

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



2024 January 13 Open Session FINAL_001

ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, January 13, 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 9 December 2024

5. DECLARATION OF CONFLICT OF INTEREST

6. OPENING REMARKS OF COUNCIL

7. DELEGATIONS

8. CONSENT AGENDA

- 8.1 13 December 2024 Letter from the Fundy Regional Service Commission (FRSC) RE: Intent to Borrow 2025
FRSC 10 Year Capital Investment Plan
FRSC General Fund: Debt Profile and Budget Projections
- 8.2 8 January 2025 Memorandum from the Dept. of Justice & Public Safety RE: 2020 Code Adoption

9. CONSIDERATION OF ISSUES SEPARATED FROM CONSENT AGENDA

10. CORRESPONDENCE FOR ACTION

- 10.1 December 2024 Social Media Promotion of Recognition Events 2025 Schedule
Approve schedule
- 10.2 26 December 2024 Email from resident RE: Power Outages
Refer to the CAO

11. REPORTS

11.0 January 2025

Report from Closed Session

- 11.1 24 October 2024 Fundy Regional Service Commission (FRSC) meeting minutes
- 11.2 16 December 2024 Kennebecasis Regional Police Force Building Expansion Update
- 11.3 30 November 2024 Draft unaudited Rothesay General Fund Financial Statements
- 30 November 2024 Draft unaudited Rothesay Utility Fund Financial Statements
- 30 November 2024 Donation Summary
- 11.4 December 2024 Monthly Building Permit Report
- 11.5 9 January 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

13.1 Insurance Coverage

11 December 2024 Memorandum from Treasurer MacDonald

13.2 Donlyn Drive PID 30305577 Development Agreement Discharge

2 January 2025 Report prepared by Urban Planner Johnston

13.3 Snow Plow Equipment – Pre-order

7 January 2025 Report prepared by CAO McLean

14. NEXT MEETING

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

15. ADJOURNMENT



**Fundy Regional
Service Commission**
Commission de Services
Régionaux de Fundy

PO Box / CP 3032, Grand Bay-Westfield, NB E5K 4V3

T. 506 738-1212 • F. 506 738-1207
information@fundyregion.ca

December 13, 2024

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

Dear Ms. Banks:

At the meeting of the Board of the Fundy Regional Service Commission held December 12th, 2024, the following motion was adopted:

Be it resolved that, in accordance with Section 28 of the Regional Service Delivery Act, the Fundy Regional Service Commission intends to submit an application to the Municipal Capital Borrowing Board (MCBB) for authorization to borrow for a capital expense for the following purpose, amount and term:

<i>Purpose:</i>	<i>Environmental Health Services (General)</i>
<i>Amount:</i>	<i>\$1,100,000</i>
<i>Term:</i>	<i>Term not to exceed 15 years</i>

As per the Act, we are sending written notice of the vote, proposed borrowing, budget projections and the impact on future rates to all members that are local governments and to the Minister at least 45 days before the vote to be held by members on or about January 30, 2025. Attached you will find the budget, budget impacts for the 2025 capital purchase and the 10-year capital plan. According to the Act, approval for borrowing from the MCBB must occur before any commitments are made that will utilize these funds.

Environmental Health Services

The 2024 Capital Budget had received borrowing authority totaling \$5,900,000 for the construction of Crane Mountain Landfill cell #10. Upon the issue of a favourable Certificate of Determination for the FRSC Environmental Impact Assessment #1617 - *Crane Mountain Landfill Capacity Augmentation and Life Extension Project* in 2024, the requirement for cell #10 construction was not required and the authority will be voided as presented in the budget projections. The 2025 capital borrowing of \$1,100,000 is for the construction of a multi-bay maintenance facility to now allow for work to be performed simultaneously on heavy equipment/vehicles in a controlled environment.

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

Sincerely,

Marc MacLeod
General Manager
Crane Mountain Landfill

10 YEAR CAPITAL INVESTMENT PLAN

BUDGET YEAR

[illegible]

2025January13OpenSessionFINAL_015

FUNDY REGIONAL SERVICE COMMISSION

10 YEAR CAPITAL INVESTMENT PLAN

BUDGET YEAR

[illegible]

SOURCES OF FUNDING

[illegible]

FUNDY REGIONAL SERVICE COMMISSION			GENERAL FUND: DEBT PROFILE & BUDGET PROJECTIONS									
2025January13OpenSessionFINAL_016												
Prepared By	Mark Porter		Variables			Projections						
Hearing Date:			INTEREST RATE			5.00%						
			TONNAGE			0.00%						
			EXPENDITURES			3.00%						
			REVENUES			%						
	(’000)	ACTUAL	BUDGET	**** PROJECTIONS ****								
		2023	2025	2026	2027	2028	2029					
REVENUE												
TIPPING FEES (Regular)		\$8,303	\$9,645	\$9,935	\$10,231	\$10,539	\$10,855					
GRANTS			\$155	\$0	\$0	\$0	\$0					
RECYCLING REVENUES (including the Blue Boxes)		\$443	\$1,430	\$1,409	\$1,444	\$1,480	\$1,517					
SURPLUS 2ND PREV YR		\$303										
OTHER		\$346	\$530	\$543	\$558	\$572	\$587					
TOTAL REVENUE		\$9,395	\$11,760	\$11,887	\$12,233	\$12,591	\$12,959					
EXPENDITURE												
DEBT COST		\$316	\$1,382	\$1,417	\$757	\$666	\$678					
LANDFILL EXPENSES		\$2,284	\$3,690	\$3,821	\$4,655	\$4,993	\$5,182					
CAPITAL FROM BUDGET		\$1,425	\$828	\$747	\$879	\$921	\$933					
TRANSFER TO RESERVE FUND		\$25	\$0	\$82	\$24	\$51	\$30					
TRANSFER TO GENERATION FUND		\$164	\$235	\$221	\$162	\$167	\$172					
ADMINISTRATION AND SALARIES		\$4,448	\$4,489	\$4,535	\$4,661	\$4,665	\$4,802					
RECYCLING COSTS		\$675	\$846	\$865	\$891	\$918	\$946					
SMALL MATERIALS RECOVERY FACILITY		\$156	\$193	\$198	\$204	\$211	\$217					
DEFICIT 2ND PREVIOUS YEAR		\$0	\$97									
TOTAL EXPENDITURE		\$9,492	\$11,760	\$11,887	\$12,233	\$12,591	\$12,959					
SURPLUS (DEFICIT)		(\$97)	\$0	\$0	\$0	\$0	\$0					
TONNES DEPOSITED (Regular)		67,505	69,388	69,388	69,388	69,388	69,388					
RATE PER TONNE (Regular)		\$123.00	\$139.00	\$143.17	\$147.45	\$151.89	\$156.44					
DEBT COST PROJECTION		2023	2025	2026	2027	2028	2029					
PRESENT DEBT SERVICE COST		\$278	\$1,300	\$1,009	\$279	\$0	\$0					
INTERIM FINANCING & OTHER CHARGES		38	82	45	73	47	59					
	YEAR	RATE	TERM	AMT								
REFINANCING												
CONDITIONAL AUTHORITY												
June 12, 2023	2023	5.00%	5	\$0								
O/S AUTHORITY												
MO23-0044	2023	5.00%	5	\$0								
MO24-0022	2024	5.00%	5	\$1,114								
MO24-0022	2024	5.00%	4	\$0								
PLANNED BORROWING												
Application	2025	5.00%	15	\$1,100								
PLANNED BORROWING	2026	5.00%	5	\$180								
PLANNED BORROWING	2027	5.00%	5	\$926								
PLANNED BORROWING	2028	5.00%	0	\$0								
PLANNED BORROWING	2029	5.00%	5	\$586								
TOTAL DEBT SERVICE COST		\$316	\$1,382	\$1,417	\$757	\$666	\$678					
		2023	2025	2026	2027	2028	2029					
DEBT COST/GROSS EXP.		3.3%	11.8%	11.9%	6.2%	5.3%	5.2%					
OUTSTANDING DEBT		\$3,009	\$3,438	\$2,480	\$2,936	\$2,627	\$2,903					
EFFECT DEBT COST ON:												
TIPPING FEES	\$	4.67	\$	19.92	\$	20.42	\$	10.90	\$	9.59	\$	9.77
TIPPING FEES (NEW BORROWING '25)					\$1.53							
TIPPING FEES (NEW BORROWING '26)						\$0.60						
TIPPING FEES (NEW BORROWING '27)							\$3.08					
TIPPING FEES (NEW BORROWING '28)												\$0.00
TIPPING FEES (NEW BORROWING '29)												
This analysis represents the Commission's budget projections and the impact of future borrowing from 2026 to 2029. Commission members are aware of this information and have been fully advised of the impact of this borrowing on the current tipping fees, debt service cost ratio and total outstanding debt.												
Date						Chief Financial Officer						

Department of Justice & Public Safety – Ministère de la Justice et de la Sécurité publique
Building Code Administrator - administrateur du Code du bâtiment

BULLETIN N° 2025 – 01

TO:	NBBOA, APEG-NB, AANB, IDNB, CBHA-NB, CANB	DEST. :	AOCNB, AIG-NB, AANB, DINB, ACCI-NB, ACNB
FROM:	Trevor Murray, Building Code Administrator	EXP. :	Trevor Murray, administrateur du <i>Code du bâtiment</i>
COPIES :	NBDOA	COPIES :	AAANB
DATE:	January 8, 2025	DATE :	8 janvier, 2025
RE:	2020 Code Adoption	OBJET :	Adoption du Code 2020

The Province of New Brunswick recently adopted the 2020 series of national model construction codes, including the 2020 National Building Code and the 2020 National Energy Code of Canada for Buildings. Furthermore, both of these codes have been adopted at energy tier 2. These new editions of the code will come into full effect on April 1st, 2025.

