Park Drive	82.9	31.1	51.8	\$6.32	\$4,684.29	\$327.16
398534	3985348	Re: 60 Park Drive	58	0	58	\$6.32	\$3,544.96	\$366.32
122669	1226691	Re: 61 Park Drive	36.4	0	36.4	\$6.32	\$3,291.67	\$229.90
398533	3985330	Re: 62 Park Drive	32.8	0	32.8	\$6.32	\$2,966.12	\$207.16
122668	1226683	Re: 63 Park Drive	32.2	0	32.2	\$6.32	\$2,911.86	\$203.37
398532	3985322	Re: 64 Park Drive	40	0	40	\$6.32	\$3,617.21	\$252.64
122667	1226675	Re: 65 Park Drive	32.3	0	32.3	\$6.32	\$2,920.90	\$204.00
398530	3985306	Re: 66 Park Drive	31.9	0	31.9	\$6.32	\$2,884.73	\$201.48
122904	1229047	Re: 67 Park Drive	32.3	0	32.3	\$6.32	\$2,920.90	\$204.00
398528	3985283	Re: 68 Park Drive	32.9	0	32.9	\$6.32	\$2,975.16	\$207.79
122666	1226667	Re: 69 Park Drive	82.6	50.3	32.3	\$6.32	\$2,920.90	\$204.00
123057	1230577	Re: 70 Park Drive	44	0	44	\$6.32	\$3,978.94	\$277.90
123059	1230593	Re: 74 Park Drive	43	0	43	\$6.32	\$3,888.51	\$271.58
122878	1228782	Re: 75 Park Drive	30.4	0	30.4	\$6.32	\$2,749.08	\$192.00
123060	1230603	Re: 76 Park Drive	33.5	0	33.5	\$6.32	\$3,029.42	\$211.58
122877	1228774	Re: 77 Park Drive	75.2	47.2	28	\$6.32	\$2,532.05	\$176.83
123061	1230616	Re: 78 Park Drive	38.2	0	38.2	\$6.32	\$3,454.44	\$241.27
123062	1230624	Re: 80 Park Drive	38.1	0	38.1	\$6.32	\$3,445.40	\$240.64
122960	1229607	Re: 81 Park Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
123063	1230632	Re: 82 Park Drive	33.5	0	33.5	\$6.32	\$3,029.42	\$211.58
122967	1229673	Re: 83 Park Drive	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
123064	1230640	Re: 84 Park Drive	33.5	0	33.5	\$6.32	\$3,029.42	\$211.58

2025February10OpenSessionFINAL_118

123065	123065R	Re: 86 Park Drive	33.5	0	33.5	\$6.32	\$3,029.42	\$211.58
122951	122951R	Re: 87 Park Drive	84.6	48.9	35.7	\$6.32	\$3,228.36	\$225.48
122950	122950R	Re: 89 Park Drive	35.7	0	35.7	\$6.32	\$3,228.36	\$225.48
123022	123022R	Re: 90 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122949	122949R	Re: 91 Park Drive	84.6	48.9	35.7	\$6.32	\$3,228.36	\$225.48
123017	123017R	Re: 92 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122977	122977R	Re: 93 Park Drive	86	48.9	37.1	\$6.32	\$3,354.97	\$234.32
123018	123018R	Re: 94 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122978	122978R	Re: 95 Park Drive	38.3	0	38.3	\$6.32	\$3,463.48	\$241.90
123013	123013R	Re: 96 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122979	122979R	Re: 97 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
123021	123021R	Re: 98 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122980	122980R	Re: 99 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
123020	123020R	Re: 100 Park Drive	35.2	0	35.2	\$6.32	\$3,183.15	\$222.32
122981	122981R	Re: 101 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
123011	123011R	Re: 102 Park Drive	35.2	0	35.2	\$6.32	\$3,183.15	\$222.32
122982	122982R	Re: 103 Park Drive	43.9	0	43.9	\$6.32	\$3,969.89	\$277.27
123009	123009R	Re: 104 Park Drive	35	0	35	\$6.32	\$3,165.06	\$221.06
122996	122996R	Re: 105 Park Drive	36	0	36	\$6.32	\$3,255.49	\$227.37
123012	123012R	Re: 106 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122997	122997R	Re: 107 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122923	122923R	Re: 108 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122963	122963R	Re: 111 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122916	122916R	Re: 112 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122672	122672R	Re: 116 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122983	122983R	Re: 117 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122671	122671R	Re: 118 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122984	122984R	Re: 119 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122901	122901R	Re: 120 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122986	122986R	Re: 121 Park Drive	39.1	0	39.1	\$6.32	\$3,535.83	\$246.95
122992	122992R	Re: 122 Park Drive	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122988	122988R	Re: 123 Park Drive	38.2	0	38.2	\$6.32	\$3,454.44	\$241.27
122670	122670R	Re: 124 Park Drive	88.5	53.4	35.1	\$6.32	\$3,174.11	\$221.69
122962	122962R	Re: 125 Park Drive	43.3	0	43.3	\$6.32	\$3,915.64	\$273.48
122972	122972R	Re: 126 Park Drive	73.1	35.1	38	\$6.32	\$3,436.35	\$240.01
122989	122989R	Re: 127 Park Drive	89.1	52.3	36.8	\$6.32	\$3,327.84	\$232.43
122993	122993R	Re: 128 Park Drive	75.3	43.3	32	\$6.32	\$2,893.77	\$202.11
122930	122930R	Re: 130 Park Drive	72	39.5	41.5	\$6.32	\$3,752.86	\$262.11
122931	122931R	Re: 3 Princess Place	27.4	0	27.4	\$6.32	\$2,477.79	\$173.06
122791	122791R	Re: 1 Sunset Lane	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122792	122792R	Re: 2 Sunset Lane	35.1	0	35.1	\$6.32	\$3,174.11	\$221.69
122790	122790R	Re: 3 Sunset Lane	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122793	122793R	Re: 4 Sunset Lane	30.5	0	30.5	\$6.32	\$2,758.13	\$192.64
122794	122794R	Re: 8 Sunset Lane	69.3	30.8	38.5	\$6.32	\$3,481.57	\$243.16
		Re: All Municipal Streets	561	0	561	\$6.32	\$50,731.44	\$3,543.23