The correct edition of code to be used for design or construction is the code edition in effect the date that a substantially completed application has been submitted to the building department. Depending on the project, an application form alone may not be sufficient to deem an application substantially complete. It is at the discretion of the building inspector what applications are substantially complete.

With exception of local governments that have requirements for phased permits located in their building by-laws, a project that has had a phase of permit issued under the currently adopted edition of the codes may continue to utilize that edition for the planned phases that immediately follow at the discretion of the building inspector.

Finally, it is important in this transition to ensure consistency in the edition of code used for revue between both building departments and fire plan reviews conducted by the Office of the Fire Marshal. The Office of the Fire Marshal conducts their reviews based on the edition of the

La province du Nouveau-Brunswick a récemment adopté la série 2020 de codes modèles nationaux de construction, y compris le Code national du bâtiment de 2020 et le Code national de l'énergie du Canada pour les bâtiments de 2020. De plus, ces deux codes ont été adoptés aux paliers de l'énergétique 2. Ces nouvelles éditions du code entreront en vigueur le 1^{er} avril, 2025.

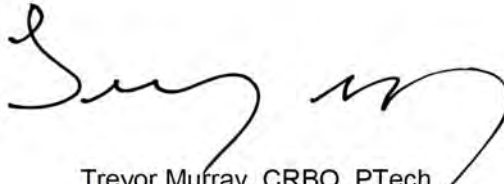
L'édition correcte du code à utiliser pour la conception ou la construction est l'édition du code en vigueur la date à laquelle une demande de permis substantiellement complète a été soumise au département du bâtiment. Selon le projet, un formulaire de demande à lui seul peut ne pas être suffisant pour qu'une demande soit jugée complète. C'est à la discrétion de l'inspecteur en bâtiment que les demandes sont essentiellement complètes.

À l'exception des gouvernements locales qui ont des exigences pour les permis échelonnés situés dans leur arrêté de construction, un projet qui a fait l'objet d'une phase de permis délivré en vertu de l'édition actuellement adoptée des codes peut continuer à utiliser cette édition pour les phases prévues qui suivent immédiatement à la discrétion de l'inspecteur en bâtiment.

Enfin, il est important dans cette transition d'assurer l'uniformité de l'édition du code utilisé pour la revue entre les deux services du bâtiment et les examens des plans d'incendie effectués par le Bureau du commissaire des incendies. Le Bureau du commissaire des incendies effectue

code that was in effect the day that the plans were dropped off. It is the responsibility of the owner or their representative to ensure the required documentation is submitted to both agencies at the proper time.

ses examens en fonction de l'édition du code qui était en vigueur le jour où les plans ont été déposés. Il incombe au propriétaire ou à son représentant de s'assurer que la documentation requise est soumise aux deux organismes au moment opportun.

A handwritten signature in black ink, appearing to read 'Trevor Murray', with a stylized flourish at the end.

Trevor Murray, CRBO, PTech

Building Code Administrator/administrateur du Code du bâtiment

Technical Inspection Services/Services d'inspection technique



ROTHESAY MEMORANDUM



TO : Mary Jane Banks
FROM : Keri Flood
DATE : December 2024
RE : Social Media Promotion of Recognition Events 2025 Schedule

Here is a list of recognition events that were promoted on Rothesay social media channels in 2024. Please review with the Mayor for approval for 2025.

January

- Alzheimer's Awareness Month (***LIT TOWN HALL BLUE – MAY 25, 2022**)
- Family Literacy Day (January 27th)

February

- Lunar New Year
- Black History Month
- 2-1-1 Day (February 11th)
- Family Day (3rd Monday)
- Pink Shirt Day/ Anti-bullying Day

March

- Amyloidosis Awareness Month (***LIT TOWN HALL RED – MARCH 16, 2023**)
- International Women's Day (March 8th)
- Purple Day – Epilepsy Awareness (March 26th) (***LIT TOWN HALL PURPLE – MARCH 26, 2021**)

April

- National Organ and Tissue Donation Awareness Month (***LIT TOWN HALL GREEN – April 27, 2022**)
- Earth Day (April 22nd)
- Worker's Day of Mourning: Half-Masting April 28

May

- Lyme Awareness Month (***LIT TOWN HALL GREEN – MAY 9, 2024**)
- National Mental Health Week (13th-15th 2025)
- National Police Week (second week in May?)
- Disability Awareness Week (GNB)
- Fibromyalgia Awareness Month (***LIT TOWN HALL PURPLE – MAY 12, 2024**)
- Melanoma Awareness Month
- Asian Heritage Month
- Food Allergy Awareness Month (***LIT TOWN HALL PURPLE – MAY 15, 2024**)
 - Sweet Caroline Foundation

June

- National Indigenous History Month
- Parks and Recreation Month

- Intergenerational Day (June 1st)
- National Day of Remembrance for Victims of Terrorism: Half-Masting (June 23)
- Congratulations to all the graduates of [year]! (last day of school)
- Marigold Project (unsure of date)

July

August

September

- International Literacy Day (September 8th)
- 'National Firefighters' Memorial Day: Half-Masting (Second Sunday in September)
- Police and Peace Officers' National Memorial Day: Half-Masting (Last Sunday in September)
- Rail Safety Week
- National Day for Truth and Reconciliation: Half-Masting (September 30th)
- Fetal Alcohol Spectrum Disorder Awareness (added to this list on Feb 21st, 2024)
- Municipality Week NB (3rd week in Sept) ***NEW for 2025**

October

- Women's History Month in Canada
- Fire Prevention Week
- Breast Cancer Awareness Month (***LIT TOWN HALL PINK – Oct 17, 2023**)
- Dyslexia Awareness Month (Oct 20th – Mark it Read Day) (***LIT TOWN HALL RED – Oct 25, 2022**)

November

- National Veteran's Week (November 5th to 11th)
- Remembrance Day: Half-masting (November 11th)
- Family Violence Prevention Month - (***LIT TOWN HALL PURPLE – NOV 16, 2021**)

December

- National Day of Remembrance and Action on Violence Against Women: Half-masting (December 6th)
- Safe Driving Week (Dec 1-7?)

Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, December 31, 2024 8:12 AM
To: Liz Hazlett
Subject: FW: Attention Mayor Nancy Grant:

From:
Sent: Thursday, December 26, 2024 1:23 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Attention Mayor Nancy Grant:

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

Power outages. I think it is time for the Mayor of Rothesay to put some pressure on NB POWER. I understand that there can be a loss of power when there is a storm but we have lost our power 4 times since November 2024. And winter has barely started. I leave my home, go down Highland, turn right and all the lights are on. Power went out Christmases eve for about 6 hours. That was a storm so understandable but the again on Christmas day at 4 pm right when people have guests visiting etc. There was no storm. It was a beautiful day so why the outage? Also when checking for updates Nb power said the power would be back on by 8 then 12 and now 3 am. Nb power must know what is wrong. Why do they not fix it. You need to ask these questions on our behalf. Your residents deserve better.

I have sent a similar email to NB power as well.

Very frustrated

12 Ian crescent



Regular Board Meeting Minutes

Date: October 24, 2024, 10:00 a.m.
Location: Town of Grand Bay-Westfield
609 River Valley Dr, Grand Bay-Westfield

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

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

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

1. Closed Session

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

2. Order of Business

2.a Call to Order

Chair Bedford called the meeting to order at 10:22 a.m.