\$58,880.73

2024 expected revenue

\$58,880.73



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	February 1, 2025
RE	:	Local Improvement Levy

In accordance with By-Law 1-19, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2025. The full Assessment Roll is available in the Treasurer's Office for examination.

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



ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Warrant of Assessment

MOVED by _____ and seconded by Councillor _____ :

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2025 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 1-19.

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

Dated: _____

Mayor

Clerk

FORM OF LOCAL IMPROVEMENT ASSESSMENT ROLL

For the year 2025

Town of Rothesay Local Improvement By-Law #1-19-01

Assessment Account Number	PAN of Assessed Property	Civic Address of Assessed Property	2022 Assessment (\$)
123951	1239513	1 Mulberry Lane	\$428.03
123952	1239521	3 Mulberry Lane	\$428.03
123953	1239539	5 Mulberry Lane	\$428.03
124019	1240190	7 Mulberry Lane	\$428.03
388258	6321991	9 Mulberry Lane	\$428.03
632201	6322010	11 Mulberry Lane	\$428.03
482071	4820711	8 Mulberry Lane	\$428.03
124599	1245996, 1246007	6 Mulberry Lane	\$428.03
528989	5289895, 5866370	4 Mulberry Lane	\$428.03
586636	5866362	2 Mulberry Lane	\$428.03
123950	5866354	40 Cameron Road	\$428.03

 \$4,708.33



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: January 29, 2025

SUBJECT: Engineering Design and Construction Management Services:
2025 Asphalt Resurfacing Program

RECOMMENDATION

It is recommended that the proposal submitted by Brunswick Engineering in the amount of \$225,154.75 including HST for design and construction management of the 2025 Asphalt Resurfacing Program be accepted, and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2025 General Fund Capital Budget includes funding for the engagement of an engineering consultant to design and manage construction for the 2025 Asphalt Resurfacing Program.

BACKGROUND

The following list of streets has been developed for the 2025 Asphalt Resurfacing Program using the standard formula:

- Joshua Street,
- Willie Street,
- Bel-Air Avenue,
- Brock Court – including storm drainage,
- Carriage Way – including sidewalk,

- Turnbull Court,
- Rothesay Road – Fox Farm Road to City of Saint John limits,

The CCBF program for 2025 includes Millenium Drive resurfacing. Staff recommend removing this from the program for 2025. Several major developments are currently under consideration for Millenium Drive, all of which would have adverse effects for newly placed asphalt. Carriage Way has been substituted in place of Millenium Drive and includes a sidewalk. This would be the first step in a 3 year program to complete the Oakville Acres Subdivision sidewalk loop to compliment the Sierra/Dobbin/Lennox loop which interconnects the entire active transportation area with Hampton Road and Pettingill Road via the detention pond trails. If approved by Council the Treasurer would be required to file notice of the changes with the CCBF program Manager.

DISCUSSION

On January 10, 2025, with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, five (5) compliant submissions were received from consulting engineering firms on January 24, 2025. Proposals were received from the following firms:

- Brunswick Engineering & Consulting Inc.,
- exp,
- Dillon Consulting Ltd.,
- Engineering by Houghton,
- RVA.

The proposals were submitted in sealed envelopes with the Technical and Financial Proposals being submitted under separate cover. CAO and acting Director of Operations Brett McLean reviewed and ranked each Technical Proposal.

Subsequent to the Technical Proposal Analysis, CAO and acting Director McLean 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 Brunswick Engineering proposal ranked highest overall.

The submission from Brunswick Engineering met the requirements of the proposal call, in a manner acceptable to the committee, with a cost-effective bid for the project.

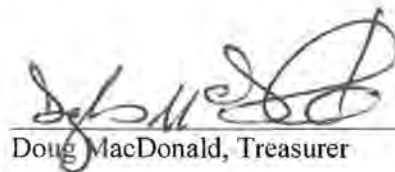
FINANCIAL IMPLICATIONS

The 2025 Asphalt Resurfacing budget is \$3,301,000.00.

Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the costs are shown in the table below:

	Including HST	HST rebate	Subtotal	2025 Budget	% of budget	Remaining budget
Design and Construction Management fees	225,154.75	20,972.67	204,182.08		6.2%	
Total	225,154.75	20,972.67	204,182.08	3,301,000	6.2%	3,096,817.92

Report Reviewed by:


Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett Mclean, CAO

DATE: January 29, 2025

SUBJECT: Bedrock Well Investigation

RECOMMENDATION

It is recommended that Rothesay Mayor and Council accept the revised proposal submitted by Hydrostrata Engineering & Environmental, in the amount of \$52,450 plus HST, to conduct quality and quantity testing of two Bedrock Wells in the Carpenter Pond Wellfield.

ORIGIN

The 2024 Utility Fund Capital Budget included funding for the exploration of Well TH90-1. At their meeting of August 12, 2024 Council approved the drilling of a second exploratory well known as TW19-02.

BACKGROUND

Council approved the exploration of two existing bedrock wells in the Carpenter Pond Wellfield in 2024. The following paragraph was included in the approval report from August 2024:

Results of the TH90-1 investigation and assessment, if favourable, will lead to a 2025 recommended Capital Program to pursue permitting, development and commissioning of the well.

The initial work has now been completed; however, the findings were not received in time to include as part of the 2025 Capital Program.

The two wells, referred to as TH90-1 and TW19-02, were cleaned and drilled to greater depths in 2024. The preliminary results from the drilling were encouraging. TW19-02 encountered two hydraulic fractures producing 35 and 60 USGPM respectively. The water produced from the 60 USGPM fracture was not as pure as the water produced from the 35 USGPM fracture. TH90-1 encountered one hydraulic fracture that produced 35 USGPM. The water from this fracture was determined to be of high quality.

DISCUSSION

TW19-02 has the potential to be a major contributor to the overall wellfield yield. Additional development and testing will be required to determine the exact quality of water produced by the 60 USGPM producing fracture. The test data will be utilized to determine if, and to what degree, this water would adversely affect the treatment process at the plant. The quality determination will also dictate whether or not the 60 USGPM producing fracture should be sealed whereby the upper fracture producing 35 USGPM can still be utilized. TH90-1 initial quality testing showed high quality raw water. There is a possibility that TW19-02 and TH90-1 are hydraulically connected given their close proximity. The potential for the lesser quality water from the 60 USGPM producing fracture in TW19-02 to cross-contaminate TH90-1 exists and must be qualified. HydroStrata has submitted a detailed proposal to clarify initial findings and determine the path forward for the two bedrock wells.

FINANCIAL IMPLICATIONS

HydroStrata has provided a detailed proposal in the amount of \$52,450.00 to complete quality and quantity testing for the two wells TH19-02 and TH90-1. The proposal includes costs to seal the 60 USGPM producing fracture in TH19-02. This cost may or may not prove to be necessary based on the test results. This project is unbudgeted given that the proposal is based on the preliminary findings from the 2024 drilling exercise which was only recently completed. If approved by Council, staff recommend the project be funded from the Utility Capital Reserve. This project will determine the viability of the two wells to be introduced as additional sources within the Carpenter Pond wellfield. The final project will be to reevaluate the hydrogeological model for the wellfield to determine if these wells could be considered an external source to the wellfield and therefore not included in the regulated daily withdrawal rate prescribed for the wellfield.

Report Reviewed by:  _____
Doug MacDonald, Treasurer

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




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: January 29, 2025

SUBJECT: Equipment Supply – Boom Flail Mower

RECOMMENDATION

It is recommended that the quote from Atlantic Coastal Equipment Ltd., in the amount of \$74,503.90 including HST, for the purchase of a **Boom Flail Mower** be accepted 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 purchase of a Boom Flail Mower attachment for the McLean Sidewalk Tractor Unit.

BACKGROUND

The Town owns and operates two McLean sidewalk tractor units. One of these units is equipped with a boom flail mower to groom ditches and overgrown areas during non winter months. The Town's existing Boom Flail Mower is old and in poor repair.