2.b Record of Attendance

It is noted that all Board members are in attendance, with Director Riddell and Director MacKenzie attending virtually.

2.c Approval of Agenda

Chair Bedford called for a motion to approve the October 24, 2024, agenda.

Resolution Number: RM-2024-071

Moved by: Director O'Hara

Seconded by: Director Doucet

THAT the Board approve the October 24, 2024, agenda as presented.

Motion Carried

Amendment:

Resolution Number: RM-2024-072

Moved by: Director O'Hara

Seconded by: Director Doucet

THAT there be an addition of item 8. Moved from Closed added to include the CEO Employment Contract to this agenda and clarification that the budget vote from Closed Session, will be included in item 5.a. 2025 FRSC Budget: Recommendation.

Motion Carried

2.d Approval of Minutes

Chair Bedford called for approval of the minutes.

Resolution Number: RM-2024-073

Moved by: Director Merrifield

Seconded by: Director Doucet

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

Motion Carried

2.e Disclosure of Conflict of Interest

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

3. CEO Verbal Update

CEO Ouellette gave a verbal update to the Board including touching on the Summit, newsletter, the next FRSC Board meeting to change from November 28, 2024, which will anticipated to be moved to December 12, 2024. Additionally, CEO Ouellette touched on the ReUse event on Saturday, October 26, 2024, the recent Sustainability Week success, reapplication for the Housing Accelerator Fund, the Canada Public Transit Fund application, and the Environmental Trust Fund application both coming soon.

4. Consent Items

Resolution Number: RM-2024-074

Moved by: Director Merrifield

Seconded by: Director Grant

THAT the Board approve all consent items as presented.

Motion Carried

4.a Pit Permit Bond

Resolution Number: RM-2024-074

Moved by: Director Merrifield

Seconded by: Director Grant

THAT the Board authorize staff to request the issuance of a Letter of Credit from the CIBC bank, valued at \$22,500, to provide security for land rehabilitation of the FRSC pit in favour of the City of Saint John to meet the requirements of a pit permit as per Section 12.4(9)(e) of the City of SJ Zoning Bylaw.

Motion Carried

4.b Planning & Building Inspection Monthly Report

Resolution Number: RM-2024-074

Moved by: Director Merrifield

Seconded by: Director Grant

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

Motion Carried

5. Reports/Presentations

5.a 2025 FRSC Budget: Recommendation

Chair Bedford gave the floor to Director Grant to speak as the Chair of the Regional Facilities Committee on the discussion of the investment to TD Station and its change to the budget, as proposed in her motion.

Chair Bedford gave the floor to CEO Ouellette to review the budget, as presented in the Open Agenda package, with the addition of the most recent motion proposed by Director Grant RM-2024-75 being integrated into the budget, presented to the Board as Budget #6.

An amendment to the staff recommended motion on the final budget was out forward by Director Merrifield, which was clarified on the question.

Director Merrifield retracted her amendment to the budget motion after discussion on the question around the table, with the seconder, Director Doucet, agreeing to the removal of the amendment to the original motion.

Resolution Number: RM-2024-075

Moved by: Director Grant

Seconded by: Director Doucet

THAT the Board approve the addition of \$100,000.00 of expenditure for TD Station that is now integrated in the assumptions of the 2025 FRSC budget.

Motion Carried

Resolution Number: RM-2024-076

Moved by: Director Merrifield

Seconded by: Director Doucet

THAT the Board:

1. Approve the portion of the budget including:
 - a. Solid Waste,
 - b. Electrical Generation,
 - c. Regional Tourism,
 - d. Economic Development,
 - e. Regional Sport, Recreation and Culture Infrastructure, and
 - f. Local Planning.
2. Table that portion of the budget, until November 21, 2024, pending demonstration of the tangible outcomes to be achieved in Fiscal Year 2025 including:
 - a. Cooperative and Regional Planning Service,
 - b. Community Development,
 - c. Regional Transportation, and
 - d. Regional Public safety.
3. That the strategic plan, completed in 2023, be reviewed by the Board, CAOs and Committees to determine its relevancy, effectiveness, and regional needs before June 15, 2025 to ensure the alignment of the budget and strategic plan with regional needs. And,

4. That the Committees be consulted and engaged in the development of their respective budgets for Budget 2026.

Amendment Withdrawn

Resolution Number: RM-2024-077

Moved by: Director Grant

Seconded by: Director O'Hara

THAT the Board approve the 2025 FRSC operating and capital budget as presented in the final version (Version #6) of the October 24th, 2024, budget.

Against (1): Director Riddell

Voter Type: ⅔ majority of members present, plus at least 51% of population represented from members present, Recorded

Motion Carried (6 to 1)

Resolution Number: RM-2024-077

Moved by: Director Merrifield

Seconded by: Director Grant

1. THAT the Board approves the standard operating procedure and salary grid for the FRSC management and trades employee group, and direct CEO Ouellette to uphold its expectations starting in 2025.
2. THAT the Board directs the FRSC to draft a letter to the Minister of Local Government as part of the eventual 2025 Budget submission to the Government of New Brunswick, advocating for the importance of fiscal reform for local governments, rural districts and RSCs, in order to equip and empower the local governance landscape to effectively and sustainably delivery service and outcomes to residents. This letter should also outline the tremendous annual costs associated to FRSC members in the financing of the five legislated regional facilities, and the importance of maximizing the eligibility of the Regional Service Support Fund to help support these expenditures.
3. THAT the Board authorizes Chair Jim Bedford to re-submit and finalize the RSSF Investment Plan, which integrates the new assumptions outlined in the updated version of the 2025 FRSC budget.
4. THAT the Board direct FRSC Staff ensure the strategic plan, completed in 2023, be reviewed by the Board, CAOs and Committees to determine its relevancy, effectiveness, and regional

needs before June 15, 2025 to ensure the alignment of the budget and strategic plan with regional needs.

5. THAT the Board request CEO Ouellette ensure that the Committees be consulted and engaged in the development of their respective budgets for Budget 2026, and future budgets.
6. THAT the Board direct CEO Ouellette to submit a detailed account of costs of the newly mandated services of Cooperative and Regional Planning Service, Community Development, Regional Transportation, and Regional Public Safety, before December 31, 2024.

Against (1): Director Riddell

Motion Carried (6 to 1)

5.b 2024 FRSC Summit

Neil Jacobson presented to the Board on the upcoming 2025 FRSC Regional Summit, being held on November 28, 2024.

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

Resolution Number: RM-2024-078

Moved by: Director Grant

Seconded by: Director Doucet

THAT the Board receive and file the 2024 FRSC Regional Summit presentation.

Motion Carried

5.c Initial Overview of 2029 Canada Games Resolutions

Andrew Beckett spoke to the Board about the proposed resolutions for the 2029 Canada Games, noting that this review is important for the bid process, and is not going to be voted on today, but anticipates that the vote on these resolutions will come in November or December.

Mr. Beckett noted that a vote from the FRSC Board will suffice for the Canada Games Council, and there will not be a need to engage each council for the resolutions.

Director O'Hara left the meeting at 12:20 p.m. and returned at 12:23 p.m.

For more information on the proposed resolutions and the presentation made by Mr. Beckett, please see the audio recording on the website.

Resolution Number: RM-2024-079

Moved by: Director O'Hara

Seconded by: Director Doucet

THAT the Board receive and file the Initial Overview of 2029 Canada Games Resolutions as presented.

Motion Carried

6. Standing Items

6.a Committee Update - Public Safety Committee

Chair Bedford opened the floor to Graeme Stewart-Robertson, Policy and Research Manager at the FRSC, and team lead of the Regional Public Safety Committee, to give an update on the committee and its future workplan.

Chair Bedford added to Mr. Stewart-Robertson's verbal update by noting the issues surrounding public safety and the tangible outcomes that will be worked towards in the future.

Resolution Number: RM-2024-080

Moved by: Director O'Hara

Seconded by: Director Doucet

THAT the Board receive and file this update.

Motion Carried

6.b Committee Agendas

Resolution Number: RM-2024-081

Moved by: Director Grant

Seconded by: Director O'Hara

THAT the Board receive and file the agendas presented.

Motion Carried

6.b.1 Regional Transportation - September 18, 2024

6.b.2 Community Development - October 18, 2024

7. Correspondence

Resolution Number: RM-2024-082

Moved by: Director Grant

Seconded by: Director MacKenzie

THAT the Board receive and file the correspondence as presented.

Motion Carried

7.a Core Funding to Saint John Arts Centre

Resolution Number: RM-2024-082

Moved by: Director Grant

Seconded by: Director MacKenzie

THAT the Board receive and file the Core Funding to Saint John Arts Centre letter as presented.