DISCUSSION

The Boom Flail Mower that will be purchased will fit either one of the two McLean sidewalk tractors in the fleet. Atlantic Coastal Equipment is only local distributor for the attachment that fits the McLean unit.

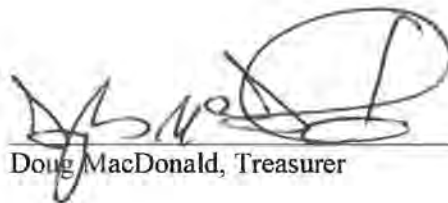
FINANCIAL IMPLICATIONS

The analysis concludes that the delivered cost of the Boom Flail Mower will be \$67,564.02.

The 2025 General Fund Capital Budget includes an amount of \$70,000 under the Fleet Purchases section to cover the cost of the Boom Flail Mower.

Equipment	Tender price	HST	HST rebate	Cost to Town
Total	64,786.00	9,717.90	6,939.88	67,564.02

Report Reviewed by:


Doug MacDonald, Treasurer

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

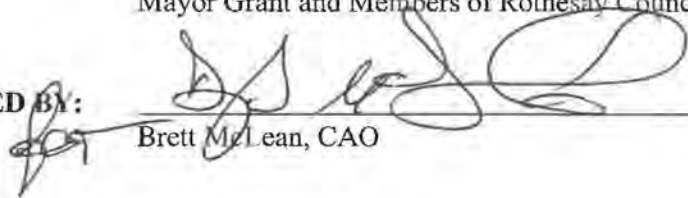


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: February 3, 2025

SUBJECT: Equipment Supply – Wood Chipper

RECOMMENDATION

It is recommended that the quote from Vermeer Canada Inc., in the amount of \$84,812.50 including HST, for the purchase of a wood chipper be accepted 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 purchase of a wood chipper.

BACKGROUND

The Town looks after a variety of road right of ways and sidewalks that require trimming and tree removal. The wood chipper would allow the Town to handle yearly Christmas tree chipping without the need for contractor help. Ongoing weather events require tree and branch removal. The addition of a wood chipper would make maintenance more efficient.

TENDER RESULTS

Quotations for a diesel powered wood chipper were solicited from three Maritime firms that supply wood chipper equipment. One firm returned a price for a diesel chipper while two firms returned prices for gasoline powered chippers. The result for the diesel powered chipper is as follows.

Vermeer Canada Inc. \$73,750.00 plus HST.

FINANCIAL IMPLICATIONS

The analysis concludes that the delivered cost of the wood chipper will be \$76,912.41.

The 2025 General Fund Capital Budget includes an amount of \$70,000 under the Fleet Purchases section to cover the cost of the wood chipper. The variance will be covered within the approved 2025 general fund capital budget envelope. The Town maintains its only diesel fueling station and the long term savings for a diesel unit compared to a gasoline unit are significant given the discounted price the Town pays for diesel.

Equipment	Tender price	HST	HST rebate	Cost to Town
Total	73,750.00	11,062.50	7,900.09	76,912.41

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
Feb 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


for
Brett McLean, CAO

DATE: Feb 10, 2025

SUBJECT: Contract R-2025-002 Wells Park Roadway and Parking Lot Lighting

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award : Contract R-2025-002 Wells Park Roadway and Parking Lot Lighting to the low tenderer, Ferro-Chem-Crete Ltd., at the tendered price of \$100,846.95 (including HST), and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2025 General Fund Capital Budget includes funding for the installation of roadway and parking lot lighting for the Wells Recreation Park.

BACKGROUND

Engineering by Houghton(EBH) and RSEI Consultants has designed and issued a public tender for the installation of roadway and parking lot lighting for the Wells Recreation Park.

TENDER RESULTS

The public tender was advertised on the New Brunswick Opportunities Network (NBON). The tender

**2025 Wells Park Roadway and Parking Lot Lighting
Council Report**

- 2 -

March 10, 2025

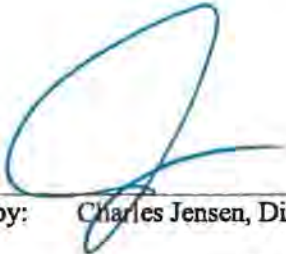
closed on February 3rd, 2025 and seven (7) bids were submitted. All seven (7) submitted bids were deemed compliant by the Tender Opening Committee. The results were as follows:

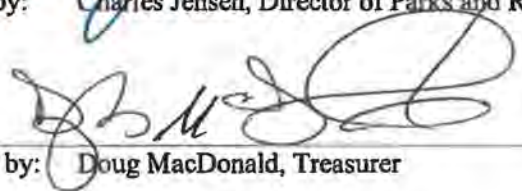
1. Ferro Cheme Crete Ltd. Ltd., Saint John, NB	\$ 100,846.95
2. Roadway Electric, Moncton, N.B.	\$ 112,383.75
3. K & G Electric, Grand Falls, N.B.	\$131,560.00
4. Cahill Group, Saint John, N.B.	\$132,250.00
5. K-Line Construction, Hanwell, N.B.	\$162,150.00
6. Greystone Utility Services, Fredericton, N.B.	\$181,717.25
7. TerraEx, Saint John, N.B.	\$204,809.25

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

The General Fund Capital Budget included an amount of \$65,000 related to Wells Light Standards. The net cost to the Town, after HST rebates of this tender is approximately \$91,500 plus engineering. We expect the cost related to other capital projects, including softball field lighting, to be lower than the 2025 projected budget in an amount sufficient to finance the excess cost of this project.

Report Prepared by:  Charles Jensen, Director of Parks and Recreation

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
Feb. 10, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


Brett McLean, CAO

DATE: Feb. 10, 2025

SUBJECT: Contract R-2025-003 Wells Park Softball Field Lighting

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award : Contract R-2025-003 Wells Park Softball Field Lighting to the low tenderer, Greystone Ltd., at the tendered price of \$458 562.50 (including HST), and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2025 General Fund Capital Budget includes funding for the installation of softball field lighting for the Wells Recreation Park.

BACKGROUND

Engineering by Houghton(EBH) and RSEI Consultants has designed and issued a public tender for the installation of softball field lighting for the Wells Recreation Park.

TENDER RESULTS

The public tender was advertised on the New Brunswick Opportunities Network (NBON). The tender closed on February 3rd, 2025 and seven (7) bids were submitted. All seven (7) submitted bids were deemed compliant by the Tender Opening Committee. The results were as follows:

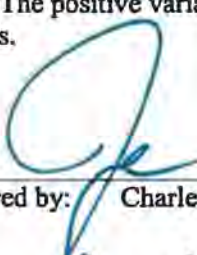
**2025 Wells Park Softball Field Lighting
Council Report****- 2 -****March 10, 2025**

1. Greystone Utility Services Ltd., Fredericton, NB	\$458,562.50
2. Roadway Electric, Moncton, N.B.	\$486,519.00
3. Ferro Chem Crete, Saint John, N.B.	\$504,117.45
4. K-Line Construction, Hanwell, N.B.	\$506,195.50
5. K and G Electric, Grand Falls, N.B.	\$542,800.00
6. Cahill Group, Fredericton, N.B.	\$642,505.00
7. TerraEx, Saint John, N.B.	\$693,795.00

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

The General Fund Capital Budget included an amount of \$500,000 related to Lighting for the Wells Softball Field. The net cost to the Town, after HST rebates of this tender is approximately \$416,000 plus engineering. The positive variance in the budget will be applied to other capital projects, including Wells light standards.

Report Prepared by:  Charles Jensen, Director of Parks and Recreation

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).

Liz Hazlett

From: Liz Hazlett
Sent: Monday, February 3, 2025 9:04 AM
To: Liz Hazlett
Subject: FW: Proposal for 14-16 Watercrest Rd.
Attachments: 14-16 Watercrest ADU- Garden Suite Proposal.pptx

From: Peter Lewis <PeterLewis@rothesay.ca>
Sent: Monday, February 3, 2025 8:24 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>; Cara Fanjoy Miller
Subject: Fw: Proposal for 14-16 Watercrest Rd.

Good morning. Please add this as an agenda item for the Feb council meeting.

Councillor Peter Lewis

From: Cara Fanjoy Miller
Sent: Monday, February 3, 2025 7:21:35 AM
To: Peter Lewis <PeterLewis@rothesay.ca>
Subject: Proposal for 14-16 Watercrest Rd.

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

Good morning Peter,

Thank you for agreeing to present this for our family!

Cara Fanjoy-Miller

14-16 Watercrest Rd

Proposal for
secondary unit for in-
family living

The next slide shows the SNB property assessment page still showing 2 civic addresses for my father's land. My grandmother's mini-home was located at 14 Watercrest from 1983-2018. She was taxed on the dwelling and my father taxed on his dwelling and land. It was a wonderful arrangement allowing my grandmother family support after my Grandfather passed in 1983. The black rectangle on the right Option A- is the proposed area for a Garden Suite under 600sq ft. Option B – adding a second story to the existing garage is less desirable should accessibility be an issue in the future. Stairs to the upper floor may not be possible. Peter Johnston of the Town of Rothesay also stated that unless there was a breezeway or other way to attach it to the primary dwelling it's not acceptable in the RC-1 Zone. Due to where the garage is located, attaching to the main dwelling is not possible.