Motion Carried

7.b Notice of Restructuring Request

Resolution Number: RM-2024-082

Moved by: Director Grant

Seconded by: Director MacKenzie

THAT the Board receive and file the Notice of Restructuring Request letter as presented.

Motion Carried

8. Moved from Closed

Resolution Number: RM-2024-083

Moved by: Director O'Hara

Seconded by: Director MacKenzie

THAT the FRSC Board of Directors adopt the employment contract with Phil Ouellette as presented to the FRSC Board of Directors on October 24th, 2024.

Against (1): Director Riddell

Motion Carried (6 to 1)

9. Adjournment

Chairperson Bedford called for a motion to adjourn.

Resolution Number: RM-2024-084

Moved by: Director O'Hara

THAT the Board adjourn the October 24, 2024, meeting a 12:34 p.m.

Motion Carried

Jim Bedford, Chairperson

Cassie Silhanek, Recording Secretary

Date



2025January13OpenSessionFINAL_031

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@nbpolic.ca
www.kennebecasisregionalpolice.com

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

2024-12-16

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.

Respectfully submitted

Steve Gourdeau, Chief
Kennebecasis Regional Police Force.

2025January13OpenSessionFINAL_032

KRPF Building Project

Date: December 16, 2024

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	\$ 40,305.60	\$ 29,694.40	\$ (30,000.00)	No contract with fixed cost
Construction Costs	\$ 3,420,000.00	\$ 2,235,857.00	\$ 2,235,857.00	\$ 1,128,233.74	\$ 1,107,623.26	\$ (1,184,143.00)	
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	NA	\$ -	\$ 346,549.94	\$ 347,750.54	\$ (500,000.00)	Furnishings, gym equipment and IT completed - was funded from operational budget, as approved by both towns.
Interim Financing Costs	\$ 160,000.00		\$ 101,012.00	\$ 6,909.71	\$ 94,102.29	\$ (58,988.00)	Based on the RFP results Prime less 0.75% is lower than our initial estimate , prime rate has dropped by 1% since estimates 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	\$ 2,607,521.35	\$ 2,870,241.82	\$ 1,935,371.82	\$ 1,629,170.49	\$ (1,379,758.18)	

Town of Rothesay

General Fund Financial Statements

November 30, 2024

Attached Reports:

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

Town of Rothesay

Balance Sheet - Capital General Fund

11/30/2024

ASSETS

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

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

\$ 54,326,363

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	329,500
Total Long Term Debt	4,959,000

Total Liabilities	\$ 5,288,500
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Investment in General Fund Fixed Assets	49,037,863
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\$ 54,326,363

2025January13OpenSessionFINAL_035

Town of Rothesay

Balance Sheet - General Fund Reserves

11/30/2024

ASSETS

BNS Gas Tax Interest Account	3,682,014
BNS General Operating Reserve #214-15	1,002,853
BNS General Capital Reserves #2261-14	2,004,391
	<u>\$ 6,689,259</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	2,707,004
Invest. in General Capital Reserve	1,830,175
General Gas Tax Funding	975,010
Invest. in General Operating Reserve	1,002,853
Invest. in Land for Public Purposes Reserve	174,216
	<u>\$ 6,689,259</u>

2025January13OpenSessionFINAL_036

Town of Rothesay

Balance Sheet - General Operating Fund

11/30/2024

CURRENT ASSETS

Cash	1,064,357
Receivables	245,607
HST Receivable	326,958
Inventory	142,001
Gen Operating due to/from Util Operating	1,165,786
Total Current Assets	<u>2,944,709</u>
Other Assets:	
Projects	<u>7,175,813</u>
TOTAL ASSETS	<u><u>10,120,522</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,904,153
Other Payables	719,670
Gen Operating due to/from Gen Capital	(329,500)
Accrued Sick Leave	22,100
Accrued Pension Obligation Y/E	(31,900)
Accrued Retirement Allowance	493,887
Def. Rev-Quispamsis/Library Share	17,710
TOTAL LIABILITIES	<u><u>2,796,120</u></u>

EQUITY

Retained Earnings	166,373
Surplus/(Deficit) for the Period	<u>7,158,029</u>
	<u><u>7,324,402</u></u>
	<u><u>10,120,522</u></u>

2025January13OpenSessionFINAL_037

Town of Rothesay

Statement of Revenue & Expenditure

11 Months Ended 11/30/2024

	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	20,407,190	20,407,190	0		22,262,389
Sale of Services	79,927	44,950	567,780	423,850	143,930		474,300
Services to Province of New Brunswic	0	0	68,509	59,673	8,836		80,000
Other Revenue from Own Sources	13,523	11,375	367,475	130,633	236,842		142,008
CORE Equalization	6,549	6,549	72,036	72,034	2		78,583
Conditional Transfers	0	0	277,525	51,500	226,025		51,500
Other Transfers	45,719	45,719	1,381,751	631,751	750,000		677,470
	<u>\$2,000,918</u>	<u>\$1,963,791</u>	<u>\$23,142,267</u>	<u>\$21,776,631</u>	<u>\$1,365,636</u>		<u>\$23,766,250</u>
EXPENSES							
General Government Services	208,708	198,696	2,531,974	2,727,159	195,186		2,923,971
Protective Services	482,141	481,850	5,898,822	5,938,422	39,600		6,623,274
Transportation Services	379,878	355,114	3,577,757	3,707,770	130,013		4,210,726
Environmental Health Services	70,893	102,363	881,638	949,997	68,359		1,032,360
Environmental Development	43,867	59,934	445,884	705,656	259,772		753,090
Recreation & Cultural Services	250,996	180,323	2,590,475	2,526,084	(64,391)		2,884,957
Fiscal Services	(1,062,460)	46,949	57,688	411,757	354,069		5,337,872
	<u>\$374,024</u>	<u>\$1,425,229</u>	<u>\$15,984,238</u>	<u>\$16,966,845</u>	<u>982,607</u>		<u>\$23,766,250</u>
Surplus (Deficit) for the Year	<u>\$1,626,894</u>	<u>\$538,562</u>	<u>\$7,158,029</u>	<u>\$4,809,786</u>	<u>\$2,348,243</u>		<u>\$ (0)</u>

2025January13OpenSessionFINAL_038

Town of Rothesay

Statement of Revenue & Expenditure
11 Months Ended 11/30/2024

	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	3,282	2,083	59,205	22,917	36,288	1	25,000
Wells Canopy revenue	1,500	0	10,138	0	10,138	2	0
Town Hall Rent	10,005	8,333	104,631	91,667	12,965	3	100,000
Community Garden revenue	0	0	1,020	900	120		900
Fox Farm Rental revenue	1,950	1,750	21,450	19,250	2,200		21,000
Arena Revenue	57,014	30,433	244,322	178,967	65,355	4	214,900
Recreation Programs	6,177	2,350	127,014	110,150	16,864	5	112,500
	79,927	44,950	567,780	423,850	143,930		474,300
Other Revenue from Own Sources							
Licenses & Permits	7,292	6,875	198,860	75,625	123,235	6	82,500
KVFD Admin Penalties	0	0	1,225	0	1,225		0
Recycling Dollies & Lids	0	0	467	800	(333)		800
Interest & Sundry	5,132	2,667	100,246	29,333	70,913	7	32,000
Miscellaneous	100	833	50,969	9,167	41,802	8	10,000
Fire Dept. Administration	1,000	1,000	11,000	11,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	13,523	11,375	367,475	130,633	236,842		142,008
Conditional Transfers							
Canada Day Grant	0	0	2,400	1,500	900		1,500
Grant - Other	0	0	231,062	0	231,062	9	0
Grant - Students	0	0	44,064	50,000	(5,936)		50,000
	0	0	277,525	51,500	226,025		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	502,906	502,906	0		548,625
Transfer from Capital Reserve	0	0	750,000	0	750,000	10	0
	45,719	45,719	1,381,751	631,751	750,000		677,470
EXPENSES							
General Government Services							
Legislative							
Mayor	4,232	5,000	48,770	55,000	6,230		60,000
Councillors	14,588	12,999	159,748	142,984	(16,764)	11	155,983
Regional Service Commission 9	2,326	2,326	25,589	25,589	0		27,915
Other	275	1,958	6,055	21,542	15,486	12	23,500
	21,421	22,283	240,163	245,115	4,952		267,398
Administrative							
Administration - Wages & Benefits	122,472	123,859	1,040,725	1,041,026	300		1,193,550
Office Building	9,127	10,531	181,950	169,890	(12,059)	13	180,871
Supplies	33,710	34,333	172,959	179,667	6,707		184,000
Solicitor	6,085	0	43,319	50,000	6,681	14	50,000
Professional Fees	0	0	27,994	110,000	82,006	15	110,000
Other	11,724	6,898	109,515	116,881	7,366	16	122,779
	183,118	175,622	1,576,462	1,667,463	91,001		1,841,200
Other General Government Services							
Website/Other	0	0	1,434	3,000	1,566		3,000
Community Communications (Team)	691	708	4,373	62,792	58,419	17	63,500
Civic Relations	313	83	2,318	917	(1,401)		1,000
Insurance	(432)	0	299,876	330,201	30,325	18	330,201
Donations	0	0	21,122	36,500	15,378	19	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	3,598	0	8,435	4,000	(4,435)		4,000
	4,169	792	715,348	814,581	99,233		815,373
Total General Government Services	208,708	198,696	2,531,974	2,727,159	195,186		2,923,971
Protective Services							
Police							
Police Protection	281,066	281,066	3,091,723	3,091,723	0		3,372,789
Crime Stoppers	0	0	2,800	2,800	0		2,800
	281,066	281,066	3,094,523	3,094,523	0		3,375,589
Fire							
Fire Protection	200,576	200,576	2,464,240	2,456,607	(7,633)	20	2,860,185
Water Costs Fire Protection	0	0	335,000	335,000	0		335,000
	200,576	200,576	2,799,240	2,791,607	(7,633)		3,195,185
Emergency Measures							
EMO Director/Committee	0	0	0	50,000	50,000	21	50,000
	0	0	0	50,000	50,000		50,000
Other							
Animal & Pest Control	500	208	4,655	2,292	(2,363)		2,500
Other	0	0	404	0	(404)		0
	500	208	5,059	2,292	(2,767)		2,500
Total Protective Services	482,141	481,850	5,898,822	5,938,422	39,600		6,623,274