01217414

[Property](#) [Sales](#) [Menu](#)

Property Information

PAN 01217414
Location 16 WATERCREST RD
Taxing Authority 438 - Rothesay
Description RESIDENCE & LOT
Assessment Year 2025
Assessment 364,100
Tax Levy ^

Assessments

Year	Assessment	Tax Levy
2025	364,100	^
2024	361,200	4,134.94
2023	335,500	3,760.02
2022	284,100	3,447.24
2021	257,000	3,236.66

^Tax Levy will be available in March.

Sales

Sale Date	Amount
No records to show.	

Sale amount reflects the sale price documented at the time of registration – including real estate sales, private sales, mortgage sales, family transfers, government acquisition or disposal, and others. Sale transactions in the amount



The next slide shows the Google Street view of the property in 2013 when the mini-home was still in place. As you can see, it is a beautifully maintained property, and a second unit would not interfere with the aesthetic of the neighbourhood, which mainly consists of cottages that were converted to year- round homes. There is a septic in place and a new well would be drilled for the secondary unit.



16 Watercrest Rd



9 Watercrest Rd

Rothsay, New Brunswick



Google Street View

Jun 2013

2025February10OpenSessionFINAL_140

Option B Build suite
above Garage (not
preferred due to mobility)

Proposed new build or
mini-home- Option A

Google Street View Image from
2013 Mini-home was on this
plot from 1983/84-2018.



Google

Image capture: Jun 2013

- On January 13th, I had a conversation with Urban Planner Peter Johnston who stated that a secondary dwelling unit is not a possibility. I tried pointing out what I read in the municipal Plan, and the conversation ended with the property is not in the Low Density zoned area, but in the RC-1 Zone with no further direction or guidance. I then emailed our councilor Peter Lewis.

Re: Temporary Suites

Your property is in the rural designation, not the low density.

From: Cara Miller <miller.cara@me.com>

Sent: Monday, January 13, 2025 2:25 PM

To: Peter Johnston <peterjohnston@rothesay.ca>

Subject: Re: Temporary Suites

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

Hi Peter,

I found the document underdevelopment services:

It clearly shows here in the plan they would like to allow independent, secondary suites and smaller detached backyard garden units in the low density residential designation.

Rothesay's predominant land use is residential and the primary dwelling type is single-family detached homes, the majority of which are on quarter acre lots or larger. The large number of existing, large lots provides opportunities for infill development of secondary dwelling units on a property, which may be either garden or secondary units, which are self-contained dwellings that may be rented out to a tenant, or used by a family member. This policy would allow residents that had the appropriate lot size and zoning

[31]

Rothesay Municipal Plan

By-Law 1-20

to build a secondary or garden unit. The intent of this policy is to provide additional housing options in Rothesay.

Council Shall:

Policy R-5

Secondary Units and Garden Units:

Establish appropriate standards in the Zoning By-law to allow independent secondary units and smaller detached backyard garden units in the Low Density Residential Designation, where such development will:

- a) not adversely impact the neighbourhood aesthetics;
- b) increase the diversity of housing choice;
- c) increase the affordability of the rental stock; and
- d) support age-friendly living within Rothesay.

The Town of Rothesay's Municipal Plan acknowledges the shifting housing demands and the importance of providing Options to meet changing needs. Specifically, in Chapter 2- Land Usus is states the following:

Council recognizes that there is a shift in housing demands and that our population is changing, the following policies will ensure that there are housing options to address these changing needs, and look to provide a variety of housing in the future. Rothesay Municipal Plan By-Law 1-20 [30] Rothesay has experienced a demographic drift that has seen a rise in the total number of seniors, which has raised concerns on the affordability of housing and the provision of housing that may accommodate persons on fixed incomes. The provision of housing is the role of the private sector, albeit regulated by the Town of Rothesay. While the Town has no direct control in the free market, we are able to regulate the use, scale, and density of the use, and may provide incentives to the private developer to provide a public amenity or benefit, to offset the increased density or scale of the building. This policy enables Council to consider providing an incentive to a developer so that they may increase the total maximum density that would otherwise not be permitted for the provision of affordable housing dwelling units.

Council Shall:

Policy R-4
Secondary Suites:

Establish appropriate standards in the Zoning By-law to allow secondary suites in single-family dwelling units to accommodate owner-occupied shared housing where the primary purpose is for care and support or to address affordability.

Rothesay's predominant land use is residential and the primary dwelling type is single-family detached homes, the majority of which are on quarter acre lots or larger. The large number of existing, large lots provides opportunities for infill development of secondary dwelling units on a property, which may be either garden or secondary units, which are self-contained dwellings that may be rented out to a tenant, or used by a family member. This policy would allow residents that had the appropriate lot size and zoning

[31]

Rothesay Municipal Plan

By-Law 1-20

to build a secondary or garden unit. The intent of this policy is to provide additional housing options in Rothesay.

Council Shall:

Policy R-5
Secondary Units and Garden Units:

Establish appropriate standards in the Zoning By-law to allow independent secondary units and smaller detached backyard garden units in the Low Density Residential Designation, where such development will:

- a) not adversely impact the neighbourhood aesthetics;
- b) increase the diversity of housing choice;
- c) increase the affordability of the rental stock; and
- d) support age-friendly living within Rothesay.

Why
only
low
density
?

Why only Low Density?

- Other municipalities are allowing ADU's and modifying their Zoning by-laws to accommodate them. On the next few slides you will see these examples for the following municipalities.
- The City of Saint John
- The Town of St Stephen
- The City of Moncton

The City of Saint John's 2014 Municipal Plan

States the following regarding Garden Suites allowing units un 70 sq metres (753 sq ft) in the following zones : RC, RM, RL, R2 or R1 zones in addition to the main dwelling unit.

9.8 Garden Suites



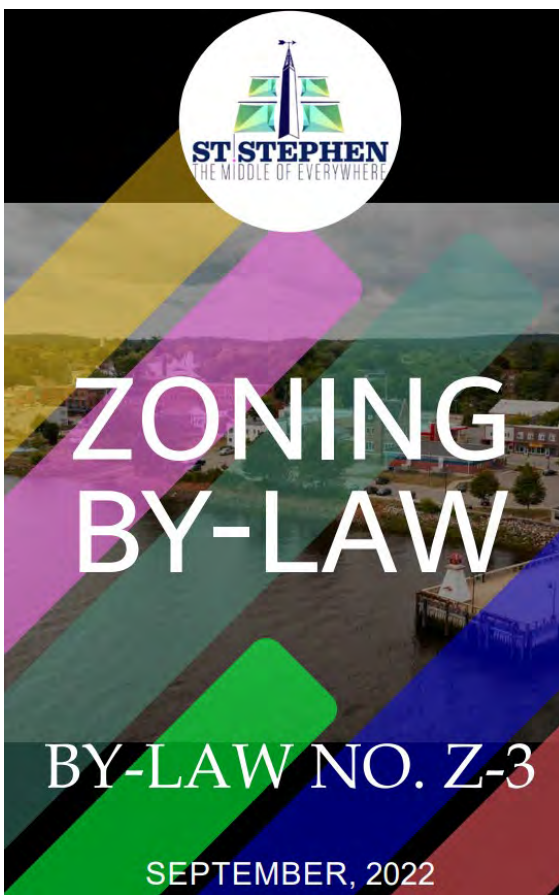
2025February100OpenSessionFINAL-144

Where permitted by this By-law, a lot containing a one-unit dwelling or a mobile or mini-home containing one dwelling unit as a main use may also contain a garden suite as a secondary use in separate building subject to the following requirements:

(a) [Repealed: 2016, C.P. 111-35]



- (b) The garden suite shall not exceed a maximum gross floor area of 70 square metres;
- (c) The garden suite shall not exceed a maximum height of:
 - (i) Six metres when located on a lot in a RC, RM, RL, R2, or R1 zone; and
 - (ii) Eight metres when located on a lot in any other zone;
- (d) The garden suite shall be in the rear yard and not be closer than:
 - (i) Two metres from a side and rear lot line when located on a lot in a RC, RM, RL, R2, or R1 zone; and
 - (ii) Three metres from a side and rear lot line when located on a lot in any other zone;
- (e) The garden suite shall be serviced in the same manner as a main building or structure in accordance with section 8.16;
- (f) Notwithstanding paragraph (e), electrical service shall be provided underground when located on a lot in a RC, RM, RL, R2, or R1 zone;
- (g) The required setbacks mentioned in paragraph (d) shall be landscaped in accordance with section 6.2;
- (h) In accordance with Part 4, there shall be at least one on-site parking space for the garden suite in addition to those required for any other uses of the lot; and
- (i) [Repealed: 2016, C.P. 111-35]
- (j) No bed and breakfast, home day care, home occupation, neighbourhood day care,



The town of St. Stephen's by-law on Garden Suites can be found on Page 17-18 section 3.13

2025February10OpenSessionFINAL_145

- 3) *Accessory dwelling units* will be permitted in all Residential Zones but they shall:
- a) be a use that is subject to terms and conditions of the advisory committee in the R-1 and R-2 Zones;
 - b) when contained within a *main building*, not occupy more than 75 m² (807.3 ft²) total combined gross floor area, or not occupy more than 75% of the gross floor area of one floor of the main building;
 - c) when contained within a detached *accessory building*, be subject to the same dimensional standards as other accessory uses and structures, pursuant to sub-section 3.13 (2), and be so located that the *main front entrance* of the accessory dwelling unit faces a *street*;
 - d) No more than one *accessory dwelling unit* may be placed or erected on a *lot* and no *building* or *structure* may be altered to become or contain a second *accessory dwelling unit* on a *lot*.