2025January13OpenSessionFINAL_039

Transportation Services

Common Services

Administration (Wages & Benefits)	173,761	176,316	1,416,617	1,518,432	101,814	22	1,648,000
Workshops, Yards & Equipment	64,469	61,458	783,425	762,903	(20,522)	23	824,261
Engineering	3,151	0	3,151	7,500	4,349		7,500
	<u>241,381</u>	<u>237,774</u>	<u>2,203,193</u>	<u>2,288,834</u>	<u>85,641</u>		<u>2,479,761</u>

Roads & Streets	6,304	4,167	63,278	73,673	10,395	24	77,000
Crosswalks & Sidewalks	1,444	715	48,165	34,550	(13,615)	25	35,570
Culverts & Drainage Ditches	5,119	0	117,119	100,000	(17,119)	26	100,000
Street Cleaning & Flushing	0	0	14,282	10,000	(4,282)		10,000
Snow & Ice Removal	<u>109,352</u>	<u>96,000</u>	<u>798,029</u>	<u>903,000</u>	<u>104,971</u>	<u>27</u>	<u>1,172,000</u>
	<u>122,219</u>	<u>100,882</u>	<u>1,040,872</u>	<u>1,121,223</u>	<u>80,351</u>		<u>1,394,570</u>

Street Lighting	13,877	12,500	148,876	137,500	(11,376)	28	150,000
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Traffic Services

Street Signs	1,149	0	22,806	15,000	(7,806)		15,000
Traffic Lanemarking	0	0	38,670	35,000	(3,670)		35,000
Traffic Signals	1,019	1,667	34,822	18,333	(16,488)	29	20,000
Railway Crossing	<u>86</u>	<u>2,083</u>	<u>27,418</u>	<u>22,917</u>	<u>(4,501)</u>		<u>25,000</u>
	<u>2,254</u>	<u>3,750</u>	<u>123,716</u>	<u>91,250</u>	<u>(32,466)</u>		<u>95,000</u>

Public Transit

Public Transit - Comex Service	0	0	59,495	66,671	7,176		88,895
Public Transit - Other	<u>146</u>	<u>208</u>	<u>1,606</u>	<u>2,292</u>	<u>686</u>		<u>2,500</u>
	<u>146</u>	<u>208</u>	<u>61,101</u>	<u>68,963</u>	<u>7,862</u>		<u>91,395</u>

Total Transportation Services	379,878	355,114	3,577,757	3,707,770	130,013		4,210,726
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Environmental Health Services

Solid Waste Disposal Land Fill garbage	22,132	20,697	260,266	227,663	(32,603)	30	248,360
Solid Waste Disposal Landfill Compost	4,429	3,333	38,554	36,667	(1,887)		40,000
Solid Waste Collection Fero	<u>44,332</u>	<u>58,333</u>	<u>566,934</u>	<u>641,667</u>	<u>74,733</u>	<u>31</u>	<u>700,000</u>
Solid Waste Recycling bins	0	0	0	4,000	4,000		4,000
Clean Up Campaign	0	20,000	8,480	40,000	31,520	32	40,000
Food Cycler	<u>0</u>	<u>0</u>	<u>7,404</u>	<u>0</u>	<u>(7,404)</u>		<u>0</u>
Total Environmental Health Services	70,893	102,363	881,638	949,997	68,359		1,032,360

Environmental Development Services

Planning & Zoning							
Administration (Wages and benefits)	31,946	46,135	256,521	388,365	131,844	33	422,000
Administration	<u>330</u>	<u>2,208</u>	<u>61,726</u>	<u>154,792</u>	<u>93,065</u>	<u>34</u>	<u>157,000</u>
Planning Projects	0	0	100	25,000	24,900	35	25,000
Heritage Committee	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>36</u>	<u>5,000</u>
	<u>32,276</u>	<u>48,343</u>	<u>318,347</u>	<u>573,157</u>	<u>254,810</u>		<u>609,000</u>

Envision Saint John	11,591	11,591	127,499	127,499	(0)		139,090
Tourism	<u>0</u>	<u>0</u>	<u>38</u>	<u>5,000</u>	<u>4,963</u>	<u>37</u>	<u>5,000</u>
	<u>11,591</u>	<u>11,591</u>	<u>127,537</u>	<u>132,499</u>	<u>4,962</u>		<u>144,090</u>

Total Environmental Development Service	43,867	59,934	445,884	705,656	259,772		753,090
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Recreation & Cultural Services

Administration (wages and benefits)	43,878	41,994	367,038	353,368	(13,669)	38	384,000
Administration	<u>9,911</u>	<u>2,000</u>	<u>69,056</u>	<u>53,500</u>	<u>(15,556)</u>	<u>39</u>	<u>55,500</u>
Rothsay Arena	50,647	31,445	378,212	338,232	(39,980)	40	380,500
Parks & Gardens	<u>74,337</u>	<u>49,570</u>	<u>791,981</u>	<u>802,753</u>	<u>10,772</u>	<u>41</u>	<u>868,000</u>
Playgrounds and Fields	11,198	6,583	127,909	129,417	1,507		134,000
Rothsay Common Rink	<u>4,419</u>	<u>1,717</u>	<u>69,623</u>	<u>74,133</u>	<u>4,510</u>		<u>96,150</u>
Memorial Centre	8,784	5,333	108,957	67,417	(41,540)	42	72,850
Train Station	0	0	4,027	29,600	25,573	43	29,600
Wells Building	<u>3,589</u>	<u>3,292</u>	<u>48,400</u>	<u>41,208</u>	<u>(7,191)</u>	<u>44</u>	<u>44,500</u>
James Renforth	<u>4,421</u>	<u>0</u>	<u>7,819</u>	<u>0</u>	<u>(7,819)</u>	<u>45</u>	<u>0</u>
Beaches	0	0	57,173	64,000	6,827		64,000
Summer Programs	<u>1,778</u>	<u>42</u>	<u>93,119</u>	<u>97,958</u>	<u>4,840</u>		<u>98,000</u>
The Hive expenses	1,041	1,208	10,583	13,292	2,709		14,500
Regional Facilities Operating	<u>27,890</u>	<u>27,890</u>	<u>306,785</u>	<u>306,785</u>	<u>(0)</u>		<u>334,675</u>
Kennebecasis Public Library	8,250	8,250	90,745	90,745	0		98,994
Regional Facilities Capital	0	0	14,676	14,676	0		157,688
Special Events	<u>854</u>	<u>1,000</u>	<u>36,771</u>	<u>41,000</u>	<u>4,229</u>		<u>44,000</u>
PRO Kids	0	0	7,500	7,500	0		7,500
Rothsay Living Museum	<u>0</u>	<u>0</u>	<u>104</u>	<u>500</u>	<u>396</u>		<u>500</u>

Total Recreation and Cultural Services	250,996	180,323	2,590,475	2,526,084	(64,391)		2,884,957
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Fiscal Services

Debt Charges

Interest	13,540	12,949	109,688	103,757	(5,931)		223,872
Debenture Payments	<u>34,000</u>	<u>34,000</u>	<u>308,000</u>	<u>308,000</u>	<u>0</u>		<u>714,000</u>
	<u>47,540</u>	<u>46,949</u>	<u>417,688</u>	<u>411,757</u>	<u>(5,931)</u>		<u>937,872</u>

Transfers To:

Capital Fund for Capital Expenditures	0	0	0	0	0		4,250,000
Capital Projects Funded by Gas Tax	<u>(1,110,000)</u>	<u>0</u>	<u>(1,110,000)</u>	<u>0</u>	<u>1,110,000</u>	<u>46</u>	<u>0</u>
Capital Projects Funded by reserves	0	0	750,000	0	(750,000)	47	0
Reserve Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>150,000</u>
	<u>(1,110,000)</u>	<u>0</u>	<u>(360,000)</u>	<u>0</u>	<u>360,000</u>		<u>4,400,000</u>

Total Fiscal Services	(1,062,460)	46,949	57,688	411,757	354,069		5,337,872
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2025January13OpenSessionFINAL_040

Town of Rothesay

Variance Report - General Fund

Note #	Actual	month ending Budget	11/30/2024 Better/(Worse)	Description of Variance
Revenue				
1 Bill McGuire Memorial Centre	\$ 59,205	\$ 22,917	\$ 36,288	Budget allocated over year
2 Wells Canopy revenue	\$ 10,138	\$ -	\$ 10,138	Revenue not budgeted for
3 Town Hall Rent	\$ 104,631	\$ 91,667	\$ 12,965	Rent renewal higher than budgeted
4 Arena Revenue	\$ 244,322	\$ 178,967	\$ 65,355	Revenue higher than budgeted
5 Recreation Programs	\$ 127,014	\$ 110,150	\$ 16,864	Hive \$5K higher than budgeted, Winterfest sponsorship \$2K
6 Licenses & Permits	\$ 198,860	\$ 75,625	\$ 123,235	Conservative budget estimate
7 Interest & Sundry	\$ 100,246	\$ 29,333	\$ 70,913	Conservative budget estimate
8 Miscellaneous	\$ 50,969	\$ 9,167	\$ 41,802	Sale of sweeper \$40k
9 Grant - Other	\$ 231,062	\$ -	\$ 231,062	Wells building
10 Transfer from Capital Reserve	\$ 750,000	\$ -	\$ 750,000	Reserve funds for vacuum truck
Expenses				
<i>General Government</i>				
11 Councillors	159,748	142,984	\$ (16,764)	Budget didn't have increase in per diem
12 Other	6,055	21,542	\$ 15,486	Developmental seminars
13 Office Building	181,950	169,890	\$ (12,059)	Upstairs tenants renovations
14 Solicitor	43,319	50,000	\$ 6,681	Expenses not yet incurred
15 Professional Fees	27,994	110,000	\$ 82,006	\$75K Head hunter fees
16 Other	109,515	116,881	\$ 7,366	Timing
17 Community Communications (Team)	4,373	62,792	\$ 58,419	\$55K budgeted for communications study
18 Insurance	299,876	330,201	\$ 30,325	Budget higher than actual
19 Donations	21,122	36,500	\$ 15,378	Donation budget remaining
<i>Protective Services</i>				
20 Fire Protection	2,464,240	2,456,607	\$ (7,633)	Ppty tax estimate too low
21 EMO Director/Committee	0	50,000	\$ 50,000	EMO Plan
<i>Transportation</i>				
22 Administration (Wages & Benefits)	1,416,617	1,518,432	\$ 101,814	Vacant position
23 Workshops, Yards & Equipment	783,425	762,903	\$ (20,522)	Budget allocated equally thru the year, expenses still to be incurred
24 Roads & Streets	63,278	73,673	\$ 10,395	timing
25 Crosswalks & Sidewalks	48,165	34,550	\$ (13,615)	Town Hall crosswalk
26 Culverts & Drainage Ditches	117,119	100,000	\$ (17,119)	Additional drain covers purchased
27 Snow & Ice Removal	798,029	903,000	\$ 104,971	Budget set by past usage, 2024 less storms
28 Street Lighting	148,876	137,500	\$ (11,376)	Expenses higher than anticipated
29 Traffic Signals	34,822	18,333	\$ (16,488)	\$10K Marr/Campbell repairs - accident, cost will be recouped
<i>Environmental Health</i>				
30 Solid Waste Disposal Land Fill garbage	260,266	227,663	\$ (32,603)	More landfill than previous year
31 Solid Waste Collection Fero	566,844	641,667	\$ 74,823	\$39K Fuel escalation in budget
32 Clean Up Campaign	8,480	40,000	\$ 31,520	Lower cost than anticipated
<i>Environmental Development</i>				
33 Administration (wages and benefits)	256,521	388,365	\$ 131,844	Vacant positions
34 Adminisration	61,726	154,792	\$ 93,065	Annual budget for bylaw enforcement \$30K + 50K software
35 Planning Projects	100	25,000	\$ 24,900	Annual budget for planning projects
36 Heritage Committee	-	5,000	\$ 5,000	Annual budget for Heritage Committee
37 Tourism	38	5,000	\$ 4,963	Annual budget for Tourism
<i>Recreation & Cultural Services</i>				
38 Administration (wages and benefits)	367,038	353,368	\$ (13,669)	Pay raise after annual budget
39 Administration	69,056	53,500	\$ (15,556)	Ppty tax higher than budgeted by \$11K
40 Rothesay Arena	378,212	338,232	\$ (39,980)	R&M to condenser
41 Parks & Gardens	791,981	802,753	\$ 10,772	Vacant position, leased less vehicles than anticipated
42 Memorial Centre	108,957	67,417	\$ (41,540)	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	48,400	41,208	\$ (7,191)	budget
45 James Renforth	7,819	0	\$ (7,819)	Unbudgeted bldg acquisition, security and repairs
<i>Fiscal Services</i>				
46 Capital Projects Funded by Gas Tax	\$ (1,110,000)	\$ -	\$ 1,110,000	Money transferred from Gas Tax for cash flow purposes
47 Capital Projects Funded by reserves	\$ 750,000	\$ -	\$ (750,000)	Reserve funds for vacuum truck

2025January13OpenSessionFINAL_041

Town of Rothesay

Capital Projects 2024

General Fund

11 Months Ended 11/30/2024

	ANNUAL BUDGET	CURRENT Y-T-D	Remaining Budget	
General Government				
G 202* 00* IT	15,000	0		15,000
G-2024-00* Train Station building	350,000	0		350,000
James Renforth	0	244,552		(244,552)
Land purchase Wells extender		25,859		(25,859)
Total General Government	365,000	270,411	0	94,589
Protective Services				
P-202*-0** Protective Serv. Equipment Purchases	200,000	176,882		23,118
Total Protective Services	200,000	176,882		23,118
Transportation				
T-2024-001 Asphalt	3,395,000	4,784,033		(1,389,033)
T-2024-00* Wiljac Improvements	2,500,000	0		2,500,000
T-2024-00* Grove building	60,000	39,907		20,093
T-202*-00* Fleet Replacement	1,875,000	798,106	750,000	326,894
Unassigned:	0	0		0
T-202*-00* Salt Storage Facility	0	6,516		(6,516)
Total Transportation	7,830,000	5,628,563	750,000	1,451,437
Recreation				
R-202*-00* Recreation Equipment	145,000	91,427		53,573
R-2022-004 Wells Bldg	50,000	13,822		36,178
R-202*-00* Arena Renovation	105,000	111,696		(6,696)
R-2024-00* Wells parking lot	500,000	0		500,000
R-2024-00* Cathodic protection	75,000	70,735		4,265
R-2024-00* Zamboni	140,000	122,950		17,050
Total Recreation	1,015,000	410,631		604,369
Carryovers				
R-2020-007 Trail Development	0	8,849		(8,849)
T-2023-001 Asphalt 2023	0	20,999		(20,999)
T-2023-004 Intersection Improvement (Gondola/Clark)	0	626,150		(626,150)
R-2022-002 Recreation Pickle Ball	0	785		(785)
R-202*-00* Recreation Master Plan	0	32,543		(32,543)
	0	689,326		(689,326)
Total	\$ 9,410,000	\$ 7,175,813	\$ 750,000	\$ 1,484,187

2024 Budget and Funding Allocation

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

Town of Rothesay

Utility Fund Financial Statements

November 30, 2024

Attached Reports:

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

Town of Rothesay

Capital Balance Sheet

As at 11/30/2024

ASSETS

Assets:

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

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

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

LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	7,859,850
	<hr/>
Total Liabilities	7,574,850

EQUITY

Investments:

Investment in Fixed Assets	32,162,876
	<hr/>
Total Equity	32,162,876

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

Town of Rothesay
Balance Sheet - Utilities Fund Reserves
11/30/2024

ASSETS

BNS Utility Capital Reserve # 00241 12	1,455,545
	<u>\$ 1,455,545</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	954,383
Invest. in Utility Operating Reserve	119,204
Invest. in Sewerage Outfall Reserve	381,958
	<u>\$ 1,455,545</u>

2025January13OpenSessionFINAL_045

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 11/30/2024

ASSETS

Current assets:

Accounts Receivable Net of Allowance	679,273
Total Current Assets	<u>679,273</u>

Other Assets:

Projects	2,623,947
	<u>2,623,947</u>

TOTAL ASSETS	<u><u>\$ 3,303,220</u></u>
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LIABILITIES

Accrued Payables	16,263
Due from General Fund	1,165,786
Due to Capital Fund	285,000
Deferred Revenue	10,677
Total Liabilities	<u>1,477,726</u>

EQUITY

Surplus:

Opening Retained Earnings	40,521
Profit (Loss) to Date	1,784,973
	<u>1,825,494</u>

TOTAL LIABILITIES & EQUITY	<u><u>\$ 3,303,220</u></u>
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2025January13OpenSessionFINAL_046

Town of Rothesay
Utilities Operating Income Statement
11 Months Ended 11/30/2024

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	891,470	896,250	(4,780)		1,165,000
Meter and non-hookup fees	0	0	48,020	47,625	395		63,500
Water Supply for Fire Prot.	0	0	335,000	335,000	0		335,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	0	0	2,183,893	2,154,283	29,610		2,154,283
Connection Fees	100	6,250	180,525	68,750	111,775		75,000
Developers' Share	0	0	31,390	0	31,390		0
Interest Earned	8,900	7,500	105,088	82,500	22,588		90,000
Misc. Revenue	975	769	7,513	8,455	(943)		9,224
Infrastructure Grants	109,161	0	487,647	0	487,647		0
Surplus - Previous Years	0	0	33,993	33,993	0		33,993
TOTAL RECEIPTS	119,136	14,519	4,363,418	3,685,856	677,562		3,985,000
WATER SUPPLY							
Share of Overhead Expenses	18,288	18,288	201,163	201,163	0		219,450
Wages	35,358	34,571	212,703	222,895	10,192		240,000
Audit/Legal/Training	0	625	11,418	13,375	1,957		14,000
Other Water	104	167	953	1,833	880		2,000
Purification & Treatment	29,237	26,417	606,172	541,583	(64,588)		568,000
Transmission & Distribution	698	7,917	55,882	87,083	31,202		130,000
Power & Pumping	4,194	4,667	46,928	51,333	4,406		56,000
Billing/Collections	60	417	1,884	4,583	2,700		5,000
Water Purchased	198	200	1,311	1,200	(111)		1,200
Misc. Expenses	120	2,667	21,661	28,333	6,672		32,000
McGuire Road Operating	434	1,667	8,802	18,333	9,531		20,000
TOTAL WATER SUPPLY	88,692	97,600	1,168,876	1,171,716	2,840		1,287,650
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	27,431	27,431	301,744	301,744	0		329,175
Wages	30,000	30,000	330,000	330,000	0		360,000
Audit/Legal/Training	0	750	9,471	14,250	4,779		15,000
Collection System Maintenance	2,815	14,250	41,408	78,750	37,342		85,000
Sewer Claims	0	5,000	21,645	20,000	(1,645)		20,000
Lift Stations	17,389	6,667	100,016	75,333	(24,683)		82,500
Treatment/Disposal	5,272	9,000	82,227	112,000	29,774		121,000
Misc. Expenses	1,287	2,333	7,194	25,667	18,473		28,000
TOTAL SWGE COLLECTION & DISPC	84,195	95,431	893,704	957,744	64,040		1,040,675
FISCAL SERVICES							
Interest on Bank Loans	0	0	0	0	0		2,026
Interest on Long-Term Debt	22,106	22,106	159,158	183,932	24,775		263,941
Principal Repayment	147,000	147,000	356,708	356,708	0		565,708
Transfer to Reserve Accounts	0	0	0	0	0		75,000
Capital Fund Through Operating	0	0	0	0	0		750,000
TOTAL FISCAL SERVICES	169,106	169,106	515,866	540,640	24,775		1,656,675
TOTAL EXPENSES	341,993	362,138	2,578,445	2,670,100	91,655		3,985,000
NET INCOME (LOSS) FOR THE PER	(222,857)	(347,619)	1,784,973	1,015,756	769,217		(0)

2025January13OpenSessionFINAL_047

Town of Rothesay

Variance Report - Utility Operating

11/30/2024

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	891,470	896,250	(4,780)	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	68,750	111,775	Budgeted amts allocated based on prior year revenue
4	Developers' Share	31,390	0	31,390	Cost shared for sidewalk on Hampton rd
5	Interest Earned	105,088	82,500	22,588	Conservative budget
6	Infrastructure Grants	487,647	0	487,647	WWTF grant
Water					
7	Wages	212,703	222,895	10,192	Less OT than expected
8	Purification & Treatment	606,172	541,583	(64,588)	Hydrostrata - Addition of Deepening wells
9	Transmission & Distribution	55,882	87,083	31,202	Timing
10	McGuire Road Operating	8,802	18,333	9,531	lower repairs than anticipated
Sewer					
10	Collection System Maintenance	41,408	78,750	37,342	Flushing and mtce lower than anticipated
11	Lift Stations	100,016	75,333	(24,683)	replacement of VFD at FV lagoon
12	Treatment/Disposal	82,227	112,000	29,774	\$10K less in power, \$12K less in repairs
13	Misc. Expenses	7,194	25,667	18,473	timing
Fiscal Services					
14	Interest on Long-Term Debt	159,158	183,932	24,775	Interim loan not used

2025January13OpenSessionFINAL_048

Town of Rothesay

Capital Projects 2024
Utility Fund
11 Months Ended 11/30/2024

	Original BUDGET	CURRENT Y-T-D		Remaining Budget
WATER				
W-2022-003 Filtration Bldg Water	775,000	57,580	400,000	317,420
W-2024-00* Production Wells TH90-1	65,000	51,752		13,248
W-2024-00* Storage bldg renovations	55,000	48,175		6,825
W-2024-00* Shadowhill water line	250,000	-		250,000
W-2024-00* Treatment effluent tank re-lining	30,000	66		29,934
W-2024-00* Filter Bldg heat system upgrade	40,000	2,397		37,603
W-2024-00* Transfer switch VDF Wells 1 & 2	50,000	-		50,000
W-2024-00* Large scale tapping machine	40,000	-		40,000
	<u>\$ 1,305,000</u>	<u>\$ 159,970</u>	<u>\$ 400,000</u>	<u>\$ 745,030</u>

SEWER				
T-202*-001 Sewer work in Asphalt contract	100,000	\$ -		100,000
S-2023- 004 WWTF Plant	2,000,000	\$ 439,788		1,560,212
S-2024-00* Frances Ave lift station replacement	120,000	\$ -		120,000
S-2023-002 Lagoon Dredging	1,500,000	\$ 1,143,157		356,843
Unbudgeted items:				
Emergency sewer repair Rothesay Rd	0	\$ 40,049		(40,049)
	<u>3,720,000</u>	<u>1,622,994</u>	<u>-</u>	<u>2,097,006</u>

Total Approved	<u>5,025,000</u>	<u>1,782,964</u>	<u>400,000</u>	<u>2,842,036</u>
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Carryovers

Funded from Reserves				
W-2021-004 Well Development - Quality	-	4,649		(4,649)
S-2021-001 Turnbull Court Sewer	-	836,335		(836,335)
	<u>0</u>	<u>840,983</u>	<u>0</u>	<u>(840,983)</u>
	<u>5,025,000</u>	<u>2,623,947</u>	<u>400,000</u>	<u>2,001,053</u>

Funding:

	Total	Operating	Borrow	Gas Tax	Grants
Water	1,305,000	630,000	\$ 250,000	425,000	
Sewer	3,720,000	120,000	\$ 2,625,000	100,000	875,000
	<u>\$ 5,025,000</u>	<u>\$ 750,000</u>	<u>\$ 2,875,000</u>	<u>\$ 525,000</u>	<u>\$ 875,000</u>