Accessory Dwelling Unit Grant Program

Effective Date: November 16, 2023	Last Reviewed Date: Click to select a date.	City Council Approval Dates: November 14, 2023
Approving Authority: Moncton City Council	Replaces No.: N/A	

1. Purpose Statement

The main purpose of the *HAF - Accessory Dwelling Unit Grant Program* is to incentivize, by way of grants, the development of new dwelling units in low density areas over the CMHC, HAF funding period (2023 – 2026). The *HAF - Accessory Dwelling Unit Grant Program* includes an incentive grant for landowners to be disbursed upon the final inspection of the building.

2. Application

This Policy applies to landowners proposing to develop an additional dwelling unit on a property with one dwelling unit. The supply of an additional dwelling unit may be through new construction, renovation, re-use and re-purposing of existing buildings or accessory buildings.

3. Definitions

Building Inspector: means ‘Building Inspector’ as defined in the City of Moncton Building By-law # Z-422 or successor by-law.

CMHC: means the Canada Mortgage and Housing Corporation.

Development: means ‘development’ as defined in the *Community Planning Act*, SNB 2017, c. 19.

HAF: means the CMHC Housing Accelerator Fund.

- The city of Moncton also allows for ADU’s and has encourages development through the HAF Grant Program

Accessory building
Accessory dwelling unit
Building
Dwelling unit
Garden suite

2025February10OpenSessionFINAL_147

4. Policy

Administration

- (1) The Director of Planning and Development, or designate thereof, is responsible for administering this Policy.

Eligibility

- (2) The proposed development must add one accessory dwelling unit to the subject property yielding a maximum of two dwelling units.
- (3) The additional dwelling unit may be through, but not limited to, the addition of an accessory dwelling unit or garden suite.
- (4) This grant is only eligible to developments that have applied for a building permit after the signing of the contribution agreement between CMHC and the City of Moncton.

Application and Review Process

- (5) Any applicant wishing to be considered for a grant under this Policy must complete and submit an Application Form (see Appendix A) to the City of Moncton following the issuance of a building permit.
- (6) Only one application may be made per property and applications will be processed in order of receipt.

Grants and Disbursements

- (7) Grants will be disbursed in order of successfully completed Application and approval by the application review committee, which shall include the:
 - a. Director of Planning and Development or designate thereof;
 - b. Director of Economic Development or designate thereof; and
 - c. Controller / Deputy Treasurer or designate thereof.
- (8) Prior to approval and disbursement (note: the Director of Planning and Development is the signing authority of the application review committee), the project's final inspection shall be completed and approved by the Building Inspector.
- (9) Upon approval of the Application, a grant in the amount of \$10,000 will be disbursed.

Accessory Dwelling Unit Grant Program

- (10) Grant funding is dependent on federal funding from the HAF. Despite the approval of an Application, scheduled disbursements may be cancelled at the discretion of the Director of Planning and Development, or designate thereof, where there is indication that HAF funding is depleted or will be revoked.
- (11) Although applicants may submit more than one Application, the consideration and potential approval of subsequent Applications will be contingent upon any funds remaining at the latter part of the HAF funding period.
- (12) Where the property for which an Application has been submitted is found to be in violation or contravention to any City of Moncton by-law or is subject to any outstanding work orders or any other enforcement procedures of the City of Moncton or any other governmental authority, the application may be refused or pending grant disbursements may be cancelled.

Expiry of Program

- (13) This Policy and *HAF - Accessory Dwelling Unit Grant Program* shall expire upon the disbursement of all budgeted HAF funds.

5. Administration and Contact

City Clerk's Office

655 Main St., Moncton, NB E1C 1E8

Telephone: 506.853.3550

Email: info.clerk@moncton.ca

- I appreciate your time today and hope you will look at this request and why ADU's and Garden Suites are only zoned in the Low Density areas and expand this include my father's property in the town of Rothesay. We need a solution that allows us to stay together as a family and care for my father as he ages. With aging-in-place being a critical goal, I want to avoid the heartbreak I've seen among friends and family—scrambling to find caregivers or navigating exorbitant waiting lists for facilities. My parents built this home to raise their family, and now I would like to be here for my father in his senior years.

Online Sources

<https://www.rothesay.ca/wp-content/uploads/2021/06/By-law-1-20-Ministers-Approval-Binder1.pdf>

<https://pub-saintjohn.escribemeetings.com/FileStream.ashx?DocumentId=20540>

<https://town.ststephen.nb.ca/sites/default/files/2022-12/Town%20of%20St.%20Stephen%20Zoning%20By-law%20Z-3.pdf>

<https://www5.moncton.ca/docs/policies/accessory-dwelling-unit-program.pdf>