Town of Rothesay

2024-11-30

219500-60

Donations/Cultural Support

Budget

Paid to date

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

Other:	19,500.00	
Portage		500.00
KVBA U14		250.00
Police/Fire Hockey		472.00
Refund from Big Brother/Big Sister	-	500.00
KV Girls Softball		250.00
Fundy Soccer Association		250.00
St. Joseph's Foundation		1,000.00
Girl Guides of Canada "Run in the Valley"		250.00
Tani Koi Judo Club		250.00
KV Old Boys		500.00
Gala Ballet Production		600.00
sub	19,500.00	3,822.00

36,500.00 21,122.46

G/L Balance

21,122.46
Other:

Kennebecasis Crimestoppers	2,800.00	2,800.00
PRO Kids	7,500.00	7,500.00
	10,300.00	10,300.00



ROTHESAY

2025January13OpenSessionFINAL_050

BUILDING PERMIT REPORT

12/1/2024 to 12/31/2024

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
12/04/2024	BP2024-00133	32 MALISEET DR	WINDOWS	\$8,000.00	\$58.00
12/10/2024	BP2024-00174	6 WEEDEN AVE	RENOVATION	\$60,000.00	\$435.00
12/10/2024	BP2024-00195	4 JAMES ST	DECK	\$14,800.00	\$108.75
12/05/2024	BP2024-00196	50 FRANCES AVE	ATTACHED GARAGE	\$150,000.00	\$1,087.50
12/10/2024	BP2024-00197	11 ELLIS DR	FENCE	\$6,388.00	\$50.75
Totals:				\$239,188.00	\$1,740.00
Summary for 2024 to Date:				\$25,198,976.34	\$185,071.00

2023 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$5,537,785.00	\$40,150.50
Summary to Date:	\$28,204,717.98	\$208,663.00



2025January13OpenSessionFINAL_051

ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : Brett McLean
DATE : 9 January 2025
RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 31/10/24*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$2.5M	-	Subject to grants; estimate revised to current – land acquisition with Province underway
2023	Hillsview water line replacement	50,000		Preliminary design complete, included in the 2024-2028 CCBF Funding Program
	Water Treatment Train expansion	630,000	60%	Treatment Train delivered and installed.
2024	WWTP Phase II design	\$2M	25%	Design 60% complete
	2024 Street Resurfacing inc C&S	\$3.5M	100%	Substantially complete.
	Wiljac Improvements	\$2.5M		Included with 2025 General Fund Capital Budget
	Shadow Hill Court water	250,000		Preliminary design complete, included in the 2024-2028 CCBF Funding Program
	Lagoon Dredging	\$1.32M	100%	Work substantially complete.
	Water quantity	60,000		Drilling work complete, well development and quality testing in progress.
	Frances Avenue Lift Station	100,000		Deferred to 2025
	IT plan	15,000		new equipment and phones
	KVFD Capital	203,700	100%	(Fleet -118,400, Equip -44,600, Facilities -40,700)
	Town Hall	37,000	100%	HVAC, Windows, painting doors, etc.
	Upgrade to water treatment plant	405,000		Project on track to be completed by Feb 15, 2025.
	Grove Bldg. Security Fence	60,000	100%	Complete.
	Works Fleet	\$1.13M	80%	All equipment has been received, waiting for plow rigging to be installed on tandem plow truck.
	Recreation Facilities	500,000	90%	Wells Parking substantially complete, Wells Shed pending.
	Parks Equipment	140,000	90%	Zamboni (October delivery), mower in service.

* Funds paid to this date.



ROTHESAY

MEMORANDUM



TO	Mayor and Council
FROM	Doug MacDonald
DATE	December 11, 2024
RE	Insurance Coverage

Recommendation:

Council approve renewal of the Town insurance policy with Marsh Canada for coverage for the period from January 1, 2025 to December 31, 2025 at an aggregate cost of approximately \$255,000.

Background:

Arthur J. Gallagher Canada Limited (formerly Cain Insurance Services Ltd.) manages our insurance account and serves as our agent. There is no compelling reason in my opinion to change insurance agents. The company has developed an expertise in Municipal insurance, has a wide range of similar clients in the Province, and the service provided during my tenure has been excellent.

The fee quote received for the period beginning January 1, 2025 is \$250,964.00, however there are additional portions of coverage yet to be quoted which will bring the final cost to approximately \$255,000, a decrease of approximately \$40,000 over the prior year. The decrease is primarily a result of more competitive market conditions with some new providers entering the marketplace after a review of available options by our agent.

There are no significant changes in coverage from 2024.

Given we are pleased with the service provided by our existing agent and their recommendation to maintain insurers, I recommend we authorize the insurance coverage for the period beginning January 1, 2025 as quoted Marsh Canada.



70 Hampton Road
 Rothesay, NB
 E2E 5L5 Canada

January 2025

TO: John Jarvie, Town Manager

SUBMITTED BY:


 Peter Johnston, Urban Planner

DATE: January 2, 2025

SUBJECT: Donlyn Drive PID 30305577 Development Agreement Discharge

INFORMATION REPORT

ORIGIN:

The subject property is bound by a development agreement between the Town and McNair Management Inc. registered in April 2014 when the former owner of the land intended to construct an assisted living facility. Those plans have since been cancelled and the land subsequently sold twice since the agreement was registered.

BACKGROUND:

The current owner, a numbered company now based in Mill Cove, NB is seeking to have the agreement released from title prior to the sale of the property which is set to close January 27, 2025.



Figure 1 – Site location

ANALYSIS:

Development Agreements are passed onto subsequent owners until such time that the local government discharges the agreement as per Section 102(5)(b) of the Community Planning Act. The agreement contains a termination clause which required the project to be completed within four years. No progress was made on the project since its approval rendering it effectively null. As the intent of the development agreement is no longer relevant, staff have no objections to this request.

It should be noted that discharging the agreement eliminates an obligation to construct sidewalks in the public road right-of-way along the frontage; and condition likely to be required of any future development of the parcel.

RECOMMENDATION:

It is recommended THAT Council approve the following Motion:

Rothsay Council HEREBY discharge Development Agreement #33687865 associated with PID 30305577.

Report Prepared by: P. Johnston, Urban Planner



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 13, 2025

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

Brett McLean, CAO

DATE: January 7, 2025

SUBJECT: Snow Plow Equipment – Pre-order

RECOMMENDATION

It is recommended that the supply of Tenco plow and associated plow rigging be awarded to Parts for Trucks Inc., in the amount of \$117,000.00 plus HST and further that the CAO be authorized to issue a purchase order in that regard.

ORIGIN

The 2025 General Fund Capital Budget includes funding to purchase and rig (as required for winter maintenance) a Tandem Truck with Plow to serve the Rothesay Public Works Department.

BACKGROUND

The 2025 General Fund Capital Budget includes funding for the purchase of a Tandem Truck with Plow to replace a resource that is currently 13 years old. A tender call for the supply of this truck will be issued through the New Brunswick Opportunities Network in early spring.

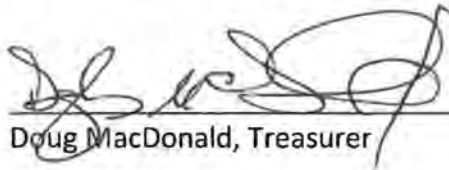
All plow trucks owned by the Town are equipped with Tenco plows and rigging. The Town's mechanic is familiar with the installation and repair of this type of equipment and the Town's entire parts inventory is for this type of equipment. For these reasons it is being recommended that the Town use Tenco equipment for the new plow truck. Parts for Trucks Inc. is the local distributor for Tenco equipment and have submitted a written quotation for supply of the necessary parts. This type of equipment has a lengthy delivery time and staff are recommending the pre-ordering of this equipment such that it will be delivered in time to rig the new truck for the 2025/26 winter season.

FINANCIAL IMPLICATIONS

The analysis concludes that a total amount of \$440,000 was provided in the General Fund Capital Budget; \$118,500 of which was budgeted for the plow and rigging. The delivered cost of the plow and rigging as submitted by Parts for Trucks is \$117,000.

Equipment	Budget price incl net HST	Actual price plus net HST	Net HST	Total	Difference from Budget
Tandem Dump Truck	\$225,000.00				
Plow rigging	\$118,500.00	\$117,000	\$5,016.96	\$122,016.96	\$3,516.96
Plow Installation	\$ 76,500.00				
Total	\$440,000.00				

The plow and rigging will not be invoiced or paid for until it is delivered. Staff are requesting authorization to pre-order, not to pre-pay. The financial analysis table above will also be included in future Council Reports for the purchase of the truck and installation of the equipment.



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).